



APPROVED AS WRITTEN 09-23-19

Board of Selectmen  
Town of Gilmanton, New Hampshire

7

Meeting

September 09, 2019

Approximately- 6:00pm. – Gilmanton Academy

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

Also present please see attached sign in sheet.

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

*Disclaimer: The views and opinions expressed in stated or attached statement read during public comment are those of the speaker/authors and do not reflect the opinion of the Town of Gilmanton. These minutes represent topics discussed and not a reflection of verbatim discussion.*

**Approval of Minutes:**

**MOTION:** On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to approve the minutes of 08-05-19. (2-0-Wilson abstains).

The 08-26-19 minutes need to be amended to reflect more of the DOT discussion as it pertains to signage from the engineer's point of view, the minutes will be brought forward at the next regular Board of Selectmen meeting.

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

**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 (c). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**Reputation**

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

Time: 6:27 p.m.

**Consent Agenda:**

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

- P.O. (WA #16- Highway pickup truck replacement): \$43,656 Hilltop Chevrolet
- LCHIP Grant Support Letter Old Smith Meeting House
- Credit & exemption- 416-011
- Supplemental Intent to Cut- 405-084
- Current Use Application- 416-032

Huckleberry Propane/Heating Oil Agreements

**MOTION:** On a motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted to allow Chairman Bishop to be the sole signature on the Huckleberry Oil and Propane contracts. (3-0)

Police Cruiser – Release of Title

**MOTION:** On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to allow the Town Administrator to release the title of the totaled police cruiser. (3-0)

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

Board Announcement: Selectman Warren reads a statement welcoming Maura Thomas as the appointed Town Clerk Tax Collector.

“Following Debra Cornett’s resignation as the Town Clerk/ Tax Collector effective 09-06-19. The Board of Selectmen under the authority granted by RSA 669:66 appoint Maura Thomas as Town Clerk/ Tax Collector for the Town of Gilmanton for the term ending on the next annual Town election for the position on March 10, 2020.”

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

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

**Hiring**

**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 Selectman Wilson-yes and Selectman Warren-yes).

**Public Announcement:** The Board would like to welcome Mrs. Claudia Ferber to the team, hired as the Temporary Assistant for the Town Clerk/ Tax Collector office.

Selectman Warren presides over the swearing in of Maura C. Thomas as the appointed Town Clerk Tax Collector.

**New Business:**

**Revaluation Update-** Assessing Administrator has put forward a letter to the Board updating them on the process of the statistical revaluation, information of new values will be going out shortly to property owners and the process of hearings that can take place through the Assessing office.

**MOTION:** On a motion by Selectman Warren and seconded by Vice Chairman Wilson it was voted to proceed with recommendation with the re-valuation update as stated in the September 05, 2019 letter from the Assessing Administrator. (3-0)

**Public Input: 6:56 p.m.**

*Mr. Joe Haas-*

- Parks and Recreation; concerned about the beach closing and the geese situation. Mr. Haas recommends swans for decoys to mitigate the geese problem that took place this year.

*TA- Patrick Bore`-* The reason for the beach closure is due to the high level of bacterial content in the water from the local geese population. The beach closure was recommended by the Department of Environmental Services for health concerns.

Further discussion on the length of time the beach has been closed and water testing done by the State.

*Mrs. Dodie Smithers-*

- Crystal Lake Beach- Swans have not been used at the park but coyotes have been used but is hard for that to be effective because the kids like to touch them.
- Concerns over 4<sup>th</sup> of July festivities- Electrical issues and past Selectmen should be entrusted with the use of the building because at one point the had been entrusted with the use of the building and responsible.
- Academy Building- After the building had been restored, the Town offices were invited to come here and over the years the Town has taken control of the building. The building use to be

accessible to the public and it is her opinion that it still should be, she is disappointed that the auditorium can't be rented out or used by the general public.

*Town Administrator Patrick Bore`* - Last year we almost had a fire because the extension cord that was used burned out, we did not want to take this risk this year. I personally told Mr. Guarino not to do it this year and offered the use of the flag pole outlets for the electrical need for the event. The community will be able to participate in the outcome of the Old Town Hall; which would be a great location for community events.

*Selectman Warren-* Speaking for himself and not for the Board; the families that have longevity in the town their history is appreciated and it is understood that these building belong to the Town and the people. I am trying to understand, as needs change, rooms have shifted and accessibility is needed but let's keep the sense of community and using these buildings to serve the community.

