



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

June 17, 2014

6:00 pm. – Gilmanton Academy

Present: Chairman Brett Currier, Selectmen Donald Guarino and Stephen McCormack, Town Administrator Arthur Capello, and Administrative Assistant Stephanie Fogg. Also present Fire Chief Paul J. Hempel, Joanne Gianni, Frank Gianni, Bill and Faith Tobin, Roy Creley, David Clairmont, Road Agent Paul Perkins, Scott Gagne, Mark Davies, Ray Daigle.

6:00 pm Chairman Currier opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

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

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 6:02 pm. (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 and Chief Hempel.

The Selectmen discussed a candidate for full-time employment at the Fire Department with Chief Hempel.

MOTION: On a motion by Selectman Guarino and seconded by Selectman McCormack it was voted unanimously to seal the minutes of the Non-Public Session. (3-0 Voice Vote, Selectman Guarino – yes, Selectman McCormack - yes).

MOTION: On a Motion by Selectman Guarino and seconded by Selectman McCormack it was voted unanimously to come out of Non-Public Session at 6:10 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 sealed.

Old Fire Truck – Selectman McCormack asked the Fire Chief, how will we be taking care of the Old Fire Truck. Chief Hempel said that the ambulances will be traded in because they can be of use to someone, the Fire Truck will probably go to a broker. The money will go back into the general fund.

1
2 **Events Check List** – Arthur Capello gave the Selectmen information for a Town Events
3 Checklist. The Selectmen will review and discuss at a later date.
4

5 **Building Department** – Arthur Capello said we are here today as a preliminary meeting to set
6 out goals we would like to accomplish for the Building Department. Annette Andreozzi,
7 Building Administrator, Bill and Faith Tobin, Building Inspectors are here to discuss the
8 Building Department with the Selectmen. Chairman Currier said he would appreciate input on
9 streamlining the process, ie. fees, time frames. Chairman Currier said we do not want to hurt the
10 contractor. Chairman Currier said to Bill Tobin that he has done a good job working with the
11 contractors helping them move forward. Chairman Currier said contractors are like farmers, they
12 have a “growing season”, until the frost hits the ground. If a contractor is held up with the
13 building permit, it costs time and money. Chairman Currier said if we look at the square footage
14 of a home/building could we set a flat rate so that it covers all of the inspections, so the home
15 owner pays for the inspections?
16

17 Annette Andreozzi said that a larger square footage building does require a longer time to
18 inspect, framing, electrical, stairways etc.
19

20 Bill Tobin said that there are specific inspections that are required by the building code. He said
21 that on foundations we have used photographs. As long as those photos are in the Town records
22 we are all set. We have also allowed photographs before insulation as well, again as long as the
23 information is in the records.
24

25 Bill Tobin said that some Towns have permits that are helpful to the homeowners who are
26 building. It has a picture of a building so information can just be filled in on the permit.
27

28 Selectman Currier will look for a rough draft of a new application from Bill Tobin.
29

30 Annette Andreozzi said that people/contractors need to plan ahead, when they plan ahead they
31 have not had a problem.
32

33 Certificates of Occupancy were talked about. Annette said that as many as 50% of new homes
34 do not have CO's. Chairman Currier stated that all banks and sales require occupancy permits.
35 We should try to follow-up with the CO's as time allows.
36

37 Chairman Currier said there should be one fee for all aspects on a complete building. Selectman
38 Guarino said we won't require a license (electrician's license or plumbing license) up-front. The
39 license should be in before the inspection though. Having the license required later would allow
40 the permit to be issued sooner and keep the building process moving.
41

42 Bill Tobin said the permit would say “all work to be completed by a licensed individual”. Bill
43 Tobin said he does check licenses in the field and he thinks the fee should be all inclusive.
44

45 Bill, Faith and Annette will report back with their recommendations. Arthur Capello said he
46 believes the fee schedule is much the same in other Towns, flat fee and then .10 per square foot.
47 Selectman Guarino said he would like to keep the fee schedule the same. It was agreed by the
48 Selectmen at this time to keep the fees the same.

