



## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting  
March 18, 2013  
6p.m. – Gilmanton Academy

**Present:** Selectmen Ralph L Lavin, Brett A Currier and Donald J Guarino; Recorder Candace Daigle.

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

### **6:02pm – Election - Chairman:**

The members discussed the election of a chairman. Selectman Lavin noted he understood that it is his third year on the board, historically his year to sit as chairman. He does have some hesitation as to whether he may sell his home and have to resign prior to the end of his term. Selectman Currier stated he would nominate Selectman Lavin if he chooses to serve, otherwise, he would nominate Selectman Guarino as he is not ready to serve, himself. Selectman Guarino encouraged Selectman Lavin to accept the chair; noting it is his right and that changes can always be made, temporary or otherwise, during the year if necessary. It is the Board's tradition, but only if Selectman Lavin is comfortable accepting the seat. Selectman Lavin agreed and Selectman Currier nominated Selectman Lavin as Chairman.

**MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted to elect Selectman Lavin as Chairman for the upcoming term year. (2-0-1 Selectman Lavin abstained)

### **6:05pm – Non-Public Session – RSA 91-A:3,II(c)**

**MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (3-0 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Lavin, Selectmen Currier and Guarino, Planning Administrator Desiree Tumas, Planning Chair Nancy Girard and Recorder Daigle.

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

The meeting room was opened to the public. The Board noted the non-public session minutes were sealed to avoid adversely affecting the reputation of a person other than a member of the Board.

### **6:29pm – Fire Chief Hempel – Conditions of Employment Draft**

1 Chief Hempel had previously provided the Board with a draft Conditions of Employment  
2 document. Selectman Currier handed out that document with proposed revisions printed in red.  
3 Chief Hempel confirmed that fire employees are currently eligible for overtime after 48 hours.

4  
5 Chief Hempel reviewed the proposed revisions, stating he felt they were reasonable. He referred  
6 to item #9 being a matter of semantics. He said that item #10 just added a polygraph exam which  
7 the Town has not done in the past, but that he will look into. Selectman Currier stated that the  
8 revision would implement a polygraph as a condition of employment as recommended by the  
9 Local Government Center (LGC) intended to be required for both Police and Fire departments.

10  
11 Selectman Guarino asked how the schedule would apply to current employees. He noted that a  
12 53-hour schedule for fire has been the accepted under federal standards for labor as to when  
13 overtime is paid. Chief Hempel noted that to bring it into parody with the police department he  
14 received a memo that going forward the schedule would go from 53 hours to 48 hours so he  
15 adjusted his 2012 budget to 48 hours. The employees were thrilled. Now we're saying 53 hours,  
16 so going forward we need to discuss if this is going to be a precedent, are we going back to  
17 paying that overtime rate for everyone? I don't know how our current employees will feel about  
18 going back to the old schedule. Selectman Guarino noted this had been discussed before and the  
19 history on it was that the Town Administrator came to the Board and said the Town was in  
20 violation and the Board made a decision on that information because they felt the Town was in  
21 jeopardy. Chief Hempel stated that the information the Board received was incorrect. He had not  
22 been consulted or he would have made it clear that the labor laws allow the Town to use a 53  
23 hour schedule prior to paying overtime. Selectman Guarino suggested that the new schedule be  
24 used for all new hires without adjusting the schedule of existing employees. Chief Hempel  
25 agreed that would be fair to current employees. He noted that the Fire Department is currently  
26 budgeted to meet the needs of that line. Being responsible for the budget he does not have any  
27 problem working with the 53 hour schedule, but he's sensitive to impacting his current  
28 employees. Going forward he's agreeable to applying the new schedule. Selectman Currier  
29 noted that was fine with him. They are not looking to punish anyone for the Board's decision  
30 made on inaccurate information. Chief Hempel reiterated he would be agreeable to that from this  
31 point going forward for new hires. Chairman Lavin agreed. Selectman Currier noted an issue to  
32 be clear on is that there are two employees receiving overtime after 48 hours; if a 53-hour  
33 employee fills the shift of a 48-hour employee will that employee filling the shift get overtime  
34 after 48 or 53? Chief Hempel it would be after 53, not 48. Chairman Lavin clarified that new  
35 hires will be on a 53-hour schedule/overtime after 53 hours and that only the current existing  
36 full-time employees will receive overtime after 48 hours.

