

APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

6 Meeting
7 May 28, 2013
8 6:00pm. – Gilmanton Academy
9

10 Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino, Town
11 Administrator Arthur Capello, Town Accountant Jen Correia and Administrative Assistant
12 Stephanie Fogg. Also present Perry Onion, Debra Cornett (Town Clerk/Tax Collector), Barbara
13 Swanson, Tom Scribner.

14
15 6:00pm - Selectmen Lavin opened the meeting, took attendance of those present and voting and
16 led the Pledge of Allegiance.

17
18 **6:02 pm - Recycling Center Stickers** – Jen Correia, Town Accountant read aloud information
19 written to the Selectmen by Debra Cornett Town Clerk/Tax Collector. This memo is to try to
20 come up with a policy to issue these decals, and still be able to track who has already received
21 the stickers.

22
23 **6:06 pm –General Business –**

24
25 **SWD Glass Crusher -** Arthur Capello, Town Administrator, stated that Jay Lemieux, called
26 today with a price for repair including the belt.

27
28 **6:08 pm – Recycling Center Stickers (continued)-** Debra Cornett said this was information
29 she wanted the Selectmen to start thinking about because it is coming up on
30 budget season. Selectman Currier thought this issue was resolved. Jen Correia
31 said the issue is creating a policy. The original motion will be revisited and
32 details worked out. Two free dump stickers will be issued per Tax Map/Lot, by
33 the Town, with a vehicle registration. Debra Cornett said that going forward we
34 need policy and procedures to cover these free stickers. She has an RFP out to the
35 software vendor. Is this going to require a special program because somehow I
36 am going to have to link to a data base a tax map and lot number. Selectman
37 Currier said take the money out of the equation, what are you doing now? I don't
38 want you to change that. Debra said there is still a factor for budgeting for
39 processing the stickers. Somehow the sticker and vehicle registration has to be
40 connected to a property here in Gilmanton. Debra Cornett said that she has to be
41 able to link the two free stickers per property in a program, so the two free
42 stickers are accounted for and the next person/registration per property would
43 have to pay the \$1 fee. Selectman Currier and Jen Correia stated that you would
44 automatically get a dump sticker when you register your car. People who are
45 summer residents / rental they would have a separate deal. Selectman Guarino
46 said, if you are renting you would have to fill the application out and pay for the

1 sticker. Selectman Currier said he is looking for a solution here. Jen Correia said
2 there are property owners, summer rentals, and contractors. Debra Cornett said
3 that the contractors are linked to the property they are working on with a restricted
4 date. Jen Correia said why don't we keep the policy the same as it is with no fee
5 associated. Debra Cornett referenced the initial motion made for the free stickers.
6 Debra noted that the revenue created by charging for the stickers took care of the
7 expense of the stickers and dispersing them. Selectman Currier stated that the
8 Selectmen did not expect the expense to come directly out of her current budget.
9 Selectmen Currier said he has no problem increasing the budget for the Tax
10 Collector, but he would like to see it stay in Debra Cornett's office, as she has the
11 information needed, and the ease for the tax payer in Gilmanton. Selectman
12 Currier said he would like to have the free dump stickers, based on how they are
13 currently handled. The current policy is in effect until January 1, 2014, Arthur
14 Capello said we have time to look at this policy, come up with a draft for
15 everyone to look at. Taking the existing policy and modifying it for the stickers
16 to be free. We will see if we need to make a new motion at that time. Jen Correia
17 asked, how is it handled if someone loses a sticker. Debra Cornett said that in
18 the past you would have to pay for the new sticker. She also noted that there is
19 expense incurred for online business. Selectman Currier stated that the stickers
20 would be free if they are picked up here. Debra said that would go for all
21 property owners who pay on line, and out of state property owners? These are
22 things that need to be thought about. You would need to give a temporary to
23 family/friends who are renting. Chairman Lavin thanked Debra Cornett. Town
24 Administrator will look at modifying the current policy and bring it forward for
25 the Selectmen and Debra Cornett to review.
26

