



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

1 Meeting

2 October 19, 2020

3
4 **Open Public Meeting**

5 Meeting was open to public attendance in the auditorium of the Academy Building. Meeting was
6 also live Streamed on the Town Facebook page.

7
8 **Present:** Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti, Selectman Collins and
9 Town Administrator Boré (Gilmanton Academy building – Auditorium).

10
11 Call to Order – 5:00 p.m. Chairman Warren

12
13 Chairman Warren opens the meeting and leads the Pledge of Allegiance.

14
15 The meeting starts with budget presentations.

16
17 • **TCTX Budget 4151 (TCTX Office), 4140 (Elections & Reg.)**

18 Chairman Warren introduces the Town-Clerk/Tax Collector, Maura Thomas.

19 TCTX Thomas presents her recommendations for Budget 4151. (Attachment 1)

20 Excluding payroll and benefits related expenses, TCTX Thomas is recommending an overall
21 budget of \$38,622 compared to \$47,828 approved budget for 2020, a decrease of \$9,206 (19%).

22 TCTX Thomas goes through the main changes in her 2021 recommended budget versus 2020:
23 most of the decrease is related to Line 390- Document Restoration. A lot of the scanning of existing
24 files, which was anticipated to be conducted in 2020 did not occur because of COVID-19 and the
25 money will be encumbered.

26 T.A. Boré mentions that he will need to have a discussion with TCTX Thomas to better understand
27 the other encumbrances she is mentioning Lines 550 through 810.

28 TCTX Thomas presents recommendations for Budget 4140 on behalf of the Supervisors of the
29 Checklist. (Attachment 2)

30 Excluding payroll and benefits related expenses, the recommended budget for 2021 is \$12,613,
31 versus a 2020 approved budget of \$15,346, a decrease of 2,733 (-18%). The decrease is due to
32 only one election + 1 special election budgeted for 2021 versus 4 elections + 1 special election
33 budgeted in 2020.

34
35 • **Parks & Recreation 4520**

36 Chairman Warren introduces Cathy Lines, Chair of the Parks & Recs Committee.

37 Mrs. Lines presents her recommendations for budget 4520 (Attachment 3). The recommendation
38 is to maintain the 2021 budget flat versus the adopted 2020, with the following exceptions:

39 - add \$500 for appreciation for Judy Williams, who was Park attendant for over 20 years (aerial
40 photo of CLP and dedicated bench)

41 - add \$1000 to cover costs for setting up 2 family movie nights (includes copyright and
42 equipment rental)

Mrs Lines also talks about potential new activities for 2021 (cornhole, horseshoe and rocket-launching competitions), which will not cost anything to the taxpayers, but will be funded through fundraising events.

Chairman Warren asks about swim lessons and remembers discussions with the previous Board about seeking a certified instructor with insurance coverage. T.A. Boré mentions that the concern was not about the capability and skills of the instructor but a matter of risk exposure for the Town. The question is being asked whether PRIMEX would cover the swim instructor if a seasonal employee. T.A. will check with PRIMEX.

T.A. Boré inquires about any repair/maintenance, tree cutting needed that would have to be budgeted. Mrs. Lines mentions the well. T.A. Boré indicates that the well needs to be addressed either through the budget or a separate warrant article. Two quotes were received: one to fix and/or replace the current point well (\$900 for repairing, \$3,900-4,200 for doing a new point well); the other quote is for digging a regular well, with a quote received for \$16,000. A point well, which is a specific technique, is not supposed to be impacted by a drought situation as we currently face and this will probably be the way to go.

T.A. Boré tells the Board they should think about the seasonal attendant position and whether the current compensation is appropriate.

Vice-Chairman Baiocchi wonders if it is commensurate with potentially adding budget management to the position.

T.A. Boré indicates that Mr. Goodwin has confirmed he maintains ownership of the barrels he has installed at the Park but has no issue if they would be used for a painting activity next year. The barrels will be moved inside the shed for the winter.

• Cemetery 4195

Chairman Warren introduces Candace Daigle, Chair Cemetery Trustee.

Mrs Daigle is recommending an overall budget of \$15,936 versus \$14,069 voted in 2020, an increase of \$1,867 (+13%). (Attachment 4)

The increase consists of \$1,012 due to anticipated additional hours (no pay rate change) required to maintain increasing number of sites and community expectations, and \$855 due to the increase in equipment costs (equipment used belongs to the contracted employees and they get compensated for that use).

Mrs Daigle talks about the chance for the Town to have had two dedicated and seasoned staff that take great care of the cemeteries and that she worries of the time when they will leave and a landscaping company will be replacing them as the loving care will just equate to business.

Mrs Daigle mentions that the growing infestation of ash trees is a serious issue, in particular but not only for Buzzell cemetery as the lead to the site has ash trees all along. Although on the other side of the stonewalls, the Town will most likely end up having to deal with the trees and not the abutters.

T.A. Boré asks if lots available for sale are sufficient to meet the demand and Mrs Daigle confirms it is not an issue. She mentions that when people buy a lot, they are now asked to open a \$300 Care Fund, which helps funding the maintenance over years.

T.A. Boré asks if there is a need to deposit additional money to the Cemetery Trust Fund. Mrs Daigle believes you can only deposit the unspent balance of the budget in the Fund.

AFTER-MEETING NOTE: Mrs Daigle checked and the Fund was established in 2006 as an RSA 31:19-a ETF and other monies can be deposited upon a Town Meeting vote. T.A. Boré is working with Mrs Daigle to assess whether and how much should be recommended to be deposited to potentially cover the ash tree expected maintenance cost.

