

# BOARD OF SELECTMEN PACKET



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# AGENDA



SELECTMEN'S OFFICE  
TOWN OF GILMANTON

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**Board of Selectmen Meeting**

**March 18, 2024 - Academy Building - 5:00 P.M.**

**AGENDA**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MEETING MINUTES APPROVAL**

1. **02-05-2024** – Public Minutes
2. **03-04-2024** – *In progress*
3. **03-12-2024** – *Pending*
4. **03-14-2024** – *Pending*

**NEW BUSINESS**

5. **PO – United Construction Forestry** - \$13,872.13 for work to be done on loader
6. **Gilmanton Conservation Trails Subcommittee** – Oath, Guy Williams
7. **Trustees of Cemeteries** – Request for alternates be appointed to full-members, Daniel Redin and Adam Mini
8. **CIP Discussion** – Brian Forst, discussion regarding the project and deadline expectation

**SELECTBOARD ITEMS, FYIs, AND OTHER TOPICS**

9. **Default Budget**

**PUBLIC COMMENT- 7:00 p.m.**

- *The public is welcome to submit questions or comments via email to the Town Administrator by Friday before the meeting or attend in public. Time is subject to change per the Board's discretion.*

**NON-PUBLIC RSA 91-A:3 (I)** – Discussion – Governor's Road Subdivision

RSA 91-A:3, II(I) allows a public body to enter non-public session to consider advice received from legal counsel, either orally, in writing, even if legal counsel is not present.

**NON-PUBLIC RSA 91-A:3 (a)** – Executive Office

RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting open, in which case the request shall be granted.

**NON-PUBLIC RSA 91-A:3 (a) and (c)**– TCTX – Time off request

RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting open, in which case the request shall be granted.

**NON-PUBLIC RSA 91-A:3 (c)**

Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

**OUTSTANDING ACTION ITEMS-**

- Personnel Policy – This will be updated in 2024**

ADJOURNMENT

# MINUTES



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**Approved**

1 **Board of Selectmen Meeting**

2 **February 05, 2024 – 5:00 P.M.**

3 **CALL TO ORDER – ROLL CALL**

4 **PLEDGE OF ALLEGIANCE**

5 **Present:** Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town  
6 Administrator Heather Carpenter, Town Clerk/Tax Collector Elise Smith

7 **Public:** Kyle McAdam, Parker Hoffacker

8

9 **MEETING MINUTES APPROVAL**

10 **1. 12-18-2023 – Public Minutes**

11 **2. 01-15-2024 – Public Minutes**

12 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the  
13 meeting minutes from 12-18-2023. (3-0)

14 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the  
15 meeting minutes from 01-15-2024. (2-0), *Vice Chairman Baiocchetti, abstained*

16 Discussion regarding minutes from 01-15-2024.

17 Vice Chairman Baiocchetti asked for clarification regarding whether an engineer study requirement for  
18 Governor's Rd.

19 Chairman Warren stated that is correct. He stated the Selectboard felt that the engineer study was not needed,  
20 because the State would be doing a full review of this.

21 Vice Chairman Baiocchetti stated this is a private road into a Town Rd.

22 Chairman Warren stated it will be a Town Rd. once it's maintained.

23 Vice Chairman Baiocchetti asked if they were going to get an engineering study with that.

24 Chairman Warren stated no.

25 Vice Chairman Baiocchetti asked for further clarification as to why they wouldn't require the engineering study.

26 Selectman Collins stated the Selectboard will be hiring a Clerk of the Works of their choosing which could  
27 potentially be an engineer.

28 Chairman Warren stated he and Selectman Collins had a slightly different view of the project. They need to  
29 have a review of the documents and the State was doing this.

30 Vice Chairman Baiocchetti asked what the State does.

31 Chairman Warren clarified that because of the amount of area that is disturbed, the project needs to go through  
32 a State review process and they will look at all the engineering documents to ensure that it meets State  
33 minimum standards and the Clerk of the Works will need to ensure that the standards are being followed. He  
34 reached out to an engineer for himself for additional review and it was stated that an engineer working on  
35 behalf of the Town would be looking at how this design affects maintenance long term, where the State would  
36 be evaluating whether it meets minimum standards.

37 Vice Chairman Baiocchetti asked if this would need to go before the Town.

38 Chairman Warren stated that once it goes from a private road to a public road it will have to be adopted by the  
39 Town. He stated by no means has the Selectboard set a precedent saying there will not be ongoing  
40 recommended reviews.

41

42 **CONSENT AGENDA**

43 **3. PO – DJ Geddes Trucking - \$5,670**

44 **4. PO – Robert L. Potter - \$18,125**

45 **5. Rules and Regulations for the Conduct of Raffles – Form approval**

46 **6. Community Development – Oaths for HDC Appointment – Cody O'Leary and James Allen**

47 **7. Community Development – 2023 Equalization Ratio – 59.3%.**

48 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted approved the  
49 Consent Agenda as presented. (3-0)

50 Vice Chairman Baiocchetti would like more information and be able to review the plowing and sanding invoices  
51 before they sign off on them.

