



Approved

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

December 18, 2018

3:00pm. – Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Marshall Bishop, Patrick Bore- Town Administrator, Assistant Town Administrator Heather Carpenter, Chief Matthew Currier and Danielle Bosco-Recording Clerk.

Also present please see attached sign in sheet.

3:01pm Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie and Selectman Bishop) and led the Pledge of Allegiance.

Chief Currier presented the Board with a PO for a training he would like to attend in March. Chief Currier stated the money would come out of his training line 270. Mrs. Paquette questioned when the payment would be due for the class. Chief Currier said the payment would be due now to secure his spot. Chairman McWhinnie questioned if the cruiser was done. Chief Currier said he was told it should be done early January. Selectmen Bishop questioned when interviews would be started for officers. Chief Currier said he knows the Town needs officers but they are going back to the same scenario. Selectmen Bishop said if you refer to Town policy the Selectmen has the last say. Professionally he is getting tired of being blamed for the Town not having officers. Chief Currier asked which policy he is referring to so he can refresh himself on it. Selectmen Bishop said it's not the Selectmen against him. They are responsible when they sign the paper when someone is employed. Mrs. Carpenter said this is the opinion of Mr. Bishop but what Chief Currier is saying is they are still in the same position and nobody is changing their view on this. Chief Currier said how he interprets the law the background reports belong to the Police Department and if a judge needs to see it they can and then it is to be returned to the Police Department. Mr. Bore questioned while this is being resolved could they use an independent party to look at the background report. Chief Currier said the Town has never required the background reports be shown prior to him being Chief and he doesn't know of any other Town that the Selectmen review them. Selectmen Bishop stated that he spoke with Belmont who does show the reports to the Selectmen. Chief Currier stated Belmont told him something different. Chairman McWhinnie said it is in the Town Policy for Gilford as well. Mrs. Carpenter said they aren't going to resolve this right now but the Town understands that the Selectmen want to hire officers and the Chief wants to hire officers and hopefully the Town can get officers hired soon. Chairman McWhinnie questioned if they were going to be very short staffed next week. Chief Currier said some officers have vacation time they are using up. Chairman McWhinnie said if they are using the vacation time just so they don't lose it they could do something for them. Chief Currier said they have vacations planned so they want the time off. Mr. Bore questioned the date of the training and if it interfered with Town Meeting. Selectmen Bishop said at the next meeting they could discuss the training when they have looked more into it.

Recess: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to recess for 10 minutes at 3:30p.m. (2-0).

On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously return from recess at 3:40 p.m. (2-0).

Approval of Minutes –

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to approve the minutes of 12-10-18. (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 approve the minutes of 12-3-18. (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 approve the minutes of 11-19-18. (2-0 Voice Vote – Chairman McWhinnie-yes, Selectman Bishop –yes)

Old Business

- **Bridge Project-** Mr. Bore informed the Board the abutters are being notified regarding this. DRA has sent a recommendation for how the Warrant article is written. Mr. Bore said the project will be done in 2020. 80% can be reimbursed after the project is complete. Mr. Bore said the Town will have to get a bond for \$295,000 and the Bridge CRF. Selectmen Bishop questioned if they used a CRF fully and if they had a catastrophic event they couldn't pull off of a CRF that has been depleted. Mrs. Paquette said the CRF was set up for bridges and they wouldn't be able to use it in that type of event. Mrs. Carpenter said they have a welfare CRF they could use. Mr. Bore said there were 7 pre-approved bidders on the project. There was concern of the December 27th deadline. Chairman McWhinnie read the warrant article from DRA.

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to approve the Warrant Article (2-0).

- **Patriotic Purposes-** Mr. Bore said that the Fire Chief has a \$600 estimate for flags. Chairman McWhinnie said that Mr. Bedard reached out to a friend at the Budget Committee meeting and got a price of \$15 per flag compared to \$50 per flag. Mrs. Paquette said Mr. Bedard did reach out for a price but there is no guarantee on these flags or pricing when they need them in the spring. Mr. Bore said this budget needs a recommendation from the Selectmen. The budget consists of the flag cost and the fireworks and they haven't heard about the firework portion. The Selectmen will recommend the budget with the same money for fireworks as last year. Chairman McWhinnie said they need to find alternate electricity for the Fourth of July. Mrs. Carpenter said she believes they are understanding they need to provide electricity with something like a generator.

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to approve the budget for Patriotic Purposes 4583-610 for \$1400 (2-0).