91 • **Corners Library 4550**

92 Chairman Warren introduces Barbara Swanson, Library Trustee Chair to present her
93 recommendations for budget 4550 for 2021 (Attachment 5)

94 Mrs Swanson is recommending the same budget for 2021 as for 2020, ie \$6,650.

95 Mrs Swanson mentions that although the library remained closed longer into the season and there
96 are still operating on reduced hours because of COVID-19, unanticipated expenses this year have
97 impacted the budget as voted: repair of the plaster ceiling for \$600 and replacement of the library
98 laptop for she believes \$1,300.

99 T.A. Boré asks if there are any foreseen repair/maintenance expenses expected for the outside of
100 the building.

101 Mrs Swanson believes the roof and outside painting were done recently and she does not anticipate
102 any expenses.

103
104 • **Insurance 4196**

105
106 T.A. Boré presents the 2021 contractual premium just received from PRIMEX for the 3 programs
107 the Town is contracted for:

108 - Line 250 - unemployment compensation: \$2,981 no change compared to 2020

109 - Line 260 – workers' compensation: \$36,499 a decrease of \$ 6,917 compared to 2020

110 - Line 520 – property & liability: \$62,503, no change compared to 2020.

111 (Attachment 6)

112 T.A. Boré reminds the Board the Town has contracted a 3-year CAP Agreement with PRIMEX
113 under which increase to the Town's contribution is capped at 9% every year. Workers' comp and
114 property & liability were at or close to the 9% increase cap last year. So, these 2021 numbers are
115 pretty good.

116
117 T.A. Boré then shares his initial thoughts with respect to special warrant articles for the 2021 Town
118 Warrant (Attachment 7)

119 Vice-Chairman Baiocchi talks about item # 6 on the T.A.'s list (Merit Increase Fund). He wants
120 to recommend increases for employees and would rather spend money on taking care of the
121 Town's employees than funding outside agencies or landscaping in front of the Academy Building.
122 T.A. Boré clarifies that his intention with the warrant article is to provide funding for the Board to
123 allow for future increases (Merit and/or COLA) in the event that, due to the current financial
124 impact due to COVID-19, increases are voted down by the Budget Committee but the financial
125 situation improves next year and increases can again be considered by the Board.

126 T.A. Boré segs ways into the process for addressing budget recommendations with respect to
127 payroll and benefits expenses. He is recommending to initiate this process soon. Historically, the
128 process starts with Department Heads going through performance evaluation review discussions
129 with their employees and, based on these discussions, making recommendations to the Board
130 regarding promotions and compensation adjustments. The Town has been using 2 forms for the
131 purpose of that process: a performance evaluation form, which the Department Head complete
132 with comments, shares with employees, the employee having the right to mark down comments,
133 which systematically triggers the form being escalated to the Board for review; the other form
134 being a Personnel Action Form, which the Department Head completes with his/her
135 recommendations and that is submitted to the Board for their review and approval. T.A. Boré hands
136 over a copy of each template form to the Selectmen.

137 T.A. Boré states that these past 2 years, his role has been to collect all completed forms, ensure
138 consistency across the board and complete the evaluations for Department Heads and present these

with the corresponding Personnel Action Forms to the Board for their review and approval. Based on recent discussions he is seeking confirmation from the Selectmen and, in particular Vice-Chairman Baiocchetti, on how they want to proceed with respect to Department Heads.

Vice-Chairman Baiocchetti asks that T.A. Boré prepares a list of all Town's full-time employees. Chairman Warren states he does not believe he is in a position to evaluate Department Heads and therefore feels comfortable for T.A. Boré to continue conducting these evaluations since he has day-to-day interactions with the Department Heads.

Board discusses setting goals that the Department Heads can align against and set goals accordingly with their employees.

Vice-Chairman Baiocchetti asks why an "exceeds Expectation" ranking does not require documentation as opposed to a "Meets standards". He sees a risk that Department Heads may just give an "exceeds Expectation" so they do not have to justify themselves. He asks T.A. Boré what kind of documentation is required for "Meets Standards". T.A. Boré responds any examples of performance that supports the ranking.

Vice-Chairman Baiocchetti states the form allows for too much subjectivity. He thinks the Guardian Tracking methodology would be better.

Because it would help the Board in figuring out how much involvement T.A. Boré may have with the process this year, Chairman Warren asks T.A. Boré if it is correct that he may be willing to stay a bit longer in his position. T.A. Boré confirms he has a proposal ready for the Board to stay until December 1st with an adjustment to his work schedule. It would allow to carry through most of the budget discussions and allows the Board more time to select his replacement.

General consensus from the Board to accept T.A. Boré's offer.

Chairman Warren goes back to previous discussions this Board had regarding a potential pay scale survey. While the March Town Meeting voted a warrant article to fund such a survey, he wonders if this Board is interested in revisiting this to make sure we are paying our employees adequately. From his standpoint he would like an independent organization to conduct such a survey and submit a report that would be a neutral assessment of the current situation rather than performing the survey internally which could lead to subjectivity or perception of subjectivity.

T.A. Boré indicates \$12,000 was requested for the study, based on an MRI quote, which included a review of all job descriptions and a competitive analysis of salaries. He adds there are other consulting firms that can provide the same survey.

Vice-Chairman Baiocchetti inquires about NHMA. T.A. Boré confirms they have re-activated their salary database, but the issue is whether you are comparing the exact same positions. That is why it is so important to have a such a survey include the review of job descriptions. The easy part is the salary comp, but you need to make sure you are comparing apple to apple.

At 7:17 PM, the Board asks T.A. Boré to check if there any comments on the Facebook page, nobody being in attendance in the auditorium to provide public input.

T.A. Boré notices a comment made by Mr Joseph Haas pertaining to timing of setting of the Tax Rate by DRA and mentions the MS-1 form which was submitted this past Friday and reports to DRA all Town valuation data, confirming typical timing is by end of this month early November. He does expect some delay this year because municipalities, like Gilmanton, may have only recently submitted their adjustments to 2020 appropriations under Emergency Order 56.

