

APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

December 28, 2015

6:00 pm. – Gilmanton Academy

**Present:** Chairman Rachel Frechette Hatch, Selectman Donald Guarino, Selectman Michael Jean, Town Administrator Paul Branscombe and Administrative Assistant Stephanie Fogg. Also present see attached sign in sheet.

**6:00 pm** Chairman Hatch opened the meeting, took attendance of those present and voting (Selectman Jean, Selectman Guarino, Chairman Hatch) and led the Pledge of Allegiance.

**TDS** – Scott Brooks – gave an overview of the services they intend to supply for the service area they already take care of, in the Iron Works. They will provide DSL, High Speed Internet and Cable. Again, it was not for the entire Town, just the area they service currently. The service should be available in April or May of 2016 for the Gilmanton Iron Works. TDS is a US Cellular sister company. There will be

1. A Franchise Application – Cable Franchise,
2. Agreement, that should be more favorable and/or less burdensome to the people serviced.
3. A Public Hearing on the Agreement, it was suggested to use outside counsel that is already dealing with other Towns regarding this Agreement. Scott Brooks will get back to Paul Branscombe with the cost of Attorney's Fees.

### Approval of Minutes –

**MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Jean it was voted unanimously to approve the minutes of December 8, 2015. (3-0 Voice Vote – Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean- yes).

Minutes for December 14, 2015 and December 16, 2015 will be tabled until next meeting on January 4, 2016.

Also moved to January 4, 2016 is the Petition brought forward by Ralph Lavin. Agreed to by the Selectmen

### Corner Library -

Chairman Hatch asked Selectman Guarino about the painting price for the Corner Library that was mentioned in an earlier meeting. Selectman Guarino asked that the current price be sent forward in the Budget, with a chance to revise the number at Deliberative Session.

**Approval of Minutes –**

**MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Jean it was voted unanimously to approve the Non-Public Sealed minutes (A), (B) and (C) of December 8, 2015 as written. (3-0 Voice Vote – Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean-yes).

**Unseal Minutes –**

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Guarino it was voted unanimously to unseal the Non-Public Sealed minutes (A) and (B) of December 8, 2015 and to keep (C) sealed until further notice. (3-0 Voice Vote – Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean- yes).

**Finance Officer Position** – Paul Branscombe brought forward information requested by Selectman Guarino regarding the cost of out sourcing payroll.

In-House would be \$54,000/year part-time for a Finance Officer  
MRI for a Finance Officer - \$123,000/year part-time  
MRI for a Bookkeeper - \$99,000/year part-time

\*See attached for more detailed information.

Selectman Jean suggested reviewing all job descriptions and looking into the survey of other Town's job descriptions and what they pay.

The Selectmen agreed to begin advertising tomorrow. Selectman Guarino did not agree with Human Resources as being part of the job description, he would like that dropped from the advertisement. Chairman Hatch said that the ad could say "salary is commensurate with experience. By consensus the Selectmen agreed to use the basic job description last placed as an advertisement in the paper.

Paul Branscombe said that Marie Mora will be giving her two week notice January 4, 2016.

Again, Selectman Jean said that job descriptions should be looked at after budget season.

**Gilmanton Year Round Library** – Chairman Hatch said for the record, I would like to clarify statements that have been made to me and in the paper. Chairman Hatch said that she received a call from Chris Schlegal inviting the Board of Selectmen to meet with the Gilmanton Year Round Library Board. Chairman Hatch suggested inviting the School Board, the Selectmen, the Budget Committee and making it into a public meeting. I then asked them to work with Paul Branscombe to coordinate all of that. She then worked with Paul Branscombe and there were three e-mails sent out. All entities came up with a date of November 23, 2015. It was publicly posted as per RSA 91-A. The GYRL recorded the minutes, it was their meeting. The majority of those Boards were there at the meeting and members of the public were there and everyone was working together for the common good of the Town of Gilmanton. We were working to come up with a viable solution to end this controversy. The Agreement or Memorandum of Understanding that we came up with, I did not bring it forward at the next Selectmen's meeting because Town Counsel had not reviewed it. We didn't even know if we could do that. It came

1 back that we can enter into an understanding to help fund the Library for the next three years.  
2 Because the sum would be \$50,000 / year, and that's all they would get, we would have to have a  
3 Public Hearing a month before Election Day. What I would like to propose to this Board tonight  
4 is to enter into a conversation about bringing forward this Agreement as a Warrant Article and let  
5 the residents decide. For the Warrant Article to pass it would need a 3/5 majority vote. Having  
6 said that, other allegations have been that I have been appointed, not elected. That is correct.  
7 My term runs out in March, but hear me out, I took the same oath that these two gentlemen took  
8 I am not a bench warmer, I am trying to find a solution that will help the residents out as a  
9 whole. I want to engage in conversation with the Board about the possibility of putting this out  
10 as a Warrant Article. At this time I would like to open this up to public comment.  
11

12 **Chairman Hatch opened up Public Comment at 7:35 pm, just on the Gilmanton Year**  
13 **Round Library.**  
14

15 There were comments made regarding the support of the Library Funding as a Petition Warrant  
16 Article as has been past practice, as well as a special Warrant Article that would approve the  
17 funding of the Gilmanton Year Round Library as an Agreement for \$50,000 each year for a three  
18 year time period. If put forward by the Selectmen or as a Petition, this Warrant Article would  
19 take a 3/5 majority vote to pass. (because over \$100,000 it is considered a bond, so three years at  
20 \$50,000 each year is \$150,000).  
21

22 **Some of the public comments were:**  
23

24 Referred back to an article in the Yankee Magazine dated October 24, 2008 that the fundraising  
25 for the Library was "one miracle away without ever resorting to taxes." It was recommended  
26 that this needs to be decided by the Town, by voting on a Warrant Article each year.  
27

28 It was asked if the people vote against the funding for the Library, the Selectmen could still  
29 award the funding from the Budget? Let the Town make the decision, it is not your fight as  
30 Selectmen. The Library has every right to petition.  
31

32 A resident said that his family moved here because Gilmanton is a bucolic setting and the  
33 Gilmanton Year Round Library is viewed as the Community Center. It is an asset that continues  
34 to draw people to Town. I see it as an investment for the Town and for the future to draw  
35 people to the Community. He supports the three year agreement for the Library.  
36

37 The Police Department and Fire Department service that address, it is part of this Community. It  
38 is convenient to use as a resource, rooms, books, computers, it is a source for building our youth  
39 and the future of our Town.  
40

41 Comments have been made stating that at the end of the year the Library does not know what  
42 they are going to do each year. Well, there are people in Town who don't know what they are  
43 going to do to pay their taxes. They are worried about whether they can stay in their home right  
44 now. I would just as soon have a three year budget for the Town so we don't have to haggle  
45 every year, but we don't. Every year we come to the people and say this is what we think we  
46 need. Every one brings their budgets to be scrutinized. It is everyone's right to vote on it.  
47

1 People cannot afford it, not everyone wants to fund it. Should continue to come up as a vote  
2 each year.

3 Considering the number of taxpayers in this Town, the people who use the Library are a  
4 minority.

5  
6 Clarification, of cardholders, and the number of people who use the Library are not the same.  
7 Many families have one card that represents the whole family, or many people use the Library  
8 that do not have a card.

