

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 15, 2024 - Academy Building - 5:00 P.M.

AGENDA

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

MEETING MINUTES APPROVAL

1. **03-14-2024** – Public Minutes
2. **04-01-2024** – Public Minutes
3. **04-09-2024** – Public Minutes

CONSENT AGENDA

4. **PO's for Plowing** – Robert L. Potter - \$3,420; \$2,660; \$3,420
5. **PO for Plowing**– Albert D. Morse IV - \$4,830
6. **PO for Plowing**– D.J. Geddes Trucking - \$2,790
7. **Donation to PD** – Half Dollar acceptance, from Joe Haas
8. **Police Department** – Pope Memorial SPCA renewal contract

NEW BUSINESS

9. **FDIC** – Fire Department
10. **PAF's** – Fire Department, Call pay
11. **Conservation Commission Trails Subcommittee** – Request to place plastic collection bins at the Transfer Station and Academy Building for the Bags to Benches program.
12. **TimberHawk Carpentry** – PO \$8,929.20 - Rot & repairs side entry decking, Warrant Article #6, availability to begin the project at the end of April/Early May
13. **Trustees of the Trust Funds** - \$1,677.54 to be withdrawn from the NH-01-0124-0090 Non-Capital Reserve "Accrued Benefit Liability Fund" for a recent retiree to reimburse the general fund - *Motion required*

OLD BUSINESS

14. **TimberHawk Carpentry** – New Office Space, TC/TX – availability to begin the project at the end of April/Early May
15. **Bonnette, Page, & Stone Corporation** - \$7,671 – Insurance Claims, Academy Building meeting space ceiling repairs & \$10,183 – Public Safety Building damage repairs
16. **Budget**

SELECTBOARD ITEMS, FYIs, AND OTHER TOPICS

17. **Department Head Update** – Transfer Station
18. **TC/TX** – State of NH Board of Tax and Land Appeals – Notice of Final Tax Date
19. **Police Department** – Resignation acknowledgment
20. **Police Department** – Intention to hire, request for a special meeting on April 29th, if board members are available

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 (c) – Highway

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.

NON-PUBLIC 91-A:3 (b) – Potential hire Highway/Transfer Station

ADJOURNMENT

The hiring of any person as a public employee.

OUTSTANDING ACTION ITEMS-

- € *Personnel Policy – This will be updated in 2023*
- € *Board of Selectmen Operational Guidelines*

MINUTES



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1 **Board of Selectmen Meeting**

Approved

2 **March 14, 2024 - Academy Building – 10:00 A.M.**

3 **CALL TO ORDER – ROLL CALL**

4 **PLEDGE OF ALLEGIANCE**

5 **Present:** Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti, Selectman Collins, Town Administrator
6 Heather Carpenter, Transfer Station Foreman Alex DeCoste, Fire Chief Hempel, Police Chief Currier, Interim
7 Manager Paul Perkins, Finance Specialist Lauraine Paquin

8
9 This meeting is being held to go over the options addressing a Default Budget. No decisions will be made today.
10 The Selectboard will be addressing it at their Board of Selectmen meeting being held on Monday, March 18th,
11 2024 and will be taking public input at that meeting.

12 Chairman Warren addressed the members of the board and asked how they would like to address the Default
13 Budget and reducing it by approximately \$354,000.

14 TA Carpenter stated the Default Budget is \$5,428,378.

15 Vice Chairman Baiocchetti asked what last year's budget was \$5,782,377.

16 TA Carpenter noted the discrepancy on the summary page and will make the adjustment, decreasing it by \$300.

17 Chairman Warren stated based on the numbers presented, it is \$354,299.

18 Vice Chairman Baiocchetti stated they are working off of the \$5,428,378. They are not making any increased
19 and staying within the Default Budget.

20 Chairman Warren stated yes, but how do they.

21 Selectman Collins stated they will go through and see what lines can be cut. The Park is one. The Default
22 Budget may affect some services to some extent, there is no way around that.

23 Vice Chairman Baiocchetti stated they should look at what they did during the start of COVID when they
24 restricted the flow of money.

25 TA Carpenter stated that should be something to consider because it can be frozen until they can figure out
26 where they are at. The Department Heads are going to be mindful of all the purchases through the year,
27 because the Default Budget is significantly tighter.

28 Vice Chairman Baiocchetti stated they needed to look at overtime.

29 Chairman Warren stated there are options, different approaches, unfilled positions, reducing hours at the
30 Transfer Station and days open, looking at the health insurance, and his approach has always been looking after
31 the people who look after the residents. His preference would be to try to care for the employees, because
32 good people create better services. The reason they went without increases for the staff and tried to find other
33 ways to retain employees but in a cost effective way, and they had found it was the less expensive option to go
34 with the health insurance. In his opinion, if they still can, he would like to see what they can do to try to keep
35 that option still.

36 Vice Chairman Baiocchetti stated that they should not look at cutting any benefits from the employees. He
37 would like to make that a motion and cutting benefits and salaries is off the table for the present discussion for
38 this meeting.

39 Selectman Collins stated if it can be managed within the budget, he would agree with that.

40
41 Chairman Warren stated there are unfilled positions. One if the Fire Department, two in the Police Department.
42 Further discussed was Police Department staffing and not cutting all of those positions.

43 Chief Hempel stated that his open position is currently a funded position and they are already going to have
44 changes in services. He stated they lost \$50,000 in their per diem line with the Default Budget. He stated they
45 would manage, but it's \$50,000 for staff that is no longer available. If that is taken away and another position,

46 then they're really crippling their level of service.
47 Chairman Warren asked if they would lose the 24-hour service.
48 Chief Hempel stated they would lose some of that.

49
50 TA Carpenter stated if positions are taken away, it overloads the current staff. She stated she would speak to
51 her staff and they are already at max. If her open position is not filled it puts an unfair burden on the salaried
52 position.

53 Chairman Warren asked her to explain the positions the Selectmen's office and what the functions are, and why
54 she is vying to keep the full-time position.

55 TA Carpenter stated that they have always had a position like that, and it used to be part time. It used to be part
56 time in Zoning, Planning, Assessing has always been full time, Administrative Assistant has always been full time,
57 Town Administrator, and the other part time was Finance. Due to Accounting standard changes, governmental
58 changes that the Finance position has to be full time. She stated they do what is most important, but everything
59 else has fallen to the wayside. Currently, there is one individual on the Assessing side covering Planning, Zoning,
60 Conservation, and HDC if the Assistant is not hired. Building inspection has remained at part-time. If they lose
61 him, she is unsure that they will be able to fill that part-time position with someone as well versed as he is. The
62 part-time staff that has been removed from the budget and the work from that position has been given to the
63 full-time Finance and to the Administrative Assistant. And then the Town Administrator fill in the rest of the
64 gaps.

65 Chairman Warren from his perspective, seeing the work that the Community Development Director has and he
66 understands no one wants larger positions. The challenge is resident wanting development of things that
67 generate revenue, but they are never in a position of forward thinking planning, because they are basically just
68 getting through with addressing applications and the work that has to be done in each of those departments.

69 TA Carpenter stated her department's position has to be filled in some manner. Part-time positions are not
70 viable. She was also reminded that the full-time Finance position is still assisting building. She is offsetting that
71 position because the Community Development Director cannot do it all by herself. The assistant role, especially
72 in a reeval year, does put a burden and requirement on the staff because it was never the intention to not give
73 the Community Development Director any support.

74
75 Chairman Warren stated, another option was to reduce a day at the Transfer Station. He addressed Foreman,
76 Alex DeCoste regarding what his thoughts are on the impact to the community.

77 Alex DeCoste stated they are only open one day during the week, and both weekend days with Sunday being the
78 busiest. If they do close down, they would save on electricity and they would see an influx on residents coming
79 in on the open days. His only concern with the influx on certain days and the containers getting backed up and
80 traffic. They could reevaluate how they are going to send residents through the facility.

81 TA Carpenter stated the Transfer Station staffing levels and if there are any changes compared to Highway,
82 because currently there is the hybrid role that helps. Part of that is the Transfer Station does not get a full-time
83 individual. She asked if they were separating that position out, are they giving the hybrid role to Transfer
84 Station, or leaving them at the Highway Department.

85
86 Vice Chairman Baiocchetti stated they have to cut \$354,000. Where are they going to cut it, because it's a lot of
87 money for some of these budgets. They had already instructed the Department Heads to present them trimmed
88 budgets to begin with.

89 Selectman Collins stated even talking about the Transfer Station for a day, understanding it will save on
90 electricity, but as far as the budget, how do they show that it will save them a certain amount of money. If that
91 is one of the cuts, how is that taking from the \$354,000.

92 Vice Chairman Baiocchetti stated the majority of the cuts would be personnel. Unfortunately, they do not have
93 to lay anyone off. Each Department is already short staffed. They need to address each Department Head and
94 see where they are able to sustain cuts.

95 TA Carpenter asked if there were any concerns with the model she presented and stated the Selectboard has
96 every ability to adjust. This was to give a platform.

97 Chairman Warren stated it is an option.

98 TA Carpenter stated budgets are tight, so spending needs to be managed.

99 Vice Chairman Baiocchetti stated the park is gone. They don't need to worry about mowing, electricity,
100 plumbing, opening the bathhouses, swim lessons, there will be nothing.

101 Chairman Warren stated one of the options is not opening the park for the season at all. He asked what would
102 be saved?

103 Vice Chairman Baiocchetti stated that is the first department that would be cut.

104 TA Carpenter stated that it will save \$23,347. She stated she left \$5,800 for occasional mowing.

105 Vice Chairman Baiocchetti stated they are not mowing it.

106 Chairman Warren stated there was approximately \$20,000-\$25,000 depending if they chose to keep mowing
107 and that will be determined.

108

109 Vice Chairman Baiocchetti reviewed Patriotic Purposes.

110 TA Carpenter reduced this by \$800.

111 Vice Chairman Baiocchetti stated he's talking about reducing the entire.

112 Chairman Warren stated that they'll have to discuss much larger lines.

113

114 Vice Chairman Baiocchetti asked about the Conservation Commission line.

115 TA Carpenter stated they cannot touch it.

116 Vice Chairman Baiocchetti asked about Street Lighting.

117 TA Carpenter stated that Street Lighting cannot be touched.

118 Chairman Warren stated its power for their lights.

119 TA Carpenter stated that it's an obligation.

120

121 Chairman Warren stated they are just looking at options and not making determinations. Work has been done
122 to create options for the Selectboard. They want to hear from the community, Department Heads and how it
123 will impact their operation, and what services will be impacted.

124 TA Carpenter stated that they are looking for a possible different scenario.

125 The Selectboard confirmed.

126 Selectman Collins stated the option in front of them that gets them to the Default Budget includes still hiring the
127 positions, and also health insurance.

128 TA Carpenter stated that is correct. There were other concepts, and the one for COLA is still more expensive.
129 She would like to stay with health insurance, but it doesn't mean it won't change. She does not want to do
130 drastic plan changes and is something that draws employees in. She stated next year if they get a Default
131 Budget again next year it will be problematic.

132 Chairman Warren stated if they decided not to fund positions, how does it impact the potential Default Budget
133 for the following year.

134 TA Carpenter stated that the intention is not to zero it out. The Default Budget will still be there unless they
135 zero out the lines. It will remain for a period of time in the Default Budget and then falls off.

136

137 Chairman Warren stated he would like to start with the biggest impacts first. Positions typically are the largest
138 numbers because they come with a salary and benefits. Each of the police roles are approximately \$100,000 per

139 position with retirement. This is the same with fire. The Administration is less because it's not as costly,
140 \$60,000-\$75,000 depending on the position.

141 Discussed were the roles for Transfer Station and the cost of shutting down one day and employee hours.
142 TA Carpenter stated that Wednesday has to remain an open day, because the vendors only work during the
143 week.

144 Vice Chairman Baiocchetti stated just because they are closed to the public doesn't mean that it's not open for
145 the employees to work. He also mentioned Town Hall, and if they closed down Friday, the employees would
146 work 4, 10 hours shifts Monday-Thursday and close the building, and save on electricity. But the building would
147 be closed to the public and would not reducing staff.

148 Chairman Warren stated that they need three employees to be open at the Transfer Station, but wouldn't
149 necessarily need three people if they are closed.

150 Vice Chairman Baiocchetti addressed Alex DeCoste regarding the number of employees.
151 Alex DeCoste stated it was himself, Pete Kotsakis, and Austing Russell-Simonds.

152 Vice Chairman Baiocchetti stated Austin might end up going to the Highway Department or be fully at the
153 Transfer Station.

154 Alex DeCoste stated he needs 3 people on the open days and he is there 40 hours a week.
155 Vice Chairman Baiocchetti stated the other full-time position would be there 40 hours a week, and bring Pete in
156 because help is still needed.

157 TA Carpenter clarified for Paul Perkins, Road Agent that if Austin was pulled from the Highway Department over
158 to Transfer Station he would then have 2 vacant roles.

159 Paul Perkins stated as it is, they are spread thin.

160 TA Carpenter stated there is still the opportunity to fill the vacancies and they are not looking to short change
161 the departments.

162 Vice Chairman Baiocchetti stated there is a misconception that they are going to continue with the same
163 services that they have been providing. That is not going to happen. They are going to lose services. The last
164 Default Budget the Selectboard made sure the residents had the least amount of impact. Because these are
165 tight budgets, services will suffer.

166 Chairman Warren stated it didn't sound to him that reducing a day at the Transfer Station does not seem to be a
167 benefit.

168 TA Carpenter stated she didn't feel that they would have to reduce a day unless they couldn't get staff. If they
169 can't get staff they are going to overburden the current employees and expect them to provide the same level of
170 service. During the summer they cannot work with a reduce staff and keep up with everything.

171 Selectman Collins stated to be fair with the cuts, they are cutting from the increase they were asking for. The
172 Default Budget from last year is about \$370,000 more. They are cutting it back from what they're asking this
173 year.

174 Chief Hempel stated that this document is a working document that has adjustments, and the bottom line is
175 sufficient for the Departments to go forward.

176 TA Carpenter stated yes, minus the \$300 error that they found this morning.

177 Chief Hempel stated that he would present it to the Department Heads, this is your Default Budget, this is what
178 you have to work with, and give it to the Department Heads. He doesn't believe they need to make cuts. They
179 can stay within the constraints of the budget. He had \$50,000 and he will figure out what to do and reallocate.
180 He stated this budget looks manageable.

181 Vice Chairman Baiocchetti stated they have to have enough money to be able to cover any issues that present.
182 This budget doesn't give them a buffer for anything and they need money for a buffer.

183 TA Carpenter stated they are trying to balance the needs of the residents who are asking for increased services
184 on roads, and fire, and increased services in PD, and the issues with the Transfer Station. And she stated the
185 only area where the residents seem to get upset is about the Executive office and she feels it's because they do
186 not understand what the office does. The residents do not want to see the employees fortified, but that is not

187 an option. You cannot give the employees nothing. COLA is not a raise. It is a bridge to fill the gap of increased
188 costs everywhere and is also felt by the employees. It was at 10% for the last COLA but that was not given, and
189 they gave less. She understands everyone feels the pinch, but it is not an option to give nothing to the
190 employees.

191 She stated the option given was based on 100% insurance coverage, but it could be adjusted to 90%.
192 Chairman Warren address TA Carpenter and asked her to walk them through some of the options.
193 Vice Chairman Baiocchetti stated no, that it is the Selectboard's responsibility.
194

195 Vice Chairman Baiocchetti stated if they go through the budget and take the small ones out, Park, Patriotic
196 Purposes, and lights, take out lesser, by the time they get to bigger cuts it should results in lesser cuts. He stated
197 they keep \$1 in each line.

198 Chairman Warren address Patriotic Purposes and asked if we had flags from last year.
199 TA Carpenter stated these are just replacements of placard flags.
200 Chairman Warren stated there can be a reduction in the Building Inspection line just because of the employee
201 and his efficiency.

