



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

6 Meeting  
7 September 16, 2013  
8 6:00pm. – Gilmanton Academy  
9

10 Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino, Town  
11 Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Stan  
12 Bean, Chairman of the Planning Commission, Kimon Koulet, Director of the Planning  
13 Commission, Brenda Currier, Paul Perkins, Laura Spector-Morgan, Attorney for the Town, Dick  
14 de Seve, Sue Hale-de Seve, Tracy Tarr, Tom Howe.  
15

16 6:00pm Chairman Lavin opened the meeting, took attendance of those present and voting and  
17 led the Pledge of Allegiance.  
18

19 **Lakes Region Planning Commission:** Kimon Koulet, the Director of the Planning  
20 Commission, said he appreciates the support from the Town of Gilmanton over the years. All of  
21 the municipal appropriations are very important to the Planning Commission, it helps them to  
22 leverage other dollars and it is the real core funding for the Lakes Region Planning Commission.  
23 Mr. Koulet also wanted to thank Stan Bean, as Chairman of the Planning Commission and  
24 Gilmanton's Representative to the Commission for his role and work over the years on the  
25 Commission.  
26

27 Stan Bean is heading up the search for Mr. Koulet's replacement as Director to the Commission  
28 after thirty years of service to the Lakes Region Planning Commission. He handed out a memo  
29 that contained an overview of the services provided by the Commission. An overview of where  
30 the money is spent, municipal appropriations funding from our municipalities, some State  
31 Funding and Federal Contracts and Grants. That is how they have been able to manage the  
32 Commission and sustain a rather robust program. There are six categories where the money is  
33 spent: (Information taken directly from the handout from Mr. Koulet)  
34

- 35 1. Transportation – LRPC is committed to improving the regional transportation system.  
36 (In partnership with the NH Department of Transportation and the Federal Highway  
37 Administration.)
- 38 2. Local Services – Local technical assistance and direct community services continue to be  
39 a mainstay of our services.
- 40 3. Economic Development – The Lakes Region includes 30 municipalities in Grafton,  
41 Belknap, Carroll, and Merrimack Counties. Much of the region's early heritage includes  
42 agriculture and the industrial mills that were built during the 1800's. Today, tourism,  
43 medical care, and retail business drive the local economy. To facilitate the potential  
44 reuse of lands and buildings, and to actively engage with promoting long term economic  
45 opportunities, the LRPC provides a direct and indirect boost in a number of ways.

4. Regional Services – From the beginning, the Planning Commission has focused on a variety of concerns from conserving and protecting the region's natural resources to planning for modern infrastructure, including broadband.
5. Household Hazardous Waste – Directly related to water and soil quality, the annual Lakes Region Household hazardous Waste (HHW) collections are a Lakes region summer tradition, created in 1986 by the LRPC. The clean ups are enthusiastically supported by our member communities, and supplemented with state aid from the NH Department of Environmental Services.  
The 2014 Household Hazardous Waste Collections will be held July 26 and August 2, 2014. For more information, you can check with the LRPC Website at [http://www.lakesrpc.org/services\\_hhw.asp](http://www.lakesrpc.org/services_hhw.asp) for details.
6. Education/Resources – The LRP provides timely and informative workshops and meetings around the region, and offers a wealth of online, phone, and library information from our knowledgeable staff and published resources. We provide access to LRPC resources through their website [www.lakesrpc.org](http://www.lakesrpc.org).

#### 6:16 pm - Sand Bids for Winter 2013-2014 :

Arthur Capello stated that there were six bid requests sent out and five were returned with samples of sand.

