



Board of Selectmen  
Town of Gilmanton, New Hampshire

Meeting

APPROVED AS AMENDED ON 06-03-19

May 20, 2019

**Approximately- 6:01 p.m. – Gilmanton Academy**

**Present:** Chairman Marshall Bishop, Vice Chairman Michael Wilson, Selectman Mark Warren, Town Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter

Also, present please see attached sign-in sheet.

**Open Public Meeting-**

Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman Bishop, Vice Chairman Michael Wilson, and Selectman Warren) and led the Pledge of Allegiance.

**Public Input:**

Tabled public input until later in the meeting.

**Approval of Minutes: 03-01-18 & 05-06-19**

Assistant Town Administrator- There is a resident request to amend an error found in a motion in the minutes of 03-01-18. The audio from that meeting has been reviewed and found the motion to be incorrect. The recommendation is to amend the minutes to reflect the motion accurately. Minutes will be placed on the website in addition to the original minutes and the changes will be reflected on the last page of the amended document.

- **03-01-18**

**MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to amend the 03-01-18 minutes and accept the changes verified by audio. (3-0)

- **05-06-19**

**MOTION:** On a motion by Chairman Bishop and seconded by Selectman Warren it was voted to accept the minutes of 05-06--19. (3-Selectman Wilson agrees with the exception that if he sees any amendments that are needed, he will let the ATA know)

**Consent Agenda:**

**MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to open the consent agenda. (3-0)

- **NH DOT reimbursement:** The Board acknowledges and accepts initial DOT reimbursement of \$1,085,401.05 (*covers 40% of construction costs as per approved bid and the full 80% of the Hoyle Tanner Associates Preliminary Engineering Services fee*). In light of the amount and because the Town will not have to expend the whole amount immediately, the Town Administrator request that the Treasurer place the funds with short-term interest while maintaining 100% liquidity/availability. Currently, the rate through NHPDIP is 2.35%, the rates through Meredith Village Savings Bank are 2.24%. In this scenario, the total amount of interest to be gained by the Town in that 12-month period will be a little more than \$24,000.00\*, which will be put in the General Fund.  
\*\$24,000 assuming the whole amount being placed in the CD is left untouched for the 12-month period.

The Town Administrator's recommendation is to place it in Meredith Village Savings Bank due to our current working relationship, the difference between the rates over a 12-month period is minimal at \$500.00.

**MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to allow the Treasurer and Town Administrator to proceed with placing the 1<sup>st</sup> installment of reimbursement monies received from the NHDOT bridge product to be placed with MVSB in a short-term CD. (3-0)

- Events: Historical Society Summer Series OTH; 4<sup>th</sup> of July celebration; Crystal Lake Park events

*I. Board signatures received for all events*

Selectman Wilson asked where we stand on renting the Park out, what it costs to rent the Park, booking it and renting it to non-residents.

Assistant Town Administrator-

- Currently, there is no cost for the park reservation.
- The cost it takes to hold an event is as follows; the cost for the attendant, the septic cost could be figured in and the cost of hours covered by the Assistant Town Administrator. *Maintenance scheduling is currently done by a volunteer, not sure about the use of electrical use for events.*
- The initial conversation for renting the park out to non-residents is that it holds a higher risk for liability as opposed to unfettered use.
- The only cost incurred by the person applying for a reservation is if there is a need for a Police detail.

Selectman Wilson would like Administration to contact Primex and look into the ability to charge non-residents for use of the park.

ATA- The Park as a whole is a much larger conversation to have and policy will be important.

Town Administrator- The Park is on the agenda for later in the meeting which can be discussed at that point.

**MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to come out of the consent agenda temporarily, *to allow for public comment.* (3-0)

**Public Input:**

Opened public input at 6:23 p.m.

- Lower Gilmanon Community Club LCHIP project

Ms. Paula Gilman and Mrs. Susan Leclerc present the restoration project for the First Baptist Church of Lower Gilmanon. The Lower Gilmanon Community Club is requesting a letter of support from the Board to meet the requirements of the LCHIP grant and requesting active volunteer support from the community for this project.

