



Board of Selectmen
Town of Gilmanton, New Hampshire

1 APPROVED on 11-18-19

2 Meeting

3 November 04, 2019

4 Approximately- 4:36pm. – Gilmanton Academy

5
6 **Present:** Chairman Marshall Bishop, Selectman Michael Wilson, Selectman Mark Warren,
7 Town Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter
8 Also, present please see attached sign-in sheet.

9
10 **Open Public Hearing**

11 Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman
12 Bishop, Vice Chairman Wilson & Selectman Warren)

13 *Disclaimer: The views and opinions expressed in a stated or attached statement read during public comment are*
14 *those of the speaker/authors and do not reflect the opinion of the Town of Gilmanton. These minutes represent*
15 *topics discussed and not a reflection of verbatim discussion.*
16

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

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

21 Hire

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

25
26 **MOTION:** On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was
27 voted to seal the minutes of Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes,
28 Selectman Wilson -yes, Selectman Warren-yes).

29
30 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
31 were sealed.

32 Time 5:19 p.m.

33 **Old Business:**

34 2020 Budget-

35 Town Administrator- The Budget Committee Chairman has invited the Board of Selectmen for
36 preliminary discussion on Wednesday at 6:00 p.m.

37 These are the various budgets that are based on Dept. Head requests, we have added the
38 information for the Selectmen in terms of salaries and benefits, you conquered with the merit
39 increases, you have recommended the COLA and the rest is formula based on the health
40 benefits. The rest is to be filled in terms of accepting or changing what the department heads
41 are requesting for their respective departments.

42 The departments were asked to submit the budgets without salaries and health benefits,
43 however, they all filled them in. You will see a difference between the requested and

recommended columns as an increase because there is 53 weeks to budget for instead of the 52 weeks in the previous budget and the increase in COLA.

Example: Pg. 19 Line 4210-113; Requested \$58,282.00 vs the recommended at \$59,909.00

Executive-

4130-270- Training; \$3,000.00 accepted 3-0

4130-271- Appreciation; \$300 accepted 3-0

4130-341- Telephones; \$3,300.00- Discussion about the two cell phones covered in the Executive budget, the end date of the contract and the monthly cost. Accept 3-0

01-4130-343- Advertising; \$1,500.00 accepted 3-0.

01-4130-370- Computer; \$ 16,089- Five-year contract, splitting the cost of replacing the servers. The \$16,089.00 includes not only the annual contract but a number of other items, such as conversion to Office 365. Accepted 3-0

01-4130-391- \$3,000.00; MRI compliance assessment for the Police Dept. adherence to department policy. Accepted 3-0

01-4130-429- Town Website \$1,750.00, accepted 3-0

Default Budget- The rules have changed for how you define the default budget and essential unless you have come to the town meeting with a specific contract and the total cost of the contract, you cannot include in your default budget the increases even if they are in the contract. In terms of salaries, what it means is that merit, and cola cannot be included in the default budget. The only difference here is that there are 53 weeks, which is a legal obligation and has been included in the default budget. Essential this process freezes the salaries to 2019 level.

01-4130-440- Copier; \$4,000.00-Accepted 3-0

01-4130-441- Postage; \$2,000.00-Accepted 3-0

01-4130-550- Printing; \$3500-Accepted 3-0

01-4130-560- Dues & Subscriptions- \$4,000.00- Accepted 3-0

01-4130-620- Office Supplies- \$2,500.00- Accepted 3-0

01-4130-637- Mileage Reimbursement- Decreased to \$1,000.00- Accepted 3-0

01-4130-690- Miscellaneous decreased to \$400.00. Accepted 3-0

01-4130-750- Office Equipment \$1,400.00. Accepted 3-0

The Board went through each line on the Executive budget and accepted the budget.

Election & Register

The department is budgeting for five elections this year which increases the budget as a whole.

01-4140-431- Computer Maint. - Laptop replacement- 2045 plus 50 for conversion to office 365 and Accuvote machine. Accepted (3-0)

01-4140-550- \$2,200.00 Printing includes ballots. Accepted 3-0

01-4140-610- \$3,800.00 Meal for elections. Accepted 3-0

Election and Registration budget accepted at \$33,420.00.

The TA would like to address some topics in the following budgets prior to Chairman Bishop's absence at 6:30 p.m.; Highway, Building and Parks and Rec.

