

BOARD OF SELECTMEN MEETING PACKET



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



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 18th, 2022 - Academy Building - 5:00 P.M.

AGENDA

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

5:00 P.M.- PUBLIC HEARING- Transfer Station Fees- Background information provided

Standard Selectmen's Meeting directly following the public hearing

MEETING MINUTES APPROVAL- Directly following non-public session:

- 1. 04-04-2022

CONSENT AGENDA

- 2. **P.O.-** Bergeron Protective Clothing- Protective clothing-Funded by FEMA Grant- \$8,538.09
- 3. **P.O.-** LaClair Electric- Repair and upgrade electrical- Transfer Station- \$17,000.00
- 4. Assessing Items:

Credits & Exemptions

Yield Tax & Warrant

109-019	133-054	110-035	423-009
418-031	113-021	424-044	405-066 & 067
128-021	419-038	104-019	425-010
108-009	423-044	116-016	405-013
418-072	126-012	418-085	

COMMITTEE UPDATE

- 5. **Conservation Committee-** Paula Gilman-Grant Request for the Tom Howe Barn restoration and update on the Kelley Corner School House
- 6. **4th of July Committee-** Adam Mini- Request for park use
- 7. **Conservation Commission Appointments-** *All appointment requests are Commission Recommended*
 - Patrick Hackley- Request for reappointment to a 3-year term
 - Paula Gilman- Request for reappointment to a 3-year term
 - Thomas Dombrowski- Request to appoint as a full member to a 3-year term
 - Ron O'Connor- Request to appoint as a full member to a 2-year term

NEW BUSINESS

- 8. **2004 Fire Truck-** Request to move forward with the sealed bid posting
- 9. **Signing authority Discussion-** Process for items approved via warrant articles and prior grant approved by the Board. Example: Item #3 within the consent agenda
- 10. **Auditor RFP-** Review, discussion, and approval

OLD BUSINESS

- 11. **Academy Building Closure-** ½ day Friday and Wage- Discussion for seasonal positions
- 12. **Plumbing quote comparison-** Academy Building

PUBLIC COMMENT- 7:00 p.m.

- *The time is subject to change and could be held early or later dependent on the requirements of the meeting. The public is welcome to submit questions or comments via email to the Town Administrator by Friday before the meeting or attend in public.*

SELECTBOARD ITEMS, FYI & OTHER TOPICS

- 13. **Board Items-** RFP update- Chairman Warren- RFP will be presented at the meeting
- 14. **DRA 2019 Update-** Review completed, information only no discussion required.
- 15. **Schedule Update-** No discussion required Casella representative to meet with the Board at the May 02nd meeting to discuss landfill space issues.
- 16. **NON-PUBLIC Pursuant to RSA 91-A:3, II (a)- Employee-Transfer**
NON-PUBLIC Pursuant to RSA 91-A:3, II ()- If required

➔ **Remain agenda items on the second page**

OUTSTANDING ACTION ITEMS-This list represents items from past meetings that need to be addressed in the future. It is an ongoing effort and discussion at this meeting that won't necessarily take place but is for public understanding.

- Waste Contract for 2023-** Transfer Station TA and Ron Nason will be working on gathering information from Waste Management. New price points were received from the Co-Op. They will gather information from Casella and Pinard
- Social Media Policy-** TA to seek legal advice on this. Work on personnel policy. Create additional policy Board members will receive.
- Allowance for OHRV Traffic on a class V road

ADJOURNMENT

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

PUBLIC HEARING



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NOTICE OF PUBLIC HEARING

PUBLIC HEARING

The Board of Selectmen will hold a Public Hearing on
Monday, April 18, 2022, at 5:00 p.m.
to discuss Fee Schedule(s) for the Town of Gilmanon.

The Public Hearing will be held at the Town Hall, Academy Building
503 Province Road
Gilmanon, NH 03237

**Many municipal departments charge certain fees for services. Some fees are mandated or set by the state of New Hampshire, and other fees are set locally through the Board of Selectmen. Fee setting is typically governed by RSA 41:9-a for Towns and was voted in the affirmative in our 2017 election under article #15.*

2022 Transfer Station Fee Recommendation

Fluorescent Light Bulbs

\$1.00- 8 ft. Bulbs

.75- 5 ft. Bulbs

.50 - 4 ft. Bulbs

Gilmanton

Transfer station price list as of 2020

TV's	\$15.00
Monitors	\$10.00
Towers and Printers	\$5.00
Bulky	\$10.00 includes matt, box springs, sofa
Freon items	\$15.00
Porcelain sinks toilets	\$5.00
4-person Hot tubs	\$50.00
6-8-person hot tube	\$100.00
¼ yard demo	\$13.00
½ yard demo	\$25.00 including ¼ yard asphalt shingles
¾ yard demo	\$38.00
1 yard demo	\$50.00 includes ½ yard shingles
¾ yard shingles	\$75.00
1 yard of shingles	\$100.00
Car tires up to 20in	\$5.00
Large truck tires	\$50.00
Heavy equipment tires	\$100.00
20lb propane	\$5.00
4ft bulbs	\$.50 cents
6ft bulbs	\$.75 cents
8ft bulbs	\$1.00

Town of Alton

Price list for disposal of Cement, Concrete and Hot Top:

- 10 Wheeler - 12-14 yards.....\$70.00
- 6-Wheeler - 6-7 yards.....\$35.00
- 1-Ton.....\$20.00
- Pick-up.....\$10.00
- Brush up to 6" in diameter - FREE

VALID PERMIT REQUIRED

TV's and computer monitors up to 19" \$5.00 each

TV's and computer monitors over 19" \$10.00 each

Toilets \$2.00 each

Air Conditioners \$15.00 each

Refrigerators \$15.00 each

Dryers and Washing Machines \$5.00 each

Ovens and Stoves \$5.00 each

Couches and Chairs \$4.00 each

Sleep Couches and Recliners \$6.00 each

Mattress and Box Springs \$4.00 each

Propane Tanks \$5.00 each

Hot Water Tanks \$5.00 each

TIRES 20" or Less \$2.00 each (on rim...\$5.00)

Big Truck Tires \$9.00 each

Big Tractor Tires \$14.00 each

COPY OF BUILDING PERMIT REQUIRED Charges for Materials \$0.08 POUND

Demolition Shingles Clean and Painted Wood Please consult with Director or Employees if you have any questions YOUR COOPERATION IS APPRECIATED

Bulkie Junk - Fees Apply

- Appliances (\$5-\$15)
- Fuel Tanks (\$5-\$10)
- Metals(\$3-\$5)
- Tires(\$2+)
- Vehicular Wastes - no fluids allowed (\$5+).

BARNSTEAD

Happy Spring: Seasonal Hours begin Thursday April 7th. Seasonal Hours: THURSDAY EVENINGS ONLY

EXTENDED HOURS TO 6PM (Scale shuts down at 5:45)



Fee Schedule

HOME ([HTTPS://BCEPSOLIDWASTE.COM/](https://bcepsolidwaste.com/)) / FEE SCHEDULE

The following fees are charged to residents and businesses – Effective January 1, 2020

Tires

- Up through 19: \$4.00 each
- 20 through 24.5: \$8.00 each
- Equipment: \$75.00 each

MUST SCALE IN FOR: Demolition, Unseparated Trash (Mixed) and Wooden Furniture

Demolition is Disposed of on asphalt pad on back hill

\$200.00 per ton (10¢ per pound)

Un-separated Garbage (Mixed) is Disposed of in Designated Dumpsters under Roof area in back of building

\$200.00 per ton (10¢ per pound)

Wooden Furniture is Disposed of on Lower Trash Floor in trash area

\$200.00 per ton (10¢ per pound)

Bulky Furniture, Mattresses & Hide-a-bed

-Mattresses & Box Springs: \$5.00 each

-Bulky Furniture – \$10.00

-Hide-A-Bed – \$15.00 each

Paint – Weighed and inspected on **LOWER FLOOR**
Happy Spring. Seasonal Hours begin Thursday April 7th. Seasonal Hours: THURSDAY EVENINGS ONLY
\$4.00/Gallon – 45 Cents/Pound – Check in with Staff
EXTENDED HOURS TO 6PM (Scale shuts down at 5:45)

