



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

October 28, 2014

**6:00 pm.** – Gilmanton Academy

**Present:** Chairman Brett Currier, Selectmen Donald Guarino and Stephen McCormack, Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg.

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

**Tax Rate 2014-2015** - Arthur Capello said that the unofficial tax rate is \$23.96, with the majority of that coming from the School. The tax rate will be officially set as soon as we hear from the Department of Revenue Administration.

The Selectmen discussed buying down the tax rate. Looking ahead at the budget for 2015, taking into consideration Gas, Diesel, Electric, Attorney Fees, the Selectmen calculated a possible buy down and what it might mean in real dollars to the average tax payer in Town.

Debra Cornett, Town Clerk/Tax Collector suggested putting out an editorial to the Tax Payer's in Gilmanton so they understand the breakdown of the taxes this coming year. Selectman McCormack agreed as the driving force to the increase in taxes will be the school aspect. Selectman McCormack and Debra Cornett will work together to put the editorial together.

### **Buy Down of Tax:**

**MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was voted unanimously to withdraw \$300,000.00 from the undesignated fund balance to buy down the tax rate. The Selectmen appointed Arthur Capello to sign the document releasing the funds. (3-0, Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).

Arthur Capello will follow up with a hand out for the 2015 meetings. Also, Warning Gilmanton Tax Payers, we are at the limit of the undesignated tax fund and the reasons for it.

**6:30 pm Public Input** Opened early as the Selectmen will meet at 7:00 pm this evening with the Budget Committee.

**Auction:** Property Auction November 15, 2014 10:00 am Upstairs at the Academy, notices went out to the abutters via the auctioneer.

1 Selectman Currier asked if someone sends a “bidder” to the auction, is that legal. The answer  
2 stated was that a Power of Attorney for that specific event would be required .  
3

4 **Warrant Articles :** Arthur Capello went briefly over the Warrant Articles for the Selectmen.

- 5 1. Fire Department – Non-Capital Reserve Fund, Replacement Radios \$14,500.
- 6 2. Fire Department – \$47,000 for a New Forestry Truck.
- 7 3. Assessing Department - \$27,000 to replace revaluation funds for 2019.
- 8 4. Ditching for Roads - \$50,000, per Roads Committee recommendation.
- 9 5. Safety Building Parking Lot - \$25,000.
- 10 6. Bridge Fund - \$61, 966.
- 11 7. Fire Department – SCBA \$17,500.
- 12 8. Police Department – replacement vehicle \$35,000.
- 13 9. Document Restoration - \$5,000.
- 14 10. Police DUI and Speed Grants.
- 15 11. \$3,000, Health and Dental Insurance Fund.
- 16 12. Gilmanon Year Round Library.
- 17 13. Road Agent to be appointed by the Board of Selectmen, effective 2016.

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19  
20 Other possible Warrant Articles for 2015 would be Roof on the Salt Shed, Planning Board  
21 Money for Rezoning, \$2,000 for Master Plan (Lakes Region Planning over and above the  
22 budget)  
23

24 **Parks and Recreation Donation:**

25 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was  
26 voted unanimously to accept a \$100 donation from Raymond and Cecile Moore for the Parks and  
27 Recreation Department at 6:55 pm. (3-0, Chairman Currier – yes, Selectman Guarino – yes,  
28 Selectman McCormack – yes ).  
29

30 **Election Day** - November 4, 2014, all Selectman will be here Election Day as well as a Police  
31 Officer for the day.  
32

33 **Gilmanon Women’s Club** - The Gilmanon Women’s Club had their Pies on the Common  
34 and did great as a fundraiser! They raised \$500.00. The Gilmanon Women’s Club gives  
35 Charitable Contributions to those in need in the Town of Gilmanon.  
36

37 **7:00 pm Motion to Recess**  
38

39 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was  
40 voted unanimously to recess and to close Public Input to adjourn to the Joint Board of Selectmen  
41 and Budget Committee Meeting at 7:00 pm (3-0).  
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44

45 **Joint Board of Selectmen and Budget Committee Meeting**  
46

47 **Present:** Chairman Currier, Selectman Guarino, Selectmen’s Representative to the Budget  
48 Committee Selectman McCormack, Town Administrator Arthur Capello, Administrative

Assistant Stephanie Fogg, Chairman of the Budget Committee Brian Forst, Stan Bean, Mark Sawyer, Lynn Paige, Richard Bakos, School Representative Robert Carpenter, Raymond Daigle, Steve Bedard, Recording Clerk Annette Andreozzi. Also present Police Chief Joe Collins, and Town Clerk/Tax Collector Debra Cornett.