37  
38 **6:39pm – Non-Public Session – RSA 91-A:3,II(b)**

39 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted  
40 unanimously to enter Non-Public Session per RSA 91-A:3,II(b). (3-0 Voice Vote  
41 – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

42  
43 The meeting room was closed to the public. Present during the Non-Public  
44 Session were Chairman Lavin, Selectmen Currier and Guarino, Fire Chief  
45 Hempel and Recorder Daigle.

46  
47 The Board discussed with Chief Hempel a proposed offer of employment.

1 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted  
2 unanimously to authorize the Chief to prepare an offer of employment as  
3 discussed. (3-0)  
4

5 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted  
6 unanimously to come out of Non-Public Session at 6:45pm. (3-0 Voice Vote –  
7 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)  
8

9 The meeting room was opened to the public. The Board noted the meeting minutes were not  
10 sealed.  
11

12 **6:46pm – Fire Chief Hempel – Grant for Fire Engine**

13 Chief Hempel informed the Board that he had received notification that the Town was not  
14 awarded the anticipated grant towards the purchase of a new fire engine. It had been determined  
15 that there are towns with greater need than Gilmanton. They will reapply for 2014. Selectman  
16 Guarino asked if Chief Hempel had taken advantage of the offer from a local woman who could  
17 assist in grant writing; the Chief indicated he had not.  
18

19 **6:47pm – Fire Chief Hempel – Deputy Wardens and Issuing Agents**

20 Chief Hempel asked the Board to sign an updated list of Deputy Fire Wardens and Issuing  
21 Agents to be sent to the State. The list has been updated with new names and people no longer  
22 with the department removed. The Chief explained that issuing agents can issue fire permits.  
23 Deputy Wardens can issue permits, but have some expanded enforcement authority. The Board  
24 reviewed and signed the list.  
25

26 **6:52pm – Appointment of Selectmen to Boards, Commissions and Committees:**

27 The Board members discussed the positions to be filled. They noted that the LRPC meetings are  
28 on the same night as the Selectmen's meetings. Additionally, Stan Beane serves as the LRPC  
29 Chair and represents the Town. The TAC meetings are held during the day which is a difficult  
30 time for attendance and the Rte140 meetings are completed. The Board members agreed to the  
31 following appointments for the upcoming year:  
32

33 Chairman Lavin will serve on:

34 Budget Committee

35 Planning Board Alternate

36 Selectman Currier will serve on:

37 Historic District Commission

38 Roads Committee

39 Selectman Guarino will serve on:

40 Planning Board

41 Belknap County Economic Development Council

42 No decision was made on other appointments.  
43

44 **6:57pm – Public Input:**

45 Selectman Currier noted that Lois Dionne has retired. Candace Daigle has offered to help with  
46 the minutes, at no cost to the Town.  
47

48 **Nancy Stearns – Spring Road Ban:**

1 Nancy Stearns of Ridgewood Drive was present and asked about the spring road ban; whether it  
2 was just when it was warm, or certain times of day. She is concerned about a very heavily  
3 loaded logging truck she saw. Selectman Currier stated that the road is posted, but the Road  
4 Agent does have the authority to grant temporary exceptions based on conditions. He explained  
5 that if the temperature is low enough to keep the road frozen, truckers can ask for and be given  
6 permission to access over the road. If the temperature is higher and the road is not well frozen,  
7 no trucks are allowed due to possible resulting damage. Ms. Stearns wanted to know that it is  
8 enforced. Ms. Stearns described a very heavily loaded Carver Forest Products logging truck that  
9 she followed today. She feels that this is going to damage the road. Selectman Currier agreed  
10 that such a truck is well over the 6 ton limit and suggested the Selectmen check logging intents  
11 and also speak with the Road Agent and/or Police Chief.