Antifreeze – Dispose of on Pallet on LOWER FLOOR
\$1.00 Per Gallon

Computer Monitors/Televisions/CRTs /Laptops/Tablets
\$20.00 each unit – **Dispose of in the Bin on the LOWER FLOOR**

Refrigerators, Freezers, Air Conditioners, Dehumidifiers, Coolers, etc.
\$10.00 each unit – *Dispose of in Hut located in lower alleyway on side of building*

Propane Tanks – Dispose of in CAGES NEAR SCRAP METAL BOX
#20 lbs = \$5.00 each, #30 lbs = \$10.00 each and #40 lbs = \$15.00 each
#100 lbs tanks (**ARE NOT ACCEPTED**)

Metal Picked is Charged for:

- Steel: 10 cents/lb.
- Aluminum: 50 cents/lb.
- * Minimum \$1.00

MENU

RECYCLING INFO ([HTTPS://BCEPSOLIDWASTE.COM/RECYCLING-POLICY/](https://bcepsolidwaste.com/recycling-policy/))

FEES ([HTTPS://BCEPSOLIDWASTE.COM/FEE-SCHEDULE/](https://bcepsolidwaste.com/fee-schedule/))

PERMIT STICKERS ([HTTPS://BCEPSOLIDWASTE.COM/VEHICLE-PERMIT-STICKERS/](https://bcepsolidwaste.com/vehicle-permit-stickers/))

FAQ ([HTTPS://BCEPSOLIDWASTE.COM/FAQ-PAGE/](https://bcepsolidwaste.com/faq-page/))

STAFF ([HTTPS://BCEPSOLIDWASTE.COM/TEAM-MEMBER/](https://bcepsolidwaste.com/team-member/))

COMMITTEE ([HTTPS://BCEPSOLIDWASTE.COM/COMMITTEE/](https://bcepsolidwaste.com/committee/))

FACILITY BROCHURE ([HTTPS://BCEPSOLIDWASTE.COM/FACILITY-BROCHURE/](https://bcepsolidwaste.com/facility-brochure/))

ITEMS RECYCLED AT NO COST

- Miscellaneous Metals
(steel, aluminum, copper, etc.)
- Tin Cans
- Aluminum Cans
- CFL (compact fluorescent light) Bulbs
- Cell Phones
- Automotive Type Batteries
- Rechargeable Batteries
- Cardboard
- Glass Bottles & Jars
- #1 and #2 Plastic Containers
- Clothing, Textiles
- Compostable Materials
- Engine Oil

We accept brush and clean (non treated) wood up to 5" in diameter for the burn pile.

PLEASE SEE ATTENDANT BEFORE DUMPING.



FEE SCHEDULE

All prices are subject to change.

ELECTRONICS

Microwave Ovens	\$5.00
All Computer Monitors	\$10.00
TV's under 19"	\$10.00
TV's 19" - 27"	\$15.00
TV's above 27" & Console TV's	\$20.00
Small Printers, Copiers, Keyboards, Computer Towers, & DVD Players, etc.	FREE

HOUSEHOLD ITEMS

Air Conditioners	\$15.00
Dehumidifiers	\$15.00
Refrigerators	\$15.00
Porcelain Items	\$5.00
Mattresses, Box Springs Twin & Full	\$10.00
Queen & King	\$20.00
Large Furniture	\$10.00
Flourescent Light Bulbs up to 4' over 4'	\$1.00 \$2.00
Thermometers, Thermostats, & Mercury Switches	FREE
Propane Tanks up to 30 lbs. over 30 lbs.	\$5.00 NOT ACCEPTED

SEPTAGE

Residential	\$100 per 1,000 gals.
Septage	

DEMOLITION MATERIALS

Sheetrock, Plywood, Fiberboard, Painted, Stained or Glued Wood, etc. & ALL Treated Wood Products
\$60.00 per cu. yd.

Asphalt Shingles

\$100.00 per cu. yd.

TIRE DISPOSAL

In accordance with NRRRA's Tire Programs - Current Member pricing fee schedule to be followed. See Attendant for pricing.

Anti-freeze \$1.00 per gal.

Reducing, reusing and recycling are important because they decrease the amount of waste on the planet and preserve natural resources by maintaining space and cutting down on landfills.





Materials Recycling Facility Disposal Rates

43 Industrial Drive, Belmont, NH 03220 603-524-5881

(Hours: 7:00a - 4:00pm M-F)

(RECYCLE, Bulky Items 2nd Saturday of every month 8am-12pm)

Saturday CHECKS ONLY no cash or charge.

HOUSEHOLD ITEMS

Air Conditioners	\$30.00
Chairs	\$20.00
Couches	\$25.00
Mattresses or Box Springs	\$25.00
Microwaves	\$10.00
Propane Tanks (20 Gallon Max)	\$12.00
Refrigerators	\$30.00
Televisions (up to 13")	\$15.00
Televisions (up to 21")	\$20.00
Televisions (over 21-40")	\$28.00
Televisions over 40"	\$50.00
Batteries, Wet (Vehicles)	\$4.00

COMPUTER EQUIPMENT

CPU's	\$15.00
Keyboards	\$8.00
Laptops	\$20.00
Monitors	\$20.00
Printers/Copiers/Scanners	\$18.00

DEMOLITION DEBRIS (C&D) and Municipal Solid Waste

Monday thru Friday only	\$164.00 per ton
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Residential Recyclables

Saturday Morning Only	No Charge (no min. fee)
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TIRES

Small w/o Rim	\$10.00
Small with rim	\$15.00
Light Truck w/o rim	\$20.00
Light Truck with Rim	\$25.00
Heavy Truck/Equipment-Variable	\$100.00 Min.

METAL

Saturday Morning Only	FREE (No min. fee)
All rates effective October 15 th 2019	

\$35.00 Minimum Charge on All Items Except Recyclables/Metal

Per unit prices listed above are in addition to the \$35.00 minimum scale fee AFTER the materials are weighed in.

Town of Wolfboro

ITEM	WHAT	MANDATORY SEPARATION	HOW	NO	FEE *
ALUMINIUM	Soda, beer and juice cans.	Flatten and crush	Remove contents and rinse	Tin cans, foil or other aluminum products	None
STEEL CANS	Tin and steel containers (food, aerosol, shaving, pet food can)		Remove contents and rinse	Other steel or tin items - Paint cans	None
GLASS	All glass and ceramics, bottles, tile		Place in glass tray, large items see attendant.	Light bulbs, auto glass	None
SCRAP METAL **	Auto parts, appliances, pipes, wires, aluminum, brass, etc.		Place in scrap metal bin	TV's, fuel tanks, propane tanks, microwaves	None
CFC (FREON) UNITS **	Refrigerators, air conditioners		Remove doors and stack neatly	Other appliances	\$10 per unit
TIRES **	Cars, trucks, bicycle and motorcycle		Place near tire container	Off tires: (\$3 extra for tires)	<16" \$4 - 16" to 20" \$8 - >20" \$12 Tractor/klipper tires market prices
WASTE OIL	Motor oil and transmission fluid, veggie oil		In gallon milk jugs - placed in the Waste Oil Collection area	Contaminated oil, anti-freeze, gas or paint	None
VEHICLE/MARINE BATTERIES	Wet cell batteries		Place upright on pallet		None
RECHARGABLE BATTERIES	Rechargeable / mercury containing, NiCad		Place in dry cell battery container		None
BULKY FURNITURE **	Mattresses, couches, chairs		Place in demo container	Recyclable or hazardous waste	\$7 chair/single mattress, \$15 sleep sofa \$10 couch /single mattress
CONSTRUCTION/DEMOLITION DEBRIS **	Sheetrock, painted wood, treated wood, bricks, etc.		Place in demo container	Recyclable or hazardous waste	\$20 per cubic yard, sheetrock/drywall \$30 per cubic yard
ELECTRONICS**	TV's, monitors, computer towers, microwaves		See attendant	Printers, stereos, radio	\$8 microwave or CPU, <18" \$10, laptop \$15 20-35" \$20, 36-50" or console \$30, >60" \$40
LEAVES AND YARD WASTE**	Compostable material		Remove from plastic bags and place in compost pile	Brush, wood, plastic bags or trash	None
CLEAN WOOD AND BRUSH **	Brush, tree limbs, unpainted lumber		Place in appropriate container	Painted or treated wood	\$8 per cubic yard
SHINGLES **	Asphalt shingles		Place in shingles bunker	Asbestos shingles	\$30 per cubic yard
PLASTICS	All rigid plastic containers		Rinse	No film, toys, large items	None
CARDBOARD	Boxes, brown bags, cereal and beverage boxes		Broken down flat and clean	Waxed boxes, trash, paper	None
NEWSPAPER	Newspapers as purchased (robust inserts are OK)		Clean and dry - No dirt or bags	Magazines or other paper products	None
MIXED PAPER	Junk mail, magazines, telephone books, office paper		Clean and dry - Staples and paper clips are OK	Hard cover books, poster boards, carbon paper	None
REUSABLE ITEMS	Items in working condition, books, clothes, sporting goods, etc.		Place in Swap Shop - See attendant	Mattresses, broken items, trash	None

* Fee paid by check, money order or coupons only. No cash on site - Coupons can be purchased at Town Hall
 ** See attendant before disposal

NOTE: Please deposit material in appropriate areas. If you are not sure where something goes, ask an attendant. Please be patient, remember to be safety conscious and exercise caution. Thank you.

