



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

April 7, 2014

6:00 pm. – Gilmanton Academy

Present: Chairman Brett Currier, Selectmen Donald Guarino and Stephen McCormack (by speaker phone), Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Tom Scribner.

6:25 pm Chairman Currier opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

Right to Know Requests: Arthur Capello reported that one of the people who requested the information has come in and Mr. Baiochetti has not come in for the second set of information he requested.

Polygraph Policy: Tabled until next meeting.

Snow Plowing: Arthur Capello said that the budget for snow plowing is in the negative. The Selectmen will discuss with Paul Perkins how to handle the October – January snow season for 2014-2015. Selectmen Currier brought forward a recommendation from a member of the Budget Committee, that a special account for snow plowing be set up, a non-capital reserve.

Arthur Capello said that Albert Morse is filling in for the employee that is out on Workers' Compensation.

Road Agent Job Description: Arthur Capello made changes to the Road Agent Job Description to be compliant with the RSA's. Paul Perkins has reviewed this and agreed with changes to be made regarding hiring. Under the State Statute as an Elected Official, it is the Road Agent's responsibility to hire, not the Selectmens' responsibility. Suggested qualifications would not include a Bachelor's Degree. Selectman McCormack suggested that until the Selectmen get to review the Statute at the next meeting, they should wait to approve the job description. Selectman Currier and Selectman Guarino agreed.

Planning Board Administrator/Accounts Payable Position: Arthur Capello said there are four interviews set up for Wednesday. Mr. McCormack is unable to attend, Selectman Guarino will attend the interviews. The Selectmen would like to meet with two of the candidates they bring forward in an evening meeting.

Appointments to Boards and Committees:

Alternate Library Trustees:

Motion: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Martha Levesque as an Alternate Library Trustee until March of 2015. (3-0)

Motion: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Elizabeth Clark as an Alternate Library Trustee until March of 2017. (3-0)

Motion: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Deborah Chase as an Alternate Library Trustee until March of 2016. (3-0)

Gilmanton Year Round Library: Arthur Capello presented a letter from the GYRLA Board of Directors inviting a representative of the Selectmen to join them at their monthly meetings. Their by laws allow for this as written:

“...The Selectmen’s representative will sit as an ex-officio member of the Board, will have voting rights and may, upon invitation by the presiding officer, attend an executive session.”

Their next meeting is April 9, 2014 at 7 pm. Selectman McCormack said he would be the Selectmen’s Representative to the Gilmanton Year Round Library Association.

Part-Time Firefighter/EMT-I : The following Firefighters/EMT-I’s that will be hired part-time will be,

Donald Pickowicz

Brian Cottrell

Dennis Comeau

James Beaudoin

If approved by the Selectmen.

Arthur Capello referred to an e-mail from the Fire Chief, taking into consideration that e-mail, the following motion to hire:

MOTION: On a Motion by Selectman Guarino, and seconded by Chairman Currier it was voted unanimously to hire Donald Pickowicz to the part-time Firefighter EMT-I position for the Town of Gilmanton as the contract states at 6:46. (3-0)

MOTION: On a Motion by Selectman Guarino, and seconded by Chairman Currier it was voted unanimously to hire Brian Cottrell to the part-time Firefighter EMT-I position for the Town of Gilmanton as the contract states at 6:47 pm. (3-0)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to hire Dennis Comeau to the part-time Firefighter EMT-I position for the Town of Gilmanton as the contract states 6:48 pm. (3-0)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to hire James Beaudoin to the part-time Firefighter EMT-I position for the Town of Gilmanton as the contract states at 6:49 pm. (3-0)

Request for Old Town Hall:

There was a request by the Gilmanton Community Church Food Pantry, to use the Old Town Hall for a fundraiser on April 11, 2014. They request that the fee for the building use be waived. The Selectmen by consensus signed the request and waived the fee for the Food Pantry Fundraiser.