12  
13 Selectman Lavin noted that just yesterday he had received a call claiming that the Road Agent  
14 had posted a State Road. Discussion ensued that both the State and Town have posted sections  
15 of Crystal Lake Road, possibly to deter any trucks from turning onto the road as they can't  
16 proceed once on the road.

17  
18 **7:02 Mike Gordon – Mary Butler Lane:** Mr. Gordon noted that originally he had to get a  
19 permit from the Town to access his property over Mary Butler Lane. At that time, he was  
20 directed to meet with the Selectmen if he wanted to do any road upgrades. It is very muddy at  
21 the end of the Lane and his nephew got stuck. He is requesting permission to clean up the end of  
22 the road and place some gravel to make it passable, all at no cost to the Town. Selectman  
23 Guarino compared this request to permission the Town gave an owner to make upgrades at the  
24 end of Parsonage Hill Road and indicated he felt the Town should also give permission in this  
25 case. Chairman Lavin agreed as long as the Selectmen had that authority. Selectman Currier  
26 indicated it was within the authority of the Board. It was the consensus of the Board to allow the  
27 repairs as described.

28  
29 **7:05 Tom Scribner – Operational Recommendations:** Mr. Scribner congratulated Selectman  
30 Guarino on his election. He reminded the Board that he had recommended previously that if a  
31 member has a conflict of interest they should recuse themselves. If that occurs, RSA 43:7 gives  
32 them the authority to appoint a temporary alternate to fill that seat. He inquired if Selectman  
33 Currier was participating in items dealing with the Police Department where he son is employed.  
34 Selectman Currier answered that he recuses himself on any matter related to his son's  
35 employment.

36  
37 Mr. Scribner pointed out that the Selectmen have a huge opportunity to take an overall view of  
38 the operational status of the Town with the recent staffing losses. What's really going on here?  
39 What are the things that we really do need and how much time is really necessary? He suggested  
40 talking to someone at LGC. Find out how other towns deal with positions and how others do  
41 things. This could work out very well. Chairman Lavin noted the Board will keep their ears open  
42 to make improvements.

43  
44 **7:07 Tom Scribner – Town Hall Recyclables:** Mr. Scribner noted that on March 26<sup>th</sup> the town  
45 will be cleaning out items from the town hall. He asked permission to park a trailer in the  
46 parking lot where any items suitable for recycling could be placed. Selectman Currier noted it  
47 sounded fine as long as it would not slow down the process as it was costing the Town for the  
48 activity which would not likely be offset by recycling revenue. Mr. Scribner agreed and also

1 offered to take all electronics away himself for delivery to Good Will. If it's metal it can just be  
2 piled and he'll take it apart. Selectman Lavin expressed his concern over liability. Mr. Scribner  
3 stated he'll sign a waiver. All other items will go to the Gilmanon transfer facility. Mr. Scribner  
4 asked about the piano. Selectman Guarino will try to find out who it belongs to. Mr. Scribner  
5 said he would find someone to take it if the owner isn't identified.

6  
7 **7:11 Brian Forst – Operational & Recycling Recommendations:** Mr. Forst noted he just  
8 caught wind of the staffing losses. Tim has resigned. We don't have an Administrative Assistant  
9 and we haven't had one for a while. We also don't have a head of the transfer facility. We don't  
10 have a Selectman's Secretary. He wanted to really challenge the Selectmen to concentrate on  
11 filling these positions before taking on too many other things. He noted it's very important to  
12 have people working for the Selectmen that can help and can make the Selectmen more efficient  
13 and effective.

14  
15 Mr. Forst referred to the recently adopted recycling article. He noted the article did nothing to  
16 change the authority of the Selectmen. He would be concerned about initiating any new process  
17 without a manager of the facility in place; someone who understands recycling and understands  
18 that facility. There are a lot of things about that particular facility that make mandatory recycling  
19 difficult. There are many recyclable products that are not accepted at that facility such as oil  
20 filters and containers and antifreeze containers. People get discouraged about recycling when  
21 that happens. Additionally, the Board has got to address the facility shortcomings before  
22 increasing volume. He recommended the Board not prematurely impose a process that the  
23 facility is not prepared to accept.

