



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

503 Province Rd, Gilmanton, NH 03237

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

Website: [www.gilmantonnh.org](http://www.gilmantonnh.org)

**Board of Selectmen Meeting**

**May 15, 2023 - Academy Building - 5:00 P.M.**

**AGENDA**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MEETING MINUTES APPROVAL**

1. **04-17-2023** - Public and non-public minutes
2. **04-26-2023** – Public and non-public minutes
3. **05-01-2023** – Public and non-public minutes

**CONSENT AGENDA**

4. **Oath** – New appointment: Lucille Cook, Alternate Trustee for the Gilmanton Corner Public Library
5. **Oath** – Appointment renewal: Travis Mitchell, LRPC Transportation Advisory Committee (TAC)
6. **Let's Join the Lake** – Clean up scheduled May 20th, 2023 at 9:00 a.m.
7. **Community Development** –
  - **2023 First half Tax Warrant** - \$6,790,427.00
  - **Exemptions & Credits**
    - 409-068
    - 133-045
    - 128-014
  - **Timber Bill & Warrant**
    - 413-017 & 413-018
    - 412-006

**NEW BUSINESS**

8. **Lower Gilmanton Community Club** – Application for Moose Plate Grant, letter of support requested

**OLD BUSINESS**

9. **Transfer Station Update**

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

10. **Planning Board Update** – R&N Abbott Properties (Evan), discussion

**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 (a) – Fire Department**

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

**OUTSTANDING ACTION ITEMS-**

- € **Personnel Policy** – This will be updated in 2023
- € **Board of Selectmen Operational Guidelines** – Updates will be provided for signatures next week

ADJOURNMENT

# BOARD OF SELECTMEN PACKET



*DISCLAIMER: Not all material is available at the time the agenda is posted and additional information may be included and subject to change.*

# AGENDA



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# MINUTES



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**Draft**

1 **Board of Selectmen Meeting**

2 **April 17, 2023 - 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:** Mike Hanson, Cindy Hanson, Dick de Seve, Sue Hale de Seve, Lisa Fournier, Kim Calder, Brian

8 Vaillancourt, Amy Smagula – DES, Jean Martin, Andre Rainville, Robin Strese, Gustaf Gingras, Wayne Greg

9

10 **SELECTBOARD ITEMS FYI's AND OTHER TOPICS**

11 **10. Election of Chairman and Vice Chairman – Board of Selectmen – Appointment of positions**

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

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

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17 **PUBLIC HEARING – Acceptance of Unanticipated Funds – Welfare Lien**

18 The Board of Selectmen will hold a Public Hearing in accordance with RSA 31:95-b to accept unanticipated funds  
19 from North Atlantic Legal for the total amount received of \$10,077.18.

20 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to accept  
21 the funds and deposit into the general fund. (3-0)

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23 **MEETING MINUTES APPROVAL**

24 **1. 04-04-2023 – Public and non-public minutes**

25 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the  
26 minutes from 04-04-2023. (2-0) *Vice Chairman Baiocchetti, abstained*

27

28 **CONSENT AGENDA**

29 **2. Conservation Commission Appointments – Dick de Seve and Sue Hale de Seve.** Dick stated that  
30 they were happy to have been reappointed and happy to serve on the commission. The Selectboard  
31 thanked them for serving on the Conservation Commission.

32 **3. PO – Brian Forst – Winter Sand - \$14,423.29**

33 **4. PO – Lakes Region Mutual Fire - \$42,019.62**

34 **5. Fire Department – PAF, per diem**

35 TA Carpenter explained that there is an incorrect effective date listed on this being 6/1/2022, her  
36 recommendation is 5/1/2023, not 4/1/2023 which would have to be backdated.

37 **6. Community Development – Timber Tax**

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- 408-001-001, 408-001-002, 408-001-003

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- 405-45, 405-047

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- 413-036

41 **Veteran's Credit**

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- 424-021

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

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46 **OLD BUSINESS**

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7. **Shellcamp Milfoil** – Brian Vaillancourt from 107 Lakeshore Drive and Amy Smagula, from the Department of Environmental Services. Brian stated he just incorporated a new association. Shellcamp Association, which only covers part of the lake, there is Lake Ridge Manor, and Valley Shore Association. Their goal is to form an association with the residents of the lake and then put in a program implementing the milfoil long term goal, education program, and weed watchers. He is the process of a mailout to be sure that he has the financial support of the residents. So far they have spent \$8,000 between forming the association and the survey, and they still have the state funded milfoil treatment, but also have other treatments to do to clear up the lake by the end of the summer. He understands the Warrant Article they requested didn't move forward and that the Town's goal is to create an enveloped plan to incorporate all the lakes. He is working on a financial commitment from the residents to try and maintain this long term and was hoping to find out what kind of support can be expected from the Town. Their goal is to just put a program in place, educate people, treat the milfoil, and keep the lake usable.

Vice Chairman Baiocchetti asked if there was still a boat ramp on Beach 3. Brian confirmed there are three, Ridgewood Manor, Lakeshore, and Meadow Pond.

Amy Smagula – She is a freshwater biologist with the Department of Environmental Services. She works on rivers, ponds, and lakes across the state. She specializes in invasive aquatic species. What was found in Shellcamp Pond was variable milfoil, which is the biggest, most invasive species in New Hampshire. She did not find it in the lake, it was found by contractors that came in to do a survey and reported to her in October. Of all the waterbodies in town, two have milfoil in them, Rocky Pond and Shellcamp. The other water bodies have no record because they have not recently been surveyed by DES and this may be something the Selectboard wants to do in the future. They work with Rocky Pond periodically to do Milfoil management and doing a cost share for a number of years. This year Rocky Pond is slated for an herbicide treatment if needed, and they are receiving a 50 percent match from the State. DES will be surveying again in June to see if treatment needs to be done at that time. For Shellcamp Pond, the State generally pays 100 percent of the first management practice if it is a new infestation. DES did find that it was a new infestation and will be covering 100 percent this year. There is no cost for survey work and the costs that are incurred are from Milfoil management. Towns across New Hampshire allocate resources that individual lakes can draw from if they get an invasive species. Sometimes lake associations share the cost. Her recommendation because there are so many lakes in town is prevention activities, inventory of signs for public access sites. She has signs that she can give the at no cost that ask boaters to clean, drain, and dry their gear before they move between water bodies. Lake Hosts are people who volunteer or paid to staff high use public access sites. There are grants for that through the New Hampshire Lakes Association. She teaches through an online training program to train volunteers to look for invasive plants for early detection. Generally, every few years you have to do some type of management so they strive for detection and early prevention. Shellcamp Pond has five areas of proposed treatment. She will evaluate this and it's possible it might go down. Herbicides are always a question due to the toxicity for aquatic system. Procellacore which is a reduced risk herbicide. Public notices will go out prior to treatment and DES will be monitoring afterwards for herbicide residue and typically is non-detect within 24-48 hours. Sawyer Lake, Loon Pond, and Crystal Lake are all in the volunteer lake assessment program with DES. Volunteers monitor the lakes regularly. The other lakes in town are not. The herbicides will not target the native species unless it's used at a different dose.

Selectman Collins – Is Shellcamp to the point where there will be no eradication, only management?  
Amy stated she couldn't answer that because she has not been on-site to evaluate that yet. There is a lot of areas of wetland fringe around the lake and it makes it harder to manage because Milfoil can get tucked away on the wetland edge and can be protected. It also produces a succulent type plant

95 that grows on the edge and sometimes they are not effectively treated. She is hopeful, but it may  
96 take a little more conservative management.

97 Chairman Warren – If the suggestion is to do a survey on the other lakes in town, which ones would  
98 you suggest be surveyed or if all of them should be surveyed? Amy would suggest prioritizing ones  
99 that have public access and higher usage sites first. Lake Eileen, Lake Gillan, Manning Lake do not  
100 receive a lot of attention. Chairman Warren inquired how much a typical survey costs? Amy  
101 clarified that this doesn't need to be a paid-for survey, that volunteers can survey and look for  
102 invasives and she can train people to do that. Chairman Warren asked if the lake is not attached to  
103 an association who will be evaluating it, who would take over the responsibility? Amy stated it  
104 could be a Conservation Commission, a Garden Club, Girl Scouts, or a resident in town who might be  
105 fishing or shorefront residents.