MINUTES



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TOWN OF GILMANTON**

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Fax: (603) 267-6701

Website: www.gilmantonnh.org

DRAFT

1 Board of Selectmen Meeting

2 April 4, 2022 - Academy Building – 5:00 P.M.

3 CALL TO ORDER – ROLL CALL

4 PLEDGE OF ALLEGIANCE

5 Present: Chairman Warren, Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town Administrator
6 Heather Carpenter, Ron Nason, Chief

7 Public: Jay St. Jean, St. Jean Auctioneer, Jim St. Jean Auctioneer, Joe Haas, Chris Booth

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9 NON-PUBLIC Under RSA 91-A:3, II (a) – Employee

10 Motion: *On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to go into a Non-*
11 *Public meeting. (3-0)*

12 Motion: *On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to come out of the*
13 *Non-Public meeting. (3-0)*

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15 MEETING MINUTES APPROVAL-Directly following non-public session:

16 1. 03-21-2022

17 2. 03-23-2022

18 Motion: *On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to approve*
19 *the minutes of 03-21-2022. (3-0)*

20 Motion: *On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to approve*
21 *the minutes of 03-23-2022. (2-0) Selectmen Collins, abstained from being absent with notice.*

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23 CONSENT AGENDA: Vice Chairman Baiocchetti – recused.

24 3. P.O. – Nutter Enterprises – 1,240.91TNS 1 ½ crushed stone - \$18,849.58, discount applied roughly
25 **\$340.00.**

26 4. P.O. – LRMFA – Dispatch Services – 2022 Invoice #16312 - \$40,094.99.

27 5. Personnel Action for Fire Department – Call Department – Chief Hempel presents to discuss. Slight
28 **adjustments have been made to hourly rates that fit within the parameters of the budget. Per Diem**
29 **rate is at \$17.50/hr. and has remained lower. The increase is requested to remain competitive and keep**
30 **personnel. The rates listed are dependent on certifications and rank. Previously, requests were**
31 **submitted to Finance and were added to the system, he is trying to follow procedure and have Select**
32 **Board review changes. Wages need to be evaluated. They've been able to maintain staff, but the rates**
33 **are lower comparatively. Their call personnel are difficult to keep but the Fire Department needs them**
34 **and he would like to review the rates and compensate them fairly for their certifications and dedication.**
35 **Chairman Warren questioned if Chief Hempel has thought about the budget and what the increased line**
36 **items would look like. Chief Hempel responded he had not and their rate is based on usage. He feels**
37 **it's funded accurately and doesn't foresee an issue.**

38 6. MS-232 Department of Revenue Form – Approval and signature required. This is the default budget
39 **paperwork that Finance submits to DRA.**

40 7. Assessing Items:

41 Private Road Agreements	47	414-039
42 130-045	48	LUCT & Warrant
43 104-019	49	415-051
44 131-051	50	Abatement
45 Timber Tax & Warrant	51	417-045-Tax
46 405-002	52	

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LUCT Abatement

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423-42001

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CAI Technologies tax map maintenance contract

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Motion: *On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to approve the consent agenda as stated on the agenda for April 4th, 2022. (2-0) Vice Chairman Baiocchetti, recused.*

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COMMITTEE UPDATE

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8. Energy Committee: Nate Abbott- Chairman – Discussion regarding the process of funds from Warrant Article #11. Sarah Thorne has redone the recommendation for projects to be done. Joe Lajewski is a representative of NH Electric Co-op and helps to advise on projects and be sure the appropriate rebates apply. And because there are potential rebates to apply to the lighting project, they are connecting with him, getting an RFP out for the lighting and a second RFP for the weatherization projects. The sum of the projects is \$38,000 and a contingency of 10 percent. Due to inflation, they will not know the actual cost until they get bids. Sarah Thorne stated that Chase Pennoyer from Resilient Building Group could do a site walk-through with the potential bidders so they understood what the job entailed and ask questions. He can also come at the end and do a walkthrough. Sarah also shared that she is moving and will be resigning from the Energy Committee, but will be happy to help during the process. Selectmen Collins suggests putting out bids for lighting first. Vice-Chairman Baiocchetti asked who will be writing the RFP. Sarah Thorne clarified that the Town would write them and Joe Lajewski could review them. They have discussed with Joe, electricians who have done this kind of work and understand the process. TA Carpenter explained the process of publishing an RFP. Sarah Thorne also clarified that Joe Lajewski can advise on the specifications of the job to enable the town to get the rebate because he knows about the technology and installation process. Nate Abbott clarified for Vice-Chairman Baiocchetti that someone would be paid to be a clerk of the works for the project. Requirements for the electrician would be a Master Electrician’s license. For the weatherization portion, they would be relying more on reputation and references. TA Carpenter stated she would like the committee to write the RFP, and she will forward it to the Board she requested he come up with the pay structure and scope of the work for the clerk of the works, which we could place on the website.

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Action Item: TA to find an example of an RFP and email it to Nate Abbott.

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NEW BUSINESS:

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9. Land Auction Price Review - \$3,250.00. St. Jeans present to discuss the auction process. They presented the fee structure and information on what deeded properties have been sold for by the county. They have been in business since 1982. They have previously held auctions at the Academy building under the old administration. They generally do these on Saturday mornings at 10 a.m. to allow for the public to be present. Presented is a budget and fee structure that is based on a buyer’s premium with no minimum or reserves. The intention is to get them sold, back taxes paid, and get the parcels on the tax rolls. There is a 10 percent buyer’s fee charged. The \$3,250 is what they would spend on marketing, and this is paid out of the proceeds from the sale. The properties were viewed and concerns were addressed with discussion on property clean up and what they are worth cleaned up and sold as they sit. Other properties they have sold have written in that they are required to be cleaned up in a certain amount of time. Properties that have been clean-up recoup the money out of the proceeds and sale, along with back taxes and interest. This is the peak of the market and recommended sooner to hold the auction. The Province Rd property could possibly bring in \$50,000 to \$75,000 range with no cleanup, cleaned up it could be over \$100,000. The property on Allens Mill Rd. could bring in \$25,000 to \$40,000, as is. This property has a 90-day noticing process but could go up to 120 days. The goal is to go to the auction by the end of summer. TA Carpenter suggested September. The cost of cleanup was not budgeted appropriately due to rising costs. St. Jeans will

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102 need a list of abutters, anybody in town that has expressed an interest, and DTC to draft a
103 memorandum of sale and conduct open houses if possible. Vice-Chairman Baiocchetti requested
104 clarification on the properties in Sawyer Lake and if they could be offered to the abutters. TA Carpenter
105 clarified they would not be offering specifically, only to the abutter but they are notified. TA Carpenter
106 questioned if they need to know the amount owed from back taxes. Jay St. Jean stated it's not
107 necessary, but a minimum for the bids could be set. TA Carpenter also clarified for the Board that if
108 the properties are sold for higher than the back taxes the remaining amount goes back to the prior
109 property owners, the only amount recouped for the town is back taxes and any fees incurred. The
110 conversation was held on the cleanup of the properties. TA Carpenter explained clean-up for both
111 properties is underfunded due to changing costs. The Allens Mill property has structural damage and
112 there's a concern for someone going inside. One of the additional structures is good, but the other
113 need to be removed. Chairman Warren is inclined to remove anything that is an unknown, such as the
114 barrels, but to leave the properties "as is" and list a stipulation for cleanup. Remove vehicles if the
115 Town is able.

