

**APPROVED**

**Board of Selectmen  
24 October 2011  
Minutes**

**6:02 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 was Town Assessor George Hildum.

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

**6:04 pm – Selectman Hatch moved to enter into Non-Public Session per RSA 91-A:3, II(e)** - Discussion of pending or threatened (in writing) litigation against the Town or Town Officials, Board Members or employees. Selectman Lavin seconded. Motion passed 3-0.

The Selectmen discussed a legal matter.

**6:30 pm – Selectman Hatch moved to come out of Non-Public Session.** Selectman Lavin seconded. Motion passed 3-0.

Roger and Elena Ball, Bernadette Gallant and Brett Currier joined the meeting.

**Reval Update** – George Hildum, Town Assessor stated that every five years we are required to do a statistical update, which is a revaluation without doing full measurement or listing of all the properties in town. This was done in 2009. Every ten years we are required to do a full revaluation, which requires reinspecting and measuring all the properties in town; the last full revaluation was done in 2004. We will be due for a full revaluation in 2014. He proposed that the Town contract someone to measure and list the properties in 2012 and 2013, and then he would be able to implement the measure and list when he does the revaluation in 2014. We would have to put out an RFP to do the measure and list.

There was a brief discussion of why we have to do the full revaluations and statistical updates so often; it is required by the state. If Towns don’t do the updates, the DRA could tell us what to do, if we don’t do it, we would be petitioned to the BLTA (Board of Land and Tax Appeals) who would then order a reassessment, hire the assessor and the Town would lose control of the process.

There was discussion of the monies we have set aside toward the reval, and that we could present a warrant article at town meeting to spend that money on the measurement and listing.

**MRI (Municipal Resources, Inc.) Report** – Jen Correia explained that the Town had asked MRI to do an internal control assessment to review our policies and controls in the office. The assessment was done at no cost to the Town. She stated that she was present tonight to review the findings that she could speak to.

Jen explained that financial reports such as balance sheets, income statements, statement of cash flow, revenue and expenditure reports should be done on a monthly basis. These are used for short and long-term forecasts, which should be done on a quarterly basis. Other building and infrastructure needs to be addressed through the Capital Improvement Plan. By doing these functions, she said some risks identified this year have been tax anticipation note requirements, overspending of budgets due to the State moving its share of retirement burdens to the Town, current and future litigation and using fund balances to reduce taxes. You use the documents to anticipate what these things will cost the Town. Other risks are changes in federal and state laws. She said any time a law is changed, the Selectmen should ask what it is going to cost the town. An example of changes of law is when the federal government changed who is eligible for health insurance; under current plans children can now remain on their parent's plan until they are 26 years of age.

On review, Jen explained that we already do many of the things suggested in the report, but one of the main concerns is that the Town doesn't have written policies and procedures in place for anyone to refer to. The lack of written policy and procedure was what had prompted Selectman Hatch to speak with Jen about examining the financial policies of the Town.

Chairman Guarino tabled review of the MRI report until after public input.

Cindy Houghton joined the meeting.

**7:15 – Public Input** – Selectman 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.”

No one present had any public input.

**MRI Report – Cont’d.** -There was considerable discussion of the need for written policies, and who should come up with them. Jen was asked if she could come up with policies, and what it would cost for her to do so. Jen stated that she could draft policies for the town, and felt it would cost about \$150 per policy. She would interview the employees who would be affected by the policies and get their input, as well as input from the selectmen and town administrator. The Selectmen would just have to let her know what policy they wanted her to draft, and when they wanted it.

**MOTION – Selectman Hatched moved to authorize expenditure of \$150 and direct Jen Correia to come up with a Cash Receipts Policy for the Town of Gilmanton with a due date of Monday, November 7, 2011. Selectman Lavin seconded. Motion passed 3-0.**

Betty and Fritz Hughes and Fire Chief Hempel joined the meeting.

**7:30 pm - Public Hearing – Fire Hydrant Installation – Loon Pond** – Fire Chief Joe Hempel explained that he was here for a public hearing required by law to address any questions regarding the replacement of the Loon Pond Fire Hydrant, and to make public the fact that sometime during the month of November, the fire department will be looking to repair and reinstall a new hydrant at the Loon Pond Beach that has been out of service for many years.