52 Invoices were presented for review and discussed.

53 Chairman Warren asked about the equalization ratio at 59.3%.

54 Vice Chairman Baiocchetti stated that should be changing next year after reval.

55 TA Carpenter stated yes, once the reval happens it will be updated.

56 Vice Chairman Baiocchetti asked when it would go into effect, 2024 or 2025

57  **Action Item:** TA Carpenter to ask when the new numbers will go into effect from the reval, 2024 or  
58 2025.

59 Chairman Warren spoke on behalf of the appointment for HDC. He was present at the meeting where the  
60 candidates came forward and he recommended them to be appointed. He believes they will be a good addition  
61 to HDC and are residents currently living in the Historic District.

62

63 **NEW BUSINESS**

64 **8. Trustees of Cemeteries - A \$495 donation to be deposited into the McIntyre Family Care Fund to**  
65 **purchase a new sign for Wilson Hill Cemetery.**

66 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Chairman Warren it was voted to accept  
67 the amount of \$495 from Ronald Leclerc from the Kelley Family and deposit it into the McIntyre Family Care  
68 Fund and the check be forwarded to the Trustees of the Trust Fund for deposit. (3-0)

69 **9. Oaths – Ballot Clerk and Pro Tem Selectmen**

70 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to accept  
71 Melissa Beale, Margot Lucas, and Kelley Sedgley for ballot clerk, and Grace Sisti for pro tem Selectmen. (3-0)

72 **10. Lakes Region Cable Television Consortium – Update, local retail locations have been removed. There**  
73 **has not been a lot of movement with Breezeline negotiations and Gilmanton has a small contract with**  
74 **them. The location in Belmont is just a warehouse now and has shut down the retail location. The**  
75 **closest location is in Rochester. The Consortium has gone back and forth, and let them know that**  
76 **Rochester is not local to our region. The Town has not been approached by Comcast and there's no real**  
77 **competition for Gilmanton, but Comcast has offered a regional store.**

78 TA Carpenter asked if the Selectboard was willing to move forward with the contract without Breezeline  
79 offering a retail location. She stated if Comcast approaches Gilmanton, the franchise agreements will  
80 need to mirror each other.

81 Chairman Warren asked what happens if they don't enter into a contract with Breezeline.

82 TA Carpenter stated there is a one-year extension with them, but after that, they could pull their service  
83 out of Gilmanton. But with no one competing for that service, it would leave residents without cable.

84 Chairman Warren would like to fight for the residents who would like to go to a physical location if the  
85 Town can.

86 **11. Gilmanton Energy Committee – Elise Smith and Kyle McAdam were present on behalf of the Energy**  
87 **Committee. They are here to present a new name and mission statement to encompass more of what**  
88 **they will be moving forward with in the future. She has presented the Selectboard with a new mission**  
89 **statement with goals and is moving to change the Gilmanton Energy Committee to the Gilmanton**  
90 **Sustainability Committee.**

91 Chairman Warren stated that he served on the Energy Committee when it first started and it was just  
92 looking at alternative energy sources and this was when solar was starting, wind farming, and so it  
93 focused on alternative energy methods.

94 Elise stated that they wanted to keep a lot of what they were already doing but make it sound like they  
95 were doing more than just looking at alternative energy. They are also looking at preparedness and  
96 adapting to the climate change. They would like to help the Town in being more prepared for the  
97 climate action changes that are coming.

98 Vice Chairman Baiocchetti asked how they are proposing to meet their goals and what is the cost.  
99 Elise stated that it should not cost any more than what their budget is currently, \$250.

100 Vice Chairman Baiocchetti stated that instead of reading a proposal, she gave them a mission statement,  
101 and he requested to know how they were going to meet their goals.

102 Elise stated that the mission statement was what was originally presented when the committee was  
103 started. This will be done through community awareness. They will be moving forward with the  
104 legislation that is changing for some of the listed items, they would like to move forward with some of  
105 the energy audit items, working with the school and what their movements are in being more  
106 sustainable, along with partnerships with the other action committees as well like Clean Energy NH,  
107 Community Power Coalition, The Sierra Club, Standard Power America, and NH Listens with DES.

108 Chairman Warren asked how some of these things get executed that are part of the mission. He asked if  
109 they were thinking about doing workshops.

110 Elise stated yes, they have a generator company that has options and were present at the Earth Day  
111 event last year educating residents, because it's not just about picking up a generator at Home Depot,  
112 there are generator companies that offer some really interesting technology.

113 Chairman Warren asked what the partnership would be with the Sierra Club and what do they do.

114 Elise stated they were also present at the Earth Day event last year and have been involved in the  
115 updates to the legislation.

116 Vice Chairman Baiocchetti stated that she is looking for exemptions.

117 Elise stated yes.

118 TA Carpenter asked if the Energy Committee has reached out to Bre Daigneault in reference to  
119 exemptions that the Town already provides.