The bids were as follows:

Fillmore -	\$4.45/ton pick-up at Loudon Facility \$7.20/ton delivered to Allens Mill Road Shed \$8.15/ton delivered to Stage Road/ Highway Department
Pike -	\$3.94/ton pick-up at Pike Facility \$6.69/ton delivered to Allens Mill Road Shed \$7.59/ton delivered to Stage Road/ Highway Department
W. Angelini, LLC -	\$3.55/ton pick-up at pit \$7.67/ton delivered to Allens Mill Road Shed \$6.70/ton delivered to Stage Road /Highway Department
Ralph Goodwin-	\$5.75/yard delivered to Stage Road/Highway Department \$4.00/yard at pit unscreened
Nutter-	\$4.40/ton plus delivery fee \$6.48/ton delivered to Allens Mill Road \$8.30/ton delivered to Stage Road/Highway Department

Chairman Lavin asked Road Agent Perkins if he was happy with the sand from the selected bids. Road Agent Perkins said he was, but would like to look at the sand at the pit. Road Agent Perkins said we are looking for approximately 4,000 ton for each shed.

1 **MOTION:** On a Motion by Selectman Currier, seconded by Selectman Guarino, it was voted  
2 unanimously to award the bid for sand delivered to the Allens Mill Road Shed to Nutter at  
3 \$6.48/ton at 6:32 pm. (3-0)  
4

5 **MOTION:** On a Motion by Selectman Guarino, seconded by Selectman Currier, it was voted  
6 unanimously to award the bid for sand delivered to the Stage Road/Highway Department Shed to  
7 Ralph Goodwin at \$5.75/yd. at 6:36 pm. (3-0)  
8

9 Both contracts will be awarded and Road Agent Perkins will go see Nutter regarding sand.  
10 Selected Bidders will contact Road Agent Perkins for delivery dates for sand.  
11

12 Salt for the winter has already been ordered.  
13

14 **Tree in Meadow Pond Road-** Selectman Guarino stated that he received a request from Mr.  
15 Michael Jean to ask to remove a tree that had fallen along the road.  
16

17 **Road/Culvert Repairs-** Selectman Currier had it brought to his attention that the catch basin at  
18 the IW Post Office needs repair, attention to the culvert at 13 Church Street and 89 Crystal Lake  
19 Road. Road Agent Perkins will look at the specific sites and make repairs.  
20

21 **Corner Church –** Chairman Lavin discussed the stone wall that needs repair with Road Agent  
22 Perkins. Mr. Perkins will look at the wall.  
23

24 **Vendor Payment Policy-** Selectman Currier wanted to revisit the new vendor payment policy  
25 as he was not present when it was discussed. He wanted to be sure that payments were not held  
26 before paying. Arthur Capello assured Selectman Currier that it was not the intent to hold any  
27 money, but to give the Town a reasonable time to turn around a payment. The vendor bills will  
28 be paid in a timely manner just as they always have been.  
29

30 **Winter Season Contracts -**Contracts for snow removal need to be returned to Arthur Capello  
31 from Paul Perkins. On the winter season contracts for plowing the size of the truck and the rate  
32 for each size needs to be stated on the contract. The contract will also include wording for  
33 negligence, abuse and/or misuse of the equipment. As part of the policy, any contractor using  
34 Town equipment will need to provide Liability Insurance. The vendors will need to contact  
35 Arthur Capello directly regarding the contract details. Arthur Capello will redo the current  
36 policy.  
37

### 38 **Public Input:** 39

40 **Safety Building-** It was brought to the attention of the Selectmen that the Fire Department is  
41 considering not manning the Corner Safety Building on a regular basis. The Selectmen would  
42 like to speak to Chief Hempel regarding this information and will request that he attend the next  
43 Selectmen's Meeting on October 7, 2013. It was also brought to the attention of the Selectmen  
44 that an Antique Fire Truck is stored at the Corner Safety Building. It that the property of the  
45 Town? Arthur Capello will contact Chief Hempel to attend the Board of Selectmen's Meeting  
46 October 7, 2013.  
47

48 Chairman Lavin called for a short recess.

Chairman Lavin called the meeting back to order.