*ATA Carpenter-* Public access to the Academy building shifted in 2014 and has remained that way. The needs for employee, building and content security is imperative so administration can function and records can remain secure.

*Vice Chairman Wilson-* The Old Town Hall can be utilized for an organization like the Snowmobile Association.

*ATA Carpenter-* That has been offered.

*Mr. Brett Currier-* Spoke to the past use of the Academy Building by the Snowmobile Association, the understanding of the need for the security of the files and contents in the office but the auditorium should be open to the public and the doors of the building shouldn't be locked during a meeting.

*Town Administrator-* The doors were not meant to be locked tonight; it was a mistake. The auditorium is the only meeting space that we have. If the Board would like us to look into using it for non-business purposes, we can do that but the availability would be extremely limited.

Further public discussion about the Academy building for non-business-related meetings the current condition of the Old Town Hall, and the upcoming assessment.

*Mr. Joe Haas-* Mr. Haas spoke to his support efforts for an appeal against the school tax rate.

Board Consensus- The appeal against the school tax rate is not on the scope at this time.

Close Public Input: 7:26 p.m.

#### **Old Business:**

##### **o In-Town festivities and PD/FD details**

Following last meeting's discussion and the Board's request to obtain a list of events involved, here is the information that has been gathered:

##### **• "Non-billable" events**

These are the events that details for get paid by the Town. They include:

- 4<sup>th</sup> of July parade at Four Corners

- 4<sup>th</sup> of July fireworks at Crystal Lake Ball Park

- Old Home Day at Smith Old Meeting House

- Labor Day celebration at Crystal Lake Park, including fireworks

- Halloween- Detail off a road coming into town, it is almost time to close access to this road during trick or treat hours.

-Christmas- Santa comes to town.

-Voting

148 **Chairman Bishop-** Are details just another word for overtime?

149 **Chief Currier-** Over time vs details are different, since they changed the retirement system new staff  
150 member don't pay retirement on details, you would pay overtime so you add 30% to the overtime rate  
151 that the Town would be paying.

152 **Vice Chairman Wilson** – So details are cheaper?

153 **Chief Currier** – So those people that aren't contributing to retirement on details, but their overtime still  
154 does, so you tack on 29.43% on top of that.

155 **Vice Chairman Wilson** - Do you typically give details to those that aren't timed out or is it more the  
156 overtime rate?

157 **Chief Currier** – we have five staff members. We are not in a position like Manchester where we can pick  
158 and choose based on rates. It is what it is. A flat rate for overtime is easier because you don't know who  
159 is going to be working it. A Sergeant on overtime, his rate is much more expensive than a new patrol  
160 officer so your flat rate detail is much easier to classify.

- "Billable" events

162 - any private events conducted on Town property

163 - any roadwork/utility work

164 - school events like dances etc....

165 These include any family celebrations, local organizations sponsored events, road races events (Camp  
166 Fatima has 2 road races a year. Historically, one has been billed, one has not).

167 **TA-** Where I'm coming from is not this but seeking for a rule as to who pays for the police detail, the Towns  
168 vs the sponsoring organization.

170 **Outcome of discussion:** The Board consensus is the following events will be left in the department's  
171 budget but will be broken out and defined in the budget; 4<sup>th</sup> of July parade at Four Corners

172 - 4<sup>th</sup> of July fireworks at Crystal Lake Ball Park

173 - Old Home Day at Smith Old Meeting House

174 - Labor Day celebration at Crystal Lake Park, including fireworks

175 - Halloween- Detail off a road coming into town, it is almost time to close access to this road during trick  
176 or treat hours.

177 -Christmas- Santa comes to PD.

178 -Voting

- **Griffin Rd- Road Agent Paul Perkins**

181 The Road Agent spoke with Mr. Bill Smith today, we are going out there this week, and they have a spot  
182 to place the fill, ditch it, gravel it and get it as wide as I can but the problem is the left side is all ledge.  
183 The project should take a three-day time frame to finish.

184 The corner needs to be done but the trees needs to be taken down first.

185 **Vice Chairman Wilson-**The ten-year road plan from the 90's is in the process of updating the numbers.  
186 Staffing is a part of the issue but if there was an updated plan, then the projects that have to be  
187 contracted out can go in as a warrant article and the department can concentrate on the daily projects.  
188 If we had a list of everything that needs to be done...

189 Further discussion on the Capital Improvement Plan and how understanding the needs of all the roads  
190 will help with the bigger picture.