24  
25 **7:16pm Bob Burton – Recycling:** Mr. Burton noted that his family recycles; his children learn  
26 about it in school. He suggested that if the Town is going to go to mandatory recycling it's going  
27 to cost the town a lot of money to make it work within the existing facility. Traffic flow is  
28 substandard. People parked everywhere, people walking everywhere, the glass is piled too high  
29 (out of control) even when you had a site manager. The facility can't handle much more in  
30 volume. He knows the Selectmen are all pretty frugal, so he suggests that they do not initiate  
31 mandatory recycling only to find the Town needs to spend \$300K to make it happen. This is  
32 going to happen very slowly for some people who want to see it right away, but it's going to take  
33 a while to prepare.

34  
35 **7:19pm Lori Baldwin – Recycling:** Ms. Baldwin provided information on anticipated volume  
36 increases. She noted that based on state numbers, when a community moves to mandatory  
37 recycling, they see an average 6% increase in volume. Based on that, Gilmanon will not see a  
38 huge surge coming into the facility. She suggested that before Gilmanon considers taking  
39 additional items such as oil containers, filters, etc. it wants to be able to successfully handle the  
40 current load. They want to be sure that things are maximized for traffic and materials. They also  
41 have an interest to know what other items people would like to see recycled and whether or not  
42 it's feasible to make space for those things.

43  
44 **7:23pm (Mixed) – Recycling:** Mr. Burton noted that three years ago money was voted on for a  
45 concrete pad under the metal pile and that is still not done. It's going to cost money to have  
46 more items recycled. Selectman Currier noted the Selectmen were told the State required such a  
47 pad but upon further inquiry the Selectmen learned that was not true. Mr. Burton asked about  
48 the money raised for it.



1  
2 Mr. Forst noted that there used to be all separate funds for such items. However, some have  
3 been merged. He does not have the paperwork in front of him to answer, but feels the money is  
4 still in some reserve account for the transfer station. There was money for a building and that  
5 money is sitting in reserve. There is money in different reserves and that's one of his problems  
6 with all of these different ideas; we need to get a facility manager; choose one direction and stick  
7 with it - make it work. He agrees that we should encourage and push in the direction of  
8 recycling, not against it. But human nature is that no one likes to be told what to do and we'll  
9 get better compliance with honey than vinegar. We should attract people to understand that it is  
10 in their best interest. We can't have people showing up with recyclable products and being told  
11 to throw them in the compactor. That's frustrating. People then wonder, "Why am I bothering?"  
12 Try to develop a plan, be forward thinking, don't jump the gun into something that is going to be  
13 another hurdle that we all struggle with. The Board is going through enough things right now.  
14 They're going to have to go in the direction of a new facility manager, one that is very pro  
15 recycling; someone to work with what we have and not try and reinvent the wheel; make  
16 something that we can use. That money will sit there now until next year because we don't have  
17 a plan before the people to vote on and the Capital Reserve Fund can't be tapped; we can't use  
18 the building fund for something else.

19  
20 Mr. Scribner agreed that Mr. Forst was absolutely correct. We need to look at big picture in both  
21 the transfer facility and in the town. Those are two really big items to deal with and we need to  
22 know what the options are and not move too quickly. We should not spend a lot of money and  
23 we should get as much advice as possible from professionals out there. He's in total agreement  
24 with Mr. Forst.

25  
26 Ms. Baldwin said they would not jump the gun in any way until we have this situation back in  
27 working order but it's been six-plus years that people have been trying to make this happen so  
28 we're going to embrace the project when the time is right to make the transition very smooth.

29  
30 **7:27 Five minute recess** – The chairman called a five minute break for members and visitors.