120 Elise stated no, the only exemptions she understood were for Veterans.

121 TA Carpenter stated that the Town has solar exemptions, she is unsure about wind power, but there is a  
122 wood heat exemption. TA Carpenter stated that Elise mentioned roads and the issues that they're  
123 having and whether that is from climate change, or the excess in rain, and asked what type of  
124 collaboration does that look like to the committee.

125 Elise stated they were not necessarily looking to work with the Highway Department, but they would  
126 like to be more collaborative in how decisions are made in Town like electric vehicles, and having a  
127 larger conversation about what their options are.

128 TA Carpenter stated this would be a conversation through CIP and noted that movement to change  
129 Town vehicles to Hybrid or electric vehicles is much more costly and becomes a budgetary item for  
130 discussion. She stated that it wouldn't just be community education and that it would also be  
131 departmental education and understanding.

132 Elise stated that there has been very little collaboration with anyone. They have tried to collaborate  
133 with the school and it has prompted them to change what they are doing, because it doesn't seem like  
134 anyone wants to work with them.

135 Vice Chairman Baiocchetti stated that if the Energy Committee cannot get people to buy into it, then  
136 there needs to be another approach.

137 Elise stated this is why they are going for a different approach. They want it to be more encompassing.

138 Vice Chairman Baiocchetti asked what they have done with the Fire Station upgrades.

139 Elise stated the project is complete, and it was the only one that got completed.

140 Vice Chairman Baiocchetti asked which was the next building to upgrade, which is the next least energy  
141 efficient building.

142 Elise stated she did not have that information available to her at the meeting.  
143 Chairman Warren stated his concern, and knowing the nature of the Town, is that the partners that  
144 were suggested could initiate more regulations on the residents of the Town. He believes this is a Town  
145 that prefers less regulations. He appreciates the suggestion to change the scope.  
146 Vice Chairman Baiocchetti stated the questions he's asking are questions that she will be asked later on.  
147 He believes she needs to have more solid answers and be able to state what she wants to do, and how  
148 much she wants to do.  
149 Elise stated she apologizes for not have more and was coming forward with what the Energy Committee  
150 had done in the past. She feels the committee is burnt out with what they've tried to do so they were  
151 trying to revamp and reorganize but believes that if they are unable to move forward with the  
152 committee's suggestions that the committee may dissolve.  
153 Vice Chairman Baiocchetti asked how much community support does the Energy Committee have  
154 currently.  
155 Elise stated that at their Earth Day event there was approximately 50 attendees.  
156 Vice Chairman Baiocchetti stated that she should try doing some PR stuff to get their committee going.  
157 Elise stated that was part of the issue and no one was interested because it's just energy focused. She  
158 doesn't believe that the previous energy audit was received well. It was voted in, but when it came  
159 down to it, the Clerk of the Works didn't do anything.  
160 Vice Chairman Baiocchetti stated that the recommendation for the Clerk of the Works came from the  
161 Energy Committee.  
162 TA Carpenter stated when the Energy Committee came in it was very well received by the Selectboard.  
163 They assisted with budgeting and allowed the audit to go through. The Clerk of the Works came  
164 through with a high recommendation from the Energy Committee but he did not do the work as a Clerk  
165 of the Works was required to and they were only able to get one building completed instead of the two  
166 that were intended. They have been unable to complete the Highway Department because more  
167 funding is needed. TA Carpenter stated that all the other buildings still need to be looked at and the  
168 Energy Committee has not revisited these and asked what the recommendation would be moving  
169 forward. TA Carpenter asked if the audit was good.  
170 Elise stated that she understands that Nate Abbott suggested the Clerk of the Works, but it was her  
171 understanding that it was not their job to make sure he was doing his job as a Clerk of the Works.  
172 Vice Chairman Baiocchetti stated that Nate Abbott was going to work with the Clerk of the Works on  
173 that.  
174 Chairman Warren stated that the Energy Committee really needs that community support. He used the  
175 Conservation Commission Trails Subcommittee as an example and it wasn't that the community was  
176 asking for trails, but there were trails that were not marked, cleaned, or used, but then they started to  
177 get cleaned, used, and publicized. There was momentum to the committee because you could see the  
178 benefit to the community. He stated he is all about being cost effective, but not all the energy sources  
179 are cost effective and that is a challenge. The first project didn't go well but he sees it as a learning  
180 opportunity and wouldn't be discouraged by it. He stated that understanding what exemptions the  
181 Town already has and become a resource for questions the residents may have. He suggested the  
182 Energy Committee do a survey with the residents to see what they might be looking for.  
183 Elise stated she would like to save the residents money through grants and rebates, and she hopes to  
184 have it eventually involve everyone.

## 185 186 **OLD BUSINESS**

187 **12. Schedule Public Hearing** – Highway Block Grant and Bridge Funds, discussion on fund usage. Bridge  
188 payment \$24,581.79; Highway Block Grant \$44,106.60.



189 TA Carpenter stated that the payments have been acknowledged in a previous meeting. Bridge  
190 payments can only go towards a bridge, a road leading to a bridge, and what was decided with the first  
191 round of bridge funds was to have it go towards the Meadow Pond Road project. She is still actively  
192 looking for grants for that project.