116 **Motion:** *On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted on signing*
117 *the contract from St. Jeans Auctioneers. (3-0)*

118 **Action Item:** TA to see if the Road Agent would be able to do a certain amount of cleanup.

119 **Action Item:** TA to contact legal on the clean-up of the properties.

120 **10. Primex -** Payment for a claim, request to use towards repair - \$1,120.89. This was for damage on the
121 2019 ambulance from the Deer strike. Notification from Primex stated additional repairs were needed
122 in the amount of \$161.72 so there will be an additional check. Chief Hempel's request is to use the
123 funds from Primex for the repairs so it does not come out of the budget. TA Carpenter agrees with
124 this.

125 **Motion:** *On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren voted to accept the*
126 *Primex funds amount of \$1,120.89 and the \$161.72 that has not been received yet, for a total amount of*
127 *\$1,282.51 and to further use that amount to fund the ambulance repair. (3-0)*

128 **OLD BUSINESS**

129 **11. Update 2022 Scheduling Notice** – Arrearage, Impending Tax Lien, Impending Tax Deed – No presentation,
130 just updated date from the Town Clerk/Tax Collector for review and understanding. Chairman Warren
131 asked for clarification and there will be no further contracts and only moving forward with the current
132 process of tax deeding. TA Carpenter confirmed.

133 **12. Default Budget** - The Board requested TA Carpenter scenarios for a 3 percent for July forward, 3 percent
134 being paid out of ARPA additionally from the 3 percent provided from the budget, and then 3 percent for
135 52 weeks. The 3 percent proposed one-time stipend/bonus without benefits is \$35,519, with benefits
136 being \$40,715. NH Retirement was contacted, even though it's not a wage, it is reportable.

137 The positions that the Board upgraded in 2021, on the proposed scale in 2022 are not included, because
138 they have already received their increase in advance. 52 weeks at three (3) percent could be fit within
139 the current budget.

140 **Board Consensus:** Three (3) percent increase for 52 weeks. ARPA funds will be used for roads.

141 **Operating Budget-TA Recommendation:** Most departments' budgets can be resolved within the default
142 budget. The concern is General Government Buildings and Transfer Station are underbudgeted. The
143 recommendation is to utilize some of the surplus from the Welfare budget to offset these.

144 **Motion:** *On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to approve three (3)*
145 *percent raise across 52 weeks for applicable positions for the year 2022. (3-0)*

146 **Action Item:** TA Carpenter to get an operating budget as adjusted within each department for
147 the next meeting.
148
149

150 **PUBLIC COMMENT – 7:00 p.m.**

- 151 • Joe Haas – In reference to the above discussion he believes one employee should reference RSA 275:43,
152 I (a) and request that a portion of their pay is taken in lawful money which would cover 3 percent. In
153 October the Town should receive the tax rate from DRA, this gives the Town six months to work on it.
154 RSA 32:5 states that when you go to a deliberative session there is supposed to be a disclosure or
155 discussion of other sources of income, then the state allocation comes in, and the remainder is what is
156 taxed. He questioned whether the abatements turned into the town have been viewed, but he will send
157 out an email for everyone to review.
- 158 • Chris Booth – 130 Griffin Rd. – He wondered what the description of passable is in reference to the roads.
159 He stated he cannot get his car or motorcycle down the road. Chairman Warren drove down this road
160 today, and there was one spot gravel was added. Chris did state that when they call the road agent, he
161 comes out. Chairman Warren let him know the road agent had advised a couple of roads that will go out
162 to an RFP to begin the process and Griffin Rd. is not one of those roads, but they are aware of the concerns
163 the residents have.

164
165 **SELECTBOARD ITEMS, FYI, & OTHER TOPICS**

166 **13. Board Items**

167 **RFP Proposal, Chairman Warren:** Two roads have been proposed by the road agent. All work necessary
168 to be done is included, tree removal, stump removal, excavation, underdrains, fill, as well as cut sheets
169 for specifications. The recommendation is when the RFP goes out that those who are interested in bidding
170 meet with the road agent to have a walkthrough on the proposed roads.

171 Sargent Rd. and Meetinghouse Rd. are the two roads proposed. They are bus routes and through roads.
172 Chairman Warren disclosed he lives on Meetinghouse Rd. and stated he will recuse himself from making
173 any decisions pertaining to this road. RFP will go out, bidders will meet with the road agent, and when
174 the bids come back the Board will determine the cost and decide if both projects can be done, or if they
175 will only be able to do one. Discussion held to determine whether the Road Agent will be inspecting the
176 project as it is being done or whether to hire a contractor. The person working with the Road Agent on
177 this has experience in the field, he is interested, as a taxpayer, and wants to help the town through the
178 process. Chairman Baiocchetti suggested for the clerk of the works. Chairman Warren suggested getting
179 the work that needs to be done on Meadow Pond Rd assessed to get an idea of the cost. Selectmen
180 Collins suggested getting started on the crowning, ditching, and culverts to get us through until the bigger
181 projects can be started. TA Carpenter stated that the RFP can go onto NHMA, in the newspaper, and the
182 town website.

183 Discussion held on the bonding process for insurance. There are contractors interested in the project and
184 don't believe they'll have a problem getting the work done this year.

185 **Minimum Road Standard Example document:** TA Carpenter discussed based on previous requests from
186 the public, information has been researched regarding culverts, ditching, and RSA states that replacing
187 culverts, and cleaning culverts are clearly outlined that it is the responsibility of the homeowner.
188 Chairman Warren questioned if initiating a policy like this would have to be initiated through Planning.
189 He suggested having planning look at the document and give feedback. TA Carpenter confirmed that it
190 would be.

191 **Motion:** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to make an
192 RFP for Sargent Rd. towards Guinea Ridge Rd. (3-0)

193 **Motion:** On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to make an
194 RFP for Meetinghouse Rd. from the paved portion to the intersection on Meetinghouse Rd. to Stone Rd. (2-0)
195 Chairman Warren, recused.

196 **Action Item:** Research what sites the bidding for the roadway can go on.

197 **Action Item:** Research how the bond gets written into the RFP.

- 198 **Action Item:** Review the Road Assessment to find out the length of the roads of the two roads.
- 199 **Action Item:** Town of Gilford minimum road standard to be presented to Planning Board for
- 200 review and comment.

201 **14. Board Items – Policy – Vice Chairman Baiocchetti – Employee Complaint Policy.** This document will deal
202 with the administration of the policy, investigation of the complaint, disposition of complaints, and
203 investigation, if it goes to a criminal investigation, it details how to deal with that as well. Employee
204 verification form attached and rights which would be read to the employee. Department Head receives
205 a complaint, if it deals with Department Head it would go to the Selectmen would assign a Department
206 Head suitable to investigate against violation of policy to remain unbiased. Discussion held on contents
207 of the policy, investigation, and RTK. TA Carpenter clarified any policies put together by the Board goes
208 through legal counsel.

209 **Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to take the Town of
210 Gilmanton Complaint Policy and allow the town council to review it. Corrections or suggestions will be brought
211 back to the Board for review. (3-0)

212 **15. Public Hearing**—The public hearing for the Transfer Station Fees will be held on April 18th. The Board would
213 like to discuss the entire fee schedule, one update has been recommended by the Manager.

214

215 **OUTSTANDING ACTION ITEMS**

216 **Waste Contract for 2023** – No update. Selectmen Collins checked with Ron on additional numbers and
217 only Waste Management has responded. Waiting on numbers from Casella and Pinard, information from
218 Concord Co-op has also been received.

219 **Auditor RFP** – She had a few edits but hopes to finish this week.

220 **Social Media Policy** – Samples have been reviewed and how they can be tailored for the Town. She would
221 like to complete this in the next month.

222 **Casella** – A meeting has not been organized yet for this.

223 **Board Consensus:** Vice Chairman Baiocchetti to meet with Department Heads to review job descriptions and
224 updates. Review all of Belknap County as a comparable, requesting an average increase for the last two years,
225 insurance co-pays, and vacations.

