



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

November 27, 2017

**6:03 pm.** – Gilmanton Academy

**Present:** Chairman Stephen McWhinnie, Selectman Michael Jean, Selectman Marshall Bishop, Town Administrator Heidi Duval and Administrative Assistant Heather Carpenter.

Also present please see attached sign in sheet.

**6:03pm** Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, Selectman Jean and Selectman Bishop) and led the Pledge of Allegiance.

➤ **Joint Meeting w/ HDC:**

HDC MEMBERS PRESENT- Ernie Hudziec, Betty Ann Abbott, Marshall Bishop(Selectmen's Rep)

○ District Boundaries-

The Chairman of the Select Board was under the impression that the HDC would consider the conversation to look at the boundaries and suggested that pole or survey be done in the future to find out if the conversation should go further.

This is considered a preliminary discussion, the Chairman of the HDC -Mr. Ernie Hudziec stated that he is obligated to follow the rules and regulations as they exist.

Chairman Hudziec would consider the possibility of a pole in the future.

HDC member-Betty Ann Abbott inquired if the Select Board was considering requesting a change in the HDC boundaries and is concerned about not having the support of the Selectmen.

Public that spoke during the joint meeting include the following; Ms. Virginia Hilts and family-Page Rd., Mr. Roland Huber- 485 Meeting House Rd.

The public present spoke to the issue and burden that can come with homeownership within the Historic District and believes that the requirements that are placed on the owners should come with the understanding that each circumstance is different and should be considered. If the look of repairs is similar but the materials do not meet the standard of the Commission, it should be considered because the value and the longevity of the product may be better for the home owner. The cost to repairs with homes within the Historic District is costly and some do not have the means to make the repairs that only include materials that are accepted by the Commission.

6:35 p.m. Close the joint public meeting

➤ **Approvals:** Minutes-

11/6/17 -Minutes were tabled

11/13/17-

**MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted to approve the minutes of 11-13-17. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- Consent Agenda- **Move to open the consent agenda for discussion.**
- **2020 Census Registration Form:** Chairman to sign acknowledging participation in the 2020 US Census Assessing Administrator to be liaison
- **2017 DRA Equalization Certificate:** 2017 Equalization of Municipal Assessment Data Certificate to DRA, data has been prepared and provided by our Assessor, George Hildum
- **Intent to Cut:** Intent to Cut for Map 406 Lot 48
- **Sand Contract 2017-2018:** Sand Contract between Town & Brian Forst Transport for November 15, 2017 through November 15, 2018 at \$7.75 per ton
- **Purchase Order:** Ian Graphics, \$2,025.00, 01-5331-442 for Emergency Management Trailer lettering, to be reimbursed by grant
- **Purchase Order:** Morton Salt, \$33,000.00 +/-, 01-4312-696 for Remaining 2017 Salt Budget
- **Purchase Order:** Wolcott Construction, \$10,829.00, 01-4312-695 for Paving on Middle Rte. from Belmont line to top of hill
- **Purchase Order:** LaClair Electric, \$2,255.00, 01-5533-800 for wiring of new compactor
- **Purchase Order:** Lakes Region Planning Commission, \$3,498.00, 01-4191-391 for 2018 Annual Dues
- **Event Permit:** Central NH VNA & Hospice to hold a free blood pressure clinic at the Academy Building on the 3<sup>rd</sup> Wednesday of each month: 11/29/17, 12/20/17, 01/17/18 & 02/21/18 and to waive all associated fees. Insurance certificate has been supplied.
- Consent Agenda-

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

The Town Administrator updates the Board with information on paving at the Transfer Station and discussed the possibility to receive further roofing options for the compactor.

➤ **Work Session: Budget Updates- 6:48 p.m.**

○ **Outside Agencies**

The following budgets for Outside Agencies were discussed by the Select Board;

- **Snowmobile Association-** Consensus of the board to give the requested amount of \$2,500.
- **VNA-** Consensus of the board to give the requested amount of \$7,600.
- **Child and Family Services-** Consensus of the board to give the requested amount of \$3,000.
- **Milfoil-** This request has been placed on its own line, consensus of the board to give the requested amount of \$1,000.00
- Discussion about the use of the milfoil funds, grant contributions, and contributions from the surrounding towns- Loudon, and Canterbury.

- **Red Cross-** Discussion about the current issues that the Red Cross is having and the Select Board members concerns over contributions and funds given to the establishment- Consensus of the board is to give the amount of \$750.00.
- **New Beginnings-** Consensus of the board to give the requested amount of \$885.00
- **GYO-** Consensus of the board to give the requested amount of \$4,000.00
- **Community Action-** Consensus of the board to give the requested amount of \$5,000.00
- **Genesis-** Consensus of the board to give the requested amount of \$7,500.00
- **CASA-** Consensus of the board to give the requested amount of \$500.00

