

Board of Selectmen Town of Gilmanton, New Hampshire

6 Meeting

7 March 26, 2013

8 6p.m. – Gilmanton Academy

9

10 Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino; Town
11 Accountant Jen Correia and Recorder Candace Daigle.

12

13 **6:00pm** – Selectman Lavin opened the meeting, took attendance of those present and voting and
14 led the Pledge of Allegiance.

15

16 **6:02pm - Street Flags:** Selectman Guarino reported Fred Buchholz informed him that the
17 American Flags displayed on poles by the Boy Scouts have been disposed of by the Scouts due
18 to condition and that they will not be continuing the program to replace and display flags.
19 Selectman Guarino will find out how many flags were displayed and suggested the Town might
20 check to see what funds will be left in the Patriotic Purposes line item after the annual donation
21 towards the cost of the 4th of July Fireworks. Mr. Scribner noted that someone at the Church was
22 also raising money towards the flags and had asked to put a donation can in the Library.

23

4 **6:05pm – Non-Public Session – RSA 91-A:3,II(c)**

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

28

29 The meeting room was closed to the public. Present during the Non-Public
30 Session were Chairman Lavin, Selectmen Currier and Guarino, Town Accountant
31 Jen Correia, Planning Administrator Desiree Tumas, Planning Chair Nancy
32 Girard, Police Chief Collins, Police Sgt. Matthew Currier and Recorder Daigle.

33

34 **MOTION:** On a motion by Selectman Guarino, seconded by Chairman Lavin, it was voted
35 unanimously to come out of Non-Public Session at 6:35pm. (3-0 Voice Vote –
36 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)

37

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

41

42 **6:36pm – Non-Public Session – RSA 91-A:3,II(c)**

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

6

1 The meeting room was closed to the public. Present during the Non-Public
2 Session were Chairman Lavin, Selectmen Currier and Guarino, Town Accountant
3 Jen Correia and Recorder Daigle.
4

5 The Board members reviewed correspondence and comments from Counsel regarding a former
6 employee.

7 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted
8 unanimously to come out of Non-Public Session at 6:42pm. (3-0 Voice Vote –
9 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)
10

11 The meeting room was opened to the public. The Board noted the meeting minutes were not
12 sealed.
13

14 **6:43pm - General Assistance:**

15 J. Correia reported Planning Administrator D. Tumas has volunteered to provide support for the
16 MRI contract person, Robin, who is serving as interim General Assistance officer. As Robin is
17 only in the office from 4-8pm on Mondays, D. Tumas is able to accept and prepare information
18 for her review that comes in during the week. This increases efficiency in the review of
19 applications and keeps the MRI cost down. The Board accepted the offer of assistance.
20

21 **6:46pm – Employment Applications:**

22 J. Correia asked about the Board's preference in reviewing/interviewing for the Administrative
23 Assistant and Maintenance positions.
24

25 Administrative Assistant: The Board asked that J. Correia submit her 10 top applications for the
26 Board to review prior to reducing the number further for actual interviews by the Board.
27 Interviews will be scheduled for Wednesday, April 3rd, from 5-9pm.
28

29 Maintenance Position: The Board will review the applications and choose which to interview.
30

31 **6:48pm – Cable Franchise Process:**

32 J. Correia reminded the Board that the next cable franchise fees meeting is Thursday and she will
33 be attending. Selectman Currier asked her to find out the process to eliminate the franchise fees.
34 He asked what benefit it is for Gilmanton cable subscribers to be paying a franchise fee to the
35 cable company who turns around and pays it back to the community. This puts an unfair burden
36 on cable subscribers. J. Correia reminded the Board that the Town receives approximately \$50K
37 in annual revenue from the fees returned to the Town. Eliminating the fee would result in an
38 increase in the tax rate requiring all taxpayers to share in the burden of covering that lost
39 revenue. Selectman Currier noted that would be approximately \$.12/thousand increase and felt
40 that was how the process was supposed to work (everyone sharing the burden equally) unless
41 there was some other incentive from the fees that the Town was missing.
42

43 Selectman Guarino noted there was talk about it years ago when they last negotiated the tax. He
44 agreed to asking the question again. It may have been a benefit to some other communities who
45 were looking to expand service or to take advantage of broadcasting local meetings, but the
46 Town is not in either position at this time. J. Correia noted it's something the Board needed to
47 decide sooner rather than later as they are participating in the legal costs for the negotiations.
48

1 Additionally the Board would like to inquire if the Town receives all of the franchise fees
2 collected within the community, plus accumulated interest, or if some amount is withheld.

