



Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

December 4, 2017

5:30 pm. – Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Michael Jean, Selectman Marshall Bishop, Town Administrator Heidi Duval and Amy Russell- Assessing Administrator filling in as Recording Clerk.

Also present please see attached sign in sheet: Patrick Hackley;

5:30 pm 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.

New Business: GCC request Board approval to accept land donation of Map 418-001: Patrick Hackley presenting for the GCC Per GCC: The property being gifted is small, just over one acre, but it will benefit the existing Meeting House Road conserved parcel as a potential parking area. This gift will require BOS acceptance, then the GCC will have to hold a public hearing to expend the funds for the closing, while the land is being gifted, there are still expected to be closing costs from the GCC fund.

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to accept the land donation Map 418-001.

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

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

Public Meeting- opened at 6:12 p.m.:

Chairman McWhinnie motion to implement the Police Department directives (17) effective January 1, 2018. The Board is to meet with the Police Department prior to effective date to present; motion seconded by Marshall Bishop. Motion voted unanimously. (3-0; Mcwhinnie-yes, Jean-yes, Bishop- yes)

Recess: Selectman Bishop leaves meeting due to illness.

Joseph from Hoyle, Tanner & Associates presenting for Stage Rd. Bridges, power point presentation of bridge plan included: Please see attached copy. First meeting in November and not many people showed up. Goal is to have a new structure that will last for another 75 years, with low maintenance, durability concerning flooding and meeting DOT standards; while being conscientious of the impact that the constructions will take on the wetlands. Funding is 80-20 with DOT paying for 80% of cost. Daily traffic according to Dot is 810 per day. Different options were considered detour, phase construction (time consuming and costly) taken off completely. Nighthawk Hollow Bridge: Temporary Bridge Project; Hydraulics FEMA flood zone A-likelihood that there will see flooding in the hundred-year flood. More likely to have a 50-year flood event. The span of the bridge will be double what it currently is. The road grade will be raised three feet. Signals will control the one lane of traffic on the temporary bridge then the work on the actual bridge will begin.

Residents' Concerns:

Jane Sisti: Camp Fatima entrance? Has anyone contacted Camp Fatima and spoken with them? What time of year will the work be done?

Sometime between May and October 2019

What time of year did the traffic count get measured? *Averaged throughout the year by DOT.*

There is a high volume of traffic at more times than others the average traffic count would not take in consideration summer traffic.

Would it be possible to close road, allowing local traffic only? Will larger vehicles (i.e. Dump Trucks, Dairy Tractor Trailers, vehicles towing boats) be allowed to access the roads? If so, where will the cars pull over? The ditches/holes are too deep along the side of the road.

What about the condition of the detour roads (dirt roads)?

No tractor trailers will be able to access site

The second bridge-Unnamed: Not doing a temporary bridge. Detour to Hatch/Beauty Hill Rd this will save \$200,000-\$240,000.

McWhinnie: Possible to do this in Phases? Do the first without a temp and get it operational and not do a temp on the second one? Savings? Instead of doing all at once do them one at a time so that no Temporary bridge is build and town saves.

The detour is significantly longer if not doing a temp bridge at Nighthawk Hollow. The emergency vehicle detour would not be good for the community it is too long for people to access services.

Tom Morin: The bridge will be closed for construction? Yes, there will be a detour around, using Beauty Hill Rd.

Jane Sisti: Large trucks detoured down Hatch Rd will cause major problems because there is no place to pull off- the side of the roads have four feet ditches on either side. Close Stage Rd- Local to Traffic only

95 *Resident:* The detour route should go state road routes...is this being explored?

96
97
98 *Chief Hempel:* Could construction be done in the Fall (when the Natt's bridge construction is
99 done) considering Gilmanton is a "Summer vacation retreat"?

100
101 2-3 months for Unnamed-Nighthawk will take entire season and then into the next year

102
103 *Hoyle/Tanner-* bracing will be stabilize the work; will be working from the South side of traffic
104 would not be working from North side.

105
106 *Duncan Geddes:* Concerned about the space for the turn on Beauty Hill Rd. The corner is sharp,
107 will there be enough space to make the turn? The corner should be widened for safety purposes.
108 *Duncan Geddes:* Use the existing bridge as a temporary and build a new bridge? It would
109 improve the road/sharp corner.

110
111 Would require mitigation from the state. The town would be encroaching on wetlands and
112 would have to figure out a way to "replace" them.

113
114 The new bridge will be 24' rail to rail.

