



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

March 17, 2014

5:30 pm. – Gilmanton Academy

Present: Chairman Brett Currier, Selectmen Donald Guarino and Stephen McCormack, Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Marty Martindale, Vice Chair Gilmanton Planning Board, Wayne Ogni, Chair Gilmanton Planning Board, Tom Scribner, Gail Ober, Laconia Daily Sun, Kristyn Fischev, Lake Ridge Manor Association, Raymond Daigle, Chairman Roads Committee, Tom Howe, Gilmanton Land Trust.

5:30 pm Chairman Currier opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

Reorganization of the Board of Selectmen

Motion for Chairman

MOTION: On a Motion by Selectman Guarino and seconded by Selectman McCormack it was voted to appoint Selectman Currier as Chairman of the Board of Selectmen at 5:32 pm (2-0-1)(Selectman Currier recused himself).

Motion for Vice-Chairman

MOTION: On a Motion by Chairman Currier and seconded by Selectman McCormack it was voted to appoint Selectman Guarino as Vice Chairman of the Board of Selectmen at 5:34 pm (2-0-1) (Selectman Guarino recused himself).

Non-Public A.

NON-PUBLIC PER RSA 91 A:3,II(b): Consideration of hiring a public employee.

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (b) at 5:36pm (3-0 Voice Vote – Chairman Currier-yes, Selectman Guarino– yes, Selectman McCormack– yes).

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Currier, Selectmen Guarino and McCormack. Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Wayne Ogni, Chairman of the Planning Board and Marty Martindale, Vice Chair of the Planning Board.

The Board of Selectmen, Planning Board Chairman and Vice Chairman discussed qualifications and applicants for the Planning Board/Accounts Payable job opening.

1 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
2 voted unanimously to come out of Non-Public Session at 5:40 pm (3-0 Voice Vote – Chairman
3 Currier-yes, Selectman Guarino– yes, Selectman McCormack– yes).

4
5 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
6 were not sealed.

7
8 **5:40 pm** - Chairman Currier called for recess .

9
10 **5:50 pm** – Chairman Currier called for the meeting to reconvene.

11
12 **Non-Public B**

13 **NON-PUBLIC PER RSA 91 A:3,II(b):** Consideration of hiring a public employee.

14 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted
15 unanimously to go into Non-Public Session per RSA 91-A:3, II (b) at 5:51 pm. (3-0 Voice Vote
16 – Chairman Currier-yes, Selectman Guarino– yes, Selectman McCormack– yes).

17
18 The meeting room was closed to the public. Present during the Non-Public Session were
19 Chairman Currier, Selectmen Guarino and McCormack. Town Administrator Arthur Capello,
20 Administrative Assistant Stephanie Fogg. Also present Wayne Ogni, Chairman of the Planning
21 Board and Marty Martindale, Vice Chair of the Planning Board, Applicant for Planning
22 Board/Accounts Payable Position.

23
24 The Selectmen and Planning Board members interviewed the applicant.

25
26 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
27 voted unanimously to come out of Non-Public Session at 6:32 pm (3-0 Voice Vote – Chairman
28 Currier-yes, Selectman Guarino– yes, Selectman McCormack– yes).

29
30 **MOTION:** On a Motion by Selectman Guarino, seconded by Selectman McCormack it was
31 voted to seal the minutes which could affect adversely the reputation of a person other than a
32 member of the Board, until the position is filled at 6:34 (3-0 Voice Vote – Chairman Currier –
33 yes, Selectman Guarino – yes, Selectman McCormack – yes).

34
35 The meeting room was opened to the public.

36
37 By consensus of the Board of Selectmen the position for the Planning Board and Accounts
38 Payable position will be reposted with a salary range. The applicants will be notified that the
39 Board will continue to include them in further review.

40
41 **OLD BUSINESS**

42
43 **Election Results:**

44
45 **Parks and Recreation:** Arthur said he has been in touch with Mr. Lines, Chairman of the Parks
46 and Recreation Department to confirm that the Warrant Article for the fireworks did not pass,
47 Mr. Lines said he was aware of it.

1 **Auctioning Town Properties:** Arthur said he will begin to get proposals together as far as
2 auctioning off the Town Properties.

