

BOARD OF SELECTMEN PACKET



AGENDA



SELECTMEN'S OFFICE
TOWN OF GILMANTON

503 Province Rd, Gilmanton, NH 03237

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

Website: www.gilmantonnh.org

Board of Selectmen Meeting

April 1, 2024 - Academy Building – 5:00 P.M.

AGENDA

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

NON-PUBLIC 91-A:3 (b) – Hiring

RSA 91-A:3, II(b) The hiring of any person as a public employee.

BREAK – 10 Minutes

MEETING MINUTES APPROVAL –

1. **12-18-2023** – Non-Public Minutes
2. **01-02-2024** – Non-Public Minutes
3. **01-15-2024** – Non-Public Minutes
4. **03-04-2024** – *In progress*
5. **03-12-2024** – *Pending*
6. **03-14-2024** – *Pending*
7. **03-18-2024** – Public Meeting Minutes

CONSENT AGENDA –

**8. Community Development –
Credits and Exemptions**

- | | |
|-----------|-----------|
| • 426-009 | • 421-013 |
| • 128-002 | • 120-041 |
| • 418-098 | • 132-064 |
| • 406-021 | • 119-212 |
| • 405-031 | • 408-025 |
| • 421-010 | |

NEW BUSINESS –

9. **Trustees of the Trust Funds** - \$1,000 to be withdrawn from Non-Capital Reserve “Insurance Claims” to reimburse the general fund for invoices expense by the Police Department. – *Motion Required*
10. **Trustees of the Trust Funds** - \$3,343.88 to be withdrawn from Non-Capital Reserve “Court Cases” to reimburse the general fund for invoice expensed for Sansoucy Associates for PSNH/Eversource Superior Court Case. – *Motion Required*
11. **Trustee of the Trust Funds** – *Information will be provided on Monday*

OLD BUSINESS –

12. **Governor’s Rd Development** – Norway Plains
13. **Perkins Painting** – Schedule discussion for Main Level painting

SELECTBOARD ITEMS, FYIs, AND OTHER TOPICS

14. **Town of Gilmanton Organizational Chart**
15. **Trustees of the Trust Funds** – Non-Cap Reserve Accounts
16. **Department Heads** – Monthly Updates
17. **Default Budget** – *As of noon on 3/29/24 the office has not had a response from legal counsel*

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 91-A:3 (d) – Rich Maher, Patrick Hackley

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.

ADJOURNMENT

Outstanding items

- Personnel Policy – Update in 2024*
- Board of Selectmen Operational Guidelines – Update in 2024*

The public is welcome to attend, meeting will be held in the auditorium of the Academy Building. Attendants are asked to follow public health guidelines. If you are not feeling well, we ask that you refrain from entering the building and instead make use of the Zoom meeting link. Thank you.

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.*

MINUTES



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

PO Box 550, Gilmanton, NH 03237

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APPROVED

Board of Selectmen Meeting

March 18, 2024 - Academy Building – 5:04 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town Administrator Heather Carpenter, Finance Lauraine Paquin, Fire Chief Hempel, Police Chief Currier, Town Clerk/Tax Collector Elise Smith, Transfer Station Foreman Alex DeCoste,

Public: Kevin Crowley, Parker Hoffacker, Lauren Barrett

SWEARING IN – Evan Collins, Selectmen and Elise Smith, Town Clerk/Tax Collector

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins, it was voted to appoint Selectman Mark Warren as Chairman. (3-0)

Motion: On a motion by Chairman Warren and seconded by Selectman Collins, it was voted to appoint Selectman Vincent Baiocchetti as Vice Chairman. (3-0)

Discussed were the Boards the Selectmen have participated as Selectmen Representatives on. Selectman Collins has been on HDC and Planning Board, Chairman Warren has been on HDC and Planning, and Vice Chairman Baiocchetti has been on the Budget Committee.

Board Consensus:

Vice Chairman Baiocchetti would like to remain as a representative on the Budget Committee.

Selectman Collins would like to remain as a representative on the Planning Board.

Chairman Warren will remain representative on HDC.

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

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to approve the minutes as amended. (3-0)

NEW BUSINESS

5. **PO – United Construction Forest** - \$13,872.13 for work to be done on loader

TA Carpenter noted this is for a repair. She stated she was unsure where he coded it, but if he took it out of his budget, she would like to hold this, because he does have a fund for repairs. 4312-664 (*the budget code is 4311-664*).

