

**Board of Selectmen
3 December 2007
Minutes**

6:20 p.m. - Chairman Brian Forst called the meeting to order. Present were Chairman Forst, Selectman Hatch and Administrative Assistant Tim Warren. Clerk Lois Dionne was not in attendance. Selectman Guarino arrived at 7:30 p.m.

6:21 p.m. - Enter into Non-Public Session as per RSA 91-A:3, II(a)

Selectman Hatch moved to Enter into Non-Public Session as per RSA 91-A:3, II(a) - Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Chairman Forst seconded. Motion passed 2-0.

The Selectmen reviewed Tim Robbins evaluation with him.

7:03 p.m. – Out of Non-Public Session

Selectman Hatch moved to come Out of Non-Public Session. Chairman Forst seconded. Motion passed 3-0.

7:03 p.m. – Public Input – No one was present for public input.

Steel Building/Fire Station? - The Selectmen and Chief Robbins discussed the steel building in Gilford that has been being discussed as a possible solution to a new fire station in the Corners side of Town. Chairman Forst felt, although the building is larger than we need at this time, sections could be removed to make it smaller; we could save the sections and they could be added back on if we should need more space in the future. Brian stressed that we need to find out what the snow load on the building is, and what the engineering stats are, and if it could be taken down and re-erected in Gilmanton without any code issues. He said if you had to re-engineer the building, you wouldn't want to consider it, but if the specifications meet the Town specifications, it would be a good deal. There was further discussion about plans for the inside of the building, and the need for getting a quote for a warrant article at town meeting. Don Guarino will get the information from the manufacturer about the snow load for the building.

7:30 p.m. – Approval of Minutes – The Selectmen reviewed the minutes of last week's meeting.

12-03-07 BOS

MOTION – Selectman Guarino moved to accept the minutes of November 26, 2007 as presented. Selectman Hatch seconded. Motion passed 3-0.

Conservation Commission Applicant Interview – The Selectmen interviewed Erin Walsh, who had sent a letter of interest to be appointed to the Conservation Commission. Tim stated that Conservation Commission Chair Nanci Mitchell had informed him that Erin had attended a couple of Conservation Commission meetings, was very interested in conservation and is a younger “go-getter” type, which they need on the board. Erin has been working in the environmental education field for eleven years, and has a Bachelor of Science in Environmental Conservation with a minor in Wildlife Management.

MOTION – Selectman Hatch moved to appoint Erin Walsh as a member to the Conservation Commission. Selectman Guarino seconded. Motion passed 3-0.

Job Description – Administrative Assistant – During Tim Warren’s evaluation, the question arose whether the job description of Administrative Assistant was adequate for the duties involved in his position. There was discussion that the duties seemed to be more in line with a Town Administrator, which is different from a Town Manager, who in addition to other duties has the authority to hire and fire employees; this would not give Tim that authority. Tim was to get job descriptions.

Tonight Tim presented the Selectmen with the original job description for his position in 1995 and 1997, the description for when he was hired, and the description for the position from LGC for 2006. The Selectmen reviewed the job descriptions. Two major items not in the job description when Tim was hired, which he does, are weekly payroll and responsibility for Human Resources; this will be added to the job description. Although the change of title of the position doesn’t change the duties involved in the position, or the pay rate, it was felt it changes the way people look at the position, and the person in that position.

MOTION – Selectman Hatch moved to add the duties of processing weekly payroll and the responsibility for Human Resources to Tim Warren’s job description and change the title from Administrative Assistant to Town Administrator effective immediately. Selectman Guarino seconded. Motion passed 3-0. Selectman Guarino seconded. Motion passed 3-0.

MOTION: Don Guarino moved to amend the motion to add that the change of title would not mean an increase in pay. Selectman Hatch seconded the amendment. The Motion with the amendment passed 3-0.

Town Holidays – The Selectmen discussed Town holidays, and closing the Selectmen’s office early the day before Christmas and the day before New Years. It was agreed that the Selectmen would not have a meeting on either Christmas Eve, December 24th or New Year’s Eve, December 31st, but would meet sometime in between, if necessary.

12-03-07 BOS

MOTION – Selectman Hatch moved close the office at 1:00 p.m. on December 24th, Christmas Eve, and at 1:00 p.m. on December 31st, New Years Eve. This is for all Town employees. Selectman Guarino seconded. Motion passed 3-0.

Tasers – The Selectmen discussed the anonymous donor who wished to provide money for five tasers for the police department.

MOTION: - Chairman Forst moved that the Gilmanton Board of Selectmen accept the anonymous donation of funds to purchase tasers for the police department with the following conditions: that officers must achieve appropriate training, and the use of such of equipment could be revoked by right of the Board of Selectmen at any time. Selectman Guarino seconded. Motion passed 3-0.

Expenditure Report – Tim distributed copies of the expenditure report for the Selectmen to review before the budget work session on Wednesday.

Certificate of Insurance – Ye Olde Chimney Sweepe – Don requested that Tim makes sure he has a copy of a Certificate of Insurance for Ye Olde Chimney Sweepe before he (chimney sweep) goes up on the roof.

Christmas Decorations – The Selectmen wanted to thank Israel Willard, Bonnie Whelan, Glen and Nancy Lines and Paula Gilman for the donation of their time and resources for the Christmas tree and lights, and the wreaths on the outside of the Academy Building.

8:58 p.m. - Enter into Non-Public Session as per RSA 91-A:3, II(e)

Selectman Hatch moved to Enter into Non-Public Session as per RSA 91-A:3, II(e)- Discussion of pending or threatened (in writing) litigation against the Town or Town Officials, Board Members or Employees. Selectman Guarino seconded. Motion passed 3-0.

A legal matter was discussed.

9:28 p.m. – Out of Non-Public Session

Selectman Hatch moved to come Out of Non-Public Session. Selectman Guarino seconded. Motion passed 3-0.

12-03-07 BOS

9:30 p.m. – MOTION – Selectman Hatch moved to adjourn the meeting. Selectman Guarino seconded. Motion passed 3-0.

Respectfully submitted,

Lois Dionne
(for Tim Warren)