193 TA Carpenter stated that if the Selectboard wants to hold off on the public hearing until after elections  
194 so they have a better idea on whether the town will elect a DPW or Road Agent. The Public Hearing is  
195 only needed once they understand what they want the funding to go towards.

196 Chairman Warren stated that once the decision is made and there is potentially a new individual in that  
197 role, there may be some opportunity to leverage the funds in a very productive way.

198 TA Carpenter stated that she will table the public hearing for now, and bring it up periodically.

199 Vice Chairman Baiocchetti addressed the Planning Board member present, Parker Hoffacker, and asked  
200 what they have planned in CIP for the roads.

201 Parker Hoffacker replied that the Planning Board has not been able to put their full focus into this. They  
202 had met and discussed with each of the Department Heads, aside from the Road Agent what they are  
203 looking for.

204 Selectman Collins stated that he feels that meeting with whoever is in charge of the Highway  
205 Department will be a key factor in the CIP for the roads.

206 TA Carpenter stated that part of the problem right now is that CIP does not cover roads and does not  
207 have the road system laid out. There is no funding capacity for any of the large-scale infrastructure.

208 Parker Hoffacker asked if that was something the Planning Board can start, a CIP fund for the roads.

209 TA Carpenter stated that it would be more the direction of adding it to CIP and understanding the road  
210 system and what is needed. She stated that the Planning Board does need someone to collaborate with  
211 them and this is where a DPW would be beneficial because their education is more for the planning  
212 aspect, management, and operation plan.

213 Parker Hoffacker stated that the Planning Board is holding a meeting next week to discuss CIP.

## 215 **SELECTBOARD ITEMS, FYIs, AND OTHER TOPICS**

### 216 **13. Monthly Reports**

### 217 **14. Town Report – Selectmen’s Annual Report Letter for board review.**

218 Vice Chairman Baiocchetti stated that he feels the Highway crew and the TA’s work over the last year  
219 should be highlighted. He noted while everyone did stuff, but if it wasn’t for TA Carpenter overseeing  
220 everything he is not sure that Gilmanton would have a Transfer Station.

221 Vice Chairman Baiocchetti also stated that he sent TA Carpenter a text on Saturday, and he and  
222 Selectman Collins were talking to Mr. Bedford and some other people about the action of TA Carpenter  
223 at the meeting. They had positive things to say about the way she handled the deliberative session and  
224 she gave information with facts and was not trying to sway anyone. He stated that TA Carpenter has  
225 come a long way and matured well in her position and she is very factual with information.

226 TA Carpenter stated that when you have a board and residents supporting you as a whole it gives you  
227 the ability to grow in your position and do your job.

228 Vice Chairman Baiocchetti stated there were no negative comments from the public or members of the  
229 Budget Committee.

230  
231 Vice Chairman Baiocchetti stated what he believes the Selectboard should do is write a letter regarding  
232 misinformation about a six-figure salary for the DPW. They have spent a year on the DPW position,  
233 creating a job description similar to the Fire Chief and Police Chief’s position where it’s a working  
234 position. It will also be in line with the rest of the Department Heads for planning for the future of the  
235 roads. He would like the Selectboard to write a letter opposing Warrant Article #19. He stated the  
236 salary for the DPW Director position is \$92,000, which is the least paid Department Head position that

237 Gilmanon has. The current Department Heads have been with the Town for a long time and the  
238 Selectboard requires a lot of them. This Warrant Article is already costing money because now they  
239 cannot hire for the position until after the Town meeting. They will have to hire an interim and go  
240 through the process. So instead of having somebody ready in March, they likely will not have somebody  
241 ready for the position until July. He stated this warrant articles cost the Town money already. The first  
242 warrant article was presented without a budget so the Selectboard had to create a budget for it, but  
243 now they cannot publish the job posting for DPW until after Town meeting.

244 Selectman Collins stated he wouldn't mind if the Selectboard formulated an informational letter and  
245 he's been approached about the new warrant article and been asked why the Selectboard put this  
246 through. He noted the Selectboard did not put it through, that it came from the residents as a petition  
247 warrant article.

248 Vice Chairman Baiocchetti stated he would like to stop some of the rumors and misinformation.  
249 TA Carpenter address Parker Hoffacker, and stated that they didn't put out a full concept because they  
250 do not have one yet. They have a job description, they know what the staff's needs are, they are going  
251 to be working on expectations and they'll have a list of priorities so they don't fail, but that has not been  
252 formulated yet.

253 Vice Chairman Baiocchetti stated for the educational aspect, they'll have to have the management class,  
254 the road scholar, and it's no different then what's required of the other Department Heads.

255 TA Carpenter stated that the budget committee member stated if a DPW is not hired, what then? And a  
256 different manager is being hired on or you're promoting someone who isn't necessarily educated  
257 towards those processes or does not have the time to take the whole other department on.

258 Chairman Warren stated he would be in favor of an educational letter and knows it's in the best interest  
259 of the Town. He would like the residents to informed with what the Selectboard has done.