TA Carpenter stated they need to review where it's coming from after they discuss the default budget.

6. **Gilmanton Conservation Trails Subcommittee** – Oath, Guy Williams

7. **Trustees of Cemeteries** – Request for alternates to be appointed to full-members, Daniel Redin and Adam Mini

8. **CIP Discussion** – Brian Forst, discussion regarding the project and deadline expectation

TA Carpenter stated she did not get a confirmation from Brian Forst regarding this and requested this be tabled until after they hold their Budget Committee wrap-up meeting on 3/19.

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to approve #6, Oath of appointment for Guy Williams, and #7 Trustees of Cemeteries request for alternates, Daniel Redin and Adam Mini to be appointed as full-members of the Cemetery Trustees. (3-0)

47 Chairman Warren noted that they have moved through their agenda, but would like public input at 7:00 to
48 discuss the budget.

49 TA Carpenter stated the Chairman could rearrange the agenda and discuss Non-Public items first and then move
50 to the Default Budget discussion at 7:00 to wait for Public input.

51 Chairman Warren stated they would move into their budget conversations. He noted the agenda lists Public
52 Comment at 7:00 p.m., but for the interest of the public that are present for the meeting and would like to have
53 input regarding discussions on the Default Budget, they would move forward at this time.

54

55 **SELECTBOARD ITEMS, FYI, AND OTHER TOPICS**

56 **9. Default Budget** – Chairman Warren stated they are in the process of reducing the budget by
57 approximately \$354,000.

58 TA Carpenter noted that the amount is relative to the request versus what they had in the default
59 budget. She explained that they are not trying to make it whole based on the request and are trying to
60 work within the means they have and ensure every Department can function and see if they can do
61 anything for employees because the requested budget was voted down which included the 100%
62 insurance cost. The insurance cost can be re-worked to see what, if anything, can be given to
63 employees, and they can look at a 90% option, staying status quo at 80%. This would require reductions
64 in some other areas of the budget because some lines had higher requests based on actual numbers and
65 what is expected to come out of the budget for this year due to increases. Those costs will have to be
66 accounted for in each line.

67 Chairman Warren addressed the public and asked if there was anyone who wanted to speak on the
68 reduction in the budget. With no response from the public, he stated they will hold it open for anyone
69 who does not show up until 7:00 p.m.

70 Vice Chairman Baiocchetti stated the time is subject to change.

71 Chairman Warren stated they would go into some of their Non-Public items and get through some of
72 their items and then open it back up for Public Comment. He wants to be sure that the residents have
73 an opportunity to speak.

74 Vice Chairman Baiocchetti asked if they were going to discuss the budget in public or Non-Public.

75 Chairman Warren stated that there would be no determinations made tonight, but he wanted to ensure
76 that the residents had a voice before the Selectboard made any determinations.

77 TA Carpenter posed a question to the public that was present including the Department Heads, as
78 members of the public. In the way that the vote went, what is the perspective on what might need to
79 change overall, either services or employee portions, because they are trying to get the perspective of
80 the voters. After questions from voters, it was understood that the residents would like the Town to fix
81 several items using a Default Budget. From her perspective, it is very hard to fix a situation, if she does
82 not have what is needed to do that.

83 Parker Hoffacker stated that was hard to say, because he wasn't sure how every voter voted, but he
84 didn't vote for the default budget.

85 She stated it is hard, and she has been on the phone all day taking road questions, and how is the town
86 going to get someone who is a qualified individual for the roads. Because the budget was defaulted, the
87 Selectboard is limited to what they can offer a position, unless the money is taken from somewhere
88 else. If the money is taken from another department, then that department doesn't get something they
89 need and where can they cut, and no one wants to hear about cuts either.

90 Chairman Warren addressed the Department Heads and asked if they knew of any residents who would
91 be coming out for the Selectboard meeting tonight.

92 Chief Hempel stated that he hadn't heard anything. He stated that he feels the Town has done well
93 communicating the needs to the community. He stated the residents had the opportunity to come out
94 and they got the message out. He believes it's up to the Selectboard to move forward. He stated as it

95 appears in the room, no public stands interested in commenting on the issues and is leaving it up to the
96 Selectboard's judgement.

97 Vice Chairman Baiocchetti stated at the last meeting there was no one present. They put a budget
98 together beginning last August and all those meetings are open. They hold the Budget Committee
99 meetings, and Public Hearing, which was noted that it was well attended. Deliberative Session was not
100 well attended.