Appointments for Boards and Committees, Commissions-

Conservation Commission

MOTION: On a Motion by Selectmen Guarino and seconded by Selectman McCormack, it was voted unanimously to appoint Joseph Derrick as a full-member to the Gilmanton Conservation Commission, until April of 2017 at 6:51 pm .(3-0)

Zoning Board of Adjustment

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Perry Onion to the Gilmanton Zoning Board until April 2017 at 6:52 pm. (3-0)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Nathaniel Abbott as a full-member to the Gilmanton Zoning Board until April 2017 at 6:53 pm. (3-0)

Parks and Recreation

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Richard Kordas as a full-member to the Gilmanton Parks and Recreation Board until April 2015 at 6:54 pm. (3-0)

A letter will be sent to Gary Lines to see if he would like to be reappointed.

Selectmens Representatives to the Boards

As stated in the last meeting

Gilmanton Historic District – Chairman Brett Currier

Gilmanton Roads Committee- Chairman Brett Currier

Gilmanton Planning Board – Selectman Guarino, Alternate is Selectman McCormack

Gilmanton Budget Committee – Selectman McCormack, Alternate is Selectman Guarino

Roads Committee

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Raymond Daigle as a full-member to the Gilmanton Roads Committee until April 2015 at 6:54 pm. (3-0)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Paul Perkins, Gilmanton Road Agent as a full-member to the Gilmanton Roads Committee until April 2015 at 6:55 pm. (3-0)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Thomas Smithers IV, as a full-member to the Gilmanton Roads Committee until April 2015 at 6:56 pm. (3-0)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Clifton Butterick, as a full-member to the Gilmanton Roads Committee until April 2015 at 6:57 pm. (3-0)

Selectman Currier said that Bob Dow may be interested in being on the Road Committee as well.

Right to Know Request – Arthur Capello said he has received a Right to Know Request from previous Planning Administrator, Desiree Tumas, for Non-Public Minutes from her interview in September of 2009, (two sets of minutes), and sealed minutes from February 3, 2014 be opened and forwarded to her. Selectman Guarino said we will look at the sealed minutes and make a determination of whether or not to release them.

7:00 pm Public-Input – Chairman Currier opened Public-Input.

Capital Improvement Plan – Tom Scribner asked Selectman McCormack if he had received a copy of the CIP yet, and Selectman McCormack has not.

Tom Scribner said the other item he had discussed before was the light bulb at the back door. It is on the list for Glen Lines to take care of. Arthur Capello said it will be taken care of.

Town Administrator's Report

Town Audit – The week of March 24, the Town Audit was done and everything went well.

Planning Board Position – Arthur Capello said he did hire Amy Smith part-time to assist with Planning until we hire someone to fill that position.

Changing Hours of the Selectmen's Office: Arthur Capello proposed a change to the Selectmen's Office hours from 9:00 am -4:30 pm, to 8:30 am -4:00 pm. It would coincide with the Tax Collectors's Office hours on Wednesday and Friday, as well as open up a half hour earlier for contractors. Typically after 4:00 pm we see very few people. Selectman Guarino said he believes it is better for contractors to have that last half hour of the day. Selectman McCormack said he would like to think about it. Selectman Guarino said we have had this

1 schedule for a long time and we do not need to rush into a change, we will table this until later.
2 Arthur Capello said we will put it on the agenda for next meeting.

3
4 **Next BOS Meeting – Monday, April 21, 2014**

5 Arthur Capello requested that the next meeting begin at 5:00 pm for Non-Public Tax Deeding.

6
7 **Change of Selectmen's Meeting Night** - Chairman Currier requested that the meeting night be
8 changed to Tuesdays instead of Monday nights. It would be more efficient to complete payroll
9 and manifest signing. Selectman McCormack thought it might be a better to streamline the
10 signing. Arthur Capello said we can put an ad in the paper and begin in May, 2014, the first and
11 third Tuesday of each month.