31  
32 **7:31 Tom Scribner – Recycling:** Mr. Scribner noted his pleasure that the article had passed. He  
33 went over the intent of the article. They would like to see a continued theme to encourage  
34 greater participation. He indicated they will be able to improve facility safety, save tax money  
35 and make it a positive experience for the user. He suggested the Selectmen set up a committee  
36 for education, facility review, improve convenience and safety, and give consideration to both  
37 the short and long-term uses. He has several names of people to recommend to the Selectmen to  
38 serve on such a committee. He suggests naming the committee the Transfer Station Advisory  
39 Committee. He asked if the Selectmen were willing to set up such a committee. Chairman  
40 Lavin stated the Board would discuss that.

41  
42 Mr. Scribner suggested that before any action be taken a professional review of the facility be  
43 undertaken to allow a much broader outlook. He noted in order to investigate such things further  
44 he needs a letter from the Town stating that he has the Town's permission to be making such  
45 inquiries on the Town's behalf. For instance they would like to open discussion with NRR, A,  
46 Concord Solid Resource Recovery Cooperative, NH the Beautiful and other residents that may  
47 have ideas regarding the facility to bring everything into focus to merge with what they see and  
48 believe.

1  
2 Selectman Currier noted that they don't need permission to talk to other residents. Chairman  
3 Lavin cautioned Mr. Scribner that he will not be representing the Board; only the Board can act  
4 in this matter. Mr. Scribner noted the committee cannot make any decisions but he suggested  
5 that one Selectman be designated as liaison to the committee to be more efficient. He did note  
6 that he feels that this matter is time sensitive as we're spending money shipping out glass. We  
7 need to get this reviewed and look at what is happening. Selectman Currier agreed. Mr.  
8 Scribner noted that some of the people he hoped to have help him initially will soon be going  
9 back to work during the upcoming summer season. It will be harder to get their free help when  
10 that happens. He also requested the Board give Ron Nason permission to discuss items with  
11 him. He noted that voters need to see that there was some result of their vote. He hopes to get  
12 grants to hand out free recycling bins. He'd like to get 200 and hand them out on different days.  
13 He'd also like to see about getting 4 or 5 donated compost bins and raffle them off over a few-  
14 week period, giving people a ticket each day they came to the recycling center. These are  
15 positive things that people see and that give them encouragement. We need to update the  
16 recycling brochures on what can/cannot be recycled. They would not expect the employees to  
17 hand them out. That would be done by the committee. That would give them a chance to speak  
18 to people, answer their questions. People would like to see the glass crusher work, maybe  
19 convert it to electrical. When you get people together, start them thinking and give them a short  
20 and long term plan, there are many small things that can be done.

21  
22 Mr. Scribner noted that the contracts are coming up for hauling and the incinerator. He  
23 encouraged the Selectmen not to jump into something when we have other options. Have them  
24 all on the table. This is something the committee can help the BOS with. He asked if there is a  
25 job description for the facility manager. Chairman Lavin stated there is. Mr. Scribner noted that  
26 Sarah Lakeland of RCAP is a specialist in solid waste management and she can review the  
27 description free of cost. It's an important document.

28  
29 Mr. Scribner suggested that in the transition phase we inform residents through notices at the  
30 transfer facility and get feedback from them. He gave Ron a book to enter ideas and suggestions  
31 when people bring them up so we can post information on subjects they're thinking about at the  
32 time. We should provide alternatives and not get bogged down regarding penalties. Selectman  
33 Currier asked if Mr. Scribner had any other ideas. Mr. Scribner said at several sites they check by  
34 weight although nothing like that can be done here without a vote of the community. We need to  
35 educate, work with the people who are already recycling. Get the compost out of the line. Peer  
36 pressure will work.

37  
38 Ms. Baldwin has spoken with a number of communities that have mandatory recycling.  
39 Enforcement is not a big issue. We would be more than willing to provide some suggestions  
40 about how to enforce but as was said we want honey, not vinegar; what's in the best interest of  
41 the community. For someone who is not recycling, we want to be there and help them get setup.  
42 How can we help them? During the transition phase being very mindful that people are being  
43 asked to do something they've never had to do before.