226

227 **Motion:** On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to approve
228 the Non-Public minutes for 02/02/2022, 03/21/2022, and 02/07/2022 are sealed. (3-0)

229

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

232

233 **Adjourned 8:21 P.M.**

234

235 Respectfully Submitted,

236 _____

237

238 **Approved by the Board of Selectmen**

239 _____

240

241 _____

242 _____

243 Chairman Mark E. Warren Vice-Chair Vincent A. Baiocchetti Selectman Evan Collins

244

CONSENT AGENDA

**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 000891

TO PERKINSON PROTECTIVE
CLOTHING
1024 Suncreek Valley Hwy -

DATE 04/26/22

SHIP TO

SHIP VIA

Grant

BUDGET CODE NUMBER

01-5331422

DELIVERY DATE

TERMS

F.O.B.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
3	Protective Clothing Cont Parts Funded by FEMA Grant		8537.09
			5537.09

[Handwritten Signature]

DEPARTMENT HEAD

AUTHORIZED SIGNATURE

WHITE COPY - VENDOR

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - DEPARTMENT HEAD



ND INVOICE

No. : **222922**

For Quotation#: 210403

Doc. Date : 01/28/2022

Payment Terms : NET30

Due Date: 01/28/2022

Customer PO:

Salesperson : Jackson Hillsgrove

Page : Page 1 of 2

1024 Suncook Valley Hwy., Unit 5-D
 Epsom NH, 03234
 TEL: 603.736.8500
 www.BergeronProtectiveClothing.com

Bill To

Gilmanton NH Fire Department
 Chief Joe Hempel
 1824 NH Route 140
 Gilmanton Iron Works NH 03837

Ship To :

Chief Joe Hempel
 1824 NH Route 140
 Gilmanton Iron Works NH 03837

Stock Gear G-Xtreme Coat + GPS Pant Gold 2022

Quantity	Style	Description	Your Cost
3	1C7G-BPC-G	Globe G-Xtreme 3.0 Jacket, Gold Pioneer, FreeFAS Color: Gold Trim Color: Lime Yellow Glide Ice 2L Thermal Liner Stedair 3000 Moisture Barrier *Contains PFAS 3" Triple Trim NFPA Basic Velcro and Snaps for Hanging Letter Patch Std Vislon Zipper In/Velcro Out Closure Std Expansion Pockets 2x8x8 W/ Fleece Hand Warmer Std Kevlar Backed Exp. Pockets Self Helmet Snap/Mic Strap/2.5x9 Velcro, Right Chest Radio Pocket 2x3.5x8, Left Chest Std 3" Trim Over Radio Pocket Mic Strap, Above Radio Pocket Std Adjustable Wrister Self Cuffs Std Collar Loop Std Square Pocket on Thermal Liner Std Neck Snaps on Collar And LinerStd Drag Rescue DeviceStd Stored Energy Band Upper	4,455.00
27	19721	3" Scotchlite Letter Color: LY Location: Row B GILMANTON	108.00
3	CPP	Globe Custom Printed Patch (NNE Gilmanton NH, sold loose)	139.59
3	FSDP	Fold and Sew Department Digital Patch Around Border	48.00
3	00443458	Add or Replace Nomex Hand And Wrist Guards w/Thumbhole	135.00
3	N127132BPC	Hanging Letter Patch	135.00

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 return check fee. MC/ Visa/ Discover accepted.

From: BERGERON PROTECTIVE CLOTHING LLC
 To: Gilmanton NH Fire Department

Document No. : 222922
 Doc. Date : 01/28/2022

Quantity	Style	Description	Your Cost
24	19721	Color: Gold 3" Scotchlite Letter	96.00
3	FC7G-BPC-G	Color: LY Add \$4.00 per letter for last names sewn on HLP. Globe GPS Pant, Gold Pioneer, FreeFAS	3,382.50
		Color: Gold Trim Color: Lime Yellow Glide Ice 2L Thermal Liner Stedair 3000 Moisture Barrier *Contains PFAS 3" Triple Trim Around Cuff Std Hook and Loop (Velcro) Fly Closure Closure Black Nomex Belt + Wide Loops Std Expansion Pockets 2x10x10 Std Kevlar Backed Expansion Pockets Black Suede Cuffs Black Suede Cathedral Knees Silizone Knees Sewn on Liner Black Padded Suspenders	

Subtotal	8,499.09
Shipping & Handling	38.00
Total	8,537.09

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 return check fee. MC/ Visa/ Discover accepted.

**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 000215

DATE 04-18-22

SHIP TO

Recycle / TRANS Free Invoice

SHIP VIA NH-01-D124-0016

BUDGET CODE NUMBER

TO LaClair Electric
29 MAJOR DR.
GILMANTON, NH 03237

F.O.B.

TERMS

DELIVERY DATE

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	repair and upgrade Electric	\$17,000.00	

Ron Nason

DEPARTMENT HEAD

AUTHORIZED SIGNATURE

WHITE COPY - VENDOR

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - DEPARTMENT HEAD

LACLAIR ELECTRIC

29 Major Drive
Gilmanton, NH 03237

ESTIMATE
603-755-8910

GILMANTON LANDFILL ELECTRICAL UPGRADES

04/07/21

Front of large building

Many cords are being used to run outlets and multi-strips. Must replace all cords. All outside wiring must be raintight and in proper boxes. Install new conduit, wire, and boxes,

Inside of the large building

2 emergency exits lights need to be replaced

Bathroom needs an emergency light and GFCI replaced.

Workbench area needs permanent outlets and a light. All cords and outlet strips are being used now. The office area needs outlets to be added to replace plug strips and cords.

8' Strip light in large room has been damaged by equipment. Needs to be replaced.

Compactor building

Outside lights are all run off portable cords. Replace and add to make the area safe. Install outside lights including the stairs and entrance area.

Pole light

Take down old lights that are not working. Install two (2) new high output LED floodlights with a photo cell for automatic operation. Dusk to dawn.

This does not include any permanent fixed heat. A couple of portable heaters would still be used however they would be on their own outlet and not on extension cords.

After reviewing the report and a sight visit (01/14/22) this is what we feel needs to be done due to many safety electrical issues. There may be more issues that may be found while upgrades are being done.

This is for budget purposes. To be invoiced as job progresses.

Estimated cost \$17,000

Credits & Exemptions-The list below are recommendations for the Veteran's Credit

109-019	133-054	110-035
418-031	113-021	424-044
128-021	419-038	104-019
108-009	423-044	116-016
418-072	126-012	418-085

Yield Tax & Warrant

423-009
405-066 & 067
425-010
405-013

COMMITTEE UPDATE

- Conservation Commission Appointments
- Patrick Hackley- Request to reappoint to a 3-year term
- Paula Gilman- Request to reappoint to a 3-year term
- Thomas Dombrowski- Request to appoint as a full member to a 3-year term
- Ron O'Connor- Request to appoint as a full member to a 2-year term

The Conservation Commission and the 4th of July Association request have no documentation.

NEW BUSINESS



TOWN OF GILMANTON

FIRE DEPARTMENT

1824 NH Route 140
Gilmanton IW, NH 03837
Tel: (603) 364-2500
Fax: (603) 364-2501



Fire Chief Paul J Hempel III

FOR SALE BY SEALED BID

THE TOWN OF GILMANTON IS ACCEPTING SEALED BIDS FOR THE PURCHASE OF

2004 HME 1871 SLE TANDEM AXLE FIRE ENGINE with 2300-gal water tank and 2000gpm pump.
VIN # 44KFT64874WZ20435

This unit is to be sold as-is and as seen. It is currently in service for the town. The bid is for the truck only and it includes no equipment. The unit will be available for pick up in early 2023, after the delivery of its replacement unit. Payment will be expected at the time of title transfer.

Bids will be accepted until Thursday, April 28th 2022 until 4:30 p.m.
The bid will be opened and awarded on Friday, April 29th, the winning bid will be notified by 4:30 p.m.

To schedule an inspection of Engine 3 please contact Gilmanton Fire Department at 603-364-2500.

Please submit a sealed bid to the Town of Gilmanton
PO box 550
Gilmanton NH 03237
Attn: Engine 3 Bid \



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

PO Box 550, Gilmanon, NH 03237

Ph.: (603) 267-6700

Fax: (603) 267-6701

Website: www.gilmantonnh.org

DRAFT

**Request for Proposals
Professional Municipal Auditing Services**

Sealed proposals, **plainly marked RFP #22-22 "Professional Municipal Auditing Services"** on the outside of the mailing envelope, addressed to the Town Administrator, Town Hall, 503 Province Rd, Gilmanon, New Hampshire 03237, will be accepted until **Wednesday, June 01st, 2022, at 12:00 pm.**

The Town reserves the right to reject any or all proposals, waive technical or legal deficiencies, and accept and negotiate any terms of a proposal that may be in the best interest of the Town.

