



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

September 05, 2018

Approximately 6:00-pm. Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Marshall Bishop, Selectman Michael Wilson, Chief Hempel- Fire Department and Assistant Town Administrator-Heather Carpenter

Also present- Mrs. Kristie Laurendeau

Meeting -approximately 6:00 p.m.

Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, Selectman Bishop and Selectman Wilson). Pledge of Allegiance was not done as the meeting was held down stairs in the Selectmen's Office and there is no flag present.

No public comment at this workshop.

Approval Minutes- 08-27-18

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to approve the minutes of August 27, 2018 as amended. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – yes).

Item that needed to be amended as follows; Remove lines 87-89; copy and paste error remove duplicate information on those lines.

Consent Agenda/Signature File

- Purchase Order: Ossipee Mountain Electric-Warrant Article #9 New Cruiser Set up, \$13,765.71

- Purchase Order: Pro Quip-September Rental Excavator, \$3,600.00 +/-

Chairman McWhinnie stated it might be a good to put a warrant article forward to own a excavator.

- Purchase Order: SCI- Scherbon Consolidated Inc. \$44,280.00, 50% deposit \$22, 140.00/ 50% Upon delivery and install \$44,280.00

Selectman Bishop asked Chief Hempel's opinion on the work that was taking place at the Academy Building in preparation for the generator.

Chief Hempel stated that it was a bigger project than was anticipated, to get the fire pump back to square one and then powering it, I don't think it was considered earlier on. It's good to see the project under way.

Discussion on the LCHIP approval for the clerk counter, the stipulations that need to be met and the sketch needs to be given to J.R. Stockwell. *The items below are the following conditions that need to be followed on the project to meet the guidelines for LCHIP;*

- *The width of the new window openings will correspond with the existing six-pane windows overhead, to reinforce the existing rhythm of openings along the walls.*

- *The window trim of the new window openings will match that of the window trim overhead.*

- 47 ➤ *Any new beadboard necessary to cover the vertical supports for the counter will match*
48 *the existing beadboard.*
49

- 50 ○ Fire Department Grant-acceptance/approval and budgeted vs unanticipated
51 monies-Waiting from a response from DRA. Possible Public Hearing to be held
52 for the unanticipated monies from the grant; for the amount of \$47,620.00, the
53 Towns portion of the grant was budgeted for in the amount of \$2,375.00.

54 **MOTION:** On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was
55 voted to approve the consent agenda. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman
56 Wilson -yes, Selectman Bishop – yes).
57

- 58 ○ Complaint process and Chain of Command-
59 The Assistant Town Administrator acknowledges the complaint procedure that is in place about
60 an employee is as follows; Someone writes a complaint, it moves forward to the Town
61 Administrator, it will move forward to the Board of Selectmen if need be.
62 Selectman Wilson did receive a complaint about a Land Use issue. The chain of command is
63 important and needs to be followed, especially with the possibility of a new Town Administrator.
64 If the chain of command is not followed it will be a problem for the person filling the Town
65 Administrator position.
66

67 **Discussion on Emergency Management Process**

68 Discussion on improvement of process,

- 69 • Electrical company priorities based on largest electrical supply. Down trees and live
70 lines, liability of clean-up.
71 • Fire Department- Note trees down, report and log where the issue are. The Fire
72 Department cannot control or stabilize power lines, any wire down has to be considered
73 as a live wire.
74 • The process and ability for medical assistance taking place during a wide scale weather
75 emergency, how to help the public while not endangering staff/personnel, emergency
76 shelter, the point in which the emergency shelter would be open.
77 • Discussion on how to reach people that cannot get out in those weather events via call
78 logs, routine patrols, possibility of having an emergency list for those residents that have
79 medical necessities and contacting those individuals. People can be reluctant to receive
80 help and to leave their homes.
81 • What constitutes as an emergency is a judgement call for the Emergency Operations
82 Director to make based on the nature of the incident in town, the type of damage that has
83 occurred, the level of service that needs to be provided and the length of the situation.
84 • Sawyer Lake event was not considered to be a town wide emergency but was an
85 emergency to a specific area. It was a micro burst, a short acting situation that caused
86 some disruption, there were some who lost some property/homes. Chief Hempel stated
87 that it caused an inconvenience but the resources allocated to the event worked. The main
88 road was impacted, power company got in and stressed that down wires are live wires.
89 The pressure from the public can come when residents want/need to get in and out but
90 needing to balance that with Public Service trying to protecting them while getting their
91 job done.
92 • In a larger event, a judgement call would have to be made to see if we want to allocate
93 the resources for the Emergency Shelter/School to be opened. In the past when the shelter
94 has been opened it wasn't utilized. There isn't a standard criteria for opening the shelter

