

**APPROVED**

**Board of Selectmen  
12 September 2011  
Minutes**

**6:04 pm** - Chairman Don Guarino called the meeting to order. Present were Chairman Guarino, Selectmen Rachel Hatch and Ralph Lavin, Town Administrator Tim Warren and Clerk Lois Dionne. Also in attendance were Police Chief Phil O'Brien, Roger and Elena Ball and Brett Carrier.

After attendance, everyone stood for the "Pledge of Allegiance".

**Police Dept. Update**

**Sign – Safety Building** – Chief O'Brien stated that the sign in front of the safety building was moved back from Route 140 to a safer location behind the stonewall. The lights will be moved on Thursday.

**Air Cards** - The police department has purchased 5 new Air cards from Verizon for their cruisers. These replace the old MDT systems that have been phased out over the last ten years. The new card system will allow officers to be on line with other area police departments, and officers will be much safer because they will have direct access to information on wanted subjects, vehicle registrations, bad weather updates and direct communications to other duty units via email cruiser to cruiser. The cards cost \$23 per month per card, but Verizon has lowered the rate on the department cell phones from \$40 per month to around \$24, so the cards end up costing about \$9.00 per month.

**Door – Booking Room Bathroom** – A folding half door has been added to the booking room bathroom area to allow privacy for subjects under arrest, but will allow access if there is an incident in that area.

**The Sally Port** and upstairs storage area have been reorganized and cleaned.

**Storage Unit** – A wall has been constructed to secure the police side of the upstairs storage unit, and an evidence room has been built within that area.

**A Larger Camera Screen** was added and moved into the secretary's work area. This was done so no one could see where the cameras are located and what they are recording.

**Detail Pay Rates** – A couple of weeks ago Chief O’Brien was informed that there needed to be an increase in the rates that the Town charges for detail assignments. The current rate was not covering the cost to the Town when officers were hired for a detail assignment.

Contract Accountant Jen Correia had worked up a pie chart showing all expenses to the town that have to be considered when the officer goes on a detail assignment. Tim Warren had gotten information about what area towns charge. The new recommended rate was comparable to what other towns charge.

Chief O’Brien expressed his dissatisfaction with the recommended change, and felt it would result in Gilmanton officers not being hired for details. He disputed the need to figure the cost of uniforms, fuel and insurances into the cost of the detail. Chief O’Brien felt the increase should be gradual over a few years rather than all at once. He said the rate had increased last year from \$45 to \$50; this kept the officers pay at \$45 and \$5 went to the town.

There was a lengthy discussion on the changes to the detail pay rate, the expense of using a cruiser, and what it would mean to the officers and the Town. Selectman Lavin suggested lowering the officers’ pay by the same amount the chief wanted the Town to lower their rate. Chairman Guarino and Selectman Hatch were against that suggestion. It was agreed that Tim, Jen and Chief O’Brien should meet and discuss the issue before the race next weekend.

**CDFA Loan** – There has been discussion at several meetings about the low-interest CDFA Loan residents voted to allow the Selectmen to apply for to insulate the shell of the Academy Building and to seal the windows for energy savings.

Since receiving bids, there has been much discussion on the method of fixing the windows. One was for restoring the windows, the other for sealing them. The Energy Committee felt sealing them was sufficient, but because it is an historic building listed on the Registry of Historic Buildings, Selectman Hatch was concerned that some of the things recommended would not preserve the historic integrity of the building, and might have an affect on the LCHIP grant that we had received to repair the cupola. Steve Bedard and John Dickey were asked to review the proposals and to view the building. The result was that they felt sealing the windows would be a temporary fix, and would have to be redone in about 20 years, while restoring the windows would preserve them for about one hundred years, would preserve the historic integrity of the building, and would be cheaper in the long run. Mr. Bedard had informed the Selectmen that they might be eligible for an LCHIP Grant to restore the windows. He went to a required preapplication meeting so he could apply for the grant. He stated that the Selectmen had to make a decision how they were going to proceed and chose a contractor prior to submitting the application. He pointed out that when the Energy Committee had submitted the application for the CDFA Loan they had neglected to check the box that

the building was on the Historic Register, which would have forwarded the application to the Division of Historic Resources. Mr. Bedard suggested that the Selectmen choose a contractor to do the shell of the building and agree on a contractor for the windows so that he could apply for the grant. We should know if we get the grant by the end of November, so could wait until then to decide whether to restore or seal the windows. The LCHIP Grant application has to be in by Friday.

We received a revised bid from the low bidder to include everything that had been listed in the higher bid. The difference between two bids with the revised bid was only a little over one hundred dollars.

Chairman Guarino tabled the discussion until after public input.

**7:00 pm – Public Input** - Chairman Don 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.”

Members of the public present expressed their desire to have the Selectmen continue their discussion of the CDFA Loan.