106 TA Carpenter let Brian Vaillancourt know that the Town has a community page and if he wanted to  
107 his association to go on that the Town can do that for his as well.

108 Brian Vaillancourt inquired what the Town needed from them and he is already trying to get  
109 financial support from the residents. In other Towns, the Town's contributes 25 percent and the  
110 association contributes 25 percent, and then the State contributes 50 percent. If that is something  
111 obtainable, is another Warrant Article needed, is there something the residents need to do?

112 Vice Chairman Baiocchetti- Asked what the cost of remediation was per acre. Amy stated it's safe to  
113 plan for \$1,500 to \$1,800 per acre assuming that you are not treating the entire body of water. For  
114 example, Wakefield has 7 lakes in their town and they put up \$10,000 a year. Wolfboro does  
115 about \$10,000 to \$15,000 a year. Bradford does \$5,000 a year. Moultonborough does \$250,000 per  
116 year. These towns set up a non-lapsing trust fund and continually appropriated. \$10,000 is a good  
117 benchmark to get to. It is costing \$14,000 or \$15,000 to treat the Shellcamp acreage that they have  
118 and in the following years it will cost half of that to treat it. Typically, the first couple years are the  
119 most expensive, especially if there is a large infestation.

120 Chairman Warren stated there are other bodies of water that need to be surveyed and considered,  
121 especially where they are public water ways.

122 Selectman Collins suggested giving the Town information as it gets closer to budget season and  
123 meeting with the Budget Committee would be helpful.

124 Vice Chairman Baiocchetti asked if DES was going to do a study on the lakes in Gilmanton? Amy  
125 stated she did not have the staff time this year to be able to do, but if her interns up are up and  
126 trained she can send some of them out to do the survey work.

127 Wayne Greg – Asked if the \$19,500, is that just for the treatment at Shellcamp, lily pads and  
128 additional growth or just for the Milfoil. Brian confirmed that this was just for the milfoil.

129 Jean Martin – She lives on Crystal Lake and they have been monitoring the lake for over 40 years,  
130 and she is a volunteer weed watcher. If the town is going to get serious about putting money into  
131 treating milfoil she wants to make sure that all the bodies of water that have public access get  
132 prevention before they get it tested. And that when any kind of monetary input from the town is  
133 considered, the Town realizes that it wouldn't be what it is if it weren't for the lakes that are in  
134 town. She believes that the non-residential population is higher than the residential tax base, and  
135 the non-residents have been putting in an enormous amount of money. Jean stated there are seven  
136 bass tournaments this summer. She stated that marine patrol will come in and they will come from  
137 an infested lake to Crystal Lake without washing their boat. She believes that if there were any  
138 infestation that it would be at the boat launch and the lake might be safer because the water flows  
139 out to the river from the boat launch and not towards the lake. She requested that Amy Smagula  
140 bring weed watcher kits for the residents to test.

141 Vice Chairman Baiocchetti – Informed Brian Vaillancourt that the budget process starts in August  
142 and to get figures and information in prior to that process it would be helpful.



143 Jean Martin – Stated that a fund had been set up by Selectmen a long time ago. Vice Chairman  
144 Baiocchetti stated that other lakes didn't have milfoil so they hadn't used the fund and the fund had  
145 gone to Rocky Pond primarily because they had been using it. TA Carpenter clarified this was not a  
146 fund, but a Warrant Article that the Town put forward money to and who ever came forward and  
147 requested it year to year would get it. Rocky Pond was the only one coming forward. Amy Smagula  
148 recommended the Selectboard are agents to expend and that the Town has this many lakes, this is  
149 the cost if each lake was affected, and then the Town would contribute to it yearly, and a Capital  
150 Reserve would be created. Jean believes there are 5 lakes in town that have public access, Sunset  
151 does not have access, but there is a ramp at the boy scout camp. Vice Chairman Baiocchetti clarified  
152 that there is a Conservation easement there so they have access to those lakes. Jean mentioned the  
153 Lake Host information and that boats pay for a \$20 sticker and suggested that out of state trailers  
154 pay more, \$50 or \$60 to be able to park at the public launches and be able to put that money into  
155 the funding for invasive species. Brain Vaillancourt stated these things are at a state level and get  
156 the word out there and put a commitment to it. Vice Chairman Baiocchetti stated that this  
157 information came at the end of the budget season last year and there wasn't enough information to  
158 be able to move it forward at that time. This is why they are working on this early and preparing for  
159 the upcoming budget season.

- 160 8. **BlueLion Update:** The Selectboard moved forward with the HR process hiring BlueLion. The initial  
161 consult took place and went very well. An email will be set up through CCS for HR and go out to  
162 every employee that has an email. Any employee for Gilmanton requires a Town email. This is  
163 necessary so that if HR sends out information to all employees that no one is missed. This will also  
164 give the employees access to email. The office is working on getting a list for who has an email  
165 currently, and those who do not have one. The employees will be sent information on what the  
166 scope is that BlueLion will cover for HR. Payroll is still done through the Town and questions  
167 pertaining to that will still need to come through the office. But all Part time and Full-time  
168 employees should have email, this includes Cemetery Trustees, Parks & Recreation, the 3 part time  
169 positions at Transfer Station. The Police Department and Executive office is already set up with  
170 individual emails. All Highway employees do not have emails, only the Road Agent and Foreman  
171 have them. TA Carpenter stated that all the employees should have them and be able to access  
172 that. BlueLion has received a draft version of the Personnel Policy. Our representative Amanda  
173 Longo can come in and meet with the Selectboard if they want an introduction. Chairman Warren  
174 doesn't believe introduction is needed but would like to have updates. TA Carpenter has updated  
175 her on what the expectations are of the Selectboard and needing to be involved in making policies.  
176 She was updated that if she is making a recommendation for a policy that a discussion with the  
177 Selectboard would be necessary so they understand which direction the policy is going.

178  Action Item: TA Carpenter, check into cost of emails for all employees.

- 179 9. **Parks & Recreation – May 1<sup>st</sup> opening,** Parks & Rec Committee is looking for volunteers. The Park  
180 Attendant from last year is interested in being the Park Attendant again this year. Last year there  
181 was an issue with scheduling making sure trash was done on time, bathrooms were opened and  
182 cleaned. Last season residents had commented and it was noted it was not being done in a timely  
183 manner. This is not being placed on the Park Attendant. The position used to be full time.  
184 TA Recommendation- There are issues with the trash and dump cans. Last year the bags were  
185 placed in the shed and stored and disposed of once a week. The concern is rodents getting in. If  
186 this is going to be done weekly, the Town could hire trash pickup, but they can only pick up in one  
187 location and all the trash would have to be transported to one location. TA Carpenter recommends  
188 carry in/carry out and eliminate usage of the trash cans at the park. The Park Attendant will only be  
189 responsible for cleaning the bathhouse, organizing with vendors for repairs. Currently, we will have

190 sand coming for the beach, pending approval through DES. Stone dust will be delivered and  
191 highway will coordinate with the groundskeeping to spread the stone dust and beach sand.  
192 Selectman Collins is concerned about the carry in/carry out and that people will just throw or leave  
193 their trash. TA Carpenter stated that they could place a bin near the front gate but then there could  
194 possibly be an overflow with just one. Chairman Warren stated there should be signs for carry  
195 in/carry out and that it's common in most parks and prevents attraction from wildlife.  
196 TA Carpenter that they are looking for volunteers for the park and there are currently two members  
197 left on the committee. They are trying to recruit volunteers to assist with the committee and clean  
198 ups, and park events. They are hopeful to have residents that will want to be involved with that.  
199 Vice Chairman Baiocchetti discussed a volunteer form and the Town should come up with one for  
200 anyone who would like to volunteer. TA Carpenter has reached out to legal counsel, the Town does  
201 need a policy and a form. She is working on this for the Cemetery and is aware that the Trails sub-  
202 committee would like to get volunteers so she is working with legal to put this in place.  
203 Chairman Warren inquired about swimming lessons for the park this year. The Administrative  
204 Assistant has reached out to the Red Cross to see if they had anyone graduating from their program  
205 that might be interested. An ad should be going out for this, and it's possible that it might be later  
206 in the season, but the hope is to be able to provide this again this year. TA stated that if anyone  
207 knows anyone interested and has experience, not necessarily the full certification, could send in  
208 their letter of interest.