A. Introduction:

The Town of Gilmanon, NH, requests qualified independent Certified Public Accountants to present proposals to perform financial audits for a three year period commencing with the audit of the calendar year ending **Dec 31, 2022**, in accordance with generally accepted auditing standards as set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, the provisions of the federal Single Audit Act, US Office of Management and Budget (OMB) Circular A-133 Audits of State and Local Governments, and the specifications listed below.

The selected Auditor will be invited to enter into a three-year contract subject to the satisfactory agreement on terms by both parties and the concurrence by the vote of the governing body.

B. Background & General Information:

The Town of Gilmanon (pop. 3,945) had an FY22 operating budget of approximately \$4,323,355. The Town uses the following fund types: General, Special Revenue, Capital Projects, Trust and Agency Funds as well as General Long-Term Debt Accounting Groups. Gilmanon employs 23 full-time, 12 regular part-time, and 15 on-call firefighters.

C. Description of Records:

1. The Town maintains its general records in accordance with generally accepted accounting principles.
2. The following software is used for various accounting, record keeping, and billing:
 - a. Finance Office utilizes BMSI software.
 - b. The Town Clerk/Tax Collector uses Avitar Associates of New England and Interware. The following records are maintained on the Town's automated accounting information system.
 - General ledger
 - Budgetary
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Assets
 - Depreciation
3. The following financial application(s) are on a separate computer system:

- a. Trustees of Trust Funds: Capital Improvement Funds held by the Trustees
4. The Town has the following Funds:
 - a. General Fund/Operating Fund
 - b. Special Revenue Funds- Police and Fire
 - c. Escrow
 - d. Conservation Commission
 - e. Town Clerk/ Tax Collector Account
 - f. Ambulance Fund Account

The Town operates on a January 1- December 31 calendar year basis. The base year to be audited will be the calendar year ending December 31, 2022. The Town is also interested in a multi-year proposal, which would include the calendar years ending December 31, 2023, and 2024. Audit services for future years are subject to annual review and will be dependent on satisfactory completion of the prior year's audit.

The most recent audit of the Town was performed by Plodzick and Sanderson for the calendar year ended December 31, 2021.

Questions concerning this request should be directed to no less than (7) days before the submission deadline:

Heather Carpenter, Town Administrator
Town of Gilmanton
PO BOX 550, 503 Province Road Gilmanton, NH 03237
Phone- 603-267-6700 x 112
E-mail- hcarpenter@gilmantonnh.org

C. The Proposal Elements

The Proposal shall:

- a. List the location of the office out of which the audit will be served;
- b. Identify the size of the Proposer's firm and its experience with municipal government agencies in matters pertaining to financial audits.
- c. Name a minimum of three (3) references of New Hampshire municipalities previously served;
- d. Include a program and schedule of audit activities to be conducted,
- e. Estimated number of hours and a resume and time schedule of personnel expected to service the account;
- f. Identify and list the experience and qualifications of staff to be assigned to the audit;
- g. State the maximum fee for which the audit services will be performed for each of the three (3) calendar years starting with FY2021
- h. Be signed by an official authorized to bind the firm;
- i. Specifically, note any expectations to the RFP of service to be provided by the firm, and/or any service to be provided by the firm not to be mentioned in the RFP;
- j. Including an affirmative statement that it is independent of the Town of Gilmanton as defined by generally accepted accounting standards.

D. Audit:

Scope: The audit will encompass both a financial and compliance examination of the Town's basic financial statements, the balance sheets of the Town's various fund types and accounting groups, and the related statements of revenues, expenditures, and changes in fund balance for the year ended. The audit will be made in accordance with generally accepted auditing standards; and will include tests of the accounting records of the Town. The combining individual fund and account group financial statements and schedules will be subject to the auditing procedures applied to the combined financial statements.

Procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and banks.

The auditor will be expected to retain for a minimum of three (3) years all working papers and other materials created, used, or obtained during the performance of their audit services. Such retention will be at the auditor's expense and with the expectation of responding to the reasonable inquiries of successor auditors. The selected auditor will be required to make retained materials available upon request of the Town of Gilmanton.

The Town views its engagement with an audit firm as an ongoing professional relationship in which the firm is expected to:

- Be available for consultation phone or email inquiries during the course of the year with the Finance Director and/or the Town Administrator. The proposal shall specify any limitations and additional charges, if any, for such services and the basis on which they accrue;
- Advise and inform through the term of the agreement on questions, practices, and procedures for handling various accounting activities; and
- Advise the Town of any significant changes in governmental accounting procedures, as they become aware of them as they may materially affect the financial statements and accounting procedures.

Reporting Requirements, Objective, and Scope of Work to be Performed:

1. A report on the fair presentation of the financial statements in conformity with the most recently adopted generally accepted accounting principles (GAAP) as interpreted by the Government Accounting Standards Board (GASB), NH Department of Revenue Administration Rules Rev 1700 and Rev 1900, and any other appropriate governmental measure. The selected auditor will be responsible for insuring acceptance of the final audit report by the state and/or federal agencies.
2. A Single Audit report on the schedule of federal financial assistance, if necessary.
3. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
4. A report on compliance with applicable laws, regulations, and internal practices and areas for strengthening internal controls and operating efficiencies.
5. Completion of the "Town Financial Report" (MS-535) for submission to the NH Department of Revenue Administration.
6. Final, unqualified auditor's reports, or if qualified, specify why, and General-Purpose Financial Statements with supporting schedules (7 copies, 8 ½ X 11")

7. Management Letters (5 copies, 8 ½ X 11”);
8. One complete copy in media format.

Draft copies of the reports mentioned in this section must be presented to the Town for its review and comment before publication. At the conclusion of the audit, an exit conference will be held with the Town Administrator and Finance Officer to review any adjusting entries to be made and any findings and/or recommendations arising from that year's audit.

The financial and compliance audit will cover federal, state, and local funding sources in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the following:

- a. Government Auditing Standards issued by the U.S. Government Accountability Office;
- b. Single Audit Act of 1984 and Single Audit Act Amendments of 1996, if applicable;
- c. Provisions of the U.S. Office of Management and Budget OMB Circular No.133, Audits of States, Local Governments, and Non-Profit Organizations, if applicable;
- d. Government Auditing Standards and Circular A-133 Audits issued by the American Institute of Certified Public Accountants; and
- e. All other applicable laws and regulations.

The Auditor will audit the Town's compliance with major federal award programs for the contract period.

9. The Auditor shall perform the audit and prepare all reports pertaining to the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. The Auditor is not required to audit the schedule of federal financial assistance. However, the Auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.
10. All audits will be conducted with the objective of expressing an opinion on each opinion unit and an opinion on compliance regarding the Town's major federal award program. If any opinion is qualified, the Auditor shall provide reasons for such qualifications.
11. The Auditor shall be prepared to advise Town staff on how to best implement both current and proposed GASB Statements. In addition, the Auditor is also expected to provide informal advice and consultation throughout the year on matters relating to accounting and financial reporting. This would not necessarily include any task that entails significant research or a formal report or impairs the independence of the Auditor.
12. In planning and performing the audit, the Auditor shall consider the Town of Gilmanton system of internal control as a basis for designing auditing procedures and for the purpose of expressing an opinion on the financial statements. The Auditor shall communicate in a written report titled Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards any material weaknesses in internal controls found during the audit to the Town Administrator and Finance Director. A material weakness shall be defined as a significant deficiency in internal controls or a combination of significant deficiencies that results in

more than a remote likelihood that a misstatement of the Town's financial statements will not be prevented or detected by the Town. Said report shall include written responses from the Finance Officer and Administration and associated staff to the Auditor's comments and recommendations.

13. Non-material conditions and/or other matters that come to the attention of the Auditor related to opportunities for strengthening internal controls and operating efficiencies shall be reported in a management letter. The management letter shall include written responses by the Director of Finance & Administration to the Auditor's comments and recommendations.
14. The Auditor will be required to make an immediate written report of all illegal acts, or indications of illegal acts, to the Town's Attorney and the Town Administrator.
15. In addition to completing the annual audit, the auditing firm shall be available during normal business hours, throughout the contract period, to provide the Town with advice and guidance on financial accounting and reporting issues. The auditing firm will also be expected to keep the Town staff informed of the requirements of all new accounting and financial reporting pronouncements of the Governmental Accounting Standards Board and the United States Office of Management and Budget.
16. It is expected that the successful proposer will designate a senior staff member, at the manager or partner level, who will be responsible for responding to Town's phone calls and e-mail communications within one business day.