202 Vice Chairman Baiocchetti stated every department has overtime, training, unfilled positions, and then the
203 option of closing facilities. Training is important and they can look at no cost trainings, but they can look at
204 paring it down. General Assistance cannot be touched.

205 TA Carpenter stated that if they do go over in General Assistance with the budget this tight, the potential to go
206 over the bottom line is a possibility. There is an offset of funds, but the operation budget is utilized first. Last
207 year the cost of assistance doubled. It's not something that can forecasted, and a lot of offsets come from
208 federal and state resource.

209 Vice Chairman Baiocchetti stated they can remove the executive appreciation line, 01- 4130-271, \$1,000. He
210 asked what was under Executive miscellaneous, 4130-690, \$400.

211 TA Carpenter stated when the Selectboard decided to have the background checks go through our office, that
212 was the offsetting line.

213 Vice Chairman Baiocchetti asked about elections.

214 TA Carpenter stated they cannot touch elections. She questioned how it was calculated, and elections are in the
215 Default Budget because they are a State mandate.

216 Vice Chairman Baiocchetti asked about the meals, sterilizing, and set up.

217 TA Carpenter stated she cannot speak to any of that.

218 Chairman Warren stated they can require the election workers to provide their own lunch. He would like to
219 leave it, but it is an option.

220 Chairman Warren stated they an reduce wages from the Finance office, \$10,000. Line 4150-110.
221 Selectman Collins, asked about the Finance retirement line.

222 TA Carpenter stated that could be reduced. \$1,354 can be removed from that line.
223 Chairman Warren stated the annual audit is contractual and state mandated.

224 TA Carpenter stated that the mileage line is used for the Post Office, trainings, and bank deposits. The bank has
225 been reduced because they got inhouse check scanning, so that takes care of the mobile deposit for the
226 Executive office and TC/TX.

227 Vice Chairman Baiocchetti asked what the Budget Committee expenses covered.

228 TA Carpenter stated it covers the binders, but they do try to reuse them, but additionally tabs are used or
229 individuals do not return them.

230 Vice Chairman Baiocchetti stated the Town Clerk/Tax Collector has a position that will not be filled, so they can
231 remove \$21,800, 115. They can also reduce training by \$1,700. He asked on page 11, Professional Services for
232 the TC/TX for \$10,000 and what it was for.

233 TA Carpenter stated she could not answer that.

234 Chairman Warren asked for more information to be provided on that.

235 Vice Chairman Baiocchetti asked if that was when they had assistance from Grafton to cover when the TC/TX
236 was not in the office.

237 TA Carpenter stated that would have come from a vacant position.

238 Selectman Collins asked about filing.

239 TA Carpenter stated no, but she would get more information on that for Monday's meeting.

240 Chairman Warren asked if they could reduce maintenance on page 44, line 4194-430. They know they need to
241 upkeep their Government Buildings.

242 TA Carpenter stated they could reduce some of that line. Reduce by \$5,900.

243 Chairman Warren asked about OTH, does that mean they slow down the project on that building.

244 TA Carpenter stated no, that is encumbered money. The promise to LCHIP was they would delineate money.
245 You cannot restore a building and then not have a budget for it. The concept was to put \$10,000 and then they
246 would increase it over time. She would like a generator this year, but between FD and the TA, they do check on
247 the building when the electrical goes out in the winter. It could be reduced by half, but she does not want it
248 zeroed out.

249 Chairman Warren would like to see a reduction in the PD Line for cross training time, 64 weeks was allotted.

250 TA Carpenter stated she sent the budget to him, but he is off today. He will be at Monday's meeting.

251 Vice Chairman Baiocchetti stated they could take out the part time wages.

252 Chairman Warren agreed.

253 Vice Chairman Baiocchetti asked what the PD special detail was on line 125.

254 Laurain Paquin stated it's for town events.

255 Vice Chairman Baiocchetti stated to remove that.

256 This was the Board consensus.

257 Selectman Collins asked for clarification from Chief Hempel on his part time line.

258 Chief Hempel stated it's a collection of part time, per diem and funds vacations for holidays, vacations etc.

259 Vice Chairman Baiocchetti stated line 4210-800, \$2,500.

260 Chairman Warren addressed Chief Hempel regarding overtime and putting holds on it and how it would affect
261 operations.

262 Chief Hempel stated it would be a significant impact and spent \$100,000 in overtime due to vacancies and
263 outages. The money requested this year was balanced out by the increase for the per diem line that they lost to
264 the Default Budget. \$29,347 was spent in call pay last year.

265 Vice Chairman Baiocchetti asked if they could reduce it from \$42,500 to \$35,000.

266 Chief Hempel stated they could try, but last year they came in with only 1% left in the budget. He stated an area
267 they could look at if they are going to maintain positions is calculating if the position is funded the entire year, if
268 you want to pull some funds from that and fund it for 6 months. When the candidate is replaced, they can be
269 replaced in July and delay hiring. But they need to replace their position and maintain employees.

270 Vice Chairman Baiocchetti, 4220-190, take \$7,500, and drop it to \$35,000. He also stated ambulance supplies
271 goes right into the general fund. He asked what was custodial and housekeeping for \$3,000.

272 Chief Hempel stated it was their cleaning supplies.

273 Vice Chairman Baiocchetti asked what was in their miscellaneous.

274 Chief Hempel stated it's used for if they had a call and they needed to feed people. He stated if they wanted to
275 take \$1,000 out of that they can keep \$1 figure it out.

276 Vice Chairman Baiocchetti, asked the Highway Interim Manager about his part-time position. 4311-620, \$6,000.

277 Paul Perkins stated that his part time position if they ever find one.

278 Chairman Warren asked about the permit costs line.

279 Paul Perkins stated he had both the Foreman go to training for culverts.

280 Vice Chairman Baiocchetti asked what they were losing in tires at the Transfer Station.

281 Alex DeCoste stated they charge \$5 to get rid of a tire, but it costs \$3.50 to get rid of it and there's an
282 environmental fee. They are accruing \$1 per tire. This offsets the ones that they find on the side of the road.

283 Vice Chairman Baiocchetti asked what he is using mileage for.
284 Alex DeCoste stated it's for when they have to go to training or to the store. They do not have a Town vehicle.
285 Vice Chairman Baiocchetti asked about the medical line for Transfer Station.
286 Alex DeCoste clarified that this was the new account they added for drug testing for DOT physicals. He also
287 purchased first aid kits.
288 The Selectboard further discussed amongst themselves items they would feel comfortable cutting and items
289 they did not want to cut. They also discussed Street lighting and whether they were legally obligated to keep
290 them powered.
291 TA Carpenter stated that she felt it was a safety issue.
292 Elise Smith was brought in to discuss her professional services line and what was included in it. She stated it was
293 for her title research but she will look into it and let them know all items that come out of that line.
294 TA Carpenter noted there was some funding not spent in fuel. She stated that they should be mindful that
295 during presidential elections gas usually goes down, so there could be some savings during that time period.
296 Fuel could also have a savings because it's been a light winter. She is just concerned with cutting the budget too
297 tight.
298
299 Vice Chairman Baiocchetti stated he had \$111,085 of lines cut from the budget, just with the small cuts. If they
300 cut from government buildings that increases it to \$117,000.
301 Chairman Warren asked if that was without touching positions.
302 Vice Chairman Baiocchetti confirmed that is without cutting positions and only making minor cuts.
303 Selectman Collins asked if he was doing the cuts not including the recommendations.
304 Vice Chairman Baiocchetti stated this was just cuts. They went through the budget, and these were the cuts. It
305 did not take into account what the TA had already done. He does not know what would have to be added off
306 her cuts which would give them a buffer.
307 TA Carpenter stated there is no buffer.
308 Vice Chairman Baiocchetti stated that is his problem. If General Assistance goes over, where would they get
309 that funding from.
310 Elise Smith clarified from her line, it covers the shredding, tax bills, research and she noted she switched
311 Newfound Title Services, so there should be a savings.
312 Vice Chairman Baiocchetti asked if they could see where it incorporates into the first plan.
313 TA Carpenter stated yes, where it alleviates and gives a little more room on items. She asked if there were any
314 areas they wanted to see more room or certain departments.
315 Chairman Warren stated if there are any lines that can fortify Highway, because they know it's needed.
316 Vice Chairman Baiocchetti stated that they should implement some of the things they did during COVID. No out
317 of state or out of town training.
318 TA Carpenter stated one is required for Lauraine Paquin's certificate.
319 Vice Chairman Baiocchetti stated they should not do additional trainings unless it's a requirement.
320 Paul Perkins stated that Travis Mithcell and Alex DeCoste are still doing the Road Scholar training. Alex will still
321 need the supervisory course as well.
322 TA Carpenter stated his aspect of training will be more towards supervision and geared more towards Transfer
323 Station but there were cross over pieces that are good for both departments, but not specifics to each
324 department. It was clarified that these are required trainings. She will look into what the positions required for
325 trainings.
326
327 Chairman Warren stated they have discussed options. They are going to hear from the residents on Monday
328 and make determinations after that meeting. They do need to give the Town Administrator direction on that.
329 Vice Chairman Baiocchetti asked about the unfilled positions.

330 Selectman Collins stated if they can go with the Town Administrator's recommendation and still hire the
331 positions he would prefer to keep the option open as long as they are able to stay in budget. He stated it will
332 just set them back if they are not hiring those positions.

333 Vice Chairman Baiocchetti asked if they are going to stop hiring for now.

334 TA Carpenter and Selectman Collins stated this should exclude the positions with current conditional offers.

335 Vice Chairman Baiocchetti asked what they were going to do with hours and limiting the overtime.

336 Chairman Warren asked how they would limit the overtime.

337 Vice Chairman Baiocchetti stated they could eliminate any unnecessary overtime. He further elaborated on his
338 definition of unnecessary pertaining to overtime.

339 Selectman Collins stated they are going to be given a budget and know not to spend over that. He asked if it
340 was necessary to limit the overtime.

341 Chairman Warren asked why don't they approve the overtime budget and that's what they have to work with
342 and cannot go over it.

343 Vice Chairman Baiocchetti stated they would be limiting FD overtime to \$20,000 in total for all of his positions.

344 Selectman Collins stated Vice Chairman Baiocchetti is saying, don't overspend the overtime, if you don't have
345 coverage, no one is there.

346 TA Carpenter stated if the Department Heads are cognizant of their budget and it looks like they are going to
347 overspend, they can come to the Selectboard and ask for a budget transfer if that's something the Selectboard
348 wants to do to make sure everyone is paying attention to their lines.

349 Vice Chairman Baiocchetti asked the Interim Manager, Paul Perkins if he follows CDL guidelines on the amount
350 of hours they work in day.

351 Alex DeCoste stated they are technically emergency services.

352 Vice Chairman Baiocchetti stated they could put an hour limit in on it. They cannot go over double their hours
353 for all departments.

354 The Selectboard further discussed this and will hold a later discussion on the hours.

355 TA Carpenter stated that the Executive office does not do overtime. She stated that it would just be her and she
356 doesn't get paid for it. She stated for the office meeting schedule, if the employee reaches their 40, they leave.
357 There is no overtime and all the boards have to understand that.

358

359 TA Carpenter stated she gave Paul Perkins the Road Agent job description instead of the Interim Manager job
360 description.

361 Chairman Warren stated he his hired as the Interim Manager.

362 TA Carpenter address Paul Perkins stated she would give him the Interim Manager position and stated it's
363 basically the same.

364

365 Vice Chairman Baiocchetti discussed closing the Academy Building a day a week.

366 Chairman Warren stated to him that is a change in operation and he would like to talk to the office before they
367 make that determination. He asked what it saved the Town?

368 Vice Chairman Baiocchetti stated it save heat, electricity, air conditioning, and it gives more open office hours.

369 TA Carpenter stated the Selectboard could reduce overtime hours at the Academy building by reducing Friday
370 hours. The office still works their 40 hours, because they are working in the meetings and doing minutes. She
371 also stated they are getting online permitting so it eliminates the concern that contractors wouldn't get their
372 permits on Fridays.

373

374 Chairman Warren addressed Paul Perkins and asked if there were any projects being worked on that is going to
375 cost the Town.

376 Paul Perkins stated the North Road project.

377 TA Carpenter stated that Busby reached out and wanted to know if the same numbers were to be kept on the
378 contract. They are willing to hold the numbers for the Town. She requested them to write a letter to the
379 Selectboard for approval.
380 Chairman Warren reminded Paul Perkins that before any major spending takes place he will need to come
381 before the Selectboard so they can manage the budget appropriately.
382 TA Carpenter asked if Paul Perkins will be able to come before the Selectboard and give them an understanding
383 what projects he wants to work on over the summer and if he can give the prices and what that will look like so
384 they have an understanding.
385 Paul Perkins agreed.
386 Chairman Warren reminded Paul Perkins about the policy, anything over \$2,000 needs to go to TA Carpenter for
387 approval first.
388 Paul Perkins stated yes, and anything over \$5,000 goes to the Selectboard for approval. He asked what happens
389 if there is an emergency.
390 TA Carpenter stated that there is an emergency funding in the policy, and the Selectboard just requested a
391 phone call and to be notified.

392
393 Finally discussed were the suggestions and work it within what TA Carpenter presented.
394 Chairman Warren stated she should continue to put all the options on there and give them a chance to total the
395 final numbers.

396 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to adjourn.
397 (3-0)
398

399
400
401 **Adjourned 11:04 a.m.**

402
403
404 Respectfully Submitted,

405 _____
406 Amanda Davis, Administrative Assistant

407
408 **Approved by the Board of Selectmen**

409 _____ _____ _____
410 Chairman Mark E. Warren Vice-Chair Vincent A. Baiocchetti Selectmen Evan Collins

411



SELECTMEN'S OFFICE
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APPROVED

1 **Board of Selectmen Meeting**

2 **April 1, 2024 – Academy Building 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,

7 **Public:** Paul Blanc – Norway Plains, Brouillard Kevin Crowley, Rich Maher, Patrick Hackley, Mike Greer, Ashley
8 Greer, Rhiannon Fee, Sandi Guarino, Don Guarino

9

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

12 **NON-PUBLIC 91-A:3 (b) – Hiring**

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

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

16 5:37 p.m.

17 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to hire
18 Rhiannon Fee, as a full-time Executive Assistant for the Police Department. Her salary will be Grade 13, Step 5
19 based on a 40-hour work week, eligible for overtime. She will be a probationary employee for a period of 6
20 months. She will be eligible for all the benefits that the town provides and will participate in NH Retirement,
21 Group 1. (3-0)

22 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to hire
23 Alexander Greer as a full-time Police Officer with the Gilmanton Police Department. His salary will be Grade 12,
24 Step 13 on a rate, and be paid time and a half as an hourly employee. He will receive \$3 of call per hour. He will
25 be on a 12-month probationary period and required to attend the NH Police Academy. He will receive the town
26 benefits and be paid a \$15,000 stipend over the next three years. He will live within a 20-mile driving period.
27 He will participate in Group 2 Retirement in the State of NH. (3-0)

28

29 **SWEARING IN OF POLICE OFFICER ALEXANDER GREER**

30

31 **MEETING MINUTES APPROVAL**

32 1. 12-18-2023 – Non-Public Minutes

33 2. 01-02-2024 – Non-Public Minutes

34 3. 01-15-2024 – Non-Public Minutes

35 4. 03-04-2024 – Public Minutes

36 5. 03-12-2024 – Public Minutes

37 6. 03-14-2024 – In progress

38 7. 03-18-2024 – Public Minutes

39 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the Non-
40 Public Minutes from 12-18-23, 01-02-24, 01-15-24. (2-0)

41 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve
42 the Public Minutes from 03-04-24. (3-0)

43 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve
44 the minutes 03-12-24 and 03-18-24. (2-0) *Selectman Collins abstained from 03-12-24, (3-0) for 03-18-24.*

45

46 **CONSENT AGENDA**

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

- 49 • 426-009, 128-002, 418-098, 406-021, 405-031, 421-010, 421-013, 120-041, 119-212, 408-025.

