



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

June 3, 2013

6:00pm. – Gilmanton Academy

Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino, Town Administrator Arthur Capello, and Administrative Assistant Stephanie Fogg. Also present Tom Scribner, Diana McElwee, Donna White, Peter Mulcahy, Debra Cornett, Kristyn Fischev.

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

### 6:02 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, Administrative Assistant Stephanie Fogg.

The Selectmen discussed Town Property.

**MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted unanimously to come out of Non-Public Session at 6:12 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.

6:12 pm – Library Trustees – Tom Scribner brought forward a request for release of maintenance and repair funds. The Corner Library Trustees request \$970 for start of projects, and remainder (\$1400.84) upon satisfactory completion. See attached bids.

6:18 pm – Department Head Meetings – Debra Cornett spoke in regards to Department Head Meetings. Ms. Cornett said there used to be Department Head Meetings and the benefit to the meetings is communication, networking, employee moral, and prioritizing between Departments. She stated that the Town Administrator would be key in attending the Meetings, as information can be relayed to the Selectmen if they are unable to attend. Debra Cornett stated that they are for networking and are positive for the Town, not a negative. The Selectmen agreed that they are comfortable with Arthur Capello, Town Administrator representing the Board of Selectmen for the Department Head Meetings. When the meetings are set, Arthur Capello will

1 inform the Selectmen of the date and time. Arthur Capello said that they will have the first  
2 meeting and from there determine how often they may need to meet monthly, or bi-monthly.

3  
4 **6:30 pm – Bi-Weekly Payroll** – Arthur Capello would like to propose moving to a bi-weekly  
5 payroll. He provided a cost analysis that he and Jen Correia prepared, that will save the Town  
6 approximately \$3,300 dollars per year. He proposed a transition time over a month for the  
7 employees. Selectmen Currier and Guarino suggested speaking with the employees first. Arthur  
8 Capello will send a note to the Department Heads requesting them to talk with their employees,  
9 and report with the consensus on the bi-weekly payroll.

10  
11 **6:36 pm – Public Comment Policy** - Arthur Capello proposed a public comment policy to be  
12 followed at the Selectmen's Meetings. Discussion on the proposed policy will be tabled until the  
13 next meeting and the Selectmen have reviewed the policy.

14  
15 **6:38 pm – Zoning Compliance** – Arthur Capello brought forward a previously discussed DES  
16 Violation. Arthur Capello will check with our Town Attorney about policy to respond to a  
17 zoning violation that was requested anonymously or in writing.

18  
19 **6:40 pm – Building Use Requests** - There are two building use requests for the Old Town Hall  
20 for the Selectmen to sign. One for June 22, 2013 and one for June 23, 2013, both were approved,  
21 and paying a fee of \$125/rental fee and a \$50/cleaning deposit each. They will sign out a key the  
22 Friday before the rentals. Arthur Capello and Jen Correia will be meeting with the lock company  
23 regarding an ongoing situation with locks and keys.

24  
25 **6:45 pm – Deck at The Academy** - Selectman Currier stated that the trim board needs to be  
26 removed to assess the level of rot on the deck. Selectman Guarino asked that Glen Lines  
27 remove the trim board and look at it. Once assessed, Arthur Capello will ask for bids.

28  
29 **6:50 pm – DES: Water Testing** – Arthur Capello reported that we missed our water testing  
30 date for the Academy Building in March. He filed the appropriate paperwork and posted the  
31 notice.

32  
33 **6:53 pm – Health Officer**- We currently have the Fire Chief as the Health Officer, the Town is  
34 allowed a Deputy Health Officer. Arthur Capello said he would enjoy being the Health Officer,  
35 he has been the Health Officer in several other towns, he believes it is an extremely important  
36 duty and function for the towns. The Health Officer deals with public safety and public health  
37 issues. By State Statute the Town has to have a Health Officer. Selectman Currier asked if the  
38 responsibility as Health Officer would take Mr. Capello away from current responsibility as  
39 Town Administrator. Arthur Capello replied no.

40  
41 **6:55 pm – Pest Control for The Academy Building** - Arthur Capello stated that Jen Correia  
42 received two quotes on pest control for ants within the building and for three times per year for  
43 spraying for rodents. The two prices were from Modern Pest Control and Mid-State Pest  
44 Control. Mid-State Pest Control \$495/year and \$300 for initial ant control. Mid-State Pest  
45 Control bid is \$98 less per year.