44  
45 Mr. Scriber noted the Town currently has three people at work there that are very good,  
46 personality wise, with no problems. If we don't elevate one of those, that next person needs to  
47 be of the same temperament. We need to educate the facility people as well as the townspeople.

1 Ms. Glum pointed out that the Selectmen establish the policy. If they say we don't cut bags then  
2 we don't cut bags - we will enforce that. The communities she spoke with don't cut either. If  
3 they hear something they apply education.

4  
5 Chairman Lavin asked Ms. Glum about her 6% statement. Ms. Glum confirmed she was talking  
6 about a 6% increase in items being recycled which would not result in a need for increased  
7 employees, processing or fixed costs.

8  
9 Chairman Lavin asked about the bins. Ms. Glum explained that they're looking for a grant for  
10 some number. They can always be purchased for \$5, in a lot of different sizes. We want to keep  
11 the costs down, make money.

12  
13 Mr. Scribner wants a committee and Selectman Guarino agrees. They want to speak with  
14 organizations where we can get support. Those organizations and people such as Sarah Lakeland  
15 are there to speak with the committee. He supports providing them with a letter. Selectman  
16 Currier agreed.

17 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted  
18 unanimously to establish a Transfer Station Advisory Committee of 3-5 members  
19 to move forward on this matter and to provide a letter of introduction for the  
20 committee. (3-0)

21  
22 Chairman Lavin reminded Mr. Scribner that the committee has no authority to make decisions  
23 for the town.

24  
25 Ms. Baldwin confirmed they will not distract employees during their work hours.

26  
27 Mr. Scribner suggested that in the manager's job description he not be in the office during  
28 working hours unless he has a specific reason to do so.

29  
30 Chairman Lavin instructed Mr. Scribner to come back to the Board to bring forward  
31 recommended committee members for the Board's approval.

32  
33 Mr. Scribner asked for permission to have Mr. Ogni check out the crusher regarding converting  
34 to electric. He also requested that a new crusher not be purchased until they've reviewed all  
35 options for the existing crusher.

36  
37 Mr. Forst suggested that as the Selectmen establish the committee they appoint a chair person so  
38 there is one point of contact that speaks for the committee.

39  
40 **8:02 Lori Baldwin re: town hall maintenance:** Selectman Currier asked Ms. Baldwin to share  
41 her experience with maintenance problems at the town hall. Ms. Baldwin noted that last summer  
42 when the Historical Society was moving into the Town Hall, Leona and Michael Jean were  
43 providing the maintenance in the building. The facility was kept very clean and they took care of  
44 plumbing issues, leaks, etc. Ms. Baldwin is now there twice a month and has noticed that the  
45 groups using the building are leaving it a real mess (overflowing garbage, floors are dirty,  
46 kitchen is a mess). She called Selectman Currier when she found the bathrooms smelling, the  
47 urinal stopped up and overflowing, the bathroom floor and closet wet, garbage full. She did  
48 what she could for immediate mitigation. There was no notice by the thermostat and it had been



1 turned back to 40 degrees. She thinks the drain froze. The building has really become a  
2 problem; it's being misused. She raised the thermostat with Selectman Currier's approval and  
3 she'll be back there on Saturday and will check it out again. Leona Jean had expressed  
4 frustration that so many keys had been given out that she didn't know who was coming and  
5 going.

6  
7 Selectman Currier noted the town can't have that kind of abuse anymore. The Selectmen are  
8 going to have to decide what to do. Chairman Lavin suggested posting notices that if such abuse  
9 continues then nobody will be using the building. Selectman Currier suggested finding out who  
10 was using the building and notifying them.

11  
12 Ms. Baldwin noted it's not the people who are using the building and taking care of it. There are  
13 just too many people using the building.

14  
15 Selectman Guarino noted the Board would need to discuss this further.