## 209 **SELECTBOARD ITEMS, FYI's AND OTHER TOPICS**

### 210 **11. Board of Selectmen Operational Guidelines – Discussion and Changes.**

- 211 • Vice Chairman Baiocchetti stated that any reference to Town Administrator should be
- 212 changed to *“they will, or he/she will”*.
- 213 • Change the official name to *The Town Offices at the Gilmanton Academy*.
- 214 • Paragraph 5, change to *“Regular Meetings of the Town of Gilmanton Selectboard will usually*
- 215 *be held on the first and third Mondays of every month.”*
- 216 • Page 9, O-3, change Assistant Town Administrator can attend the meeting, to *he/she or they*
- 217 *shall appoint a designee to attend the meeting.*
- 218 • Page 9, O-4, last sentence, change Town Administrator shall also perform all of the duties
- 219 and responsibilities as set for in *his* job description to *“their”* job description.

220 These Board of Selectmen Operational Guidelines will be posted online. TA Carpenter has discussed  
221 with BlueLion TA Carpenter's goal this year to produce a Joint Loss and HR piece to the website and  
222 everything the Town has will be posted. Vice Chairman Baiocchetti believes that most of their  
223 policies should be available online. He also suggested a Town property audit per Department for  
224 inventory. TA Carpenter is in agreement and CIP has already reached out to Department Heads to  
225 start that process. Vice Chairman Baiocchetti would like to see a list of equipment and tools for Fire  
226 Department, Highway, Police Department, and Executive Office, for anything worth more than \$200  
227 to give them an accounting for what the Town actually has in assets. Chairman Warren stated that a  
228 schedule should be set that every 3 years it's done and ensure that the assets are where they are  
229 listed they are.

- ### 230 **12. Determination of Goal for 2023 –** These goals become initiatives from the Board of Selectmen and 231 what they would like to focus their attention on other than just operational items. Vice Chairman 232 Baiocchetti stated that working on policies. The Employee Complaint Policy has been worked on, as 233 well as the Travel Policy. What other policies do they need to come up with that would help them 234 move more efficiently? TA Carpenter believes that what is needed is more for Finance. When you 235 read the audit from the '21/'22 perspective in the Capital Asset Policy, there's segregation of duty 236 processes that need to be put into place, internal control processes, and this is in part because we 237

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have a small amount of staff. Vice Chairman Baiocchetti stated that the Fire Department and Policy Department have their policies and the Executive office is working on their policies. He stated Finance is broad and doesn't believe that it affects all town employees. There is a credit card policy in place, but there should be a time card policy. TA Carpenter stated that every department's everyday process affects the Executive Office. Anytime the office is brought an invoice or a PO, or they can't get it to us, it affects the office and she needs a broad-based policy that everyone needs to follow. There is going to be a transition at the end of April, where the Finance employee is retiring and TA Carpenter has not yet been trained on the Finance processes. There are two Executive Office employees that are training for Payroll, Payables, and Budget Committee. Finance has been asked to create a checklist for daily items, weekly items, monthly, things that are quarterly. There are 4 applicants so far from a varying array of expertise, but not municipal experience. TA Carpenter believes anybody can be trained, but she cannot do this because she does not have the base knowledge. TA Carpenter stated that if the Department Heads need things approved, then they need to get the information to the office Thursday by noon, prior to the Selectboard meeting. Sometimes we do not receive time cards on time, but these need to be in the office by 10:00 a.m. on Monday morning. Chairman Warren that as we are changing the Finance position that a fresh look is taken and everything is set in place.

Chairman Warren suggested doing some work on Meadow Pond with some of the preliminary engineering and using some of the infrastructure fund. TA Carpenter stated that they did get preliminary results, which \$14,000 was taken from infrastructure. She stated that they can start looking at the material. She also stated that there is a grant for potential culverts. The work on Meeting House is starting in May, tentatively. The Highway Department has come in to ask about an easement based on a tree, so he is taking a look at the tree work that needs to be done and getting prepped for that.

Selectman Collins stated that it's been a relatively easy mud season this year, but he would like figure out how they can move the roads forward and come up with a plan.

Chairman Warren stated there is a plan for the culverts. The challenge will be with the change of structure and how does one plan transfer to another plan. TA Carpenter stated that they can look at the culvert assessment and ask the Road Agent where he is starting and what the plan is for the season. Chairman Warren is in agreement with this and that it keeps things moving forward with the roads. He would like a current plan for ditching and culverts, or any road work that is going to be done, and assessing to the plans that have already been done through Lake Region Planning. He'd like to evaluate at the end of the year to see what has been accomplished. TA Carpenter stated that the Road Agent had mentioned that the paving on the half of Allens Mill that wasn't completed last time will need to be done this year.

Chairman Warren again stated that the preliminary assessing has been done on Meadow Pond Rd. and he would like to try to secure some grant funding for that project. This will give them an idea if it will need to be matched by any town resources and if the infrastructure funding was not enough for that, then they would need to put a Warrant Article together.

Chairman Warren stated another thing they could look at is spending some time seeing what thresholds require bonds versus capital improvement because this falls on the Selectboard to make that determination. TA Carpenter stated if they are looking at a larger scale process for the roads is important, but she didn't know if they wanted to do that prior to the structure change or wait for a year, get the seasonal plan, and then have the structure conversation and the need for an all-inclusive bond to take care of large impact projects. Chairman Warren agreed because the town will need someone to execute some of this, unless it was subcontracted, but then they would need someone who manages that. He stated that they should still some preliminary work, because they will still need to get a policy in place on bonding.

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Vice Chairman Warren stated that they need to prioritize which roads are the biggest problems. Allens Mill, Stage Rd, Middle Route, Crystal Lake, Sargent Rd., and Meadow Pond, even though it is not a heavily traveled road, it is deteriorating quickly. Shellcamp Rd, North Rd., Loon Pond Rd. also need to be looked at. TA Carpenter suggested looking at the assessment again, highlight the priority roads and review how it aligns with the review of the through roads.

Goal: Review the roads assessment, determine level of importance of current maintenance, and see what the Road Agent proposes and see how everything lines up. Vice Chairman Baiocchetti stated that a Traffic study should be completed as well.

TA Carpenter stated an email came through today from Dave Jeffers on whether the Selectboard wanted to move forward with the Traffic Study. Vice Chairman Baiocchetti stated that they should do Allens Mill, Stage Rd., Middle Route, Crystal Lake Rd., Lake Shore Rd., and Hemlock. TA Carpenter suggested the Selectboard take a drive and take look at the quality of the roads.

**Board Consensus:** Conduct a Traffic Study. Allens Mill, Stage Rd., Middle Route, Crystal Lake Rd., Lakeshore Rd., Hemlock Dr., Allens Mill, Stage Rd., and Middle Route can be done anytime, but Crystal Lake Rd., Lakeshore, and Hemlock Dr. should be done in July or August.

Chairman Warren asked if there was pricing available for the Traffic Study. TA Carpenter stated she didn't know if Dave Jeffers had discussed with the Chief Currier, but wasn't sure Dave Jeffers had enough information regarding the roads to give an estimate.

- Action Item:** TA Carpenter, see if there are any grants to help fund the Meadow Pond Project.
- Action Item:** TA Carpenter, will give Dave Jeffers the information provided for the roads in order to be able to get an estimate on the cost of the Traffic Study.

Chairman Warren recapped goals, they will work on the roads, conduct the traffic study, work on policies to find where the is gaps in their operational policies.

