



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

503 Province Rd, Gilmanton, NH 03237

Ph: (603) 267-6700 Fax: (603) 267-6701

Website: www.gilmantonnh.org

Board of Selectmen Meeting

DRAFT

December 6, 2021 - Academy Building - 5:10 P.M.

Zoom-For remote access options look under Upcoming Events on the Town's website at www.gilmantonnh.org listed under the calendar or Board of Selectmen -News

Present: Chairman Mark Warren, Vice-Chairman Baiocchetti, Selectman Collins and Town Administrator- Heather Carpenter

Also Present: Israel Willard, Transfer Station- Ron Nason

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC MEETING MINUTES APPROVAL

- 11-09-2021
- 11-15-2021

11-09-2021- Personnel Policy Workshop

Amendments on the following items will need to be made prior to approval.

- Page 1 of the minutes, last paragraph (inaudible) This item should read Department Head. This will not prohibit a Police Officer from their performance in an official investigation.
- Page 2 of the minutes- Inclement Weather- (pg. 43 in the policy) During inclement weather the protocol will be The Town Administrators will have the ability to close the Town Facilities after consulting with the Chairman, if the Chairman is unavailable, go to the Vice- Chairman and so on...This allows the employees to be paid based on Chairman's/Board Member approval. The closer will apply to non-essential personnel in all departments only.
- Page 2 of the minutes- Collision (Page 45, third paragraph of the policy)- The accident must be reported immediately to your immediate supervisor or Department Head.
- Page 2 of the minutes (Page 48 number four, third paragraph) Typo- should read "signed waiver"
- Page 3 of the minutes – Under the category; Request notice of Decision to Terminate Employee- Typo- should read "from the town we ask that you notify your Department Head."

These amendments to the minutes will be made, the changes to the policy will proceed in writing, produced in draft form, reviewed by the Board and sent to legal. Upon completion of legal review, it will be brought forward for Board approval.

MOTION: On a motion by Chairman Warren and seconded by Vice- Chairman Baiocchetti it was voted to approve the minutes of 11-15-2021 (3-0).

CONSENT AGENDA

Personnel Action Form – Fire Department

Recommendation for Hire- The Board was presented with a personnel action form for a student in the program for the Fire Dept.

Board Consensus: The recommendation was tabled for future consideration.

- ☐ **Action Item:** The TA will reach out to the Fire Chief, requesting he be present at the subsequent meeting for discussion regarding the recommendation.

Assessing- Equalization Study

Equalization Study- The Towns contracted Assessor has given the information for the Boards review. Simple put the equalization information is the comparison of assessed value compared to the fair market value.

General discussion took place regarding the understanding of the equalization information. The Town Administrator will have the Community Development Director provide an education write-up for the Boards understanding.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to approve the consent agenda as amended.

NEW BUSINESS

Resident Israel Willard: Concerns Regard -Map/Lot 127-027- Trash Burning and Demolition

Resident Israel Willard: Mr. Willard has requested to be on the agenda to discuss the poor condition of a local property Map/Lot-127-027, over concerns regarding improper wood burning within a trailer, improper demolition of a barn structure, garbage burning, failed septic, electrical only through use of a generator to the house, shooting guns towards the woods that abut a horse farm. Pictures have been provided to the Board for their understanding.

Mr. Willard is requesting the Board move to resolve the issues on the property for health and safety reasons, to remove the squatters and follow the rules the Town hold regarding these issues.

TA- The office has been in consistent communication with Mr. Willard regarding the issues presented. The Building Inspector/ Code Enforcement, Fire Chief, Police Chief have been actively involved in a resolution for this property. The first determination was property ownership due to its estate status, that was recently determined after the bank regained ownership of the property after the property auction in the Fall. The office is working with the owner to resolve the health and safety concerns on the property, and we are waiting for their response.

OLD BUSINESS

Transfer Station Discussion- Transfer Station Manager -Ron Nason

The Board would like to bring attention the social media post regarding the possible closure of the "Free Room".

The manager stated that a notice was posted regarding the overwhelming condition of the free room, quality of items placed, the organization and the need for maintenance, if rules are not followed the room may have to close.

Based on the social media posting it appears that some residents are willing to volunteer. The manger is unsure of where the social media post came from.

Manger- There have been two volunteers so far.

Chairman- So, the room is still operational at this point.

Manager- Yes

Chairman- We want to be sure that we are communicating clearly and try to avoid rumor mills and there is no better way to do that then to meet face to face, communicate and understand the reason behind it.

Other Updates from the Manager:

Cleaned up the metal around the bailer and the cabinets. Brush is still being taken; Manger still needs to reach out to Chief regarding the pile. I emailed Heather to reach out to him.