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to approve the budget for Patriotic Purposes 4583-615 for \$3250 (2-0)

Mrs. Carpenter questioned the Board on the budgetary process. She wants to understand the Boards thought on staff doing their due diligence in receiving quotes and not getting into a pattern of receiving quotes after Department Heads have done their work. Mrs. Carpenter said she grateful that he got a better price but wants herself and other Department Heads to present their Budgets with confidence they have done the work. Receiving quotes at a meeting may not be solid numbers.

- Mr. Bore said that a Petition Warrant Article for property at Map 415-052 to be removed from the Historic District. Mr. Bore said the cut off for Zoning Petition Warrant Articles is December 12th and January 8th for other Petition Warrant Articles.
- Mr. Bore presented a Petition Warrant Article for the Year-Round Library.

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to recommend the Warrant Article (2-0)

- Mr. Bore said there is a petition Warrant Article for the doors of the Town Office to be unlocked during all business hours and no buzzers for entry.
- Mr. Bore discussed the Iron Works Fire Station roof being replaced. He is still waiting on a copy of the lease. Chairman McWhinnie would like to see 3 quotes for the roof as well as the lease agreement before recommending the Warrant Article.

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

Consent Agenda/Signature File

- Purchase Order: Gilmanton Nightswander Memorial Road Race- 5k Currier Hill Rd to RTE 140 up Currier across Cat Alley to Church- Date 3-23-18 between 8:00 a.m. -12:00 p.m.-**APPROVED**
- Purchase Order: Pike Industries Gravel \$4,909.74-**APPROVED**

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

New Business

Mrs. Paquette said she is working on a list of money to be encumbered. The Old Town Hall still has \$5,000 in the maintenance account. Chairman McWhinnie said that should be used up before the end of the year. Mrs. Paquette said a purchase order needs to be done before the first of the year. There is also \$1,000 for any Town Building repairs. Mrs. Carpenter said she is waiting for a price for the ceiling. Chairman McWhinnie said he will investigate getting it done as well as air conditioning. Mrs. Paquette said there is \$1,500 for the cruiser to be painted so that needs to have a purchase order as well. Mrs. Paquette said she doesn't believe there will be any money to encumber from the Highway Department as she is waiting for purchase orders to be submitted. Mrs. Paquette will have an updated Encumber sheet for the next meeting.

Old Business

- Mr. Bore gave an update on the website and the 3 year contract for an initial \$6600 and then \$1750 the first year, \$1750 the second year and the 3rd year is \$1750 + 5%. Chairman McWhinnie said to get a contract from the company.

New Business

- Mr. Bore informed the Board that the Town Counsel, Walter Mitchell has lost two of their partners and is not able to carry the work load. DTC is able to take over the case except Walter Mitchell will still supervise and prepare the witnesses for the case. Chairman McWhinnie said they will have to figure that out. Mr. Bore said he hasn't received a letter at this point and when one comes in he will show the Selectmen.
- Mr. Bore said that the Planning Commission is performing a cell phone coverage study and Gilmanton has been asked to participate. Chairman McWhinnie said the study should be done after the cell phone towers are put up. Mr. Bore said this study will determine what the actual coverage is compared to what the phone company states the coverage is in the area. Chairman McWhinnie questioned what the Town would have to do to participate. Mr. Bore said they would have to have people volunteer. They will need an answer before the end of the year.
- Mr. Bore said the work is still being done in the office. Mrs. Carpenter asked if the employees were to still use the buzzer. Chairman McWhinnie said yes all employees will use the buzzer. Chairman McWhinnie said the front doors will be open once all the work is complete which should be by the end of the year. Mrs. Carpenter said it was stated they would be open on December 19th. Chairman McWhinnie said that was the intention but unfortunately the work won't be done in time.
- Mr. Bore said the event at the church on Saturday had the location changed to the Church and not the Town Hall.

Select Board Items

- Chairman McWhinnie questioned how they can get the ball rolling on the RFP for the lawyers. Mrs. Carpenter said they need to pick one. Chairman McWhinnie said he would like to pick a few so they can specialize on certain issues.

1)NON-PUBLIC Pursuant to 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 (1). (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, 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, Selectman Bishop – yes)

2)NON-PUBLIC Pursuant to 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 (1). (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, 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, Selectman Bishop – yes)

Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to adjourn at 6:01 p.m. (2-0).

The Board scheduled the next meeting for December 28th, 2018 at 10:00am

Respectfully Submitted,

Danielle Bosco
Recording Clerk

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}