**Twigg Property** – Members of the Conservation Commission were present while Attorney Laura Spector-Morgan presented the current information regarding the Twigg Purchase and Sales Agreement. Attorney Spector-Morgan stated that the closing will be a very complicated closing, lots of moving parts. With that in mind she is asking, through the following motion to authorize Chairman Lavin to sign the Purchase and Sales Agreement and the Deeds (although they may be back for the whole Board to sign the Deeds) and Town Administrator Arthur Capello to sign all of the ancillary documents like the DRA forms and the closing statement. Tom Howe agreed that the information that Attorney Spector-Morgan presented was correct.

**MOTION:** On a motion made by Selectman Guarino, and seconded by Selectman Currier it was unanimously voted to move that the Gilmanton Board of Selectmen approve the purchase of and the Purchase and Sale Agreement for the purchase of property from the Gilmanton Land Trust, which property will be subject to conservation easements. These parcels are known as the Twigg-Meetinghouse Pond Parcel (Tax parcels 419—027 and 419-030) and the Twigg-Frisky Hill Viewpoint-South parcel (Tax Parcels 419-045 and 419-046).

Continuing the motion that the Gilmanton Board of Selectmen agree to accept the executory interest in conservation easements to be placed by George Twigg upon other property to be owned by the Gilmanton Land Trust, known as the Route 107 Upper Lower Field Parcel (419-77, 78,79, 135-11,12,13 and 136-39) and the Loon Pond Parcel (423-75,76,77).

Both acceptances and approvals are subject to:

1. Approval by Town Counsel, and
2. Minor changes that might possibly be necessary after completion of the Title Opinion.

Ralph Lavin, Chairman of the Board of Selectmen is authorized to sign the Purchase and Sale Agreement and Town Administrator, Arthur Capello, is authorized to sign any related documents, such as DRA forms and the settlement statement. Motion unanimously approved at 7:06pm. (3-0)

Chairman Lavin commended the effort and work that the Conservation Commission members and Attorney Laura Spector-Morgan have given to the Twigg Properties, Gilmanton's Greatest Views-For Everyone, over the last few years. Their work is greatly appreciated.

Attorney Spector-Morgan will contact Arthur Capello when the documents are ready for signatures.

**Labor Day Fire Works** – Selectman Currier stated that he had spoken with Gary Lines, Chair of Parks and Recreation regarding the bill for the Labor Day Fire Works.

**MOTION:** On a motion by Selectman Currier, and seconded by Selectman Guarino, it was voted unanimously, that the Board of Selectmen desire the outstanding balance for \$2,300, a portion of the Labor Day Fire Works be paid at 7:15 pm. (3-0).

1  
2 The purchase order policy will prevent any misunderstanding in the future. Arthur Capello to  
3 inform Mr. Lines of the Selectmen's decision.  
4

5 **Department Head Budgets and Meetings -** Arthur Capello will contact Department Heads for  
6 a Budget Meeting for October 7, 2013 (Monday), the next Board of Selectmen's Meeting. A  
7 separate meeting day for the following Departments will be held beginning at 5:00 pm on  
8 October 9, 2013 (Wednesday): Highway Department, Police Department and Fire Department.  
9 The Budget Committee will be asked to sit in on these meetings.  
10

11 **Meeting Minutes:**  
12

13 **MOTION:** On a motion by Selectman Guarino, seconded by Chairman Lavin, the minutes of  
14 September 3, 2013, were approved as amended. (2-0)  
15  
16

17 **Lakes Region Mutual Fire Aid -** Selectmen Guarino said that Chief Hempel will forward the  
18 Lakes Region Mutual Fire Aid Budget to Arthur Capello for review. Chief  
19 Hempel is the representative to the Mutual Fire Aid for Gilmanton. Currently the  
20 County of Belknap is responsible for the dispatch center. Selectman Currier and  
21 Selectman Guarino said that we are currently giving \$32,000 for this year for  
22 dispatch at the Lakes Region Mutual Fire Aid. How do we keep that dollar  
23 amount down? Arthur Capello will contact Chief Hempel to attend the next  
24 Board of Selectmen's Meeting and discuss the dispatch budget. Selectmen  
25 Currier stated that it is Lakes Region Mutual Fire Aid for Fire Dispatch and  
26 Belknap County Sheriff's Office for Police Dispatch.  
27  
28