50 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve
51 the consent agenda as presented. (3-0)

52

53 Chairman Warren stated that he wanted to note for the record that an error was found in the Default Budget.
54 They have checked with DRA (Department of Revenue Administration), the auditors, as well as legal counsel to
55 determine how to best rectify it. There is a plan to fix the errors on the Default Budget. He noted there was
56 some discussion from the residents in regards to the Default Budget so they wanted to inform the public that
57 they did see the error and it is in the process of being corrected. They will be working with a close Default
58 number, but different than the one that was voted on. The Budget will become more accurate to what the
59 standards need to be.

60

61 **NEW BUSINESS**

62 **9. Trustees of the Trust Funds - \$1,000 to be withdrawn from the Non-Capital Reserve “Insurance Claims”**
63 to reimburse the general fund for invoices expensed by the Police Department.

64 TA Carpenter noted there have been several claims this year and there is a fund they can draw from to
65 cover the deductible costs.

66 **Motion:** On a motion by Selectman Collins and seconded by Chairman Warren it was voted to withdraw \$1,000
67 from the NH-01-0124-0006 Non-Capital Reserve “Insurance Claim” to reimburse the general fund for the
68 attached invoice expensed by the Police Department. (3-0)

69 **10. Trustee of the Trust Funds - \$3,343.88 to be withdrawn from the Non-Capital Reserve “Court Cases” to**
70 reimburse the general fund for invoices expensed for Sansoucy Associates for PSNH/Eversource Superior
71 Court Case.

72 TA Carpenter stated that this is for the ongoing PSNH lawsuit.

73 **Motion:** On a motion by Selectman Collins and seconded by Chairman Warren it was voted to be withdrawn
74 \$1,000 from the NH-01-0124-0023 from the Non-Capital Reserve “Court Cases” to reimburse the general fund
75 for the attached invoice expensed for Sansoucy Associates for PSNH/Eversource superior court case. (3-0)

76 **11. Trustee of the Trust Funds –** *This information was presented as an update for the Selectboard, there was*
77 *an error that is being corrected and will be sent to the Selectboard once completed.*

78

79 **OLD BUSINESS**

80 **12. Governor’s Rd Development – Norway Plains.**

81 Chairman Warren stated that the Selectboard has requested Norway Plains to be present and they
82 wanted to be sure they are creating a pathway forward. The Selectboard has sought legal counsel
83 because they thought there were some areas they may not have been as aware of and the intent of the
84 application may have been correct, but they wanted some clarity on the language in regards to
85 ownership and long-term maintenance of the project.

86 Paul Blanc – Stated that he received a letter from the Community Development Director and they also
87 received some news from the State on this.

88 Phil Brouillard - Stated he knew the Selectboard understood 100% that Governor’s Road is a Town Road,
89 owned by the Town. He stated there are responsibilities that go along with owning a road. He stated he
90 wasn’t sure who looked it over for the Selectboard but didn’t know if they understood the road belongs
91 to the town. The water coming off the road, across the other road, belongs to the Town. They haven’t
92 done anything yet. He requested for the Selectboard to keep in mind that some of the responsibility
93 shifting that the Selectboard wanted to effectuate, that Norway Plains had taken care of the drainage
94 and the water so there is no water coming off any individual lot. He stated it’s the Town’s road. You

95 have to pave it, there is going to be water coming off of it, and the water is going to go somewhere and
96 needs to be dealt with. He is going to let Paul discuss some of those issues, but what struck him about
97 this is that perhaps the person didn't understand that this isn't just 50 acres somewhere and they're
98 putting a private road. He stated that this didn't seem to recognize that.

99 Vice Chairman Baiocchetti stated it is a Class 6 road.

100 Phil Brouillard stated yes, but it's a Town road, and they are bringing it up to speed, but it still belongs to
101 the Town. They will be bringing it up to the Town specifications and will be one of the best roads in
102 Town when it's done. He stated that the application is going well and they received a letter with some
103 notes and revisions that they want today that Paul is going to address.

104 Paul Blanc stated the manual put together may have caused some confusion. The manual provided was
105 for the stormwater maintenance for the two ponds at the end of the road. The water coming off the
106 Town road is directed to the two ponds before being discharged. No water from private lots will be
107 going into the system. Those will be managed with the individual rain gardens. For each of the rain
108 gardens, the homeowner will have to maintain them and there will be a deed written out. One of the
109 comments they are addressing from DES is regarding that. They have done this in several towns and
110 they are recorded. The rain gardens are the burden of the homeowner. Paul addressed the Selectboard
111 and asked if he was answering the questions they had.

112 Chairman Warren stated yes, that was one of the questions because it appeared in the application. The
113 wording was that the Town could potentially have to go onto private property to maintain the rain
114 gardens because it didn't specify.

115 Phil Brouillard stated they would be happy to clarify and the town does not need to do that.

116 Paul Blanc stated the individual lot owners are required to construct rain gardens according to the
117 approved plans. The rain gardens must capture and infiltrate all stormwater runoff on the roofs per the
118 details of the plan. The current lot owner will record Deed restrictions for the construction and
119 maintenance of the rain gardens prior to any offering of the properties for sale. Copies of the recorded
120 Deed must be submitted to DES within 7 days of recording with the Registry of Deeds. After the sale of
121 each lot the inspection and the maintenance requirements of the rain gardens will be the responsibility
122 of the individual homeowner. The rain gardens will be inspected and maintained in accordance with
123 ENV—WQ 1507.07 in the project inspection manual. All record-keeping will be required by the
124 inspection manual maintained by the lot owner and made available to DES upon request. Photographs
125 much accompany this submittal. Paul stated he hoped this addressed their question.

126 Chairman Warren stated that was one of them.

127 Paul Blanc discussed how to maintain the stormwater management system at the end of the cul-de-sac
128 that is on private property. He stated there would be an easement that would be written in that would
129 allow the Town to go onto that property to maintain the sand filter.

130 Paul Blanc stated the next question was regarding the town and the applicant entering into a
131 development agreement related to upgrading the road and construction of the storm water
132 infrastructure.

133 Phil Brouillard stated he could do a draft and submit it.

134 Paul Blanc stated the applicant supplies homeowner association covenants in the form and substance
135 suitable to the Town reflecting the long-term maintenance inspection obligations of the storm water
136 infrastructure.

137 Phil Brouillard clarified the individual ones will be done in the declaration of covenants and he stated he
138 would be happy to the Selectboard. These would contain the same wording that Paul Blanc read to the
139 Selectboard that the State is looking for, for the stormwater management.

140 Phil Brouillard stated the other thing that strikes him is how Paul Blanc designed the road, how he tried
141 to keep it simple so the maintenance will be minimal.

142 Paul Blanc stated the maintenance for each one of these is that they are mowed to ensure no large trees
143 are growing in the ponds.

144 Chairman Warren asked for clarity because some residents came and thought it was going to be a much
145 larger maintenance issue. He asked what was the shape and size of these, can they be mowed around
146 them, are they stone beds that layer into retention pods, or are they grass retention ponds.

147 Paul Blanc stated they would be lined with a seeded loam. He stated there is a swale that's 8 feet wide,
148 and it will need to be maintained by mowing. The grass filters out particles and then it goes into a
149 retention basin. It's similar to a leach field and you just want to keep it mowed.

150 Chairman Warren stated there was some concern over the visual impact going out onto Meetinghouse
151 Rd.

152 Paul Blanc stated it the same way and he tiered that so it wouldn't be very deep and mowable.

153 Phil Brouillard stated it could be mowed once or twice a year. He stated they are going to have a
154 homeowner's association so they could put it in the declaration that the homeowner's would pay to
155 have that and maybe that would alleviate the Town's concern in that regard.

156 Paul Blanc stated the applicant supplies the Town with the necessary easements to sufficient to access
157 and inspect the stormwater infrastructure.

158 Chairman Warren stated that becomes a non-issue because they wouldn't necessarily be going on
159 private property, other than the one where there is an easement. But they would no longer have to go
160 onto private property to take care of the rain gardens, so that is taken care of.

161 Paul Blanc stated when he designs these things he makes them as simple as possible because nobody
162 maintains these things.

163 Selectman Collins asked about the rain gardens because they know someone will not maintain them.

164 Paul Blanc stated it's the same thing, that's why they have the inspection manuals and they have to
165 submit it.

166 Phil Brouillard stated that the Selectboard is familiar with the area and they are looking at some
167 expensive reproduction homes. He believes the people who are going to be up there are going to buy
168 into it all and are the type of people that want to maintain their yard and be interested in maintaining
169 their storm water. It will be someone who knows what they are getting into, and it's a special
170 community.

171 Paul Blanc stated the rain garden is a depression that has plantings in it and you would take the normal
172 foliage out, like the basic working of a regular garden. They are easy to maintain.

173 Paul Blanc stated that the applicant will pay for a third-party engineer to review the proposed
174 construction details to ensure the development will not be adversely impacted.

175 Phil Brouillard stated in the minutes of the Planning Board meeting that Selectman Collins brought that
176 up, and it was discussed extensively. He stated there are some issues with that. They thought with
177 Norway Plains who has been used by the Town of Gilmanton as a third-party engineer previously, that
178 they have a good reputation and are state licensed engineers. They did not ask for a waiver, they didn't
179 request anything. Everything on the subdivision is viable. They submitted their AoT permit and have
180 professionals looking it over. They are in the process of getting state subdivision and then those
181 professionals are going to look at it. He stated it was the thought of the majority of the Planning Board
182 that it would be more in the Town's best interest to have a Clerk of the works hired at the applicant's
183 expense to inspect the road and the improvements as they are being constructed. This way they can
184 make sure they are being designed and installed, and properly done to the plans. The plans have
185 Norway Plains engineering stamp on them. If they do not work, the Town has recourse against Norway
186 Plains because they are the engineer of record.

187 Phil Brouillard stated this is 1,300 feet of Town road that they are bringing up to Town standards. It is
188 not the same as some complex engineering issue. They tried to make everything low maintenance.
189 They are mowable swales, they're loamed, and seeded. They want it to be simple and country. He

190 stated it is prudent to have them pay to make sure things are done right then to just have another
191 engineer look it over. Because then they are in a conundrum on whose liability it is. They have been
192 paid to take the liability and produce the plans, and their plans are going through the State right now.
193 They'll be approved with some notes, and changes, and then they will get an AoT permit. There is
194 nothing complicated or dangerous about the situation. He reiterated it would be one of the best roads
195 in town when it's done. He believes the decision has already been made and they are doing everything
196 in their power to create a great road and make it simple to maintain. He stated it's advantageous for
197 the town to allow them to pay for someone to make sure it's done right.
198 Chairman Warren deferred to the other members of the board regarding an additional engineer to
199 review the plans.

200 Phil Brouillard stated if the Selectboard decides on that, he strongly suggests they do this after the
201 permit is issued. It makes sense for that person to review the permit and the plans at the same time.
202 Chairman Warren stated that he would give Phil and Paul some background of why there is a point of
203 concern for this. He stated every decision they make can set a precedent. Even though Norway Plains is
204 reputable, but what happens if there is a company not reputable, even though they have a stamp that
205 should ensure that they are. Who reviews it to protect the town, and he's not saying that this project
206 even needs the review. But who protects the best interest of the Town?

207 Phil Brouillard stated if the Selectboard was going to require that then it should be made as part of the
208 Planning Board process. He stated the Planning Board extensively dealt with this issue and said that it
209 makes sense for somebody to be there when it's done. At this time Norway Plains has been paid, they
210 are going to have to pay the person who is going to be there to watch it, and then they are going to have
211 to pay someone else to look at the 1,300 feet of road that is already there that belongs to the town and
212 they are upgrading. These points might be well taken if a brand-new road was being built in the middle
213 of nowhere, and requested to keep in mind that the road is already there. If the Selectboard requires
214 that they want applicants to get third-party reviews, that should be done when the plans are submitted
215 and the plans can be sent to an engineering company to review at that point, but not now.

216 TA Carpenter stated the Planning Board should have that as a part of their process, she doesn't disagree.
217 But the Selectboard cannot make the Planning Board rules and regulations for them. So, the
218 Selectboard's concerns are relevant, where the Planning Board was not concerned with it.

219 Phil Brouillard stated he was talking about his own opinion about the appropriateness of doing it at this
220 point. He stated if they want to be upfront and fair, stick to a policy that everybody does that and that's
221 where it should be. Not here, at this point.

222 TA Carpenter stated that she agrees, and for the record, the Selectboard cannot change the Planning
223 Board process.

224 Chairman Warren stated that they had voted to vacate, but it has not been discussed with Phil Brouillard
225 and Paul Blanc.

226 Phil Brouillard stated that maybe they could talk about the letter they received today and stated they
227 were well into the process.

228 Paul Blanc stated that he believes the Community Development Director got a copy of the letter today.
229 The letter stated the general requirements. They were asked to have a blasting plan if there was going
230 to be blasting. He stated there is not going to be any blasting. He stated they want to know if there are
231 any surface waters and then for them to ensure there is a seal from a wetlands scientist on it. He stated
232 there is note keeping items, such as sand filter details, verifying calculations, project narrative, soil
233 information, infiltration report, more testing to be done on the individual rain gardens, and more
234 information about the IM manual, and photos after the rain gardens are inspected.

235 Chairman Warren stated that the issues that he heard from the residents, the Historic District planning
236 board, and also the concerns brought to this Board. For the maintenance of the water structures, if
237 there is a proposal to have HOA maintain those, the rain gardens will already be added to the individual

238 deed restrictions or the protected covenants, that the HOA would be responsible for management of
239 the storm water management swales. He stated they should have some discussion on third party
240 review moving forward. And this probably something they would need to do for some of these
241 applications, but he's not sure. Not necessarily in this case unless they saw some things of concern. He
242 stated the letter of concern was reviewed by legal and they made a recommendation as well. He noted
243 some of those recommendations gave them a reason to go back on some of the issues they talked
244 about. Those issues have been addressed tonight.

245 Selectman Collins stated his concern would be the Town having to cross onto private property.
246 Phil Brouillard stated it is required by DES.

247 Selectman Collins stated also, the maintenance around the ponds. He is not sure who they would even
248 send out to maintain those. If that could be part of the HOA that would be a big deal for him. He asked
249 if there was something brought up about how the permit was filed.

250 Chairman Warren stated the reason it was brought up is because it expressed liability on who is
251 responsible. He stated they own the road, but they are not the ones developing the property.

252 Phil Brouillard stated it's a State form and someone has to be the owner, and that is the Town.

253 Paul Blanc stated that they have worked on projects owned by more than one owner and it gets
254 complicated.

255 Chairman Warren stated in light of what they had heard this evening, he wanted to review the letter
256 received from legal. The only other area of concern for him is how the arrangement will work between
257 them for the agreement to develop the road.

258 Phil Brouillard stated that's a great idea. He thinks what they need to do with that is get plans that are
259 approved with a valid AoT permit. And then either the Town or the developer in the Town has to ask
260 the Town who they would like to be the Clerk of the Works. Then they should have an agreement that
261 the developer is going to employ the person of choice to be the Clerk of the Works and these are the
262 plans that he is going to supervise. The applicant will be responsible for reimbursing the Town so the
263 Town can pay the Clerk of the Works. He stated the proper time and place to do that is when the plans
264 are approved, when the permit is approved, and when the Town decides who they want to be the Clerk
265 of the Works.

266 Chairman Warren asked if they foresee within that packet will be easements, covenants, and deed
267 restrictions altogether.

268 Phil Brouillard stated they can give it altogether, but the documents are separate. There will be an
269 agreement between the developer, the Town, and the Clerk of the Works and they'll take care of that
270 issue. There will be a specimen deed and a declaration of covenants, and the development restrictions,
271 and the HOA will have to do the mowing.