*\*see attached*

**The result from the discussion:** Board agrees to give a letter of support for the project.

Other items discussed;

- LCHIP grant total for the First Baptist Church is \$180,000, with a \$90,000.00 match from the Lower Gilmanon Community Club, volunteer hours are needed and are calculated as a part of the grant match.
- Charging non-residents for event use at the Park and requiring additional insurance for events that are taking place at the park.
- A suggestion that the Lower Gilmanon Club put together a map of the historical sites in the area in order to place more attention on the need for preservation.

Closed public input at 6:50 p.m.

**MOTION:** On a motion by Chairman Bishop and seconded by Selectman Warren voted to move back into the consent agenda. (3-0)

- PO Talco Enterprise: \$4,200-street sweeping services to remove sand used this past winter – Highway Dept.
- PO Wolcott: \$98,264.54 -\$34,887 was encumbered in 2018; pertains to paving of Middle Rte. and Sawyer Lake Rd – Highway Dept.

- PO Decorative Interiors: \$2,695- replace the carpeting in TC/TX office and "patch" where counters used to cover in the main office.
- Assessing: several documents/bills to be signed
 

<ul style="list-style-type: none"> <li>I. Landuse change tax for the following properties, Board signatures received;</li> <li>410-36</li> <li>424-042</li> <li>424-043</li> <li>II. Applications for Current Use:</li> <li>418-004</li> <li>III. Elderly Exceptions granted:</li> <li>415-048</li> <li>IV. Veterans Tax Exemption, granted:</li> </ul>	<ul style="list-style-type: none"> <li>107</li> <li>108</li> <li>109</li> <li>110</li> <li>111</li> <li>112</li> <li>113</li> <li>114</li> <li>115</li> <li>116</li> <li>117</li> </ul>	<ul style="list-style-type: none"> <li>110-042</li> <li></li> <li></li> <li></li> <li>419-035</li> <li>420-006</li> <li>414-001</li> <li>423-055</li> <li>414-93</li> <li>413-003</li> <li>414-106</li> <li>420-102</li> </ul>
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- Abatement request and recommended by the Assessor; Map/Lot 131-009
- Memo from Assessor to be reviewed by the Board for Map/Lot 113-29, this discussion will be tabled in order for the Board to have more time to review the issue.
- Request for tax abatement from current use to land use change tax for Map/ Lot 410-38; Initial bill was \$11,000.00, the owner has paid approximately \$8,000.00, the remaining balance is \$3,188.00. The property owner is requesting an abatement on the remaining balance and interest to be waived.
- Town Administrator recommends that the Board offer a monthly payment of \$292.26 for 12-months with interest.

**MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop to allow the Town Administrator to negotiate the tax agreement for Map/ Lot 410-038 and bring it back to the Board of Selectmen. (3-0)

**MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to close the consent agenda. (3-0)

### Old Business

#### ▪ **Parks & recreation Re-organization**

Based on legal opinion rendered by Town Counsel, the T.A. recommends the following:

- Each BOS Meeting Agenda shall list a specific session during which Rich Kordas will submit any bills and will present any matter that requires BOS approval.

- It is expected that there will not be a need for such a session at each BOS meeting and if there is not, the session will be canceled.

- As part of the upcoming Budget Process, the Town Administration will work with Rich Kordas to decide whether a Department Head is required and, if so, appropriate funding will be recommended to the BOS/Budget Committee. A Warrant Article would then be presented to the voters for the new position and budget.

The Town Administration has had a discussion with the Volunteer Representative- Rich Kordas to clarify that he currently has no authority to sign POs, bills nor any other types of commitment on behalf of the Town (he is a

volunteer, not an employee and has no official delegation of authority from the Town to do so). The T.A. will sign POs, bills or any other types of commitment on behalf of the Town under his current authority (<\$1,500).

Vice Chairman Wilson recommends that the Board handle Parks and Rec. this year, adding it as a section to the regular board meetings when needed-having the representative come in to discuss items that need attention and then placing it on the ballot next year to see if the Town votes it in as a Department.

