

APPROVED

**Board of Selectmen
14 March 2011
Minutes**

6:02 pm – Town Administrator Tim Warren called the meeting to order. Present were Administrator Warren, Selectmen Don Guarino, Rachel Hatch and Ralph Lavin and Clerk Lois Dionne. Also in attendance were Fire Chief Joe Hempel and Brett and Brenda Currier.

After attendance everyone stood for the “Pledge of Allegiance”.

Ralph Lavin was welcomed as the newest member of the Board of Selectmen.

Discussion ensued to elect a new chairperson.

MOTION – Selectman Hatch moved to appoint Don Guarino as Chairman of the Board of Selectmen. Selectman Lavin seconded. Approval was unanimous.

Fire Equipment Contracts – Voters at Saturday’s Town Meeting approved the purchase of a new fire truck and ambulance. Tonight Chief Hempel presented the Selectmen with a sales agreement for the new fire truck, and an invoice for a chassis for the new ambulance. He explained that by prepaying the chassis and chassis conversion, we would be saving \$1,000 on the final invoice. After further discussion of the truck and the chassis for the ambulance, the Selectmen agreed to prepay the chassis, but they will ask Town Counsel to review the sales agreement for the truck before signing it.

MOTION – Selectman Hatch moved to approve the payment of \$51,181.00 to Sugarloaf Ambulance rescue Vehicles for the prepayment of the chassis, and conversion of the chassis by Quigley. Selectman Lavin seconded. Motion passed 3-0.

Selectmen Representatives - Selectmen are required to have a representative on various boards and committees. The appointments for this year are as follows:

Budget Committee – Ralph Lavin
Planning Board – Rachel Hatch
Planning Board Alternate – Don Guarino
Historic District Commission – Don Guarino

Lakes Region Planning Commission - Ralph Lavin
Lakes Region Planning Commission – TAC – Ralph Lavin
Recycling Committee – Don Guarino

The Selectmen are undecided on the representative to the Belknap County Economic Development Council at this time; the representative on this committee doesn't have to be a Selectman; it could be any resident interested in being appointed to the position. The Selectmen elected not to have a representative on the Year Round Library Committee because they don't have a representative on the board of any other privately funded agency.

Credit/Debit Card Use – Town Clerk's Office – Town Clerk Deb Cornett informed the Selectmen that she would like to be able to allow residents to use credit/debit cards over the counter to pay their car registrations. She needs a letter to DMV and would have to go to a "one check" system that would require a resident to write just one check to cover both the Town and State fees; she would then be responsible for separating the funds. She would have to do daily deposits with this system. The investment to the software company would be for the credit card machine with the signature pad. The cost for this machine was included in her budget. Deb added that Visa does not allow over-the-counter transactions for motor vehicles, but the other credit card companies do. The credit card user pays any fees involved in paying with a credit card; there is no fee to the Town. Deb said this has been one of the biggest requests from residents, and asked if the Selectmen were in favor of her going ahead with getting this system in place. The consensus of the Board was for Deb to proceed.

House Bill 457 – This bill that would reduce the interest rates the Town can charge on past due taxes is being heard on Wednesday. Deb said she had sent an email to Representative Dave Russell asking for his support in getting the bill defeated.

Senate Bill 156 – Deb said they had attended the hearing for Senate Bill 156 that would allow car dealerships to register motor vehicles. She said the Governor had sent a letter in support of the bill. Deb said a hearing will be at 10:00 on Wednesday, and will go for a vote, but she feels it will be a fight to get it defeated; there are too many big lobbyists in favor of it.

Deb explained the bill to Selectman Lavin. She explained the concern of the Town Clerks about the major loss of revenue to the Towns, and also the possibilities for errors in registering vehicles and verifying residency. Selectman Hatch will send an email, on behalf of the Board of Selectmen, opposing the vote.

Public Input – Chairman Guarino read "Public input is reserved to allow residents, without prior notice, to bring forward new information on matters of interest to the Town. Existing cases or applications shall not be heard. Residents with existing cases or applications shall use the channels established for appeal or submission of new

information in their cases. The Selectmen reserve the right to place time limits on public input. No vote will be taken on any matter brought in through public input unless a dire emergency requires such action.

Snowmobile Club - Brett Currier asked if the Snowmobile Club had been included in the budget for a donation this year. He was told they had submitted a request for \$2,500 that the voters approved.

Mileage – Brett was concerned about the amount of money being paid for mileage to employees for the use of their vehicles doing Town business, and asked if it would be cheaper for the Town to purchase a vehicle or use an old police cruiser for a town vehicle. The town had previously used an old police vehicle, but it got to the point that it was getting too expensive to repair. Chairman Guarino stated that the Board has discussed this, and the Selectmen are trying to decide what to do about it.

ZBA – Carolyn Baldwin informed the Selectmen that her term on the ZBA is up for renewal; she is willing to serve for a few months until they try to get a new member, but she doesn't want to sign up for another three-year term.

Town Report – Carolyn stated that she was disturbed that the hours of operation and telephone number for the Year-Round- Library had been left off the back cover of the Town Report; the other libraries were listed. Selectman Hatch stated that it wasn't done intentionally, but the library hadn't requested the information be listed, nor had they submitted the information.