TA Carpenter stated that her training will be ending in June for the Public Manager's Course. Her concept for her project was the internal template for Standard Operating Guidelines for a Town Hall. These would include the basics, what would get you through a year, and what is supposed to be used for SB2 towns. The hope is to allow NHMA to take the information and create a template that can be shared with other towns for them to use.

Selectman Collins stated he wished the LRPC reports were clearer. TA Carpenter stated all the data was in the spreadsheet. Chairman Warren stated there was a separate culvert study, and Vice Chairman Baiocchetti believes that was clearer to understand than the Road Study. TA Carpenter stated that they made very clear recommendations on how to move forward. Selectman Collins stated he was willing to come up with a plan, make suggestions, and work with the Road Agent. Chairman Warren is willing to work on the Traffic Study and Dave Jeffers from Lakes Region Planning and designating a point employee in the office. Vice Chairman Baiocchetti will work on policies and wage scale.

TA Carpenter that there was a vote that went through for DPW and wanted to know what the timeframe was that they wanted to begin thinking about the transition. What is the expectation of job description and advertising for the position. Vice Chairman Baiocchetti would like TA Carpenter to gather data on DPW Directors and come up with a salary scale. They need to decide what the DPW is going to do and what roles will fall under the DPW. The current position is done in March of 2024. Vice Chairman Baiocchetti stated that this should be ready to go with job description, pay range, and be ready to interview by January 1<sup>st</sup> so they can get an offer and give a date to start the position.

- Action Item:** TA Carpenter to gather data on DPW Directors.

- 333                     **Action Item:** Once a month check in on the agenda for Selectboard to review goals and see  
334                    where they are at.  
335                     **Action Item:** Department Heads will meet with Selectboard once a month, with each  
336                    Department Head coming once quarterly to check in.  
337                     **Action Item:** Department Head reviews prior to Selectboard meeting in June to be held at  
338                    4:00

339  
340 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-  
341 Public 91-A:3 (I). (2-0) *Vice Chairman Baiocchetti, recused.*

342 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-  
343 Public 91-A:3 (I). (2-0) *Vice Chairman Baiocchetti, recused.*

344 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to adjourn. (2-0)

345

346 **Adjourned** 6:58 p.m.

347

348 Respectfully Submitted,

349

\_\_\_\_\_

350 Amanda Davis, Administrative Assistant

351

352 **Approved by the Board of Selectmen**

353

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

354 Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectmen Evan Collins



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**Approved**

1 **Board of Selectmen Meeting**  
2 **April 26, 2023 - Academy Building – 2:00 P.M.**  
3 **CALL TO ORDER – ROLL CALL**  
4 **PLEDGE OF ALLEGIANCE**

5 **Present:** Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town Administrator Heather Carpenter,  
6 *Chairman Warren, Excused, Police Sergeant Casey Brennan*  
7

8 **Board of Selectmen Workshop –**

9 This meeting/workshop is being held to discuss the ongoing situation with the Transfer Station. There is no  
10 public comment being taken at this time. Once Chairman Warren is present, the Selectboard will set a meeting  
11 and have a Public Hearing for this.  
12 The Transfer Station has continued to operate every day that it was supposed to be opened, even at a decreased  
13 capacity.

14 TA Carpenter stated that the Transfer Station was closed last Wednesday unknowingly to the Selectboard. This  
15 was a partial day closure from 1:00 p.m. on. The manager of the Transfer Station closed the facility without  
16 Selectboard knowledge which is not protocol. The employee was sent home, but later they did speak to the  
17 employee that was sent home, and based on what was happening, the Selectboard and Town Administrator  
18 agreed to close the Transfer Station for the remainder of the day and proceeded with a plan from that day on.  
19 DES visited the facility, and they were notified immediately to ensure that the Transfer Station could remain  
20 open. The primary operator, Peter Kotsakis, is able to operate the compactor as he usually does. In a limited  
21 capacity, the facility is able to remain open to take household garbage. Also contacted were Pittsfield, Laconia,  
22 and several other communities that could potentially take recycling, demo, and brush. We came up with an  
23 interim plan, but after speaking with DES after their inspection our interim plan changed. We are currently  
24 working with Waste Management to offer a container at the Transfer Station for single stream recycling. So,  
25 everything will go in one container. TA Carpenter offered a new contract from Waste Management with an  
26 addendum for the Selectboard to review. The single stream will be in place for the remainder of the contract  
27 with Waste Management which is for 5 years. TA Carpenter stated that single stream takes the glass, and all the  
28 other materials, and does not require sorting at home. This does cut into revenue; however, they are unable to  
29 do this because there is no staff to take on the recycling.

30 Vice Chairman Baiocchetti reviewed the map of the facility and wanted to know where the single stream would  
31 be placed. TA Carpenter clarified that since residents are not allowed into the part of the facility where recycling  
32 was taking place. There will be a barrier at the front of that parking lot, the container will be placed the length  
33 of the unused parking lot, and residents can use the right turn only side of the driveway so this will not impede  
34 the traffic to the compactors. A new crew coming in will be focusing on the cleanliness and compliance of the  
35 facility rather than recycling and baling.

36 Selectman Collins asked if they know the revenue impact of doing the single stream as opposed to doing the  
37 sorting. TA Carpenter estimated that it might be \$20,000 to \$30,000. She did reach out to Laconia because they  
38 use Waste Management as well, but it is too much of a burden on their facility and staff. Going with a single  
39 stream is the only option unless the facility is fully staffed.

40 Vice Chairman Baiocchetti gave thanks to the Highway Department, Fire Department, and Police Department for  
41 working with TA Carpenter. The Fire Department is going to do a burn for the brush pile next week. The center  
42 pile depicted is crushed glass that they have tried to dispose of over the years. TA Carpenter is working with  
43 NRRA for the scrap metal pile. The refrigerators had the freon removed today and they were marked. There  
44 was a copper issue that TA Carpenter found out about today, which is problematic. The hope is to have NRRA  
45 come out next week and remove the scrap metal, refrigerators, and a/c units. The cleanliness of the facility is  
46 what needs to be focused on according to DES standards.

47 Vice Chairman Baiocchetti asked about the 3 trailers on the East side of the building. TA Carpenter clarified that  
48 those trailers are filled with bales of mixed plastic and mixed paper/cardboard. The tires are scattered and not  
49 in one location in a container. Approximately 20-30 were counted on a quick spot check this morning.

50 Vice Chairman Baiocchetti asked if they went to single stream and if they would be able to shut down the  
51 recycling area of the building. TA Carpenter confirmed, yes, it can be shut down for public use.

52 TA Carpenter stated that the focus needs to be on the facility itself. The bathroom is in complete disrepair. The  
53 office is not in working standard. The Building Inspector went out with TA Carpenter yesterday to the facility  
54 and there are insulation issues that need to be addressed that he had identified in a previous report, and take  
55 out the old fiberglass insulation and put in a rock wall, because it's fire-resistant and water resistant. There is a  
56 moisture issue coming through the floor in the bathroom. She is unsure if it's from condensation or from an  
57 issue at this time, but this will need to be looked at.

58 Vice Chairman Baiocchetti stated that if the Town moves to a single stream, they will be able to get rid of the  
59 trailers. TA Carpenter stated that the trailers are there to contain material so that there are no small loads going  
60 out all the time. If they move to a single stream, then there wouldn't be a need for the storage trailers. She is  
61 working on getting them cleared out but does not know how much time it will take. Vice Chairman Baiocchetti  
62 questioned if they got rid of the trailers and whether they would be able to get larger compactors. TA Carpenter  
63 can look into what sizes they have. The overflow is currently on the pad and is empty at this time.

64 TA Carpenter doesn't believe there will be any issues with the NRRRA coming to pick up bales. It is dependent on  
65 their truck and how much can be fit on it. She is in the process of organizing this with them. North Coast came  
66 to pick up the batteries today, but there isn't a count on those yet. There are various containers that have  
67 batteries in them as well that have been inappropriately stored.