101 Parker Hoffacker stated that he believes the residents are feeling it in their pockets and voted
102 everything down.

103 Vice Chairman Baiocchetti stated he had to disagree because they approved the school budget which
104 was an increase of \$1 million plus and a default budget was not voted in.

105 Chief Currier stated that if the vote was no, for the school they would have had a larger increase.

106 Vice Chairman Baiocchetti stated they passed all the warrant articles, and there was more than
107 \$200,000 approved.

108 Parker Hoffacker asked what the voter counts were.

109 Elise Smith stated they were low, 715.

110 Parker Hoffacker stated that the residents vote based on the tax impact on the bottom.

111 Vice Chairman Baiocchetti stated that the tax impact historically has stayed right around the \$5 mark.

112 He stated if the residents believe that cutting the operating budget, that it will save on taxes they are
113 incorrect. The school is over \$16, and then there is county and state education.

114 TA Carpenter addressed Parker Hoffacker regarding the tax impact. The Town has to list the tax impacts
115 and they are just estimates. The Town voted that it is listed on the ballot and that's why they are
116 present. She does not believe they give a clear picture, but the way the school does theirs, makes them
117 look lower comparatively to the Town's tax impact because the school's formula is different.

118 Elise Smith confirmed that the school's default budget was about \$200,000 higher than their operating
119 budget.

120 Vice Chairman Baiocchetti doesn't understand how they have a default budget that is higher when they
121 have a \$1.6 million increase.

122 TA Carpenter clarified that the school rules on the default budget are different from the Town
123 requirements on the default budget.

124 Chairman Warren stated that he has heard Vice Chairman Baiocchetti's thoughts and his belief that the
125 residents have had the opportunity to speak throughout the formulation of the budget.

126 Chairman Warren addressed Selectman Collins and asked his opinion on whether they could move
127 forward with the budget conversation, and if he agreed, when the public arrived, giving them the
128 opportunity to speak.

129 Selectman Collins agreed.

130 Chairman Warren stated at the previous meeting, they went through some options along with the Town
131 Administrator and Finance to take the recommendations and create a new budget.

132 TA Carpenter stated they do have them. One was an aggressive approach and worked within what they
133 were given. She believes they will fall in the middle of Option A versus the option she is presenting
134 tonight. She did state there are components of this option that are Non-Public because it reallocates
135 employees. There are some concerns of employees that needs to be discussed in Non-Public but
136 essentially this will be the separation between Highway and Transfer Station and how that
137 rearrangement has to happen. Additionally, the potential savings by adding grounds to the Transfer
138 Station versus keeping it as a subcontracted position. The goal was to see how much could be taken out
139 of the budget and see where it could be fortified somewhere else and work with a lower means.

140 TA Carpenter presented the Selectboard with the second option, which is Option B.

141 Chairman Warren reviewed the budget and TA Carpenter explained that the positive numbers mean
142 there is money in the line, and the negative means that money will need to be found somewhere else.

143 TA Carpenter stated if they looked at the summary, they would see the number that they are working
144 with.

145 Vice Chairman Baiocchetti asked if this included the \$117,000 that they took out.

146 TA Carpenter stated that this is a more aggressive approach. This depicts a very tight budget, versus
147 what was presented in Option A. She explained that Option B is dependent on 90% insurance coverage,
148 versus Option A where they tried to work in the 100%. This is the more aggressive approach because
149 the Town is working with less money due to the other question she had out to DRA, which she has not
150 received an answer on yet. She has received a legal opinion on it, but they can discuss that in Non-
151 Public. Option B is reflective of 90% insurance coverage which is a concern that has been brought to
152 her. She stated she had not heard from the other Departments about the insurance and the
153 requirement.

154 Chairman Warren asked if this still affected Crystal Lake Park. TA Carpenter stated, yes.

155 Discussed were the columns and what was Option A and Option B.

156 TA Carpenter stated that vacant positions were not eliminated, but only kept vacant until July 1st. This
157 does not account for the employees that are currently in the process of being hired.

158 Vice Chairman Baiocchetti stated it's going to leave Highway, FD, PD, and Town Hall with one open
159 position until at least July.

160 Chairman Warren asked how this would affect overtime.

161 TA Carpenter stated that was also adjusted.

162 After reviewing Option-A, the Board requested areas to reduce within the budget, most areas that had
163 been suggested were the same areas that administration and finance were recommending. They have
164 been reviewing the default budget in detail to see if there is anything that can be removed. The Option
165 B's approach does cut services versus just making some alterations.