AFTER-MEETING NOTE: Mr. Haas comment was actually to ask the Board to be on the lookout for the DRA School Tax Rate and to deal with it within the 10-day deadline of RSA Ch. 21-J:35, VI to contest the School tax rate.

187 T.A. Boré suggests the Board thinks about the performance evaluation process matter and make a
188 decision at their next Board meeting. Board agrees to next meet on October 26th.
189

190 • **Public Meeting Minutes**
191

192 **MOTION** On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it was
193 unanimously voted to approve the Board of Selectmen Public Meeting Minutes of 10-13-2020 (3-
194 0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).
195

196 T.A. Boré states these minutes pertain to the budget workshop conducted this past Tuesday with
197 Department Heads. Typically, the Board would make motions to approve their changes to
198 recommendations made by Department Heads and the resulting bottom-line budget recommended
199 for each Budget. This year, because we have not yet addressed payroll & benefits, we could
200 proceed two-ways:
201

- 202 - wait until payroll & benefits are discussed and approved before making any motions, or
203 - “motion as we go”
204

205 T.A. Boré ‘s recommendation would be the former, so that the Board can see the overall budgets
206 before starting to approve line items. There may be cases where the Board will want to re-assess
207 their initial thoughts on non-payroll & benefits budget line recommendations. “Motioning as we
208 go” would then require motion reconsiderations, which could potentially get “messy”.
209 General Board consensus to wait until payroll & benefits are discussed and approved before
210 making any motions.
211

212 • **CONSENT AGENDA**
213

- 214 • **Acceptance/Acknowledgement 3rd GOFERR reimbursement: \$39,348.34**
215 **(Attachment 9)**
216

217 T.A. Boré states the amount reimbursed is the amount we had requested for reimbursement on 9-
218 15-2020. This is unanticipated revenues.
219

220 **MOTION** On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchetti, it was
221 unanimously voted to acknowledge and accept the GOFERR reimbursement in the amount of
222 \$39,348.34 under the Grant Agreement executed on May 28, 2020 to be deposited in the General
223 Fund (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman
224 Baiocchetti-yes).
225

- 226 • **Acceptance/Acknowledgement PRIMEX Workers’ Compensation refund: \$6,485.44**
227 **(Attachment 10)**
228

229 Based on financial results for 2019, PRIMEX has submitted a “Premium Holiday” refund to
230 Gilmanston in the amount of \$6,485.44 (essentially excess funds received by PRIMEX under the
231 Workers’ Compensation program). This is unanticipated revenues.
232

233 **MOTION** On a motion by Chairman Warren and seconded by Selectman Collins, it was
234 unanimously voted to acknowledge and accept the PRIMEX “Premium Holiday” refund to

Gilmanton under the Workers' Compensation program in the amount of \$6,485.44 to be deposited in the General Fund (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchi-yes).

- **Acceptance/Acknowledgement PRIMEX reimbursement for FD Command vehicle accident claim: \$3,268.00 (Attachment 11)**

This is PRIMEX reimbursement, less \$1,000 deductible for damages incurred by the Fire Chief Ford Explorer Command Vehicle. As the driver of the truck that backed into the Chief's vehicle was at fault and did not have a valid license, we are also seeking reimbursement for the \$1,000 deductible. There is also additional costs for the repair that we will try to get reimbursement from PRIMEX for. This is unanticipated revenues.

MOTION On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchi, it was unanimously voted to acknowledge and accept the PRIMEX reimbursement for damages to the Fire Chief Command Vehicle in the amount of \$3,268.00 and to apply these funds to offset the corresponding expenses in the Fire Department budget #4220. (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchi-yes).

- **PSNH BTLA Appeal FY2014-2017 - Abatement payment: \$25,096.34**

At their 10 05 2020 meeting, the Board voted unanimously to not proceed with appealing the September 18, 2020 BTLA decision denying the Motion for Partial Reconsideration Gilmanton had joined in an attempt to rectifying BTLA erroneous calculations.

Since PSNH has not appealed the June 23, 2020 BTLA order finding that the Municipalities' expert, George E. Sansoucy, PE, LLC, provided a more credible opinion of value than that submitted by PSNH's expert, we should now proceed with the tax abatement due to PSNH for FY 2014 through FY 2017 to stop interest charges (6% annually).

The amount due as of 10/29/2020 which is when the check would be issued has been calculated by the Assessing Department at \$25,096.34. These funds have been encumbered at the end of 2019.

MOTION On a motion by Chairman Warren and seconded by Selectman Collins, it was unanimously voted to approve payment to PSNH in the amount of \$25,096.34 to refund PSNH for FY 2014-2017 under the PSNH BTLA decision rendered June 23, 2020, this amount to come from 2019 encumbrance (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchi-yes).

• **OLD BUSINESS**

- **Transfer Station New Fee Schedule, Rules & Regulations**

Based on the 10 05 2020 Public Hearing and ensuing discussion, T.A. Boré presents the final Transfer Station Rules & Regulations and New Fee Schedule for execution by the Board.

MOTION On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren, it was voted to approve and execute the Transfer Station Rules & Regulations and New Fee Schedule effective November 2, 2020 (2-1 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Collins-no).

• **Old Town Hall Update**

T.A. Boré states that the Town has not yet heard about our LCHIP Grant application, but expect to hear by end of week. After discussing with Stephen Bedard and Joh Dickey, who have led the efforts towards the Grant application, it has been decided to postpone the repair/replacement of the furnace at the Old Town Hall to ensure the related expense can be covered under the expected approval of the Grant. We have therefore scheduled a plumber for winterizing the building in the meantime.