68 Selectman Collins asked about the loose trash that is scattered everywhere, and if there was a potential plan to  
69 take care of that. TA Carpenter stated she was contacted by Wakefield DPW and they have staff that can offer  
70 assistance. There is no schedule in place at this time. Sergeant Casey Brennan has spoken with the Town  
71 Administrator, State prison, and Belknap County Jail and both facilities are willing to help and offer inmates from  
72 the work release program. Belknap County has authorized them to take supervision of the inmates. The Police  
73 Department would incur overtime for the supervision of these inmates. He is waiting on additional information  
74 from the State, but either way, they are able to utilize inmates for a couple of days to assist in the cleanup. Vice  
75 Chairman Baiocchetti questioned who would be transporting the inmates. Sergeant Brennan clarified that he is  
76 waiting to hear back from the State on what would be in charge of transport and he has requested information  
77 on whether we would have to provide them with food and PPE. For Belknap County, Gilmanton PD would be  
78 transporting and supervising. TA Carpenter believes that they would only be needed for a couple of days and  
79 only utilize the State or Belknap County, not both at the same time. Sergeant Brennan should have a solid  
80 answer by May 1<sup>st</sup> for Belknap County and he should hear back before the end of the day from the State. TA  
81 Carpenter stated that volunteers are more than welcome and could help with directing traffic and answering  
82 questions from residents, like where to pick up transfer station stickers. The Volunteers are welcome to do  
83 online training through the State and become certified. This is a \$50 certification and could allow the volunteers  
84 to assist on a more progressive level. TA Carpenter requires them to sign a waiver and understand the policy,  
85 and DES guidelines, and form a schedule, for those who are interested in volunteering.

86 Currently, there is a candidate that is interested in the Highway Department, but TA Carpenter feels it would be  
87 better to start him at the Transfer Station. The Warrant Article passed that the Road Agent is going to become a  
88 different position and will all fall under the umbrella of a DPW. She believes the Selectboard should look at  
89 cross-training individuals in both departments. Vice Chairman Baiocchetti believes this would be better to leave  
90 that for the foreman position first, and the Director and let them figure out if they want everyone cross-trained.  
91 TA Carpenter is suggesting cross-training because within this whole process, transitioning would have been  
92 made easier if other employees had been cross-trained on the Transfer Station positions.

93

94 **Motion:** On a motion by Selectman Collins and seconded by Vice Chairman Baiocchetti it was voted to accept  
95 the waiver that legal provided them for the Volunteer Positions at the Transfer Station. (2-0)

96 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to allow the  
97 Police Department to work with the inmates to work with the Town of Gilmanton to clean up the trash around  
98 the outside of the facility. (2-0)

99  
100 Vice Chairman Baiocchetti stated that if any volunteers were interested in getting certified that the Selectboard  
101 would reimburse them for taking and passing the training course.

102 TA Carpenter also stated that if the Selectboard visited the Transfer Station that there is a lot of loose trash that  
103 is not in the tree line or perimeter and that also needs to be managed. No volunteers are allowed to assist with  
104 trash pick up unless they become certified.

105 TA Carpenter is organizing with NRRRA to take care of the rest of the bales in the trailers, and the cans off to the  
106 side, and the NRRRA is going to be picking up the scrap metal and getting it cleared up. She is working with  
107 Wolcott Construction to come up with a plan for the area once there is a controlled burn for the brush and  
108 compost, and glass aggregate. There is enough space, but there needs to be a plan for the solid ground because  
109 the dirt doesn't work when there is inclement weather. DES would like to see three different ground covers  
110 which can be asphalt, concrete, or hard pack. Currently, what is there is mud. When vendors go there with  
111 heavy trucks it makes the area worse. There is so much material between the brush, compost, and aggregate  
112 that it is causing a fault line to be created on the material, and could potentially be an avalanche situation.

113 TA Carpenter stated that what she found out today was that the refrigerator systems that were supposed to go  
114 to the scrap pile after refrigerant is taken out were being pilfered by staff before they went to the scrap pile.  
115 North Coast confirmed that this was being done, and had asked if TA Carpenter wanted regular statements.  
116 Included in the statements were the condition of the refrigerator and what the employees did to them. North  
117 Coast has to note it or it looks like they pilfered the items. Previously, North Coast was told not to give  
118 statements per the Transfer Station staff.

119 Vice Chairman Baiocchetti asked if the paperwork was missing that they were required to have. TA Carpenter  
120 stated that she was given a list from DES and she needs to go to the office to see what they have. DES needed  
121 proof that we were taking care of the material adequately. TA Carpenter has sent them reports from 2022 and  
122 2023 on all the contracts that are used. TA Carpenter also clarified that when DES came out they had not  
123 inspected the facility and did not come out to the facility due to low staffing levels. She knew that the DES  
124 inspection could potentially happen based on the questions that had been asked to ensure that our facility was  
125 compliant.

126 There has been a lot of work done in a short period of time. The facility is not up to standards and has not been  
127 up to standards in a while. The paperwork is not up to standards, the materials that are contained are not up to  
128 standards, and of course, getting everything up to adequate standards will not happen in a day and patience is  
129 requested and appreciated.

130 Vice Chairman Baiocchetti stated that the Selectboard has been trying to work with the Transfer Station  
131 employees for two years. The photos depicted paint an entirely different picture than what they have been told  
132 in meetings in regard to the cleanup effort. He asked if TA Carpenter saw any reason why they couldn't post  
133 publicly the joint loss checklist. TA Carpenter stated no, she has wanted to create a spot on the website that has  
134 just joint loss and HR information. She also clarified that the Department Heads are supposed to be updating  
135 the website with information, and she is not always aware of who is updating information and when information  
136 is changing. She requested that if any information on the website doesn't look relevant, please let her know and  
137 she can address it.

138  
139 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to post the  
140 DES inspection when it's received, as well as the joint loss report on Facebook and the website. (2-0)

141



142 TA Carpenter is going to move forward with the contract because there really is no other choice but to go with a  
143 single stream. Vice Chairman Baiocchetti asked if the contract was for four years, for the remainder of our five-  
144 year contract. TA Carpenter clarified that the contract was just signed in December for five years. TA Carpenter  
145 stated that DES has the understanding that she has a plan for recycling. If there is no plan, then the outcome of  
146 the facility will be changed and she doesn't know how much longer the facility is going to be able to run at the  
147 capacity they are currently running at. She presented a plan to DES with their understanding that she is actively  
148 looking for solutions. If she had not presented this plan, the facility would not have been able to open on  
149 Wednesday. Vice Chairman Baiocchetti stated this will cost about \$30,000 in revenue for recyclables. She  
150 agrees it could potentially cost \$30,000. The revenue for recycling in 2022 brought in just under \$80,000 but she  
151 can double-check that number.

152 Vice Chairman Baiocchetti asked what the potential cost was to put the facility back into business, to fix the  
153 building and the bathroom. TA Carpenter is working on getting a contractor that can give them a quote for what  
154 needs to be renovated. Vice Chairman Baiocchetti asked if an RFP should be done. TA Carpenter stated that if  
155 they were going to put staff in the building immediately that an RFP would be appropriate. But because the  
156 building is closed and there is no staff, unless the quote seems egregious, they could go with a contractor that  
157 has a reasonable quote. She believes it would be better to use this time wisely while there isn't staff. Vice  
158 Chairman Baiocchetti stated that looking at this, he believes they're going to need to refurbish the compactor  
159 hut, refurbish the office, and the bathroom. Also, people will need to be hired to clean the remainder of the  
160 stuff up. TA Carpenter stated that the bales that are along the front will be able to be removed shortly, along  
161 with the tires. She believes that a lot of the stuff can be cleaned up relatively quickly on the outside. However,  
162 they do need staff to help bale the remainder of the recyclables inside. Lightbulbs and batteries have been  
163 removed. Right now, there is an oil issue that needs to be remedied, so she is working with a company that can  
164 take waste oil. Vice Chairman Baiocchetti asked if we had permits for the waste oil. TA Carpenter stated she  
165 would have to look into that.