166 TA Carpenter stated there was a question at the last meeting that requested clarification on the special
167 detail. Chief Currier was not present at that meeting to discuss what was in that line and that is why
168 that line was not removed or decreased.

169 Vice Chairman Baiocchetti addressed Chief Currier regarding the special detail pay and what it covers.

170 Chief Currier discussed what was covered in the special detail line which are events, elections, etc.

171 Chairman Warren asked how this option affects the conversation of the Transfer Station.

172 TA Carpenter stated they had the full-time position worked in. What was taken out of the budget was
173 groundskeeping. The Transfer Station foreman is no longer working on inclement weather days for the
174 Highway or assisting with culverts, so if the Transfer Station has another full-time position,
175 groundskeeping could be added to the Transfer Station responsibilities and the Town could save on a
176 subcontractor. What is not accounted for is Transfer Station does not have a truck. They would have to
177 use the Highway equipment, which is the Town's. She stated there is money for a new mower in the
178 park fund and money for a trailer within the budget if needed. She would like that to be added so they
179 do not have to deal with a subcontractor and it is working within the resources that the Town already
180 has. Next year, they can discuss potentially getting a truck for groundskeeping purposes.

181 Vice Chairman Baiocchetti asked what needs to be mowed.

182 TA Carpenter stated all Town buildings; Town Hall, Public Safety, Old Town Hall, Transfer Station, Park.
183 The Fire Department mows their own.

184 The Selectboard discussed mowing at the park and mentioned mowing twice during the season.

185 TA Carpenter stated it didn't need to be mowed weekly, but to keep it appropriate so it does not cause a
186 flea and tick issue.

187 Chairman Warren stated the other concern on how they budgeted the Transfer Station in regards to the
188 removal of demo waste.

189 TA Carpenter stated that they are taking in more, but because they do not have a revenue offset, they
190 are not able to equalize that budget. When the hauling line runs out, the Transfer Station will be unable

191 to haul loads and dispose of that waste. She stated that the Transfer Station will have to adjust what is
192 accepted to keep within the budget.

193 TA Carpenter stated so the residents would understand, the Transfer Station is taking in excess to what
194 was accepted last year. Last year they had altered intake due to the clean-up, but then money was
195 taken out of infrastructure to pay for additional hauling. What was given in the Default Budget was less
196 than what is needed because the Transfer Station is taking in more now. This service will have to be
197 altered because the budget does not have the funds.

198 TA Carpenter clarified there is no revenue fund that says the Transfer Station will be able to offset the
199 cost in the Transfer Station by \$200,000 per year. What was budgeted is what they have, and if they run
200 out then we can't take or haul items. With a really tight budget there is nowhere else to take the money
201 from.

202 Selectman Collins asked if there was any idea on how long the budget would last at the pace they're
203 taking and hauling waste.

204 Foreman Alex DeCoste stated their default budget for hauling is \$58,000 and with 40 weeks left to the
205 year they'll be at \$53,500 by the end of the year. But if they are going at this same rate, which is hauling
206 two to three cans a week, they are looking at about \$70,000 in costs. He discussed the size of items
207 coming in versus the cost to dispose. He believes that they may have to do it by yardage instead of by
208 item. On bulky items they lost money, but if they switch to taking items by yardage, they will not.

209 TA Carpenter clarified this was a discussion that they had with Casella when the Transfer Station closed
210 because Casella has a scale and can charge by weight. For example, a recliner was \$300 at Casella due
211 to the weight, but our Transfer Station charges \$10.

212 Vice Chairman Baiocchetti discussed with the Police Chief, Fire Chief, Town Administrator, and Town
213 Clerk/Tax Collector about their training lines and what items come out of their training budgets.

214 Vice Chairman Baiocchetti asked about the street lights and their locations in Gilmanton.

215 Selectman Collins stated those should be left because if they cancel them, the electric company will
216 come and take them down.

217 TA Carpenter stated she would like to keep them if we can under the guise of safety.

218 Chairman Warren addressed Chief Currier and asked how he felt about the number of cross-over weeks
219 for the training for the Executive Assistant position.

220 Chief Currier stated they are already under the number of weeks that were already budgeted.

221 Vice Chairman Baiocchetti asked for the next budget season if the Miscellaneous lines could be
222 eliminated.

223 TA Carpenter stated no, because the Selectboard mid-year made a change and all the background
224 checks are now coming out of the Executive budget.