Consequently, the request from the local Girl Scouts organization to rent the building for several meetings to be held in November has been denied and future rental requests should also be rejected until further notice. Once we have more details about the schedule of repair work to be conducted at the Old Town Hall under the restoration project, the Board may re-assess the feasibility to re-offer the building for rental purpose.

MOTION On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to get into a NON-PUBLIC Pursuant to RSA 91-A:3, II (a) Personnel matters (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

This session was for the Board to discuss and execute T.A. Boré's proposal to extend his employment by the Town until December 1st, 2020.

MOTION On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to get out of NON-PUBLIC Pursuant to RSA 91-A:3, II (a) Personnel matters (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

MOTION On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to get into a NON-PUBLIC Pursuant to RSA 91-A:3, II (e) Ongoing Litigation (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

8:22 PM: T.A. Boré leaves the auditorium. Chief Currier comes in the auditorium.
This session is to discuss the ongoing litigation between Chief Currier and the Town.

MOTION On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to get out of NON-PUBLIC Pursuant to RSA 91-A:3, II (e) Ongoing Litigation (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

Adjourn 10:36 PM

MOTION On a motion by Chairman Warren and seconded by Selectman Collins, it was unanimously voted to adjourn the Public Meeting (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

Respectfully Submitted,



Town Administrator, Patrick Boré

333 Recording Secretary

334

335

336 **Approved by the Board of Selectmen**

337

338

339 Chairman Mark E Warren

340

341

342 Vice-Chairman Vincent A Baiocchetti

343

344

345 Selectman Evan J Collins

346

Town Clerk / Tax Collector Proposed Budget

Account	Account Name	2020 Budget	2020 Actual YTD*	2021 Proposed	Narrative
01-4151-110	Salary TC/TX	\$62,974	\$42,668		Step 2 Grade 18
01-4151-112	Wages Deputy	\$34,334	\$3,698		40 hr/wk @ Step 6 Grade 8 (reflective of moving to a 4 1/2 day work week) Encumber
01-4151-115	Wages Assistant #1	\$19,388	\$8,077		25 hr/wk (reflective of moving to a 4 1/2 day work week) Encumber
01-4151-116	Wages Assistant #2	\$13,689	\$5,999		15 hr/wk as necessary (reflective of moving to a 4 1/2 day work week) Encumber
01-4151-210	Health Insurance	\$18,346	\$6,880		2 single persons
01-4151-211	Dental	\$855	\$321		2 single persons
01-4151-215	Life STD/LTD	\$640	\$236		
01-4151-220	FICA	\$8,084	\$3,507		Salary x 6.2%
01-4151-225	Medicare	\$1,891	\$835		Salary x 1.45%
01-4151-230	Retirement	\$10,869	\$5,147		Salary @ 11.17%
01-4151-270	Training	\$1,200	\$0	\$1,200	New assistant hire will need training on all aspects
01-4151-341	Telephone	\$475	\$347	\$475	
01-4151-343	Advertising / Notices	\$750	\$299	\$500	Decrease - notices will decrease/less elections (encumber)
01-4151-370	Computer Expenses	\$6,810	\$300	\$8,977	CCS 2200 (estimate - no contract for 2021 received) / Interware \$3857 / BMSI \$2920
01-4151-390	Document Restoration	\$21,000	\$2,371	\$10,000	Contracted Scanning & Kofile \$6K
01-4151-391	Professional Services	\$7,608	\$3,998		Reflective of contract for Title Research (Lien and Deed) \$3200 (increase to \$25 per researched parcel/ 2020 was 99
01-4151-392	Copier Lease	\$2,415	\$464	\$8,100	lien/27 deed)/ Reflective of increase \$4400 (\$2200 per billing cycle), which includes postage, for printing and mailing
01-4151-550	Printing	\$900	\$325	\$2,500	tax bills via third party / \$500 shredding fee reclassified
01-4151-560	Dues / Subscriptions	\$570	\$40	\$900	5 yr lease contract / includes service and toner (encumber)
01-4151-620	Office Supplies	\$2,200	\$619	\$570	(encumber)
01-4151-637	Mileage	\$3,200	\$1,245	\$2,200	(encumber)
01-4151-810	BCRD Recording Fees	\$700	\$109	\$2,500	Decrease based on 2020 usage (encumber)
Totals		\$218,898	\$87,484	\$38,622	(encumber)

ATTACHMENT 1

Elections

Proposed Budget

Account	Account Name	2020 Budget	2020 Actual YTD*	2021 Proposed	Narrative
01-4140-115	ER Salary Election Workers	\$10,000	\$3,476		1 Election (T/S & 1 potential) @ \$15 x 24 (potential) workers x 13 hour day (will try to utilize no more than ten workers)
01-4140-102	Er Salary Supervisors	\$7,500	\$2,285		\$3900 - encumber from 2020
01-4140-220	FICA	\$465	\$205		1 elections + 1 special (1500 per election)
01-4140-225	MEDICARE	\$109	\$48		
01-4140-343	Advertising and Notices	\$700	\$0	\$500	
01-4140-431	Computer Maint	\$8,345	\$2,838	\$4,262	LHS + accuvote coding x2 (variable cost) 5% increase - \$1981 coding T/S 2020+ \$300 maintenance (encumber)
01-4140-490	Voting Booths	\$1	\$0	\$1	
01-4140-550	Printing	\$2,200	\$2,967	\$2,200	Town/School March + envelopes/affidavits / + .34 cent per printed ballot (under 5000 - .36 cents)
01-4140-610	Election General Expense	\$3,800	\$3,329	\$5,150	\$1000 lunch/dinner for 2 elections (\$500 per) + \$3900 increase for sanitizing building after two elections + \$150 TOM setup + \$100 breakfast (encumber)
01-4140-620	Office Supplies	\$300	\$448	\$500	AccuVote Tape, Ink Ribbon, Clear sheet protectors, binders, white out, etc
Totals		\$33,420	\$15,595	\$12,613	