12
13 **NH COOP** - Arthur Capello said that NH Coop will be pruning on a scenic road, and by vote of
14 the Town's people, years ago, a public hearing should be held. A Public Hearing in May will be
15 set up regarding the pruning on Pancake Hill Road (designated a scenic road in Gilmanton). NH
16 Coop is not looking to cut until the Fall.

17
18 **Fire Department** – Arthur Capello said the Fire Chief brought in a letter for an extension on the
19 Grant for the work on the tower. Arthur said he would like to have the Chairman of the Board
20 authorized for signatures.

21
22 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
23 voted to authorize the Chairman of the Board of Selectmen to sign the extension request for the
24 EMP Grant for the Board of Selectmen. (2-0, Chairman Currier abstained) Arthur said he will
25 coordinate the signing when Debra Cornett, Town Clerk is available.

26
27 **Sanborn State Forest** –Arthur Capello said he received a letter from the State Forester and
28 Sanborn State Forest will have a Timber Harvest sometime this year, the letter was sent as an
29 FYI to the Town.

30
31 **Policy for Use of the Academy Building** - Selectman McCormack said he reviewed it with
32 Arthur before the draft was finalized. Arthur made changes that he and Selectman McCormack
33 had discussed. It is still in draft form. Discussion persued about using the Academy and the
34 policy. Selectman McCormack said once the policy is agreed upon, it should be posted so all
35 Town's people know the building use policy.

36
37 Selectman McCormack asked if anyone had gone through the Old Town Hall to see if that
38 building is fully within code? Selectman Guarino said it has been researched over the years by
39 our own Building Inspectors and it is up to code. Arthur Capello will redo the draft, eliminating
40 the use of the Academy all together. Selectman McCormack will work with Arthur Capello to
41 complete the policy.

42
43 **Employee Increases-** Arthur Capello recommended that the raises stay as they were calculated.
44 The Town is already covering the Town's portion of the taxes and the employee has to pay their
45 portion. Selectman McCormack said his comment again, is that in the future, that a pay raise
46 would have to come as a gross raise. Ultimately it is up to the Selectman, but Arthur Capello
47 said we can leave it as it is and we can learn from this as to how we would handle it in the future.
48 The Selectmen agreed. Selectman Guarino said what we wanted to do is to be fair and give

1 everyone a \$750 raise. Selectman McCormack said you are being fair because everyone did
2 receive a \$750 raise, gross, but how it works out as a net is dependent upon what each employee
3 uses as exemptions. Selectman Currier said it was not intentionally done this way. It will be left
4 the way it is as gross.

5
6 **Close Public-Input** - Chairman Currier closed Public-Input 7:26 pm
7

8 **Tax Deeding** – Arthur Capello said that Debra Cornett, Tax Collector, gave him a list for Tax
9 Deedings. Arthur said he will ask Debra Cornett to come into the meeting to pick a date that
10 works for her. He asked if the Selectmen could meet for a meeting next week for Debra to go
11 over the list for Tax Deeding. Arthur Capello checked with Debra, he asked if the Selectmen
12 could meet on Monday at 8:00 am. The Selectmen have to give Debra Cornett the approval of
13 whether to go to tax deed or not. Selectman Guarino said she has mandated time frames.
14 Chairman Currier said what is the deadline to get it done? Arthur Capello said May, 2014.
15 Chairman Currier said can we do it on the regular Selectman's Meeting on April 21st? Arthur
16 said yes we can do it then. Selectman McCormack agreed as well.
17

18 **Road Race in March** - Chairman Currier brought forward several concerns regarding the Road
19 Race, there was a pace vehicle, but there were runners in the middle of the road including a
20 stroller with children. Arthur Capello said there were concerns from other residents and Arthur
21 called the Police Chief. Chief Collins will have a conversation with the Road Race organizers
22 and there will be a detail required for next year.
23

24 Selectman McCormack said we should check with the City of Concord for information on how
25 they handle a road race.
26