Discussion ensued about the omission, and that the other libraries had submitted their information, and had requested to be included on the report. Tim said the same information had been on the cover for the past five or six years. Carolyn was told that if the Year-Round Library submits a request and their information, they would be included next year.

Recycling Survey – Brett Currier was concerned that the results of the survey for the recycling center wouldn't accurately depict how the Town felt because the surveys were left in piles for residents to pick up, and some residents were completing and submitting multiple copies. He felt for surveys to be accurate, it might be a good idea to mail a copy to each registered voter. There was a brief discussion, and it was agreed this needs to be addressed.

Other Business & FYIs

Belknap County Delegation Meeting & Public Hearing will take place on Monday, March 21st at 6:00 pm. Their meetings are always held on Mondays, which precludes the selectmen from attending.

Tree – Allens Mill Road – When asked, Chairman Guarino stated that he had not checked a tree on Allens Mill Road that has been of concern because the bottom is rotted. He will check it.

Street Light – Halmar Road – Tim stated there is no streetlight on Halmar Road. There is a yard light on the circle, but no town streetlight; he will contact the resident who made the complaint about the light being out.

The Community Development Finance Authority Grant was signed and mailed today.

Assessment Ratio - We received Gilmanton's State's assessment ratio today. The equalized value is 100.3%.

Abatement Appeals – Three residents who applied for 2010 abatements were not happy with the results, and have filed an appeal with the Board of Land & Tax Appeals. The hearings will be on June 21st.

GAT – Tonnage sent to Penacook in February was 76.15 tons, up from 70.37 tons in February 2010. Year-to-date total is 252.09 tons, down from 253.68 tons in 2010.

Employee Salaries – Selectman Hatch addressed the concerns Brett Currier had expressed at Town Meeting about the inconsistencies in the amount of pay increases received by some town employees. A 1% increase had been approved, but Brett said some of the salaries reflected much more than that, some as high as 2 to 4%. Tim explained that the numbers in the Town Report are incorrect, but the hourly rate is correct.

Brett said he would like to see the salaries shown differently in the town report, so residents could easily see what the increases were.

Selectmen Training – LGC offers training for new selectmen every year. Selectman Hatch wanted to be sure that Selectman Lavin attends. Tim said he had spoken with an attorney, who worked for LGC, but is now back in private practice. He is offering a free seminar to town selectmen and administrators on administrative procedures in April. Tim will email the information to Rachel and Ralph.

State Budget - Tim was asked to get figures on what impact the State budget would have on the Town's contribution to Group II retirement.

Procedure & Policy – Selectman Hatch distributed a copy of procedures she had drafted for personal complaints of Town Personnel or complaints against a resident and public complaint against town employees. She asked the board to review them for discussion at their next meeting. They will also be reviewing a policy for the use of computers and other electronic equipment.

Job Descriptions – Selectman Hatch noted that most of the job descriptions for town positions are obsolete and should to be updated.

8:02 – Break

8:08 – Back in Session

Approval of Minutes

MOTION – Selectman Hatch moved to approve the minutes of March 8, 2011 as written. Chairman Guarino seconded. Motion passed 2-0.

MOTION – Chairman Guarino moved to approve the minutes of February 28, 2011 as amended. Selectman Hatch seconded. Motion passed 2-0.

MOTION - Selectman Hatch moved to approve the minutes of March 3, 2011 as written. Chairman Guarino seconded. Motion passed 2-0.

Selectman Lavin did not vote on the above motions, as he was not a selectman at those meetings.

Some of the procedures followed at Selectmen's meeting such as signing the manifests for payroll and accounts payable, the Selectmen's signature file and the reason for, and procedure for entering non-public sessions were explained to Selectman Lavin.

Condolences - Selectman Hatch, on behalf of the Board of Selectmen, expressed condolences to the Goddard family at the untimely death of Stephen Goddard at Saturday's Town meeting.

8:17 pm – Selectman Hatch moved to Enter into Non-Public Session as per RSA 91-A:3, II(a) - Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Lavin seconded. Motion passed 3-0.

The Selectmen discussed a personnel issue.

8:26 pm – Selectman Hatch moved to come Out of Non-Public Session. Selectman Lavin seconded. Motion passed 3-0.

8:27 pm – Selectman Hatch moved to Enter into Non-Public Session as per RSA 91-A:3, II(c) - Matters which, if discussed in public, would likely affect adversely the reputation of any person unless such person requests an open meeting; however, this

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cannot be used to protect a person who is a member of your Board, Committee or Subcommittee. Selectman Lavin seconded. Motion passed 3-0.

The Selectman discussed tax issues.

8:39 pm – Selectman Hatch moved to come Out of Non-Public Session. Selectman Lavin seconded. Motion passed 3-0.

Cell Phone – Board Chair – A cell phone has been purchased for the chairman of the Board of Selectmen. It will go with the position, and be included on the town plan.

8:50 pm – MOTION – Selectman Hatch moved to adjourn the meeting. Selectman Lavin seconded. Motion passed 3-0.

Respectfully submitted,

Lois Dionne
Recording Clerk