

APPROVED

**Board of Selectmen
20 February 2013
Minutes**

4:00 pm - Chairman Rachel Hatch called the meeting to order. Present were Chairman Hatch, Selectmen Ralph Lavin and Brett Currier and Clerk Lois Dionne. Also in attendance were Jen Correia and Tom Scribner.

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

Academy Repairs – Jen informed the board that we would be getting a quote from Superior Fence to fix the iron railing on the front steps, and a man from Winnepesaukee Marina would be coming to give us an estimate to fix the flagpole.

Refinish Floors upstairs in Academy Building – Jen said she had found a purchase order, and funds in the amount of \$7,000 had been encumbered to refinish the floor upstairs in the Academy Building in 2010. She said Tim told her the project hadn’t been done because of scheduling problems. She said she had spoken with the contractor and he is willing to honor the quote from 2010. Jen said she tentatively scheduled the refinishing for the week of July 14th until she had a chance to speak with the Selectmen. She stated that the money has been encumbered, and could only be used for that project, and asked if the Selectmen wanted to go ahead with the project. It was the consensus of the Selectmen to go ahead with the project. Jen will contact the contractor.

Safety Issues-Academy Building - Chairman Hatch brought up the issue she had brought before the board a couple of weeks ago that had been raised as a result of a meeting she and Cindy Bedford had with a representative from LGC regarding the safety of the Academy Building. She said we have to have a working plan in progress to secure the building. Chairman Hatch reiterated the areas of concern that had been raised and the suggestions for improving safety such as installing a camera at the back door and putting a glass up on the counters in both the Selectmen’s and Town Clerk’s offices.

Chairman Hatch stressed the need to follow up on this, and to possibly have another meeting with LGC, as well as the fire and police chiefs.

Jen asked if that could be incorporated into a building-use policy because we have so many people in and out of the building, and we have no control over who is here or what

time they come in or leave. She suggested something like a keypad entry that records who enters the building, the time they enter and the time they leave.

Jen asked, in keeping safety in mind, if the Selectmen want to have Bill Booth shovel on the weekends even though employees aren't here, but other people are using the building; that is a cost to the taxpayer, and we don't charge any non-profit groups for the use of the building. Chairman Hatch said the board should look at that, even if just to cover the cost of the shoveling. Jen said cleaning is also a consideration because we have to pay the cleaner fifty dollars to come in and clean after activities such as the contra dances. Selectman Currier felt if this is the case, people who use the building should be charged \$50. Selectman Lavin disagreed. He felt the town pays for other things that not everybody uses such as the snowmobile trails and the recycling center and the libraries, so didn't feel the contra dancers should be singled out to pay. Selectman Currier said it isn't the money so much as the fact that if somebody makes a mess, they should clean it up. Lois said the policy is to get a \$50 refundable cleaning deposit when the building is used; if the building is left clean, they get their money back, if not, we keep the deposit for cleaning. Jen said that even if they clean there is still the expense of the electricity and the heat for the time they are here. She felt there are too many exceptions in our current policy, and it should be looked at. We should also be considering what should be done with the Iron Works Town Hall.

Jen also mentioned the cost of snow shoveling. She asked if the Selectmen wanted the walks to be shoveled when someone would be using the building on weekends. Usually they aren't shoveled until Monday because no employees are in the building. After a brief discussion, it was the consensus of the Selectmen to have the walks shoveled any time there is a snowstorm - weekends or weekdays.

Purchasing Policy – Jen presented the Selectmen with a draft of the updated purchasing policy. The policy was reviewed and briefly discussed. Jen stressed the need of following the policy to the letter. Currently some department heads order or purchase items before getting a purchase order approved, and items that should go out to bid haven't always been bid.

Department Head Meetings – Jen also stressed the need for the Selectmen to hold meeting with the department heads regarding the various policies and the need for department head and employee evaluations. She said she had informed Chief Collins that Robin is scheduled for review, and he said he would take care of it. There was discussion and suggestions to come up with a better way of reviewing department heads. Chairman Hatch said the Board needs to resume the practice they had a couple of years ago of meeting regularly with department heads. Jen suggested that after the election, they should meet with one department head every week, and then go to once a month.