#### 260 **15. Board of Selectmen Goals for 2024**

261 Selectman Collins stated that everyone feels pinched since 2020 and stated that since he's been on the  
262 board they've brought some underfunded budgets up. He suggested working with the Department  
263 Heads and making no increases between 2024 and 2025 or keeping it minimal.

264 Vice Chairman Baiocchetti stated that the budgets are so tight right now and if you do that there will not  
265 be anything in there. Residents want more services and the departments are underfunded. It's either  
266 services don't get provided or it has to be paid for. He stated if they get a default budget this year, the  
267 town will be lucky not to lose employees. The Town is already short employees for Fire, Police,  
268 Highway, and Transfer Station.

269 TA Carpenter stated there are 9 open positions out of 24 positions. TA Carpenter stated that on the  
270 Department Head side, they can look at the budget as a whole and reduce costs with fuel, what is being  
271 purchased, energy costs, and insurance costs. The heightened cost of insurance is due to what  
272 happened during COVID. She stated that the Selectboard can request only a certain number percentage  
273 from the Department Heads and they will have to decide what is a need and what is a want.

274 Vice Chairman Baiocchetti stated that there is \$100,000 in funding for outside agencies.

275 TA Carpenter stated that those services offset the budget

276 Chairman Warren stated that you do not want to cut those relationships.

277 Vice Chairman Baiocchetti asked what would be an appropriate area of the budget the work on.

278 Selectman Collins stated he would not necessarily pick a specific budget. But if they got a default  
279 budget then they would have to figure it out, but maybe they could suggest staying within a certain  
280 number.

281 TA Carpenter noted that the building fund is underfunded and that there are always things that are not  
282 budgeted for because they're unanticipated.

283 Vice Chairman Baiocchetti stated that with these old buildings comes a lot of maintenance and repair,  
284 and preventative maintenance that would not have to be done on a new building.

285 TA Carpenter noted that the Public Safety Building is getting a new water heater. There was an issue  
286 with birds flying into the pipe and damaging the boiler.

287 Chairman Warren stated he wondered if they could work with the Department Heads to come up with  
288 efficiencies or something that has to do with grants or finding resources, or having a discussion about  
289 overtime.

290 Vice Chairman Baiocchetti stated that they have to be careful with grants because grants are going to tie  
291 them into it later on.

292 TA Carpenter stated that was her concern. She noted that general assistance is not something that they  
293 can control and the office tries to utilize the resources as best we can. But if Federal Funding goes away  
294 and depending on how the election goes, the welfare budget could be a real issue. If the Operating  
295 Budget is burned through within six months like it was, and then utilize what was in savings for this fund,  
296 believing that \$25,000 was enough. However, the amount was doubled last year. There used to be over  
297 \$100,000 in the Operating Budget for welfare. If we keep utilizing all the resources and there is no  
298 Federal offset or State offset to put residents on, there is a potential to say – even if the request is for no  
299 more than a 5% increase, Welfare alone could put that over.

300 Vice Chairman Baiocchetti stated it could go up 300% and they would still have to cover it and where is  
301 that funding going to come from.

302 TA Carpenter stated that direction is great for Department Heads, but if the Selectboard does put a cap  
303 or this is the structure that we're looking for, but she does not want to hamper anyone's need. She  
304 stated that one thing that was brought up in Public Hearing was the insurance was wages for the  
305 employees. She stated that it is not wages. It will give money back to each employee, but more  
306 retirement is taken out, more taxes are taken out, so the employee will not get the full amount of the  
307 insurance returned to their check. She stated that COLA is not a raise, it is a Cost-of-Living Adjustment.

308 Vice Chairman Baiocchetti stated that they usually use CPI, and usually it is only 1.5%, but they did 7%  
309 last year, but the CPI was at 9%. So, the employees received less than they would get with the CPI. The  
310 Town employees have not received a merit raise in four years.

311 TA Carpenter stated what if the election moves the Town in another direction? Inflation comes down,  
312 the CPI is zero, then the focus should be merit. Not every employee will get merit and she knows this is  
313 hard discussion. This leads to a discussion with Department Heads, and who is excelling above and  
314 beyond to get the merit increase, and not just doing standard.

315 Vice Chairman Baiocchetti stated there should be a matrix to show what gets you 1%, 2%, or 4% and  
316 what accomplishments were made, or the employee gets nothing. Most Department Heads want to  
317 give their employees a raise, because they want to keep people.

318 Chairman Warren stated when he thinks about goals, he thinks of things they are going to touch  
319 multiple times throughout the year, and they want to make sure it's successful in helping the residents  
320 in the community. The Selectboard will be changing the road structure regardless of how the  
321 community votes, because it will go from elected to at least an appointed Road Agent. He stated that  
322 CIP was not up where it needs to be. Even though it is not the Selectboards job to work on CIP, it is their  
323 responsibility to ensure it is being done.

324 Vice Chairman Baiocchetti stated that the lack of CIP will cost them more money.

325 TA Carpenter asked of Vice Chairman of the Planning Board Parker Hoffacker, regarding the CIP process,  
326 is the Planning Board interested in doing the work or are they interested in giving the Community  
327 Development Director ideas and having her do the work. She can formulate the ideas into a document,  
328 but it is not for her to do the work.