**Cont’d. Discussion CDFA Loan** - There was much discussion as to whether we could restore the windows, which would cost more, so only the downstairs windows would be done, and apply for an LCHIP Grant to do the upstairs windows, and how this would affect the CDFA Loan. After much discussion and disagreement as to whether we could restore, rather than seal the windows, whether this would be going against what was voted at Town meeting, the need to select a contractor to do the shell of the building, which is separate from the windows, a contractor was selected to do the work on the shell of the building.

**MOTION – Chairman Guarino moved to award the contract to do the shell of the Academy Building to Advanced Home & Energy for a cost of \$10,382 as quoted in their revised proposal. Selectman Hatch seconded. Motion passed 2-0. Chairman Guarino-yes, Selectman Hatch-yes, Selectman Lavin did not vote.**

Chairman Guarino tabled the discussion to enable the Selectmen to hold a scheduled non-public session with a resident.

**7:30 pm – Selectman Hatch moved to enter into Non-Public Session 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

cannot be used to protect a person who is a member of your Board, Committee or Subcommittee.

The Selectmen discussed an issue with a resident.

**7:47 pm – Selectman Lavin moved to come out of Non-Public Session.** Selectman Hatch seconded. Motion passed 3-0.

**MOTION – Selectman Hatch moved to seal the minutes of the above non-public session. Selectman Lavin seconded. Motion passed 3-0.**

**Cont'd. Discussion CDFA Loan** – Discussion continued on whether to seal or restore the windows in the Academy Building, if it would be going against what was voted at Town Meeting, how it would affect the CDFA Loan and if, depending on the decision, it would disallow our being able to apply for the LCHIP Grant. After considerable discussion, a compromise was reached.

**MOTION – Chairman Guarino moved that the contract to do the windows in the Academy Building be awarded to Winn Mountain *if* the Town receives LCHIP Grant money. Selectman Hatch seconded. Motion passed 3-0.**

The LCHIP Grant application was signed.

#### **FYIs & Other Information**

**NH Electric Co-op** filed suit against the town for their 2010 taxes on their lines and poles, rather than go before the Board of Land & Tax Appeals.

**Brenda McBride** informed us that it was the Garden Club, not the Women's Club that had done the planting of the shrubs at the Old Town Hall as she had previously stated.

**Dept. Head Evaluations** – Work sessions have been scheduled for Wednesday, Sept 21<sup>st</sup> and Wednesday, September 28<sup>th</sup> at 6:00pm to conduct department head evaluations.

**Grant Writer-** Tim informed the Board that he had tried to set up an appointment tonight with the individual that had responded to the ad for a grant writer. She can't meet on Monday nights, but would be willing to meet another time or meet one-on-one with one of the Selectmen. After discussion, it was decided that Selectman Hatch would get in touch with her.

**GAT** for August was 111.6 tons, down from 118.89 tons last year. Year-to-date GAT is 888.4 tons, up from 887.25 tons in 2010.

**Recyclables** – The price we receive for recyclables has changed. Prices are per ton. Cardboard went from \$115 to \$165, #8 News from \$98 to \$140, Mixed Paper from \$50 to \$130. Tin & Steel decreased from \$260 to \$195 and Aluminum from \$1,480 to \$1,420.

**Recycling Center Income** from non-recyclable items for August was \$2,461.

**2012 Budget Request Forms** will be sent to department heads. There was a brief discussion on how to incorporate the \$40,000 increase mandated by the State for Fire and Police retirement into the budget.

**LRPC** – Selectman Lavin will fill the position on the Lakes Region Planning Commission (LRPC) vacated by Betty Ann Abbott.

**Firefighter** – Dennis Commeau will be sworn in as a full-time firefighter for Gilmanton. This will fill the vacant position in the department.

**8:55 pm – Selectman Hatch moved to enter into Non-Public Session 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.

**9:06 pm – Selectman Hatch moved to come out of Non-Public Session.** Selectman Lavin seconded. Motion passed 3-0.

**MOTION – Selectman Hatch moved to seal the minutes of the above non-public session. Selectman Lavin seconded. Motion passed 3-0.**

#### **Approval of Minutes**

**MOTION – Selectman Lavin moved to approve the minutes of August 24, 2011 as written. Chairman Guarino seconded. Motion passed 2-0. Selectman Hatch did not vote, as she was not present at the meeting.**

**MOTION – Selectman Lavin moved to accept the minutes of September 2, 2011 as written. Chairman Guarino seconded. Motion passed 2-0. Selectman Hatch did not vote, as she was not present at the meeting.**

**MOTION – Selectman Lavin moved to accept the minutes of August 22, 2011 as amended. Chairman Guarino seconded. Motion passed 2-0. Selectman Hatch did not vote, as she had not been present for most of the meeting.**

**09-12-11 BOS**

**APPROVED**

**9:18 pm – MOTION – Selectman Lavin moved to adjourn the meeting. Selectman Hatch seconded. Motion passed 3-0.**

Respectfully submitted,

Lois Dionne  
Recording Clerk