Police Candidate – Chairman Hatch said Chief Collins wanted to bring forward a candidate to the Selectmen Monday night to fill the open position in his department. She

said the only thing is we can't require a polygraph test until the candidate has been offered a conditional offer of employment; how do we go about it. It was the consensus to make the offer of employment contingent on a successful polygraph test.

Evacuation Plan – Chairman Hatch stated that the fire chief had come up with an evacuation plan for the Academy Building, and a meeting had been scheduled to review it with employees, but there was confusion with the time, so the meeting didn't take place.

Maintenance Person – Chairman Hatch asked about the position for a maintenance person. She was told that we have received a number of applications, and people have until the 22nd to get the applications in.

Swearing-in Policy – Boards & Committees – Chairman Hatch said there have been instances where the Selectmen have appointed people to board and committees, but they overlooked being sworn in. She said she would like to come up with a policy that they have to be sworn in before attending their first meeting. Lois stated that we have a procedure we follow that pretty well covers it, but we can't "take them by the hand" to be sure they come to be sworn in. Currently, at the first of the year, the town clerk's office gives us a list of the board members whose terms will expire in April. The clerk of each board is notified that they have members who need to be reappointed. They in turn inform their board chair and the members and tell them they need to notify the Selectmen if they wish to be reappointed. If they wish to be reappointed, the town clerk's office fills out an official appointment letter for the Selectmen's signature. Once the Selectmen sign the appointment letter, it is sent to the applicant, along with a letter telling them they must bring the letter to the town clerk's office to be sworn in.

There was a brief discussion on what we could do to get them to come in and be sworn in. Lois suggested that if we add something to the letter reminding them that if they don't get sworn in beforehand, they cannot participate in the meeting. The Selectmen felt that was a good idea.

Selectman Lavin said he had spoken with an individual, and asked if we keep reappointing members, how new people get on the board. He was told they send a letter of interest to the Selectmen, who will then interview them. New members are usually appointed as alternates to give them a chance to get the feel of and learn board procedures.

Selectman Currier was concerned that if we have a full board, and the current members keep being reappointed, no one new ever gets on the board. He was told the Selectmen have the purview to not reappoint a board member.

Lights on Elm St. & River Road - Selectman Lavin said he had looked at the light on the corner of Elm St. and River Road as the board had requested. He said his only

concern might be for children waiting for the bus in the morning. Chairman Hatch said it wouldn't affect the children if they were going to the elementary school. Selectman Lavin said that had been his only concern. Lois stated that both the road agent and police chief had stated they didn't see the need to have the light there. The Selectmen will decide at their next meeting.

Donovan Road Culverts - Selectman Lavin said he had gone to check the culverts on Donovan Road, but because of the snow, he couldn't get any answers.

Annette's Computer – Selectman Lavin said he had spoken with Annette regarding her laptop computer. He said either computer, the one from Staples or Certified Computer would suffice, and next Monday the board could approve the purchase of the computer.

Resignation – Selectman Carrier reported that, as he had said he would do, he had formerly resigned from the fire department on February 4th. When asked if his wife was still working there, he said she is on inactive status.

Spiral-Bound Town Reports – Lois stated that we usually order a dozen spiral-bound copies of the Town Report so the budget committee can have them for Town Meeting. Since there is no Town Meeting this year, do we still need the spiral-bound copies? She was told we didn't.

Select Board Alternates – Lois reported that Tom Scribner had asked her to bring it to the Selectmen's attention that if a Selectman recuses himself from an issue, they could appoint an alternate. He wanted them to be aware that they could do that.

Planet Aid – Key to Recycling Center – Lois said Justin Leavitt had asked if the people from Planet Aid could have a key to the recycling center because they can't always get there when they are open. No decision was made tonight.

Equalized Ration – Lois reported that DRA had set our equalized ration for 2012 at 106.1%. Selectman Lavin asked what that was. Jen explained it is a tool we use to value and create the tax rate. The equalization rate helps set the value for new construction or abatements to be brought to the same level as everyone else.

Culvert – Gale Rd – Jen said she had been at the meeting when Mrs. Donovan had requested the minutes be changed to reflect that funds had been expended for the culverts on Gale Road. She said she had spoken with our auditor and the logger to understand what is going on with the project. Jen said what happens with the logging projects is that the company comes in and looks at the whole process, then give you a price per thousand board feet; everything is incorporated into the board foot, and that is the price you are going to get per board foot; it is not, here is the revenue, here is the cost, and here is the net. She said, technically, the Town is not expending anything for this project; no funds are going out of the Town. Jen added that if the culverts hadn't had to have been installed, we would probably have gotten more, but asked how you identify the cost when

logging figures change every day; it would be hard to identify the true cost of that. She said when talking with the auditor, he had said he wouldn't change it; there were no funds expended; there was no cost. Jen said the Selectmen were not technically wrong in the way they stated it in the minutes.

