



Board of Selectmen  
Town of Gilmanton, New Hampshire

1 APPROVED

2 Meeting

3 October 30, 2019

4 Approximately- 5:30pm. – Gilmanton Academy

5  
6 **Present:** Chairman Marshall Bishop, Selectman Michael Wilson, Selectman Mark Warren,  
7 Town Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter  
8 Also, present please see attached sign-in sheet.  
9

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

12 *Disclaimer: The views and opinions expressed in a stated or attached statement read during public comment are*  
13 *those of the speaker/authors and do not reflect the opinion of the Town of Gilmanton. These minutes represent*  
14 *topics discussed and not a reflection of verbatim discussion.*  
15

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

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

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

24 *The motion to come out of non-public was not captured on audio.*  
25

26 **Hire Announcement for the Highway Department**

27 Vice-Chairman Wilson stated that the Board of Selectmen have hired Mr. Skehan under a  
28 conditional offer to come work for the Town with the Highway Department.  
29

30 **Approval of Minutes:**

31 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Selectman Warren it was  
32 voted to approve the minutes of 10-07-19, 10-11-19 and 10-17-19. (3-0)  
33

34 **Consent Agenda:**

35 **MOTION:** On a motion by Chairman Bishop and seconded by Selectman Warren it was voted to  
36 open the consent agenda. (3-0)

37 **Purchase Orders**

38 PO: \$2,400 Arbor Tech (Highway)- Take the trees off the corner on Griffin Rd.

39 PO: \$5,800- Andrew Morse (Highway)- Purpose to widen the corner on Griffin Rd.

40 PO: \$1,500 Melanson Heath (TCTX Office audit)

41 PO: \$15,505.40 MHQ (PD cruiser replacement) Total amount of the PO is \$35,115.40 for the  
42 vehicle itself out of which we are going to subtract the Primex reimbursement of \$19,610.00,  
43 the purchase order net is \$15,505.40.

PO: \$3,114.26 OME (Parts & Labor for the cruiser) Total amount of the PO is \$ 7,046.58 out of which we are going to subtract the Primex reimbursement of \$39,032.32, the purchase order net is \$3,114.26.

PO: \$4,860.35 Core & Main (culvert Highway)

PO: \$2,476 PHD Communications (Fire Department phone system)

PO: \$3,500 APEX (Cupola repair)

**Land Use Change Tax**

409-065 420-038

420-042001 414-051

420-042002 414-009002

423-016

**Application for Current Use**

415-016

**Timber Warrant:**

406-034

**Guinea Ridge Subsequent Burial deposit (\$100) – Florence E. Leblanc**

**MOTION:** Moves to accept the amount of \$100.00 from Florence E. Leblanc as fee due for a subsequent cremains' interment, Dean Coleman, onto the Florence J. Partridge grave, Guinea Ridge Cemetery. The fee to be deposited into the newly created "Guinea Ridge General Care" fund and to direct the check to be forwarded to the Trustees of the Trust Funds for deposit for that purpose. 1<sup>st</sup>: Chairman Bishop, and seconded by Vice-Chairman Wilson- the vote was unanimous (3-0).

**Resignation – Building Inspector**

On a motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted to accept the resignation of the Building Inspector/ Code Enforcement, Mr. Everett Hodge. (3-0) Effective on November 13<sup>th</sup>, 2019. The Building Inspector is willing to come in once a week for a half-day up until December 13<sup>th</sup>.

**MOTION:** On a motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was vote to approve the consent agenda as amended (3-0).

**MOTION:** On a motion by Chairman Bishop and seconded by Selectman Warren it was voted to approve the consent agenda as amended (3-0).

**Old Business:**

**Pay Scale Policy**

The pay scale is based on current job classification and the steps which allow a person within a position to move financially over his/her career in that Grade or change the labor grade.

The pay scale policy addresses specifically two things;

1. The potential for a cost of living adjustment, also known as "COLA". It defines an index that can be used by the Board and the Town Administration to decided whether cola is needed and how it is defined.
2. The pay scale policy also describes the process of merit increases. Merit increase is based on job performance within the position.

Town Administrator speaks to the past history of the approval for the budgeting process vs the current process based on the new rules of the default budget.

This policy was given to the Dept. Heads back in August, there were no comments received back from the policy review and has been reviewed by Town counsel.

*The Board member approved the PayScale Policy by signature approval and discussion.*

**Conclusion: The next Board of Selectmen meeting is scheduled for Monday, November 4<sup>th</sup>, 2019**

**Adjournment:**

**MOTION:** On a Motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted unanimously to adjourn at 6:26 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}



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

PO Box 550, Gilmanton, NH 03237

Ph: (603) 267-6700 Fax: (603) 267-6701 Website: [www.gilmantonnh.org](http://www.gilmantonnh.org)

**ATTENDANCE SIGN-IN**

**PRINT NAME**

**SIGNATURE & DATE**

10-30-19

Joseph S Haas @ Hotmail.com

Joe Haas