



Board of Selectmen
Town of Gilmanton, New Hampshire

APPROVED AS AMENDED

Meeting

April 29, 2019

Approximately- 3:00 p.m. – Gilmanton Academy

Present: Chairman Marshall Bishop, Vice Chairman Michael Wilson, Selectman Mark Warren, Town Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter

Also present please see attached sign in sheet. - No public present at this time.

Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman Bishop, Vice Chairman Wilson and Selectman Warren).

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

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

Reputation

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

The motion to seal these minutes was made later in the meeting after the seal of Non-public (a) #2

Recess-

MOTION: On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to take a 15-minute recess. (3-0)

Reconvened at approximately 6:10 p.m.

Open Public Meeting- 6:10p.m.

Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman Bishop, Vice Chairman Wilson and Selectman Warren) and led the Pledge of Allegiance.

Public Input: -

Opened public input at 6:13 p.m.

Chief Currier presented to the Board a letter of formal request for the merit raises for himself and Sgt. Brennan as the 2019 Wage Schedule is on the agenda.

Jason Reed and Phil Eisenmann are the only public present and are on the agenda to discuss an easement for the GYO park. The Board agrees to move the agenda item for the consideration of the public body.

Topics discussed are as follows;

- Requesting GYO be placed under the Town's insurance covered by an umbrella policy, due to the fact that it is too costly for the 501c3 to provide additional coverage with their budget and it is on Town owned property.
- Organization lacks a signed original easement that was passed at Town meeting in 2005.

Result from discussion- The Town Administrator will look into the actual cost of adding the park and coverage of non-athletes under the Town's policy

Approval of Minutes:

- 04-15-19
- 04-01-19
- 03-25-19
- 03-11-19 am/pm meeting
- 03-08-19

Discussion on the set-up of the minutes; Selectman Warren makes the recommendation that the minutes be brief, utilizing the basic standard of minutes to include; Main topic point and results

MOTION: On a motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted to approve the minutes of 03-08-19, 03-11-19 am/pm, 03-25-19, 04-01-19 and 04-15-19. (3-0)

These minutes had been tabled at a prior meeting.

**Approvals of Non-public minutes will be done in non-public session.*

Error brought forward by a resident; minutes of March 01, 2018 will be brought forward in the following meeting to be amended based on audio confirmation of a motion that had been typed incorrectly.

Consent Agenda:

- P.O. Bergeron Protective Clothing: \$ 1,954.43
- P.O. Civic Plus: \$1,750
- P.O. IPS: \$2,796
- Revised DOT Project Agreement for Construction Engineering Services
- Gilmanton Fire Department Paramedic Training Agreement
- 2019 Wage Schedule
- Road Agreement Cell Tower project

MOTION: On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to accept the road agreement with Industrial Tower and Wireless, LLC on Map 414/ Lot 09 on the last 900 ft. on Howard Rd. (3-0)

Assessing Dept:

<u>Exemptions</u>	<u>Credits</u>	<u>Current Use Application</u>
115-030	136-011	420-108
413-100	110-042	
408-005		
422-006		

Remove 2019 Wage Schedule and place for discussion in New Business.

MOTION: On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to approve the consent agenda with the exception of the of the 2019 Wage Schedule. (3-0)

Old Business:**Stage Rd Bridge project**

Nighthawk Hollow Brook: start pushed from 4/29 to 5/6

All necessary easements have been obtained.

Unnamed Brook: start maintained on 7/29

There was a request by one of the abutters to see if the start could be moved forward so that the end of this project would not impact accessibility during harvesting. The contractor checked with their precast plant (Michie Corp) that will fabricate the new bridge for Beauty Hill Site and they cannot open the road back to traffic any earlier than October 31st. The concrete will be shipped to the site during the Labor Day week in September and they need to

assemble it, backfill the hole and pave during the months of September and October. Other precast plants are much busier and have quite a backlog of production this coming summer and cannot fabricate the precast concrete elements any sooner than what the contract had specified.

New website update

The new vendor found out the old website was corrupt and requested that the Town have it clean of all malware before transferring. The Town was unable to get a clear timeframe for completing the scanning/cleaning. In interest of time, and because we still need access to the old website to transfer some remaining content to the new website, we acquired a new domain ("Newgilmantonnh.org") to go Live as planned. Eventually we will revert back to the initial Gilmantonnh.org domain, once we have transferred all necessary content. The old website has been freed of all existing malware in the meantime.