MOTION: On a Motion by Steve Bedard the Meeting Minutes from April 9, 2014 were approved as amended. (8-0)

Chairman Forst asked if there were concerns or comments before we move on?

Chairman Forst said that this is a new format meeting with the Selectmen this year. There will be no bantering, all conversation will go through the Chair of the Budget Committee. The Department Heads will present their Budgets, they will be addressed monetarily speaking, this will be a trial to see if we can continue with this format in the future. The Department Heads need to bring all requests before the joint meeting while all parties are present.

Selectman McCormack is the Selectmen's Representative to the Budget Committee, he will speak at Super Saturday.

Arthur Capello said that the expenditures on the Budget Sheets are good through October 21, 2014.

## **POLICE BUDGET 2015**

Chairman Forst asked Chief Collins to present the Police Budget.

Chief Collins stated that the Police Budget was pretty much the same as last year.

The Budget was up on rental/leasing by \$5,800, overall budget up just \$1,000. The detail and overtime line will be reimbursed current \$33,000 detail/\$41,583 (should be zero)

Warrant Article for \$12,685.00 for the DWI and Speed Grants have to be in the budget in order to expend (as a line item in the budget).

Chief Collins said it could be there in the budget as an operational line, it does not need to be a Warrant Article. He does not believe other Towns put it in as a Warrant Article.

Arthur Capello asked Chairman Forst if he would like to hear from LGC regarding the legalities of having the grants as Warrant Articles or as a line item in the budget?

Chairman Forst said that it should remain as a Warrant Article. It is clear to the tax payer, if we don't get the grant money, we don't spend it. Leave it the way it is.

Selectman Guarino and Mickey Daigle agreed to leave it as a Warrant Article.

Stan Bean asked Chief Collins, with this budget can you provide the same level of service as last year?

1 Chief Collins said yes.

2  
3  
4 Chairman Currier asked if those were raises built into the budget? Chief Collins said no.

5  
6 The Selectmen would like to put raises across the board as a Warrant Article again this year.

7  
8 The Chief would like a Warrant Article for a new cruiser as part of the normal rotation for  
9 vehicles. They would be replacing the 2007 Expedition with 135,000 miles with another  
10 Explorer. The gas mileage is better than the Crown Victoria.

11  
12 In the budget are new radio upgrades. Chairman Forst said the exact numbers on the radio  
13 upgrades to be presented to the Selectmen. Chairman Forst asked if there is a balance in the  
14 Capital Reserve Cruiser Fund? As we are replacing vehicles through Warrant Articles as  
15 needed, the Capital Reserve Cruiser Fund should "go away".

16  
17 There is no change in personnel: Chief, Clerk, Sargent, Patrolman #1, Patrolman #2, Patrolman  
18 #3. Patrolman #2 will be away on deployment, the Chief will be filling the 1 full-time position  
19 temporarily with part-time employees until Patrolman #2 returns.

20  
21 Richard Bakos asked Arthur Capello to please put the date on top of the budget papers. Richard  
22 Bakos also said that there should be a flat rate for Short Term Life Insurance, not based on  
23 salaries, Worker's Comp is based on payroll.

24  
25 Chairman Forst asked if there were any other questions for Chief Collins? Seeing none, we will  
26 move on. Thank you Joe. (Chief Collins).

27  
28 **TOWN CLERK/TAX COLLECTOR**

29  
30 Chairman Forst asked Debra Cornett to present the Town Clerk/Tax Collector Budget.