9  
10 If I heard correctly, 6,000 taxpayers in Town, looking to fund \$50,000 for the Library, would be  
11 about \$8.50/tax payer, there is a tremendous amount of effort put forth for a miniscule amount of  
12 money?

13  
14 I agree with that and don't understand why we don't just put this to a vote and let the people  
15 decide. Why do we continue to stir the pot over \$20/\$30 yearly per household, it is really  
16 upsetting to me that we are this divisive over the amount of money that might be a cup of coffee  
17 each month.

18  
19 It was said that the majority of taxpayers in Town do not use the Library.

20  
21 It was also said that if someone never had children in the school system, they still support the  
22 school system. Every other Town in New Hampshire has a Library, I think the Gilmanton  
23 Residents deserve that. The cost to the average household is \$20 to \$30 per year for the Library,  
24 minimal compared to what we are paying for the school, yet it is important.

25  
26 I agree that it is a private entity, and I have issues with giving to private entities. Maybe \$20 per  
27 year is no big deal, but then we could give the same amount in taxes to our other libraries that  
28 have been here as part of the Town. Many residents make use of them, and why not give the  
29 money to them? Or pool all of the monies for the Libraries? Rather than trying to fund a  
30 privately owned entity and I think it should be separate from the Operating Budget and put  
31 forward as a Warrant Article.

32  
33 As the Library Board, we were informed by the State Librarian that every Town in New  
34 Hampshire either funds or partially funds a Town Library. Many Towns do have non-profits that  
35 run their Libraries, and an *Agreement* is how they do it, that is the "norm". That is why the  
36 Library Board pursued this path, just for the people who think this Agreement is odd. The State  
37 Librarian said this is how Towns work with the non-profits. On a personal level, I am also on a  
38 tight budget, I have four children, I am a stay at home mom, without a lot of disposable income,  
39 taxes are tight for me. I do not know what I would do without access to this building. We do not  
40 go out to the movies, we borrow them from the Library. If you are on a low income, and you  
41 cannot afford a newspaper subscription you can go to the Library, if you are cold in your house,  
42 you can go there and get warm. If you do not have internet access, you can use the computers.  
43 People do to look for jobs and work on resumes. So supporting this as a Town, I think is a much  
44 greater financial help to people who's money is tight than it is a burden to them. Again, I would  
45 prefer to have a chance to vote.

46  
47 One option looked at, would be the idea of it fully becoming a Town owned Library. The dollars  
48 and cents of that would be much more expensive, as the Town would be obligated for every

1 nickel and dime. We would lose the 501C Non-Profit, which would not allow grants and other  
2 options. Having an Agreement as proposed, would allow the Library to stay as a non-profit .  
3 We are trying to find that fine line of providing services with a smaller burden to the tax payer.  
4

5 Justify the fact that we cannot support this Library for the roughly \$8.50 /year? I am new to this  
6 Town and I have never been in a Town that has this much animosity for a good thing! We went  
7 to the Public Meeting for the Library, and my husband and I said are we still in Gilmanton?  
8 Everyone was cordial, understanding and it was a wonderful experience.  
9

10 A question was asked, "What is the criteria for a \$50,000 funding for a private entity in Town?" I  
11 am not talking about the Library, because I do know the Library does wonderful things. I am  
12 talking about \$50,000 of the tax payers money. Can the small Library come forward and say  
13 they want \$50,000 or \$100,000? Is there a limit that the Selectmen can put in the Budget? Even  
14 though it may not be a large dollar amount per household, but it all adds up.  
15

16 The Gilmanton School is one of the top in the State, and the Library would be beneficial long  
17 term as a Community Center and to draw people to the Community.  
18

19 Our tax rate is high, and every bit adds to the tax rate. We should have the right to vote on the  
20 Library. I am for voting on it each year as a Petition Warrant Article for the \$50,000, if it is a  
21 three year deal it is \$150,000. Let the people vote on it.  
22

23 If it is a three year deal, can the Library come back next year if the three year does not pass?  
24 Chairman Hatch said yes, they can come back next year.  
25

26 To clarify, the Petition Warrant Articles are due in by January 12, 2016.  
27 Chairman Hatch, said as it stands, it would be put out as a Warrant Article, with a three year  
28 commitment.  
29

30 Gail Ober, Laconia Daily Sun asked, as of right now there is not a Petition Warrant Article, or is  
31 it a recommendation from the Selectmen?  
32

33 Chairman Hatch said the proposal was to put it out for the three year Agreement, as a regular  
34 Warrant Article. However, they need to have a Petition Warrant Article in the even that it  
35 doesn't pass by a 3/5 Majority. (A Petition Warrant Article for the one year).  
36

37 We would have to have a public hearing within 30 days of March 8, 2015.  
38

39 It was asked , " It is in the budget as a line item, are you going to pull that out of the Budget?"  
40 Chairman Hatch said we would have to.  
41

42 **Chairman Hatch closed Public Comment –**  
43 Short Recess  
44

45 Reconvene  
46

47 **Gilmanton Year Round Library –** Selectman Guarino said he was trying to understand the 3/5  
48 majority vote, Chairman Hatch, you were looking for the Board of Selectmen to submit the three

1 year proposal as a Warrant Article. Selectman Guarino said I personally believe that it should go  
2 forward as a Petition Warrant Article from the Library. If it is legal, and the Library would like  
3 to submit the three year Petition Warrant Article and submit the one year Petition Warrant  
4 Article, in the case that the three year failed. Chairman Guarino said the Petition Warrant Article  
5 for the Library can be recommended by the Selectmen.

6  
7 Selectman Jean said I don't know why you don't bring it forward from the Selectmen. It is a  
8 good deal for the Town, I've been to their meetings, they count the pennies on what they are  
9 spending. They do a good job running the Library. We have \$29,000 of outside agencies, non  
10 Town owned that are in the budget. We should put it out to the voters if they want to do a three  
11 year contract with the Library. I am also going to make a motion to list each outside Agency as a  
12 Warrant Article, listed separately.