**MOTION:** On a motion by Selectman Warren and seconded by Vice Chairman Wilson it was voted to add a section, designated for Parks & Rec. at the Selectmen's meeting, placed on the regular agenda per Town policies. (3-0)

#### **New Business**

- 2018 Master Plan Update- Tabled
- LRPC Electricity Aggregation Project

The Lakes Region Planning Commission (LRPC) is preparing for the third round of their electricity aggregation initiative. According to LRPC, this joint purchasing effort has saved lakes region communities over \$160,000 in the last two years.

Their estimation of potential savings calculation for Gilmanton over the coming year is \$1,553.96

For the Town to participate in the bid with the purchasing group, LRPC requests that you sign and return the attached MOU document. The Town can ultimately decide not to take advantage of the group purchasing rate. Otherwise, the new rate would simply be reflected on the Town's invoice statements.

After reviewing the bids in 2018, LRPC found that none of them would result in sufficient savings for the region, so they decided not to sign with any of the bidders.

Deadline is May 31 to return the signed MOU.

**MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to authorize the Town Administrator to spend \$200.00 to look at the LRPC Electricity Aggregation Project, in order for the Board to look at the future proposal. (3-0)

#### **Selectboard Items**

- Chairman Bishop- Holiday pay for employees who are called into work on the holiday.  
Town Administrator- Holiday pay will be addressed under the new personnel policy.
- Vice Chairman Wilson- Video recording of all meeting, live streaming and purchasing equipment.

Assistant Town Administrator- Items to think about are the issue of the expense for the equipment that wasn't budgeted for, how the video will be kept and if it needs to be kept in perpetuity like the audio, and if not live streamed the addition to an employee with added workload when the videos need to be uploaded.

Given that the request is to live stream the video, comments will need to be turned off in order to not give staff added work with needing to respond to question, on a platform of social media.

Town Administrator can look into the cost, time as it relates to efficiency for staff, retention. We are also looking into a product that provides a transcription in order to save time on minutes.

Selectman Warren- Have we spoken to the smaller Towns that use video streaming to see what the pluses and minus are with going with this option?

**The result from the discussion:** Administration will look into different options.

- Selectman Warren- Inquires about the status on the Old Town Hall roof and window repair and how to get the process started.

ATA- The thought for the roof patch on the Old Town Hall was to piggyback on the roof remediation that will take place at the Academy Building. After the new quote from Master Roofers is received the Board can determine the company they are using for the project and request a quote for the Old Town Hall. Per CIP the roofs are scheduled for replacement this year and 2020, but depending on the product that was initially used for the roofs, we may have an additional 5 yrs. before replacement is needed. The determination will come from the quote given by the company the Board chooses to do the repair work at the Academy Building and the hope is to request that company to quote the Old Town Hall roof at that time.

Town Administrator- The TA has contacted New Hampshire Preservation Alliance to initiate the process for the Old Town Hall assessment, an update of information will be given in the future. The recommendation would be to zero in on the items of emergent need first and go from there.

**Mandatory propane tank purchase:**

The initial understanding was that only one underground propane tank would be needed for the generator at the Academy. It has been determined that two underground tanks are needed due to the size of the generator and the volume need to keep it running during an event. It is not cost effective for the current vendor to own the tanks; the Town is required to purchase the tanks at the cost of \$6,950.00 because this is an unexpected cost. They are allowing the Town to make monthly installments of \$150.00 until the next election when the remainder of the balance can be budgeted for.

- Selectman Wilson has requested if the rate we will be receiving for the use in the generator will be at a reduced rate because we own the tanks?
- Selectman Wilson asked why couldn't we have stayed with the above ground tanks?

Setbacks from the property line could not be met with the above ground tanks and it wasn't aesthetically pleasing for the district.

**Dept. Head Monthly Report:**

Town Administrator asked the Board their thoughts on the monthly reports that had been submitted.

- Vice Chairman Wilson thought the reports were sufficient but asked if there is an outline for Departments to follow.
- Chairman Bishop liked the Fire Departments report and would like to see other departments follow the set-up provided by the Fire Chief, he likes how informative the report was.
- Selectman Warren asked the Town Administrator what his thoughts are on the reports received.