166 Sergeant Brennan stated that when he was on the phone with the State prison they told him that the inmates  
167 assist Allenstown with the Transfer Station, so he suggested being able to facilitate something for them to take  
168 the DES courses that are required to help inside the facility as well. TA Carpenter stated that if he could call  
169 Allenstown and see how they work that program that would be great.

170 Selectman Collins stated that if they could get an additional member that is certified, especially if Pete is sick,  
171 they should know the level of certification that is needed to operate the compactor. TA Carpenter stated that  
172 there are different levels of operation status. They are listed one through four, and higher, but they are all  
173 based on base training and then continuing education. DES only requires everyone to have an operator status.  
174 If an individual passes their test and their application is in process, because Pete is there and certified, that  
175 individual can work under Pete. If you do not have a primary operator then you cannot run the facility.

176 Vice Chairman Baiocchetti stated that funding to do all of this will be coming from the Transfer Station budget,  
177 and this is only for discussion. But would utilizing Fund Balance, would this be considered an emergency to use  
178 some of that? TA Carpenter stated she would have to look into it. Vice Chairman Baiocchetti stated that he  
179 believes this is going to be a substantial cost to the Town.

180 Vice Chairman Baiocchetti stated that they cannot drink the water. TA Carpenter clarified that they cannot,  
181 however, she just received a quote from LaChance, and Ron had been working on that prior. It will cost about  
182 \$5,000 to get an active system in there and could install in two weeks. The funding that is available is the  
183 Transfer Station budget, and there is currently \$3,000 in one of the accounts. There is infrastructure funding,  
184 and government building funding, but she will need to look at this budget because there were various projects  
185 already planned for or ongoing so she will have to see how much is available.

186 Discussed was the ease and convenience of single stream recycling. Also discussed was if extra staff was needed  
187 if they moved to single stream recycling. Demo and metal are not being taken, but this will need to be offered in  
188 the future. Vice Chairman Baiocchetti stated that they want to get back to giving the residents what they want  
189 and what they are paying for, but the facility needs to be fixed before they can do that.

190 Vice Chairman Baiocchetti wanted to know if anything was different in the Waste Management contract other  
191 than the single stream being put in place. TA Carpenter stated the fees that are added are an increase because  
192 it includes the hauling fees. The information was given by Waste Management that the container could be  
193 delivered by Friday, but it was dependent on how quickly everything would be approved by Roy Boyer.  
194 As of right now, only household trash is being accepted at the Transfer Station. The brush can be taken at Dirt  
195 Doctors in Pembroke. Residents may also burn brush on their own property after they get permits from the Fire  
196 Department or online. Demo can go to Casella in Belmont, they can also take mattresses, A/C units, chairs,  
197 propane tanks, TVs, refrigerators, PCs, and equipment.  
198 Dump stickers can be picked up at the Town Clerk/ Tax Collector's office Monday through Thursday. Currently,  
199 there is no charge for the first two stickers, any additional are \$1. TA Carpenter suggested charging \$25 per  
200 sticker for two years to offset the cost of the facility, but a public hearing will be required for this. Vice  
201 Chairman Baiocchetti stated that enforcement of the Transfer Station sticker would need to be made clear to  
202 the foreman and the DPW director. TA Carpenter stated enforcement would be something volunteers could do.  
203 TA Carpenter stated that in everything DES has cited she has been actively participating in a resolution.  
204 Vice Chairman Baiocchetti asked if the Transfer Station had been following the Finance Policy. TA Carpenter  
205 stated they had not. He doesn't believe that cash should be accepted at the facility, only credit cards or check.  
206 Selectman Collins also does not believe there should be any cash exchange. TA Carpenter stated that a point of  
207 service can be done through EB.gov, but that a proper computer would need to be installed.

208  
209 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to not  
210 accept cash at the Transfer Station, and only Check or Credit Card will be accepted. (2-0)

211  
212 Sergeant Casey asked if there were any issues with traffic at the Transfer Station currently, and when the new  
213 setup is in place with two lanes, is that going to cause more of a traffic jam, or will there be access to get  
214 through? TA Carpenter didn't believe there should be an issue. However, Pete did state that there was an issue  
215 and some areas were congested. There is no problem with them pulling through, but if 20 cars come at once  
216 then there will be some backup. Selectman Collins asked if the windows for the dumpster could be used for the  
217 recyclables and just block everything else off. They could pull in, drop recyclables, and then pull through. TA  
218 Carpenter stated yes, but the rest of the facility has to be blocked off. DES does not want residents entering the  
219 free room, or going to the lower level of the lot. Vice Chairman Baiocchetti stated that the recycling container  
220 will be where the painted parking lines are in the current recycling area. That will give residents enough space  
221 to drive around the container and exit toward the compactors. Discussed was the layout pertaining to the  
222 recycling container. TA Carpenter stated that they alternate pick up of the containers on Tuesdays and  
223 Thursdays so the recycling container would have regular pick up as well.

224 Vice Chairman Baiocchetti requested Sergeant Brennan to supply an officer for a couple of weeks on Saturdays  
225 and Sundays during the times that the facility is open. Sergeant Brennan stated that they can have the on-duty  
226 officer in the area if needed.

227 TA Carpenter will go through the WM contract and compiles some questions for Roy Boyer in regard to the  
228 single stream. When is the container being picked up, what is the length, etc. TA Carpenter wants the residents  
229 to understand that when you talk with DES or any other state agency there tend to be multiple people dealing  
230 with their piece. So, when a statement of a plan is put out, but then the plan has to change it is based on  
231 understanding from the agency, the town, and the ability to proceed with what we are able to do. TA Carpenter  
232 addressed the press release and that she could state what she didn't know and there will be multiple changes  
233 within the next month.

234 Vice Chairman Baiocchetti stated that the residents need to understand that nobody wanted this to happen, but  
235 it did and the Town is going to do everything they can to get everything back up and running as soon as possible.  
236 TA Carpenter stated the Town is doing its best, and that the amount of people between the Highway

237 Department, Fire Department, Police Department, Selectmen’s Office, and Pete have been phenomenal in  
238 containing the situation and making everything as smooth as possible.

239  
240 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to accept  
241 the contract and authorize the Town Administrator to sign the amendment to the Waste Management contract  
242 for a single stream recyclable for the duration of the contract. (2-0)

243  
244 The Board of Selectmen will take a tour of the facility to see what it looks like currently. The meeting will be  
245 adjourned from here and then reconvene at the Transfer Station, then they will return to the Academy Building  
246 for a Non-Public Session. This meeting audio will be posted online. DES will have photos in their report and the  
247 Board of Selectmen will take photos so they can be posted as well.

248  
249 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to adjourn.

250  
251 Adjourned 3:03 p.m.

252  
253  
254 Respectfully Submitted,

255 \_\_\_\_\_  
256 Amanda Davis, Administrative Assistant

257  
258 **Approved by the Board of Selectmen**

259 \_\_\_\_\_  
260 Chairman Mark E. Warren      Vice-Chair Vincent A. Baiocchetti      Selectmen Evan Collins

# **CONSENT AGENDA**

# Oath of Office

## Town of Gilmanton

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

So help me God.

I, Lucille Cook, do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent upon me as an alternate trustee for the Gilmanton Corner Public Library, for a term of 3 years, according to the best of my abilities, agreeably to the rules and regulations of this Constitution and the Laws of the State of New Hampshire. So help me God.

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

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

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

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

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

TERM EXP: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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# 2016 New Hampshire Revised Statutes

## Title XVI - LIBRARIES

### Chapter 202-A - PUBLIC LIBRARIES

#### Section 202-A:10 - Library Trustees; Vacancies; Alternates.

**Universal Citation:** NH Rev Stat § 202-A:10 (2016)

**202-A:10 Library Trustees; Vacancies; Alternates.** – Vacancies occurring on any board of library trustees in a town shall be filled as provided in RSA 669:75. A vacancy occurring among the publicly elected members of the board of library trustees of a city library shall be filled by the city council or other appropriate appointing authority within 2 months of the notice by the remaining members of the board of trustees. The board of library trustees may recommend to the appointing authority names of persons for appointment to vacancies on expired terms. The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.