3
4 **6:59pm - Public Input:**

5 Gerry Spaulding was present to inquire about a tax deeded property. The Board will research
6 and J. Correia will contact Mr. Spaulding.

7
8 **7:02pm - Leona Jean re:old town hall:**

9 Ms. Jean noted she spoke with one group using the building who has come back and done an
10 excellent job cleaning up their area. She suggested changing the locks, using "Do Not Duplicate"
11 keys, establishing a sign-in book with a place for time/date/name and a "I cleaned up" box,
12 reducing the number of keys out and requiring people to schedule their use of the building to
13 help overcome the problems the Town is experiencing. She noted they've been told to keep one
14 of the bathrooms locked which leaves only one for use. The Selectmen noted there's a brand new
15 septic system on site which should allow them use of both facilities.

16
17 Mr. Scribner suggested reinstituting a town building committee. He suggested Dave Sykie as a
18 member. He's seen the document created about the building and it's a good start.

19
20 **Tom Scribner - Academy:**

21 Mr. Scribner noted the stair railings have been removed. He'll get an estimate in a couple of
22 weeks. He was not able to find someone to repurpose the piano and asked permission to
23 dismantle/recycle it. The Selectmen granted their permission, but that it be dismantled in its
24 existing location. Ms. Jean noted there were two more pianos in the old town hall.

25
26 **Board/Commission appointments:**

27 The Board wishes to meet with applicants for (re)appointment to open positions on Boards and
28 Commissions. They will accommodate such interviews prior to the first upcoming meeting of
29 those Boards. The upcoming Planning Board meeting is April 11th. The Board does not require
30 recommendations related to the appointments.

31 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted
32 to appoint Chairman Lavin as the Town's representative to the LRPC
33 Transportation Technical Advisory Committee (TAC). (2-0-1 with Chairman
34 Lavin abstaining)

35
36 **7:30pm - Kevin McKibben - Environmental sampling:**

37 Mr. McKibben was present to request that the Selectmen consider his proposal to contract for the
38 required sampling at the land-fill site. Gilmanton's testing has been reduced to once-yearly
39 which he believes to be the least frequent the State would consider. There was no evidence that
40 contaminants have leached into the groundwater from under the land-fill cap or have entered the
41 surface water. Both are tested.

42
43 J. Correia noted she has both the McKibben and Provan & Lorber proposals and would like a
44 chance to compare them to give the Board a summary. Selectman Guarino noted the Board will
45 review the proposals and get back to the two companies.

7:44pm – Tom Scribner – Recycling:

Mr. Scribner submitted, for the Board's signature, a proposed grant application to NH the Beautiful for 200 free recycling bins. He said this would be an unusual grant for NH the Beautiful and he's attempted to draft the grant application and attached letter in a very positive light to gain their serious consideration of this request.

Chairman Lavin and Selectman Currier requested some changes in the letter wording and Mr. Scribner agreed to more clearly articulate the Board's position in instituting mandatory recycling. Selectman Guarino noted he felt the free bins was a good move.

The Board signed the grant application in anticipation of some changes to the letter wording.

7:55pm – Chairman Lavin was excused from the remainder of the meeting.

Selectmen Currier and Guarino continued their discussion with Mr. Scribner. Selectman Currier stated that he would be meeting with Mike Viani from Cassella at the transfer station on Thursday at 8:30am. They've offered to provide suggestions towards a better recycling effort at the site. They are particularly interested in single-stream. After the tour, they will meet with the Board and the Recycling committee to provide their thoughts. It's one way to look at more options. Mr. Scribner cautioned that Laconia found the transportation rates too high to continue with single-stream and that the Town would lose revenue with single-stream.