31  
32 Debra Cornett said she will not be presenting the Election Budget, she has encouraged the  
33 Supervisors of the Checklist to present their budget. Chairman Forst will include them in the  
34 schedule.

35  
36 The Budget for the Town Clerk/Tax Collector for 2015 is \$174,955.00 which included a 2%  
37 raise based on merit raises of \$710 and \$310, now taken out (as there is a proposed cost of living  
38 raise for a Warrant Article). Merit raises are different and there have been no merit raises in  
39 quite a few years.

40  
41 Document Restoration \$5,000 Capital Outlay

42 Operating \$5,500

43 Dues and Subscriptions up \$900, is for a software upgrade, one time fee.

44 Changes with State software IT \$1,400 for changes.

45 Clerk Works for Motor Vehicle \$2,900

46 Pension will stay flat because there are two different groups for retirement.

1 Stan Bean questioned the Capital Reserve for document restoration? Debra said that it is  
2 ongoing maintenance each year. Stan Bean said it is time to look at depleting what is left in  
3 reserve by a Warrant Article.

4  
5 Debra has asked for a Warrant Article for replacement of a computer at \$2,800.

6  
7 To recap, Chairman Forst said there will need to be a separate Warrant Article for each Capital  
8 Reserve, PD Cruiser and Document Restoration, to bring those accounts to zero and close them.

9  
10 Selectman Guarino asked if \$5,000 was going to be spent on document restoration over the next  
11 few years?

12  
13 Debra said that some of the documents had to be redone, as they were not done correctly years  
14 ago, paper is deteriorating. The documents are being digitized as well. Yes, it is an ongoing  
15 process.

16  
17 Chairman Forst asked if there were any more questions for Debra? Seeing none, thank you  
18 Deb.(Town Clerk/Tax Collector).

19  
20 **SCHEDULE OF JOINT BOARD OF SELECTMEN AND BUDGET COMMITTEE**  
21 **MEETINGS.**

22  
23 **November 13, 2014 (Thursday)** – Fire Department/Selectmen’s Office Budget, including  
24 Patriotic Purposes, Building and Assessing.

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26 **November 25, 2014 (Tuesday)** - Highway and Transfer Station

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28 **December 2, 2014 (Tuesday)** – School, not confirmed at this time.

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30 **December 16, 2014 (Tuesday)** – HDC, Planning, Zoning, Parks and Recreation, Cemeteries,  
31 Corner Library, Year Round Library, Gilmanton IW Library, Conservation Commission,  
32 Election/Supervisors and Outside Agencies (Gilmanton Snowmobile Association, ...)

33  
34 Chairman Forst said regarding the Gilmanton Year Round Library, Petition Warrant Article, as a  
35 Committee would you like to hear their request, have them come in all at once? With the other  
36 outside agencies? In an essence, they are an outside agency. We need to show a  
37 recommendation or non-recommendation. Selectman Guarino said we do need to hear their  
38 budget, in order to have the correct information.

39  
40 The Selectmen’s secretary sends out letter to the outside agencies.

41  
42 Chairman Forst said any other? Stan Bean said Capital Reserves and Trust Funds, could we hear  
43 from the Trustees of the Trust Funds what is available. Also, the anticipated revenues, once the  
44 tax rate is set. Arthur Capello said he can scan the Trustees information to Annette Andreozzi,  
45 for her to e-mail them to the Budget Committee members.

46  
47 We can withdraw the money from the Capital Reserves.

1 **Planning Board CIP Update.** The Planning Board will get CIP to the Committee as soon as  
2 they can. There will be additional money in the budget this year for the CIP.

3  
4 It was voted to Adjourn the Joint Budget Committee and Board of Selectmen's Meeting at 8:05  
5 pm.

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7  
8 **Reconvene the Board of Selectmen's Meeting at 8:11 pm.**

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10 **Back in Session:**

11  
12 **Right to Know Request** – There was a request for the Board of Selectmen's Meeting Minutes  
13 from 2005 through 2014.