329 Parker Hoffacker stated that it had been put on the back burner, but it is something that he is planning  
330 on bringing back up at the next meeting.

331 TA Carpenter stated that the Selectmen's office is short staffed, and the Community Development  
332 Director did lose her assistant.

333 Parker Hoffacker discussed some of the future planning of the Fire Department and Police Department.  
334 He stated Brian Forst, Budget Committee Chairman helped a lot and discussed how the Capital Reserve  
335 Funds work.  
336 TA Carpenter stated that CIP is a structure of savings for an end goal. If the Police Department is asking  
337 for a new cruiser every year why isn't that in the Operating Budget.  
338 Vice Chairman Baiocchetti stated it should be in the Operating Budget as opposed to a Warrant Article.  
339 Parker Hoffacker stated he was confused by the Voter's Guide because there were a bunch of items for  
340 the Fire Department that he thought were all CIP.  
341 TA Carpenter clarified that they are, they are just adding to existing.  
342 Parker Hoffacker clarified that it was just to make the existing funds larger and there is a cap on it.  
343 TA Carpenter stated that anytime you see "establish a fund" those are funds that the Town does not  
344 have. Anytime you see "add to existing" those are funds that already exist. For example, the Town  
345 building repair is roughly \$13,000 and she is looking to add \$20,000. She does not know what the  
346 current cap is but stated that \$13,000 to \$20,000 is not enough for all of the buildings.  
347 Parker Hoffacker stated that was one of the Planning Boards thoughts was creating one fund for all  
348 Town buildings.  
349 TA Carpenter stated they do have a fund like that, and then there is one for all the separate funds that  
350 do wells, driveways, roofs etc.  
351 Chairman Warren stated that even though the fund might be Government Buildings, you may have Old  
352 Town Hall roof, what year is it going to need to be replaced; Academy Building painting, what year is it  
353 done and it's on a ten-year cycle, and how much is it potentially going to cost. The cost is not really  
354 known, but you can take the cost from the last time and at 10% for the next ten years and that's what it  
355 will be. They are looking at \$250,000 to \$300,000 and request it each year for those funds. Chairman  
356 Warren noted that there are some people who are interested in helping on a committee outside of the  
357 Planning Board. There are some individuals that have some experience with CIP and are willing to help.  
358 Vice Chairman Baiocchetti stated that Stephanie Verdile is a State planner, so she has plenty of  
359 experience and is the representative for LRPC.  
360 Patrick Hoffacker stated that Planning is more productive when he advocates for a special meeting.  
361  
362 Chairman Warren asked based on the discussion, if the Selectboard feels that they want to build a  
363 matrix determining merit.  
364 Vice Chairman Baiocchetti stated that what they need to do is use the matrix they create when they do  
365 their Department Head evaluations. The Selectboard gives them goals and objectives, were they met,  
366 etc.  
367 Chairman Warren stated they needed to complete the Personnel Policy.  
368 TA Carpenter noted there are a few portions left to review but was trying to get through the budget first  
369 and has requested Finance/Human Resources to review it, because there was an issue with the  
370 application of the policy. She stated that June 1<sup>st</sup> would be obtainable.  
371 Vice Chairman Baiocchetti stated that it's a good Personnel Policy. They have done the Supervisors and  
372 the Department Head pay scale, now they need to work on the employee pay scale.  
373 Chairman Warren agreed and discussed the need to schedule the Department Head reviews.  
374 TA Carpenter asked if the expectation is that the Department Heads have goals and objectives but if  
375 there are circumstances throughout the year that prevent them from meeting their goals, is survival an  
376 accepted goal.  
377 Vice Chairman Baiocchetti stated, no.  
378 TA Carpenter asked, even if they have lost multiple staff members.  
379 Vice Chairman Baiocchetti stated, no.  
380 Selectman Collins stated he would have to see the circumstance.