272 Paul Blanc stated as a requirement for DES, they have to submit suggested legal descriptions as part of
273 the permit. So, they have already put together a certain drainage easement adjacent to the north side
274 of Governor's Rd. and referenced the plans. They also have deed restrictions and maintenance
275 inspections. He stated the State does a great job at protecting the public.

276 Vice Chairman Baiocchetti stated the State does a good job of protecting the State and do nothing for
277 the Town. He asked who was going to maintain the road and plow the road once this is built?

278 Paul Blanc stated it's a Town road.

279 Vice Chairman Baiocchetti stated it's a Class 6 road and the Town does not maintain Class 6 roads.

280 Phil Brouillard stated it is not going to be a Class 6 road anymore.

281 Vice Chairman Baiocchetti stated no, not until it's voted in by the Town.

282 Phil Brouillard stated the HOA will maintain it.

283 Vice Chairman Baiocchetti clarified that they are not responsible for any maintenance.

284 Phil Brouillard stated not until the Town accepts it.

285 Chairman Warren stated that these are the things they are going to want to see in place so they agree
286 on who is responsible for what. The areas of concern that the Selectboard had when they became the
287 applicant have been addressed. Chairman Warren addressed TA Carpenter and asked her if she had
288 captured what they agreed to tonight with regards to stating that as long as Norway Plains can provide
289 individual deed restrictions, or things on the deed that DES is already stating regarding the rain gardens.
290 In the HOA, an agreement that the developer is going to move that into the responsibility of the
291 homeowners. This would include the mowing and plowing, if and when it becomes a town-maintained
292 road. Chairman Warren addressed the other members of the board and asked if they were willing to
293 forego the third-party review.

294 Selectman Collins stated at this stage, he would be okay with that.

295 Vice Chairman Baiocchetti stated he is not okay with foregoing the third-party review.

296 Chairman Warren stated that they need to make sure it's a little bit further in the process unless they
297 find that it's a liability for them.

298 Vice Chairman Baiocchetti asked if it was the recommendation from staff and the attorney.

299 TA Carpenter stated yes, it was recommended by staff, the planner, and the Town's attorney.

300 Vice Chairman Baiocchetti addressed Chairman Warren and asked if they were not going to take their
301 expertise.

302 Chairman Warren stated he thought that at this standpoint, with the engineered stamped plan, and in
303 light of the review process and the thoroughness of the review, he feels at this stage to have a third
304 party get involved may not be advantageous to the Town, but it might be. He stated he feels like it's not
305 necessary because it's already been submitted.

306 Vice Chairman Baiocchetti stated that they need someone in their corner, and the State is not and the
307 Selectboard has a responsibility to the public and to the Town.

308 Chairman Warren stated he disagrees and that the State is looking a proper storm water management.
309 He stated that he's not saying the third-party review moving forward is the plan to take, but he is just
310 stating that he's not sure how it's beneficial at this point. Unless they create a stay, where they say to
311 withdraw the application.

312 Vice Chairman Baiocchetti asked if they were doing that anyway?

313 Chairman Warren stated no, because they had addressed the points of concern from his stand point.

314 Vice Chairman Baiocchetti stated the Selectboard was going to go against their legal advice?

315 Chairman Warren stated he felt like the list of concerns were addressed. He stated the other members
316 of the board could speak differently to it.

317 Selectman Collins stated the one reason he would be okay at this point is because they do have the
318 Clerk of the Works they will be able to hire to oversee and it's who they choose.

319 Phil Brouillard stated they will make sure it's done right according to the plan.

320 Vice Chairman Baiocchetti stated that he is of the opinion to go against what the Town's staff members
321 and what their legal department is saying is contradictory to him. He feels that the Selectboard should
322 pay attention to who is responsible for protecting the Town.

323 TA Carpenter asked a question regarding to a comment earlier in the meeting about complication with
324 third party review. She asked Paul Blanc and what kind of complications he has seen.

325 Paul Blanc stated they get review letters that state what may occur. He stated there are opinions in
326 design and sometimes it's noted what might occur. He stated that the Clerk of the Works is going to
327 have their own set of engineering plans that will have an engineer associated with that so they can
328 address issues in the field rather than in pen and paper. The Clerk of the Works will pick up things when
329 they do inspections.

330 TA Carpenter stated the concerns on the Selectboard's end previously were basically that some Clerk of
331 the Works do not work it out in real time and follow the specifications of the plans. And if the
332 specifications are met they move forward.

333 Phil Brouillard stated the Clerk of the Works would be of their choosing.
334 TA Carpenter stated the process that Paul Blanc was giving was a little different.
335 Paul Blanc stated there are road specifications that have to be adhered to because they are the
336 standard. If they get out there, and they're making field adjustments, the design modification is better.
337 They'll call Norway Plains, they'll explain the issue, Paul will drive out or make the change at his desk.
338 Vice Chairman Baiocchetti stated if staff and legal approve it, he will move forward with it, otherwise no.
339 He stated he is not comfortable with staff and legal saying no, and the Selectboard moving forward with
340 it.
341 Chairman Warren stated they could have staff review, but if they specify their individual concerns that
342 legal and staff has indicated, the only sticking point is the third-party review, everything else has been
343 addressed.
344 Vice Chairman Baiocchetti stated until the time comes that staff and legal approve, his vote is no. He
345 just wants to ensure the Town is covered.
346 Selectman Collins agrees.
347 Chairman Warren stated Norway Plains has come to address the Selectboard's concerns. All of the
348 concerns have been met, with the exception of the third-party review. If it is brought back to staff and
349 legal with the discussions of concern from this meeting, he addressed the board members if they were
350 comfortable moving forward.
351 Selectman Collins stated he would like to see it in writing as far as the rain gardens and mowing.
352 Paul Blanc stated he has to do it prior and has until July 26th but he stated he was going to work on it
353 right away.
354 Selectman Collins stated he is not going to vote on it unless they have it in writing anyways.
355 Vice Chairman Baiocchetti stated he wanted to make a motion to vacate the vote from January 15th,
356 2024.
357 Phil Brouillard stated the Selectboard has already signed the form so all they have done is approved an
358 application to be considered by a state agency. The Planning Board has approved it.
359 Selectman Collins asked if Vice Chairman Baiocchetti's motion was going to vacate the entire
360 application and if they would need to start over.
361 Paul Blanc stated that he would not be able to touch it.
362 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted that the staff letter,
363 date March 21st, 2024 has been addressed. Point #1, that the homeowner's associations will be responsible for
364 the inspection maintenance of the storm water infrastructure to include their own personal property, as well as
365 the storm water management that is on Town property and other private property. #2, there's a development
366 agreement related to Governor's Road, that maintains the obligation of storm water management and who is
367 responsible. #3, the applicant provides homeowner's association covenants. Which Norway Plains has stated
368 they are going to do, but the Selectboard will need that, suitable to Town counsel reflecting the long-term
369 maintenance of the storm water infrastructure that Norway Plains has agreed to. #4, Norway Plains has agreed
370 to provide easements sufficient to access and inspect the storm water infrastructures, which will be acceptable
371 to the Town of Gilmanton's Town counsel and staff. (2-1) *Vice Chairman Baiocchetti, opposed.*
372 Discussion – Selectman Collins stated it will be sent back to staff and legal.
373 Chairman Warren stated that Norway Plains is willing to address all four points in a way that would be satisfying
374 to the best interests of the Town.
375 Selectman Collins stated that the motion is saying it's addressed.
376 Chairman Warren stated he is saying Norway Plains will have to address it for the Selectboard to move forward.
377 Selectman Collins stated that staff and counsel will also have to approve of what they do.
378 Chairman Warren stated staff and counsel will review the documents.
379 Selectman Collins stated he would be okay with that.

380 Vice Chairman Baiocchetti stated, just so he was clear, the Selectboard is going to go against staff and counsel
381 recommendation.

382 TA Carpenter stated that originally when the information was reviewed, the clarity that was brought to tonight's
383 meeting was not at the Planning Board meeting. So, the staff member and the Planner did not have the
384 clarification. Nor did we have information from DES stating their requirements. She stated she is more
385 comfortable where it stands currently. Especially the way the Clerk of the Works was depicted, because their
386 intention is to hire someone with the engineering knowledge.

387 Vice Chairman Baiocchetti asked again if they were not going to follow the staff recommendation and their
388 Town counsel in the stated motion.

389 Chairman Warren stated no, because there was new information presented tonight. He feels the new
390 information presented addresses the concern from Town counsel, and staff.

391 **13. Perkins Painting** – Schedule discussion for main level painting – TA Carpenter stated part of the interior
392 painting from the encumbered funds from 2023 have started. The stairwell on the front of the building
393 has been completed. They are now working their way to the foyer. The contractor has two dates, April
394 4th-7th or April 18th-21st. Where it affects town business, the office would need to be closed on the
395 Friday. She stated the 18th is preferable. He would come in on Thursday night to prep, Friday the
396 building would be closed to start painting, and he can work on the project through the weekend.

397

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

399 **14. Town of Gilmanton Organizational Chart** – TA Carpenter stated there was an older one approved back
400 in 2022 when there were some changes in Boards and the structure of how things went. They had
401 changed the organizational chart as a draft through a DPW and how that affected Parks & Rec., and
402 Transfer Station. So that has been removed due to the vote on the 12th. And this one addresses that
403 the Transfer Station is separate, the Road Agent is still the structure, but has been moved from the
404 elected portion and put under the Selectboard as every other department head. She stated Parks & Rec
405 would fall under Town Administration, and she would like to clarify for public concern. Transfer Station,
406 Highway Department employees, and any employees in the future for Parks & Rec do fall under Town
407 employment. Just because they have a Department Head, does not mean they cannot be utilized in the
408 future for the beach or field to be York raked, and same as the Transfer Station. The idea for the Default
409 Budget, so they do not have to use the subcontractor, would be to have Transfer Station employees,
410 especially if they can keep the additional full-time person there, and take over the ground maintenance
411 of all Town buildings to be helpful and utilize the resources that we currently have. This would avoid
412 paying the increases that you have with the subcontractors.

413 **Motion:** On a motion by Vice Chairman Warren and seconded by Selectman Collins it was voted to approve the
414 Town of Gilmanton Organizational Chart. (3-0)

415 **15. Trustees of the Trust Funds** – Non-Cap Reserve Accounts sheet update

416 **16. Department Heads** – Monthly updates

417 **17. Default Budget** – *As of noon on 3/29/24 the office has not had a response from legal counsel.*

418

419 **PUBLIC COMMENT** – 7:00 p.m.

- 420
- 421 • Sandra Guarino – She is here tonight because of two refusals on a walk in right to know
422 requests. She addressed everybody. She asked if anyone found the answer to her question
423 about the right to know.
424 March 27th at 11:40 she came in to the Selectmen's office and had her second right to know
425 request form stamped by Amanda, the TA's Assistant. While she was here, she wanted to see
426 note, drafts of BOS Meeting 3/18/2024 – a walk in right to know request. The reason being, she
427 didn't know when her written request of 3/20/24 was going to be available and the audio was
not out yet. She was refused, went shopping in Tilton, looked at the RSA –

428 Chairman Warren, asked if she could pause for a moment and asked if this was a complaint
429 against an employee.

430 Sandra Guarino stated yes, it is a complaint. And she is also asking if anyone found out the
431 answer why her right to know was refused.

432 Chairman Warren stated if it was a complaint, they will want to address that in non-public.

433 Sandra Guarino asked why other employees information is discussed publicly, and why is she
434 unable to talk to TA Carpenter so the residents know what she went through.

435 TA Carpenter requested to be able to make a clarification.

436 Chairman Warren stated it was okay.

437 TA Carpenter retracted the Non-Public statement. It doesn't have to be done in Non-Public,
438 there is an employee complaint process that is in place. There is a form and a policy and they
439 ask if you are going to put a complaint against an employee, like herself or anybody else, that
440 she goes through the process and the Selectboard adheres to the policy process. As far as
441 Sandra's other statements, TA Carpenter is happy to address them in public so that way we're
442 all on the same page. TA Carpenter stated that what was asked for in the verbalization when
443 Sandra came into the office was working documents for the budget.

444 Sandra Guarino stated no.

445 TA Carpenter stated she needs her moment to talk.

446 Sandra Guarino stated TA Carpenter can talk but that is the problem here.

447 TA Carpenter stated what was related to her – Amanda came into her office, and TA Carpenter
448 reiterated what Sandra Guarino needed. It was working documents of a budget. She cannot
449 give Sandra the working documents, because the Finance Specialist had already changed them.
450 There is no Option A or Option B.

451 Sandra Guarino stated she asked for A and B which were available and in front of a quorum at
452 that time.

453 TA Carpenter stated if Sandra needed copies she could give them to her.

454 Sandra Guarino stated TA Carpenter did not offer the copies.

455 TA Carpenter stated she has three statements from employees that stated –

456 Sandra Guarino interrupted and stated she would like to have them actually in person, and have
457 them interviewed by the police.

458 TA Carpenter stated that's part of the policy.

459 Sandra Guarino stated that is so wrong.

460 Chairman Warren stated Sandra can share her side of the story and TA Carpenter can share her
461 side, but that is why if there is a complaint there is a process for it. They can navigate through
462 that so it's not a back and forth.

463 Sandra Guarino asked if she could read the emails between TA Carpenter and herself.

464 TA Carpenter stated the Selectboard was forwarded every single email between Sandra Guarino
465 and herself.

466 Sandra Guarino asked if she could read them here.

467 Chairman Warren stated he was trying to understand the purpose of it.

468 Sandra Guarino stated the purpose of it shows that what TA Carpenter stated is not the same as
469 what she said at the end of the emails. Sandra stated it was a plural change.

470 TA Carpenter stated it's not, it's Sandra's perspective. She stated if there was going to be a
471 complaint submitted, she would rather have this process in place.

472 Chairman Warren stated the reason why they protect that process is because Sandra's going to
473 give a perspective whether it's true or not.

474 Sandra Guarino stated no, it's emails. She stated she wrote TA Carpenter something and Sandra
475 wrote her back and stated it's what TA Carpenter wrote. Sandra Guarino stated that TA

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Carpenter stated all the employees heard something different. She stated it's what TA Carpenter wrote and she totally goes against from the beginning to the end. TA Carpenter stated that's Sandra's perspective. TA Carpenter's perspective of the emails is not a contradiction.

Chairman Warren stated if Sandra Guarino wanted to give a complaint, because he feels that she's going to be sharing some information that may or may not be true in a public setting. He stated he would rather it be done in non-public or through a complaint process.

Sandra Guarino stated she had a complaint, but also wanted to know if anybody called the LGC on the differences on how the RSAs are read and what they meant. She stated that's what this is all about and the interpretation of the right to know. Sandra Guarino stated she had asked all of the Selectboard.

Chairman Warren stated he's had multiple conversations with her husband Don Guarino on the phone. He stated again, some of that stuff is interpretation and they follow the law. He understands that Sandra Guarino may have a different perspective of what that is. He stated if it truly is a complaint, then there is a process.

Sandra Guarino stated she didn't know if it would be called a complaint, she just wanted to read the emails and go from there. She stated nobody answered her question.

Chairman Warren asked her if she wanted to state her question.

Sandra Guarino stated her question was, and it was stated to every Selectboard member, regarding how the interpretation is supposed to be through legal counsel, LGC. She stated it was an easy, simple solution. She asked why out of the three Selectmen and the Town Administrator could not have called the LGC for an interpretation or how it's supposed to be.

Chairman Warren asked the NHMA?

Sandra Guarino stated, yes.

Chairman Warren stated he printed off the right to know clarification from NHMA. He stated he shared that with Don Guarino and Don shared his RSAs with the Chairman as well. He stated NHMA does their interpretation of what the right to know law is. He shared this information so it's not his opinion. It is the information that they provide them.

Sandra Guarino asked why she couldn't read the RSAs that are in question and maybe they can understand it from her point of view.