1
2 Gas inspections were talked about by the Selectmen and Bill Tobin. Bill and Faith feel it is
3 redundant to have the Building Inspector do a gas inspection. The gas lines/tanks are installed
4 by a licensed installer, we could have the gas fitter give a certificate of approval from the gas
5 company.

6
7 Annette said she would like to caution that the reason for inspections is always safety. It was
8 suggested that the gas inspection still be done for the inside fittings by the Building Inspector.

9
10 Bill Tobin gave the Selectmen a copy of Section 105 of the National Building Code which the
11 Town of Gilmanton uses, see attached.

12
13 Chairman Currier said he appreciated Bill, Faith and Annette coming in to work on this.
14 Chairman Currier thanked them for the good work. This discussion will be continued.

15
16 **Highway Department** - Arthur Capello said that we have Paul Perkins Road Agent here to talk
17 about 5 8 hour work days vs. 4 ten hour work days. Paul Perkins would like to know why this is
18 being talked about again this year.

19
20 Selectman Guarino said we are talking about this because we have gone over budget on snow
21 plowing and on overtime on Fridays.

22
23 Selectman Currier said that the Highway Department has been a reactive department not a
24 proactive department.

25
26 Selectman McCormack suggested having a plan for the roads. Selectman Currier said the plan
27 (or survey of the culverts) should include a list of culverts on each road, date when you clean
28 them out, measure the culverts, list if plastic or steel, etc. It would be helpful to the Road Agent
29 and budgeting for the roads to have that list.

30
31 Mickey Daigle said that last fall the Town crew was on Griffin Road for maintenance and good
32 sized rocks were pushed out on the road. Mr. Daigle returned two days later and those large
33 rocks were still in the road. The crew should have removed the rocks, they need to do their job.
34 There is no sense in doing the work, unless it is going to be done right.

35
36 Dave Clairmont brought forward several complaints with the roads, he would like complaints
37 addressed in a timely manner by the Highway Department. He knows that some requests have
38 taken far too long to complete. Mr. Clairmont said that the Highway Employees will only take
39 direction from Paul (Road Agent Perkins) and that Mr. Perkins should take more time in
40 overseeing what is actually being done on the roads. There was continued discussion regarding
41 culverts and ditching.

42
43 Road Agent Perkins said that the bucket for cleaning the ditches is antiquated and does not work
44 easily to clean the culverts out.

45
46 Mr. Clairmont suggested that the road crew slow down and run a shovel to clean the culverts if it
47 is too difficult with the bucket.

Roads Committee Report – Selectman Guarino gave a brief Roads Committee report. The Committee looked at the culvert at Linda Place's property. The Roads Committee will forward their review to the Selectmen. Mickey Daigle, Roads Committee Chairman said that the Committee recommends that more work, including some paving, happen on Loon Pond Road, specifically from Marriott's to Griffin Road, providing we have the funding, and work from Griffin Road to Adhara's Driveway.

*see attached letter.

Chairman Daigle discussed the parking lot at the Safety Building. He said it is heaving and there are sink holes. The Roads Committee will discuss the parking lot at their next meeting.

Public-Input – Chairman Currier opened public-input at 7:00 p.m.

Gilmannton SAU and the Trustees of the Trust Funds - Joanne Gianni had requested that the Board of Selectmen check with the Trustees regarding money from the SAU that needed to be sent to the Town and forwarded to the Trustees. Arthur Capello said that he has a response from the Trustees that has information that dates back from 2009. Selectman Guarino said that the Board of Selectmen can recommend to the SAU, but the Selectmen do not have authority. Arthur Capello said that the School Board would have authority and the DRA. The Selectmen directed Mrs. Gianni to speak with the DRA directly.

Gilmannton Community Church – Mark Davis with the Gilmannton Community Church requested the use of the Gilmannton Conservation Land on top of Frisky Hill for Easter Sunrise Service. He was told by the Conservation Commission to speak with the Selectmen.