13  
14 Selectman Guarino said we have never voted individually on outside Agencies.

15  
16 Selectman Jean said they have voted on the Snowmobile Association separately before.

17  
18 Chairman Hatch said let's stick to the Library conversation.

19  
20 Chairman Hatch said her concern is that any Petition is voted on as a majority vote.

21  
22 Chairman Guarino said you are giving the same opportunity to the voter by submitting Petition  
23 Warrant Articles. The Board of Selectmen did not begin this conversation, the Gilmanton Year  
24 Round Library came up with the Agreement idea for three years. I just don't believe it should  
25 come from the Town.

26  
27 Chairman Hatch said you do know if this goes forward and it is a Petition it could easily pass by  
28 a majority vote.

29  
30 Selectman Jean said if we put it on from the Board of Selectmen it would take a 3/5 majority  
31 vote.

32  
33 Selectman Guarino said what is our purpose then? If the Town decides they are going to vote for  
34 a default budget, where is the \$50,000 coming from.

35  
36 Town Administrator Paul Branscombe said it would have to be a Petitioned Warrant Article for  
37 2016, if not, it would not be in the default budget.

38  
39 Selectman Guarino said his concern is being an SB2 Town we could go into a default budget  
40 each year, but it becomes increasingly difficult to operate under a default budget that has  
41 contracts. We are bound by the contracts.

42  
43 Chairman Hatch said, what you are saying is that the library has a better opportunity if they have  
44 a petition warrant article, if it passes it would be part of a default budget.

45  
46 Selectman Guarino said it will be better for a Board of Selectmen to be certain there will be the  
47 \$50,000 for the Library if it is a Petitioned Warrant Article, whereas if it were in the regular

1 budget and we went into a default budget, where would the \$50,000 come from? As a petitioned  
2 warrant article it is sitting on the "outside" of the budget and would be added to a default budget.  
3 Difficult for the Town to operate on a default budget.

4  
5 Selectman Jean said the Library is going to put a Petition Warrant Article out. Chairman Hatch  
6 said yes, she hadn't seen it yet though. Michael Jean said I would rather see it as a three year  
7 contract with a 3/5 majority vote to pass, it could lose.

8  
9 Selectman Guarino said one way has a potential to be an issue financially for the Town. You do  
10 not know whether the Town will vote the general operating budget or the default budget. If that  
11 does pass on a 3/5 majority vote than you need to honor it, you are actually risking more. Just  
12 have them bring two Petition Warrant Articles forward, one for the three year and one for the one  
13 year.

14  
15 Chairman Hatch said you would have to cut somewhere in order to fund a contract in a default  
16 budget year.

17  
18 Selectman Guarino said he agreed, he would much rather have the vote be a 3/5 majority vote.  
19 When is the last moment to bring the Warrant Article forward?

20  
21 Paul Branscombe said Wednesday night all of the Warrant Articles need to be to the Budget  
22 Committee. He would have to put the proposed operating budget on hold until this was decided.

23  
24 Chairman Hatch said to Selectman Guarino, you are saying it would have a better chance to pass  
25 as a three year Petition Warrant Article?

26  
27 Selectman Guarino said I didn't say that. I don't want any Board of Selectmen to have to sit and  
28 wonder on a default budget with the three year contract where the money is coming from.  
29 Pulling \$50,000 from a regular operating budget is a substantial amount of money.

30  
31 Paul Branscombe said if it is passed by the voters at \$50,000 a year, for three years at a total of  
32 \$150,000, the Warrant Article is then tagged on to the operating budget/ general ledger. Because  
33 it is a Petition Warrant Article it would not go into the default budget until the following year if  
34 the Operating Budget Passes.

35  
36 Chairman Hatch said if it goes forward as a Petition Warrant Article for the three year contract,  
37 and it passes by a majority vote, it would be added to a default budget? Paul Branscombe stated  
38 that is correct.

39  
40 Selectman Jean said it would just need a simple majority vote? That would be the best thing for  
41 the Library. Selectman Jean said he would much rather see a 3/5 majority vote on it.

42  
43 Chairman Hatch said keep in mind if they bring it in as a Petition and it passes as a majority  
44 vote, we would get the three year funding and it would be tacked on whether or not we had a  
45 default budget. If we went that way, we wouldn't have to find the \$50,000, if we had a default  
46 budget.

47  
48 Selectman Guarino said it is much cleaner that way.

Chairman Hatch said do you both want to go with the three year Warrant Article?

Selectman Guarino said no, I want the Gilmanton Year Round Library to submit a Petition Warrant Article.

Selectman Jean said they have until January 12, 2015. We want to be sure when we print the Warrant Article that it states majority vote, so there is not a mistake like happened last year.

Gilmanton Year Round Library will need to bring forward a Petition Warrant Article for the three year contract.

Chairman Hatch said the answer to the Gilmanton Year Round Library is a Petition Warrant Article for three years, keeping in mind it is a majority vote.

**Health Insurance Proposal** - Paul Branscombe said he had hoped to compare Health Trust with our incumbent School Care this evening, but when I found out the Town of New Durham has entered into a contract with Aflac and Claimlinks out of Cincinnati Ohio, and saved them in the range of \$75,000 to \$80,000 a year on their Health Insurance Costs, I asked Diane Currier who is our Aflac representative to bring in Jonathon Burgess to explain what is going on here in New Hampshire. He confirmed that the Town of New Durham has signed on as well as several other Towns in the State. I asked him to give a simple mirror image of what we have now with our Health Insurance Loss experience. I have asked him to come in on January 19, 2016. We are currently paying \$25,968/month and through Aflac we could pay \$18,340/month, that is a savings just over \$90,000 a year. \$581,000 over five years. They do a medical stop loss internally, which allows them to bring down the cost of the Health Insurance to the Towns and the individual employee. Paul will be speaking with other Towns regarding their thoughts on the Aflac Insurance.