225 Vice Chairman Baiocchetti would like to see the line be labeled something else, not miscellaneous.

226 TA Carpenter stated it could be put under professional services under government buildings. She stated
227 this will come up under their accounting code discussion that they can have later because it doesn't
228 necessarily meet the guidelines of the codes that the lines need to be put under.

229 Vice Chairman Baiocchetti suggested hiring process, HR, and something other than miscellaneous for
230 next year's budget.

231 Chairman Warren stated it is difficult to name every little thing and sometimes things pop up and you
232 don't know how to categorize it or it is unexpected.

233 TA Carpenter stated their current line-item codes for the budget are based on accounting standards, but
234 she will figure out what the budget element looks like in a different line that will identify it more
235 correctly. If you look at DRA (Department of Revenue Administration) codes, they lump things together,
236 so comparable to our budget, it doesn't line up apples to apples, and that is an adjustment that has to
237 be made moving forward.

238 Chairman Warren addressed the Department Heads and asked if there was anything they wanted to
239 discuss before the Selectboard made decisions on their budgets.
240 Chief Hempel stated they have already taken a cut in their budget so there is not room for any more
241 cuts.
242 Vice Chairman Baiocchetti asked how it was going to affect his services.
243 Chief Hempel stated it would reduce services, including evening operations. They've tried to staff 24
244 hours a day, but that will come to an end. They may be able to do the 24-hour service some days, but
245 they will have days they cannot. They have put some preliminary schedules together to look at that, but
246 they are waiting on the Selectboard's decision before they move forward with that.
247 Vice Chairman Baiocchetti addressed Chief Currier with the same question.
248 Chief Currier said it would affect his department similarly. They are running on tight shifts as it is
249 because they are understaffed. He stated they should be operating at 6 or 7 officers realistically for
250 safety issues. They have been at 5 for 18 years and it's been manageable.
251 Transfer Station Foreman Alex DeCoste stated they are pretty bare as it is and are already short-staffed.
252 They are trying to take care of allocated vacations and with only three people if someone is sick or wants
253 to take a vacation, it leaves only two employees to run the Transfer Station.
254 TA Carpenter stated that with only three employees and one removed and given to Highway or vice
255 versa, the three employees were already not enough. If the entire Department gets sick the facility
256 would be shut down, because no one should be working when they are sick.
257 Vice Chairman Baiocchetti asked if they were looking at closing down the Transfer Station any days.
258 TA Carpenter stated depending on how they move forward, there is a savings closing on Sundays. There
259 are a lot of electrical components that run, and it could potentially save a month's worth of electricity
260 which is impactful. She does not have exact numbers yet.
261 Vice Chairman Baiocchetti asked about shutting down the Academy Building one day.
262 TA Carpenter stated she would like to look into that because the staff does work a lot of evenings due to
263 the meetings and they could extend their hours. There could be savings with the utilities if they closed
264 down on Fridays.
265 Vice Chairman Baiocchetti asked TA Carpenter and Elise Smith, Town Clerk/Tax Collector if they would
266 open up and do four, 10-hour days.
267 TA Carpenter stated there is potential. Elise Smith Stated they are Monday through Thursday 9-5.
268 Vice Chairman Baiocchetti stated that they could do a 7-5, 8-6, or 9-7.
269 Elise Smith stated they were considering 9 hours after the election. If they are in the building on a
270 Friday it's only for about 3 hours.
271 Vice Chairman Baiocchetti stated that if the Selectboard shuts down the building on Fridays, they will
272 not be here.
273 Elise Smith stated it wouldn't be an issue, they would probably stay later.
274 TA Carpenter stated that the issue with closing a day was with issuing permits and it was unable to be
275 done. The Selectmen's office is close to being able to go live and take credit cards and allow payment of
276 permits online. Larger scale permits will also be able to be taken, but payment will have to be done in
277 the office.
278 Selectman Collins stated that his concern about closing the Transfer Station one day is the flow of the
279 open days and sees that as a potential issue.
280 Transfer Station Foreman, Alex DeCoste stated he hasn't seen it, so he is unsure how it would work.
281 TA Carpenter stated if he had to adjust what it takes due to the budget running out then the residents
282 would have another opportunity to take their waste to Casella if they needed to.
283 Chairman Warren stated some things need to be discussed in Non-Public because it's staffing and affects
284 employees' roles. And addressed everyone present and if there were additional items to be discussed
285 before going into Non-Public.