Chairman Warren stated he would like to understand her point of view. What he is trying to understand why they get into these places. He stated that the Guarino's are his neighbor and this is the Town Administrator. He stated everyone is working really hard to care for this Town and he is in a quandary of why we get in this cycle of getting upset with one another when everybody is trying to do the right thing. He stated for the last two weeks he has been really frustrated with understanding that a lot of people are putting in a lot of hard work and time, and he understands her frustration and that she has a voice as a resident. He doesn't understand why it has to go here. He stated he told Don Guarino, if he had a question, they could talk about it. Nobody is trying to hide anything or keep things from people. Everybody is just trying to do their job in the best way they can and serve the residents that we're here to serve. He stated again, the back for forth frustrates him, because he does not know what it accomplishes. He stated he wanted to address her concerns.

Sandra Guarino stated okay, say it's not her, and someone else is making the request. A couple days go by after a Selectboard meeting and she requests notes or drafts, whatever is available to see and/or copy, whatever is readily available right then and there. You say no to that, correct?

TA Carpenter stated for clarification, Sandra states notes, drafts of the minutes. TA Carpenter stated comparatively Sandra Guarino made a statement to how things were done in the past versus how they are done now. TA Carpenter stated, her Administrative Assistant does not have

524 notes. All we have is the audio. TA Carpenter stated she does not have control over the audio
525 and it makes a difference whether it is paused or stopped. She stated back in 2016/2017 there
526 was an issue on a non-public that was not non-public. The recorder had not been hit, she got up
527 to go to the door, and the motion was not captured. A resident came back to her and stated she
528 released non-public information and she had not. The motion was not heard because of how
529 the recorder was stopped. So, it sounded as though they were in non-public but that was not
530 the case. She addressed this with the Town Administrator at the time. So, she likes to clarify
531 how it sounds prior to going out to the public. She stated again, the Administrative Assistant
532 does not have notes to show Sandra Guarino. TA Carpenter stated the only thing she had was
533 the Default Budget, Option A and Option B, that is it. The working copy of that, as she stated
534 earlier in the meeting, no longer exists. The copies that Finance had of Option A was turned into
535 Option B and now there is another iteration. So, there is no other copies, except the physical
536 copies. She does not have a scan of that and can only give Sandra Guarino a copy to review, or
537 she could have taken the copies for the cost she gave her. She stated her notes do not exist and
538 the only place they exist is in non-public and those are not available for review. TA Carpenter
539 stated that is the difference between how it used to be and what is available for review now.
540 She stated she does not know how to rectify that, because she does not have what Sandra
541 Guarino is asking for. TA Carpenter stated that the meeting minutes should have been finished
542 by the Tuesday. She stated she called Sandra Guarino Tuesday evening to let her know they
543 were delayed. She stated the Administrative Assistant has been overloaded with the work load,
544 and she stated she was going to get them out to Sandra as soon as possible. TA Carpenter
545 stated she requested clarification in a few areas on the minutes and the minutes were sent to
546 Sandra as soon as they were completed.

547 Sandra Guarino stated that the draft was available, because it was put on TA Carpenter's desk
548 by the Administrative Assistant, and Sandra stated she was not allowed to see that.

549 TA Carpenter asked for clarification that the Administrative Assistant stated she put it TA
550 Carpenter's desk for review, and that she was not in the office on Wednesday, and she could not
551 review it. She stated she would clarify with the Administrative Assistant because that could just
552 be an understanding part. If the notes from the clarification were left on the side bar, where
553 that would be a working internal draft, she may not have wanted to take those off so TA
554 Carpenter could review, before giving them to the public.

555 Sandra Guarino asked for clarification, if she can come in and ask for this information if it's
556 readily available right then and there, for notes, audios, or any type of material that has been in
557 front of a quorum and it states it in the RSA. She doesn't understand why they don't
558 understand. That's what the RSA says, preliminary draft. Things that have not gone in front of
559 the Selectboard, or in front of a public quorum, is not available for public inspection. She asked
560 for Plan A, Plan B, and then they had C. She stated later after TA Carpenter emailed her and
561 stated Sandra was talking about preliminary drafts and sent the RSA to her. It was then Sandra
562 realized that Plan C was not available to the public because it had not gone to a quorum. Sandra
563 stated she is trying to understand.

564 Chairman Warren stated he appreciated that.

565 TA Carpenter stated that Sandra could have had copies of Option A and Option B.

566 Sandra Guarino stated, she guesses she just needs the form.

567 Chairman Warren stated yes, that would be the proper channel if that's something she would
568 like to do.

569 Sandra Guarino stated that she didn't feel like they are addressing what the RSAs are and what
570 they mean, because she is interpreting it differently.

571 Chairman Warren stated he would do the work because of the conversations with Don Guarino,
572 but he has not talked to attorneys, but he's been trained on non-public. He will do the work and
573 get the clarification. He noted he came into the office when TA Carpenter was not there and he
574 stated there is a pile of papers with sticky notes, and he would not want to be in a situation to
575 hand any of those out either. He does not know what's there. He stated one thing he knows
576 about this Selectboard and about TA Carpenter is that they are all about transparency and
577 allowing the public to have anything. However, if it's an internal working document it would not
578 be right for that to go out because it just causes confusion and shares information that's half
579 processed. He is trying to avoid that. He stated the Town just received a Default Budget and
580 they have to work with what the community has said we want to work with. Now it's their job
581 to do that, but they want people to have the right information so they can make informed
582 decisions. He apologized if there were any misunderstandings, but he will do the research and
583 become better informed on the RSAs for better understanding.

584 Sandra Guarino stated she felt like the minutes do not get out in time. She stated that the
585 Selectboard states they are all about transparency, but a lot of people can't come to these
586 meetings. She stated either the audio or the draft minutes should be out in five days.

587 TA Carpenter stated the audio is convenience, and the RSA develops when the minutes should
588 be applied and it is within five business days. TA Carpenter stated that unfortunately the
589 Administrative Assistant is behind on the minutes. Unfortunately, with the staff that we have,
590 we have been overloaded and we are behind. She stated that Sandra Guarino is correct, we did
591 not meet the statutory requirements. The March 28th minutes were moved forward so that
592 Sandra Guarino could have them because she had a right to know request on them. The audios
593 for all the minutes are online. Unfortunately, welfare has been busy, and there have been other
594 projects that take precedence, but we do try to get them out as fast as possible.

595 Sandra Guarino asked if she fills out the employee complaint form, does it just get tucked away
596 and forgotten.

597 Vice Chairman Baiocchetti stated it follows a timeline and it will get assigned to another
598 Department Head to investigate it, and then that Department Head reports the findings to the
599 Selectboard.

- 600 • Don Guarino stated he sent email to Chairman Warren and wanted to talk to him about the
601 Default Budget. He was looking at what the Default number starts from in the Executive Branch.
602 But he had a question about what the purchase policy was before an item went to bid. This was
603 something he discussed personally with Chairman Warren. At one time, anything greater than
604 \$5,000 needed to be placed out to bid. The only item he saw a request for a bid proposal last
605 year was for the Frisky Hill parking area.

606 Chairman Warren stated that he wanted to check on this. He believes the bid policy threshold is
607 \$10,000, but he wants to confirm this. He stated sometimes this is up for discretion, because
608 they are unable to get the three bids.

609 Don Guarino stated he had some concerns about some things he picked up in the minutes
610 regarding the Default Budget. When you look at the budget that is submitted for the Transfer
611 Station, most of the increases were based on the change in personnel or change in insurance. It
612 wasn't necessarily municipal solid waste disposal. It wasn't pulling containers. In the budget for
613 2023, you don't find any increases in anything that has to do with disposal. He stated this
614 budget could be operated in 2024 if somebody paid attention to it. He stated he was seeing
615 phrases like they could run out of money in certain places at the Transfer Station. They might
616 have to stop because there is only so much available for container pulls. He disagreed. He
617 cannot calculate why the operating budget has an add of \$66,000 at the Transfer Station. It
618 does not look like a contract to him.

619 Chairman Warren stated that Don Guarino was not present when he made his statement that
620 their voted upon Default Budget is incorrect, there was an error in calculating it. They have
621 gone back to DRA, their auditors, and legal counsel to rectify the errors. He stated that the
622 Town is going to be working with a lower Default Budget then was voted upon. He stated that a
623 lot of the numbers, and this is why the Default Budget is going to be challenging, because they
624 will have to be taking away all of the healthcare. We already had the 80% that was in there
625 from last year and they added healthcare in there for a benefit. It was in the Default Budget,
626 but has to be removed now. The reason there may be a difference is because when an
627 employee goes onto a family plan, it's significantly more than an individual plan. There were
628 some people who changed their plans midway through the year that now have to be carried
629 over into a default budget. The expenses are still going up, so there will have to be a reduction
630 in some areas, but the adjustments in healthcare changes have to be honored moving forward.
631 Don Guarino asked if they changed their personnel at the Transfer Station from part-time to full-
632 time.

633 TA Carpenter made a statement for the clarification of the insurance. The added insurance is
634 not in the Default Budget. 80%, which has always been provided is the 15.6% of the increase
635 from this year that was added in there. She stated that she did not know that you could not add
636 family plan changes in the Default Budget even if a vacant position is filled. That is the
637 inaccuracy in the Default Budget. On the statement regarding the Transfer Station, only two
638 positions in the budget request were for full time, and insurance, and retirement. They are
639 trying to see if the budget can handle the two full time positions, retirement, and the altered
640 insurance need for those positions.

641 Don Guarino asked wasn't it premature while they are going through this process to place it out
642 there that you don't think you can make it. He noted the comment about a recliner being
643 disposed at Casella was costly, but he stated he uses Casella and the minimum over the scale
644 was \$35 plus the cost per ton. He stated an 8 ft long couch would not cost \$300 to dispose at
645 Casella. He wanted to talk about a different budget. He stated Parks & Rec is still on the table
646 based on trying to figure out where they are going to get the money. He stated Parks & Rec is
647 fully funded. Maybe they don't spend as much on maintenance, or purchase bark mulch, but
648 the swim instructor and the individual maintaining the ball field, and beach. He stated the
649 Budget Committee did withdraw because they figured if they did the actual there would be a
650 cross over for funds that would have been for assistance in mowing. He stated if you look at the
651 2023 budget he can't see why Crystal Lake Park can't operate in a normal way. He noted the
652 Selectboard has said that they are struggling with the things that they're pulling out of the
653 Default Budget and there are things that may not have necessarily been in there. But if the
654 plans presented are going to change the services of the Town because they're trying to find
655 money from other departments and trying to change services, that he couldn't believe that's
656 what the tax payers want. He stated he didn't change his position when he was debating all of
657 this budget. He stated that the residents didn't want 100% coverage on the insurance and if
658 they are trying to take budgets from other departments to cover something that they want to
659 provide for the employees he thinks it's wrong. He stated as well if the Selectboard told him
660 they were going to get a DPW Director even though the residents voted against it, but they said
661 they could find enough money to get a DPW Director anyway, it would be disrespectful to the
662 voter. He stated he realized something and they wonder why they get into jams with legal
663 questions. He referred to Sandra Guarino's question previously in the meeting, and stated when
664 a quorum had reviewed an item and is readily available in the office during business hours, can
665 the citizen have access to it. He doesn't mean in progress. He used to stop at the LGC with no

666 appointments and get questions addressed. He stated all they need to do was send an email
667 and get an answer.
668 Chairman Warren stated he appreciated Don and Sandra Guarino coming to the meeting to
669 express the views that they have. He stated that they made some comments that the
670 Selectboard is going to do what they want to do. He stated that the Selectboard represents the
671 community and they have to make decisions looking at the whole picture and have to look at
672 the best interests of the employees and the community. He stated that the Selectboard is not
673 the big bad government, they are also residents. He appreciates the debate of ideas, because it
674 helps them formulate decisions that are better. He stated that just because they disagree on
675 something doesn't mean they are against them, they just view things differently.
676 Selectman Collins stated that Don was looking back at the Transfer Station in 2023 and for a
677 considerable part of the year they were not hauling anything but household trash. He noted
678 that in those minutes, it was the Transfer Station foreman commenting that if they kept hauling
679 at the pace they currently are, it's a possibility he could run out of funds in those lines.
680 Don Guarino stated they have discussed the Default Budget and the only thing they differed on
681 is where they will find the money. He stated he believes they carry an appropriation of about
682 \$40,000 a year to maintain the structure, which in normal circumstances is a minimal thing. He
683 believes they may have access to the infrastructure money. He stated the fact that the voters
684 voted to paint and the wording was in the repair that they could actually use those funds for
685 what they want to do on this building to a certain point, and they could use the \$40,000 for
686 what they are trying to do.

687
688 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
689 Public 91-A:3 (d). (3-0)

690 Non-Public 91-A:3, II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if
691 discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general
692 community.

693 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
694 Public 91-A:3, (d) (3-0)

695 This Non-Public was held to discuss a potential donation.

696
697 TA Carpenter pointed out a PO that was not in the Consent Agenda and Paul Perkins, Interim Manager had given
698 it to her before the meeting. This PO is for salt. She stated if they wanted to wait until she got an Option B.
699 Paul stated that he needs salt and there is another storm coming.

700 Chairman Warren stated he prefers not to sign it.

701 Vice Chairman Baiocchetti and Selectman Collins also agree with not signing.

702 Vice Chairman Baiocchetti stated they could discuss this in Non-Public.

703 TA Carpenter will be presenting the Selectboard with Option B, in draft form.

704
705 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
706 Public 91-A:3 (b).

707 Non-Public 91-A:3, II (b) Hiring of any person as a public employee. (3-0)

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

710 This Non-Public was held to discuss hiring for the Police Department.

711
712 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
713 Public 91-A:3 (c).

714 (3-0)
715 Non-Public 91-A:3 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any
716 person, other than a member of this board, unless such person requests an open meeting. This exemption shall
717 extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based
718 on inability to pay or poverty of the applicant.
719 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
720 Public 91-A:3 (c). (3-0)

721
722 TA Carpenter stated there was a request for a training that was identified in 2023 and registered in 2023
723 because it's when the registration opens. There are no refunds for any of the things that have been purchased
724 so far. The only thing that has to be covered is food, hotel, and travel to the airport. She has not been
725 presented with a schedule to cover while they are away. When they received the Default Budget there was no
726 out of state travel but this has already been booked, and there are no refunds possible. She asked if they
727 wanted to put it forward and take it out of a line that has money in it to cover the remainder of what is owed.
728 Vice Chairman Baiocchetti stated there is going to be one full timer and two probationary employees by
729 themselves.

730 TA Carpenter stated they could ask what the budgetary impact will be for hotels, food, overtime, and what the
731 schedule will be.

732 Vice Chairman Baiocchetti stated that he doesn't want to say no since part of it is already paid for, but what
733 happens if someone else asks.

734 Chairman Warren stated that he would be in agreement to see what the full ramifications are. And
735 unfortunately, this is the nature of a default budget.

736 TA Carpenter stated in the future they should look at the travel policy and add to it so that when employees are
737 buying airfare that they need to buy the insurance. The employee stated there are no refunds for any money
738 spent this year. She stated that he felt it could be covered within that budget line and no go over. She is unsure
739 what the impact will be because they are already at limitations in the budget lines.

740 **Board Consensus:** They would like to see the impact from staffing and overtime and additional expenses for the
741 conference.

