



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

October 21, 2013

6:00 pm. – Gilmanton Academy

Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino, Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Tom Scribner Corner Library, and Dan Ladd.

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

Chairman Lavin opened the meeting to **Public-Input**

Corner Library – Tom Scribner requested that the debris from the Library renovation would be admitted to the Transfer Station without any charge. Arthur Capello said that is no problem, he will inform Ed Lang that the Corner Library people will be there on Sunday.

Dan Ladd – Mr. Ladd has a question concerning a property line with a piece of land abutting Mr. Bozeman's land here in Gilmanton. The Selectmen understand the situation, but said that it is a civil matter that he would have to take to the Belknap County Registry of Deeds and research the property lines. Arthur Capello said to begin by contacting Cindy Bedford, the Assessing Clerk, here in Gilmanton, to help with the information.

Warrant Articles –

Capital Reserve Account- Selectman Currier said he would like to take the \$109,000 directly out of the Capital Reserve account so that taxes are not raised this year. Arthur Capello said eventually you are going to have to raise Capital Reserve again. Selectman Currier said that right now when the economy is not good, people are hurting, I do not want to raise taxes. Selectman Guarino asked is the \$109,000 with the contracts already signed for the revaluation inclusive. Arthur Capello said yes. By consensus the Selectmen agreed to have the \$109,000 taken out of the **Capital Reserve Account for the Revaluation Assessment.**

Warrant Article for the **Capital Reserve Bridge Fund** for \$51, 964, the Town currently has \$143,878.52 in the Bridge Fund.

1 Warrant Article for the **Self Contained Breathing Apparatus Fund** for \$17,500,
2 the Town currently has \$36,841.35 in the SCBA Fund.

3
4 Warrant Article for the **Document Restoration** to raise and appropriate \$4,000 for
5 document restoration and to further fund this appropriation by authorizing the
6 withdrawal of \$4,000 from the Document Restoration Capital Reserve Fund, current
7 balance is \$9,330.76.

8
9 Warrant Article **Lakes Region Fire Dispatch** for \$32,000. If this is approved then it
10 will become part of the default budget as of 2015.

11
12 Warrant Article for the **Town Driveway Capital Reserve Fund** to raise and
13 appropriate \$11,000 dollars to fund the final coat and all associated cost for the final
14 paving coat of the parking lot at the Public Safety Building, and to further fund this
15 appropriation by authorizing the withdrawal of \$11,000 from the Town Driveway
16 Capital Reserve Fund.

17
18 Warrant Article for **Recycling Equipment Capital** for \$4,000 to fund the purchase
19 of a new solid waste container, and to further fund this appropriation by authorizing the
20 withdrawal of \$4,000 from the Recycling Equipment Capital Reserve Fund.

21
22 Discussion regarding rules for requesting and releasing appropriated funds to
23 associations, clubs and/or outside agencies. Selectmen Currier and Guarino are stating
24 that if funds are specifically requested by a group and they are designated to be
25 disbursed to that group, it is a moral issue to make certain those funds go only to that
26 group. If said group needs to be reminded that funds have not been disbursed before
27 the end of the year, then the Town should inform them. Arthur Capello said he can
28 place a reminder on his calendar to do that.

29
30 Warrant Article for replacement of **Fire Truck 9, Engine I** in the amount of
31 \$469,900, and further fund this appropriation by acceptance of a **Fire Act Grant** equal
32 to 95% of the cost, being a total grant of \$446,905, with the remaining balance of
33 \$22,995 to be funded by authorizing the withdrawal of that amount from the Fire
34 Engine Fund. (This Article is offered as an alternative to the following Article for
35 replacement of the Fire Truck 9, Engine I.)

36
37 Warrant Article for replacement of **Fire Truck 9, Engine I**, to authorize entering into
38 a **5 year lease/purchase agreement** (with no escape clause) for a total amount of
39 \$469,900 and further to raise and appropriate the sum of \$190,000 to be used as a
40 down payment on that lease/purchase, with that appropriation being funded by
41 authorizing its withdrawal from the Town Replacement Fire Truck Capital Reserve
42 Fund. The lease will have an annual payment beginning in 2015 of \$60,848, to be
43 raised by taxation. 3/5 Majority Vote Required for approval.

44
45 Warrant Article for **Staff Increases**. Arthur Capello asked for a 3% increase to come
46 up with the pool of money for raises. How the Board decides to distribute that is a
47 different issue. Selectman Currier requested the number of employees. Arthur Capello
48 reminded the Selectmen that the associated costs, like FICA, Medicaid need to be

1 considered as well. \$31,000 if not spent on raises would go into an undesignated fund
2 balance. Selectman Currier said we could budget \$750 per employee, based on merit.

