



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

6 Meeting

7 April 2, 2018

8 6:00 pm. – Gilmanton Academy

9

10 **Present:** Chairman Stephen McWhinnie, Selectman Marshall Bishop, Selectman Michael  
11 Wilson, Town Administrator Heidi Duval and Amy Russell- Assessing Administrator filling in  
12 as Recording Clerk.

13 Also present please see attached sign in sheet.

14

15 6:04 pm Chairman McWhinnie opened the meeting, took attendance of those present and voting  
16 (Chairman McWhinnie, Selectman Bishop and Selectman Wilson)

17

18 Pledge of Allegiance.

19

20 **Public Input- opened at 6:05 p.m.:**

21

22 Gareth Martindale: Representing the Gilmanton Planning Board-conveying that after discussing  
23 with legal that there was no need for the BOS to appoint members to the planning board after the  
24 March 13<sup>th</sup> vote to have the board elected. If the BOS did not agree then legal action of a court  
25 injunction-court decision. Can choose to leave current sitting members stay until next election;  
26 or have a special election to elect new Planning Board members.

27 Chairman McWhinnie: Three legal councils have been consulted regarding this and BOS can  
28 appoint until next election.

29 Selectman Bishop: Take the recommendation of the Planning Board and put it under advisement.

30

31 Donald Guarino: Warrant Article passed-seasonal trailers at Sawyer Lake-deficiency in the  
32 article-held a special election for less than \$600.00-agree with the Planning Board that there  
33 should be a special election held. In the past the Planning Board has retained own attorney.

34

35 Amy Brown: What research was done regarding the security of the building since the  
36 recommendation two years ago? Getting more than safety glass? If so where is the money  
37 coming from? Final cost? Any updates on generator and fire pump that passed? Progress,  
38 options; new research? Priorities with security and fire pump and generator.

39

40 Chairman McWhinnie and Town Administrator Duval: Monies would be from the general  
41 building maintenance fund-generator is a separate issue-\$20,000.00 in the general building  
42 maintenance fund-may have to be used for court cases-undesignated fund balance has to be paid-  
43 Security upgrade-within the last four years have looking into different levels of security; cameras  
44 at doors and in the building.

45

46 Sandi Guarino: Delegation of duties among selectmen? New policy in place-proper procedure.

47 McWhinnie: Motions were made that took care of that.

- 48 Joseph Haas: List of 11 items to talk with selectmen about- Heidi couldn't understand most of it.  
49 What parts can you understand? Heidi also said most were repeats of questions.  
50 Town Administrator Duval: Most is illegible.  
51 Joseph Haas: Divide and conquer tried a different MD&A-membership discussion and analysis-  
52 How many town have done this in detail-it's crap. 91A to open up the books. Capacity to do  
53 that.  
54 Chairman McWhinnie: Don't have to authorize Heidi to try and figure out what you are asking.  
55 Joseph Haas: Anyone contact CPA firm in Manchester?  
56 Chairman McWhinnie: 91A request-helpful-simplify the 91 A's-One question-type it and make  
57 it simple.  
58 Joseph Haas: Has been there (CPA Manchester) and was told to start at the town.  
59 Selectman Bishop: Take one thing at a time-type and submit.  
60 Joseph Haas: Good idea-someone working on policy to clear check-Laconia file a law suit  
61 against town for not having policy-Right now town doesn't have a policy.  
62 Chairman McWhinnie: Make sure that there is a document in place-policy.  
63  
64  
65 Chief Currier: Cell phones for police department? Something the Police Department didn't  
66 budget for.  
67 Chairman McWhinnie: Service out of budget.  
68 Selectman Wilson: Initial cost.  
69 Chairman McWhinnie: Have money in the budget  
70 Selectman Wilson: Buying instead of stipend?  
71 Chief Currier: Had cell phones prior and did not use them-sat in a box.  
72 Selectman Wilson: Liability  
73 Chairman McWhinnie: Not publishing numbers to public- has been discussed for a while.  
74 Selectman Wilson: Don't recall discussing it.  
75 Elizabeth Brulotte: Purpose of buying the PD cell phones?  
76 Selectman Wilson: Roughly cost monthly of service?  
77 Chairman McWhinnie: That is what we are starting to do  
78 Selectman Wilson: Retract vote for approval-did not know  
79 Adam Mini: What line in the budget is it?  
80 Town Administrator Duval: Equipment line  
81 Adam Mini: Executive administrative  
82 Dustin Millikin: Stipend amount?  
83 Chairman McWhinnie: 9.62 a week per officer-\$500.03 or something  
84 Brett Currier: Never once were cell phones discussed in public session-was it in a non-public  
85 session?  
86 Selectman Wilson: discussed with Police Department?  
87 Chairman McWhinnie: Want to do away with the stipend.  
88 Amy Brown: not just PD that has stipend? Has not been in minutes; why? How much? And  
89 doing something with all that are involved.  
90 Chairman McWhinnie: Last of the stipends for 2016-2017.  
91 Town Administrator Duval: Put into pay check.  
92 Adam Mini: nothing in budget ledger- no mention in right hand column for cell phones-  
93 Executive Admin has 2 cell phones listed  
94 Chairman McWhinnie: BOS can move monies around.  
95 Adam Mini: Where are you pulling monies from?