742
743 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to adjourn.
744 (3-0)

745
746 **Adjourned 9:10 p.m.**

747
748
749 Respectfully Submitted,

750 _____
751 Amanda Davis, Administrative Assistant

752
753 **Approved by the Board of Selectmen**

754 _____
755 Chairman Mark E. Warren Vice-Chair Vincent A. Baiocchetti Selectmen Evan Collins



ATTENDANCE SIGN-IN

Date: April 1, 2024

PRINT NAME

SIGNATURE & DATE

Paul Blanc-Norway Plains

[Signature] 4/1/24

Crowley Kevin

[Signature]

Rich Mahler

[Signature] 4/1/24

Parica Hackley

[Signature] 4/1/24

My A Brumitt My GSC

Mike + Ashley Greer

[Signature] 4/1/24

Sandi Guarnas

[Signature] 5:30

Rhiannon Fee

[Signature]

Don Overton

[Signature]



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

PO Box 550, Gilmanton, NH 03237

Ph: (603) 267-6700

Fax: (603) 267-6701

Website: www.gilmantonnh.org

1 **Board of Selectmen Meeting**

Draft

2 **April 09, 2024 – 4:32 P.M.**

3 **CALL TO ORDER – ROLL CALL**

4 **PLEDGE OF ALLEGIANCE**

5 **Present:** Chairman Mark Warren, Selectmen Evan Collins, Town Administrator Heather Carpenter, Vice
6 Chairman Baiocchetti, Finance Specialist Lauraine Paquin, Transfer Station Foreman Alex DeCoste

7 **Public:** Sandra Guarino, Richard Harkey, Colleen Harkey, Laurel Roebuck, Michael Kehoe, Claudia Ferber,
8 BettyAnn Abbott, Steven Paquin

9

10 Chairman Warren stated the Town residents voted in a Default Budget at the annual meeting. The Default
11 Budget amount was not the appropriate amount and they needed to modify the number. After working with
12 the DRA (Department of Revenue Administration), as well as the auditors, and legal counsel they have modified
13 the number that was voted in as the Default Budget because they realized some numbers needed to be
14 adjusted.

15 It is the Selectboard's task to manage the bottom line of the budget, based on the recommendation of
16 \$5,165,439. The Selectboard has gone through a process of working with the Department Heads, hearing from
17 the community, and trying to hear what services are critical services, and what is important. Tonight, they will
18 be walking away with a voted-on and approved final budget. From the Selectboard's perspective, there is no
19 agenda besides what is best for the community.

20 Chairman Warren stated what he would try to encourage as a community is to find ways to disagree in an
21 honorable way. It is okay to have a different opinion and disagree, but there is a way to do it and share those
22 ideas and opinions where people are not being degraded.

23 TA Carpenter stated that the portion of the budget where the difference can be seen is in the voted-on number
24 versus the \$5,165,439 which is the bulk of the insurance. The insurance that was placed in the budget was
25 based on the 80% insurance that the Town covers. It had a 15.6% increase because there was open enrollment
26 from November to January and those numbers can change and the Town is unable to go out for a new plan
27 during that timeframe. It includes any family plan changes, so if someone had a single plan, and changed
28 throughout the year to a two-family or a family plan, that was included. The 100% coverage was not added to
29 the default budget, it was only the changes from the 80% that is covered by the Town and the family plan
30 changes during open enrollment.

31 Colleen Harkey asked a question regarding the 90% number and the 80% number and stated they were exactly
32 the same and if they were a total. She stated there is a difference with the Transfer Station has \$508,185 under
33 80% and \$513,316 under 90%, and stated that the totals should be the same.

34 TA Carpenter clarified that the 80% is based on what the Town currently has. The bottom-line number that the
35 Town works with, whether it's a voted-on number or the revised number that they are working with, the
36 Selectboard can work within the bottom line and it gets adjusted, then it gets put where they think it needs to
37 go.

38 • Colleen Harkey asked if this was a total.

39 TA Carpenter stated yes, it is a total.

40 • BettyAnn Abbott explained there are differences in the lines.

41 Chairman Warren noted he was going to avoid questions from the public while they were going through the
42 budget, but wanted to take care of any clarifying questions first. No questions were presented.

43 Chairman Warren stated they have had more time to look at the budget and determine if there are other places
44 to further cut or change where funds are allocated.

45 Vice Chairman Baiocchetti asked if they were closing the park, why are they keeping the \$1,200 for electricity
46 and \$2,000 for grounds.

47 TA Carpenter stated the conversation was the \$2,000 was that Transfer Station would potentially take over the
48 mowing and not the subcontractor, which is where most of the money was reallocated. So, there would not be
49 a subcontractor, and was not under the impression that the entire Selectboard agreed to have the electrical
50 turned off. She stated there is a phone and Wi-Fi combination that can be adjusted because it was used for
51 events.

52 Chairman Warren believes the electrical can stay.

53 Selectman Collins stated from his perspective keeping the electrical on at the park makes sense because you
54 don't have to pay the fees to have it shut off and then turned back on.

55 TA Carpenter stated that this budget presented is based on a bottom-line budget. Some areas have been
56 stripped out that they are no longer using. A few months into the budget they do not need as much for hiring in
57 certain areas. The other understanding of what Highway has already used as far as plowing and overtime is
58 important because it's not directly reflected in this budget. The numbers were reviewed to understand in real
59 time what is available. Out of \$150,000 allocated to plowing, \$107,000 has already been used and that does not
60 include this last storm.

61 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to accept
62 the 90% revised budget allocation. *This was open for further discussion.* (3-0)

63 Vice Chairman Baiocchetti stated they can deal with the spending on individual line items at the next
64 Selectboard meeting on 4/15.

65 Chairman Warren clarified the individual line items are for the overall Departments.

66 Vice Chairman Baiocchetti stated they will look at the individual line items, and see what has been spent, and
67 what is overspent.

68 Chairman Warren stated they would work with the budget allocation for the 90% revised and the amount of
69 \$5,165,439 going forward as the Default Budget.

70 Colleen Harkey asked in the Selectboard's process did the Selectboard approached any of the other
71 Departments, Animal Control, General Assistance, Parks & Rec, Library, and Patriotic Special Purposes, and
72 asked them to analyze their budgets and see where they might be able to do their own reductions and re-
73 present their numbers. For example, if any of these solicit private funding to support their initiatives.

74 Chairman Warren stated they went to the Department Heads, but some were mentioned that do not have
75 Department Heads per se.

76 • Colleen Harkey stated there are outside organizations as well.

77 Vice Chairman Baiocchetti stated the ones she listed were special warrant articles and voted on.

78 • Colleen Harkey stated they are not included in any adjustments.

79 TA Carpenter stated no.

80 Vice Chairman Baiocchetti stated there is approximately an additional \$581,000 that was approved, but
81 the budget has been discussed with the Department Heads several times.

82 • Sandra Guarino asked why they voted on the budget now when they are going to go individually on
83 Monday and look at it line by line.

84 Vice Chairman Baiocchetti stated they are not going to look at it, they are going to control it. They are
85 going to control spending, see what has been spent, what should be spent, how they are going to
86 operate the rest of the year with what they get in their budget.

87 Chairman Warren explained they are already approving a budget that is three months in the works. For
88 example, overtime has already been heavily used. They will have to go back and say based on this,
89 expenditures that have already happened in the first three months, how does this fit into the bottom
90 line that they are not going to have to work within.

91 TA Carpenter stated if they do not input a budget based on the voted upon number, they run off an
92 expense sheet that only has negative numbers. They cannot get a true picture of what it looks like and
93 there is also a timeframe and DRA requires paperwork to be in by April 1st. They did give the Town an
94 extension on that based on the situation they are in. So, all of the numbers have to be factored in real

95 time, so they need a bottom-line budget to deal with that. It does not mean that there won't be
96 changes in that if they find that they have overspent in certain areas that have to be readjusted by
97 something else in the budget.

- 98 • Sandra Guarino asked if the 80% and the 90% was the insurance. So, they voted 90% insurance over
99 what they had last year.

100 TA Carpenter stated that was correct.

101 Chairman Warren stated that because there were no COLA's or merit increases that leaves the
102 employees without anything because of the recommendation that the employees were moved to the
103 100% insurance coverage in the operating budget which was voted down. They felt like moderating that
104 down to find a way to still give the employees something and knowing they have had significant
105 turnover. The turnover is mainly from surrounding communities that have the ability to pay more than
106 Gilmanton does. So there has to be something that we're offering employees.

- 107 • Anne Kirby stated she's glad they Selectboard went with the 90% because it's not fair for the employees
108 to get nothing. For example, if legal goes way over for some reason, so you'll have to look at
109 Government Buildings and that may change. The \$5.1 million will stay the same, but the numbers are
110 probably going to fluctuate, because you don't know what's going to happen down the road.

111 Vice Chairman Baiocchetti stated that is correct.

112 Anne Kirby stated that everyone is crying to improve roads, but good luck when the community doesn't
113 support your budget.

114 TA Carpenter stated they did take into account what they have in CIP. They do not like to use CIP to
115 offset operating budget costs. That is not the point of CIP. They did look at it and considering where
116 they were adjusting on the Operating Budget. They do have a court case fund if the PSNH issue comes
117 to a head this year they will potentially have money between the court case fund and the operating
118 budget to cover the retainer plus the extra. She is not sure what that settlement could look like. It
119 appears that they may have enough if it stays in line with the settlement. These are things that were
120 taken into consideration when adjusting the operating budget. They are looking at all the funds that are
121 available. The residents voted for a warrant article that helped equipment repair in both Highway and
122 Transfer Station. Those are beneficial when we have a year like this, and we have to strip down certain
123 elements of our operating budget and offset it with those uses, but it isn't the preference all the time to
124 manage the operating budget through those CIP funds.

- 125 • BettyAnn Abbott stated that she agrees with Anne Kirby. She stated they wanted to care for the
126 employees and that was a big discussion with the Budget Committee, and she feels it's important to
127 continue to do what they can to be able to offer enough to replace employees. And she agrees with
128 Anne regarding the Highway, there are signs all over town. The roads do need help, but there may not
129 be enough to take care of them

130 Chairman Warren stated he feels discouraged and there is so much work that goes into the budget, but
131 the Selectboard has to work within the budget the voters choose. They are working hard to address the
132 needs of the community, but they are going to do what they can and hopefully will earn the trust of the
133 residents. When the Selectboard and Budget Committee say yes to something within the budget, it
134 means they have done a lot of work to say this is what is needed in the community. He stated that they
135 represent the community and obviously not everybody agrees. He stated he appreciates the community
136 trying to come together and work together, and he does not mind opposing ideas and they help them
137 make better decisions. He wants to continue to encourage the community and try to maintain a sense
138 of civility and unity for the community.

- 139 • Colleen Harkey stated there is no argument that people did a good job. She stated they don't live in the
140 homes of the residents, and we don't know what their income is like, and many may not have gotten a
141 raise, and many may have lost their health insurance. She stated she does not make her decisions
142 flippantly when she votes, she does her homework, and chooses what she believes is best for the

143 community and her family. She would not have chosen to live here if she didn't really like it. She
144 respects the voter that had to make those hard decisions. People are not making a lot of money and
145 getting raises. She thanks everyone for doing their job here, but does not discount the voters decisions
146 either.

- 147 • Richard Harkey stated there was a budget with a lot of demands. There are roads that need work and a
148 lot of city services that do not get done. He stated the element in the room is the education number
149 and it sucks the life out of everything and it's a huge number over everything else. He stated he heard
150 something with renegotiating the deal with Gilford which is a number that is extraordinarily large. It is
151 sucking the life out of everything else in town. He asked where was it going to go and he understands
152 that this is not the only town dealing with numbers right now. He asked if they could speak to those
153 numbers and mentioned the condition of the road he lives on. He stated it would be great to have the
154 Highway Department come down their road without being asked. He stated there are some things that
155 are fundamentally wrong with the budget and looking at the pie chart the school is $\frac{3}{4}$ of the entire
156 budget. It consumes everything. He stated they have to find a way out of the contract.
157 Vice Chairman Baiocchetti stated that is not the purview of this board. That is the School Board.
- 158 • Anne Kirby stated Richard Harkey needed to say that at a School Board Meeting.
- 159 • Richard Harkey stated that the residents are all paying the bill. He stated it was a one-sided vortex and
160 with the one entity sucking all the money out of the system the Town will never get out of this situation.
161 Chairman Warren stated he doesn't disagree with Richard Harkey, but the challenge is proportionally
162 there is a lot of money going to the school and the Town gets scrutinized for the \$4.40 of the pie chart.
163 He stated it is much harder to go to a School Board Meeting, because you're talking about kids and
164 teachers and those are harder conversations to have then discussing buildings and equipment.
165 TA Carpenter stated that what he is going to continue to see on the Town side is an increase. She
166 respects the voters and appreciates the time it takes to participate. They work on the budget for 9
167 months, and that's 9 months that the voters can participate in the discussions so it's frustrating when
168 the budget is defaulted. At any time, any resident can ask questions, she is transparent and open to
169 communication. She has stated many times that the 15.6% was in the default budget and the family
170 plan changes were noted on the budget. Nothing is hidden. She knows there is a misconception out
171 there, but there is nothing hidden. The Town works diligently year after year listening to the voters and
172 it's a little contradictory. One year the residents want a DPW, and the next year they want a Road
173 Agent. Those are frustrating processes because then we go by what the residents have voted on and
174 shift gears for what the residents want. The Town can never just consider the residents, it is an
175 organization that provides services that are only provided because the Town has employees. If you have
176 zero employees, you will have zero services. So not to take care of the employees, whether it is merit or
177 COLA, which there has not been a merit increase since 2019. COLA is not a raise; it is a cost-of-living
178 adjustment based on inflationary times.
- 179 • Richard Harkey stated there are some bigger issues that he believes everyone needs to come together
180 to find a way out of it.
181 TA Carpenter agreed.
182 Richard Harkey stated he is not criticizing all the work that the Town has put in. He stated it's hard to
183 get the roads done when the school is taking up so much of the budget.
184 TA Carpenter stated there are issues in the way that the State funds education. Unfortunately, what has
185 to be recognized is the funding change is not going to happen any time soon. The Town's budget is
186 based on need. If the school does not change their method of how they request funding or a contract
187 isn't changed, the residents are going to continue to see their number rise. The Town has a purpose, and
188 it is to make sure the employees have what they need to provide services because the services are what
189 the residents are requiring as a voter.

190

191 Chairman Warren stated he would stay later and address any questions personally and keep the
192 conversation going. With regards to the purpose of their meeting tonight the members of the board
193 have nothing further to discuss at this time.

194 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to adjourn.
195 (3-0)

196
197 **Adjourned** 5:05 p.m.

198
199
200

201

202 Respectfully Submitted,

203 _____

204 Amanda Davis, Administrative Assistant

205

206 **Approved by the Board of Selectmen**

207 _____

208 Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectmen Evan Collins



ATTENDANCE SIGN-IN

Date: April 9, 2024

PRINT NAME

SIGNATURE & DATE

Sandra Guarino Sandra Guarino

Richard & Colleen Hurly

Alex DeLoste

Lamel Roebuck Lamel Roebuck

William Roebuck William Roebuck

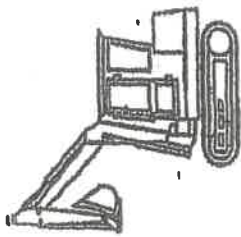
Michael Keizer Michael Keizer 4/9/24

Claudia Ferber CLAUDIA FERBER 4/9/24

BA Abbot Bett Ann Abbot

Jaren Pagnin

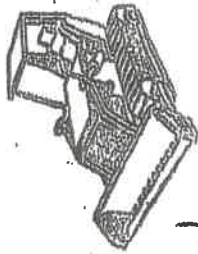
CONSENT AGENDA



Robert L. Potter & Sons

S I N C E 1 7 8 1 L L C

84 Potter Road - Gilmanston Iron Works, NH 03837
 603-456-8788 • 603-864-2781 • Fax 603-485-8733



TO:

Town of Gilmanston
 Highway Department
 Truck # 1 Collector 90

DATE

4/5/24

PHONE:

603-364-7711

Date	Time	Description	Rate	Total
4/3/24	1.5 hrs 10:30 PM - 12 mid		135.00	135.00
4/4/24	21.5 hrs 12 mid - 9:30 PM		1935.00	1935.00
4/5/24	15 hrs 3 AM - 6 PM		1350.00	1350.00
			3420.00	3420.00
<p>APPROVAL FOR PAYMENT Date 4/10/24 Approved by P.H.P. Purpose: plant serv. Truck Route #1 acct # H54012-398 PO # 01576</p>				
TERMS 2% SERVICE CHARGE ADDED AFTER 30 DAYS				TOTAL DUE

TOWN OF GILMANTON NEW HAMPSHIRE

TEL. 603-267-6700 • FAX 603-267-6701

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

01515

PURCHASE ORDER

DATE *4/10/24*
SHIP TO

TO *Robert Potter Sons*

SHIP VIA

BUDGET CODE NUMBER *HS-4212-392*

DELIVERY DATE

QUANTITY	DESCRIPTION	PRICE	AMOUNT
<i>30.8</i>	<i>HS Flow + sand Truck route #1</i>	<i>90.00</i>	<i>3400.00</i>

F.O.B.

