



APPROVED ON 10-15-18

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

August 20, 2018

Approximately 6:00-pm. Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Michael Wilson, and Assistant Town Administrator-Heather Carpenter

Absent- Selectman Bishop absent with notice

Also present please see attached sign in sheet.

Workshop-approximately 6:00 p.m.

Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie and Selectman Wilson) and led the Pledge of Allegiance.

No public comment at this workshop.

Consent Agenda/Signature File

- Purchase Order: Jim Lilly-for concrete peers for the roof-2,925.00+/-

Discussion on the purpose of the roof, portion of the project was budgeted for during budget season, and the thought that the monies are coming from a capital reserve account-facility improvement.

Tabled until next week's meeting; ask Finance if the budget code was discussed.

- Temporary Sign Permit: 349 Crystal Lake Road-Currently there is no set fee or category for temporary signs, there is only non-commercial and commercial. For now, the temporary sign issue should be dealt with on a case by case basis.

The consensus of the Board is to accept a fifty-dollar (\$50.00) fee for the temporary sign that has been requested. Temporary sign fees in the future will be taken under consideration on a case by case basis.

- Event: Contra Dance Schedule-

The Contra dances have been held at the Old Town Hall, the Board would like more information on the events such as; if it is open to the public, is there a charge at the door, what is the time frame from start to finish on each scheduled night and generally how many people show up to each dance?

The item will be tabled until the information is received. The Assistant Town Administrator will reach out to the contact for details.

- Draft Audit- Consensus of the Board is allow Assistant Town Administrator to reach out to Selectman Bishop to see if he approves of the draft, if so the Board agrees to accept the draft.

One item that was discussed with Finance today is the fact that all time cards need to have signatures from employees and dept. heads.

- Emergency Operation Plan discussion/Storm Events- The Board has received the report from the Police Department regarding the Sawyer Lake storm. The Board has requested the reports for all Departments involved, once the reports are received they will review

each of them. The Board would like to have a roundtable discussion with staff involved in the Emergency Operations Plan to get a better understanding of the process. The Board would like to meet with Chief Hempel for a round table discussion to understand the Emergency Operation Plan better. The meeting is tentatively set for 09-05-18.

**See attached Department monthly report to the minutes*

- Propane- The Assistant Town Administrator will verify that Huckleberry will set the tank at the Academy Building for low-no cost if we choose to utilize them for propane for the generator, IW Fire Station, Public Safety Building, and the Corner Library and the price per gallon.
- Generator update- the following items need to be done to move forward on the generator;
 - The Town Electrician is in the process of contacting NH Electric Co-op and getting plan approval.
 - Dig trenches at Highway Dept. availability
 - Gas Line through the company that will be providing propane
 - Pre-cast concrete pad needs to be purchased, delivered, and set-up from a company in Concord; *no name given at this meeting.*

Planning Board

The Chairman and Vice Chairman of the Planning Board were scheduled to come to the workshop to discuss the need for more community involvement via alternate members. Chairman Jean did contact the office today and want to hold off on the meeting until we receive letters of interest. Later in the day a letter of interest was brought forward for the Board to review.

Chairman McWhinnie reviewed the letter of interest received by Mr. Dustin Milliken and called for a motion to accept the letter of interest as an alternate to the Planning Board, there is no second by Selectman Wilson.

Assistant Town Administrator asked for clarification as to why there was no second for the motion because of the need for alternates on this board.

Selectmen Wilson has chosen not to second the motion due to items he has seen on social media and concerns of how Mr. Milliken would handle people.

School Land

Chairman McWhinnie-Spoke to the School Board about the land that was purchased awhile ago for a high school, with a right of way off White Oaks and River Rd., approximately 50 acres. The School is not going to place a high school on that land and he believes it would be a good location to see if there is sand and gravel, it's in close proximity to the Highway garage and it could have good potential for cost savings, compared to the possibility of paying \$60,000 per year for winter sand. Discussion on price of sand/cost of producing our own, man power and if it is the best use of time for the department.

Foundation Update-

Selectmen Wilson met with Mr. Mickey Daigle to talk about the current drainage and the water infiltration on the left-hand side (*while looking at the front of the building*) of the building, discuss pictures and the gap between the concrete and the foundation which is allowing water to follow straight down into the building.

No decision made at this point Chairman McWhinnie would like to take a recess shortly to get a visual I reference to the pictures and the area of the current drainage.

Selectmen decided later in the meeting to hold off on the site walk until a later date.

95 **Draft Warrant Article from Hoyle Tanner;** send to Finance for review. Chairman McWhinnie
96 would like to know if there is a third warrant article needed and to ask when that article will be
97 needed. Assistant Town Administrator doesn't believe the warrant article for the third bridge is
98 needed for this year but will ask.