96 Town Administrator Duval: Not an item specifically designated-taking funds from exe. Bills  
97 will be paid out the police department phone line-estimates at \$55.00 a month  
98 Chief Currier: \$55.00 a month?  
99 Town Administrator Duval: Don't know-Fire Department had different billings and equipment.  
100 More than two phones.  
101 Selectman Wilson: Take vote back and want to analyze anything and come up with costs.  
102 Chief Currier: ACO gets a stipend too-6 phones.  
103 Chairman McWhinnie:  
104 Chief Currier: getting anything else that I don't know about?  
105 Chairman McWhinnie: Do you need anything else?  
106

107 **Public Input closed at 6:43 pm**

108  
109 **Minutes**

110  
111 **MOTION:** On a motion by Selectman Wilson, and seconded by Selectman McWhinnie it was  
112 unanimously voted to amend the March 26, 2018 minutes approx. line 89 to include verbatim  
113 minutes here.  
114

115 Amended minutes for March 26, 2018 will be reviewed at next Selectmen's meeting.  
116

117 **MOTION:** On a motion by Selectman McWhinnie and seconded by Selectman Bishop it was  
118 unanimously voted to open the **Consent Agenda** at 6:46 pm.  
119

120 **Intent to Cut: Map 420, Lot 102**

121 **Purchase Order:** Brian Forst Transport, 2018 Sand appropriation, \$10,000.00, line #01-4312-694

122 **Purchase Order:** Certified Computer Solutions, Planning Workstation Replacement, \$1,945.00, line  
123 #01-4191-370

124 **Purchase Order:** Grappone Ford, 2018 Ford Explorer Warrant Article #9, \$28,032.00, line #01-4902-  
125 641

126 **Purchase Order:** Fire Tech & Safety, Self Contained Breathing Apparatus Warrant Article #7, line  
127 #01-4902-744

128 **Dog Warrant**

129  
130 There was discussion on the computer work station replacement schedule.  
131

132 **MOTION:** On a motion by Selectman McWhinnie and seconded by Selectman Bishop it was  
133 unanimously voted to approve the consent agenda for March 26, 2018.  
134

135 **New Business:** Diane Currier-works with the Town of Gilmanton employees with AFLAC  
136 voluntary benefit-payroll deduction with no impact on Town. Whole life insurance-guaranteed  
137 to grown at 4%-take loans against; death benefit. Long term care rider with in policy  
138 institutionalized 6% of face value payable to that institution -\$100,000.00-\$6000.00 at home is  
139 4%-Great for people who may not pass on medical questions. Pick type offered thought  
140 employer is the only way to get the 4%.

141 Selectman Wilson: Administration cost?

142 Diane Currier: Line item to payroll-Town cut a check every month-voluntary only get though  
143 employment here

144 Selectman Bishop: No fee for town

145 Chairman McWhinnie: Something to bring to employees  
146 Diane Currier: Open enrollment-When departments available.  
147 Chairman McWhinnie: Heidi bring up at employee meeting-let them know  
148 Diane Currier: Need five minimum interested-break down costs by age  
149 Chairman McWhinnie: \$100,000.00 policy  
150 Diane Currier: Build cash value-younger affordability number you would like what affordable  
151 needs budget loan value/cash in. Give finance a stuffer for payroll checks.  
152 Chairman McWhinnie: cut sheet to present to department heads; need to see if get five.  
153

154 **Old Business**

155 Ron Nason-Skid Steer unit and prices presented by Transfer Station Manager, Ron Nason. He  
156 prefers the Kubota from MB Tractor, it is best, price wise, door opening is better-bobcat told  
157 Ron problem with motors.  
158 Chairman McWhinnie: Attachments fit cheaper  
159 Selectman Bishop: Good  
160 Selectman Wilson: Hand and foot control.  
161

162 **MOTION:** On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was  
163 unanimously voted to approve the purchase of the Kubota skid steer, Warrant Article #10 with a  
164 price of \$46,373.00.

165 **Chairman McWhinnie-Yes; Selectman Bishop-Yes; Selectman Wilson-Yes**  
166

167 The Town Administrator provided a Purchase order for signatures, the Selectmen approved the  
168 purchase order as part of the motion to approve the purchase.  
169