3
4 **Employee Raises:** Arthur said there was some confusion regarding the employee raises, the way
5 it was worded was as “net”, the intention of the Board he believed was gross. I have taken the
6 liberty of doing a spreadsheet with Jen Correia’s help for gross, plus what the Town would pick
7 up. He would have to find \$3,554.62 in the budget. Chairman Currier said the intent was that
8 they would actually get the net of \$750.00 per employee, not a gross. That is why the Road
9 Agent and the Town Clerk/Tax Collector was at \$900 so they could net \$750 at the end of the
10 day. The initial goal as the Board was to have a net of \$750.00. Arthur said I agree with you but
11 I have done a spreadsheet for you to sign off on tonight. Finding the money will not be an issue,
12 I have already saved substantial money on a repair that had to be done. Selectman McCormack
13 said his concern, he thinks it is well intended, but the way it is worded. He would prefer to ask
14 legal counsel on this, even though it is not a lot of money, usually when you put the amount in, it
15 is for a gross amount not a net amount.

16
17 Chairman Currier said he wants everyone to get the same net, he does not want dissention among
18 the employees if they do not all receive the same amount. Chairman Currier stated that included
19 in the original figures for the Warrant Article were two more employees that are no longer with
20 the Town, so there is also money from those two positions that can be allocated to the raises.
21 Arthur said he misunderstood what the Boards intent was gross versus net.

22
23 Selectman Guarino stated that the money raised by the Warrant Article was \$21,200.00.

24
25 Arthur interrupted for a second and told Kristyn Fischev that she is allowed to tape record the
26 meeting as long as she notifies everyone in the room that she is taping the meeting. Kristyn said
27 I am taping and recording the meeting.

28
29 Selectman McCormack said his concern, coming from his background, is that if you want to give
30 everyone a net raise it is usually a lump sum that they receive, or it is a gross raise. What do you
31 have to give each person gross, in order for them to receive the same raise, more difficult from
32 this end. Arthur said it is all figured out.

33
34 Arthur said the way he and Jen figured it out was they put in a \$750 increase and then the
35 spreadsheet with all of the calculations figured out what the taxes were for this year.

36
37 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
38 voted unanimously to expend the additional costs up to \$3,554.62 so that each employee receives
39 a net of \$750.00 at 6:43 pm (3-0)

40
41 **Highway Job Description:** Arthur would like to put this off until next meeting as he needs to
42 add information that Paul Perkins, Road Agent, brought to him today.

43
44 **Polygraph Policy:** The Selectmen will review this after Selectman McCormack has had a
45 chance to read the information.

1 **Right to Know Request:** Arthur said an update on the Right to Know Requests, both parties
2 have been notified that the information is available no one has been in to see the requested
3 information.
4

5 **Conservation Easement Twigg Property, Loon Pond Tract:** Tom Howe said what you have
6 before you tonight is a vote to accept the gift of a very limited conservation easement from the
7 Gilmanton Land Trust on the Loon Pond Road Tract, the 8.45 acres that the Gilmanton Land
8 Trust temporarily owns. They are trying to sell it, it was bought from Mr. Twigg it is at the
9 junction of Griffin Road and Loon Pond Road.
10

11 The Conservation Commission would have the front line responsibility of overseeing this
12 easement. This tract is also already under a more comprehensive easement with the Five Rivers
13 Trust. The piece of land is under contract with the existing easement.
14

15 **MOTION:** On a Motion by Selectman Guarino, and seconded by Chairman Currier it was voted
16 to approve the acceptance of the conservation easement from the Gilmanton Land Trust on a
17 portion of the so called "Loon Pond Road Tract" of land, as the easement has been prepared and
18 approved by counsel at 6:55 pm. (2-0-1, Chairman Currier – yes, Selectman Guarino – yes,
19 Selectman McCormack – abstained).
20

21 **7:00 pm Public-Input :** Chairman Currier opened the meeting to public-input.
22

23 **Gail Ober** – Reporter to the Laconia Daily Sun. She asked if there has been a hire for the
24 Planning Board Administrator. Selectman Currier said we have not at this time.
25