**Source.** 1917, 59:1. PL 10:55. RL 15:58. RSA 202:9. 1963, 46:1. 1979, 410:19. 2000, 9:3, eff. April 16, 2000.

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Search all cases and statutes...

JX

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/ [Title 16 - LIBRARIES](#) / [Chapter 202-A - PUB...](#)  
/ [Section 202-A:10 - Li...](#)

# N.H. Rev. Stat. § 202-A:10

[Download PDF](#)

Current through Chapter 2 of the 2023 Legislative Session

Section 202-A:10 - Library Trustees; Vacancies; Alternates

Vacancies occurring on any board of library trustees in a town shall be filled as provided in RSA 669:75. A vacancy occurring among the publicly elected members of the board of library trustees of a city library shall be filled by the city council or other appropriate appointing authority within 2 months of the notice by the remaining members of the board of trustees. The board of library trustees may recommend to the appointing authority names of persons for appointment to vacancies on expired terms. The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.

*RSA 202-A:10*

*1917, 59:1. PL 10 :55. RL 15:58. RSA 202:9. 1963, 46:1. 1979, 410:19. 2000, 9:3, eff. April 16, 2000.*

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
www.lakesrpc.org



May 4, 2023

*SENT VIA EMAIL TO: [mwarren@gilmantonnh.org](mailto:mwarren@gilmantonnh.org)  
and VIA U.S. MAIL*

Mark Warren, Chair  
Town of Gilmanton, Board of Selectmen  
503 Province Road, PO Box 550  
Gilmanton, NH 03237

RECEIVED  
MAY 11 2023

BY: .....

**RE: Travis Mitchell, TAC Member  
Term Expiration: June 30, 2023**

Dear Chair Warren,

In reviewing our records, we see that the term of appointment for Travis Mitchell as Gilmanton's representative to the Transportation Advisory Committee (TAC) will expire on June 30, 2023. Please let us know if Mr. Mitchell will be reappointed for another term or if you plan to appoint a new representative in due course. Mr. Mitchell was appointed on June 30, 2021 for the standard two (2) year term.

Membership on the TAC usually includes individuals who have technical expertise in transportation, e.g., public works directors, town planners, administrators, etc. However, anyone in your community that has technical expertise in transportation, or an interest in transportation, is also appropriate. The decision is yours.

Much of the success and integrity of the Planning Commission's long-range transportation program is due to the involvement of TAC members. We believe that it is important for all Lakes Region communities to be represented on the TAC, and encourage you to maintain an **active** representative and an alternate to represent Gilmanton. *Please note that Gilmanton currently does not have an alternate appointment.*

As we look forward to your continued involvement, please send a letter of reappointment (or new appointment) once this process has been completed to cover the term of June 30, 2023 to June 30, 2025. If you have any questions, feel free to call me at 603.279.5337.

Sincerely,

  
Jeffrey Hayes, MRP  
Executive Director

G. Gilmanton Planning Board Chair (via email only: [roybuttrick21@gmail.com](mailto:roybuttrick21@gmail.com))  
John Edgar, Chair, TAC (via email only: [jedgar@meredithnh.org](mailto:jedgar@meredithnh.org))  
Travis Mitchell, TAC Member (via email only: [highway@gilmantonnh.org](mailto:highway@gilmantonnh.org))



To **Travis Mitchell**, Gilmanton, New Hampshire in the County of Belknap;

WHEREAS, there is a vacancy in the office of **Lakes Region Planning Commission-TAC** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said **Travis Mitchell**, in the office of **Lakes Region Planning Commission-TAC** of said town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the town clerk, you shall have the powers and perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.

**Term expires: June 30, 2025.**

Given under our hands this **15<sup>th</sup>** day of **May 2023**

_____	<i>Signatures of</i>
Chairman Mark Warren	
_____	<i>Selectmen of</i>
Vice Chairman Vincent Baiocchetti	
_____	<i>Gilmanton</i>
Selectman Evan Collins	

I, \_\_\_\_\_ do solemnly swear that I will faithfully and  
(Signature of Appointee)

Impartially discharge and perform all the duties incumbent on me as a member of the

**Lakes Region Planning Commission-TAC**, according to the best of my abilities, agreeable to the rules

and regulations of the Constitution and Laws of the State of New Hampshire, SO HELP ME GOD.

**STATE OF NEW HAMPSHIRE,**

**ss.**

**BELKNAP COUNTY,**

Personally appeared the above named, who took and subscribed the foregoing oath, before

me, \_\_\_\_\_  
(Print Name of Town Clerk)

*Date:*

(Signature of Town Clerk)

**SEAL**

# Let's Join The Lake Cleanup!

**MAY 20, 2023**

**Start at  
9:00 am**

**Join the Crystal Lake Park  
Committee and the attendant  
to clean the beach! Contact us  
at:**

 Crystal Lake Park  
 Town Hall  
 [crystallakegilmantonnh@gmail.com](mailto:crystallakegilmantonnh@gmail.com)



## Amanda Davis

---

**From:** Bre Daigneault  
**Sent:** Friday, May 12, 2023 9:42 AM  
**To:** Amanda Davis  
**Cc:** Heather Carpenter  
**Subject:** BOS Agenda

I will have the following:

2023 1<sup>st</sup> Half Tax Warrant  
(I will get you the amount shortly)

Exemptions & Credits

409-068

133-045

128-014

Timber Bill & Warrant

413-17&18

412-6

Bre Daigneault  
Community Development Director  
Town of Gilmanston  
PO Box 550  
503 Province Rd.  
Gilmanston, NH 03237  
603-267-6700 ext. 122  
[BDaigneault@gilmantonnh.org](mailto:BDaigneault@gilmantonnh.org)



# NEW BUSINESS

## SIGNIFICANCE OF PROPERTY

At the annual town meeting, March 12, 1778 it was voted that school be kept at six places: at Avery town, near Robert Moulton's, at Dr. Smith's, Joshua Bean's mill, at Nehemiah Lougee's and at Peaked Hill. (Lancaster). Kelley Corner School was designated as School #1 and it is located next to Joshua Bean's mill site.

The Kelley Corner School is the only remaining one-room schoolhouse owned by a public entity, the Gilmanton School District, in Gilmanton, NH. There were once as many as 18 one-room schoolhouses in Gilmanton. May 14, 1940, it was voted to close all but two remaining schools and Kelley Corner School was closed.

By a vote of the School District Meeting on March 1, 1949, it was agreed the school was to be leased to the Lower Gilmanton Community Club (which was formed in 1929). On February 15, 1949, the Lower Gilmanton Community Club signed a lease with the Gilmanton School District for a period of 20 years. The Lower Gilmanton Community Club wished to use the school for meetings, potluck dinners, bean suppers, and dances. On February 18, 1964, the Lower Gilmanton Community Club signed a 99-year lease for \$1.00 a year, with the School District until February 18, 2063. January 10, 2007, the Lower Gilmanton Community Club issued a check to the School District for \$50.00 to complete the lease agreement.

The School is located in an area known as "Lower Gilmanton." Lower Gilmanton is the first village in Gilmanton and was settled in 1761 when the Mudgett family arrived December 26, 1671. This historic site where the Mudgett's settled is located less than a ¼ mile from the school. The remains of the first gristmill in town, circa 1770 and belonging to Joshua Bean, is just downstream from the Sanborn Dam. The Sanborn Dam and Sluiceway, circa 1856, is located 1/8 mile from the school. The schoolhouse abuts the William Webster Memorial Forest, which is subject to a conservation easement held by the Town of Gilmanton. The easement includes remnants of an early settlement and the area is open to public access and recreation. The First Baptist Church of Lower Gilmanton, circa 1842, is located approximately 1 mile from the school and is listed on the National Register of Historic Buildings.

In 2008, the Kelley Corner School was placed on the NH State Register of Historic Places due to the significant fact that it is a rural one-room schoolhouse and is a "sole survivor" of its type in the Town of Gilmanton.

