

APPROVED

**Board of Selectmen
26 September 2011
Minutes**

6:00 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 Roger and Elena Ball.

Other Business

Job Descriptions - The Selectmen reviewed the updated job descriptions for the recycling manager and employees at the recycling center.

MOTION – Selectman Lavin moved to accept the job description for the manager at the solid waste facility as presented. Selectman Hatch seconded. Motion passed 3-0.

MOTION – Selectman Lavin moved to accept the job description for the recycling facility attendant as amended. Selectman Hatch seconded. Motion passed 3-0.

Police Detail – Selectman Lavin said he had been thinking about something the police chief had said when they had been talking about detail pay. The chief had expressed concern that residents might not like having officers from other towns working detail in Gilmanton. Selectman Lavin said he had brought this up because Chichester and Barnstead officers had worked details in the Corners and on Allens Mill Road last weekend. He asked why Gilmanton police hadn't worked them. Tim said the chief had been unable to get anyone from Gilmanton who wanted to work those shifts. We did have a Gilmanton officer on Route 106. After a brief discussion, Selectman Lavin stated that because of the Chief's concern, he felt when we have a Gilmanton officer working a detail he would prefer to see them working in the center of town rather than down on Route 106. Chairman Guarino felt that was a good idea, and they should speak with the chief.

Trash Pick Up – Selectman Lavin stated that once a year the church group picks up trash along the side of the road and fill pickup trucks and take the trash to the recycling center. He asked and received permission from the other selectmen to dispose of the trash free of charge.

Public Documents – Selectman Lavin asked if all public documents are located in the Town Hall. He stated that someone had gone to the school department and asked for some public documents, but were not given access to them. He asked if they were aware of the right-to-know law. He was told that Town would have the documents for town “stuff”, but if it is school “stuff”, the SAU would have them.

LRPC (Lakes Region Planning Commission) – Selectman Lavin is Gilmanton’s representative to LRPC who hold their meetings, once a month, on Monday nights. He said there was a meeting tonight, and asked if he should attend the Selectmen’s meeting or the LRPC meeting. There was a brief discussion during which it was decided that, in the future, if there were something on the LRPC agenda that Ralph felt he would like to be there for, he should attend the meeting, and the Selectmen could meet another night that week.

Grant Writer – Selectman Hatch met with Linda Radue last Wednesday who had responded to our ad for a grant writer. She was very impressed with Ms. Radue as a person and with her resume. Ms. Radue asked if she would be expected to pursue grants. Rachel said she had told her we wanted to hire a grant writer to assist our department heads with any potential grants that might be available for us to apply for. She said the amount of the commission was also discussed, but Rachel said she was unsure of the percentage that had been agreed upon. Rachel told Ms. Radue she would bring her nomination before the Board tonight, and would call her this week.

After a brief discussion about whether we would want Ms. Radue to pursue grants and the percentage of the grant that would be paid, it was agreed that more information was needed, so the discussion was tabled for one week.

6:30 pm – Swearing-In Ceremony - The Selectmen suspended the regular meeting for the swearing in of Gilmanton’s newest full-time firefighter, Dennis Comeau. Members of the fire department and Dennis’ family were on hand to witness the swearing in ceremony.

6:40 pm – Regular session resumed.

Other Business

Dept. Head Evaluations – The Selectmen met last Wednesday and began department head evaluations. They will meet again Wednesday to continue the evaluations.

Financial Management Review – At the Selectmen’s request, NHLGC Property Liability Insurance Trust engaged Municipal resources to conduct a review of the Town’s financial management systems. Tonight a copy of the report was distributed to the Selectmen. Selectman Hatch had read a copy of the draft report. She asked that the Selectmen review the report this week, and be prepared to discuss it next week. The

report provides direction for the development of methods and procedures to make improvements to the financial operations.

Budget Committee Schedule – There was a brief review of the budget Committee’s schedule for the upcoming budget season. The Selectmen’s budget is to be presented on December 14th.