14  
15 By Consensus the Board of Selectmen agreed to attach the request to tonight's meeting minutes  
16 and the response to questions asked to the minutes as well at 8:15 pm.

17  
18 **Agreement with Casella** - The contract with Casella did not bring back the language to the  
19 Board of Selectmen that they were requesting. The contract will be sent back to Marilyn at  
20 Casella for revision.

21  
22 **Primex Insurance for 2016-2017 –**

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24 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was  
25 voted to authorize Chairman Currier to sign the Primex Agreement for 2016-2017, with a  
26 maximum increase of 10% at 8:20 pm. (2-0-1, Chairman Currier abstain, Selectman Guarino –  
27 yes, Selectman McCormack – yes).

28  
29 **Transfer Station** - Ed Lang sold the Vegetable Oil at the Transfer Station, we received a check  
30 in the amount of \$53.00. The Selectmen acknowledged the receipt of the check.

31  
32 **Computer Policy-**

33  
34 **Warrant Articles – to be ready for November 6, 2014 Board of Selectmen's Meeting.**

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36 **Office Reorganization** – Redraft the Assessing Clerk Position and have the Selectmen's Office  
37 Budget ready for November 13, 2014 Budget Meeting.

38  
39 **Parks and Recreation** –Crystal Lake Celebration. Selectman Guarino said The Parks and  
40 Recreation feel it is a burden to have the Crystal Lake Association the only way of raising money  
41 for the Labor Day Fireworks at Crystal Lake Park, they are looking to make it part of the Budget  
42 again. By consensus of the Selectmen, it was a no on adding the Labor Day Fireworks back into  
43 the Parks and Recreation Budget.



**Approval Meeting Minutes**

**MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack, it was voted unanimously to approve the minutes of September 23, 2014 as amended at 8:58 pm. . (3-0 Voice Vote – Chairman Currier-yes, Selectman Guarino– yes, Selectman McCormack– yes).

**MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack, it was voted unanimously to approve the minutes of October 14, 2014 as written at 8:59 pm. (3-0 Voice Vote – Chairman Currier-yes, Selectman Guarino– yes, Selectman McCormack– yes).

**Vacant Position at the Fire Department** - Update on applicants for the position were addressed by Arthur Capello. Chief Hempel had interviewed the two applicants last week.

**Ballot Inspector Appointment:**

The Selectmen received a request for appointment as a Ballot Inspector. Elaina Ball recently stepped down as a Ballot Inspector for personal reasons and a position was open. The Selectman acknowledged Mrs. Ball's letter and appreciate her service to the Town.

**(A)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 8:55pm. (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 discussed the request for appointment as a Ballot Inspector.

**MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was voted unanimously to come out of Non-Public Session at 8:58 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.

The request for appointment to be a Ballot Inspector was not approved by the Selectmen.

Chairman Currier leaves the meeting, due to the content of the upcoming non-public session.

**(B)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 9:11 pm.

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

1 The Selectmen discussed a request for release of information regarding the Fire Department.

2  
3 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was  
4 voted unanimously to seal the minutes of the Non-Public Session at 9:17 pm. (2-0 Voice Vote –  
5 Selectman Guarino – yes, Selectman McCormack – yes).

6  
7 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was  
8 voted unanimously to come out of Non-Public Session at 9:18 pm. (2-0, Voice Vote, Selectman  
9 Guarino – yes, Selectman McCormack – yes).

10  
11 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
12 were sealed.

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14  
15 **Adjournment:** On a motion by Selectmen Guarino, seconded by Selectman McCormack it was  
16 voted unanimously to adjourn at 9:20 pm. (2-0)

17  
18 Respectfully Submitted,

19  
20  
21 \_\_\_\_\_  
22 Stephanie S. Fogg  
23 Administrative Assistant

24  
25  
26 **Approved by the Board of Selectmen**

27  
28 \_\_\_\_\_  
29 Chairman Brett A. Currier

30  
31 \_\_\_\_\_  
32 Selectman Donald J. Guarino

33  
34 \_\_\_\_\_  
35 Selectman Stephen J. McCormack  
36  
37