and can be discussed, a common-sense approach should be used. Selectman Wilson asked If there was a standardized process of opening which could be relayed to the public, the public would know at which point to utilize the shelter because they would know it's available. Notices to the public via radio, tv and the possibility of wide spread cell phone notifications.

- Members of the Board believe that more may need to be done in the future on for wide scale events, volunteers, the possibility of needing to go door to door and meeting the needs of residents and appreciates the work that is done by the Fire Department

Old Business

MRI needs a schedule set up for the interview process for the Town Administrator position, the suggestion would be on 09-14-18 to start the meeting at 8:30 a.m. in order to prep the Board members, interviews to be scheduled at 9:00 a.m., 10:00 a.m., and 11:00 a.m. The Board consensus is that the suggested schedule works for everyone.

Select board Items

Chairman asks for an update on call logs from Fire Department and Police Department that had been requested by the Board. Police Department has not fulfilled the request at this point but did confirm that the email was received. The Board will be sent the call log information received from the Fire Department via email with the attachments. Fire Chief also sent in a monthly report with the call log information * see attached (red packet).

Board requests another email sent to the Police Department and request the call logs and mutual aid requests.

Selectman Wilson-Brought up the discussion on additional insurance for events on town property. He reached out to his own insurance company which directed him to the Town of Newington. Newington for private use affairs requires an individual policy taken out for the specific event that protects the Town which additionally insures them. The individual that is hosting the event would be required by the Town to get this policy, it essentially is a one-day use policy, for minimal cost to the applicant which provides added coverage for that event. Business that utilize town property can place a rider on their current policy for approximately \$50.00.

Comparison of Newington price ranges to charge for events, Selectman Wilson waiting on additional pricing comparable.

Further discussion on why we take in money for the events at the Old Town Hall vs not taking in money for events held at the park, how to maintain the facilities with limited monies coming in and the cost of maintaining these areas that we are obligated to maintain. Even though towns cannot be run like a business for profit, there are towns that do take money for events and are successful in doing so.

Discussion about events held at the Park vs the Old Town Hall, the different options for services the Town offers and the need for future discussion due to the overall cost to the tax payer.

Site visit to the Old Town Hall is scheduled to be held on 09-14-18 after the Town Administrator interviews. After the site walk, the Board will review the issues and bring it up in a future meeting to be discussed and decide how to proceed with the conversation of the Old Town Hall.

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

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

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

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to seal the minutes of Non-Public Session. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, and Selectman Bishop – yes).

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

MOTION: On a Motion by Chairman McWhinnie seconded by Selectman 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 Wilson–yes, and Selectman Bishop– yes).

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

Not sealed

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

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

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

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to seal the minutes of Non-Public Session. (3-0 Voice Vote – Chairman McWhinnie–yes, Selectman Wilson –yes, and Selectman Bishop – yes).

Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to adjourn at approximate 8:21 p.m. (2-0).

Respectfully Submitted,

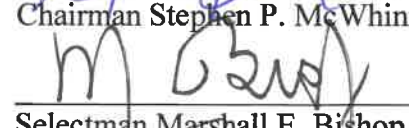


Heather Carpenter

Assistant Town Administrator

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}

