



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting
May 21, 2018
5:40 pm. – Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Michael Wilson, Selectman Marshall Bishop, Town Administrator Heidi Duval and Assistant Town Administrator-Heather Carpenter
Also present please see attached sign in sheet.

5:40pm Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, Selectman Wilson and Selectman Bishop) and led the Pledge of Allegiance.

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

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 (a). (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 the Non-Public Session. . (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – yes).

Chairman McWhinnie called a recess- a ten (10) minute recess was called
Chairman McWhinnie called meeting back into session

Public Meeting- opened at 6:20 p.m.

Mr. Joe Haas- Mr. Haas spoke on the following items;

- Requested that Select Board direct the Town Administrator to look into the free opinion that he had emailed the Board about.
- Payment options that the Town has given him are unacceptable, he believes that the payment option that he has been given is an unconstitutional process and has requested his preference of how he would like to be paid.
- Requested that Selectman Wilson discuss with him the invitation to Andru Volinsky.

Selectman Wilson-requested Mr. Haas to email him his contact information to discuss the request.

Mr. Brett Currier-

- Inquired when the front door to the Academy Building will be re-opened and the reason for it being closed.
- Stated that he doesn't believe that the building is open to the public.
- He doesn't believe that the back door is secure due to the issue of its delay.

Chairman McWhinnie- The building is open through the accessible door, the opening and closing of the door is delayed in order to provide time for a person with a disability time to get through the door, the Board is looking at multiple options for the front door and security for the building and the reasoning for the buzzing in process has been discussed and given to the public.

Public Comment closed at 6:31 p.m.**Approval of Minutes –**

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted to approve the minutes of 05-07-18.

(2-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – recused).

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to approve the minutes of 05-14-18.

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

➤ Website Redesign – Marc Dole

Mr. Marc Dole presented his ideas on the possibility of re-writing the RFP for the website in order to have a more specific request to provide a tighter bidding process which will allow for a more specific product. He is offering free consultation to the Board and sit down with specific employees to go over the needs of the website in order to re-write the RFP.

The Board agrees that Mr. Dole's services will be helpful to the process. The Town Administrator will be reaching out to schedule a time for Mr. Dole to come in and meet with staff members to see what the needs are for the future website.

Consent Agenda-

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to open the Consent Agenda.(3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – yes).

Intent to Cut: Map 424, Lot 53

- **Yield Tax Warrant:** Issue Yield Tax Warrant of \$563.75, Map 417, Lot 020
- **Yield Tax Warrant:** Issue Yield Tax Warrant of \$499.71 Map 424 Lot 053
- **Yield Tax Warrant:** Issue Yield Tax Warrant of \$4,194.83 M/L 119 - 05, 06 & 07
- **Yield Tax Warrant:** Issue Yield Tax Warrant of \$1,123.78 Map 415 Lots 27 & 33
- **Forest Protection Bureau Federal Excess Property Co-Op Agreement:** Agreement for proper maintenance of 2017 Granted Surplus Trailer, Fire Department

- Forest Fire Warden Appointment Recommendations: 2019 Reappointment Form to Forest and Lands of Warden, Deputy Wardens & Issuing Agents, Fire Department

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to approve the Consent Agenda.(3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – yes).

New Business-

- Trustee of the Trust Funds Appointment –

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to appoint Stephen Hopkins as a Trustee of the Trust Funds to fill a vacancy for the remainder of the term, expiring at the March election of 2020.(3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – yes).

- HealthTrust 2018 Application & Membership Agreement –

In preparation to transition employee health insurance to HealthTrust (from SchoolCare) effective July 1, 2018, the Board must adopt the following two resolutions in order to complete the process.

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to move the Resolution that the Town of Gilmanton shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the “Application and Membership Agreement” and NH RSA 5-B. (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 move the Resolution that the Town Administrator, Heidi Duval is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of the Town of Gilmanton, the “Application and Membership Agreement” in substantially the form presented to this meeting. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – yes).

Old Business-

- Crystal Lake Road Bridge over Nelson Brook Preliminary Design & Environmental Permitting: *As previously discussed with Hoyle, Tanner & Associates, and as specified by the Board at those meetings; Hoyle, Tanner & Associates has submitted the Preliminary Design & Environmental Permitting agreement for Crystal Lake Bridge over Nelson Brook. This agreement required and has received (requiring a Design Exception Letter) approval from NHDOT prior to Board approval.*

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to approve contracting Hoyle, Tanner & Associates for the Preliminary Design phase and Environmental Permitting at \$83,881.00 for NHDOT Bridge Project # 16234, the Crystal Lake Bridge over Nelson Brook, and to authorize the Chairman of the Board to sign the agreement on behalf of the Board. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – yes).

Select Board Items-

- Purchase Order Policy: Amend to require Purchase Order for any purchase \$500

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to amend the Purchasing Policy to \$500.00 limit for Department Heads and \$1500.00 for the Town Administrator. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Wilson -yes, Selectman Bishop – yes).

- **Counselor Volinsky/ SWEPT Update:** Selectman Wilson (*S.W.E.P.T. = State Wide Education Property Tax*)-This discussion was tabled until the following meeting
- **Policy Regarding Interfering with Town Business on Town Property:** Selectmen Wilson would like more defined language in this policy, discussion tabled until the next meeting and a re-draft will be presented. Additionally, Board of Selectmen Rules will be presented as well.

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

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 (b). (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).

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

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 (b). (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, Selectman Bishop – yes).

(4) Non-Public Session per RSA 91-A:3, II (b) Hiring

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 (b). (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 Bishop 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).

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

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 (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 Bishop it was voted unanimously take a 10 minute recess. (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 Bishop it was voted unanimously to reconvene 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 Bishop 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).

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).

(6) Non-Public Session per RSA 91-A:3, II () Review of NP

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 (). (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 Bishop 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).

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).

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

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

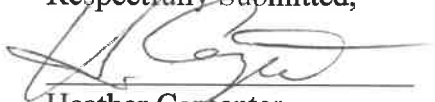
MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Wilson it was voted unanimously to come out of Non-Public Session. (3-0 Voice Vote – Chairman McWhinnie -yes, Selectman Wilson-yes and Selectman Bishop – yes).

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).

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 Bishop it was voted unanimously to adjourn at 10:01p.m.(3-0).

Respectfully Submitted,


Heather Carpenter
Assistant Town Administrator

Approved by the Board of Selectmen


Chairman Stephen P. McWhinnie
Selectman Michael J. Wilson
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}



SELECTMEN'S OFFICE TOWN OF GILMANTON

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ATTENDANCE SIGN-IN

PRINT NAME

SIGNATURE & DATE

May 21, 2018

Brett Carrier

Brett Carrier

AMY BROOKS

Amy Brooks

BILL ROEBUCK

Bill Roebuck

GLEN LINKS

Glen Links

Stephen Hopkins

Stephen Hopkins

Joseph Stacie@hotmail.com

Joseph Stacie

Ron Nason

Ron Nason

Kristi Laurendeau

Kristi Laurendeau