29 **Board of Selectmen and Department Head Budget Meetings -** Selectman Currier would like  
30 to have all information to review prior to the Department Head Budget Meetings.  
31  
32

33 **Policy for Town Owned Vehicles -**  
34

35 The Selectmen reviewed the Town Owned Vehicle Policy.  
36

37 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino it was voted  
38 unanimously to approve the new Policy for Town Owned Vehicles at 7:35 pm (3-0).  
39  
40  
41

42 **Town Owned Forest Ordinance -** Arthur Capello stated that the New Town Owned Forest  
43 Ordinance was reviewed and accepted by the Conservation Commission.  
44

45 The Selectmen reviewed the proposed Town Owned Forest Ordinance.  
46

47 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino it was voted  
48 unanimously to approve the Town Owned Forest Ordinance as amended 7:38 pm (3-0).

1  
2  
3 **Foundation at the Academy** – Arthur Capello will pull down the sheetrock in the basement to  
4 investigate the severity of the water leakage. The Selectmen will help take the sheetrock to the  
5 Transfer Station. The water leaking into the Academy is an ongoing problem and the Selectmen  
6 addressed their concerns and need for correcting the drainage around the foundation.  
7

8 **MOTION:** On a motion by Selectman Currier, seconded by Chairman Lavin, it was voted to  
9 give Selectman Don Guarino authorization to work with the Road Agent, with the Town's  
10 Equipment to fix the drainage at the Academy Building, at no cost to the Town and no hired  
11 help. Motion approved at 7:45 pm (2-0).  
12

13 Selectmen Currier stated that Dig Safe needs to be contacted to be sure no electrical, etc. would  
14 be compromised by the work at the Academy. It will be corrected before winter.  
15  
16

17 **Correspondence -**  
18

19 **DES** – Arthur Capello said that the Town received a DES notice about the Academy Brook  
20 Dam. The Town does not own that dam, so we do not need to respond, it was just informational  
21 to the Town.  
22

23 **Town Owned Properties by Tax Deeding** – Arthur Capello said that the Town should begin to  
24 think about getting rid of some of the properties that the Town owns by Tax Deeding. Selectman  
25 Currier agreed. Arthur Capello stated that the Town should not be property holders. Selectman  
26 Currier stated that the properties should be sold just the way they came in to the Town without  
27 protective covenants on them.  
28

29 **Board of Selectmen Schedule** - Selectmen will come in for their signatures on paperwork on  
30 Tuesdays between 9:00 am – 3:00 pm, on the weeks there is not a Board of Selectmen Meetings.  
31 Stephanie Fogg will contact the Selectmen as well.  
32

33 **Driveway Slopes** - Chairman Lavin asked if there would be a way to have the warrant article  
34 regarding the driveways rescinded. Arthur Capello said that there could be a petition warrant  
35 article, but only the Planning Board could put Zoning Warrant Article out. As a tax payer you  
36 can attend a Planning Board Meeting, explain your concerns and then they may act on it.  
37

38 **Utilities** – Selectman Guarino wanted to make clear that there are two separate legal cases that  
39 cannot be merged. The experts informing us as to the value of the infrastructure for the utilities  
40 were saying that it was worth more than we were charging. We were taxing greater amounts on  
41 that information than what it was worth to the utility. We are now paying money to defend the  
42 appraised value.  
43