ATTACHMENT 2

09/01/20 14:20

Town of Gilmanton

Page 000034

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 01-####-###

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 2021BUD

Budget Year: January 2021 thru December 2021

Account Number	Account Name	2019 Budget (1)	2019 Actual (2)	2020 Budget (3)	2020 Actual (4)	2021 Dept Request (5)
CULTURE AND RECREATION						
PARK & RECREATION						
01-4520-115	P&R WAGES ATTENDANT	9005.00	9004.80	9145.00		
01-4520-220	P&R FICA	559.00	558.32	567.00		
01-4520-225	P&R MEDICARE	131.00	130.62	133.00		
01-4520-341	P&R TELEPHONE	660.00	690.96	1000.00	461.08	
01-4520-343	P&R ADVERTISING & NOTICES	75.00		150.00		
01-4520-390	P&R PROF - SWIM INSTRUCTOR	3200.00	1559.96	3200.00		
01-4520-410	P&R ELECTRICITY	900.00	769.57	800.00	454.46	
01-4520-430	P&R REPAIRS & MAINTENANCE	2800.00	2023.50	3500.00	887.17	
01-4520-640	P&R CUSTODIAL & HOUSEKEEPING	200.00	32.88	500.00		
01-4520-650	P&R GROUNDS KEEPING	5200.00	4090.00	3500.00	875.00	
01-4520-690	P&R MISCELLANEOUS EXP	100.00	720.00	1540.00	2527.90	
TOTAL PARK & RECREATION		22830.00	19580.61	24035.00	5205.61	

Parks & Recreation Committee Meeting
Sept. 14 5:00 p.m.

Members present:

Cathy Lewis Karen Stockwell
Jenevieve Marston Jim Fitzgerald

Cathy discussed her meeting with T.A. and Heather. There are several items that are being dealt with now with remaining input monies in the budget.

- new point and water turned off for season
- new barrels
- stain for the bandstand
- new ropes purchased to restring buoys
- hiring of Amy Wiker as the park attendant

Cathy has inquired from the school how they handle the grass on their infield. Joe said they use a yolk rake then hand rake the grass clumps out. He would ask the administration if he would be allowed to bring the tractor and rake down to do the field since the girls softball team use this field he will get back to Cathy.

Another option is our highway dept.

The towns York rake goes by the park and it would not take long for him to go in and run it around a couple times for us. This seems a more likely option since they are going by.

The committee then discussed the budget for 2021. We decided to keep it simple

- park attendant
- swim lessons taught by a WSI instructor which might be more costly than the Red Cross or YMCA
- phone
- maintenance of equipment, pump

The committee has ideas for possible family activities at the park and a small budget would be needed for

- craft supplies \$200.00
- movie night outdoor projector and screen would run \$500-\$600
- bench dedicated to Judi Williams for her 21 years of service at the park and an aerial photo of the park framed benches run about \$300-\$500

This totals \$1,300.00 extra in the budget

The committee also discussed other
uses June - August

Craft fair

farmers market

music bring your own picnic

Corn hole competition

The committee will investigate further
copyright laws for a movie. They will
inquire from the library what they do.
They will also inquire from the school
where they got the lg. screen and projects
for graduation.

It was also discussed to have Boy Scouts,
Girl Scouts, Snowmobile Club other non-
profits sell items at these functions.

No other business until we know
about budget and if we are required
to do this or if that will be completed
by the T.A. once he receives our
proposals.

Meeting adjourned at 6:00 p.m.

09/01/20 14:20

Town of Gilmanton

Page 000011

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 01-###-###

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 2021BUD

Budget Year: January 2021 thru December 2021

Account Number	Account Name	2019 Budget (1)	2019 Actual (2)	2020 Budget (3)	2020 Actual (4)	2021 Dept Request (5)
CEMETERY GENERAL EXPENSES						
01-4195-115	CEM WAGES GROUNDS KEEPER	5745.00	5566.50	6060.00	3432.00	7,000.00
01-4195-220	CEM FICA	356.00	345.16	376.00	221.44	434.00
01-4195-225	CEM MEDICARE	83.00	80.70	88.00	51.79	102.00
01-4195-430	CEM REPAIRS & MAINTENANCE	3650.00	3650.00	3800.00		3,800.00
01-4195-610	CEM GENERAL SUPPLIES	100.00	90.25	100.00		100.00
01-4195-650	CEM GROUNDS KEEPING	3645.00	3846.39	3645.00		4,500.00
TOTAL CEMETERY GENERAL EXPENSES		13579.00	13579.00	14069.00	3705.23	15,936.00

In addition to the expenditures above:

an additional \$3,932.50 has been expended to-date for Grounds Keeping (TF Cemetery Care Expendable TR Acct 01-5333-999). The year-end total expenditure will be split between the Town Grounds Keeping budget line item and Care Funds (where they exist); and

an additional \$2,460 is due from Repairs and Maintenance for stonework that has been completed at Buzzell. We have additional stone and tree work contracted; year-end total expenditure to again be covered by Town Budget/Care Funds.

For the upcoming year's appropriation request:

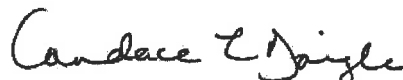
No wage adjustment is requested for the upcoming year. However, Wages, FICA, and Medicare have been adjusted (\$1,012) to accommodate one additional payroll cycle to address the increasing number of sites and community expectations; and

Grounds Keeping has been increased (\$855) to acknowledge the increasing costs of the equipment necessary to maintain the sites under our management (35 cemetery/burial grounds and 2 historic sites).

Total requested increase is \$1,867.00.