Homeland Security – Disaster Assistance – We received a letter from State of NH department of Safety, Homeland Security and Emergency Management informing us that President Obama had declared a major disaster for NH due to Tropical Storm Irene with an incident period of August 26 thru September 6, 2011. The declaration for Public Assistance now includes Belknap County, which was designated on September 23rd. It is imperative that the Road Agent or a Finance Director from a town attends a meeting on September 29th at the Laconia City Hall before applying for assistance. This information has been passed on to the road agent, fire chief and police chief.

Senate Bill 406 – Involuntary Lot Mergers – In the past, Gilmanton and other towns, where there were two abutting lots that were non-conforming and ownership was in the same name, automatically merged the lots. Senate Bill 406 makes such mergers illegal. A new sentence in RSA 674:39-a states “No city, town, county, or village district may merge preexisting subdivided lots or parcels except upon the consent of the owner.” Owners of properties that were involuntarily merged can request that the lots be “un-merged”. No later than January 1, 2012, municipalities must post notice in a public place stating that lots may be restored, and must publish the information in the annual reports for 2011 thru 2015.

7:00 – 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.”

Homeland Security – Elena Ball asked if the assistance from Home Land Security was just for municipal loss or if it included residential as well. It is just for municipalities.

Grant Writer – Mrs. Ball suggested that the way to settle the question of the amount to pay a grant writer might be to just pay a flat fee. The Selectmen will be discussing the issue next week.

Other Business

Reval – Tim said George Hildum, contract assessor, felt the cost for the 2014 reval listed on the Capital Improvement Plan might be high. He said George might have a plan to save money, and would like to schedule a meeting with the Selectmen.

Retirement Funding – There was a brief discussion on budget requests, in particular funding the State mandated increase in retirement.

Solid Waste Facility - Tom Scribner stated that the Co-Op had just voted to go to single-stream recycling. He asked if the board was aware that Recycling Manager Justin Leavitt had voted against going single-stream. The Selectmen had previously asked Justin to vote against single-stream. Mr. Scribner stated that the transfer station shouldn't be a moneymaker for the town; it is a service and should make enough money to pay for itself. He felt that now that the Co-Op is going to be a single stream facility, the Selectmen should be proactive and make a decision; going single-stream is a form of mandatory recycling. Mr. Scribner said that if we weren't proactive now, we wouldn't have time to educate people. There was a brief discussion during which it was stated that the residents had made it clear at the public hearing that they wanted the matter to be voted on at Town Meeting.

Corners Library – Selectman Hatch asked Mr. Scribner how they were progressing with the work on the library. Mr. Scribner replied that they would be having a workday tomorrow to finish painting the building. He said they are going to be doing some landscaping, and the fall project will be to finish the walkway with brick and they hope to incorporate the granite slab that is currently there at the driveway edge of the walkway as a curbing. He said the drainage had been completed around the building.

Approval of Minutes - The Selectmen reviewed the minutes of last week's meeting.

MOTION – Selectman Lavin moved to approve the minutes of September 19, 2011 as amended. Selectman Hatch seconded. Motion passed 3-0.

Personnel Policy Review - Selectman Hatch asked that the Board postpone the review of the personnel policy until after the Selectmen had a chance to read the report they received tonight on the financial policies, as she felt there were things in the report that might affect the policy. Tim Warren asked that they address one portion of the policy as he said he had received information that clarified the overtime pay for firefighters.

The Fair Labor Standards Act states that the Town is not obligated to pay overtime to those employed in fire protection or law enforcement activities if the public agency employs less than five employees during the workweek. It was understood that only full-time employees were to be counted. Tim said he had spoken with Christine Fillmore from LGC today, and part-time employees should be considered. Selectman Hatch asked if Ms. Fillmore would be willing to put that in writing. Tim stated that according to The

Fair Labor Standards Act, if we have five or more firefighters, they should be paid overtime after 48 hours a week; currently we pay overtime after 53 hours.

This personnel policy will be amended to reflect this change.

8:00 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. Selectman Lavin seconded. Motion passed 3-0.
The Selectmen discussed a tax-deeding issue.

8:10 pm – Selectman Hatch moved to come out of Non-Public Session. Selectman Lavin seconded. Motion passed 3-0.

8:10 pm – MOTION – Selectman Lavin moved to adjourn the meeting. Selectman Hatch seconded. Motion passed 3-0.

Respectfully submitted,

Lois Dionne
Recording Clerk