Nature of Town's Assistance to Auditor during Audit:

The Town staff agrees to render all feasible assistance to the audit firm and shall respond promptly to requests for information, provide all necessary books and records, and provide physical facilities required by the firm for the expeditious conduct of the engagement.

The Town will designate the Finance Officer as the audit engagement coordinator to work directly with the Auditor. The engagement coordinator will have responsibilities for the following:

- a. Primary contact for questions, securing information, and other pending issues between the Auditor and the Town on items related to the financial statements.
- b. Receiving initial draft copies and re-draft copies of the financial statements, management letter, and internal control letter from the Auditor and circulating drafts to the Town Administrator.
- c. Coordinating meetings with the Auditor and Department Heads, Commissions, etc. as required.
- d. Monitoring and reviewing the progress reports from the Auditor.
- e. Helping to resolve the issue with the Auditor not related directly to financial statements.
- f. A trial balance with budgeted amounts will be made available to the Auditor (via the Auditor's secured portal). The Town of Gilmanton represents that the books of account will be fully balanced, and all bank account reconciliations for each month will be completed. The staff of the Town of Gilmanton will provide the following information:
- g. Basic financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information for the Town. The Town's accounting records shall be consolidated and converted to the accrual basis of accounting.

- h. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
- i. Any additional information the auditor may request from management for the purpose of the audit.
- j. Unrestricted access to persons who the Auditor determines it is necessary to obtain audit-related evidence.
- k. A working trial balance of each fund.
- l. All Statements of Revenues, Expenditures, other financing sources and uses, and transfers for all funds.
- m. A copy of the original budget, amendments, and final revised budget of the Town's general fund and enterprise funds for the audit period.
- n. A copy of any operating and/or capital lease schedules itemizing contracts in force during the audit period as well as access to the lease files.
- o. A copy of the Town's financial policies, including purchasing, travel, and investment policies.
- p. A schedule of insurances in force during the year and the insurance expense for the year.
- q. Required supplementary information (RSI) and supplementary information (SI).
- r. Schedule of all bank accounts and contact information for confirmation.
- s. All bank reconciliations for each month.
- t. List of outstanding checks by account, showing check number, date, and amount.
- u. Schedule of all investments for all funds at the audit date, showing book value and estimated market value.
- v. Listing of outstanding receivables by account for each receivable type and fund as of the fiscal year-end.
- w. Debt schedules for each debt issue and related payments.
- x. Applicable State Revolving Fund Loan Agreements.
- y. All financial reporting for Federal and State Grants.
- z. CFDA# and/or pass-through grant number.
- aa. Actuarial Report and financial information for NH Retirement System
- bb. Applicable State Revolving Fund Loan Agreements.
- cc. All financial reporting for Federal and State Grants.
- dd. CFDA# and/or pass-through grant number.
- ee. Actuarial Report and Financial information for NH Retirement System pension obligation liability.

Timing Requirements

1. The Auditor will attend a preplanning conference with the Finance Officer & Administration and other appropriate personnel before the interim fieldwork; periodic conferences during the audit; as well as an exit conference before the completion of fieldwork.
2. The Finance Officer & Administration will receive a listing of requested information needed for the audit at the preplanning conference.
3. The Town prefers interim fieldwork to be performed and completed in the 2nd quarter of the calendar year being audited.
4. An agreed-upon pre-closing trial balance will be prepared by Finance and an agreed-upon post-closing trial balance will be prepared by a negotiated date.
5. The audit must be completed and reports rendered no later than August 01st.
6. A preliminary draft of the audit and required journal entries must be submitted to the Director of Finance & Administration within five months of year-end for proofing and reconciliation to the Town's records.
7. The Auditor will provide the final ACFR in pdf format including cover and page numbers ready for the Town to provide to the printer for publication.

8. The Auditor shall provide 5 bound copies of the management letter by December 30th.
9. The Auditor shall attend at least one meeting with the Board of Selectmen, at which the audit report and management letter will be discussed. The Auditor may be required to attend additional Board of Selectmen meetings or work sessions at the request of the Board.
10. Progress reports are to be submitted with billings. These reports are to measure results against the Auditor's work plan. The Auditor shall promptly report to the Director of Finance & Administration, and Town Administrator any conditions which impede the proper conduct or planned timetable of the audit.

General Requirements for Submission:

1. Sealed proposals, plainly marked RFP #22-22 "Professional Municipal Auditing Services" on the outside of the mailing envelope, addressed to the Town Administrator, Town Hall, PO BOX 503, Gilmanton, New Hampshire 03237, will be accepted until October 01, 2022, at 12:00 pm.
2. All inquiries for information should be directed in writing to the Town Administrator, Heather Carpenter, at hcarpenter@gilmantonnh.org
3. The Proposal will consist of two separate parts, a Technical Proposal and a Cost Proposal. The Technical Proposal will be comprised of the Auditor's experience and qualifications of its personnel and approach to the work. It will be evaluated based on the selection criteria described in this document. There should be no dollar units or total costs included in the Technical Proposal. The Technical Proposal shall be submitted in a separate sealed envelope within the mailing envelope and clearly labeled "Technical Proposal for RFP #21-22."
4. The Cost Proposal will consist of the Auditor's cost proposal and shall be placed in a separate sealed envelope within the mailing envelope and labeled "Cost Proposal RFP #22-22."
5. Five (5) copies of each of the Technical and Cost proposals should be submitted.
6. The Town requests that no Town officials be contacted during the process. The Town Administrator may be contacted to clarify questions concerning the RFP.
7. In order to standardize the review process, the Auditor's Technical and Cost proposals must be presented in the following format and include the designated information. Auditors are cautioned that any deviation from this format may result in the disqualification of their submission.

Technical Proposal

1. Title Page
 - a. Project title
 - b. Name of Auditor
 - c. Address and telephone number of Auditor
 - d. Name of the contact person
 - e. Date of submission
2. A Letter of Transmittal (limit to one or two pages)
 - a. Briefly state the Auditor's understanding of the work to be done and make a positive commitment to perform the work within the required time frame.
 - b. This letter should be signed by the individual authorized to negotiate for and contractually bind the firm.

3. Table of Contents

- a. Include a clear identification of the material by section and by page number. Such sections will be those identified below.

4. Professional Experience and Qualifications

- a. Indicate the location of the office and the number of people, by level that will handle the audit.
- b. Indicate whether or not the firm is licensed to practice in the State of New Hampshire.
- c. Describe the firm's organizational structure and professional background as a whole.
- d. References: Provide a list of the firm's most significant engagements (minimum of 5) performed in the last two years that are similar to the engagement described in the RFP. Indicate the type(s) of services performed and the number of years served for each. For each engagement listed, provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contacted by the Town for reference.
- e. Include a list of New Hampshire communities currently engaged with, length of engagement, and a list of ACFR submissions noted as awarded or rejected.
- f. Indicate the experience of the local office in providing additional services to the government clients by listing the name of each government, the type(s) of services performed, and the number of years of engagement.
- g. Describe your audit organization's participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm's current peer review including management letter and responses, if any. Indicate whether the review included government engagements.
- h. Describe the audit organization's participation in the Government Finance Officers Association (GFOA).
- i. Describe the audit organization staff's professional experience in Governmental audits. Provide a resume for each Partner and Senior Accountant who will provide these auditing services to include his/her professional qualifications, licenses, (e.g. CPA), and experience in auditing relevant government organizations, programs, activities, or functions. Additional information should include any specialized skills, training, or background in public finance. This may include participation in State or National professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles or books.
- j. Describe the audit team that may be assigned to this audit.
 - i. Must have a dedicated team of at least a Principal in charge, a Team Leader assigned to the site, and 2-5 support staff auditors.
 - ii. Principal in charge must be a Certified Public Accountant.
 - iii. Describe the experience with reviewing and analyzing OPEB Actuarial Reports.
- k. Describe the firm's policy on partner rotation as recommended by GFOA. The Town retains the right to approve or reject replacements.
- l. Identify proposed sub-contractors, if any, and the portion(s) of the engagement for which they will be used.
- m. Describe how the firm meets professional independence standards.