We continue to encourage private donations into existing care funds. Although we are able to expend only the income from such funds, over time they cover an increasing proportion of the cemetery maintenance costs.

Thank you for the opportunity to provide information on our 2021 budget appropriation request. Please let us know when meetings with the Selectmen and Budget Committee are scheduled.



Candace L. Daigle, Chairman
Cemetery Trustees
September 21, 2020

1/20 14:20

Town of Gilmanton

Page 000035

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 01-####-###

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 2021BUD

Budget Year: January 2021 thru December 2021

Account Number	Account Name	2019	2019	2020	2020	2021
		Budget	Actual	Budget	Actual	Dept Request
		(1)	(2)	(3)	(4)	(5)

LIBRARY

01-4550-610	CRN LIBRARY OPERATING EXP	6000.00	6000.00	6500.00	6500.00	<u>6500.00</u>
01-4550-630	CRN LIB BLDG OUTSIDE MAINT &	500.00	500.00	550.00	150.00	<u>150.00</u>
01-4550-631	CRN LIB BLDG INSIDE MAINT & RE			150.00		
01-4550-690	LIBRARY IRON WORKS **SEE 4803*	1000.00	1000.00			
	TOTAL LIBRARY	7500.00	7500.00	7200.00	6650.00	<u>6650.00</u>

01/20 14:20

Town of Gilmanston

Page 000012

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 01-###-###

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 2021BUD

Budget Year: January 2021 thru December 2021

Account Number	Account Name	2019 Budget (1)	2019 Actual (2)	2020 Budget (3)	2020 Actual (4)	2021 Dept Request (5)
INSURANCE						
01-4196-250	INS UNEMPLOYMENT COMP INS	3578.00		2981.00		2,981
01-4196-260	INS WORKERS COMP INSURANCE	40092.00	22720.68	43416.00	30548.73	36,499
01-4196-520	INS PROPERTY & LIABILITY INSUR	57342.00	57342.00	62503.00	60347.67	62,503
TOTAL INSURANCE		101012.00	80062.68	108900.00	90896.40	

Δ - 6,917

↓

~~Use as placeholder
for 2021 pending
new numbers from
PRIME X~~

**PROPERTY & LIABILITY PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 RENEWAL**

MEMBER: Town of Gilmanton

MEMBER NUMBER: 179

CY 2020

CY 2021

Contribution Assurance Program (CAP) Yes
PRIME³ Program No

Member Contribution	\$62,503	Member Contribution	\$62,503
---------------------	----------	---------------------	----------

Your 2020 Property Values	\$10,617,786
Your 2021 Property Values (Exposures Valued as of 9/23/2020)	\$10,743,145
Change in Property	1.2%
Your 2020 Payroll (CY 2018 Reported)	\$1,294,146
Your 2021 Payroll (CY 2019 Reported)	\$1,291,935
Change in Payroll	-0.2%
Your 2020 Loss Ratio Adjustment Factor	1.07
Your 2021 Loss Ratio Adjustment Factor	1.18
Change in Loss Ratio Adjustment Factor	10.3%
Change from 2020 to 2021:	
Contribution Amount Change	\$0
Contribution Percent Change	0.0%

Please contact the Primex³ Member Services Team if you have any questions or comments.
Invoices will be available online around January 1, 2021

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

WORKERS' COMPENSATION PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 RENEWAL

MEMBER: Town of Gilmanton

MEMBER NUMBER: 179

CY 2020

CY 2021

Contribution Assurance Program (CAP) Yes
PRIME³ Program No

Member Contribution	\$43,416	Member Contribution	\$36,499
---------------------	----------	---------------------	----------

Your 2020 Payroll (CY 2018 Reported)	\$1,294,146
Your 2021 Payroll (CY 2019 Reported)	\$1,291,935
Change in Payroll	-0.2%
Your 2020 Loss Ratio Adjustment Factor	1.07
Your 2021 Loss Ratio Adjustment Factor	0.98
Change in Loss Ratio Adjustment Factor	-8.4%
Change from 2020 to 2021:	
Contribution Amount Change	-\$6,917
Contribution Percent Change	-15.9%

Please contact the Primex³ Member Services Team if you have any questions or comments.
Invoices will be available online around January 1, 2021

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

WORKERS' COMPENSATION CONTRIBUTION BY PAYROLL CLASS

January 1, 2021 through December 31, 2021

Member: Gilmanton, Town of

Member Number 179

Class	Description	Payroll Contribution*	
5506	Highway Maintenance (Formerly Street Laborers)	134,603	4,666
7590	Waste Management	87,382	2,410
7704	Firefighters & Drivers	267,518	17,074
7704	Volunteer Firefighters	47,675	4,564
7720	Police & Drivers	229,811	4,181
8810	Office Employees, Municipal	449,089	778
8831	Animal Control Officer	554	10
9102	Parks	9,005	234
9220	Cemetery Operations	5,567	245
9402	Highway Winter Maintenance (Formerly Mechanized Street Cleaning)	44,868	1,691
9410	Municipal Employees, Inspectors, Assessors	15,864	646
Totals		1,291,935	36,499

* Amounts are based on a 12 month total

Trust. Excellence. Service.

**UNEMPLOYMENT COMPENSATION PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 RENEWAL**

MEMBER: Town of Gilmanton

MEMBER NUMBER: 179

CY 2020

Member Contribution

\$2,981

CY 2021

Member Contribution

\$2,981

Your 2020 Taxable Wages (CY 2018)	\$473,192
Your 2021 Taxable Wages (CY 2019)	\$405,909
Change in Taxable Wages	-14.22%
 Your 2019 Loss Ratio	 0.00%
Your 2020 Loss Ratio (through June 2020)	0.00%
 Your 2020 Unemployment Rate	 0.63%
Your 2021 Unemployment Rate	0.73%
 Change from 2020 to 2021:	
Contribution Amount Change	\$0
Contribution Percent Change	0.0%

Please contact the Primex³ Member Services Team if you have any questions or comments.