26 **Rules for Public Comment:** Tom Scribner wanted to clarify the rules for public comment
27 because in the past, it had been indicated that the Board would not discuss anything with the
28 public. Arthur Capello said it still will depend on the issue. Arthur also said that one way to be
29 sure to be on the Agenda is to call to be placed as part of the meeting.
30

31 **CIP (Capital Improvement Plan):** Tom Scribner said there seems to be a disconnect with the
32 implementation of the CIP, after speaking with the Budget Committee about it. I was hoping
33 that all of the Boards would be able to get together to have a general meeting, including the
34 School Board to talk about the CIP. He would look to the Selectmen's support on this.
35

36 **Recycling:** Tom Scribner asked the Selectmen to look into the increase in the amount of scrap
37 metal that has been taken in.
38

39 There has been a Recycling Committee in the past, the article for separation of recyclables
40 passed, the Selectmen are working hard to decrease the tax rate and make things better for the tax
41 payer. In his opinion, one of the single best areas to do that would be to cut costs at the Transfer
42 Station, by cutting the amount of solid waste that goes out of there and increasing the amount of
43 recyclables. He would on a positive note, encourage people to recycle more, to help them
44 recycle more and make sure the facility is user friendly. He thinks we can do a lot in that area.
45

46 Tom Scribner discussed the handicap access at the Academy Building.
47

1 **Capital Improvement Study Plan for Town Buildings** – Tom Scribner asked for Selectmen
2 McCormack to receive a copy of the Study.

3
4 **Capital Improvement Plan** – Wayne Ogni, Chairman of the Planning Board, spoke with Stan
5 Bean regarding the CIP through 2015. The School is also listed in the current plan. Mr. Ogni
6 said that in the last three years no one has given them an update sheet on what has been spent.
7 This coming year the Planning Board will be reviewing the CIP. Wayne Ogni said the Planning
8 Board is in charge of the CIP and each department will be met with to update the CIP.

9
10 7:18 pm Chairman Currier closed public-input.

11
12 **Appointments –**

13
14 **Planning Board -** Arthur Capello said he has a letter of intent from William L. Mahoney, III to
15 be appointed to another term to the Gilmanton Planning Board. Selectman Guarino
16 recommended that the Board accept his reappointment.

17
18 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
19 voted unanimously to re-appoint William L. Mahoney, III to the Gilmanton Planning Board for
20 another term at 7:20 pm (3-0).

21
22 Arthur said he would be looking for a recommendation to post for an open seat on the Planning
23 Board.

24
25 Chairman Currier said he would like to post for all full-members and vacancies.

26
27 **Zoning Board -** Arthur Capello brought forward a letter of intent from Perry Onion to be re-
28 appointed to the Zoning Board.

29
30 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack, it was
31 voted unanimously to re-appoint Perry Onion to the Gilmanton Zoning Board for another term at
32 7:24 pm (3-0).

33
34 **Fire Department:** Arthur said we currently have a person filling part-time shifts who is not an
35 EMT-I. The Policy is that the person would have to be an EMT-I or higher. In the Selectmen's
36 packets is the Fire Chief's response. Selectman Guarino said the Town has voted to have the
37 Department manned by four full-time employees, which require a minimum standard .
38 Selectmen Guarino said we should stay with the minimum standard of EMT-I. Selectman
39 McCormack said minimum standards are there for a reason. Selectman Guarino said, are we all
40 in agreement then. Arthur said he will inform Fire Chief Hempel, by consensus the Board of
41 Selectmen are in agreement that until the person meets minimum standards he is no longer able
42 to cover part-time shifts. He will also ask the Chief where he is with hiring for the full-time
43 position.

Town Administrator's Report -

Appointments of Selectmen to Boards including alternates. Chairman Currier stated that when a Selectmen is appointed to a Board, the majority vote on an issue from the Board would be represented.

Selectman McCormack said he had talked about this in seeking the Selectman's position was looking at Planning, expansion of Planning in how we bring more revenue into the Town, expanding maybe the zoning areas. His preference would be to go to the planning side, that is where I would like to work.

Selectman Guarino said he would like to be the Planning Board representative to the Board of Selectmen, but he would welcome Selectman McCormack to come to all of the Planning Board meetings, his input would be appreciated.