Chief Hempel stated that they might have to lower Loon Pond in order to complete the repair and to replace the pipe. He said all the permits have been approved, but a public hearing was required to notify residents.

Richard Burchell joined the meeting.

Mr. Hughes asked if the new hydrant would have a positive effect on fire insurance rates for residents in the area. The Chief wasn't sure; it varies by insurance companies, and residents should contact their insurance companies.

**7:40 pm – Chairman Guarino closed the public hearing.**

**7:41 pm – Recess**

**7:46 pm – Back in Session**

**FYIs & Other Business**

**Grant Writer** – Selectman Hatch stated that the Selectmen have been frequently discussing the grant writing position, and asked if the Selectmen would be willing to meet with the applicant rather than having Rachel act as a go between. The only problem is that the applicant teaches two nights a week, Monday being one of them. There was a

brief discussion, and Tim was asked to find out what nights the applicant is available to meet with the Selectmen.

**Follow up to Israel Willard's Questions** – Selectman Hatch noted that at last week's meeting Mr. Willard had asked questions they could not answer, but had said they would follow up on.

**Planning Board Clerk attending ZBA Meeting** - Rachel said the planning board clerk had attended a ZBA meeting, and Mr. Willard wanted to know if the planning board sanctioned that, and if she had been paid to attend the meeting. Rachel said the Planning Board minutes from July 14, 2011 specifically asked the clerk to attend ZBA meetings when the application had already been approved by the planning board and/or would be heard in the future pending the ZBA's favorable ruling, so she was asked to attend, therefore, would have been paid for it.

**Iron Works Fire Station** – Mr. Willard was also concerned with what he had termed selective code enforcement relating to the Iron Works Fire Station. The concern Mr. Willard had was the need for a firewall up against the wall where the students were sleeping. She asked the Town Administrator if he had spoken with Bob. Tim said he had spoken with Bob and Chief Hempel. The firewall was not the only issue of concern, but it would have to be budgeted for next year because it would be very expensive because you would have to install sheetrock from the floor to the roof. It was noted that the students have been moved to another area. Tim said the fire escape works, and the building inspector suggested the windows be changed. It is being worked on.

**Drinking at Crystal Lake Park** – Selectman Hatch stated that the Police Chief had expressed concern about drinking at Crystal Lake Park. She asked Tim what had been done about that. Tim felt it should be discussed with the Parks Director when he presents the park's budget request.

**Flags on Poles** – Selectman Hatch asked if there had been a follow-up to Mr. Nagel's email regarding the flags on the poles in the Corners and the Iron Works. Tim replied that he had sent an email to Fred Buchholz, who is currently in charge of the flags, expressing Mr. Nagel's concerns.

**Regionalization of Services** - Selectman Hatch reported that the Chair of the Barnstead Board of Selectmen had contacted her to invite the Selectmen to the Suncook Valley Area Town Meeting at the Allenstown Police Department at 7:00 pm on Wednesday. The purpose of the meeting is to discuss regionalization of services and possible cost share of purchases, etc.

**Harassment Class** – Selectman Hatch said she had attended the harassment class that was held for employees on Tuesday morning. She felt it had been a very good class. It covers things other than harassment, such as ADA requirements, discrimination, etc. All Town employees are required to attend a class. There will be another class on

Wednesday evening at 6:00 pm for those employees not able to attend the morning class. The Department of Labor recommends that the classes be held every year, and are mandatory for employees to attend.

**Volunteers – Code of Conduct** – Selectman Hatch said she had received a disk from the Local Government Center covering a code of ethics for volunteers. Volunteers include members of boards and committees. She said there are several state departments that offer free training for volunteers. Selectman Hatch requested that the other Selectmen review the disk.

**Public Access TV** – Cindy Houghton asked about the decision that was made not to tape the Selectmen's meetings after having gotten a camera with grant money after a vote at Town Meeting to tape the meetings.