Selectman Guarino asked if we are going to save that kind of money, is it feasible to bring down the insurance number for this year? Paul Branscombe said in the Budget we have a 6.5% health insurance increase already earmarked. Chairman Hatch said she heard they are going to forestall the Cadillac Tax. Paul Branscombe said they are going to put off the Cadillac Tax for at least two years. Chairman Guarino asked, could we at least remove the 6.5% increase from the General Operating Budget? Paul said we can't at the moment, because we have to stay with the Insurance. If we look at this in January, then by March we could do something. We need more research. Chairman Guarino asked if we were to decide tonight on Health Trust tonight, we would have a 0% increase in the insurance cost, we were not going to worry about the 6.5% increase from our insurer. If we were to make the agreement with Health Trust, we would know that our insurance cost would not be any greater than the insurance we currently pay. When doing our budget, do we have the opportunity to remove the 6.5% increase. Paul Branscombe said I would not recommend that until we have secured something. As well as having 60 days to speak with the employees about what you are doing. This plan is a mirror image of what they have now, whereas the Health Trust was not.

**Holiday Schedule 2016** -- Chairman Hatch said she had spoken with Heidi regarding the 2016 Holiday Schedule for the Town. Previously the employees had bartered Martin Luther King Day for Christmas Eve off. Heidi brought forward a revised Holiday Schedule for 2016. Considering



1 the leap year and where the Holidays fall this year, based on the States Holiday Schedule and 11  
2 Days of Holiday in the personnel policy, there didn't seem to be a need to remove any other  
3 Holiday; it would include Martin Luther King Day this year.

4  
5 Chairman Hatch said if we have Martin Luther King Day this year, we will have to meet on  
6 Tuesday January 19, 2016, instead of Monday January 18, 2016. The Selectmen agreed that  
7 schedule was fine.

8  
9 **2016 Proposed Warrant Articles –**

10  
11 Paul Branscombe said there were four Warrant Articles that were put on hold.

- 12 1. The Command Vehicle for the Fire Department
- 13 2. The Fire Department Radios
- 14 3. The Compactor for the Transfer Station
- 15 4. The Generator for the Academy Building

16  
17 **Command Vehicle** for Fire Department – No motion on Command Vehicle – There is no State  
18 bid for the Ford Expedition, but Irwins has one for \$200 less than the State bid on the Tahoe. It  
19 was suggested by Selectman Guarino to compare the Police Chief's Ford Explorer to the Fire  
20 Chief's current command vehicle for size at a meeting on Wednesday this week. Command  
21 Vehicle tabled until December 30, 2015.

22  
23 **Fire Department Radios** – 25 Portable Radios and 6 Mobile Radios for a total of \$57,750.00 for  
24 total replacement of radios. Fire Department request for this year is \$8,000.

25  
26 **MOTION:** On a Motion by Selectman Guarino and seconded by Chairman Hatch it was voted to  
27 approve the \$8,000 requested as a Warrant Article for Fire Radios to be put into the Fire Radio  
28 Capital Reserve Fund. (2-0-1, Selectman Jean recused himself from the vote)

29  
30 **Transfer Station** – Request for \$19,120 for a Compactor

31  
32 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted  
33 unanimously to approve the \$19,120 requested as a Warrant Article for a Compactor for the  
34 Transfer Station, funding to come from the Recycling Equipment Capital Reserve Fund. (3-0)

35  
36 **Generator for the Academy Building** - Current quote is \$18,000, Selectman Guarino said we  
37 can still adjust this number before the vote if it comes in at less than \$18,000.

38  
39 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino it was voted  
40 unanimously to approve the \$18,000 requested as a Warrant Article for a Generator for the  
41 Academy Building. (3-0)

42  
43 **Municipal Record Restoration –**

44  
45 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino it was voted  
46 unanimously to approve the \$6,000 requested as a Warrant Article for a Municipal Document  
47 Restoration. (3-0)

1 **Crystal Lake Park Beach -**

2  
3 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino it was voted  
4 unanimously to approve the \$6,200 requested as a Warrant Article to correct Beach Erosion at  
5 the Crystal Lake Park Beach. (3-0)  
6

7 **Command Vehicle** – There was no Motion made on the Command Vehicle. The Selectmen  
8 agreed to meet on Wednesday, December 30, 2015 at 5:30 pm to discuss the Fire Department  
9 Command Vehicle and have the Police Chief and the Fire Chief bring their vehicles to the  
10 Academy Building.  
11

12 **Outside Agencies** – The Selectmen discussed outside agencies, they all responded this year with  
13 information that the Selectmen requested. Selectman Jean was concerned that there is \$29,000  
14 worth of outside agencies and thought they should be voted on as well. After discussion, the  
15 Selectmen  
16

17 **Town Owned Properties** that we know we can sell, Heidi is working on that right now. She  
18 sent the list to the Planning Board and the Conservation Commission for review.  
19

20 **Employee COLA** – After discussion on Merit Raises and COLA , it was noted that there is no  
21 money set aside to begin merit raises and step scale increases are not in place. Paul Branscombe  
22 said you could go to the unassigned fund balance to make merit pay raise based on performance  
23 evaluation. Selectman Guarino said whereas the COLA is usually based on items like heating  
24 fuel costs etc., I believe the COLA should be put out as a separate Warrant Article to vote on. It  
25 would be a Warrant Article for a 1.5% increase for a total of \$18,980. The Government made the  
26 decision that there was not going to be a cost of living increase for Seniors, and the State of New  
27 Hampshire was giving a 2% increase.  
28

29 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino it was voted  
30 unanimously to approve the \$18,980 for a 1.5% COLA for employees as a Warrant Article and  
31 take it out of the Budget. (3-0)  
32

33 It was agreed by the Selectmen that they will work in the new year on labor grade/step scale raise  
34 guidelines. Selectman Guarino said then the merit, step scale raises would be in the 2017  
35 Budget. Selectman Jean said a Merit Raise for the employees that deserve it, is a better way to  
36 go. Chairman Hatch said in the past, she believes the residents like the 1.5% raise in a Warrant  
37 Article. Selectman Guarino said to Selectman Jean that there is nothing in place right now to  
38 give merit raises. Selectman Jean said that salaries are not consistent, and that with a merit raise,  
39 you could even out the pay and give the employees the raise that they deserve, rather than give  
40 the raise across the board. Selectman Guarino said I agree with you, but I know the system is not  
41 in place at this time.  
42

43 **Adoption of the Revised Flood Zone** – Please see attachment of e-mails to minutes.  
44

45 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino it was voted  
46 unanimously to adopt the language of the RSA 674:57, Revised Flood Zone and adopt the date  
47 of the new maps as December 1, 2008. (3-0)  
48

1 Selectman Guarino said this is a house keeping item to adopt the new dates on the maps, and  
2 then it goes to the voter after as a Warrant Article.

3  
4 **Chairman Hatch opened Public Input**

5  
6 Brett Currier asked about the value of Gilmanton, was it less or more this year?