Invoices will be available online around January 1, 2021

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624

(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

INITIAL THOUGHTS ON INDIVIDUAL WARRANT ARTICLES FOR THE 2021 TOWN WARRANT

10-16-2020

1. **Crystal Lake Bridge Construction/Replacement** : raise and appropriate \$1,758,367, with \$1,406,693 to come from the NHDOT 80/20 State Aid Bridge Program, \$42,000 from the Bridge Capital Reserve Fund and the remaining \$309,674 from taxation.

2. **Establish a Contingency Fund under RSA 31:98-a**: to meet the cost of unanticipated expenses that may arise during the year. and deposit \$XXXX to come from taxation. Selectmen should be named as agents to allow to pull from the fund without a Special Meeting

3. **Deposit Funds in existing ETF and CRF**: add to the following funds

a. Refurb/Replace Fire Truck (CRF)	\$50,000
b. Highway Equipment (CRF)	\$70,000
c. Revaluation (CRF)	\$20,000
d. PD vehicle repairs (ETF)	\$ 5,000
TOTAL	\$145,000

4. **Discontinue certain Non-Capital Reserve Funds** (this will have to be addressed with a separate WA for each dissolution)

To see if the Town will vote to discontinue the following existing Non-Capital Reserve Funds and to have the trustees of said fund pay all remaining balances of these funds and any earned interests to the General Fund.

	Remaining Balances 8/31/2020
Public Safety Facility Building established in 2002	0.97
Health and Dental Costs established in 2014	11,208.57
Mandated Safety Testing established in 2002	1,980.71
Police overtime established in 2005	2,081.79
Post Closure Testing established in 2002	5,680.94
	Total 20,952.98

(Note: one option would be to deposit these remaining balances in the new contingency fund)

5. Repeal/amend Elderly Tax Exemption rules as voted at the 2020 Town Meeting and revert back to the previous rules for exemption.

6. Establish a Merit Increase Fund and deposit \$XXXX from taxation: if the Board were to decide to keep 2021 salaries flat (no merit increase and no COLA) because of the current uncertainty, the Board could recommend to establish a fund that would allow the Board to raise and appropriate a sum of money to fund future merit increases, should the economic situation improve after the March Town Meeting. This could be linked to a certain unemployment rate level, ie if the unemployment rate in NH would fall under X%, the Board could at its discretion pull from the fund to offer merit increases to employees. Another option would be to establish such fund to fund a future COLA increase across the staff.

7. Warrant article to have a new point well installed at Crystal Lake Park: to raise and appropriate \$5,000 from taxation

8. Warrant article to have landscaping and Town Office Sign repaired/replaced in front of Academy: to raise and appropriate \$15,000 from taxation

9. Outside Agencies (these would be separate warrant articles, one for each agency):
 - GYRL: \$47,100 (request received)
 - CASA: \$1,000 (request received)
 - New Beginnings : \$1,000 (request received)
 - Community Action Program: \$5,000 (request received)
 - Lakes Region Mental Health Center: \$7,500 (request received)
 - American Red Cross: \$2,000 (request received)

ATTACHMENT 9

State of New Hampshire

Vendor Payments

Check Number: 3137067
STATEMENT OF REMITTANCE

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
4768968	20 0930 MA	CRF Municipal Aid	Rhonda.hensley@goferr.nh.gov ; Rhonda.Hensley@nh.gov	09/15/20	39,348.3
<div style="text-align: center;"> <p>COPY</p> <p>RECEIVED</p> <p>OCT 13 2020</p> <p>Go Ferr</p> <p>#3 Reg cost - BP</p> </div>					
If you have further payment questions, reference the contact information provided next to the line item in question.					
Page 1 of 1					
TOTAL					39,348.34

INFORMATIONAL MESSAGE**Questions On Your Payment?**

Please use the contact information provided above in the fourth column from the left.

REMOVE DOCUMENT ALONG THIS PERFORATION

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH
51-44 / 119

10/07/20

3137067

PAY EXACTLY *Thirty Nine Thousand Three Hundred Forty Eight and 34/100 Dollars*

\$ **39,348.34**

PAY TO THE ORDER OF
**TOWN OF GILMANTON
TREASURER
PO BOX 550
GILMANTON NH 03237**

VOID AFTER 365 DAYS

Monica d. Mezzanella
Authorized Signature

⑈03137067⑈ ⑆011900445⑆ 000000011123⑈

GOVERNOR'S OFFICE FOR EMERGENCY RELIEF AND RECOVERY (GOFERR)
CORONAVIRUS RELIEF FUND
REIMBURSEMENT REQUEST FORM - MUNICIPALITIES AND COUNTIES

Grantee Name: TOWN OF GILMANTON
Date of Request: 9/11/2020
Request Number: 3
Vendor Number: 177394
Grant Amount: 89,634
Previous Payments: 23,497.56
Remaining Balance: 66,136.44

Contact Name: Patrick Bore
Contact Title: Town Administrator
Contact Telephone: 803-267-6700 ext# 112
Contact Email: Townadministrator@gilmantonnh.org