27 Chairman Currier said that details concerning the road race will need to be addressed before we
28 get into another situation like that.
29

30 **Auctioning of Town Deeded Parcels**

31 Chairman Currier suggested that the auction happen during the summer when more people are in
32 Town. Maybe even a holiday weekend. Arthur Capello said do you want to go to an RFP for
33 bid or go with the previous auctioneer? Selectman McCormack said it would have to be by RFP.
34 Arthur Capello said he will have the RFP together before the next meeting.
35

36 **Roof at the Academy-** Selectman Guarino spoke with Doug Page regarding the roofing repair
37 at the Academy, he gave a price to repair it for \$685. Selectman Guarino will forward the
38 information to Arthur Capello to have it repaired. Chairman Currier said to be sure to get a
39 certificate of insurance. The Selectmen agreed to the price and to move forward with the repair.
40

41 **First Congregational Society** – Selectman Guarino would like to bring forward the consensus
42 of the Board for the Planning Board Meeting this week regarding the classification of Governor's
43 Road. Chairman Currier said the cause is just in trying to preserve the Meeting House with
44 some perpetual money. The final road would be up to Class V standards.
45

46 Selectman Guarino said, then we are in agreement that a Class VI Road that is going to have a
47 subdivision, to be approved, needs to meet Class V Road standards. The Selectmen agreed.

Chairman Currier said however, he believes a subdivision can still go through, it cannot be finalized, but it can be a conditional approval.

Fire Department – Policy AEMT-I

Selectman Guarino brought forward a question by Vinnie Baiochetti regarding the Fire Department Policy, AEMT-I, and the availability of AEMT-I's on the part-time list. Selectman Guarino said that unfortunately there has been a Firefighter EMT basic, within the Department that has been covering the Sunday shift, but because of the policy is no longer eligible. Vinnie Baiochetti said, that there is no reason not to have an EMT basic on the shift. Chairman Currier said that the qualifications should be the same for every shift, AEMT-I. Selectman McCormack agreed that minimum standards must be covered. The Selectmen agreed that the policy will stand.

Full-Time Firefighter – Arthur Capello will put the Fire Chief on the next meeting agenda to bring forward the full-time firefighter position to the Board. Selectman McCormack asked if the candidate would have to go through the polygraph test. Arthur Capello answered yes. It was agreed upon by the Selectmen in a previous meeting that any candidates that go from the part-time roster to the full-time roster, or any new part-timers after the date that the list was submitted, would go through the full “vetting” policy. That is why we are developing a polygraph policy.

Selectman McCormack wanted to know when the policy regarding the polygraph test was effective. Selectman Guarino said it was effective when the Selectmen made the decision that any new hire was going to take a polygraph test.

Appointment to the *Historic District Commission*-

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to appoint Allen Everett, as a full-member to the Gilmanton Historic District Commission until April 2017 at 7:50 pm. (3-0)

Approval of Minutes:

MOTION: On a Motion by Selectman Guarino and seconded by Selectman McCormack it was voted unanimously to approve the meeting minutes of March 17, 2014, as written.(3-0)

There were sealed minutes from March 3, and March 17, 2014. The Selectmen agreed to wait until Selectman McCormack is able to view the minutes.

Health Care: Arthur Capello will be attending a seminar on the Affordable Health Care Act on April 8, 2014.

Non-Public Session per RSA 91-A:3, II (c):

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 (c) at 8:05pm. (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.

The Selectmen approved extending a tax payment.

MOTION: On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted unanimously to come out of Non-Public Session at 8:10 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.

Adjournment: On a motion by Selectmen Guarino, seconded by Selectman McCormack it was voted unanimously to adjourn at 8:12 pm. (3-0)

Respectfully Submitted,

Stephanie S. Fogg
Administrative Assistant

Approved by the Board of Selectmen

Chairman Brett A. Currier

Selectman Donald J. Guarino

Selectman Stephen J. McCormack