It was explained that the decision to stop taping the minutes was due to the expense. Originally, Metrocast Cable use to pay the cost from the franchise fees; they no longer do this, and it was costing the Town around \$6,000 a year, at that time, to have the meetings shown on TV, and it was noted that the minutes are now on line.

Cindy felt there are residents who enjoy watching the meetings on TV, and don't have access to a computer to read the minutes. She felt the residents should be allowed to vote at town meeting as to whether they wanted to pay to have the meetings taped. Cindy will get information on the current cost to have the meetings shown on TV and get the information to Tim.

**Building Repair – Recycling Center** – Selectman Lavin asked if the building at the recycling center had been repaired. Tim responded that it hadn't been done yet, but we had received the report today about what needs to be done. The report was reviewed. Tim said he spoke with the building inspector about it; and he is working to get the specs so we could send out an RFP. Selectman Lavin stated that it should be done before snowfall.

**Recycling Rates** – Tim had the new pricing for the rates we receive for our recycling. The majority of items remained the same, the income from aluminum and tin and steel increased and #1 thru #7 plastics decreased.

**Auction Property** – Tim stated that an individual who attended the property auction the Town held in August abuts a property that was up for auction, but he hadn't bid on it at that time. He is now asking if the Town would sell the property to him directly. There was a brief discussion during which it was stated that the Town doesn't have that authorization; property has to be sold at town auction. Tim will notify the individual.

**Household Hazardous Waste Day** – Tim asked if the Selectmen wanted to sign a letter of commitment for the Household Hazardous Waste Day at a cost of \$2,743. There was a

brief discussion, and Chairman Guarino asked Tim if he could find out how many Gilmanton Residents had taken part in the Household Hazardous Waste Day before the Selectmen make a decision.

**Health Insurance Rates** – Tim informed the Selectmen that the rates for the current employee health insurance plan would increase 16.1% next year. Tim will try to arrange for a representative from the insurance company to come in to explain other plans, options, and how higher co-pays and deductibles, etc. could lower rates.

**RFPs** – Tim had draft copies of RFPs for snowplowing at the safety building, painting two sides of the Academy Building and painting sections of the Old Town Hall and staining the building at the recycling center for the Selectmen's review.

**Suncook River Nomination** – Tim said that a few weeks ago Tracy Tarr and Erin Hollingsworth of the Conservation Commission had attended a Lakes Region Planning Commission meeting to nominate the Suncook River for inclusion into the NH Rivers Management and Protection Program (RMPP). The next meeting will be November 16<sup>th</sup> and there will be a public hearing on December 8<sup>th</sup>.

**Document Retention Committee** – Tim said Town Clerk Deb Cornett had informed him that the town is, by law, supposed to have a document retention committee. There was a brief discussion, and Tim said he would follow up with Deb.

**Grant – Recycling Center** – Selectman Hatch informed the Board that she had found a recycling equipment grant application thru NH The Beautiful; she felt it is an ongoing grant. After looking at the application, Tim said it is the same grant we got money for the waste-oil furnace for the center.

**Personnel Policy & Evaluations** – Selectman Hatch asked Tim to schedule time to continue working on the personnel policy and doing evaluations.

**Approval of Minutes** – The Selectmen reviewed the minutes of their last meeting.

**MOTION – Selectman Hatch moved to approve the minutes of September 17 as drafted. Selectman Lavin seconded. Motion passed 3-0.**

**8:45 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.

**10-24-11 BOS**

**APPROVED**

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

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

**9:07 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 code enforcement issue.

**9:09 pm – Selectman Hatch moved to come out of Non-Public Session.** Selectman Lavin seconded. Motion passed 3-0.

**Bingham Road** – There was a brief discussion of the scheduled meeting next week with the contractor and his attorney to discuss Bingham Road. There was concern about whether the paving would be able to be done this year.

**Street Signs** – The Selectmen were informed that there is no street sign at Lakewood Drive and the one at the intersection of Crystal Lake Road and Mountain Road had disappeared.

**9:15 pm – MOTION – Selectman Hatch moved to adjourn the meeting. Selectman Lavin seconded. Motion passed 3-0.**

Respectfully submitted,

Lois Dionne  
Recording Clerk