Mr. Nason is here for continued discussion on the condition of the facility, such as the storage issue, free room condition and access, volunteers, the burn pile, communication and working cooperatively towards a resolution

for the safety of the facility, residents, and staff. Under current policy, volunteers are allowed to be utilized at the direction of the department head. The Board has requested clarification on the following items.

- ☐ **ACTION ITEM:** TA will reach out to Primex regarding volunteer and how that is covered under workmen's comp. if they are under the direction of the manager.
- ☐ **ACTION ITEM:** TA will follow-up with the Road Agent regarding the response to the Transfer Stations request for help.

Tax Rate Setting & Budget Discussion- Warrant Article Review & Overall Budget-
The unassigned fund balance most up-to-date number is \$2,838,090.00

General discussion of the options presented, originally three options have been presented to utilize a portion of the unassigned fund balance toward the tax rate. Further discussion regarding the use of unassigned fund balance toward the purchase of the fire truck so it wouldn't impact the tax rate.

Once the warrant article language has been reviewed by legal counsel, the Board will review the options for the fire truck purchase through a warrant article either by the lease purchase option or through the combination of unassigned fund balance and capital reserve money.

Board Consensus: Option #3- To utilize 200,000.00 of unassigned balance toward the tax rate, the tax rate will be set at \$23.50, bring the unassigned fund balance to \$2,638,090.00.

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to use \$200,000.00 of unassigned fund balance and set the tax rate at \$23.50. (3-0)

Budget Committee meeting re-cap- The meeting on 12-01-2021 presented approximately 13 budgets of the Towns operating budget, the meeting was approximately 2 hrs. and reviewed the monetary amounts of the warrant articles being presented this year. Due to adjustment to inflation through wages, the cost increase on material, vendors/goods, the increase in retirement, the decrease in health and dental cost to the town the budget is currently at a 12+% increase request over last year's budget.

The Board had a detailed discussion on how to adjust the budget request to bring the increase in the budget to 10%. The largest budget request is coming from the operational change requested by the Fire Department which included two full-time positions, allowing for 24 hr. coverage. The first course of action for these positions was a grant, however, it was not received. The Board understands the request but feels that the item should be removed from the operating budget as it would be an operational change for the department.

Board Consensus: The following changes will be made to the budget to lower the increase of the operating budget.

- ☐ **ACTION ITEM:** Remove the two positions from the Fire Dept. budget and place in a warrant article and reduce operating budget accordingly.

MOTION: On a motion by Selectman Collins and seconded by Chairman Warren it was voted to remove the two requested positions out of the operating budget and into a warrant article for further consideration by the voters. (3-0)

- ☐ **ACTION ITEM:** Remove the request from the American Red Cross
- ☐ **ACTION ITEM:** Remove the warrant article for the audio system at the Town Hall.

- **ACTION ITEM:** Remove the request for the establishment of a solar fund from the Energy Committee but invite the representatives from the Energy Committee be present at the next meeting to discuss the change, providing understanding of the removal.

Cemetery Trustee Wage Request-

Cemetery Trustee Candace Daigle provided a written request to consider an increase to their original request for wages as the COLA was undetermined at the time of presentation.

MOTION: On a motion by Vice- Chairman Baiocchi and seconded by Chairman Warren it was voted to approve the request for increase to provide a 6% increase to the wage line in the cemetery budget. (3-0)

- **ACTION ITEM:** Finance will reach out to Mrs. Daigle for up-to-date wage information to calculate the increase.

Update Fire Department/ Monthly report- Chief Hempel has successfully completed the 2021 certificate for the Supervisory Academy through the Bureau of Education.

Request for Damages- A resident has come forward with a request for the Town to pay for the damages incurred to his vehicle during an accident on Prescott Hill Rd. The resident states that the sole cause of the accident was from untreated roads.

The TA has reached out to Chief Currier for the finalized report of the accident and requested a determination from the Board regarding the request.

Board Consensus: No payment will be given towards the damages incurred during the accident.

- **ACTION ITEMS:** TA will reach out to the owner and relay the Boards decision
- **ACTION ITEM:** TA will reach out to the Road Agent regarding the following list of items for specific understanding of protocol during inclement weather.
 1. Drivers for all plowing/ sanding routes in town
 2. Protocol for weekday storms and if they differ from weekend and holidays. Example: bus routes are treated first and all other roads become secondary in priority.
 3. Protocol for salt and sand
 4. Protocol for plowing
 5. List of all sub-contractors and confirm each hold insurance

Gaining this information will help to inform the residents and help provide an understanding of the management of road care.

SELECTBOARD ITEMS & FYI

FYI- County Delegation Public Hearing- Dec. 09th- The Board visually reviewed the information; no discussion took place.

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchi it was voted to adjourn at 8:05 p.m.

ADJOURNMENT

Respectfully Submitted,

Approved by the Board of Selectmen

Chairman Mark E Warren

Vice-Chair Vincent A Baiocchetti

Selectman Evan J Collins