



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

November 13, 2017

5:45 pm. – Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Marshall Bishop, Town Administrator Heidi Duval, Assistant Town Administrator Heather Carpenter, and Town Clerk Tax Collector- Debra Cornett.

Brenda Paquette- Finance Director- Joined the meeting at 6:29p.m.

Absent: Selectman Michael Jean, with notice

Also present please see attached sign in sheet.

5:45 pm Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, and Selectman Bishop) and led the Pledge of Allegiance.

➤ Debra Cornett, TC/TX:

- Abatements: Properties sold at Town Auction 2017

Signature for the following abatements needed;

Map/Lot-122-046- In the amount of \$747.88

Map/Lot-122-004- In the amount of \$420.20

Map/Lot-119-162- In the amount of \$133.92

Map/Lot-122-068- In the amount of \$117.09

Map/Lot-119-110- In the amount of \$54.57

Map/Lot-122-035- In the amount of \$60.65

Map/Lot-130-063- In the amount of \$85.90

- Boston Post Cane- Town Clerk Tax Collector confirm information, a ceremony will be needed.
- Tax Deeded- payment complete for 132-70, 128 Lakeshore repurchase deed- payment completed, per RSA the property will be deeded back to the property owner.

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

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

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

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

Litigation

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie -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. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

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

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

Litigation

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie -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. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.

SelectBoard Items

Cell phone for the Chairman- The Chairman requested a phone paid through the Town in order to use it for Town purpose. His personal cell phone has been used consistently and he would like it to be separate.

MOTION: On a Motion by Selectman Bishop, and seconded by Chairman McWhinnie it was voted to approve the purchase of a cell phone for the Chairman of the Select Board. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

The budget line in the Executive budget will be changed to reflect the approval of the cell phone.

- The Town Administrator would like to hold a Pot-Luck for the employees on Friday, December 1, 2017 and would like to close the Town Offices at 1:00 p.m. so all the employees can join.

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to approve the employee pot-luck and building closure at 1:00 p.m. on Friday, December 01, 2017. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

- Remove Temporary Bridge from design for Stage Rd Bridge over Unnamed Brook/Beauty Hill

A request came in asking if we could remove the temporary bridge from the design for Stage Rd Bridge over Unnamed Brook/Beauty Hill.

The savings will be significant to the Town and Emergency Services do not feel like it will be a problem to re-direct traffic.

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to approve the removal of the temporary bridge from the design for the Stage Rd. Bridge over Unnamed Brook/Beauty Hill. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

New Business

- Set Deliberative Session Date:

Date available to hold the Town's 1st Deliberative Session Saturday(Deliberative Session is the meeting that replaces Town Meeting), February 10, 2018 at 10:00 am, to be held at the Gilmanton School.

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to approve the Town's 1st Deliberative Session Saturday, February 10, 2018 at 10:00 am, to be held at the Gilmanton School. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Old Business

- Town Report RFP

The bids for the Town Report came in from the following companies;

- R.C. Brayshaw
- Select Print Solutions
- Wharf Industries

The Board reviewed the pricing that was provided in the proposals from each company; recommendation from Administration is to go with the Select Print Solutions based on price.

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to accept the proposal amount of approximately \$2,022.00 +from Select Print Solutions for the printing of the annual town report for 2017. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

There may be minor changes to the total price within the above motion depending on the amount of photos and the addition of color.

Consent Agenda/Signature File

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to open the consent agenda for discussion. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

- Intent to Cut: Intent to Cut for Map 422 Lot 06
- Intent to Cut: Intent to Cut for Map 417 Lot 18

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to approve the consent agenda. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Discussion on Thanksgiving gift cards for the employee's and the great job in the assembly of the budget binder.

Discussion on the price of last year's annual report, when the final reports will be in house and the budget for printing.

➤ **Work Session: Budget: Remainder of Budgets**

The following budgets are being reviewed, discussed in order to approve and move forward to the Budget Committee.

- | | |
|-------------------|----------------------|
| ○ Executive | ○ Animal Control |
| ○ Elections | ○ Outside Agencies |
| ○ Finance Admin | ○ Welfare |
| ○ TC/TX | ○ Parks & Rec |
| ○ Assessing | ○ Corners Library |
| ○ Legal | ○ Patriotic Purposes |
| ○ Planning | ○ Conservation |
| ○ Gov't Buildings | ○ Debt Service |

Executive Budget-

Line- 01-4130-110- Requesting placement on the scale and a one-step increase

Line- 01-4130-115- Wages have been adjusted due to the reclassification, adjusted the job description and personnel action form

Line- 01-4130-130- Request for an increase for the Selectmen's pay, the Board requested the pay comparisons in surrounding towns before moving forward with further discussion.