286 Vice Chairman Baiocchetti asked if Patriotic Purposes was cut.

287 TA Carpenter stated that the flags were already purchased in advance through cemeteries, so there will
288 be funds expended from that line.

289 Chief Hempel stated they usually purchase between 10 and 15 yearly to replace worn flags. These are
290 usually put up by Memorial Day. He does believe that some of the flags they put away last year were in
291 relatively decent shape.

292 Selectman Collins asked if they were planning on going back into Public after Non-Public in case any
293 residents arrive.

294 Chairman Warren stated yes.

295 Parker Hoffacker asked if there was a timeframe when the Selectboard would move back into Public
296 after their Non-Public session.

297 Chairman Warren stated he was going to try and open the Public session back up by 7:00 p.m. because
298 that is when it's posted for Public comment.

299 TA Carpenter stated that there might not necessarily be a determination made and there may be more
300 adjustments based on what is discussed further in Non-Public.

301
302 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
303 Public 91-A:3 (I). (3-0)

304 NON-PUBLIC RSA 91-A:3 (I) – Discussion – Governor's Road Subdivision & default budget legal opinion
305 Non-Public RSA 91-A:2 (I) allows a public body to enter a non-public session to consider advice received from
306 legal counsel, either orally, in writing, even if legal counsel is not present.

307 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
308 Public RSA 91-A:3 (I). (3-0)

309 This was to discuss legal for Governor's Road as well as how the default budget affects staffing. (3-0)

310
311 Chairman Warren stated there will be no determination tonight. They discussed legal in Non-Public regarding
312 the Governor's Road Subdivision as well as understanding how the default budget affects staffing. They feel
313 they have a general direction, although no determinations were made. What the Selectboard is trying to
314 accomplish is knowing there are some cuts, but trying to keep the operation of the Town as intact as possible is
315 what their goal is. They are doing everything they can to keep full employee positions intact, part-time positions
316 may be different.

317 Chief Hempel asked regarding part-time positions because many of his positions are part-time, per diem, and
318 are a large piece of his department and how they are staffed. They come in and pick up where his full-time staff
319 leaves off and that line was cut by \$50,000 already. To maintain any semblance of order, he cannot take a hit to
320 the part-time, per diem line, 01-4220-120, from his budget.

321 Chairman Warren stated that is a consideration that they are looking at.

322 Chairman Warren stated they are going to carry on with their meeting and were hoping some of the public
323 would come. But they are going to go into some other Non-Publics at this time.

324
325 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
326 Public 91-A:3 (a) and (c). (3-0)

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

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

331
332 This meeting was held to review a stipend determination for a staff member. The stipend as been removed at
333 this time, specification given to HR.

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

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

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

343

344 This meeting was held to discuss a staff member request for time-off that falls out-side the normal process and
345 requires a Board determination. The Board approved the time and specification given for HR to process.

346

347 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
348 Public 91-A:3 (c). (3-0)

349

350 **NEW BUSINESS (cont.)**

351 5. PO – United Construction Forestry - \$13,872.13 for work to be done on loaders.

352 Chairman Warren stated they would continue to stay in Public to determine a line item for the Highway
353 equipment repair. The budget line is 01-4311-664, which is the repair and maintenance line for the
354 loaders. There is \$6,000.

355 TA Carpenter stated there is only \$11,000 in the fund currently, more was added from Warrant Articles,
356 but the line has not been updated yet.

357 Lauraine Paquin stated there is an additional \$10,000 that has been added to this line from the Warrant
358 Article.

359 TA Carpenter stated she would not recommend drawing down the budget at this time, because it is so
360 tight.

361 Lauraine Paquin stated that there is \$21,000 in the fund, so it should come from the Highway Vehicle
362 Equipment and Repair Fund, 01-4916-472.

363 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the
364 repair needed to the John Deere 544 loader, in the amount of \$13,872 to be taken from the highway vehicle
365 equipment fund, 01-4916-472. (3-0)

366 TA Carpenter stated the Selectmen are agents to expend and the Warrant Article did pass.

367

368 Chairman Warren stated once they get through budgets then they can readdress goals for 2024.

369 TA Carpenter stated the first will be the process for hiring the appointed Road Agent and then they will move to
370 the goals for 2024. In the next meeting, the Selectboard will have to address how they would like to officially
371 deal with Transfer Station.