89 Building

90 The building inspector resigned; November 13th is his last day, he has offered to come in for a
91 half a day per week up until Dec. 16th.

92 1. We have to address this issue rather quickly at this point.

93 2. We have to come up with a plan for next year.

94 We have been in this position recently, back in the spring when the building inspector offered
95 his resignation and we had difficulty being able to find a replacement.

96 We have more of a chance to fill the position if it is full time, and we have the volume of work.

97 This budget has been built as a 35 hr. per week position with benefits.

98 Further discussion on part-time, subcontractor, work volume, communication and being able to
99 capture some money in the budget from reduction in hours from another employee.

100 The Town Administrator recommends a non-public discussion to discuss personnel matters.

101

102 (2) Non-Public Session per RSA 91-A:3, II (a)

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

106 Personnel

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

110

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

114

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

117 **01-4240-110:** Building Inspector; \$49,154 Accepted 3-0.

118

119 **Highway Administration PG30-** There have been two new positions added. one being added for
120 grounds maintenance and highway laborer, Line 01-4311-117. Any budget that had a budget for
121 grounds maintenance has been moved and placed in this line. This position will fall under the
122 Highway Dept. There is a new pick-up, new mower and a trailer for this position to be able to
123 maintain all Town buildings.

124 *Administration will review the details of the warrant article that was approved last year for a*
125 *mower.*

126 **Line 01-4311-116-** This is the seconded position being added for a Equipment Operator
127 position.

128

129 **Merit Increases-** There are two requested increases that the Town Administrator would like the
130 Board to reconsider. The request was a three-step increase, brought down to a two-step
131 increase by the Board. The issue was the way the performance evaluation was written wasn't
132 necessarily in line with the overall performance evaluation which was leading to a three-step
133 recommendation.

Board Consensus: The Town Administrator will speak with the Dept. Head in order to get more information on the request. The TA will bring the information back to the table at a future meeting.

Time 6:50 p.m. Chairman Bishop is leaving the meeting and a five-minute recess is taken.

Time 6:55 p.m. Coming back from recess and opening into public session.

Finance

01-4150-625- FA Postage- Discussion on the actual spent this year vs the requested, is due to the fact that second billing for taxes has not been sent out at this point.

Board Consensus: Accepts the Finance budget- 4150 at \$104,828.00 (2-0).

Town Clerk/ Tax Collector

The current employee is in the position up until the elections because that is the end of the term of the previous incumbent. It will go to the voter and she will either be elected or she will not, and that has impacts in different ways on the budget.

Line 01-4151-110- \$62,974 is the amount in the event she gets elected but if you look at the default budget of \$65,063 is what that line would have been if the previous incumbent would have stayed, plus the addition of the extra week for 2020.

Line 01-4151-112- Deputy; if the Town Clerk/ Tax Collector is elected the search for Deputy will start immediately.

Line 01-4151-115- Line 115 and 116 are limited in the number of part-time hours they can work.

Line 01-4151-116- This position was requested in the 2019 budget only for a six-month rate and approved. The current amount is converted to include the 53 weeks and the COLA but the Default budget is based on 2019 numbers plus budgeting for the 53rd week within 2020.

Discussion took place about the current staffing in this Department, historically the level of staff and what is needed for the future for appropriate level of staffing, coverage, and experience.

Line 01-4151-116 Accepted (2-0).

Further discussion on the total Town Clerk/ Tax Collector budget.

Board Consensus: Accepts the Town Clerk/ Tax Collector budget aside from line 01-4151-343.

Finance will obtain clarity for that lines request.

Assessing

Board Consensus: Accepts the Assessing budget- 4152 at \$120,030 (2-0).

Legal

Board Consensus: Accepts the Legal budget- 4153 at \$220,000 (2-0).

Planning

Board Consensus: Accepts the Planning budget- 4191 at \$19,912 (2-0).

ZBA

Board Consensus: Accepts the ZBA budget- 4192 at \$13,485 (2-0).

HDC

Board Consensus: Accepts the HDC budget- 4193 at \$3,032 (2-0).

General Government

Administration and the Board discuss the Old Town Hall use, cost and assessment. By the end of this week, the Town Administrator will have received a summary assessment of the Old Town Hall, after the information is received there will be a public hearing in the month of December in order to hear a public consensus to hear their thought on the matter. Academy Building repairs are still being processed and the actual line number will go up towards the end of the year. Line 01-4194-430 is being budgeted for \$30,000.00 because there is no Capital Reserve for active upkeep of the building. Further discussion on CIP, the numbers that need to be updated, future budgeting for the needs of the Academy and other departments- HWY, PD, Academy and Transfer Station, the importance of Board and voters support of the CIP in order to keep the tax rate level.