Item Number	Date Costs Incurred	Explanation of Relationship of Costs to COVID-19 (Attach documentation supporting costs)	Total Amount of Costs	If Applicable			Amount of Reimbursement Requested from GOFERR	FOR GOFERR USE ONLY
				75% Portion of Those Costs Reimbursable by FEMA	Amount of Costs Reimbursable from Other Sources	Name(s) of Other Sources		
1	7/15/2020	Add. Cost due to recycling disposal	3,586.41	0.00	0.00		(d) = (a)-(b)-(c)	
2	7/15/2020	Welfare Assist/Placement	3,326.44	0.00	0.00			
3	7/12/2020	Rental/porta potty/beach	770.00	0.00	0.00			
4	7/4/2020	COVID/supplies	86.96	0.00	0.00			
5	7/1/2020	Legal Advice COVID-19	202.33	0.00	0.00			
6	7/17/2020	BOS teleconferencing charges	95.22	0.00	0.00			
7	7/23/2020	Welfare Assist/Placement	4,050.00	0.00	0.00			
8	7/23/2020	Add. Cost for beach water testing	505.50	0.00	0.00			
9	8/3/2020	Welfare Assist/Placement	1,029.56	0.00	0.00			
10	8/14/2020	Add. Cost due to recycling disposal	2,356.20	0.00	0.00			
11	8/5/2020	Sanitizers/disinfection Fire Dept	4,204.98	0.00	0.00			
12	8/6/2020	Respirator/p95 mask Fire Dept	1,155.26	0.00	0.00			
13	8/14/2020	BOS livestream device/meetings	1,475.00	0.00	0.00			
14	8/24/2020	Welfare Assist/Placement	5,986.94	0.00	0.00			
15	8/26/2020	Welfare Assist/Placement	388.04	0.00	0.00			
16	8/31/2020	Add'l Hire - wages	6,304.24	0.00	0.00			
17	8/31/2020	First Responder OT Wages	36,351.87	0.00	33,185.68	HSEM		
18	8/31/2020	Welfare Assist/Placement	679.07	0.00	0.00			
19								
20								
21								
22								
23								
Total			39,348.34					

I do hereby certify that all information provided in or attached to this Reimbursement Request Form is complete, accurate, and up-to-date as of the date specified below. I certify that I have not submitted requests for costs that are eligible for reimbursement from any other available federal or public funding sources for COVID-19 relief. I further certify that there are no willful misrepresentations of information provided. I understand that it is my responsibility to immediately notify GOFERR in regard to any changes, corrections, or updates to the information provided. Municipalities or Counties using the designated signing authority option must also attach evidence demonstrating the authority to sign.

Authorized Signature(s): Mark E. Warren Date: 9/11/2020
Mark E. Warren, Chairman of the Board of Selectmen

FOR GOFERR USE ONLY
Amount Approved

Approver 1 Date

Approver 2 Date

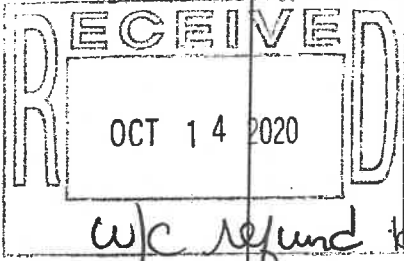
Approver 3 Date

SUBMIT THIS COMPLETED REIMBURSEMENT REQUEST IN BOTH PDF (SIGNED) FORM AND EXCEL SPREADSHEET FORM WITH DOCUMENTATION SUPPORTING ALLOWABLE COSTS TO: municipalities@reterr.nh.gov or counties@reterr.nh.gov as applicable.

Town of Gilmanton

DATE 10/13/2020 CHECK # 000927698

VENDOR 00179

INVOICE #	INVOICE DATE	AMOUNT	DISCOUNT	VOUCHER #	NET AMOUNT
Refund Credit Balance On Account	10/13/2020	6,485.44	0.00		6,485.44
<div style="text-align: center;">  <p><i>w/c refund based on 2019 claims Premium Holiday distribution</i></p> </div>					
TOTAL		6,485.44	0.00	<i>BP</i>	6,485.44

THIS DOCUMENT IS PROTECTED BY INVISIBLE FIBERS AND CHEMICALLY REACTIVE PAPER. HOLD TO LIGHT TO VERIFY A TRUE WATERMARK.

Primex

at Zeph's Exchange
Bow Street Place
46 Donovan Street
Concord, NH 03301-2624

Citizens Bank

MANCHESTER, NH

000927698

DATE 10/13/2020 CHECK NO. 000927698

AMOUNT
****\$6,485.44

PAY SIX THOUSAND FOUR HUNDRED EIGHTY-FIVE AND 44 / 100 Dollars

TO THE ORDER OF
Town of Gilmanton
PO Box 550
Gilmanton, NH 03237



Jama Pearson
AUTHORIZED SIGNATURE

⑈000927698⑈ ⑆011401533⑆ 3300027030⑈

June 29, 2020

179

Patrick Bore, Town Administrator
Town of Gilmanton
Gilmanton, NH 03237

RE: 2020 Premium Holiday for the Workers' Compensation Program

Dear Patrick:

The Primex³ Board of Trustees approved a Premium Holiday distribution for the Workers' Compensation Program, based on the financial results from 2019.

I am pleased to inform you the **Town of Gilmanton** will be receiving a Premium Holiday distribution in the amount of \$6,485.44 effective July 1, 2020.

Enclosed is your entity's revised Workers' Compensation invoice for January 1, 2020 through December 31, 2020 with the Premium Holiday applied. If the applied Premium Holiday has resulted in a credit balance for your Workers' Compensation Program account, this credit balance will be applied to the January 1, 2021 through December 31, 2021 contribution, or you could request a refund check. We are pleased to be able to provide this Premium Holiday, and hope to offer Premium Holidays in subsequent years based on each member's as well as the pool's overall performance.

Please let us know if you have any questions. We appreciate your continued trust in, and commitment to the Primex³ Workers' Compensation Program.

Sincerely,



Ty Gagne, CEO

Patrick - noticed this on primex web site -
Generally we ask for a check, as to not
appear as though we over budgeted. AS in last year

Enclosure: January 1, 2020 through December 31, 2020 Revised Workers' Compensation Invoice

Your thoughts??
we should discuss next week -
Brenda
9-23-20

