



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

October 2, 2017

5:30 pm. – Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Michael Jean, Selectman Marshall Bishop, Town Administrator Heidi Duval, Finance Director- Brenda Paquette and Administrative Assistant Heather Carpenter.

Also present please see attached sign in sheet.

5:30 pm Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, Selectman Jean and Selectman Bishop) and led the Pledge of Allegiance.

Budget Workshop-

**Minutes will reflect the highlights from each budget*

Cemetery- Candace Daigle presents for the Trustee's

01-4195-115- Wages Grounds Keeper- 2017 Budget \$5,000.00; requested amount for 2018 \$5,150.00

01-4195-430- Repairs and Maintenance- 2017 Budget \$3500.00; requested amount for 2018 \$3,650.00

Discussion on the slight increase for wages, repairs and maintenance, lots sold, the alternative fence solution and goals for the upcoming year.

Parks and Recreation- Richard Kordas

01-4520-115- Wages Attendant- 2017 Budget \$6700.00; requested amount for 2018 \$8960.00

01-4520-390-Swim Instructor- the request was for \$200.00 additional but the Select Board suggests that the line be increased an additional \$400.00 in order to get two assistants for the swim lessons due to the large increase of participants.

The Board has also suggested the additional funds to the budget for refreshing the wood chips for the new playground areas. The addition to the budget will be placed under line 01-4520-430- Repairs and maintenance; requested amount for 2018 will \$3,500.00

Planning- No changes to the budget

Emergency Management- This budget is staying the same as last year; \$2,500.00, it was fully expended in order to receive a grant from the State.

Patriotic Purpose- Staying the same; \$4,650.00

Town Clerk/Tax Collector- Debra Cornett

01-4151-110- 2017 Budget \$59,405.00; requested amount for 2018 \$60,300

01-4151-112- to reflect grade and step increase
01-4151-115- to reflect grade and step increase
01-4151-370- Computer Expense- 2017 Budget \$8,000.00, requested amount for 2018 \$8,400.00
01-4151-560- Dues and Subscriptions- slight decrease from \$2,600.00 to \$2,500.00
01-4151-620- Office Supplies- slight increase from \$2,100.00 to \$2,200.00

Approval of Minutes –

MOTION: On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted to approve the minutes of 09-25-17. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

MOTION: On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted to approve the minutes of 09-18-17. (2-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – abstain).

MOTION: On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted to approve the minutes of 09-11-17. (2-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean - abstain, Selectman Bishop – yes).

Signature File

- **Purchase Order:** *To Pro Quip for a hydraulic breaker needed to break up ledge at the Transfer Station (cost below PO need), requesting keep to use on Meadow Pond Rd. Pro Quip, +/- \$1,800.00, for rental of a hydraulic breaker.*

MOTION: On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted to approve the purchase order for Pro Quip in the amount of \$1,800.00(+/-).(3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- **Purchase Order:** **BMSI, \$5,766.50, for 2018 annual license fees on tax collection and finance software**

MOTION: On a Motion by Selectman Bishop, and seconded by Chairman McWhinnie it was voted to approve the purchase order for BMSI in the amount of \$5,766.50. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- **MS-1: Approve MS-1**

MOTION: On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted to accept the MS-1. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- **Purchase Order:** **Eastern Analytical, +/- \$3,123.50 for annual mandatory landfill monitoring analysis**

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to approve the purchase order for Eastern Analytical in the amount of \$3,123.50(+/-). (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- **Purchase Order: NorthPoint Engineering, LLC, \$2,340.00 for annual mandatory landfill monitoring**

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to approve the contract for Northpoint Engineering in the amount of \$2,340.00 and authorize the Town Administrator to be the sole signature. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean - yes, Selectman Bishop – yes).

New Business

- **Involuntary Lot Merger Restoration:** Map 110 Lot 19 has requested an Involuntary Lot Merger Restoration pursuant to RSA 674:39-aa. Based on research and review from Assessing, Building/ Zoning and Planning, no ownership since the forced merger has made any alterations to accept said merger so it is recommended you restore the two lots.

MOTION: On a motion by Chairman McWhinnie and seconded by Selectman Jean it was voted to grant the request to restore current Map 110 Lot 19 to its premerger status of two lots previously known as Map 32 Lot 425 and Map 32 Lot 426, which were involuntarily merged by the Town. These lots were merged due to at least one being non-conforming, and the restoration of these lots to their premerger status shall not be deemed to cure any non-conformity with the existing local land use ordinances. Any development or redevelopment of either lot shall conform to land use ordinances unless relief has been granted in accordance with such ordinances and State law.

- **Transfer Station:**

Our Waste Management contract expires December 31, 2017 and is need of extension. Because we have not gone out to bid, and based on the previous Boards request, they are offering a 5-year extension. They would offer the same rates for a 3-year extension if preferred. The consensus of the Board is to invite Waste Management to the next Board of Selectman meeting for a discussion.

SelectBoard Items- N/A

Public Input- 6:24 p.m. No public present

Selectman Bishop leaving due to scheduling conflict.

(1) Non-Public Session per RSA 91-A:3, II (a)

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (a). (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

Employee Review

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean - yes).

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean - yes).

(2) Non-Public Session per RSA 91-A:3, II (c)

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to go into Non-Public Session per RSA 91-A:3, II (c). (2-0 Voice Vote –Chairman McWhinnie– yes, and Selectman Jean-yes).

Reputation

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie -yes, and Selectman Jean-yes).

MOTION: On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

(3) Non-Public Session per RSA 91-A:3, II (c)

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to go into Non-Public Session per RSA 91-A:3, II (c). (2-0 Voice Vote –Chairman McWhinnie– yes, and Selectman Jean-yes).

Lawsuits

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie -yes, and Selectman Jean-yes).

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

- This Non-public titled RSA 91-A:3, II (c) was amended to RSA 91-A:3, II (e)- letter (c) was called in error.

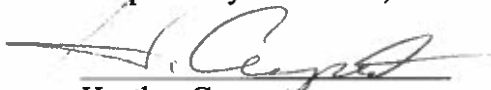
MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to amend the motion for non-public to RSA 91-A:3 II (c) to RSA 91-A:3 II (e) (2-0 Voice Vote – Chairman McWhinnie -yes, and Selectman Jean-yes).

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.

Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectman Jean it was voted to adjourn at 7:23 p.m. (2-0).

Respectfully Submitted,




Heather Carpenter
Recording Secretary

Approved by the Board of Selectmen


Chairman Stephen P. McWhinnie

Selectman Michael J. Jean


Selectman Marshall E. Bishop

{Audio recordings are available at the Selectmen's Office and for free as a link on the Town website through SoundCloud}