Selectmen Currier asked about parking. Mr. Davis provided photographs of possible parking along Rte. 107 on the shoulder, which show the vehicles safely off the road.

Selectmen McCormack spoke about an event permit through the Police Department.

The Selectmen told Mr. Davis that he needed to coordinate the event with the Police Chief.

Highway Department continued.... - Mr. Clairmont again addressed Road Agent Perkins regarding several roads in Town, including Major Drive, Halmar Road, Allen's Mill Road, South Road, Canaan Road and Griffin Road.

Selectman Guarino suggested a work session or a meeting for the Selectmen and the Road Agent and the Roads Committee. Arthur will set up the session before the next Board of Selectmen's Meeting. Selectman Guarino spoke about training at UNH regarding roads, could we promote seminars and trainings for our Highway Department?

Sand Bids for 2014-2015 - The Sand Bids were opened at 8:06 pm

Nutter –	Screened	4.55/ton
		2.19/ton (6.74/ton) delivered to Allen's Mill Road
		4.55 & 3.95/ton (8.50 ton) delivered to Stage Road

1 Ralph Goodwin - 5.75/yd delivered
2 Unscreened 4.75/yd in the Iron Works
3
4 Fillmore - Screened 4.35/ton
5 4.35/ton & 2.90 (7.25) Allen's Mill Road
6 4.35/ton & 3.95 (8.31) Stage Road
7
8 Angelini - Screened 4.50/ton
9 8.67/yd
10 8.42/ton Stage Road
11
12 Andrew Morse - Screened 4.60/ton
13 6.40/ton delivered Allen's Mill Road
14 8.20/ton delivered Stage Road
15

16 Selectman Currier said that the bids by the ton seem like a better deal. Mr. Daigle asked if Mr.
17 Morse had enough trucking power if he needs to move the sand. Mr. Clairmont assured the
18 Selectmen that Mr. Morse does have the trucking power needed.
19

20 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
21 voted unanimously to award the sand bid to Andrew Morse for sand to be delivered to the GYO
22 site. (3-0)
23

24 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
25 voted unanimously to award the sand bid to Ralph Goodwin for the Iron Works Site. (3-0)
26

27 Road Agent Perkins said that the Salt Bid Sheet comes in August. The Highway Department
28 will mix the sand and salt as soon as it is available.
29

30 Chairman Currier said that there should be signs up at the Town sheds that say "use at your own
31 risk". Also the sign should say that the Town Crew has authority and priority to fill their trucks
32 when they come in.
33

34 **Fire Truck -**

35 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
36 voted to authorize Chairman Currier to sign the lease/purchase agreement for the Fire Truck. (2-
37 0-1) Chairman Currier recused himself from the vote.
38

39 **Parks and Recreation Commission** – Casey Heyman submitted a letter of interest to be
40 appointed to the Parks and Recreation Commission.
41

42 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
43 voted unanimously to appoint Casey Heyman to the Parks and Recreation Commission. (3-0)
44

45 **Lakes Region Planning Commission** - It was noted that Stan Bean will not be seeking
46 reappointment to the Lakes Region Planning Commission this year. Mr. Bean has served the
47 Town of Gilmanton and the Lakes Region Planning Commission as the Commissioner for twelve
48 years. He has been on the Executive Board for ten years of which three were as Vice Chairman

1 and the past three as Chairman. We want to thank Stan Bean for his time and experience he has
2 devoted to the Town of Gilmanton and the Lakes Region Planning Commission.

3
4 **Public Hearing – Metrocast** - There will be a public hearing for the Metrocast Franchise
5 Agreement. The Town Administrator will make an appointment with Metrocast to set up a
6 public hearing.

7
8 **L-Chip Grant** – The Selectmen received a letter and a check for \$200.00 for the L-Chip Grant.
9 The Town Administrator thanked John Dickey for his work in receiving the \$200.00.