381 Vice Chairman Baiocchetti stated he would ask why the goals were not met. The job as a Department  
382 Head is to plan and supervise.  
383 Chairman Warren asked for clarification is a goal for 2024 surviving or goals were not met because the  
384 Department Head was just trying to survive.  
385 TA Carpenter stated, both.  
386 Chairman Warren stated that for the past one, the Selectboard knew about it all along because there  
387 were circumstances that were out of people's control. There is no ding on the goals because the priority  
388 of the organization was shifted.  
389 Selectman Collins stated, for the Town Administrator for example, if she had goals set and something  
390 like the Transfer Station happened, her not completing her goals would not be held against her.  
391 Vice Chairman Baiocchetti stated that if they are aware of it they can shift the goals and objectives for  
392 the Department Head.  
393 TA Carpenter asked if the Department Heads understand that the goals and objectives given were goals  
394 and objectives they brought forward but this is what they would like to do.  
395 Vice Chairman Baiocchetti stated one goal for the Department Heads were for all of them to do the  
396 management training. The Chiefs completed that training.  
397 Chairman Warren asked if it's helpful to have goals given or is it helpful to have town wide personal  
398 goals that the Department Heads come up with.  
399 TA Carpenter stated that if a Department doesn't have direction, that direction is given, or if a  
400 Department Head has lofty goals, and does it fit in line with your budgetary perspective. You could have  
401 Department Heads who are very self-driven.  
402 Chairman Warren stated that it's a back and forth and between the Selectboard and Department Head  
403 they can agree on the goals that are going to be accomplished in the year.  
404 Selectmen Goals for 2024 – Pay Scale, Personnel Policy, Matrix for merit and the Selectboard will have a  
405 meeting with their Department Heads early in the year through a work session to talk about the  
406 upcoming year and cost savings they could potentially focus on.  
407 Vice Chairman Baiocchetti stated they need to do the HR onboarding/hiring process as well and create  
408 the check list.  
409 TA Carpenter stated that the checklists were formulated.  
410 Chairman Warren stated that they do not need to make it a goal, but the transition of the DPW Director  
411 and the goal is to assess what the needs are going to be. They do have the road assessment and a  
412 culvert assessment. The goal is adequate transition of the Highway Department.  
413 Vice Chairman Baiocchetti suggested a Town wide inventory.  
414 TA Carpenter asked what is included in the inventory.  
415 Vice Chairman Baiocchetti stated anything \$200 or more.  
416 Chairman Warren stated he wasn't sure if the Town has the capacity for that this year.

417  
418 **PUBLIC COMMENT – 7:00 p.m.**

419 *No public present to speak.*

420  
421 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to move  
422 into Non-Public 91-A:3 (c). (3-0)

423 NON-PUBLIC 91-A:3 (c) – Highway Department

424 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to come  
425 out of Non-Public 91-A:3 (c). (3-0)

426 The Non-Public session was held to discuss hours for the departments and the safety of how many hours are  
427 used consecutively on the road and the Selectboard will have the Road Agent attend the next meeting on March  
428 4th.

429

430 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to adjourn.

431

432 **Adjourned** – *Time of adjournment not captured*

433

434

435 Respectfully Submitted,

436

437 \_\_\_\_\_  
Amanda Davis, Administrative Assistant

438

439 **Approved by the Board of Selectmen**

440

441 \_\_\_\_\_  
Chairman Mark E. Warren

\_\_\_\_\_  
Vice-Chair Vincent A. Baiocchetti

\_\_\_\_\_  
Selectmen Evan Collins

# NEW BUSINESS

**TOWN OF GILMANTON  
NEW HAMPSHIRE**

TEL. 603-267-6700 • FAX 603-267-6701

THIS ORDER NUMBER MUST APPEAR  
ON ALL PACKAGES, INVOICES AND  
SHIPPING PAPERS

MAIL INVOICE TO: TOWN OF GILMANTON  
P.O. BOX 550  
503 PROVINCE ROAD  
GILMANTON, NH 03237

PURCHASE ORDER **01506**

DATE *3/15/24*  
SHIP TO

TO *United construction +  
Forestry*

SHIP VIA *US-*  
BUDGET CODE NUMBER *4312-664*

DELIVERY DATE

TERMS

F.O.B.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<i>Replace center Pines on 2004 John Deere 544H loader (old)</i>		<i>13872.13</i>

*Paul Redman*  
DEPARTMENT HEAD

AUTHORIZED SIGNATURE

WHITE COPY - VENDOR • YELLOW COPY - ACCOUNTS PAYABLE • PINK COPY - DEPARTMENT HEAD



The reason for the  
Repairs is the center  
pins are worn bearings  
and bushings are worn  
out real bad ~~can~~ cannot  
drive over road &

Town of Gilmanton

GCC-Trails Subcommittee

03/11/24

To The Board of Selectmen,

We ask that you consider our nominee Guy Williams for appointment to the Board of the Trails Subcommittee for the Gilmanton Conservation Commission.

It is our mission to assist with the maintenance and access of public trails under the purview of the Gilmanton Conservation Commission.

Thank you for your consideration,

Lori Baldwin

# Oath of Office

Town of Gilmanton

I Guy Williams do solemnly and sincerely swear and affirm that I will bear faith and true allegiance to the United States of America and the state of New Hampshire, and will support the constitution thereof.

So help me God.

I Guy Williams do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent upon me as (write in POSITION/TITLE) Conservation Commission Trails Subcommittee, for a term of 3 years, *(for temporary election officials: for a term ending upon finalization of this election)*, according to the best of my abilities, agreeably to the rules and regulations of this Constitution and the Laws of the State of New Hampshire. So help me God.