27 **6:25 pm - Solid Waste Update** – Referencing the Concord Co-op agreement, Arthur Capello
28 said he did not think the Selectmen would want to obligate the Town to the
29 proposed 7 year contract, given how volatile that industry can be. He thinks
30 seven years above and beyond is a long contract for the Town to be locked into.
31 The Co-op contract has a natural escalator of 5% max, by the end of the contract,
32 Mr. Capello stated he figured it to be around \$100/ton. I know they are putting
33 some money out there as incentive, but do we want to obligate the Town for 7
34 years, with no escape clauses for the Town. There are two options that the Co-op
35 gave, but we have a current contract that we can look at our options over the next
36 two years. Jen Correia said we received an analysis from the NRRA (they
37 manage our recyclables) giving us approximately 10 options. NRRA believes that
38 after Concord makes a decision to remove themselves from the Co-op the market
39 will get more competitive. Right now is not the best time to go out to bid, and
40 that August may be a better time to go out to bid. Jen Correia stated that our
41 trucking contract is through December of this year and our solid waste is through
42 December of next year.
43

44 Arthur Capello stated that Option #1 would be commencing April 1st, 2013 the
45 tipping fee would be \$64/ton, with the rate escalation of at least 1%, no greater
46 than 5%, commencing on 12/1/2013. Option #2 would let the agreement run from
47 April 2013 to November 2022. Provide the Co-op with the ability to commit in-
48 line with the retention of the waste by June 30, 2013 and the new agreement will

1 become effective as of April 1, 2013. Option #2 the existing agreement remains
2 through December 31, 2014. As of January the new tipping fee would be \$62/ton
3 with inflation starting as of December 1, 2013. So as of 2014 we will be paying
4 whatever the inflation rate will be. All the terms will apply. So assuming that
5 there is a 5% escalation as of December 1, 2013 in 2015 the tipping rate would be
6 \$68.36/ton. Mr. Capello ran a calculation of the worst case scenario at 5% each
7 year, by 2022, the tipping rate would be \$97.68/ton. So the question is, does the
8 Town want to let our agreement go, see where we are at and go out to competitive
9 bid. There may be a whole lot more competitors out there and we can go back to
10 the Co-op and say we may be willing to look at a two year or three year
11 agreement, but 7 years is just too long to obligate the Town to, or does the Select
12 Board want to sign it. Selectman Guarino said it will most likely be the \$100/ton
13 by 2022. Mr. Capello said if Concord pulls out of this, as they did on the single
14 stream side, they cannot make the tonnage, we will have to find alternative
15 solutions anyway. Jen Correia said the best and most competitive way is to get
16 quotes each year, but you have to have staff to do that. If the Town does not want
17 to commit to this agreement with the Co-op, then we can begin to call our own
18 shots by getting bids (without the pressure of the proposed deadline). Selectman
19 Guarino said the only thing that really is in jeopardy is the \$31,000. Jen Correia
20 said that an interesting statement was that every Co-op member has a vote, if you
21 have enough of the members that are not going to participate in the Co-op any
22 more, you can vote to release those funds, even the \$31,000 back to the Towns.

23
24 Jen Correia said that the NRRA gave her information that by going to Belmont it
25 would be \$83,000 a year instead of \$98,000 a year. Selectman Guarino said, you
26 mean if we switched over and went to Casella's which is going to put the MSW
27 facility in Belmont? Ms. Correia said, don't forget we still have a year and a half
28 on the other contract that we cannot get out of. Arthur Capello stated that we still
29 have some time to do some research on this.

30
31 Selectman Guarino said that the actual responsibility of the ash land fill, is just
32 like us maintaining our dump. It has to be taken care of yearly. It was the
33 consensus of the Board to wait on signing with the Co-op at this time. Arthur
34 Capello will speak with Mr. Preshar from the Co-op.

