



Board of Selectmen Town of Gilmanton, New Hampshire

Meeting
January 23, 2017
Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Bishop, Selectman Jean, Town Administrator Paul Branscombe, Assistant Town Administrator- Heidi Duval, Town Clerk/ Tax Collector- Debra Cornett, Ms. Maura Thomas and Administrative Assistant- Heather Carpenter.

Absent: Also, present please see attached sign in sheet.

6:00 p.m. Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, Selectman Bishop and Selectman Jean,) and led the Pledge of Allegiance.

Approval of Minutes –

The language of the motion for the EMPG for the Fire Department had to be re-written to receive grant approval, per the request by NH Homeland Security and Emergency Management. Lines 100-104 on the draft copy of the minutes have been amended to reflect the change. This grant is a matched grant but the Town portion is paid through a monetary value placed on Chief Hempel's time through attendance of the required meetings.

December 12, 2016-

MOTION: On a motion by Selectman Jean, and seconded by Chairman McWhinnie it was unanimously voted to approve the minutes of December 12, 2016 as amended.

(3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

January 09, 2017-

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was unanimously voted to approve the minutes of January 09, 2017 as amended.

(2-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-abstained).

The amendment needed for December 19, 2016 minutes is for Line 17: Selectman Jean's name needs to be removed.

December 19, 2016-

MOTION: On a motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted to approve the minutes of December 19, 2016.

(3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

Signature-

Town Clerk/Tax Collector- Debra Cornett, presents her recommendation for the candidate of Deputy Town Clerk Tax Collector.

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was unanimously voted to accept the recommendation for Ms. Maura Thomas to be hired as the Deputy Town Clerk/Tax Collector. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

The Town Administrator explains that the discussion of hiring Ms. Amy Russell was done at the last Board of Selectmen meeting.

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was unanimously voted to hire Ms. Amy Russell as the Assessing Administrator. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

Refund for Overpayment –Payment made by the owners and the escrow account- Map 0410/ Lot 009

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to pay the refund of \$4,239.00 to the owners of Map 0410/Lot 009.

(3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

LRPC-TAC- Discussion on the appointment for the representative to the Lakes Region Planning Commission- Transportation Advisory Committee. In the past, the Road Agent- Paul Perkins has been the representative on this Board and the Select Board agrees that it should continue in the same manner and approve the appointment.

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was unanimously voted to approve the appointment of the Road Agent- Paul Perkins as the representative for Gilmanton on the Lake Region Planning Commission- Transportation Advisory Committee. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

Finance- Default Budget-

The Finance Administrator has presented a Default Budget that is \$34,702 higher than the recommended operating budget for 2017. Revenues will be presented to the Budget Committee on Wednesday night, January 25, 2017.

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was unanimously voted to accept the default budget as presented. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

Contract for Mrs. Heidi Duval-

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was unanimously voted to hire Mrs. Heidi Duval as the Town Administrator for Gilmanton, NH, with an annual salary of \$55,000 effective March 10, 2017 and an annual review on March 2018. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

Old Business

Acceptance of Fire Department Grant Fund-

MOTION: On a motion by Selectman Jean, and seconded by Chairman McWhinnie it was unanimously voted to accept the Emergency Management Performance Grant in the amount of \$3,500 for the Gilmanton Fire Department. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

The details for acceptance of the grant are outlined in the grant agreement and the scope in which it covers has been provided to the Town.

- Corner Library Deed-

Legal counsel stated that sharing the cost for tree removal between the property of the Corner Library and the owners of the adjacent property would be agreeable. The total cost of the tree removal is \$600, the Town's share would be \$300.

Mr. Funk and Mrs. Chase would like a paralegal to go to the Registry of Deeds and have a look at the deed from 1902-1904 from Charles Chase (no relation to Deb Chase), to see where the foot print of the library is. Town counsel believes that the Town does not need to spend time on this issue.

The Assistant Town Administrator was under the impression that deed research would not be a sufficient route and a full survey would need to be done. It is her understanding of the agreement, the reason for sharing the cost of the tree removal was in lieu of a more extensive route and incurring additional costs.

The Select Board agrees that sharing the cost of the tree removal is an appropriate course of action at this time.

New Business

- Mrs. Wanda Follansbee-

Mrs. Follansbee comes before the Board to speak on a property line issue at 33 Leatherstocking Ln. The Town Administrator explains that it is a multi-level issue which requires multiple departments. The Selectmen believe it is a unique situation and they will get back to Mrs. Follansbee.

An informational packet was given to each board member for referencing, a portion of the packet is attached to these minutes.

- 181 Joe Jones Road- The Board of Selectmen have been advised that the full Class V portion of Joe Jones Rd. has not been properly maintained for some years, which creates a safety concern. It is the Town's understanding that the Class V portion continues beyond the building at 181 Joe Jones Rd, to a stone wall past the house. As it is a function of the Town and Road Agent to properly maintain Town Class V roads which includes plowing, ditching and spring clean-up.

It is a necessity for the property owner to have clear access to their fuel tank, at the present time they have been cut off for winter deliveries due to the current condition.

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Jean it was unanimously voted to instruct the Road Agent to maintain the full Class V portion of Joe Jones Road, including to the stone wall past the house at 181 Joe Jones Rd, including snow removal. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

Open Public Comment- 6:54 p.m.