372 The Selectboard discussed PD Call hours and compensable hours.

373 TA Carpenter stated that the Department of Labor was contacted and their standard is the PD's \$3 on-call
374 stipend is not considered compensable time. She noted that Vice Chairman Baiocchetti has a difference of
375 opinion on this. She stated in 24 hours, even with FD, there is downtime and they are being compensated a full
376 hourly rate to sleep if they can. This is not the same with PD, because they can be home. She stated she is fine
377 paying them to be home, as long as it is not going to be their full wage.

378 Vice Chairman Baiocchetti stated it is not monetary, it's the hours part. Are the call hours included in the weekly
379 hours worked.

380 Selectman Collins stated he thought they discussed not including them.

381 Vice Chairman Baiocchetti stated if you are working 10 hours, and then on call for 12 hours something is not
382 right there.
383 TA Carpenter stated the disbursement of call hours is a different conversation and is based on scheduling.
384 Vice Chairman Baiocchetti stated it is a safety issue for Highway, Fire, and PD if they are working so many hours.
385 TA Carpenter noted that the public is going to see a difference as they go into another plowing season if they
386 cannot fill the positions because the Town cannot have employees having an hour break and working 15 hours.
387 She stated it leads to burnout. If the vacation and sick time are not supported due to a tight budget, then it can
388 cause errors.
389 Chairman Warren made a recommendation that the Selectboard begin to work on a policy regarding work time
390 and call time.
391 Vice Chairman Baiocchetti stated he would like to see other towns' policies and expressed concern regarding the
392 Highway Department not being able to take proper breaks while they are plowing.
393 TA Carpenter stated that this is a conversation that will need to take place with whoever is hired because they
394 are running on a very tight budget.
395 Vice Chairman Baiocchetti stated that they need to stagger their employees and shifts.
396 TA Carpenter stated that the road pattern would be altered and some roads may not be plowed in the
397 timeframe they want because the six individuals covering all the roads all at once would be split and required to
398 take proper breaks.
399 Vice Chairman Baiocchetti stated this is the same for FD and PD, by cutting staff they are increasing work hours
400 and reducing rest time, which increases risk.
401 TA Carpenter asked for clarification regarding the Word document that she will be creating will detail Option B,
402 does the Selectboard want her to share that with the Department Heads.
403 Vice Chairman Baiocchetti stated not until the Selectboard can review it.
404 Chairman Warren and Selectman Collins agree.

405 € Action Item: Once a final default budget number is established, the word document will be created.
406

407 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to adjourn. (3-0)
408 **ADJOURNMENT 7:49 P.M.**
409
410