\_\_\_\_\_  
(Election Official/Appointee Signature)

\_\_\_\_\_  
(Date)

Sworn Before: Moderator, Town/City Clerk, Selectman or Justice of the Peace  
Signature RSA 42:2

Sworn Before: Print Name

Elected  Appointed  (If appointed, election official title and signatures below required)  
(Please check one)

TERM EXP: March 2027

Phone ( ) - WCH Alternate phone ( ) - WCH

Address:

744 NH Route 140

Gilmanton IW, NH 03837

Appointed by: \_\_\_\_\_

Appointed by: \_\_\_\_\_

Appointed by: \_\_\_\_\_

E-Mail Address (optional): \_\_\_\_\_

Date Appointed: 03 / 18 / 2024

Updated 2023



## TRUSTEES OF CEMETERIES

Post Office Box 119

Town of Gilmanton, New Hampshire 03237-0119

[cemeteries@gilmantonnh.org](mailto:cemeteries@gilmantonnh.org)

<https://www.gilmantonnh.org/cemetery-trustees>



March 13, 2024

Chairman Warren  
Gilmanton Board of Selectmen  
PO Box 550  
Gilmanton, NH 03237

RE: Appointment of new Cemetery Trustees

Dear Mr. Warren and Board Members,

As you know, the voters permitted our Board to move from three elected positions to five; one to be appointed for one year and the other for two years.

The current Trustees request that our alternates be appointed to the new positions, Daniel Redin to the one-year term and Adam Mini to the two-year term as Adam is the senior alternate.

Both alternates have already become important associates to our Board. Their appointment to full members will give them a voting seat in all actions of the Board and acknowledge their worth to our department.

Thank you for your consideration of this request.

Sincerely,

Candace L. Daigle  
Chairman

Candace Daigle

Leonard "JR" Stockwell, Jr.

John Dickey

Adam Mini

Dan Redin

Paul Lines, Sexton

# Oath of Office

Town of Gilmanton

I, Daniel Redin, do solemnly and sincerely swear and affirm that I will bear faith and true allegiance to the United States of America and the state of New Hampshire, and will support the constitution thereof. So help me God.

I, Daniel Redin, do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent upon me as a full member of the Cemetery Trustees, for a term of 1 year, according to the best of my abilities, agreeably to the rules and regulations of this Constitution and the Laws of the State of New Hampshire. So help me God.

\_\_\_\_\_  
(Election Official/Appointee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Sworn Before: Moderator, Town/City Clerk, Selectman or Justice of the Peace  
Signature RSA 42:2

\_\_\_\_\_  
Sworn Before: Print Name

Elected  Appointed  (If appointed, election official title and signatures below required)  
(Please check one)

TERM EXP: 2025

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ W C H      Alternate phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ W C H

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appointed by: \_\_\_\_\_

Appointed by: \_\_\_\_\_

Appointed by: \_\_\_\_\_

E-Mail Address (optional):

\_\_\_\_\_

Date Appointed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Oath of Office

## Town of Gilmanton

I, Adam Mini, do solemnly and sincerely swear and affirm that I will bear faith and true allegiance to the United States of America and the state of New Hampshire, and will support the constitution thereof.

So help me God.

I, Adam Mmini, do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent upon me as a full member of the Cemetery Trustees, for a term of 2 years, according to the best of my abilities, agreeably to the rules and regulations of this Constitution and the Laws of the State of New Hampshire. So help me God.

\_\_\_\_\_  
(Election Official/Appointee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Sworn Before: Moderator, Town/City Clerk, Selectman or Justice of the Peace  
Signature RSA 42:2

\_\_\_\_\_  
Sworn Before: Print Name

Elected  Appointed  (If appointed, election official title and signatures below required)  
(Please check one)  
TERM EXP: 2027

Phone ( ) - W C H      Alternate phone ( ) - W C H

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appointed by: \_\_\_\_\_

Appointed by: \_\_\_\_\_

Appointed by: \_\_\_\_\_

E-Mail Address (optional):

\_\_\_\_\_

Date Appointed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DISCUSSION, NO DOCUMENTATION

# **SELECTBOARD ITEMS, FYI'S, & OTHER TOPICS**



**PUBLIC COMMENT- 7:00 P.M.**

*Time is subject to change and could be earlier or later dependent on the requirements of the meeting.*

## **NON-PUBLIC Pursuant to RSA 91-A:3, II**

*Non-public meetings must be opened in and closed in public sessions by way of a motion of the Board. The Reasons for holding the non-public session will be stated by the Chairman.*

*A nonpublic session is something that meets the definition of a meeting, but which the public cannot attend. RSA 91-A:3, I. All of the formalities of a meeting apply to a nonpublic session except for the "open to the public" requirement. So, when a quorum of the board members is gathered to talk about or vote on any official business, it is a meeting. If they want to exclude the public from that discussion, they can do so only for the specific reasons listed in RSA 91-A:3, II*

*Specific Statutory Reason cited as foundation for the non-public session:*

- **RSA 91-A:3,II(a)** *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*
- **RSA 91-A:3, II(b)** *The hiring of any person as a public employee.*
- **RSA 91-A:3, II(c)** *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
- **RSA 91-A:3, II(d)** *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- **RSA 91-A:3, II(e)** *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.*
- **RSA 91-A:3,II(i)** *consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*
- **RSA 91-A:3, II(l)** *allows a public body to enter non-public session to consider advice received from legal counsel, either orally, in writing, even if legal counsel is not present.*

## **ADJOURNMENT**

*Thank you for your interest in the Board of Selectmen Meeting.*

*We welcome and appreciate your time and attendance.*