Line-01-4130-210- Health Insurance- This line is staying the same at \$5,000 for Department Head request.

Line- 01-4130-270- Training-Discussion about training for the Town Administrator for a course/certification for Public Supervisor, total budget request is \$2,000.00 The Board requested the line be increased another \$1,000.00 to allow training for another employee, for a total request of \$3,000.00.

Line- 01-4130-271- Appreciation- The Board would like to increase the amount by \$1,500.00 in order to be able to offer an appreciation to other Boards and Committees.

Line- 01-4130-341- This line will be updated to reflect the night's prior motion to allow the phone purchase for the Chairman of the Board of Selectman.

Line- 01-4130-429- Town Website- Administration is putting together an RFP to receive proposals for a new website, general information that has been received on pricing is in the price range of \$4,500.00-\$6,000.00, moving forward with an RFP will allow for solid answers for pricing.

Line-01-4130-441- Postage meter budget has been decreased

Line-01-4130-550- Printing- line is staying the same as last year.

Discussion on the Select Boards salary, there had been an increase in 2016. The Town Administrator and Finance Director would like the full board present to move forward with any decision regarding a pay increase for the Board.

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Executive budget with the discussed changes to line 270, 271, 341, and revisit line 130. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Elections-

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Election budget and move it forward to the Budget Committee. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Finance-

01-4150-110- Salary; request for a one-step increase, which will affect FICA and Medicare

01-4150-301-Audit- budget decreased

01-4150-370- Computer Expense decrease, with a slight increase to software.

Overall there is a 5% decrease to this budget

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Finance budget and move it forward to the Budget Committee. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Town Clerk/Tax Collector-

Line-01-4151-110- Salary

Request is to be placed at Grade 15, Step 11- Last year's budget was \$59,405, Department Head

Request for this year's budget is \$62,899. This change will affect FICA, Medicare, etc.

Line 01-4151-370- Computer Expense- Increase for software

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Town Clerk/ Tax Collector budget. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Assessing-

Line-01-4152-110- Wages- one-step increase

Line-01-4152-270- Training- increase due to new staff and suggested courses

Line-01-4152-390- Tax Mapping- increase per contract

Line- 01-4152-620- Office Supplies- increased, special ink and paper required

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Assessing budget. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Legal- Department Head Request of \$50,000.00

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Legal budget. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Planning-

Line- 01-4191-391-Lakes Region Planning Commission Dues- increase

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Planning budget. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

General Government Buildings-

Line- 01-4194-410- Repairs and Maintenance budget was up last year due to painting of the Academy Building, no painting required this year, therefore there is a decrease in the budget.

Line-01-4194-630-Increase to include pest control

Line- 01-4194-640- Custodial to reflect budgeting for window cleaning for the Town Hall

Line- 01-4194-911-OTH Heating Oil- Increased use

Future discussion will be needed on the Old Town Hall and it's use and future.

Line- 01-4194-940- OTH custodial services, slight increase

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the General Government Buildings budget. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Animal Control- Budget remains the same

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Animal Control budget. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Outside Agencies- Tabled

Welfare/Human Services- Budget remains the same

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Welfare [*Human Services*] budget. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Parks and Recreation-

Line-01-4520-115- Wages -Department Head requested increase

Line-01-4520-390- Swim Instructor- increase due to increase in enrollment and the need for more help.

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to move forward the Parks and Recreation budget to the Budget Committee. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Library-Corner Library

MOTION: On a Motion by Selectman Bishop, and seconded by Chairman McWhinnie it was voted to move forward the Library budget as presented. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Patriotic Purposes-

MOTION: On a Motion by Selectman Bishop, and seconded by Chairman McWhinnie it was voted to move forward the Patriotic Purposes budget as is to the Budget Committee. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Conservation-

Line- 01-4611-115- Wages- The Board reduced this line to \$1,300.00, which will affect the lines for FICA and Medicare.

MOTION: On a Motion by Selectman Bishop, and seconded by Chairman McWhinnie it was voted to move forward the Conservation budget with the change to Line 01-4611-115 to show \$1,300. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Reduction to the lines for FICA and Medicare will be reflected

Debt Service-

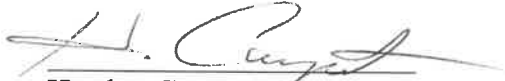
MOTION: On a Motion by Selectman Bishop, and seconded by Chairman McWhinnie it was voted to move forward the Debt Services budget as is to the Budget Committee. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Milfoil request will be moved into the budget as a line item.


Finance Director stated to the board that there is future conversation and approval needed for a default budget and revenues.


Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to adjourn at 7:32 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

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