35
36 Mr. Scribner addressed the Board regarding the Co-op. He stated that the Co-op
37 is willing to do a more in depth analysis of those numbers that we already have to
38 come up with a truer picture. As far as he knows they have not been told that they
39 can do that. The NRRA who gave you the report on recycling and the other
40 numbers has offered to give you a more in depth analysis again. There is no
41 charge for any of these and that has not been requested. Jen Correia said that the
42 numbers they are talking about came from the NRRA. This is a new report from
43 Marilyn Weare at the NRRA. Next week Casella is coming in to report on their
44 proposal. Mr. Scribner stated that it would be premature to make a decision
45 regarding the Co-op without the additional information from RFP's. The
46 Selectmen agreed to hold off on a decision regarding the Co-op at this time.
47

1 **6:45 pm – Hauling Agreement** – Arthur Capello brought forward the Saturday pick-up at the
2 Transfer Station. He said the Town can request Saturday pick-up. Selectman
3 Currier and Chairman Lavin agreed. Arthur Capello will give Casella a call and
4 let them know we have an agreement that they need to honor.
5

6 **6:48 pm – Thompson Forest Follow-Up** - Arthur Capello brought forward a letter from Foreco,
7 Forest Resource Consultants, the company that did the harvesting at the Town Forest, basically
8 an explanation of how the culverts were put in and why they were put in. The letter gives a
9 breakdown of the expenses and the revenue. Chairman Lavin requested that a copy of the letter
10 be given to Mr. and Mrs. Donovan. Jen Correia stated that the letter addresses Mrs. Donovan's
11 concern regarding the culverts. Selectman Currier stated that he would like the letter included in
12 the minutes.
13

14 **6:50 pm – Solar Exemption** - A Solar Exemption application came in on May 24, 2013. The
15 person is requesting the Selectmen grant the exemption. Unfortunately, the deadline to file for
16 exemption was missed. To file for exemption was April 1, 2013. Jen Correia said that they will
17 qualify for the exemption for next year. Arthur Capello will send a letter to the taxpayer and let
18 them know.
19

20 **6:53 pm – Belknap County Convention** – There will be a public hearing on Monday, June 3rd,
21 2013. The purpose of the hearing is to seek input on a supplemental appropriation for the
22 nursing home. The additional appropriation would add \$200,000 to nursing home medical
23 services expense and \$400,000 to nursing home revenues, resulting in a tax decrease of
24 \$200,000. The Delegation will take a vote following the public hearing. Selectman Guarino
25 asked Arthur Capello if that is an additional appropriation, additional \$200,000 for 2014. How
26 would you make an additional appropriation in 2013? Jen Correia said you would make a
27 special assessment. Selectman Guarino said that Mr. Burchell, our representative will be
28 attending the meeting.
29

30 **6:55 pm – Meeting Minutes** – Approval to be tabled until next meeting.
31

32 **6:56 pm – Fire Department** – Update from Chief Hempel. Chief Hempel brought in a copy of
33 the Fire Department SOG's for the Selectmen's Office. Selectman Currier noted the line that
34 stated the first responder will remain an option if all other coverage avenues have been exhausted
35 when seeking a cross trained employee. Chairman Lavin stated that the first responder should
36 not be an option. Selectman Currier said that an EMT-I should be the minimum qualification
37 that the Town of Gilmanton should expect. In 2004 the Town of Gilmanton paid for it, we have
38 paid for it ever since. We used to get it, we do not get it any more. We should not be going
39 backwards. Arthur Capello asked, who has control over the SOG's. Selectman Currier said the
40 Fire Chief. This is not an SOG, this is a hiring issue and the Board of Selectmen do the hiring.
41 The last Board sent a mandate to hire EMT/firefighter cross trained, but it was reversed at a later
42 date. Selectman Currier did not agree. He would like the Board to send a letter back to the Fire
43 Chief that states that it has to be a firefighter/EMT-I. The only time we are looking for this
44 person is on Sunday, according to Chief Hempel. Selectman Guarino, reading the minutes of
45 the meeting, suggested that an advertisement be placed to fill the position EMT-I if need be.
46 Selectman Guarino noted that the SOG's changed in 2012, allowing a fire fighter first responder
47 to take that shift. The Board of Selectmen are requesting a letter be written informing Chief
48 Hempel that an EMT-I is required (by a vote from the Town in 2004) for the Sunday shift.