44 **Highway Department** – Selectman Currier is concerned about the care of the Highway  
45 Equipment owned by the Town. The equipment has to be handled like a business, there are big  
46 money items that need to be taken care of by Highway Management. Selectman Currier said  
47 that the Chair of the Roads Committee will be in to see Arthur Capello on Wednesday to take a  
48 closer look at the roads in Town. Selectman Currier was not happy with the road work on

1 Meadow Pond Road and would like to discuss this with the Highway Department Head.  
2 Selectman Currier also asked that an inventory of equipment be made so there is an ongoing list  
3 of Town equipment. Arthur Capello will give the list of equipment that Paul Perkins, Road  
4 Agent, did submit recently for the Insurance Policy for the Town. It was the consensus of the  
5 Selectmen that there should be an active Roads Committee again to make recommendations for  
6 the Town roads. Selectman Currier said that the grader should be used full time, it is the biggest  
7 asset the Highway Department has.  
8  
9

10 **8:30 pm – Non-Public Session – RSA 91-A:3,II (c)**

11 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted  
12 unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (3-0 Voice Vote  
13 – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)  
14

15 The meeting room was closed to the public. Present during the Non-Public  
16 Session were Chairman Lavin, Selectmen Currier and Guarino, Town  
17 Administrator Arthur Capello, and Administrative Assistant Stephanie Fogg.  
18

19 The Selectmen discussed a hardship application regarding an ambulance fee.  
20

21 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted  
22 unanimously to come out of Non-Public Session at 8:40 pm. (3-0 Voice Vote –  
23 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)  
24

25 The meeting room was opened to the public. The Board noted the non-public session minutes  
26 were not sealed.  
27  
28

29 **8:41 pm – Non-Public Session – RSA 91-A:3,II (a)**

30 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted  
31 unanimously to enter Non-Public Session per RSA 91-A:3,II(a). (3-0 Voice Vote  
32 – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)  
33

34 The meeting room was closed to the public. Present during the Non-Public  
35 Session were Chairman Lavin, Selectmen Currier and Guarino, Town  
36 Administrator Arthur Capello, and Administrative Assistant Stephanie Fogg.  
37

38 The Selectmen discussed a personnel issue regarding compensation.  
39

40 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted  
41 unanimously to come out of Non-Public Session at 8:55 pm. (3-0 Voice Vote –  
42 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)  
43

44 The meeting room was opened to the public. The Board noted the non-public session minutes  
45 were sealed to avoid adversely affecting the reputation of a person other than a member of the  
46 Board.  
47

48 **8:56 pm – Non-Public Session – RSA 91-A:3,II (a) and (c)**

1 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted  
2 unanimously to enter Non-Public Session per RSA 91-A:3,II(a) and (c). (3-0  
3 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–  
4 yes)  
5

6 The meeting room was closed to the public. Present during the Non-Public  
7 Session were Chairman Lavin, Selectmen Currier and Guarino, Town  
8 Administrator Arthur Capello, and Administrative Assistant Stephanie Fogg.  
9

10 The Selectmen discussed a personnel issue.  
11

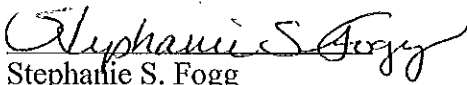
12 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted  
13 unanimously to come out of Non-Public Session at 9:08 pm. (3-0 Voice Vote –  
14 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)  
15

16 The meeting room was opened to the public. The Board noted the non-public session minutes  
17 were sealed to avoid adversely affecting the reputation of a person other than a member of the  
18 Board.  
19

20 **Adjournment:**


21 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted  
22 unanimously to adjourn at 9:10 pm. (3-0)  
23

24 Respectfully Submitted,  
25

26  
27   
28 Stephanie S. Fogg  
29 Administrative Assistant  
30  
31

32 **Approved by the Board of Selectmen**  
33

34   
35 Chairman Ralph L. Lavin  
36

37   
38 Selectman Brett A. Currier  
39

40  
41 Selectman Donald J. Guarino