In addition to the schoolhouse, there is a rare and historic two-stall privy on the property. It is of the same timber-framed and clapboarded structure as the schoolhouse. Women's stall on the left and Men's stall on the right. The privy also includes a window in each stall.

The Gilmanton School Grade 4 students make a field trip to the Kelley Corner School House in conjunction with their study of New Hampshire's history. The schoolhouse is also a regularly featured part of Gilmanton Historical Society walking tours. The schoolhouse is located on a town trail system used by local outdoor enthusiasts and the Gilmanton Snowmobile Club.

Roof has significant bowing and split rafters. During installation of 6 double hung windows, circa 1930's, this caused a 4" bow of the wall, warping and twisting of window frames and windows no longer flush with casing. Above window conditions were corrected in 2018. However, repairs in 2008 to repair split rafter did not alleviate the amount of stress on all other roof rafters. Split rafters are not a good thing and with heavy snow loads can lead to roof failure. Project will probably need 2 if not 3, 1 inch steel rods with turnbuckles installed from eave plate to eave plate. It is extremely important that plates are installed on each end of the steel rods so that the rods do not pull through the plates over time. New like-sized hemlock rafters need to be installed to originals to straighten roof. New roof covered with architectural 30+ year shingles need to be installed. 2011 repairs will resolve issues previously not covered.

Per 2007 building assessment, 6 south side double hung windows are not original to the building. Due to improper structural modifications and insufficient support of the wall during installation in 1930, there is a 3-4 inch bow of the wall. Repairs done in 2008 to repair split rafter did not alleviate the amount of stress on all roof rafters and was recommended at that time to continue monitoring for movement. Roof has significant bowing out at side walls, split rafters and sagging at ridge line due to lack of proper ties at plate height. Proposed repairs recommend two if not three one-inch steel rods with turnbuckles installed from eave plate to eave plate. Extremely important plates are installed on each end of the steel rods so rods will not pull through plates over time. 2022 proposed repairs will resolve issues previously not covered.

# OLD BUSINESS

**Gilmanton Residents the following information is the plan for Household trash, Recyclables, Brush, and Demo.**

**Gilmanton Transfer Station:** The facility will be taking **Household Trash Only** until further notice. The standard hours of operation will remain in place. **Recycling Stickers will be available at Town Hall Monday - Thursday**

- ❖ Wednesday 7:00 A.M. to 6:00 P.M.
- ❖ Saturday 7:00 A.M. to 1:00 P.M.
- ❖ Sunday 12:00 P.M. to 5:00 P.M.

Peter Kotsakis is our Solid Waste Facility Operator - Certified through the NH Department of Environmental Services. Peter runs the compactor and will continue to make sure that portion of the facility is up and running for the town.

Road Agent Paul Perkins has offered to help at the facility during this time of transition. The Highway employees that will be directing residents during the weekends are;

- Travis Mitchell - Foreman
- Alex DeCoste - Equipment Operator
- John Skeehan - Equipment Operator

**Volunteer Opportunities are available to those who want to lend a hand.** As a volunteer, you will be able to direct residents where to go and answer questions, but you are not allowed to assist residents in disposing of trash, lifting objects, or handling hazardous materials. Any individuals interested in taking the training course can do that online or in person.

Until we are staffed at appropriate levels there may be times of periodic closure. Closure would generally take place when the bins are at maximum capacity, and the notice would be limited but will be placed on the Town website and our Nixle Community Information platform. We are requesting patience, understanding, consideration, and awareness of load limitations as seasonal residents start to arrive.

**For more information, please contact the Town Administrator at 267-6700 ext. 112**

**SINGLE STREAM RECYCLING BEGINNING 5-20-23**

- ❖ Single Stream recycling will be starting 5-20-23. Cardboard ***will not*** be accepted at this time, pending delivery of a larger container.
- ❖ **Please review items that cannot go into single stream**

**BRUSH ONLY** - Dirt Doctors 709 Keith Avenue Pembroke NH 03275, Phone 603-229-3200

- ❖ Accepting clean brush and lawn debris - **Required to be clean and separated.**
- ❖ Above-ground parts of the tree or shrub that make a wood chip would be brush.
- ❖ Leaves, grass clippings, and live garden clippings would be compost. - **Brush items and compost items must be separated.**

**DEMOLITION** - Casella – 43 Industrial Drive Belmont, NH 03220 - Open to take demolition Debris: \$215/ton and has a \$35 minimum. Open Monday through Friday 7:00 A.M. - 4:00 P.M.

Casella is also able to take the following items: Mattresses, Box Springs, A/C units, Chairs, Couches, Propane tanks, TVs, Refrigerators, Personal Computers, and Computer Equipment.



# RECYCLE RIGHT

To learn more,  
visit [wm.com/recycleright](http://wm.com/recycleright)



## Always Recycle



Plastic Bottles & Containers



Paper



Glass Bottles & Containers



Flattened Cardboard &  
Paperboard



Food & Beverage Cans



## Do Not Include In Your Mixed Recycling Container



NO Food or Liquids



NO Foam Cups & Containers



NO Green Waste



NO Batteries

Check local drop-off programs  
for proper disposal



NO Loose Plastic Bags,  
Bagged Recyclables or Film

Empty recyclables directly into  
your bin.



NO Clothing, Furniture & Carpet

# RECYCLE RIGHT

To learn more,  
visit [wm.com/recycleright](http://wm.com/recycleright)



## Most Common Contaminants

Keep these common contaminants OUT of your recycling bin.



### No Recyclables In Plastic Bags

Empty recyclables directly  
into your bin and leave the  
plastic bag out.



### No Food & Liquids

Compost instead! Otherwise  
it belongs in the trash.



### No Electronics & Small Appliances

Donate if in good condition,  
or schedule a bulky item  
pickup, if available.  
Check [earth911.com](http://earth911.com) for  
a local drop-off site.



### No Textiles, Bedding, Rugs & Carpet

Donate these items if they  
are in good condition.  
Large quantities may  
require special disposal.



### No Tanglers, Holiday Lights, Hangers & Extension Cords

They wrap around  
equipment and can shut  
down an entire facility!  
They all go in the trash.



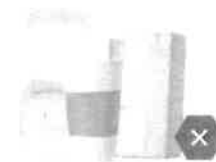
### No Plastic Bags, Film/ Sheeting & Flexible Film Packaging

Take plastic bags back to  
local retailers to keep them  
out of the recycling stream.  
Visit [plasticfilmrecycling.org](http://plasticfilmrecycling.org)  
to find a drop-off location  
near you.



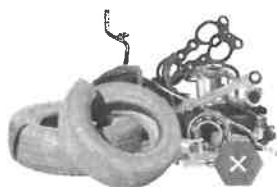
### No Paper Napkins, Plates, Cups & Tissues

Compost if possible, and  
remember to recycle the  
cardboard tube.



### No Polystyrene Foam

Foam and plastic containers  
are not recyclable curbside.  
Find drop-off programs  
for items like foam packing  
peanuts at [earth911.com](http://earth911.com).



### No Tires, Auto Parts & Scrap Metal

(Not in recycling or trash.)  
All can damage equipment  
and are safety hazards.  
Contact your local scrap  
recyclers or retail tire stores  
for recycling options, or  
check [earth911.com](http://earth911.com) for a  
drop-off center near you.



### No Concrete, Wood & Construction Debris

Can damage equipment &  
are safety hazards. You may  
be able to schedule a bulky  
item pickup - otherwise  
throw it in the trash or order  
a roll off bin by contacting  
Waste Management  
Customer Service.



### No Yard Waste & Wood

Compost or put in your  
yard waste cart, if available.  
Otherwise it belongs in  
the trash.



### No Non-Recyclable Plastic

Not everything that is  
plastic is recyclable!  
Recycle only food &  
beverage bottles, jugs  
and tubes.

# SELECTBOARD ITEMS, FYI'S, & OTHER TOPICS

Discussion, no documentation

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

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

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

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

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

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

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

## **ADJOURNMENT**

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

*We welcome and appreciate your time and attendance.*