7  
8 Heidi Jackson-Rhine said that her recollection was that the assessed value for the Town went  
9 down. Richard Bakos said that the decrease in assessment would cause the increase in the tax  
10 rate.

11  
12 Brett Currier said I would like to know if the new Gilmanton Fire Truck, does it have language  
13 on it in honor of the current Fire Chief? Selectman Jean said yes it does. Who authorized that?  
14 Can you tell me what the language specifically says on the Fire Truck? Selectman Jean said not  
15 word for word, I have seen it. In Honor of Chief Hempel. Brett Currier said isn't that something  
16 that the Board of Selectmen should know about? Bought by Gilmanton Tax Payers, that is not  
17 an Association Vehicle. Selectman Jean said that Mark Sawyers name is on the new Tanker.  
18 Brett Currier said Mark Sawyer is a Volunteer Fire Fighter. Brett Currier said that it should not  
19 be on the Fire Truck. It is a Town owned, Town paid for vehicle not owned by the Association.  
20 I would like it reflected in the minutes, I want it looked into by this Board.

21  
22 Craig Gardner said talking about the salary for the Finance Officer, you said the salary will be  
23 advertised as associated with the level of experience. That concerned me a bit, you have to pay  
24 top salary to get someone experienced or is the market still competitive out there? It seems to me  
25 that the salary should be set at what the Town can afford.

26  
27 **Chairman Hatch closed Public Input at 9:11 pm**

28  
29 **(A) Non-Public Session per RSA 91-A:3, II (c)**

30 **MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Guarino it was voted  
31 unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman  
32 Hatch-yes, Selectman Guarino– yes, Selectman Jean– yes).

33  
34 The meeting room was closed to the public. Present during the Non-Public Session were  
35 Chairman Hatch, Selectman Guarino, Selectman Jean. Town Administrator Paul Branscombe,  
36 Administrative Assistant Stephanie Fogg.

37  
38 The Selectmen discussed the Engineering Firms for the Bridges.

39  
40 **MOTION:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted  
41 unanimously to come out of Non-Public Session. (3-0 Voice Vote – Chairman Hatch, Selectman  
42 Guarino -yes, Selectman Jean – yes).

43  
44 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
45 were sealed.

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

3 **MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Guarino it was voted  
4 unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman  
5 Hatch-yes, Selectman Guarino– yes, Selectman Jean– yes).  
6

7 The meeting room was closed to the public. Present during the Non-Public Session were  
8 Chairman Hatch, Selectman Guarino, Selectman Jean. Town Administrator Paul Branscombe,  
9 Administrative Assistant Stephanie Fogg.  
10

11 The Selectmen discussed a matter at the Transfer Station.  
12

13 **MOTION:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted  
14 unanimously to come out of Non-Public Session. (3-0 Voice Vote – Chairman Hatch, Selectman  
15 Guarino -yes, Selectman Jean – yes).  
16

17 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
18 were sealed.  
19

20  
21 **Adjournment:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted  
22 unanimously to adjourn at 9:40 pm (3-0).  
23  
24

25 Respectfully Submitted,  
26  
27

28  
29 \_\_\_\_\_  
30 Stephanie S. Fogg  
31 Administrative Assistant  
32

33 **Approved by the Board of Selectmen**  
34

35 \_\_\_\_\_  
36 Chairman Rachel M. Frechette Hatch  
37

38 \_\_\_\_\_  
39 Selectman Donald J. Guarino  
40

41 \_\_\_\_\_  
42 Selectman Michael J. Jean

## **Article #1 ELECTION OF OFFICERS**

### **ZONING WARRANT ARTICLES**

**Article#2** "Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the Town Zoning Ordinance as follows:" Amend Article III, N Floodplain Management Ordinance to reflect the current FEMA (Federal Emergency Management Agency) naming convention and date from "Flood Hazard Boundary Maps-09/29/79" to "Flood Insurance Study for Belknap County, NH-10/01/2008."

**Article#3 (A) (By Petition)** "Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the Town Zoning Ordinance as follows:" Amend Article III, General Provisions Applicable to all Districts, by adding a new section, R. Bio-solids: To protect the health and welfare of residents, and prevent pollution of surface and ground water resources, the stockpiling or land spreading of municipal sewage sludge, Bio-solids Class A and Class B, as defined by New Hampshire statutes and regulations, is not allowed in the Town of Gilmanton.

**(B)** To amend Article IV, Table I by adding Bio-solids (sludge): Not Permitted in all Districts.

### **WARRANT ARTICLES**

#### **Article #4 (By Petition)**

**Tax impact \$0.11**

To see if the Town will authorize the selectmen to enter into a three year agreement with the Gilmanton Year-Round Library Association and to fund that library in the amount of \$150,000 (\$50,000 per year) and to raise and appropriate \$50,000 for the first year's funding. 3/5 vote necessary.

Recommended by the Board of Selectmen  
Recommended by the Budget Committee

#### **Article #5**

**Tax impact \$5.31**

"Shall the Town of Gilmanton raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted within the warrant or as amended by vote of the first session, for the purpose set forth therein totaling three million five hundred and ninety four thousand four hundred and eighty seven dollars (\$3,594,487)? Should this article be defeated, the default budget shall be three million five hundred and thirty six thousand five hundred and sixty nine dollars (\$3,536,569) which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting in accordance with RSA 40:13,X and XV1 to take up the issue of a revised operating budget only."

Recommended by the Board of Selectmen: **yes**  
Recommended by the Budget Committee

**Article #6****Tax impact \$0.03**

To see if the Town will vote to raise and appropriate fifty thousand five hundred and eighty nine dollars (\$50,589) to purchase and equip a new Fire Department Command vehicle and further to fund this appropriation by withdrawing thirty seven thousand dollars (\$37,000) from the previously established Fire Command vehicle Capital Reserve Fund with the balance of twenty three thousand dollars (\$13,589) to come from general taxation.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #7****Tax impact \$0.04**

To see if the Town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to purchase a new Fire Department Lucas Device for the Ambulance.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #8****Tax impact \$0.04**

To see if the Town will vote to raise and appropriate the sum of seventeen thousand five hundred dollars (\$17,500) to be deposited in the Self Contained Breathing Apparatus Capital Reserve Fund.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #9****Tax impact \$0.002**

To see if the Town will vote to raise and appropriate the sum of eight thousand dollars (\$8,000) to be deposited in the Fire Radio Capital Reserve Fund established in 2015.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #10****Tax impact \$0.09**

To see if the Town will vote to raise and appropriate thirty nine thousand nine hundred dollars (\$39,900) to purchase and equip a new Police cruiser.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #11****Tax impact \$0.00**