TERMS

Robert Potter Sons

DEPARTMENT HEAD

AUTHORIZED SIGNATURE

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

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

TOWN OF GILMANTON NEW HAMPSHIRE

TEL. 603-267-6700 • FAX 603-267-6701

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

PURCHASE ORDER **01517**

DATE 4/10/24
SHIP TO

Robert Patten+sons

TO

SHIP VIA

BUDGET CODE NUMBER HS-4312-392

F.O.B.

TERMS

DELIVERY DATE

QUANTITY	DESCRIPTION	PRICE	AMOUNT
38	hrs flow + sand truck route #5	20.00	760.00

Paul Patten

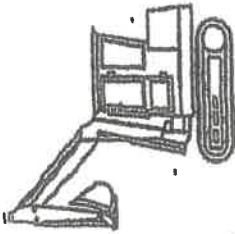
DEPARTMENT HEAD

AUTHORIZED SIGNATURE

WHITE COPY - VENDOR

YELLOW COPY - ACCOUNTS PAYABLE

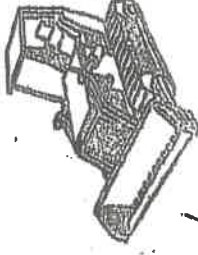
PINK COPY - DEPARTMENT HEAD



Robert L. Potter & Sons

S I N C E 1 7 8 1 L L C

64 Potter Road - Gilmanston Iron Works, NH 03857
603-435-8788 - 603-884-2731 - Fax 603-485-8733



TO:

Town of Gilmanston
Highway Department
Truck # 3 ITON # 70

DATE

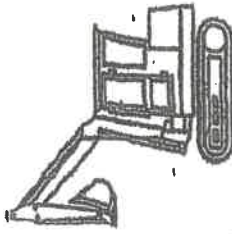
4/5/24

PHONE

603-3364-7711

4/3/24	1.5hr 10:30am-12mid								105 00
4/4/24	2hr 7:12mid-9:30pm								1505 00
4/5/24	1.5hr 3am-6pm								1050 00
									2460 00
<p>APPROVAL FOR PAYMEN</p> <p>Date <u>4/10/24</u></p> <p>Approved by <u>PHP</u></p> <p><u>purpose</u> <u>plow sand</u></p> <p><u>Truck route # 85</u></p> <p>Acc # <u>HS-4312-392</u></p> <p>PO # <u>01517</u></p>									
									TOTAL DUE

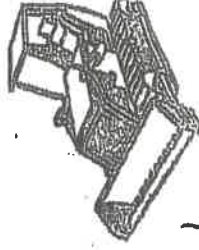
TERMS 2% SERVICE CHARGE ADDED AFTER 30 DAYS



Robert L. Potter & Sons

S I N C E 1 7 8 1 . L L C

84 Potter Road - Gilmanton Iron Works, NH 03837
608-485-8788 - 608-984-2751 - Fax 608-485-8739



TO: Town of Gilmanton
Highway Department
Truck # 2 Gwheeler@90

DATE 4/5/24

PHONE 603-364-7111

DATE	DESCRIPTION	AMOUNT	TOTAL DUE
4/3/24	1.5 hrs 10:30pm - 12mid	135.00	
4/4/24	2.5 hrs 12mid - 9:30pm	1935.00	
4/5/24	1.5 hrs 3AM - 6pm	1350.00	
		\$ 3420.00	
	APPROVAL FOR PAYMENT		
	Date <u>4/10/24</u>	<u>PHV</u>	
	Approval by <u>PHV</u>		
	Purpose <u>Flow Sand</u>		
	Truck route # <u>09</u>		
	Asset # <u>45-4312-392</u>		
	PO # <u>01910</u>		
TERMS 2% SERVICE CHARGE ADDED AFTER 30 DAYS			TOTAL DUE

TOWN OF GILMANTON NEW HAMPSHIRE

TEL. 603-267-6700 • FAX 603-267-6701

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

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

01516

PURCHASE ORDER

DATE 4/10/24
SHIP TO

TO Robert Pottersons

SHIP VIA

BUDGET CODE NUMBER H5-4312-392

DELIVERY DATE

TERMS

F.O.B.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
38	hrs Plow + sand Truck route # 89	9000	3420.00

Paul Roberts
DEPARTMENT HEAD

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

AUTHORIZED SIGNATURE

412793

Statement DATE 4-10-24 TERMS

TO Town of Gilmanston

IN ACCOUNT WITH Plowing + Sanding
Albert D Morse IV (B.J.)
194 Tibbets Rd Alton N.H. 05809

4/3	11:00 pm - 9:30 AM	22.5 hrs
4/5	1:00 AM - 2:00 PM	13 hrs
4/3	11:00 PM - 9:00 AM	22 hrs
4/5	2:30 AM - 2:00 PM	11.5 hrs

APPROVAL FOR PAYMENT
 Date 4/10/24
 Approved by P.H.P.
 Purpose Plow + sand
 Truck Routes #6 & #9
 Acct # A54310-392
 Port 01579

69 hrs @ 70/hr
 \$4830.

CURRENT	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT \$4830.
---------	--------------	--------------	----------------------

**TOWN OF GILMANTON
NEW HAMPSHIRE**

TEL. 603-267-6700 • FAX 603-267-6701

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

TO Albert Morse IV

PURCHASE ORDER **01519**

DATE 4/19/24
SHIP TO

SHIP VIA

BUDGET CODE NUMBER H5.4310-392

QUANTITY	DESCRIPTION	PRICE	AMOUNT
69 hrs	Plow + Sand Truck Routes #6 + #8	70.00	4830.00

Paul Perkins

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

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

D. J. GEDDES TRUCKING

94 Foss Road

Gilmanston I.W., NH 03837

CUSTOMER'S ORDER NO.

DEPARTMENT

DATE

4-9-24

NAME

Town of Gilmanston, N.H.

ADDRESS

CITY, STATE, ZIP

SOLD BY

CASH

C.O.D.

CHARGE

ON ACCT.

MOUSE. RETD.

PAID OUT

QUANTITY

DESCRIPTION

PRICE

AMOUNT

1

Plow + Sand Roads with

2

6 wheel dump.

3

APPROVAL FOR PAYMENT

4

Date 4/10/24

5

Approved By PHP

4-3

10:30 pm - 12:12 Am

7

1.5 hrs.

Purpose Plow Sand

4-4

12:12 Am - 9:12 pm

9

21 hrs.

Truck Hour # 3

10

ACCT # HS-4312-392

4-5

4:12 Am - 12:30 pm

12

8.5 hrs.

PO # 01518

13

14

15

31 hrs. at \$90.

16

\$

2790.-

17

18

RECEIVED BY

TOTAL

\$ 2790.-

A-6886
F-10020-46350

KEEP THIS SLIP FOR REFERENCE

01-11

**TOWN OF GILMANTON
NEW HAMPSHIRE**

TEL. 603-267-6700 • FAX 603-267-6701

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

01518

PURCHASE ORDER

DATE

4/10/24

SHIP TO

┌

TO

Geddes Trucking

SHIP VIA

BUDGET CODE NUMBER *HS-4312-392*

┌

DELIVERY DATE

TERMS

F.O.B.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
<i>31</i>	<i>hrs Plow+Sand Trunk route # 3</i>	<i>90.00</i>	<i>2,790.00</i>

R. L. Perkins

DEPARTMENT HEAD

AUTHORIZED SIGNATURE

WHITE COPY - VENDOR

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - DEPARTMENT HEAD

Police Department
Donation



From
Joe Hadd
over
for one of our
peers.

is not here on 1-1-19



RECEIVED

APR 08 2024

GL...
...
...

March 25, 2024

Dear Town Official,

Thank you for making us your partner in providing domestic animal control services. We have made no changes to our contract rates for 2024.

Please find a copy of the contract enclosed. You may complete and return – be sure to keep a copy for your files. There is also a place for you to indicate if you need keys for our Stray Hold Entrance.

You may already know that Cathy Emerson, our former Director of Operations of 34 years, has retired. David Leach is now leading our shelter operations team and his contact information is below for your reference.

We are still searching for a qualified person to fill the role of Field Agent. We are looking for someone in NH with law enforcement experience who also has an interest in helping animals and the community. This person would serve as a consulting subject matter expert on animal cruelty investigations, providing supporting and advice to local departments when they are faced with cases and are looking for advice and support. If you know of someone who might be a good fit for this role, please encourage them to contact us. The state of New Hampshire could really benefit from a qualified and experienced investigator, and we are finding there has been a significant increase in the reporting of these cases in the past two years.

Until then, we have experienced staff who are able to assist. You may reach out at any time to review specific situations and what options may be available in response. We are also able to offer an informal training or Q&A session with your team on animal care, cruelty and neglect, the logistics of dealing with a large case, the Cost of Care Fund and animal handling.

Thank you for your consideration. We appreciate your efforts that make our community safe for people and pets!

Sincerely,

Heather M. Faria
Executive Director
603.856.8756 x226
hfaria@pmspca.org

David Leach
Shelter Operations Director
603.856.8756 x336
dleach@pmspca.org

Resources for Law Enforcement

Animal Cruelty Investigation and Prosecution: A User Manual for NH Law Enforcement rev. 2020

<https://www.humane.nh.gov/documents>

Laws related to Animal Care and Animal Cruelty

Animal Cruelty: RSA 644:8

644:8-a Exhibitions of Fighting Animals

644:8-aa Animals in Motor Vehicle (hot cars)

644:8-f Transporting Dogs in Pickup Trucks

Cost of Care Fund: RSA 437-B:1 (State funds to assist with costs incurred caring for animals held for cruelty cases)

Dogs a Menace, a Nuisance or Vicious: RSA 466:31

Dogs at Large, damages to game, livestock: RSA 466:33

Dog that has Bitten (Rabies Suspects Impoundment): RSA 436:105 (cat: RSA 436:105a)

Dogs, Cats, and Ferrets Bitten by Rabid Animals: RSA 436:106

Dog Stray Hold: RSA 436:107 (Impoundment of Dog without Tag)

Dog, not licensed, ability to seize: RSA 466:14

Equine Law: RSA 435:14 (incl. shelter requirement for horses)

Stray Animals Notice to Owner; Reclaiming of Animals: RSA 437:19

Overview of Role of SPCA in assisting with investigations

We are not able to conduct independent investigations or facilitate arrests, and should be considered a consulting partner. To follow are some of the specific ways we can assist:

- Assist with warrant language, speak to witnesses and involved parties, evaluate initial evidence, assist with photography of the animals to document their condition (it is best practice for investigating officer to take photos)
- Assist with evidence collection such as air quality and ammonia testing, feces collection and testing, or other services the Municipality may require that fall within our capability (outside tests will be billed)
- Accompany Municipality to the site and assist with the removal of animals
- Help to obtain the services of a veterinarian to evaluate animal health (it is best practice that Municipality contract directly with an independent veterinarian as to avoid the appearance of a conflict of interest)
- Provide protective custody for the animals
- Assist in preparation of 14-day status hearing - RSA 644:8 IV (3)
- Assist with the application for funds to the **State of New Hampshire Cost of Care Fund** to reimburse costs incurred caring for animals in animal cruelty cases brought under RSA 644:8 or RSA 644:8-a



This contract is between the Pope Memorial SPCA and the town/city of: _____

Stray Animals

The following fees will be charged to the contracting agency for animals brought to Pope Memorial SPCA by police officers, animal control officers, State Police patrolling/covering your town and persons directed by the police to deliver stray animals to our facility.

ADMISSION FEES

Incoming Stray (uninjured) Dog \$70

Incoming Stray (uninjured) Cat \$35

Other Stray (uninjured) Animals \$35

If the owner claims the animal, we will collect fee(s) from the owner and will not bill the town/city.

In accordance with state law, RSA 437:18-20, once a stray dog has been held for seven (7) days and remains unclaimed, it will become the property of the Pope Memorial SPCA. It is the policy of the Pope Memorial SPCA to re-home animals that are healthy and do not exhibit dangerous behaviors.

Injured animals must be brought to a veterinarian or animal hospital and should not be left overnight at the Pope Memorial SPCA facility unattended. If an injured animal is delivered to our facility, we will transport the animal to a veterinarian and the town/city (not the Pope Memorial SPCA) will be responsible for charges incurred.

The Pope Memorial SPCA is unable to accept wild animals, and can only accept farm animals on a case-by-case basis.

Rabies Quarantine

The fee for a Rabies Quarantine (10 days) is \$250. This includes boarding plus veterinary exam and rabies vaccination prior to release. *If the animal is claimed, we will attempt to collect fee(s) from the owner and will not bill the town/city. However if the owner does not pay in full, we will bill the town.*



Protective Custody

There is a \$20 /day/animal charge for protective hold while awaiting trial or resolution of charges. The State of New Hampshire Cost of Care Fund can assist with costs incurred caring for animals held as part of cruelty cases brought under RSA 644:8 or RSA 644:8-a. Applications and more information is available from the Office of the State Veterinarian at the NH Department of Agriculture, Markets, and Food at (603) 271-3551.

SPCA CONTACTS:

Heather M. Faria	David Leach
Executive Director	Shelter Operations Director
603.856.8756 x226	603.856.8756 x336
hfaria@pmspca.org	dleach@pmspca.org

By signing below, you indicate your agreement to these terms.

_____	Heather Faria
Print Name	_____
_____	Executive Director
Title	_____
_____	603-856-8756
Telephone Number	_____
_____	hfaria@pmspca.org
Email Address	_____
_____	<i>Heather M. Faria</i>
Signature	Signature
_____	3-26-2024
Date	_____

Billing Contact	

Billing Address 1	

Billing Address 2	

City/Town and Zip Code	

NEW BUSINESS

CITY OF GREEN BAY & NEXTREX RECYCLING PROGRAM

DROP OFF LOCATIONS

CITY HALL: 100 N JEFFERSON STREET
WILDLIFE SANCTUARY: 1660 EAST SHORE DRIVE



RECYCLABLE ITEMS



BREAD BAGS



BUBBLE WRAP



GROCERY BAGS



DRY CLEANING BAGS



FOOD STORAGE BAGS



CEREAL BAGS

AND...