1
2 Selectmen Currier would like information about the \$50/diem, Friday, Saturday, Sunday 7pm – 7
3 am coverage, the standards should be upheld with that, at least to an EMT-B. Selectman Currier
4 said this is really about EMS service, you would have a first responder and an EMT respond. If
5 we are going to pay the money, we should have two EMS personnel. The reason that the State
6 allows a first responder to drive an ambulance is not for a Town like Gilmanton with a full-time
7 Fire Department, it is for Towns that do not have a full-time Fire Department. Gilmanton is past
8 that. We have half a million dollars in an operating Fire Budget, there is enough money there, we
9 need to spend it wisely and get what our tax payers are paying for. Selectman Currier stated that
10 he appreciates all those who are part of the Fire Department that are call people, it is not about
11 appreciating them. We want certified people when we are taking care of the pre-planned
12 schedule. Selectman Guarino said he still considers Gilmanton volunteer after hours, Selectman
13 Selectman Currier said that with the Friday, Saturday, Sunday (7pm-7am) shift, you do not
14 have to be a firefighter to fill that shift. He would like to see, if it is not already being done, an
15 EMT-B to fill that shift, to get the ambulance out. When this all came about you had to be an
16 EMT to fill the per diem shift. Arthur Capello will give a letter to Chief Hempel regarding the
17 EMT requests, with a time frame of July 1, 2013 to comply.
18

19 **7:08 pm – County Commissioners (Prison) -** Selectman Guarino spoke with Representative
20 Burchell regarding the proposal of an addition to the Belknap County Prison. We are not
21 mandated by law to keep people in Belknap County. The Federal Prison in Berlin could be
22 substantially less on an annual basis to handle prisoners. Representative Burchell would like to
23 have our position on this Prison project. Selectman Guarino stated that this could be a
24 substantial tax burden to Belknap County Residents and the people in the Town of Gilmanton. It
25 will be coming up soon, they are talking about spending funds on the actual design and then the
26 construction costs. The Selectmen will review the letter from Representative Burchell.
27

28 Chairman Lavin said he had attended a meeting last year regarding the Prison, but had not seen
29 the letter yet. Selectman Guarino said the Commissioners are giving the impression that all of
30 the Towns in Belknap County are in favor of the expansion. Selectman Guarino stated that they
31 are not necessarily. The right financial decision could be made by looking at the costs.
32

33 **7:12 pm – Brush Fire – Meadow Pond Road** –Selectman Guarino spoke about a brush fire on
34 Meadow Pond Road. The Fire Department responded to a brush fire at the corner of Meadow
35 Pond Road, but there was another fire at Mr. Clairmont's property (a controlled brush fire) that
36 because of the wind that day, got out of control. Mr. Clairmont lost his skid steer that day. Mr.
37 Clairmont will be writing a letter to the Town, requesting replacement of the skid steer as it was
38 a mistake by the Fire Department in responding to the wrong property, and the reason he lost the
39 equipment.
40

41 **7:15 pm – Public Input** – Chairman Lavin opened the meeting for public comment.
42

43 **New Town Administrator -** Chairman Lavin introduced Arthur Capello as our new Town
44 Administrator to the Public. Arthur Capello stated that he started in the office today. He has
45 been involved with Municipal Government for about 15 years, as a Selectman, as a Budget
46 Committee Member and various other involvement with Municipal Government.
47
48

7:17 pm – 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, Town Administrator Arthur Capello, Town Accountant Jen Correia and Administrative Assitant Stephanie Fogg.

The Selectmen discussed the hiring of an employee for the SWD Facility.

MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 7:30pm. (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 not sealed.

7:38 pm – 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, Town Administrator Arthur Capello, Town Accountant Jen Correia and Administrative Assitant Stephanie Fogg.

The Selectmen discussed two Town owned properties.

MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 7:40 pm. (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 not sealed.

7:41 pm – 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, Town Administrator Arthur Capello, Town Accountant Jen Correia and Administrative Assitant Stephanie Fogg.

Selectmen discussed welfare liens and repayment of interest.

MOTION: On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted unanimously to come out of Non-Public Session at 7:45 pm. (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 not sealed.

7:46 pm – 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, Town Administrator Arthur Capello, Town Accountant Jen Correia and Administrative Assitant Stephanie Fogg.