Town Administrator -the idea behind the report is to have concise information for the Board without eliminating the important information.

ATA- Is it the understanding of the Board that these monthly reports are supposed to be a brief reflection of what is happening within the Departments. The concern is that the Board is going to look at these and use them as a judgment tool of what the Department does in their totality.

**Result of the discussion:** A summary provided by each Department Head, which will help ease the justification process during Budget season allowing everyone to be aware. The Board can help support the reasoning for the needs during that time and eventually each Department will have these placed on their page on the website to share with the community.

Selectman Warren expresses gratitude to the Town Administrator for the work being done in a short amount of time to promote a cohesive organization. It's not easy to bring about change with policies and doing things in a new way.

The Town Administrator stated he is very lucky to have a very supportive team and Dept. Heads, working together.

➤ Selectman Warren requested an update on the progress from the MRI report for the Police Dept.?

The Town Administrator is going to talk about that under the category of hiring. The following is an update on current openings within the organization;

- Building Inspector- Two application received, one individual has been interviewed. The Board will have a chance to have an interview with the recommended candidate.
- Equipment Operator- Two applicants for the position, one has been interviewed and the office is waiting for the recommendation from the Road Agent.
- The solid Waste Attendant position has been filled and started last week
- Research and Information Clerk- Position needs to be posted this week, the office has found a candidate through the process of interviewing for the Transfer Station vacant position that would be preferred for the vacant position.
- Hiring for the Police Officer- The process will involve the Chief of Police and an outside agency for the mandatory requirements of the hiring process. The advertisement of the positions is local papers, NHMA, and/or utilizing the Great Bay program for the initial screening. Great Bay is the recommendation from Chief David Kurtz out of New Durham.

The Town Administrator request the ability to proceed in the hiring process for the Police Dept.

#### **Recess**

**8:09 p.m.-MOTION:** On a motion by Chairman Bishop and seconded by Selectman Wilson it was voted to take a 5-minute recess. (3-0)

**8:15 p.m.- MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to come out of recess. (3-0)

#### **(1) Non-Public Session per RSA 91-A:3, II (a)**

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (a). (3-0 Voice Vote – Chairman Bishop -yes, and Vice Chairman Wilson-yes and Selectman Warren-yes).

##### **Personnel**

**MOTION:** On a Motion by Vice Chairman Wilson, and seconded by Chairman Bishop it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Vice Chairman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to hire Caleb Price as an on-call firefighter as recommend by Chief Hempel. (3-0)

**MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to have the Town Administrator to go over the hiring policy with all the Dept. Heads. (3-0)

#### **(2) Non-Public Session per RSA 91-A:3, II (I)**

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (I). (3-0 Voice Vote – Chairman Bishop -yes, and Vice Chairman Wilson-yes and Selectman Warren-yes).

##### **Legal**

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Vice Chairman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Vice Chairman Wilson, and seconded by Selectman Warren it was voted unanimously to seal the minutes of Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Vice Chairman Wilson -yes, and Selectman Warren – yes).

**Adjournment:** On a Motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted unanimously to adjourn at 9:03 p.m. (3-0). \* *Time not captured by audio*

Respectfully Submitted,

  
Heather Carpenter  
Assistant Town Administrator

**Approved by the Board of Selectmen**

  
Chairman Marshall E. Bishop

  
Selectman Michael J. Wilson

  
Selectman Mark E. Warren

{Audio recordings are available at the Selectmen's Office and for free as a link on the Town website through SoundCloud}

**Amendment:**

*Line 76 added- "Result from the discussion: Board agrees to give a letter of support for the project."*

*Line 41 added for clarification*



## SELECTMEN'S OFFICE TOWN OF GILMANTON

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### ATTENDANCE SIGN-IN

PRINT NAME

SIGNATURE & DATE

05-20-19

Susan Kelley Keeler

Susan K. Keeler 5/20/19

Leonard Swanson

Leonard Swanson 5/20/19

Paula Gilman

Paula Gilman 5/20/19

James Tennessen

James Tennessen

Michael Tennessen

Michael Tennessen 5/20/19