170 **SELECTBOARD ITEMS:**

171 Selectman Wilson: Adapted for Selectmen's meeting implement at next few meetings-  
172 procedures in place  
173 Selectman Bishop: Talk about it  
174 Chairman McWhinnie: Which one? Researching forward information from Michael Wilson.  
175 Selectman Wilson: Public input- after NEW BUSINESS so that new issues are brought up and  
176 public will be able to comment on them.  
177 Selectman Bishop: Agree with Wilson, need to stick to new issues in public input-not bring up  
178 past issues.  
179 Town Administrator Duval: There is a policy in place. BOS can maneuver the agenda in each  
180 meeting  
181 Chairman McWhinnie: Review information and then decide where it impacts.  
182 Selectman Bishop: Should investigate and do things differently a decision has to be made-wants  
183 to make an informed decision even though it won't please everyone hope to make the right  
184 decision.  
185 Town Administrator Duval: BOS has changes to draft please let her know so that she can have  
186 the information as well as the changes to be made.  
187  
188 Selectman Wilson: Update on pricing and security.  
189 Chairman McWhinnie: Meeting tomorrow at 11:00am  
190 Town Administrator Duval: \$1700.00 rough estimate  
191 Chairman McWhinnie: Getting three estimates  
192 Selectman Bishop: Granite State Glass and Portland Glass



193 Selectman Wilson: Put out for requests?

194 Selectman Bishop: Could do that.

195 Selectman Wilson: Video recording of last week-portable unit instead not too expensive.

196 Chairman McWhinnie: Spend money have good audio visual here

197 Selectman Wilson: Audio/Video in wall each door

198 Chairman McWhinnie: Equipment?

199 Selectman Bishop: Recommend put Wilson in charge of it-portable

200 Chairman McWhinnie: Already doing it.

201 Selectman Bishop: Wilson knows what he's doing with technology

202 Chairman McWhinnie: One bid away from decision.

203 Town Administrator Duval: Need clarification

204 Selectman Wilson: Recommend a separate camera

205 Selectman Bishop: portable camera privacy

206 Selectman Wilson: YouTube channel-when camera is set up

207 Selectman Bishop: Two way camera. See what's going on

208

209 Selectman Wilson: Statement against Stephen McWhinnie as chairman.

210 *"Steve, last week you proved to me, in my opinion, why you should not be*  
211 *chairman of this board. You disrespected me along with the disrespect you showed*  
212 *to the citizens of this town by not allowing them to address a member of this board*  
213 *and telling them to look at you and address you while talking. After that you*  
214 *followed by telling Amy Brown and I that you are not a good public speaker. The*  
215 *fact that you believe that you are the only member of this board that should be*  
216 *allowed to speak combined with the fact that you do not know that Gilmanton has*  
217 *no rules or procedures of meetings and how they are run, proves to me that you*  
218 *should not be the one holding this position, therefor I am making a motion that*  
219 *Marshall Bishop be the chairman of this board. Can I get a second?"*

220

221 **MOTION:** On a motion by Selectman Wilson, he proposed that the board vote to nominate  
222 Selectman Bishop as Chairman of Board of Selectman. Motion not seconded, motion not  
223 carried.

224

225 **MOTION:** On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was  
226 voted to appoint Michael Jean as a full member of the Planning Board.

227 Chairman McWhinnie-Yes; Selectman Bishop-Y, Selectman Wilson-abstained from vote

228

229 **MOTION:** On a motion by Chairman McWhinnie, and seconded by Selectman Bishop it was  
230 unanimously voted to have all department heads complete a full inventory of department with  
231 **ALL** equipment and supplies in department, list for Primex.

232

233 **MOTION:** On a motion by Selectman Bishop and seconded by Chairman McWhinnie, it was  
234 voted to nominate Stephen McWhinnie as Chairman of the Board of Selectmen. **(2-1-Voice vote**  
235 **Chairman McWhinnie-Yes; Selectman Bishop-Y, Selectman Wilson-N**

236

237 **MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop, it was  
238 unanimously voted to nominate Selectman Bishop as Vice-Chairman of the Board of Selectmen.  
239 **(3-0 Voice vote-Chairman McWhinnie-Yes; Selectman Bishop-Y, Selectman Wilson-Y)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was unanimously voted to seal the minutes of the non-public sessions (#1-#4) on 4-2-18.

**(3-0 Voice vote-Chairman McWhinnie-Y; Selectman Bishop-Y; Selectman Wilson-Y)**

**Selectman Wilson: Hiring**

**Chairman McWhinnie: opened up-review non-public**

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was unanimously voted to approve and adopt the COLA and 1.5% employee raises of a merit based 1 step increase, and to place employees on the scale as outlined.  
The board signed proposed 2018 wage scale and personnel action forms for all employees receiving a change in pay, these increases were retroactive.

Chairman McWhinnie-Revisit Select board Items  
Selectman Bishop: Planning board-legal advice

Consensus of the board to set up an onsite visit for the review of the proposed outside seating and parking at the Gilmanton Café, with department heads involved. HDC finish or do they still need information?

Selectman Bishop: BA Abbott contact  
Town Administrator Duval was to schedule this site walk as soon as possible.

**Adjournment:** On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to adjourn at 8:50 p.m. (2-0).

Respectfully Submitted,

  
Amy Russell

Recording Secretary

**Approved by the Board of Selectmen**

  
Chairman Stephen P. McWhinnie

  
Selectman Marshall E. Bishop

  
Selectman Michael J. Wilson

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