99 **Town Administrator Job Description-** Discussion about the need for a monthly report from the
100 Town Administrator and posting it on the website, rewriting the job description prior to the
101 position being filled, balancing the work between the Town Administrator position and the
102 Assistant Town Administrator position so that the assistant's position is not overloaded.
103 Board has requested copies of job description and employee survey.

104 **Employee Survey-**

105 There wasn't overwhelming feedback given from employees but the information that was given
106 is viable. The importance of the Town Administrator to be able to successfully work with all
107 departments is extremely important and the person should be approachable. There has been a
108 fairly high turn over rate to the position, approximately four within the last 10 years. The idea for
109 creating the survey was to get a genuine idea from staff, what they wanted to see or felt was an
110 important quality for a Town Administrator to have. The surveys were not required to be signed,
111 the intention was not to pin point people about their ideas but to see what has been lacking in the
112 position from their point of view.

113 Send out copies of the employee survey to the Board members.

114
115 Assistant Town Administrator reminds the Board members in the near future, they will have to
116 scrutinize the budget and come up with some solid idea for the up and coming budget season.

117
118 **Park and Rec.-**

119 Parks and Rec. did reach out today in reference to the communication struggle for the events that
120 has taken place this year. The director has requested a modem to be placed at the park area, he
121 has discussed with Administration looking into surveillance. Discussion of the swim assistance,
122 the cost and the age requirement of who the town hires for seasonal work.

123 **Items for future discussion-**

124 There is an additional problem of certain committees actually being Town committee's vs groups
125 or private associations, meeting RSA standards for minutes, meetings, postings and the meetings
126 need to be publicly accessible. The following items will need to be addressed in the future;
127 **Parks and Rec.-**minutes, postings, budget to further expand or the need for equipment the
128 attendant can use for communication purposes for the events

129 **Old Home Day-** If they are in fact a town committee, minutes, postings, and publicly accessible
130 **Fourth of July Association-** it is budgeted for through the town but it is an association and does
131 not come through the office, aside for the budget request.

132 **Election Schedule-** Selectmen choose who to use and set the schedule, the office will set the
133 scheduling for this election.

134 **Research and Information-** Job description needs approval for the employee to sign.

135 **Animal Control** position does not have a job description.

136 In the future SOP for the Transfer Station may be helpful

137 Policy have been a focus for this Board starting at the Transfer, Highway and then the Police
138 Department, the Board has not moved on to the Fire Department at this point but will be
139 reviewed in the future.

140 **Outside Agencies Requests-**

141 Outside agencies budget requests will be coming in shortly, the Board would like to see all
142 agencies present their requests this budget season. The Chairman feels strongly that the Town

Administrator should not be presenting any budget but the executive budget, each department head, committee chairman with staff member and agency will be presenting their own requests this season.

Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to adjourn at approximate 8:07 p.m. (2-0).

Respectfully Submitted,

Heather Carpenter
Assistant Town Administrator

Approved by the Board of Selectmen

Chairman Stephen P. McWhinnie

Not present
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}



SELECTMEN'S OFFICE TOWN OF GILMANTON

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ATTENDANCE SIGN-IN

PRINT NAME

SIGNATURE & DATE

August 20, 2018

Kristi Laufendean

Sandra Guasco

Amy Brown

Kristi Laufendean

Sandra Guasco

Amy Brown



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

08/21/18

To: Gilmanton BOS

From: Chief J Hempel

Re: Sawyer Lake incident 8/5

On August 3rd 2018 Gilmanton Fire Department was dispatched to a number of incidents in the Shell camp district as a result of what has been determined to have been a microburst that was part of a strong storm system that passed through the area. Gilmanton Fire was tone for the following incidents.

16:49 Dispatched for a tree that crashed into a house at 6 Chestnut. Dispatched report no wires involved and no personal injury reported. Gilmanton Engine 1,3 and forestry 2 responded.

16:56 Dispatched to 87 Deer drive for tree on house. No injuries reported. 9E3 and Forestry 2 diverted to this location.

17:14 Report of Hemlock -Ash ave trees and wires down access blocked.

17:19 9F2 cleared Hemlock and proceeded to 87 Deer drive.

17:55 units to 21 Abnaki path for outside gas leak. 9E1 responds.

18:11 Police requested for traffic at Wood and Sawyer Lake rd. Traffic stopped for electrical hazards, live wires in the road.

18:43 9E3 to Wood drive for traffic control.

19:04 Reported building fire 21 Abnaki path. 9E1, 9E3,9A1 responding with mutual aid from Belmont, Loudon. Confirmed no fire, Eastern propane burning off tank that was leaking at earlier call.

Personnel responding

J. Cunningham

D.Raymond

R. Mcquade.