Board Consensus: Accepts the General Government budget- 4194 at \$82,719 (2-0).

Cemetery

Board Consensus: Accepts the Cemetery budget- 4195 at \$14,069 (2-0).

Insurance

Board Consensus: Accepts the Insurance budget- 4196 at \$108,900 (2-0).

Police Dept.

Line 01-4210-119 ACO PT; This lined doubled based on the fact that we need to do something for this position, the cost is unknown at this point. Ideally, we will be able to have the position filled by contracted services.

Board Consensus: Accepts the Police Dept. budget- 4210 at \$659,117 (2-0).

Fire Dept.

Board Consensus: Accepts the Fire Dept. budget- 4220 at \$691,858 (2-0).

Building

Board Consensus: Accepts the Building budget- 4240 at \$55,606 aside from Line 370- Computer Expense for clarification (2-0).

ER Management

Board Consensus: Accepts the Insurance budget- 4196 at \$108,900 (2-0).

Public Works

Board Consensus: Accepts the Public Works budget- 4311 at \$523,250 (2-0), the Board wants to see sand and snow contracts and bid processed followed for the upcoming season.

Highway and Streets

Board Consensus: Accepts the Highway and Streets budget- 4312 at \$418,150 (2-0)

Street Lighting

Board Consensus: Accepts the Highway and Streets budget- 4316 at \$4,500 (2-0)

224 **Road Betterment**

225 *This line will change based on the tax rate.*

226

227 **Hazardous Waste**

228 **Board Consensus:** Accepts the Hazardous Waste budget- 4323 at \$3,583 (2-0)

229

230 **Transfer/Recycling**

231 **Board Consensus:** Accepts the Transfer/ Recycling budget- 4324 at \$343316 (2-0), but line 270-
232 Training will need to be re-addressed.

233

234 **Animal Control**

235 **Board Consensus:** Accepts the Animal Control budget- 4312 at \$418,150 (2-0), this line is
236 specifically for supplies, not wages.

237

238 **Outside Agencies**

239 **Board Consensus:** Accepts the Outside Agencies budget- 4415, aside from the Red Cross
240 request, the Board would like that line decreased to \$1,000.00 (2-0).

241 *Original budget submitted for all outside agencies was \$33,508.*

242

243 **General Assistance**

244 **Board Consensus:** Accepts the General Assistance budget at \$11,922 (2-0).

245 *There will be a Warrant Article submitted in order to place money back in the fund to cover the*
246 *ongoing expenses that the Town is obligated by State law to pay for.*

247

248 **Parks and Rec.**

249 **Board Consensus:** Accepts the Parks and Rec budget- 4520 at \$25,035 (2-0)

250 *Line 390- An ad for a subcontracted swim instructor will need to be placed prior to the season.*

251

252 **Library**

253 **Board Consensus:** Accepts the Library budget- 4550 at \$7,700 (2-0), but the Board is requiring
254 clarification as to why is there an increase of \$1,000.00 every year for the last two years.

255

256 **Patriotic Purposes**

257 *There has been no requested submitted for this line.*

258

259 **Conservation**

260 **Board Consensus:** Accepts the Conservation budget- 4611 at \$5,068 (2-0).

261

262 **Loon Pond Dam Maint. & Repair**

263 **Board Consensus:** Accepts the Loon Pond Dam Maint. And Repair budget- 4619 at \$3,700 (2-0).

264

265 **Debt Service**

266 **Line 01-4712-984-** *The last payment on this lease will happen this December 2019.*

267 **Accepted (2-0)**

268

The Town Administrator updates the Board in regards to line 01-4150-115. There is further discussion about delegation of duties, segregation of duties, the Finance Director not being bonded, and the Treasurer's salary.

Outcome of discussion: The Town Administrator will reach out to the Treasurer.

The Town Administrator is working on the warrant articles, once they are complete, they will be brought to the Board for review and the date for Deliberative Session will be determined at a following Selectboard meeting.

Adjournment: On a Motion by Selectman Warren and seconded by Vice-Chairman Wilson it was voted unanimously to adjourn at 9:45 p.m. (2-0).

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}