46  
47 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted  
48 unanimously to award the pest control contract to Mid-State Pest Control. (3-0)

1  
2 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino it was voted to  
3 authorize Chairman Lavin to sign the Mid-State Pest Control proposal on behalf of the Board of  
4 Selectmen. (2-0-1 with Chairman Lavin abstaining).  
5

6 **6:57 pm - Appeal of a Planning Board Decision:** Arthur Capello noted that the Planning  
7 Board did not go through the proper process regarding the site plan review or change of use as  
8 the building has been vacant so long. The Selectmen are always considered an interested party  
9 when it comes to a decision made by The Planning Board and The Zoning Board and have the  
10 right to appeal a decision. The Selectmen will not appeal the Planning Boards decision regarding  
11 the old fire station/bakery approval.  
12

13 **6:59 pm – Next Selectmen’s Meeting-** June 17, 2013 at 6:00 pm.  
14

15 **7:00 pm – Public-Input:**  
16

17 **Maintenance at the Academy** -Tom Scribner noted that Glen Lines, Maintenance Manager has  
18 been doing a great job and volunteering some of his time which deserves recognition.  
19

20 **Railings at The Academy** -Tom Scribner also brought a sample of Fypon (which could be used  
21 if the railings on the roof of the Academy were to be replaced in the future). As a taxpayer, a  
22 material that won’t rot, will hold paint and last for over 200 years, makes more sense than  
23 putting wood up there again. The Fypon can be molded to any shape.  
24

25 **Flag Pole** – Has been repaired by Courtney Kelly, Glen Lines and Jack Fanning. We appreciate  
26 their efforts and the Flag Pole looks great.  
27

28 **Roof Membrane** – Selectman Guarino will look into having the roof at the Academy inspected,  
29 as the membrane looks like it has lifted or come loose in one area.  
30

31 **Transfer Station – Casella:** Cheryl Coletti will present the proposal on June 17, 2013 to the  
32 Board of Selectmen. Arthur Capello will get the proposal from Casella to the Selectmen so they  
33 can review it before the meeting on June 17, 2013. He is also looking into the Saturday pick-ups  
34 at the Transfer Station.  
35

36 **Meeting Minutes:**  
37

38 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, the minutes  
39 of May 13, 2013, and May 28, 2013 were approved as amended 7:50 pm. (3-0)  
40

41 Arthur Capello suggested that future minutes be signed by the Selectmen after  
42 amendments are made, at the following Board of Selectmen’s meeting. The  
43 Selectmen agreed that the minutes would require at least two of the Selectmen’s  
44 signatures (that would include the non-public minutes as well).  
45  
46  
47  
48

**7:52 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, and Administrative Assitant Stephanie Fogg. Also present Human Services Director Robin McGlone.

The Selectmen discussed welfare interest.

**MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 8:05 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 sealed to avoid adversely affecting the reputation of a person other than a member of the Board.

**8:06 pm – Non-Public Session – RSA 91-A:3,II(d)**

**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(d). (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 and Administrative Assitant Stephanie Fogg.

The Selectmen discussed the proposed donation of property to the Town.

**MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 8:15 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.

**Agenda** – Chairman Lavin noted the new agenda without a restricted time-line. Arthur Capello stated that the agenda allows each item to be completed as listed.

**Transfer Station Manager** – Mr. Ed Lang, the new Transfer Station Manager will begin work tomorrow.

**Fire Department:** The Selectmen discussed Chief Hempel's letter regarding staffing and the Board of Selectmen's requests. Selectmen Currier noted that the current Standard Operating

Guidelines include the proper requirements for the Summer night time, per diem shifts. The Selectmen's request to the Fire Chief for Sunday is to have two EMT-I's on that shift.

**Adjournment:**

**MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted unanimously to adjourn at 8:28 pm. (3-0)

Respectfully Submitted,

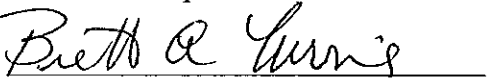


Stephanie S. Fogg  
Administrative Assistant

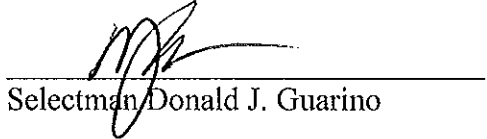
**Approved by the Board of Selectmen**



Chairman Ralph L. Lavin



Selectman Brett A. Currier



Selectman Donald J. Guarino

Request for release of maintenance and repair funds  
6/3/13

- |                                               |           |
|-----------------------------------------------|-----------|
| 1. Corner Library siding repair               | \$830     |
| Contractor: TimberHawk Carpentry              |           |
| a. Deposit, up front                          | \$200     |
| b. Remainder upon completion                  | \$630     |
| 2. Replacement of direct-vent propane furnace | \$1470.84 |
| Contractor: Christian Repair                  |           |
| a. Deposit, up front                          | \$700     |
| b. Remainder upon completion                  | \$770.84  |

Corner Library Trustees request \$970 for start of projects, and remainder (\$1400.84) upon satisfactory completion.