The Selectmen discussed a letter to the Planning Board.

MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 8:15pm. (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 not sealed.

8:16 pm – 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, Town Administrator Arthur Capello, Town Accountant Jen Correia and Administrative Assitant Stephanie Fogg.

The Selectmen discussed a request by the DRA.

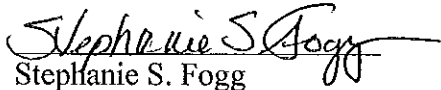
MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 8:30 pm. (3-0 Voice Vote – Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)

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

1
2
3
4
5 **Adjournment:**

6 **MOTION:** On a motion by Selectman Currier, seconded by Chairman Lavin it was voted
7 unanimously to adjourn at 8:35pm. (3-0)
8

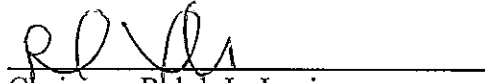
9 Respectfully Submitted,

10
11 

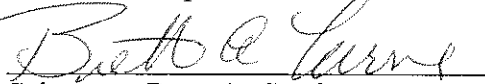
12 Stephanie S. Fogg

13 Administrative Assistant
14

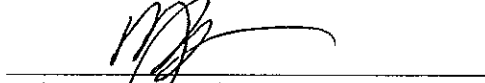
15 **Approved by the Board of Selectmen**

16
17 

18 Chairman Ralph L. Lavin

19
20 

21 Selectman Brett A. Currier

22
23 

24 Selectman Donald J. Guarino

Memorandum

To: Board of Selectmen

CC: Arthur Capello, Jen Correia

From: Town Clerk/Tax Collector

Date: 5/28/2013

Re: MOTION – Selectman Currier moved to go with Deb’s recommendation to go with the December 31, 2013 date to enact two free dump stickers per family with a charge of \$1 per sticker for three or more stickers. Selectman Lavin seconded. Motion passed 3-0.

I wanted to take a moment in looking forward to the passage of the referenced Motion as an FYI in moving toward the new budget 2013 season, as my office will not be issuing the free Recycling Facility stickers for the next two-year cycle.

The Board of Selectmen to develop policy and procedures they will implement for the change from a fee based recycling sticker to “free” recycling decal(s). The following questions and points should be taken into consideration:

1. The cost and process for implementing the issuance of the two free stickers for the vehicle(s) per property. *Cost of the decals, mailing, recording/tracking issuance of decals per taxpayer, Asst. Administrator/Administrator personnel or Recycling Facility personnel to issue?*

The tax map/lot number would be the first, key catalyst tying the property to the vehicle(s) and decal(s) to the property owner(s)/renter(s)/family member(s) that they are issued to. The E-911 number would also have to be a factor as there are many taxpayers with multiple properties.

2. Do you plan on issuing several decals if multiple properties are owned?
3. How will you handle those who have rental agreements or those who share their summer homes with family and friends who stay for extended periods during the summer months?

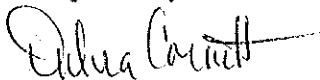
4. How will you handle taxpayers with only one vehicle? *(There are many who have only one vehicle).*

The decals do need to be assigned to a particular vehicle(s) and are required to be affixed to the vehicle (not taped); otherwise you will have an increased number of people just handing out "free sticker(s)" to others and more people utilizing the facility that aren't contributing toward our tax base (unless they are not using the compacter and are totally recycling and paying for disposing of items that require a fee).

I have an RFP in to my software vendor to estimate the cost to write a program to capture the tax map/lot number (which will need to also reference the E911 numbers as land only parcels are issued brush only permits) and vehicle to initiate the \$1.00 fee for the third sticker and thereafter.

When we started charging the fee of \$3.00 per sticker for a two-year period in 2011 there was \$1,299 of revenue generated from Sept. 1, 2011 through Dec. 31, 2011. For the 2012 year, January through December, \$4,279 of revenues was generated. To date, in 2013, there has been \$681.00 of revenue generated. These figures include any special and temporary permits issued as well. Currently there are 3,251 issued decals. We have not issued any "brush only" decals.

Respectfully Submitted,



Debra A. Cornett
Town Clerk/Tax Collector