Budget Committee – Selectman McCormack, Alternate Selectman Guarino

Historic District Commission – Chairman Brett Currier

Planning Board – Selectman Guarino, Alternate Selectman McCormack

Road Committee – Chairman Brett Currier

Next Budget Committee meeting is April 10, 2014 (wrap up meeting)

Panic Alarm System - The Panic Buttons have been installed by Mango Security.

High Pressure Relief Valve – Arthur said there is a \$4,000 saving with the repair, instead of replacing. The bid went out to three bidders.

Gasoline – Foley Oil is no longer delivering gasoline as of March 31, 2014. Arthur is looking into another provider.

Gas Tanks - Chairman Currier asked if the gasoline and diesel fuel tanks are not enclosed in a half septic tank? Arthur Capello said that is correct. Chairman Currier said it might be a good time to do it before we fill the fuel tanks again.

Town Audit – Arthur said he is getting ready for the Audit for the week of March 24, 2014.

Plowing Budget – Arthur said, as you are aware we have \$12,873.00 left for plowing for the rest of the year.

Belknap County Commissioners – As required by RSA have forwarded their un-audited expense and income for 2013.

Police Chief Collins - Alton Police Department has sent a letter thanking Chief Collins for his assistance in taking part in Oral Boards to promote a Sargent in Alton.

New Fire Engine- Sales Agreement for signatures for the Warrant Article that passed for \$469,900 for the Fire Engine. Both Warrant Articles passed, we are still pursuing the grant.

1 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
2 voted unanimously to enter into the sales agreement for the Fire Apparatus at the cost of
3 \$469,900, not to exceed at 7:40 pm (3-0).
4

5 **Certified Computer Solutions:** Arthur brought forward a contract for the maintenance and
6 general up keep, proactive maintenance for all computers Town wide for \$19,200.00, budget
7 approved. Arthur would like a motion for approval.
8

9 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
10 voted to authorize Chairman Currier to sign for the Certified Computer solutions contract at 7:47
11 pm. (2-0-1, Chairman Currier abstained, Selectman Guarino – yes, Selectman McCormack –
12 yes).
13

14 **Flow of Information:** Selectman McCormack asked if there is any way to look into setting up a
15 file, similar to what they do for the school district, if people want to put their e-mail in and
16 receive reports published.
17

18 Selectman Currier said I do not think there is enough information that comes out of these Boards,
19 that are not readily available if they want to on the website.
20

21 Arthur said he will check with the webmaster to see what capabilities are in regards to this.
22

23 **Use of Academy-**

24 **Lake Ridge Manor Association:** Arthur said they are requesting the use of the Academy
25 upstairs and requesting that the fee be waived. The Association has used the Academy for about
26 20 years for this annual meeting.
27

28 Kristyn Fischev said that it is a neighborhood association with about 40 houses, they live about 5
29 minutes from the Academy. There is usually about 25 people, a once a year event.
30

31 Selectman Guarino said we are trying to keep these kind of events to the Old Town Hall, because
32 we just recently spent the money on the floors upstairs.
33

34 Selectman Currier said the fee waiver is not a problem in either building. We have sent other
35 groups, that have been meeting for years here, to the Old Town Hall. We do not want to set a
36 precedent that is not going to be the right thing for everybody.
37

38 There is a policy in the Selectmen's Office. Kristyn asked if it was available or posted for
39 people to see. Arthur said when someone comes in for the applications, we give them copies.
40 There are two reasons for not using the upstairs from the beginning, security for the offices and
41 the building and the newly repaired floors.
42

43 Selectman Guarino said that Kristyn would have to use the Old Town Hall. She asked if that
44 was the consensus of the Board? Selectman Guarino said we could take a vote. Selectman
45 McCormack said before he votes, you said everyone has been directed to the Old Town Hall.
46 Arthur said it has been the practice of the Board, since the floors have been done to send people
47 to the Old Town Hall.
48

1 Selectman Currier said for Town business we use the upstairs, any functions that are not related
2 to Town business we refer them to the Old Town Hall. Selectman McCormack said there should
3 be a policy in place regarding these buildings. Selectman Currier said this building is accessible
4 for non-Town business if you had to, they can use the Conference Room downstairs and the
5 bathrooms. Selectman McCormack said he understands, but when you look at uniformity it
6 makes it easier for everyone if it is posted. A policy in place would be his recommendation.
7