To see if the Town will vote to raise and appropriate the sum of one hundred and seventy five thousand dollars (\$175,000) to purchase a six wheel dump truck and further to fund this appropriation by withdrawing one hundred and seventy five thousand dollars (\$175,000) from the previously established Highway Equipment Capital Reserve Fund.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #12****Tax impact \$0.00**

To see if the Town will vote to raise and appropriate the sum of nineteen thousand one hundred and twenty dollars (\$19,120) to purchase a new Compactor for the Transfer Station and further to fund this appropriation by withdrawing nineteen thousand one hundred and twenty dollars from the previously established Recycling Equipment Capital Reserve Fund.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #13****Tax impact \$0.11**

To see if the Town will vote to raise and appropriate the sum of fifty thousand dollars (\$50,000) to be deposited in the Bridge Capital Reserve Fund.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #14****Tax impact \$0.04**

To see if the Town will vote to raise and appropriate the sum of eighteen thousand dollars (\$18,000) to purchase a new generator for the Academy Building.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #15****Tax impact \$0.01**

To see if the Town will vote to raise and appropriate the sum of six thousand dollars (\$6,000) for municipal document restoration? This appropriation will only be valid if the default budget is adopted. If the operating budget passes, this article will be void.

Recommended by the Board of Selectmen: **yes**

Recommended by the Budget Committee

**Article #16****Tax impact \$0.01**

To see if the Town will vote to raise and appropriate the sum of six thousand two hundred dollars (\$6,200) to be placed in a "Capital Outlay, Maintenance" account for the purpose of controlling and preventing the continuous and ongoing erosion to the Crystal Lake Park Beach.

Recommended by the Board of Selectmen: yes  
Recommended by the Budget Committee

**Article #17****Tax impact \$0.04**

To see if the Town will vote to raise and appropriate the sum of eighteen thousand nine hundred and eighty dollars (\$18,980) to fund cost of living increases and Town associated costs of 1.5% for all Part time and Full time staff including the elected Road Agent and Town Clerk/Tax Collector. This does not include call fire fighters or elected officials except as named in this article. This will then become part of the default budget as of 2017.

Recommended by the Board of Selectmen: yes  
Recommended by the Budget Committee

**Article #18****Tax impact \$0.002**

To see if the Town will vote to raise and appropriate the sum of one thousand dollars (\$1,000) to fund Milfoil treatment for the lakes of Gilmanton.

Recommended by the Board of Selectmen: yes  
Recommended by the Budget Committee

**Article #19** . To see if the Town will vote to appoint the Board of Selectmen as agents to expend from the following existing Capital/Non-Capital Reserve Funds: This would allow the Selectmen to expend funds from these accounts when the need arises.

Court Cases established in 2000

Hydrants established in 2002

Tools and Equipment established in 2002

Welfare established in 2001

Mandated Safety Testing established in 2002

Paramedic Interceptor established in 2002

Public Safety Facility Building established in 2002

Police Department Overtime established in 2005

Fire Department Vehicle Maintenance established in 2005

**Article #20 (By Petition)****Tax impact \$0.11**

To see if the Town will vote to raise and appropriate the sum of Fifty thousand dollars (\$50,000) to fund the Gilmanton Year Round Library for 2016. This article shall be null and void if the article authorizing the selectmen to enter into a three year agreement with the Gilmanton Year-Round Library Association to fund that library in the amount of \$150,000 therein passes.

Recommended by the Board of Selectmen:  
Recommended by the budget Committee:



**Article #21 (By Petition)**

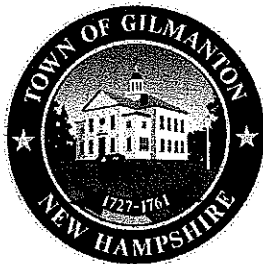
Shall we rescind the provisions of RSA 40:13 (known as SB2), as adopted by the Town of Gilmanton on March 12, 2012, so that the official ballot will no longer be used for voting on all questions, but only for the election of officers and certain other questions for which the official ballot is required by state law?

**Article #22 (By Petition)**

Shall we adopt an ordinance defining and regulating conflicts of interest for local officers and employees, whether elected or appointed pursuant to RSA 31:39 – a prohibiting individuals from serving as members of the Gilmanton Board of Selectmen or Budget Committee while a member of their immediate family or household member is a department head employed by the Town of Gilmanton.

31:39-a Conflict of Interest Ordinances – The legislative body of a town or city may adopt an ordinance defining and regulating conflicts of interest for local officers and employees, whether elected or appointed. Any such ordinance may include provisions requiring disclosure of financial interests for specified officers and employees, establishing incompatibility of office requirements stricter than those specified by state law or establishing conditions under which prohibited conflicts of interest shall require removal from office. Any such ordinance shall include provisions to exempt affected officers and employees who are in office or employed at the time the ordinance is adopted for a period not to exceed one year from the date of adoption. The superior court shall have jurisdiction over any removal proceedings instituted under an ordinance adopted under this section.





***Board of Selectmen  
Academy Building  
503 Province Road  
PO Box 550  
Gilmanton, New Hampshire 03237  
603.267-6700 –Phone      603.267.6701 –Fax***

**Rachel Hatch, Chairman**  
**Donald Guarino, Selectman**  
**Michael Jean, Selectman**  
**Paul Branscombe**  
**Town Administrator**  
**Stenhanie Fogg, Recording Clerk**

**December 28, 2015**  
**6:00 pm**

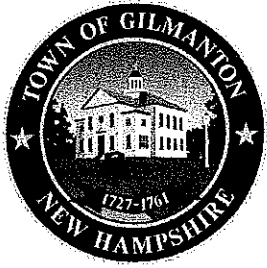
### ATTENDANCE SIGN-IN

**PRINT**

**SIGNATURE**

Robert Bork	RA Bork
William Donahue	W.D. Donahue
Brett Currier	Brett Currier
Wayne K. Gint	W.K. Gint
Arthur Cirillo	A. Cirillo
Sandra Capomano	Sandra Capomano
Craig Carlson	Craig Carlson
Jack Fanning	Jack Fanning
Jennifer Mackard	Jennifer Mackard
Betty Ann Abbott	BA Abbott
Michael J. Hatch	Michael J. Hatch
GLEN LINKS	Glen Links
Brian E. Holcomb	Brian E. Holcomb





Board of Selectmen  
Academy Building  
503 Province Road  
PO Box 550

Gilman, New Hampshire 03237  
603.267-6700 -Phone 603.267.6701 -Fax

Don Guarino, Chairman  
Michael Jean, Selectman  
Rachel Hatch, Selectman  
Paul Branscombe  
Town Administrator  
Stephanie Fogg, Recording Clerk