191 **Outcome of discussion:** The road crew will be down there no later than next week; the project  
192 should take a few days. The Road Agent would not be opposed to the Board moving forward with  
193 LRPC to get an update on a comprehensive assessment of the Towns roadways in order to get a  
194 plan for the CIP and a better view on all projects.



**NHDOT Letter, RTE 107/104 Intersection** - The letter is in response to the Boards letter to the DOT, it's a notice to the public in regards to the RTE 107/104 intersection in Town. The letter was an offer to the residents to go express themselves on particular meeting dates that the DOT is holding. The letter will be posted on the website as public notice. 1<sup>ST</sup> Meeting date is 09-19-19 at 6pm in Laconia.

*\*see attached*

LRPC had suggested that we get a road safety audit done by DOT which could help the project move forward. This study wouldn't cost the town as it would be covered by federal funding.

**Outcome of discussion:** The Town Administrator will work on getting more information on the road safety audit and work on getting pricing for the LRPC road assessment.

○ **Willowgrass Lane**

7:53 p.m.-Selectman Warren recuses himself as a sitting Board member to speak as a member of the public.

Mr. Warren presented the Board with a petition at the last meeting to request the Board to approve changing the class of the road. Even though that is an option the Board can take with road acceptance and because of my role as a Selectmen, maybe it would be better for it to be placed on the ballot. The reason the request hadn't come forward until now was because the resources weren't there, Mr. Warren was able sell his last lot of land and the resource became available to complete the project.

**Outcome of discussion:** The Planning Administrator has sent in a letter for recommending the process accepting the road through ballot. The road is paved and ready to be turned over to the Town.

Historically, acceptance of roads has been done through town meeting.

The petition was officially withdrawn by Mr. Warren.

**MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to accept the withdrawal of Mr. Mark Warren's road petition for Willowgrass Lane.

Mr. Warren requested if the Board would be in favor of the Town bringing forward a warrant article with a Board recommendation?

**Chairman Bishop-** I would be in favor of it.

**Vice Chairman Wilson-** I would certainly recommend it.

8:01 p.m. Selectman Warren returns as a sitting Board member to participate in the remainder of the meeting.

**Select Board Items:**

Chairman Bishop would like to discuss the Labor Day Fair and the condition of Crystal Lake Park after the event.

The recreation attendant had to spend the whole weekend cleaning up after the event because of the way the park was left from the event. The Town cannot accept this moving forward. This is an event that is not charged, they sign off on a park usage form and are required to adhere to it, we have additional insurance certificate provided for the fireworks but not for the use of the park. We now pay a park attendant to work the park and she has to spend all weekend cleaning up additionally.

Further discussion on the possible direction to take the Parks and Rec Department in the future.

**Outcome of discussion:** The Town Administrator will need to reach out to Primex to get the full scope for charging park fees/holding fees for events. The Board wants to see a holding fee for a large event pending the information from Primex.

Discussion about gambling games at the association events and if there are responsibility/requirements on the event holders.

**ATA Carpenter-** will have to look into the regulations/permitting or the ability to hold gambling games at Association events, like the Labor Day Fair.

244 GYO discussion- Clarifications are in the process of clarification, the Town Administrator committed to  
245 talking to Primex specifically about the playground for the rest of the season in order to come up with a  
246 solution and a hopefully a long-term solution for the future.

247  
248 Further discussion about Outside Agencies, community associations, how it pertains to the budget  
249 process and how they can be presented in order to better understand their objectives and involvement  
250 in the community.

251 Recess: 8:33 p.m.

252 **MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to take  
253 a 5-minute recess. (3-0)

254 Reconvene from Recess: 8:38

255 **MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to come  
256 back from recess. (3-0)

257  
258 **(3) Non-Public Session per RSA 91-A:3, II (I)**

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

262 Legal

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

266  
267 **MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to seal the  
268 minutes of Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes,  
269 Selectman Warren-yes).

270  
271 **(4) Non-Public Session per RSA 91-A:3, II (c)**

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

275 Reputation

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

279  
280 **MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to seal the  
281 minutes of Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes,  
282 Selectman Warren-yes).

283  
284 **(5) Non-Public Session per RSA 91-A:3, II (a)**

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

288 Personnel

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

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

The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.

**Adjournment:** On a Motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted unanimously to adjourn at 10:26 p.m. (3-0).

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}



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**ATTENDANCE SIGN-IN**

**PRINT NAME**

**SIGNATURE & DATE**

09-09-19

Joseph S Haas c(Hotmail).com

Dodie Smithers

Brett Currier

Joe Haas

Dodie Smithers

Brett Currier