8 Selectman Guarino said if you wish to meet in the Academy Conference Room you can use this
9 building or you can use the Old Town Hall at no cost.
10

11 Stephanie Fogg said that people can check for availability for the Conference Room or the Old
12 Town Hall with her.
13

14 Selectman McCormack said that if we are going to maintain and heat the Old Town Hall we
15 should use it.
16

17 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was
18 voted to allow the Lake Ridge Manor Association use the Academy Conference Room or the Old
19 Town Hall, and the fees to be waived for the Association at 8:00 pm. (3-0).
20

21 Arthur said, Kristyn will have the option of using either space. Kristyn asked why has the Town
22 not decided to use the Academy upstairs as a function facility and bring in revenue. Selectman
23 Currier said people look at revenue different than I look at revenue, if you charge the people who
24 own the building to use their own building it is not really revenue it is a tax to those people. Just
25 like charging people for a dump sticker, they own the dump they do not need an admission to get
26 in. We do not want to charge our people more money, all we are trying to do is to keep this
27 building for Town functions.
28

29 Kristyn said I am looking at it from a different point, it doesn't have to be just residents that
30 would be residents that rent the facility upstairs, it could be other people that have clubs,
31 weddings that would bring revenue to the Town to support the upstairs and the downstairs of the
32 Academy Building.
33

34 Kristyn said, when you rent a venue, you try to cover all of those costs. Kristyn said it is a
35 beautiful, historic part of our Town and it is a shame that all we do is vote and hold Board
36 Meetings in it.
37

38 By consensus, the Board of Selectmen have directed Arthur Capello to make the new Academy
39 Building Use Policy. Selectman McCormack will work with Arthur Capello on that policy.
40

41 **Approval of Minutes :**

42

43 **MOTION:** On a Motion by Selectman Guarino, and seconded by Chairman Currier the minutes
44 of March 3, 2014 were approved as written at 8:10 pm. (2-0-1, Selectman McCormack abstained
45 as he was not present at that meeting).
46

47 Next Meeting April 7, 2014, 6:00 pm.
48

Town Roads Committee – Members on the Roads Committee will need to be reinstated, as their memberships are up in April 2014. Mickey Daigle reported on an ice issue on Gilmanton Road. The Selectmen will wait for a recommendation from the Roads Committee.

8:20 pm Chairman Currier called for a recess.

8:24 pm Chairman Currier called for the meeting to reconvene.

Non-Public C

NON-PUBLIC RSA 91-A:3,II (a)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted to go into Non-Public Session per RSA 91- A:3,II (a) at 8:25 pm (3-0, Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes)

Present during the non-public session were Chairman Currier, Selectmen Guarino and McCormack. Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg.

A letter to the Board of Selectmen was discussed.

MOTION: On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted to come out of Non-Public Session at 8:26 pm. (3-0, Voice Vote – Chairman Currier- yes, Selectman Guarino-yes, Selectman McCormack– yes)

The meeting room was opened to the public. The Board noted the Non-Public Session minutes were not sealed.

Non-Public D

NON-PUBLIC RSA 91-A:3,II (c)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted to go into Non-Public Session per RSA 91- A:3,II (c) at 8:25 pm (3-0, Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).

Present during the non-public session were Chairman Currier, Selectmen Guarino and McCormack. Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg.

A request to the Board of Selectmen was discussed.

MOTION: On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted to come out of Non-Public Session at 8:34 pm. (3-0, Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).

The meeting room was opened to the public. The Board noted the Non-Public Session minutes were not sealed.

Adjournment: On a motion by Selectmen Guarino, seconded by Selectman McCormack it was voted unanimously to adjourn at 8:35pm. (3-0)

1 Respectfully Submitted,

2
3 _____
4 Stephanie S. Fogg
5 Administrative Assistant
6
7

8 **Approved by the Board of Selectmen**
9

10 _____
11 Chairman Brett A. Currier
12

13 _____
14 Selectman Donald J. Guarino
15

16 _____
17 Selectman Stephen J. McCormack