16  
17 **Board's Action – Minutes:**

18 **MOTION:** On a motion by Selectman Currier, seconded by Chairman Lavin, it was voted to  
19 approve the minutes of March 11, 2013 as written. (2-0-1 with Selectman Guarino  
20 abstaining)

21  
22 **Other Matters:**

- 23 1. **Unsecured Door:** It was reported by the Town Clerk, that being the first one in the  
24 building on March 18<sup>th</sup>, she found the door unlocked. The only scheduled use of the  
25 building was by the Harvest Bible Church. The members suggested contacting the  
26 Church regarding this oversight and reminding the Police Department that the doors are  
27 to be checked nightly.
- 28 2. **Building Rental Fees:** The members discussed the request by Lakeridge Manor  
29 Association to waive the building rental fee. The members agreed that fees for town  
30 organizations are waived, but the cleaning deposit is required and returned upon leaving  
31 the building in a satisfactory condition.
- 32 3. **Open Staff Positions:** The members discussed the three open staff positions,  
33 Administrative Assistant, Selectmen's Secretary and Transfer Station Manager.

34  
35 Selectmen's Secretary: Lois Dionne drafted up a current description of her position  
36 which Selectman Guarino will obtain and draft an advertisement for (part-time hours,  
37 responsibilities, deputy treasurer, secretarial, night meetings, and minute-taking). This  
38 position has to be a resident if the employee will continue to serve as the Deputy Town  
39 Treasurer. The members agreed this was the most important position to fill as soon as  
40 possible. The Selectmen authorized Selectman Guarino to advertise for this position as  
41 discussed.

42  
43 Administrative Assistant: Selectman Guarino will check with LGC on sample job  
44 descriptions and draft an advertisement (full time, responsibilities). The members do not  
45 want to feel pressured and make a mistake on filling this position.

46  
47 Transfer Station Facility Manager: Selectman Guarino will check with LGC on sample  
48 job descriptions and draft an advertisement (part-time up to 35 hours—or as many

determined by the NHRS to be part-time, weekends, responsibilities, a working manager, strong recycler, efficient time management). The Board discussed the ability to reassess pay rates and hours for new employees based on actual facility need.

4. **Spring Road Ban:** The members further discussed the effectiveness of the spring road weight limits. They discussed the need to protect the roads from damage versus the spring push by contractors and home-owners to start working on their properties. The option is to allow the Road Agent to make exceptions as he sees fit or to prohibit all exceptions and so notify the Police Department. Chairman Lavin suggested going with the discretion of the Road Agent. Selectman Currier noted that it's the Selectmen's jurisdiction and if the roads are ruined, the responsibility is going to rest with the Selectmen. No decision by the Board was forthcoming.

5. **Correspondence:** The Chairman opened a letter from LGC addressed to Chairman Rachel Hatch, marked Confidential. Having read the letter, the Chairman asked for a non-public session as the content of the letter related to a personnel issue.

**8:44pm – Non-Public Session – RSA 91-A:3,II(a)**

**MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted unanimously to enter Non-Public Session per RSA 91-A:3,II(a). (3-0 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Lavin, Selectmen Currier and Guarino, and Recorder Daigle.

The Board discussed correspondence related to a personnel matter.

**MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 8:49pm. (3-0 Voice Vote – Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)

The meeting room was opened to the public. The Board noted the meeting minutes were not sealed.

**8:50pm – Non-Public Session – RSA 91-A:3,II(c)**

**MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (3-0 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Lavin, Selectmen Currier and Guarino, and Recorder Daigle.

The Board discussed a matter which could adversely affect the reputation of a person other than a member of the Board.

**MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 9:27pm. (3-0 Voice Vote – Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)

1 The meeting room was opened to the public. The Board noted the meeting minutes were not  
2 sealed.

3  
4 **Next Meeting:**

5 Due to scheduling conflicts, the Selectmen will hold their meeting for next week at 6pm on  
6 Tuesday, March 26<sup>th</sup>, instead of on Monday. Chairman Lavin will make contact with those  
7 requested to attend the meeting and will see that an agenda is posted appropriately.

8  
9 **Adjournment:**

10 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted  
11 unanimously to adjourn at 9:35pm. (3-0)

12  
13 Respectfully submitted,

3/27/2013

X 

---

Candace L Daigle  
Recorder