115 Fabricated off site simple construction cost effective one shot instead of Temp Bridge 2-3
116 months

117 Schedule approval for the Unnamed/Beauty Hill

118 Waiting for approval of Nighthawk

119 Final March 2018-Sept 2018

120 Bid Phase 12/2018

121 Start Construction-May 2019

122 Substantial -10/2019-flexible

123 Winter premium to keep concrete warm

124 Final NHH May 2020-then open to traffic

125 All tentative due to Warrant Articles

126
127 What is the Drop Date?

128 NH DOT-no top coat after Oct 1, weather permitting.

129
130 Can start later but would have to get everything all set up before hand and set to go.

131
132 *Jim Downs:* How will the residents be notified of the start of the project?

133 There will be notifications well in advance of the project starting. There is a website, signs will
134 be posted, tentative out to bid in December, awarded in February, then the time line will
135 prepared, public will be notified once time line is solidified and abutters will be sent notification
136 of the start date of project.

137 Concerns voiced from residents: Traffic and start time.

138 Re-aligning the road would be very costly

139
140 *Leanne Down:* Camp Fatima and Hidden Valley need to be notified well in advance so that they
141 can prepare their visitors for the road construction.

143 *Jim Down:* Temporary bridge on Stone Rd started and then move to other bridge?

144 Yes, there will be an overlap between the two constructions.

145 Stone Rd. should be local traffic only during entire construction.

146

147 Milk truck route is of major concern.

148

149 *Jane Sisti:* Change the speed limit on these roads during construction? Is there a special

150 exemption to reduce speed limits on a road while under construction?

151

152 *Chief Currier:* State “residential” speed is set at 35mph-already have a special exception and

153 process through the BOS for the 30mph. If we would like to go through the process again then

154 we can.

155

156 Recess: 7:03pm

157

158 Reconvene: 7:16pm

159

160 **Approval of Minutes –**

161 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie, it was

162 voted unanimously to approve the minutes of 11-06-17.

163 (2-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – absent).

164

165 **MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Jean, it was

166 voted unanimously to approve the minutes of 11-27-17.

167 (2-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – absent).

168

169 **Consent Agenda/Signature File**

170 Move to open the consent agenda for discussion

171 No items at this time.

172

173 **SelectBoard Items:**

174

175 **Old Business:** Boston Post Cane: The Town Clerk/Tax Collector, Debra Cornett, has

176 determined our next Boston Post Cane recipient to be Hazel Fletcher, the ceremony will be held

177 on Tuesday December 5, 2017 at 6pm, at the Academy Building.

178

179 **MOTION:** On a Motion by Selectmen Jean, and seconded by Chairman McWhinnie, it was

180 voted to freeze all budgets effective immediately; voted unanimously to freeze all budgets

181 effective immediately. (2-0 Voice Vote-Chairman McWhinnie-yes, Selectmen Jean-yes,

182 Selectmen Bishop-absent)

183

184 **Public Comment open at 7:25p.m.**

185 None

186

187 **Public Comment closed at 7:25:015 p.m.**

188

189 **SelectBoard Items:**

190 Post if two Selectmen will be attending the Budget Committee Meeting?

No post needed for Budget Committee Presentation (12/6/17)

\$10.00 more a month to purchase a cell instead of stipend the cell phone. Look at budgets to see if changes are needed to be made to remove stipends. This would go into effect next budget season. Heidi will check US Cellular for different pricing concerning cell phones for municipalities.

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

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

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean, it was voted unanimously to come out of Non-Public Session. RSA 91-A:3, II (A). (2-0 Voice Vote – Chairman McWhinnie –yes, Selectman Jean–yes and Selectman Bishop – absent).

Resignation letter from Officer Makris

On a motion by Chairman McWhinnie Motion to Accept Officer Makris resignation, his last day will be the 9th of Dec at end of pay period and any monetary contractual monies is under review at this time and serving as a part time officer is declined at this time; motion was seconded by Selectman Jean, (2-0 Voice vote–Chairman McWhinnie–yes, Selectman Jean–Yes, Selectman Bishop–absent)

Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectman Jean it was voted unanimously to adjourn at 7:50 p.m.(2-0).

Respectfully Submitted,

Amy Russell
Recording Secretary

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}

COPY

Town of Gilmanton Police Department Directives

WHEREAS, it is the duty of the Chief of Police ("Chief") and all officers of the Town of Gilmanton Police Department ("Department") to serve the community to the best of their ability and be available to address citizen needs during regularly scheduled work hours.

WHEREAS, it is the Chief's duty to direct and control all Department employees in their normal course of duty, and be responsible for the efficient and economical use of all Department equipment.

WHEREAS, it is in the Town of Gilmanton's interest that the governing body remain informed of the activities of the Department and maintain regular communication with the Chief.

THEREFORE, in accordance with the authority granted by RSA 105:2-a, the Board of Selectmen ("Board") for the Town of Gilmanton adopt the following written formal policies applicable to the Police Chief and Town of Gilmanton Police Department, where indicated.