ICE BAGS
SALT BAGS
PLASTIC SHIPPING ENVELOPES
PRODUCE BAGS
PALLET WRAP
NEWSPAPER SLEEVES
WATER BOTTLE CASE OVERWRAP
TOILET PAPER OVERWRAP

ALL PLASTIC BAGS MUST BE
CLEAN & DRY

500 LBS OF PLASTIC = 1 BENCH DONATED

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 01556

DATE 4/8/24
SHIP TO

SHIP VIA

BUDGET CODE NUMBER 01-4903-331

Timber Hawk Carpentry
to 277 Durrell Mountain Rd
Belmont NH 03220

DELIVERY DATE

TERMS

F.O.B.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Warrant Article #4 Rot & repairs Side entry decking Academy Building	\$ 8929.20	

DEPARTMENT HEAD

AUTHORIZED SIGNATURE

WHITE COPY - VENDOR

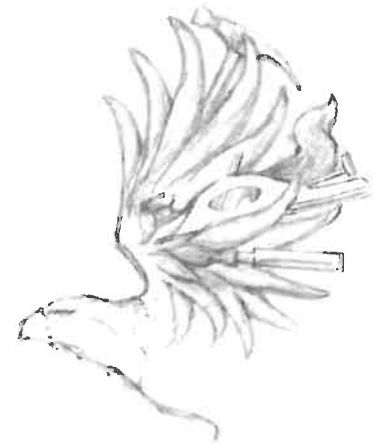
YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - DEPARTMENT HEAD



TimberHawk

C A R P E N T R Y



277 Durrell Mountain Road
Belmont, NH 03220
603-387-4660

ESTIMATE

Name/Address	Date	Estimate No.	Project
Town Of Gilmanton PO Box 550 Gilmanton, NH 03237	03/20/24	278	Rot Repair, Side Entry Decking

Item	Description	Quantity	Cost	Total
Estimate	5/4" x 6" Slate grey solid PVC decking (Stairs, Step nosing)	8	55.20	441.60
Estimate	5/4 x 6" Slate grey decking	22	55.20	1,214.40
Estimate	cortex screws & plugs, hidden decking clips, misc. fasteners, caulking & adhesives	1	342.00	342.00
Estimate	misc. PT framing & materials	1	450.00	450.00
Estimate	Remove stair treads (retaining existing risers) & decking, inspect all framing and repair and replace as needed. Install stair treads, decking. Does not include any repairs or painting of railings or posts.	86	60.00	5,160.00
Estimate	trash removal, disposal fees & clean up	1	150.00	150.00
Estimate	New post sleeves, caps, railings replaced as needed made ready for paint.	1	1,171.20	1,171.20
			Total	\$8,929.20

OLD BUSINESS



TimberHawk

C A R P E N T R Y



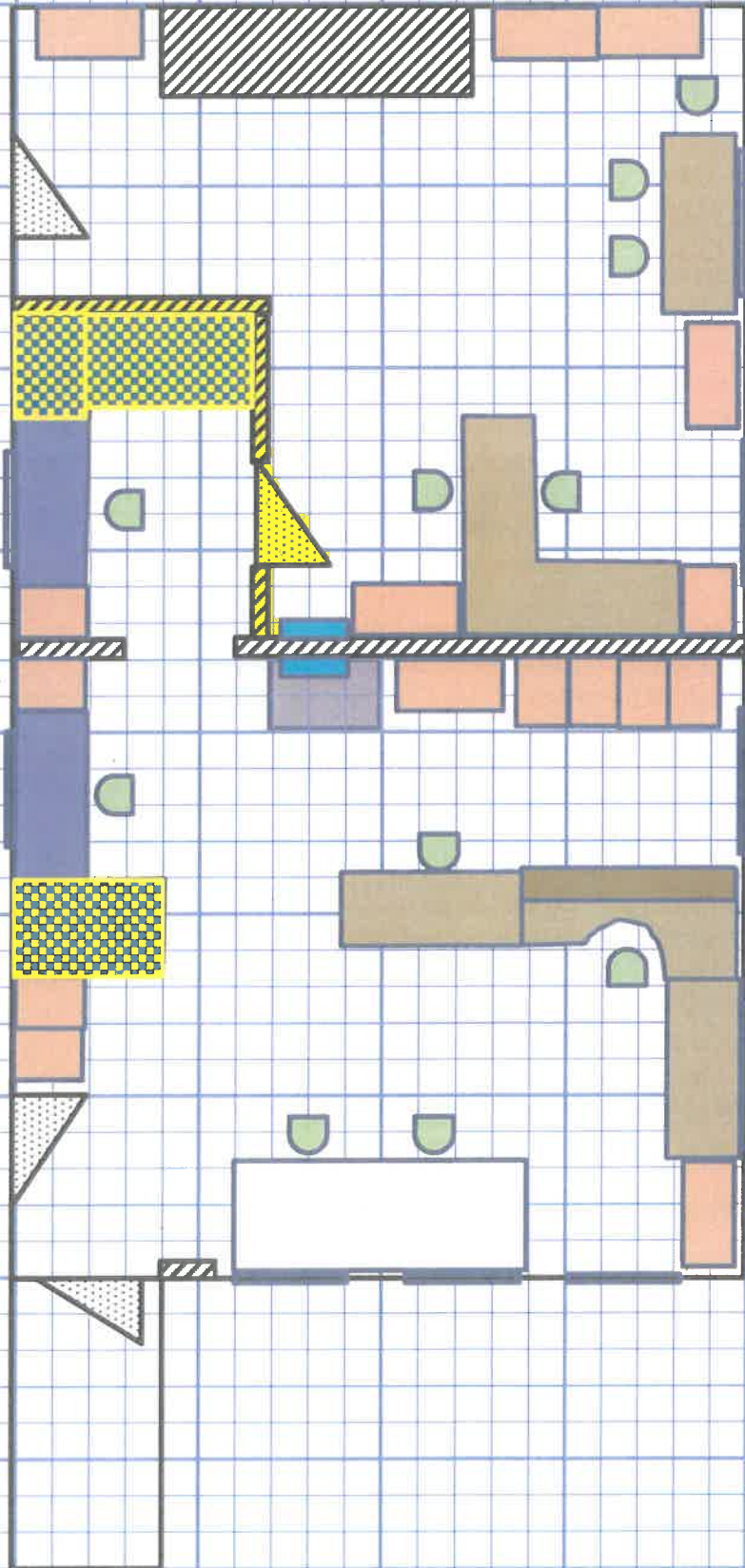
277 Durrell Mountain Road
Belmont, NH 03220
603-387-4660

ESTIMATE

Name/Address	Date	Estimate No.	Project
Town Of Gilmanton PO Box 550 Gilmanton, NH 03237	06/25/23	269	New Office Space

Item	Description	Quantity	Cost	Total
Estimate	<p>After lights, furniture, and any utilities are removed from the work space:</p> <p>Frame 2x4 walls with opening for door (provided by others) and new custom transom, made ready for electrician / utility rough-in (provided by others).</p> <p>Insulate walls with R15 rock wool, sheetrock, tape, mud, sand, & prime both sides of new walls.</p> <p>Install new door jamb and jam for transom, trim with new fluted casings, rosettes, plinth blocks & baseboard to closely match existing. Supply new transom with new glass & glazing, install transom and door (door and all hardware to be provided by others), 2 coats of paint on walls and trim (paint colors to be provided, cost of paint & primer included).</p> <p>Build, install and paint new laminate countertops per supplied drawings.</p> <p>Cleanup affected work area, remove all trash & debris.</p> <p>Price includes labor & materials to complete the work described above and assumes that all required permits & inspections will be facilitated by others.</p>	1	12,636.00	12,636.00
			Total	\$12,636.00

TITLE	
NAME	DATE



TOWN OF GILMANTON NEW HAMPSHIRE

TEL. 603-267-6700 • FAX 603-267-6701

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

PURCHASE ORDER 01554

DATE 4/5/24
SHIP TO

Bonnette, Page & Stone Corporation
TO 51 Church St.
Laconia NH 03244

SHIP VIA

BUDGET CODE NUMBER

DELIVERY DATE

TERMS

F.O.B.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Academy Building (Gypsum Repairs) (Meeting Space Ceiling)	\$7,471.00	

DEPARTMENT HEAD

AUTHORIZED SIGNATURE

WHITE COPY - VENDOR

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - DEPARTMENT HEAD



BONNETTE, PAGE & STONE CORPORATION
51 CHURCH STREET, LACONIA, NH 03246
TEL: 603. 524. 3411

“Progress on Purpose”

Construction Management ♦ Design/Build Services

March 15, 2024

Amanda K. Davis, Administrative/Human Services Assistant
Town of Gilmanton
503 Province Rd, PO Box 550
Gilmanton, New Hampshire 03237

Re: Town of Gilmanton – Misc. Maintenance Repairs
503 Province Road (Academy Building)
and
297 NH Route 140 (Public Safety)
Gilmanton, New Hampshire 03237

The following is our proposal for the miscellaneous maintenance repairs at the Town of Gilmanton. Our proposed scope is as follows:

Option 01: Academy Building (Gypsum Repairs).....\$ 7,671.00

- Protect existing interior finishes to facilitate repairs.
- Provide access to the ceiling.
- Prep ceiling for repairs.
 - Repair failed gypsum seams.
- Paint & finish/flash to match existing.
 - Excludes painting/re-finishing ceiling area outside of disturbed scope.

Option 02: Public Safety Building (Damage Repair).....\$ 10,183.00

- Protect existing interior finishes to facilitate repairs.
- Includes demolition of exterior siding to uncover and investigate structure.
 - Assumes replacement of damaged plywood.
 - Includes repair to existing studs, if required.
 - Includes replacement of lap siding to match existing.
- Includes caulking and sealants as required.
- Includes painting and finishing to match existing.
- Assumes existing FRP at interior to remain.



BONNETTE, PAGE & STONE CORPORATION
51 CHURCH STREET, LACONIA, NH 03246
TEL: 603. 524. 3411

"Progress on Purpose"

Construction Management ♦ Design/Build Services

General Clarifications/Exclusions: *Applicable for all options*

- Protect existing flooring at areas of disturbance as required.
- Excludes unforeseen repairs to sub structure.
- Finish and cleanup of disturbed areas.
- Excludes electrical and/or data work, if required.
- Excludes plumbing and/or mechanical, if required.
- Excludes hazardous material, asbestos/abatement testing & monitoring.
- Excludes items not specifically referenced above.
- Assumes use of owner power and water.
- Excludes Performance & Payment Bond & Builders Risk insurance (pricing available, if required).
- Pricing is based on current market conditions and subject to change.

Breakdown Summary:

- Option 01: Academy Building (Gypsum Repairs).....\$ 7,671.00
- Option 02: Public Safety Building (Damage Repair).....\$ 10,183.00

Subtotal: \$17,854.00

We truly appreciate this opportunity and look forward to working with you.

Sincerely,
Bonnette, Page & Stone Corp.

By:

By:



Barry Beaugard, Estimator

Approved Date: _____

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 01555

DATE 4/5/24
SHIP TO

Bonnette, Page & Stone Corporation
TO 51 Church St
Laconia NH 03244

SHIP VIA

BUDGET CODE NUMBER

DELIVERY DATE

TERMS

F.O.B.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Public Safety Building (Damage repairs)	\$10,183.00	

DEPARTMENT HEAD

AUTHORIZED SIGNATURE

WHITE COPY - VENDOR

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - DEPARTMENT HEAD



BONNETTE, PAGE & STONE CORPORATION
51 CHURCH STREET, LACONIA, NH 03246
TEL: 603. 524. 3411

“Progress on Purpose”

Construction Management ♦ Design/Build Services

March 15, 2024

Amanda K. Davis, Administrative/Human Services Assistant
Town of Gilmanon
503 Province Rd, PO Box 550
Gilmanon, New Hampshire 03237

Re: Town of Gilmanon – Misc. Maintenance Repairs
503 Province Road (Academy Building)
and
297 NH Route 140 (Public Safety)
Gilmanon, New Hampshire 03237

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 - Includes replacement of lap siding to match existing.
- Includes caulking and sealants as required.
- Includes painting and finishing to match existing.
- Assumes existing FRP at interior to remain.



BONNETTE, PAGE & STONE CORPORATION
51 CHURCH STREET, LACONIA, NH 03246
TEL: 603. 524. 3411

"Progress on Purpose"

Construction Management ♦ Design/Build Services

General Clarifications/Exclusions: *Applicable for all options*

- Protect existing flooring at areas of disturbance as required.
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- Finish and cleanup of disturbed areas.
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Breakdown Summary:

- Option 01: Academy Building (Gypsum Repairs).....\$ 7,671.00
- Option 02: Public Safety Building (Damage Repair).....\$ 10,183.00


Subtotal: \$17,854.00

We truly appreciate this opportunity and look forward to working with you.

Sincerely,
Bonnette, Page & Stone Corp.

By:

By:



Barry Beuregard, Estimator

Approved Date: _____

SELECTBOARD ITEMS, FYI'S, & OTHER TOPICS



Monthly Update

March 2024

In the past month, The following items have been received at the facility within the last month;

- ❖ We made 7 bales of cardboard
- ❖ Took in 74 tires
- ❖ 3.31 tons of demolition
- ❖ 6.08 tons of single-stream recycling
- ❖ 103.62 tons of Household Waste
- ❖ 4.36 tons of scrap metal
- ❖ 2 pallets of electronics
- ❖ 10 lead acid batteries

In the past month we have been working with a lot of high wind and a few heavy snow storms. That being said we have been cleaning up a lot of lose litter to keep the property clean over the last few weeks.

Maintenance this month has included hanging a few of the newer signs that we had ordered through NRRAs program. Each year we are allotted (60) points through that program. each sign costs a certain number of points. Used signs being less points while the new signs are more points. We went with the cheaper used signage that included (freon, electronics, OCC, and cellphones, batteries) while still figuring out where we want the battery bin as well as the freon sign to be we have yet to hang those signs.

The residents have been happy with the progress and we have gotten a few “atta boys” Which is always nice to hear after all the work we have put in and it greatly helps with morale.

We will continue to strive to be the cleanest facility in the state moving forward.

Alexander D. DeCoste - Transfer Station Foreman

Attendants:

Peter Kotsakis

Austin Simonds

State of New Hampshire

Board of Tax and Land Appeals

Michele E. LeBrun, Chair
Theresa M. Walker, Member
Eric J. Wind, Esq., Member

Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

NOTICE OF FINAL TAX DATE FORM

TAX COLLECTORS

Please complete and return this form to:

The Board of Tax and Land Appeals by May 1, 2024

In accordance with the provisions of RSA 76:13, the Tax Collector shall notify the Board of Tax and Land Appeals, **in writing**, of the date on which the **final tax bill** was sent (tax bill that establishes the total tax liability – see RSA 76:1-a for definitions).

Complete the information below indicating the date of mailing of the final tax bill covering taxes which were committed to you on the original property tax warrant for **2023** (for the period of April 1, 2023 through March 31, 2024).

MUNICIPALITY: Gilmanston

FINAL PROPERTY TAX BILL MAILED: 11/28/2023

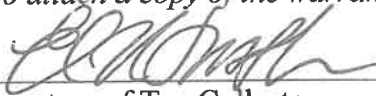
Final tax bill, pursuant to RSA 76:1-a, means one of the following. Please check one.

- Bill annually;
- Bill semiannually (pursuant to RSA 76:15-a);
- Operating with an optional fiscal year (pursuant to RSA 31:94-a); or,
- Special legislative act; and
- Bill quarterly (pursuant to RSA 76:15-aa).

Were any supplemental tax warrants issued that may be appealed under RSA 76:16-a.

Yes or No: No

If yes, when _____ You do not need to attach a copy of the warrant.

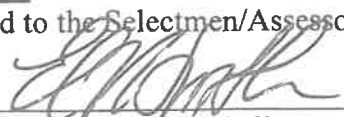


Signature of Tax Collector

Certification

I hereby certify a copy of this Form has been provided to the Selectmen/Assessors.

Date: 4/5/2024



Signature of Tax Collector



GILMANTON POLICE DEPARTMENT

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

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

Matthew Currier
Chief of Police

Casey Brennan
Sergeant

April 10, 2024

Chief Matthew Currier
Gilmanon Police Dept.

Matt,

After 26 years working for this department, and the last 21 with you, I have decided to retire from my position as Executive Administrative Assistant. My retirement date is June 1st, hence May 31 will be my last day of work


Robin

PUBLIC COMMENT

The public is encouraged to attend all public meetings and participate in the public comment portion of the meeting. This is an opportunity for members of the public to speak directly to their elected officials.

Please check the website for dates and times of other Governmental Board Meetings that you have an interest in.

<https://www.gilmantonnh.org/>

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.