Lakes Region Mutual Fire Aid Association Payments (LRMFA) – Lois had an email from Gilford Town Administrator that was sent to area town administrators saying it is his understanding that 2013 would be the last year the LRMFA dues would be included in the County budget, although he wasn't sure how final that decision might be. He said they have not taken a formal position on the matter, but it doesn't appear that they have any say other than to offer an opinion to the county commissioners and/or the county delegation.

Fluvial Erosion Hazard (FEH) Program - Lois informed the Selectmen that she had received a phone call from Dave Jeffers of the Lakes Region Planning Commission in regards to a letter the Selectmen had received from DES in January regarding the FEH program. The Selectmen had never responded to the letter, and DES had asked Mr. Jeffers to follow up on it. The Selectmen were given a copy of the letter. The letter explains what FEH does. They received an appropriation to conduct an assessment of the Suncook River in its entirety. They identify areas adjacent to rivers that may be vulnerable to riverbank failures, channel changes, etc. DES is planning to provide towns in the watershed with this information. They said they had heard that Gilmanton may have concerns with the study, and if the assessment is not of interest to the Town, to let them know as soon as possible so they can redirect resources to other priority rivers within the state. It was the consensus of the Selectmen that, after the reaction to the last activity proposed on the Suncook River, they would not have anything to do with it. Lois will inform Mr. Jeffers.

A letter of commendation was received in the office from a property owner commending Annette on how helpful she had been to them answering their questions during the removal and rebuilding of their camp. She answered all their questions and always greeted them with a smile.

Invitations – Lois informed the Selectmen of two invitations they had received. One from PSNH was to attend an information breakfast or luncheon to discuss energy topics. There will be a meeting in Concord, on Tuesday, March 5th and in Laconia on Friday March 15th.

The other invitation was to attend the NH Water & Watershed Conference on March 22nd at Plymouth State University.

Phase II Account – Lois, as deputy treasurer, noticed that there had been no activity in the Phase II account for several years and questioned the need to keep the account open. She was told that the Account was started by donations from a women's group to help when the Academy Building was renovated to be used for Town offices, and they were the ones to determine how the money was to be spent. Lois has been working with Helene Roberts, only original donor left, to close out the Phase II account since last spring. Helene said she wanted the money to be used for something for the Academy building, and not be deposited into the Town's general fund. Helene had suggested putting it toward improving the lighting upstairs in the Academy, but Tim said money had been appropriated for that, so we couldn't use it for that purpose. He suggested maybe some new chairs and tables. Helene felt that was a good idea, and Tim had Lois count the chairs upstairs and measure the tables. He never brought the idea forward to the Selectmen, and recently Helene had been talking with Lois and asked if Tim had brought this to the Selectmen. as she felt they should be aware of what Helene had wanted. Lois informed the Selectmen in December and was given permission to get quotes, which she did, and brought them before the Selectmen. Tonight the Selectmen, at Helene's request, chose the fabric to be used on the padding on the chairs and gave Lois permission to order the chairs, tables and caddies for the new furniture.

6:10 pm – Selectman Currier 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. – Chairman Hatch-yes,

The Selectmen discussed a tax issue.

6:12 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

6:12 pm – Selectman Lavin 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 Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

The Selectmen discussed a legal issue.

6:15 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

6:15 pm – Selectman Lavin 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 Currier seconded. Motion passed 3-0.

The Selectmen discussed a personnel issue.

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

6:34 pm – Selectman Lavin 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 Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

The Selectmen discussed a personnel issue.

7:07 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

MOTION – Selectman Lavin moved to seal the minutes of the above-non-public session. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

7:08 pm – Selectman Lavin 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 Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

The Selectmen discussed a personnel issue.

02-04-13 BOS

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7:10 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

7:10 pm – MOTION – Selectman Lavin moved to adjourn the meeting. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

Respectfully submitted,

Lois Dionne
Recording Clerk