December 28, 2015  
6:00 pm

ATTENDANCE SIGN-IN

<u>PRINT</u>	<u>SIGNATURE</u>
Scott A. Brooks	[Signature]
Aidi Jackson Rhine	[Signature]
Christine Schlegel	[Signature]
Kendra Reed	[Signature]
Cathie Austin	[Signature]
Carol McCluskey	[Signature]
George M. Cluskey	[Signature]
Maggie Livingston	[Signature]
Pauline Bamford	[Signature]
Judith Bakos	[Signature]
Richard Bakos	[Signature]
Andrea Schaffnit	[Signature]
Leonard J. Schaffnit	[Signature]
Carolyn Duly	[Signature]
John Duly	[Signature]
Jean Henry	[Signature]
LEWIS S. HENRY	[Signature]
Erin Hollingsworth	[Signature]
TERRY MELLE	[Signature]
Richard Gelatt	[Signature]
Leonard Swanson	[Signature]
Barbara E. Swanson	[Signature]
R. Kevin Martin	[Signature]



## Town Administrator

---

**From:** Walsh, Kellie <Kellie.Walsh@nh.gov>  
**Sent:** Tuesday, January 05, 2016 8:41 AM  
**To:** Town Administrator  
**Subject:** RE: Gilmanton Floodplain Ordinance - Amendment Required

Good Morning Paul,

Could you please send a copy of the floodplain ordinance that includes the changes made and is certified by the town clerk?

Please let me know if you have any questions.

Thanks,  
Kellie

**Kellie C. Walsh, CFM**  
Assistant Planner  
State Floodplain Program Assistant Coordinator  
NH Office of Energy and Planning  
Johnson Hall, 3<sup>rd</sup> Floor  
107 Pleasant Street  
Concord, NH 03301  
Main: 603.271.2155 | Direct: 603.271.1755  
[kellie.walsh@nh.gov](mailto:kellie.walsh@nh.gov)

---

**From:** Town Administrator [<mailto:TownAdministrator@gilmantonnh.org>]  
**Sent:** Tuesday, December 29, 2015 11:04 AM  
**To:** Walsh, Kellie  
**Cc:** Planning; Gilbert, Jennifer  
**Subject:** RE: Gilmanton Floodplain Ordinance - Amendment Required

Good morning Kellie,  
This was adopted at the Board of Selectmen`s meeting last night.  
Wishing you a Happy New Year.  
Best,  
Paul.

Paul Branscombe  
Town Administrator  
Town of Gilmanton  
503 Province Road  
PO Box 550  
Gilmanton, NH 03237  
P- 603-267-6700  
F- 603-267-6701  
[townadministrator@gilmantonnh.org](mailto:townadministrator@gilmantonnh.org)

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**From:** Town Administrator  
**Sent:** Wednesday, December 16, 2015 7:56 AM  
**To:** 'Walsh, Kellie'  
**Cc:** Planning; Gilbert, Jennifer  
**Subject:** RE: Gilmanton Floodplain Ordinance - Amendment Required

Thank you Kellie and I have sent a memo to the Selectmen that this must be adopted at their meeting on 12/28.  
Merry Christmas.  
Paul.

Paul Branscombe  
Town Administrator  
Town of Gilmanton  
503 Province Road  
PO Box 550  
Gilmanton, NH 03237  
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[townadministrator@gilmantonnh.org](mailto:townadministrator@gilmantonnh.org)  
[www.gilmantonnh.org](http://www.gilmantonnh.org)

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**From:** Walsh, Kellie [<mailto:Kellie.Walsh@nh.gov>]  
**Sent:** Tuesday, December 15, 2015 3:21 PM  
**To:** Town Administrator  
**Cc:** Planning; Gilbert, Jennifer  
**Subject:** RE: Gilmanton Floodplain Ordinance - Amendment Required

Paul,



RSA 674:57 specifically gives authority to the Board of Selectmen to adopt the proper Flood Insurance Rate Maps as part of the town's floodplain ordinance. The floodplain ordinance itself is adopted by the town's voters on town meeting day, but when there are discrepancies in the ordinance as to the date of the maps referenced in the floodplain ordinance, this statute gives the Board of Selectmen authority to correct the date by adopting a resolution at a public selectmen's meeting and then actually changing the map reference in the ordinance without needing to go to town meeting.

When the legislature enacted the law that resulted in RSA 674:57, it did so purposefully to give this authority to the Board of Selectmen so that the town would not have to wait until a town meeting vote to be in compliance with federal National Flood Insurance Program (NFIP) requirements. This is a Board of Selectmen's responsibility – not the planning board's or the town meeting's. Failure to correctly reference the rate maps in the ordinance could raise legal issues about the validity of enforcing the floodplain regulations and could eventually result in the town's disqualification from the National Flood Insurance Program, which would have an onerous effect on property owners in the town.

Here is the language of RSA 674:57:

In a municipality which has enrolled in the National Flood Insurance Program (NFIP), special flood hazard areas shall be as designated on flood insurance rate maps issued by the Federal Emergency Management Agency. Amendments to the flood insurance rate maps shall apply to local floodplain ordinances upon their adoption by resolution of the local governing body of a municipality and shall require no further action by the local legislative body. Map amendments are subject to appeal by owners and lessees of affected real property under 44 C.F.R. 67.5

The statute refers to the "local governing body" and not the "local legislative body." RSA 21:47 defines "legislative body" as the town meeting, when used to refer to municipalities that have a Board of Selectmen-Town Meeting form of government. RSA 21:48 defines "governing body" as the board of selectmen, when referring to a town.

The effect of RSA 674:57 is that there is no need for the planning board to propose a zoning amendment and hold public hearings and then have the question posed to voters on the town meeting ballot. The only thing that has to be done is for the Board of Selectmen to vote to adopt the resolution (the wording is attached) at a public meeting of the selectmen. One selectman makes a motion to adopt the resolution, another seconds the motion and the board votes to approve it. Once that happens, the language change needed to reference the correct Flood Insurance Rate Map is actually made in the zoning ordinance and it becomes the official version of the ordinance. Attached is the language that should be changed in the ordinance.

The legislature intended RSA 674:57 to allow the Board of Selectmen to take this action so that it can be done promptly and not cause a delay, necessitated by the usual zoning amendment and town meeting process, in the town's compliance with the requirements of the National Flood Insurance Program.

I hope this explains the process more clearly. We'd appreciate it if the Board of Selectmen would take up this issue as soon as possible.