10
11 **Loon Pond Boat Ramp** - Chairman Currier asked about getting a load of gravel at the Loon
12 Pond Boat Ramp, the gravel has washed away from the pavement. Selectman Guarino will call
13 the Road Agent.

14
15 **Meeting Minutes-**

16
17 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
18 voted unanimously to approve the meeting minutes of June 3, 2014 as amended. (3-0)

19
20 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
21 voted unanimously to approve the sealed meeting minutes, (A-F) of June 3, 2014 (3-0)

22
23 **B) Non-Public Session per RSA 91-A:3, II (c):**

24 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was
25 voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c) at 8:52 pm. (3-0
26 Voice Vote – Chairman Currier-yes, Selectman Guarino– yes, Selectman McCormack– yes).

27
28 The meeting room was closed to the public. Present during the Non-Public Session were
29 Chairman Currier, Selectmen Guarino and McCormack, Town Administrator Arthur Capello,
30 Administrative Assistant Stephanie Fogg.

31
32 The Selectman discussed and accepted a letter of resignation from an employee.

33
34 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
35 voted unanimously to come out of Non-Public Session at 8:56 pm. (3-0 Voice Vote – Chairman
36 Currier -yes, Selectman Guarino – yes, Selectman McCormack – yes).

37
38 The Selectmen noted that the non-public session was not sealed.

39
40 **Raffle Permit -**

41 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
42 voted unanimously to approve a Raffle Permit for the Smith Meeting House, to take place on Old
43 Home Day, August 9, 2014.(3-0)

44
45 **Fire Department** - Polygraph and drug testing. The Selectmen discussed having new hires for
46 the Police and the Fire Department having Polygraph and drug testing. The Selectmen also
47 discussed random drug testing of Town employees that drive vehicles and background checks for
48 any employee working with finances for the Town. Other suggestions were physicals each year

1 for Police and Fire Department. Arthur Capello will send out a request to other Towns to see
2 what other Town do as a standard. This discussion will be continued at a later date.

3
4 **Fuel Tanks -** Selectman McCormack gave an update on the meeting with the State concerning
5 the fuel tanks at the Highway Garage and the Transfer Station. He said that the inspection went
6 well. The tank at the Transfer Station needs a barrier in front of it. Tanks need to be compliant
7 by December 2015.

8
9 Access to the State Fuel System of pumps was discussed. The fuel can be 25 to 30 cents less per
10 gallon. The Town may have access to oil from the State as well, Arthur Capello will look into
11 that.

12
13 9:15 pm Selectman Currier left the meeting.

14
15 **C) Non-Public Session per RSA 91-A:3, II (c):**

16 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was
17 voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c) at 9:16 pm. (2-0
18 Voice Vote, Selectman Guarino– yes, Selectman McCormack– yes).

19
20 The meeting room was closed to the public. Present during the Non-Public Session were
21 Selectmen Guarino and McCormack, Town Administrator Arthur Capello, Administrative
22 Assistant Stephanie Fogg .

23
24 The Selectman discussed a letter regarding a Fire Department personnel issue.

25
26 **MOTION:** On a motion by Selectman Guarino and seconded by Selectman McCormack it was
27 voted unanimously to seal the minutes of the Non-Public Session. (2-0 Voice Vote, Selectman
28 Guarino – yes, Selectman McCormack - yes).

29
30 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
31 voted unanimously to come out of Non-Public Session at 9:28 pm. (2-0 Voice Vote, Selectman
32 Guarino – yes, Selectman McCormack – yes).

33
34 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
35 were sealed.

36
37 Adjournment: On a motion by Selectmen Guarino, seconded by Selectman McCormack it was
38 voted unanimously to adjourn at 9:30 pm. (2-0)

39
40 Respectfully Submitted,

41
42
43 _____
44 Stephanie S. Fogg
45 Administrative Assistant
46
47
48

Approved by the Board of Selectmen

Chairman Brett A. Currier

Selectman Donald J. Guarino

Selectman Stephen J. McCormack