Mrs. Wanda Follansbee – Thanks the Board of Selectman for their time

Close public comment at approximately 6:55 p.m.

Select Board Items**Safety Concern/ Stop Sign issue-**

There has been a complaint and concern over the lack of a stop sign at the end of Currier Hill by the Corner Slice.

Selectman Jean suggested that a stop line to be placed on the road, but the location would be difficult for stop sign placement. The Board would like the collective opinion from the Highway and Police Department before a decision is made.

The Town of Gilmanton Hazard Mitigation Plan (HMP) is due for an update. In the past Lakes Region Planning Commission has worked with the Town on development and updating the plan and would like the opportunity again. It takes approximately 3-6 months to put the plan together, Dave Jeffers will meet with the Department Heads and they will form a committee.

Hazard Mitigation Plan- Lakes Region Planning Commission

MOTION: On a motion by Selectman Jean, and seconded by Chairman McWhinnie it was unanimously voted to contract with Lakes Region Planning Commission to update the Town's Hazard Mitigation Plan. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

Administrative Assistant-

The Board of Selectman discuss the hours of position for the Administrative Assistant in the Selectmen's office from part-time to full-time, the cost of the extra hours, retirement cost and the buyback option.

MOTION: On a motion by McWhinnie, and seconded by Selectman Bishop it was unanimously voted to bring Heather Carpenter from part-time to full -time. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes and Selectman Jean-yes).

Petition Warrant Article- Letter of explanation for the Modification of the Elderly Real Estate Tax Exemption Article #20 Elderly Exceptions- A letter was submitted by Mr. Felix Barlik to the Board of Selectman to be attached to the minutes.

There will be an amendment brought forward during Deliberative Session to amend a typographical error on the original petition warrant article; the typo stated a numeric value of 100.00 but written as one hundred thousand. The correct numeric value on the warrant article should read \$100,000.00.

Discussion of Town Policy - Building security and safety procedures are not being followed for Town employees after meetings have been adjourned. The Chairman of the Boards/Committee's need to make sure that the Town employees are not left alone in the building after the meetings have adjourned. The Selectmen's office with email a reminder to Department Heads, Boards and Committees.

Highway-

Selectman Jean takes issue with non-town owned vehicles, using Town resources in preparation of work that will be done for the Town under contracted services. The cost of extra electricity, and fuel can add up, he would like to see how much the electric bill has gone up during the winter months and would like this situation looked into.

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

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

Reputation

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was unanimously voted to come out of Non-Public Session per RSA 91-A:3,II(a) (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes, and Selectman Jean-yes).

MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was unanimously voted to seal the non-public minutes of the Non-public session RSA 91-A:3 II(a) (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes, and Selectman Jean-yes).

CIP addition to the Annual Town Report-

The Select Board believes it is a good idea to place the CIP spreadsheet with a narrative into the Town Report. It is a complete document minus the addition of roofs and septic's, however it is a living document, subject to change.

Granite State Glass quote for a proposed safety window at the counter of the Selectmen's Office- this project is in the conception stage and the quote for the glass was presented to the Board so they could get an idea of the cost just for the glass and how the project needs to function for the employees and the customers.

Window Cleaning Quote- Great North Cleaning proposal for the Academy Building in the amount of \$2,800.00

Sound Cloud- The cost of using SoundCloud Pro is \$135 per year which includes unlimited uploads for audio files. The free SoundCloud system has been used with ease but does not provide enough storage for the size of the audio files that the Town has. The need for expanding to the paid version of SoundCloud benefits the residents of the Town, providing the ability to access the audio version of meetings and at minimal expense.


MOTION: On a motion by Chairman McWhinnie, and seconded by Selectman Jean it was unanimously voted to use the version of SoundCloud Pro for the distribution of audio files from the Board of Selectmen meetings. (3-0 Voice Vote –Chairman McWhinnie- yes, Selectman Bishop-yes, and Selectman Jean-yes).

Mr. John Funk appeared in front of the Board without notice to speak on the topic of deed research for the Corner Library and how it affects his neighboring property. The following are a list of topics that he outlined for the Board.

- The deeds from 1902 and 1905; three-year gap and the difference in the language between them.
- Quick claim deed for the Town so there are not future issues between the properties.

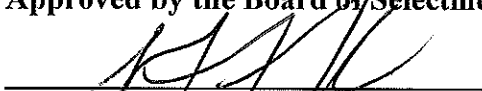
Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectman Jean it was voted unanimously to adjourn at approximately 8:01p.m. (3-0).

Respectfully Submitted,



Heather Carpenter
Recording Secretary

Approved by the Board of Selectmen



Chairman Stephen P. McWhinnie

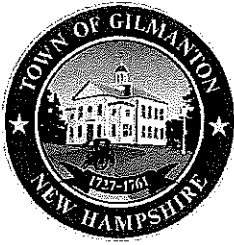


Selectman Michael J. Jean



Selectman Marshall E. Bishop

{Audio recordings are available at the Selectmen's Office}



SELECTMEN'S OFFICE

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Please fill out when taking information in and out of the binder, thank you.

Date: 01-23-17

Signature:

Wanda Follansbee
Kristi Laufendau