Mr. Scribner said he would like to meet with the Board to discuss the upcoming solid waste contracts so that the Board can consider all options and make the right decisions on these matters.

Selectman Guarino checked with LGC on having volunteers at the transfer station. They felt that with a set of guidelines, staying clear of compaction equipment, using boots and vests and attending a safety meeting would make their attendance at the site safe for such activities as handing out brochures and education.

Mr. Scribner asked the Selectmen's permission to request the donation of free compost bins from Lowes, Home Depot, etc. to be given as raffle prizes. The Selectmen agreed.

8:07pm – Other Business:**Town Administrator Position:**

The Board will review the existing and LGC job descriptions. A brief ad will be placed in the paper. It will include an average salary of \$55K. The position is salaried. The Board needs to determine how many hours that includes. J. Correia suggested the Board consider what management duties the position will include and take that into consideration when placing the offered wage on the Town Department head scale. Selectman Guarino will proof the ad drafted by J. Correia and it will be placed as soon as possible.

Town Buildings:

J. Correia noted there should be an evaluation of all Town buildings and whether the Town is actually in a position to maintain/operate all of them. Does anyone schedule the old Town Hall use or do people just come and go? She is getting a quote from A&B Lock Co to rekey the Academy locks and perhaps use a code-entry type for the rear door. They do have the building

1 survey from John Dickey which is a help. She suggested that one person be appointed to be
2 responsible for all building oversight. She also suggested that either there be a fee or not, but it
3 always just seems to be waived. For example, the rental agreement from last week came in
4 without the deposit, whether it would have been refunded for leaving the building clean or not.
5

6 Selectman Currier did not want to see the Town Administrator being the overseer for the
7 buildings. He suggested perhaps asking for a community volunteer to do this. J. Correia asked if
8 they could justify charging a fee and using that to pay someone to do this. She went on to say
9 that they are seeing similar problems in the Academy with people in and out, doors left unlocked,
10 people sent up from the Library to use the facilities, etc.
11

12 Upcoming Meetings:

13 Will be Monday, April 1st, 6pm and Wednesday, April 3rd, 5pm.
14

15 Septic Design Approvals: J. Correia will notify NH DES that the Town no longer needs to pre-
16 review septic plans as the recent zoning amendment made the Town and State setbacks
17 coincident. Once in place, notice will be posted of this change so that designers are made aware
18 that they do not need to submit a plan to the Town ahead of the State.
19

20 8:26pm – Non-Public Session – RSA 91-A:3,II(c)

21 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino it was voted
22 unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (2-0 Voice Vote
23 – Selectman Currier–yes, Selectman Guarino–yes)
24

25 The meeting room was closed to the public. Present during the Non-Public
26 Session were Selectmen Currier and Guarino and Recorder Daigle.
27

28 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino it was voted
29 to come out of non-public session at 8:57pm. (2-0 Voice Vote – Selectman
30 Currier–yes, Selectman Guarino–yes)
31

32 The meeting room was opened to the public. The Board noted the non-public session minutes
33 were sealed to avoid adversely affecting the reputation of a person other than a member of the
34 Board.
35

36 Meeting Minutes:

37 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, the minutes
38 of March 18, 2013, were approved as amended. (2-0)
39

40 Spring Road Bans:


41 The Board continued the discussion from the last meeting on the spring road bans and
42 exemptions thereto. They noted it was important that everyone involved be using the same
43 guidelines and all be kept informed as to any exemptions that were allowed. Ideally, the Town
44 should develop some sort of written waiver process so that the driver of any vehicle over 6 tons
45 could produce the waiver if challenged. However, tonight's discussion recognized that the
46 weather has been steadily warm enough that any additional exemptions this year would be
7 detrimental to the condition of Town Roads. It was the consensus of the Board that Selectman

1 Guarino would inform Road Agent Perkins that no further exemptions should be granted during
2 this spring season.
3

4 **Adjournment:**

5 MOTION: On a motion by Selectman Guarino, seconded by Selectman Currier it was voted
6 unanimously to adjourn at 9:15pm. (2-0)
7

8 Respectfully Submitted,
9

10 
11 Candace L Daigle, Recorder
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