Approach to the Audit:

Describe the firm's specific audit approach in the form of a work plan. The work plan should include an explanation of the audit methods to be used.

- a. Provide an understanding of the services to be performed and the work products to be provided as defined in this RFP.

- b. Provide a work plan to accomplish the scope of services, within the required time frame. The work plan should include the estimates by staff level for each of the significant segments of the work and the staff assigned to each segment. Include a brief discussion of the audit procedure to be used in the audit process for each segment.
- c. Describe the proposed:
 - Segmentation of the engagement;
 - Sample size and extent to which statistical sampling will be used;
 - Type and extent of analytical procedures to be used in the engagement;
 - Approach to be taken to gain and document an understanding of the Town’s internal control structure;
 - Approach to be taken in determining laws and regulations that will be subject to audit test work; and
 - Approach to be taken in drawing audit samples for purposes of tests of compliance.
 - Approach to working in coordination with the CPA firm providing non-attest services.

Other Information

- a. Describe liability insurance coverage arrangements to assure that it is sufficient to cover claims.
- b. Describe any regulatory action taken by any oversight body against the proposing audit firm or local office, if any.
- c. Identify any potential audit difficulties, along with the firm’s proposed resolution and any additional assistance expected from Town staff.
- d. Provide a sample contract used in similar municipal audit engagements.
- e. Provide any other information you believe relevant to the decision of selection of the best auditing firm for the Town.

Cost Proposal

The Cost Proposal should address the requested information below for the 2022, 2023, and 2024 audits.

- 1. Identify and describe any other important cost-based information.

	2022	2023	2024
Financial Statement Audit (including Management Letter)	\$ _____	_____	_____
Single Audit	\$ _____	_____	_____
Extra Audit Services /per hr.	\$ _____	_____	_____
Other (explain)	\$ _____	_____	_____
TOTAL	\$ _____	_____	_____

OLD BUSINESS



PO Box 70
 Gilmanton NH
 03237
 (603) 630-1637

Estimate

Date	Estimate #
4/4/2022	492

Name / Address
Gilmanton Town Hall 503 Province Rd Gilmanton NH 03237

			Project
Description	Qty	Rate	Total
Due to the age of the existing boiler and the request of antifreeze being added to the system, is it recommended that we first clean the existing water in the boiler with Furnox cleaner (which needs to run for 7-10 days). After this has been completed, we will then flush the heating system with clean water.		450.00	450.00
We will then remove the two Taco zone pumps and remove the corrosive piping below the circulator. We will install new fittings, nipples, flanges, one leaking ball valve along with two pumps.		4,600.00	4,600.00
We will also need to remove a kick space heater in the kitchen. The baseboard under the kitchen cabinetry needs to be removed so that we can access the piping and wiring in order to replace that unit. Once removed, we will replace the old kick space heater with a new one. Miscellaneous piping and fittings will be replaced.		1,450.00	1,450.00
After the parts have been replaced, we will purge the boiler and heating lines, then add furnox protector and furnox antifreeze to the system to eliminate frozen heating lines in the building. (Please note, this does not protect domestic hot/cold water lines or sewer lines).		445.00	445.00
Furnox antifreeze		3,100.00	3,100.00
Due to past freeze up issues: Wifi thermostats and freeze sensors are recommended in the work space and boiler room. This will help resolve any issues before they cause damage to the structure.		0.00	0.00
Total			\$10,045.00

Estimates are valid for 30 days. Please visit us at www.constantcomfortnh.com and like us on Facebook!



PO Box 70
 Gilmanton NH
 03237
 (603) 630-1637

Estimate

Date	Estimate #
4/4/2022	492

Name / Address
Gilmanton Town Hall 503 Province Rd Gilmanton NH 03237

Description	Qty	Rate	Project
			Total
Due to the age of the existing boiler and the request of antifreeze being added to the system, is it recommended that we first clean the existing water in the boiler with Furnox cleaner (which needs to run for 7-10 days). After this has been completed, we will then flush the heating system with clean water.		450.00	450.00
We will then remove the two Taco zone pumps and remove the corrosive piping below the circulator, and install new fittings, nipples, flanges, one leaking ball valve along with two pumps.		4,600.00	4,600.00
We will also need to remove a kick space heater in the kitchen. The baseboard under the kitchen cabinetry needs to be removed so we can access the piping, and wiring in order to replace that unit. once removed we will replace that kick space heater with a new one. Misc piping and fittings.		1,450.00	1,450.00
After the parts have been replaced we will purge the boiler and heating lines, then add furnox protector, and furnox antifreeze to the system to eliminate frozen heating lines in the building. (Please note) this does not protect domestic hot or cold water lines or sewer lines.		* 445.00	445.00
Furnox antifreeze		* 3,100.00	3,100.00
Due to past freeze up issues: Wifi thermostats and freeze sensors are recommended in the work space and boiler room. This will help resolve any issues before they cause damage to the structure.		0.00	0.00
Total			\$10,045.00

Estimates are valid for 30 days. Please visit us at www.constantcomfortnh.com and like us on Facebook!

~~6500.00~~
 + Antifreeze →
 1400.00

 \$ 7900.00



PO Box 70
 Gilmanon NH
 03237
 (603) 630-1637

Estimate

Date	Estimate #
4/6/2022	493

Name / Address
Gilmanon Town Hall 503 Province Rd Gilmanon NH 03237

			Project
Description	Qty	Rate	Total
Second option: After cleaning the interior piping with furnox and replacing the pumps and kick space heater, a different brand of antifreeze is available (however this type is quite corrosive to the existing system).		0.00	0.00
Antifreeze added and labor (instead of furnox brand)	1	1,400.00	1,400.00
		Total	\$1,400.00

Estimates are valid for 30 days. Please visit us at www.constantcomfortnh.com and like us on Facebook!

PUBLIC COMMENT- 7:00 P.M.

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

SELECTBOARD ITEMS, FYI'S & OTHER TOPICS



State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



Lindsey M. Stepp
Commissioner

Carollynn J. Lear
Assistant Commissioner

MUNICIPAL AND PROPERTY
DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

April 7, 2022

Town of Gilmanton
ATTN: Board of Selectmen
PO Box 550
Gilmanton, NH 03237

RE: 2019 Assessment Review

Honorable Members of the Board of Selectmen:

The New Hampshire Department of Revenue Administration has completed its review of the Town of Gilmanton's assessments required by RSA 21-J: 11-a. The Department has considered the degree to which assessments in Gilmanton achieved substantial compliance with applicable statutes and rules. The Department considered compliance with the six assessment areas specifically identified in RSA 21-J: 11-a and RSA 21-J: 14-b I. (c).

They are:

- A. Level of assessments and uniformity of assessments are within acceptable ranges as recommended by the Assessing Standards Board (ASB) by considering, where appropriate, an assessment-to-sales-ratio study conducted by the Department for the municipality;
- B. Assessment practices substantially comply with applicable statutes and rules;
- C. Exemption and credit procedures substantially comply with applicable statutes and rules;
- D. Assessments are based on reasonably accurate data;
- E. Assessments of various types of properties are reasonably proportional to other types of properties within the municipality; and,
- F. For all revaluations including full revaluations, partial revaluations, cyclical revaluations and statistical updates conducted on or after the April 1, 2006 assessment year either by an independent contractor or an in-house assessor, a report based on the most recent edition of the Uniform Standards of Professional Appraisal Practice (USPAP) shall be produced.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

In accordance with RSA 21-J: 11-a, II, the Department shall report its findings to the ASB and the municipality. This letter constitutes our report.

After completing its review, the Department has determined that the Town of Gilmanton has achieved substantial compliance with applicable assessing statutes and rules as such are identified in RSA 21-J: 11-a, I, and RSA 21-J: 14-b, I(c).

We would like to thank you and the staff members who assisted the Department for working with us in an understanding and cooperative manner.

Your next Assessment Review is scheduled for 2024. Should you be interested in changing your Assessment Review year, such a request may be approved so long as the time between reviews does not exceed five years

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "James Gerry". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

James Gerry, Director
Municipal and Property Division

cc: Assessing Standards Board
File

NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-
Employee

ADJOURNMENT

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

We welcome and appreciate your time and attendance.