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Bishop it was voted to amend the amount given to the Red Cross reducing it to \$750.00 and to move the Outside Agency budget forward to the Budget Committee. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- *The only amendment made to outside agencies was to the Red Cross which had been reduced to \$750.00, total number moved for this budget is \$32,735*
- Changes to various budget items that need amendments:
  - Building Insp: Munismart increase, line 4240-370 to \$2,675.00 increase of \$29.00.
  - Executive: Selectmen's Salaries, line 4130-130 change to \$4,111 for annual pay for the Chairman, pay to remain the same for other Selectmen.
  - Police: Health Insurance- Rate has been confirmed, line 4210-210 to \$59,609.00
  - Fire: Health Insurance- Rate has been confirmed, line 4220-210 to \$70,392.00
  - Fire: Dispatch- Rate has been confirmed, line 4220-391 to \$35,654.00
  - Highway: Health Ins- Rate has been confirmed, line 4311-210 to \$76,793.00
  - Highway: Telephone Line- Correction and reduction, line 4311-341 \$2,000
  - Assessing: Computer Expenses Avitar 2% increase, line 4152-370 to \$5,090.00, total increase of \$65.00

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to approve amendments for the following budget line items;

- line 4240-370 from \$2,646.00 to \$2675.00
- line 4210-210 from \$60,055.00 to \$59,609.00
- line 4220-210 from \$70,996.00 to \$70,392.00
- line 4220-391 from \$35,250.00 to \$35,654.00
- line 4311-210 from \$77,451.00 to \$76,793.00
- line 4311-341 from \$2,400.00 to \$2,000.00
- line 4152-370 from \$5,025.00 to \$5,090.00

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

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to increase the salary on line 4130-130 to be \$10,964.00 and \$4,111.00 (*annual pay*) to reflect in the Chairman's line and for the other two Selectmen's position to remain as budgeted. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- Draft Warrant Articles: *Selectmen will be provided a 1<sup>st</sup> draft list of potential warrant articles for discussion.*

The initial Warrant Articles have been left open and available for Zoning Articles, the following are the topics within the draft Warrant Articles;

- Town's Operating Budget
- Self-Contained Breathing Apparatus Capital Reserve Fund
- Fire Radio Capital Reserve
- Cardiac Replacement Monitors
- Police Cruiser
- Highway Capital Reserve Fund
- Skid Steer for the Transfer Station
- Roofing and Paving for additional storage space-Transfer Station- The Board of Selectmen would like to see monies placed in the Facility Improvement Fund (Capital Reserve) instead of this particular warrant article.
- Bridge Capital Reserve
- Monies for Bridge replacement.
- Replacement of Fire Pump within the Town Hall with a discussion on the underground pipe and if that will also need replacing which would create additional cost
- Statistical Update
- Selectmen as agents to expend
- Auction properties
- Boston Stock Exchange Clock maintenance fund, the clock hangs in the Town Hall Auditorium
- Quitclaim Deed- discussion on whether or not this should be a by petition warrant article; the consensus is that the article be placed by petition.
- Petition Warrant Article- Gilmanton Year-Round Library

The Town Administrator would like to see all the Warrant Articles formulated by the end of December in order to have time before the Public Hearing Deadline, which is January 10<sup>th</sup>.

➤ **New Business-**

The Select Board has requested the following items;

- RFP for a Town Attorney

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to request an RFP be placed for a Town Attorney. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- Contract for Snow Removal

➤ **Old Business**

- Waste Management Contract Extension:

**MOTION:** On a motion by Selectman Jean and seconded by Chairman McWhinnie is was voted to accept the new amended contract for Waste Management, through 2022 (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

Discussion on the total cost for Gift Cards for all volunteer boards and committee members.

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Jean is was voted to approve \$900.00 to be over expended on line 01-4130-271-Executive Appreciation for the purchase of Christmas Gift Cards for the volunteer members of boards and committees. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

➤ **Select Board Items**

- Discussion about Closing Town Offices noon on Fridays before Christmas and New Year's Day and noticing the public now for the closure of the Transfer Station on December 24<sup>th</sup> and January 31<sup>st</sup>.

The Board has requested the Town Offices will only be open half days with pay on December 22<sup>nd</sup> and 29<sup>th</sup>.

➤ **Public Input open at 8:10 and closed at 8:10- No public present during this portion of the meeting**

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

**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 Jean -yes, Selectman Bishop – yes).

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

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

**(2) 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). (3-0 Voice Vote – Chairman McWhinnie– yes, Selectman Jean-yes, and Selectman Bishop– yes).  
Employee

**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 Jean-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 Jean -yes, and Selectman Bishop – yes).

Selectman Bishop left the meeting for the evening

**(3) Non-Public Session per RSA 91-A:3, II (e)- After the motion was called Selectman Bishop recused himself from the meeting for the evening.**

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


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

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

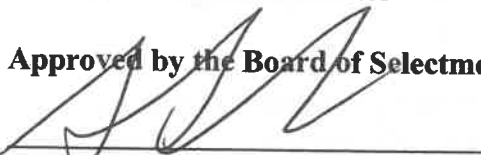
The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.

**Adjournment:** On a Motion by Chairman McWhinnie and seconded by Selectman Jean it was voted unanimously to adjourn at 9:05 p.m. (3-0).

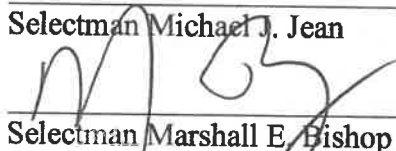
Respectfully Submitted,

  
Heather Carpenter  
Assistant Town Administrator

**Approved by the Board of Selectmen**

  
Chairman Stephen P. McWhinnie

Selectman Michael J. Jean

  
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}