New Business

- Re-appointment and discussion for ZBA; Michael Teunessen, Full member of the ZBA reappointment

MOTION: On a motion by Chairman Bishop and seconded by Selectman Warren it was voted to re-appoint Mr. Michael Teunessen as a full member of the Zoning Board of Adjustment. (3-0)

- 2019 Wage Schedule-

The Town Administrator presented the Board with the 2019 Wage Schedule for approval. The Chairman requested that the Board go into a non-public for further discussion based on the earlier request given to the Board.

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

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

Personnel

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

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

Seal the minutes of Non-public (c) #1 that took place earlier.

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

Decision on 2019 Wage Schedule-

MOTION: On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to approve the 2019 Wage Schedule, effective date Jan. 01, 2019 with the amendment of one step increase for line item 4210-113 and the remaining balance of \$5,282, currently in the line marked Other Programs to be used/earmarked for the Police Dept. repairs per the MRI report. (3-0)

Board Statement-

MOTION: On a motion by Chairman Bishop and seconded by Selectman Warren it was voted to deny the request for a one step increase for Chief Currier on the grounds of the MRI report. (3-0)
Selectman Warren asks for clarification on the last motion made, did it need to be a motion or could it have been a statement made by the Board?

Reconsideration was requested by Selectman Warren on the last motion made, he would like it to be a statement rather than a motion.

Town Administrator- It could have been a discussion point.

MOTION: On a motion by Selectman Warren and seconded by Vice Chairman Wilson it was voted to re-tract the last motion made and make a statement on the issue. (3-0)

Chairman Bishop- The Board has made a decision to deny Chief Currier a one-step increase in light of the MRI report.

Assistant Town Administrator made a clarifying statement- The original motion made to deny a one-step increase, requested from an employee was not inappropriate because it was a formal request, however a statement made in general consensus by the Board is also fine.

New Business continued:

The following policies have been drafted to provide better policy for the organization moving forward.

Administrative Code

- Board approves of the document
- Town Administrator is waiting to have Finance/HR review the document prior to the next Board meeting.
- Next step will be to share the document with the Department Heads for their review.
- Last step- Town Administrator will bring it back to the Board for formal approval.

B.O.S. Operational Guidelines- Document given for the Board to review

Hiring Policy- Document given for the Board to review

Select Board Items:

- ❖ Trees within Town right of way
- ❖ Further discussion on Academy roof and Old Town Hall
- ❖ Top priority projects
- ❖ Budget process/CIP/Master Plan

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

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

Personnel

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

MOTION: On a motion by Selectman Warren and seconded by Vice Chairman Wilson it was voted to accept the contract for the Fire Dept. Paramedic Agreement, which will allow the *Lieutenant* to become a paramedic after his training, according to this agreement. Also, approving the purchase order in the amount of \$5,405.00 for half the years payment to the paramedic program. (3-0)

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

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

Legal

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

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

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

Reputation

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

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

Vice Chairman Wilson-

- Transfer Station entrance site walk to be scheduled in the future.
- Tentative agreement to pay a resident in circulated coin as payment, as opposed to a check that was issued to him.

MOTION: On a motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted to pay \$1,501.00 in coin to a resident that has \$1501.00 owed to him and send the Town Treasurer- Glen Waring to the bank (*Meredith Village Savings Bank*) to get the money and bring it back to Town Hall *in order to fulfill the agreement.* (3-0)

Town Administrator reminds the Board to view the properties prior to tax deeding, these are properties that did not answer any of the letters or reach out to Board for tax contracts/agreements.

Adjournment: On a Motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted unanimously to adjourn at 9:53 p.m. (3-0).

Respectfully Submitted,


Heather Carpenter
Assistant Town Administrator

Approved by the Board of Selectmen


Chairman Marshall E. Bishop


Selectman Michael J. Wilson


Selectman Mark E. Warren

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

239 *Amendments from note form are as follows-*
240 *Line 36- "Brennen" changed to Brennan*
241 *Line 67- "Paul Conway Shields" changed to IPS*



SELECTMEN'S OFFICE TOWN OF GILMANTON

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ATTENDANCE SIGN-IN

PRINT NAME

SIGNATURE & DATE

PHIL EISENMANN

04-29-19

JASON TRENT

4-29-19

* Chief Currier (HC)

4-29-19