411 **Adjourned P.M.**

412 Respectfully Submitted,
413 _____

414 Amanda Davis, Administrative Assistant
415

416 **Approved by the Board of Selectmen**
417 _____

418 Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectman Evan Collins

CONSENT AGENDA

NEW BUSINESS

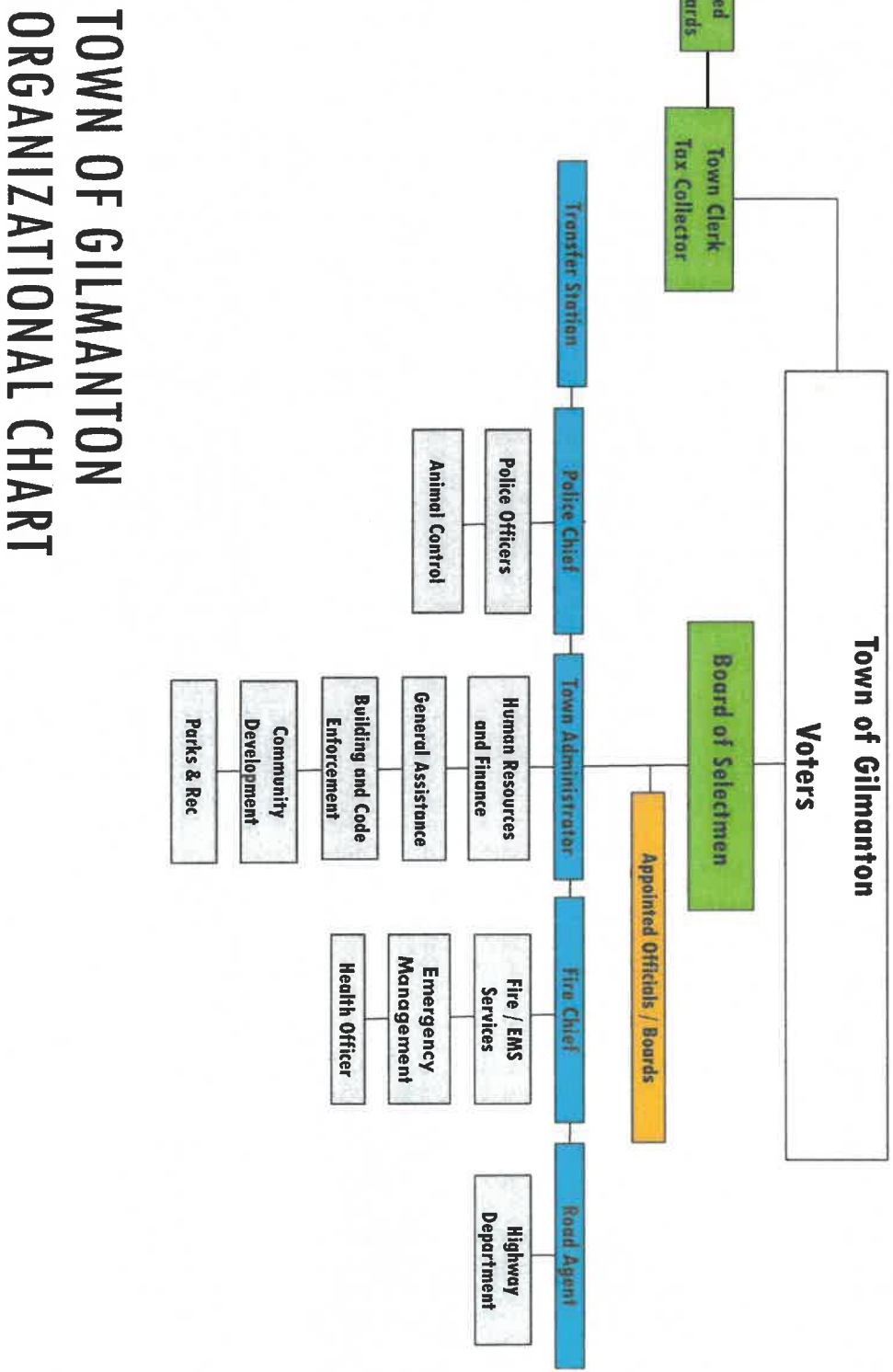
OLD BUSINESS

3/29/24

Perkins Painting will be able to begin main-level painting earlier than anticipated. He has space in his schedule to complete the main level corridor in April and can accommodate the project April 4th-7th or April 18th-21st. He would begin preparation for painting after business hours on Thursday, but he has requested to have the building closed to the public on Friday and would be working through the weekend. He does not anticipate that he will need both weekends to complete the project.

There is a Selectmen's Workshop and ZBA Meeting Scheduled for the evening of April 18th but Board members and residents could be requested to enter through the back entrance of the building and utilize the elevator if the 18th-21st is the preferable timeframe. At this time, there are no meetings scheduled April 4th.

SELECTBOARD ITEMS, FYI'S, & OTHER TOPICS





GILMANTON POLICE DEPARTMENT

PO Box 190 – 297 NH Route 140
Gilmanton, NH 03237

Police Services: (603) 267-7401
Fax: (603) 267-7403

Matthew Currier
Chief of Police

Casey Brennan
Sergeant

Police Monthly Update

March 2024

Since the last monthly report, The Gilmanton Police Department answered 220 calls for service. In addition to the calls for service Officers made 16 motor vehicle stops, arrested 5 people, investigated 8 incidents, and investigated 5 traffic crashes.

Gilmanton Police Department choose a candidate and made a conditional offer for a new Executive Assistant.

The 2023 cruiser outfit was complete and the cruiser was put in service.

GPD went to New Hampshire PD to get information on IMC Live as we start to make the transition with BCSO.

The individual that assaulted a GPD staff member at a domestic call plead guilty in court.

GPD received several road conditions calls due to farm trucks, and mud issues.

GPD working with AXON to lower the quotes for the body camera project due to a failed budget request.

GPD arrested a subject after a domestic violence strangulation case.

GPD arrested a subject who broke into the GIW Fire Station and was found sleeping inside.

Cruiser Maintenance:

2014 Cruiser was taken off the road for repairs and is still at the repair shop.

A handwritten signature in black ink, appearing to be "M Currier #601".

Chief Matthew Currier

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.