1. The Board designates the Town Administrator as its representative with regard to day to day interactions with the Chief and other Department staff. The Board directs the Chief to cooperate with reasonable requests made by the Town Administrator.
2. It is the Chief's responsibility to ensure adequate staffing at the Department during its regular hours (8am – 4pm, Monday through Friday). However, the Board will not consider the Department adequately staffed unless there is at least one uniformed officer on shift and available at or within call distance of the Department during those hours.
3. The Chief's assigned schedule shall be consistent with the Department's hours (8am-4pm, Monday through Friday). The Board expects that the Chief shall be regularly available to the citizens at the Department during those hours. The Chief is also expected to work any additional hours necessary to complete Department tasks and attend at least one (1) regular Board meeting per month to report on the Department's activities, unless the Board directs otherwise.
4. The Chief shall establish monthly shift and on-call schedules for all Department employees. Such schedules shall be shared with the Board one month in advance. . Any deviations from the submitted schedule shall be reported to Town Administrator in writing within 24 hours of notice of the change, or as soon as practicable.
5. Except for extraordinary circumstances, no officer, including the Chief, shall be on-duty for more than twelve (12) consecutive hours. If such extraordinary circumstances arise, the Chief shall inform the Town Administrator in writing within 24 hours of the circumstances that necessitated such assignment.


6. The Chief is responsible for ensuring that there is adequate police coverage by uniformed Gilmanton personnel 24 hours per day, 7 days per week, either through shift scheduling or on-call coverage.
7. Generally, Department cruisers shall not be used for personal business. Department cruisers assigned to an on-call uniformed officer may be used for limited personal business within a fifteen mile radius of the Town of Gilmanton provided such use does not interfere with the officer's ability to be in the Town of Gilmanton and en route to a callback assignment within 20 minutes of notification.
8. At the end of each week, the Chief shall submit to the Town Administrator mileage reports and logs detailing the use of the Department's cruisers. These reports and logs shall account for each day separately and include sufficient detail regarding the use of police cruisers, including the name of the Department personnel assigned to the cruiser on or during the particular day, where the cruiser travelled, and for what purpose.
9. No officer shall leave the Town of Gilmanton during their assigned work hours except for matters related to their employment (e.g., court appearances, responses to mutual aid requests, etc.) with the Town and only with the Chief's prior authorization. Any officer, including the Chief, who leaves the Town of Gilmanton during their assigned work hours shall note his or her reason for leaving and the duration of his absence in his or her daily time sheet.
10. Neither the Chief, nor any other officer, shall accept or perform any outside detail assignment during their assigned work hours without prior authorization from the Board of Selectmen. For the purpose of this policy, an "outside detail" is a detail where the Town is reimbursed at the detail rate by an outside vendor, contractor, or organization.
11. The Town expects officers, including the Chief, to perform special details as may be required by the Town. Special detail work shall be paid at an officer's regular base rate or overtime rate, as required by state and federal law, and may take place during an officer's regularly assigned shift. Salaried employees who perform special details shall receive no additional remuneration. For the purpose of this policy, a "special detail" is a specific assignment other than regular patrol duties for which the Town receives no reimbursement from an outside vendor, contractor, or organization.
12. As part of routine patrol, the Police Department shall provide parking lot security for the Town of Gilmanton's Tax Collector on Monday and Thursday evenings, between approximately 8:30 PM and 9:00 PM, unless exigent circumstances require the scheduled officer to be elsewhere during this timeframe.
13. The Chief shall report to the Town Administrator, as far in advance as possible, when he will be unable to report to work because of illness. The Chief is expected to ensure that adequate coverage is provided at the Department during his absence.

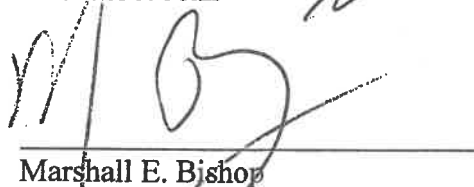
14. The Chief shall submit requests to use accrued vacation time to the Town Administrator at least two weeks in advance. Such requests shall be accompanied by a plan for coverage at the Department during the Chief's requested absence. Vacation requests received by the Town with less than two weeks notice, and unaccompanied by a satisfactory coverage plan, are unlikely to be approved.
15. Within two (2) months, the Chief shall modify any Department SOPs that are inconsistent with these policies.
16. The Chief shall implement the Town's personnel policies within the Department.
17. The Chief shall perform other duties as assigned by the Board of Selectmen or designee.

Effective Date: January 1, 2018

BOARD OF SELECTMEN



Stephen P. McWhinnie

Michael J. Jean

Marshall E. Bishop