Please let us know if you have further questions.

Kellie

**Kellie C. Walsh, CFM**  
Assistant Planner  
State Floodplain Program Assistant Coordinator  
NH Office of Energy and Planning  
Johnson Hall, 3<sup>rd</sup> Floor  
107 Pleasant Street  
Concord, NH 03301  
Main: 603.271.2155 | Direct: 603.271.1755  
[kellie.walsh@nh.gov](mailto:kellie.walsh@nh.gov)

---

**From:** Town Administrator [<mailto:TownAdministrator@gilmantonnh.org>]  
**Sent:** Tuesday, December 15, 2015 9:06 AM  
**To:** Walsh, Kellie  
**Subject:** FW: Gilmanton Floodplain Ordinance - Amendment Required

Good morning Kellie,  
I am forwarding an e-mail from Louise.  
Paul.

Paul Branscombe  
Town Administrator  
Town of Gilmanton  
503 Province Road  
PO Box 550  
Gilmanton, NH 03237  
P- 603-267-6700  
F- 603-267-6701  
[townadministrator@gilmantonnh.org](mailto:townadministrator@gilmantonnh.org)  
[www.gilmantonnh.org](http://www.gilmantonnh.org)

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---

**From:** Louise L. Knee [<mailto:planning@gilmantonnh.org>]  
**Sent:** Friday, December 11, 2015 4:08 PM  
**To:** Town Administrator  
**Subject:** RE: Gilmanton Floodplain Ordinance - Amendment Required

What Kellie wants cannot happen until there is a Town Meeting and Vote – as that is the only time the Zoning Ordinance, which contains the Floodplain for Gilmanton, can be changed.

---

**From:** Town Administrator [<mailto:TownAdministrator@gilmantonnh.org>]  
**Sent:** Friday, December 11, 2015 10:05 AM  
**To:** Planning  
**Subject:** FW: Gilmanton Floodplain Ordinance - Amendment Required

Louise,

I see from your notes that the Flood Plain article has been continued to the PB January meeting when Kellie Walsh is looking for a resolution before year end. Am I missing something here?

Paul.

Paul Branscombe  
Town Administrator  
Town of Gilmanton  
503 Province Road  
PO Box 550  
Gilmanton, NH 03237  
P- 603-267-6700  
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[townadministrator@gilmantonnh.org](mailto:townadministrator@gilmantonnh.org)  
[www.gilmantonnh.org](http://www.gilmantonnh.org)

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**From:** Walsh, Kellie [<mailto:Kellie.Walsh@nh.gov>]  
**Sent:** Tuesday, December 01, 2015 12:12 PM  
**To:** Planning  
**Cc:** Town Administrator  
**Subject:** RE: Gilmanon Floodplain Ordinance - Amendment Required

Good Afternoon Louise,

I am checking in on the status of the Selectman's Resolution to Gilmanon's Floodplain Ordinance. Please let me know if the resolution is on track to be adopted by the end of December and if you have any questions about adopting the resolution.

Thank you,  
Kellie

Kellie C. Walsh, CFM  
Assistant Planner  
State Floodplain Program Assistant Coordinator  
[NH Office of Energy and Planning](#)  
Johnson Hall, 3<sup>rd</sup> Floor  
107 Pleasant Street  
Concord, NH 03301  
Main: 603.271.2155 | Direct: 603.271.1755  
[kellie.walsh@nh.gov](mailto:kellie.walsh@nh.gov)

---

**From:** Town Administrator [<mailto:TownAdministrator@gilmantonnh.org>]  
**Sent:** Thursday, October 15, 2015 10:35 AM  
**To:** Walsh, Kellie  
**Cc:** Planning  
**Subject:** RE: Gilmanton Floodplain Ordinance - Amendment Required

Good morning Kellie,  
Hope this note finds you well. It has been a while since you followed up on your e-mail with a phone call and I just wanted to inform you that I have given this task to Louise Knee in our Planning Department who is better equipped than I in handling this request while I am consumed with budget season. She is aware of the resolution deadline. Should you need to contact her, e-mail address is [planning@gilmantonnh.org](mailto:planning@gilmantonnh.org)  
Thanks and regards,  
Paul.

Paul Branscombe  
Town Administrator  
Town of Gilmanton  
503 Province Road  
PO Box 550  
Gilmanton, NH 03237  
P- 603-267-6700  
F- 603-267-6701  
[townadministrator@gilmantonnh.org](mailto:townadministrator@gilmantonnh.org)  
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---

**From:** Walsh, Kellie [<mailto:Kellie.Walsh@nh.gov>]  
**Sent:** Wednesday, September 09, 2015 2:23 PM  
**To:** Town Administrator  
**Cc:** Gilbert, Jennifer  
**Subject:** Gilmanton Floodplain Ordinance - Amendment Required

Mr. Branscombe,

I am following up on a conference call that was conducted on June 9, 2015 as part of Gilmanton's participation in the National Flood Insurance Program (NFIP). Following the call a review of the Town of Gilmanton's Floodplain Ordinance was conducted. During review of the ordinance, it was noted that the Flood Insurance Rate Map (FIRM) date in the ordinance is incorrect. Adopting the correct maps is a requirement for communities that participate in the National Flood Insurance Program; therefore this date will need to be amended. Below is the process which the town can take to adopt the correct FIRM.

The Board of Selectmen should adopt the correct maps by approving a resolution at a public selectmen's meeting. I have attached the suggested language of the resolution. It references RSA 674:57, which is the state law that authorizes the

selectmen to adopt this resolution. The legislature enacted this statute because it was understood that there could be a time lag between the date by which new floodplain maps would become effective and New Hampshire's town meeting date. The purpose of the statute authorizing the selectmen to adopt the maps by resolution was to avoid requiring towns to hold special town meetings.

The selectmen must adopt the resolution before December 31, 2015. The resolution language is the first paragraph of the attached document. Once the resolution is adopted, the statute allows the selectmen to make the change in the zoning ordinance that is referenced in the bottom paragraph of the attached document.

Please don't hesitate to call or email me if you or the selectmen, or the planning board, have any questions about adopting the selectmen's resolution.

Kellie

---

**Kellie C. Walsh, CFM**

Assistant Planner

State Floodplain Program Assistant Coordinator

NH Office of Energy and Planning

Johnson Hall, 3<sup>rd</sup> Floor

107 Pleasant Street

Concord, NH 03301

Main: 603.271.2155 | Direct: 603.271.1755

[kellie.walsh@nh.gov](mailto:kellie.walsh@nh.gov)