3
4 The information will be passed along to the Department Heads, so the employees will be
5 informed, that it is based on merit. The Call Members of the Fire Department will not
6 be included in this Warrant Article, that is part of the Fire Department Budget.

7
8 **7:45 pm Non-Public Session – RSA 91-A:3, II (c)**

9 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it
10 was voted unanimously to go into Non-Public Session RSA 91-A:3, II (c). (3-0 Voice
11 Vote – Chairman Lavin – yes, Selectman Currier – yes, Selectman Guarino – yes).

12
13 The meeting room was closed to the public. Present during the Non-Public Session were
14 Chairman Lavin, Selectmen Currier and Guarino. Town Administrator Arthur Capello
15 and Administrative Assistant Stephanie Fogg.

16
17 The Selectmen discussed a personnel issue.

18
19 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it
20 was voted unanimously to come out of Non-Public Session at 8:00 pm. (3-0 Voice Vote
21 – Chairman Lavin – yes, Selectman Currier – yes, Selectman Guarino – yes).

22
23 The meeting room was opened to the public. The Board noted the Non-Public Session
24 minutes were sealed to avoid adversely affecting the reputation of a person other than a
25 member of the Board.

26
27 Selectmen called for a brief recess.

28
29 Chairman Lavin had to leave the meeting as requested earlier in the evening. Arthur
30 Capello reminded Chairman Lavin that the next meeting he needed to attend would be
31 the Budget Committee Meeting as the Selectmen's Representative, on October 30, 2013
32 at 6:00 pm. Arthur to attend that meeting also.

33
34 Selectman Guarino called the meeting back to order.

35
36 Warrant Article for a **Ventilation System at the Town Highway Garage** as
37 recommended by the Joint Loss Committee, to be funded from the Capital Reserve for
38 Equipment Account. Selectmen agreed by consensus that the ventilation system is
39 necessary to put forward as a Warrant Article.

40
41 The next Board of Selectmen's Meeting is scheduled for November 4, 2013 at 6:00 pm.

42
43 **Correspondence:**

44
45 **Belknap County Budget Letter – (Regarding funds appropriated for Dispatch)**
46 The Town of Gilford sent a letter to Belknap County regarding the funds appropriated
47 each year for Dispatch, as was discussed in minutes on October 7, 2013 with Chief
48 Hempel, Belknap County will no longer be handling with Dispatch for the Towns. To

1 follow suit, the Town of Gilmanton is sending this letter as well. The Town of Gilmanton
2 is requesting the amount charged for those services (\$26,000) by the County to be
3 subtracted from our 2014 Appropriations to the County.

4
5 **Trustees of the Trust** - A request to the Selectmen by the Trustees to release Capital
6 Reserve Funds was signed by the Selectmen.

7
8 **Appointments Letters-**

9 **Roads Committee** and **Ballot Inspector Appointment Letters** signed by the
10 Selectmen.

11
12 **Household Hazardous Waste** – Arthur Capello requested that the Selectmen
13 authorize him to commit to the Lakes Region Planning Commission in the amount of
14 \$2,743.00 for the portion of the Household Hazardous Waste agreement that we
15 participate with each year.

16
17 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino, it
18 was voted to authorize Arthur Capello to commit to the \$2,743.00, to the Lakes Region
19 Planning Commission for Household Hazardous Waste agreement. (2-0)

20
21 **Town Report Dedication:** There is a request to dedicate this year's Town Report to
22 David Bickford.

23
24 **Halloween Request** - The Board of Selectmen said that the request to use the front
25 lawn for decorating for Halloween is a no. Selectman Guarino said he appreciates the
26 connection for the Community, but we do not want to encourage foot traffic after dark
27 without a side walk. With Safety as a consideration, the Selectmen have to say no.

28
29 **Selectmen's Informational Meeting Packets** -Arthur Capello said that he would
30 like the Board of Selectmen to pick up their packets on Friday's before the meetings.

31
32 **Holiday Change Request** -Staff came forward to Arthur Capello to ask for a change
33 in the Personnel Policy for Holidays. Currently the staff has Columbus Day as a
34 Holiday. It was brought forward to ask if Columbus Day could be exchanged for
35 Christmas Eve as a Holiday. Arthur to send an e-mail to all employees checking which
36 day they would prefer as a Holiday.

37
38 **Meeting Minutes** – tabled until next meeting.

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41 **8:25 pm Non-Public Session – RSA 91-A:3, II (c)**

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

45
46 The meeting room was closed to the public. Present during the Non-Public Session were
47 Chairman Lavin, Selectmen Currier and Guarino. Town Administrator Arthur Capello
48 and Administrative Assistant Stephanie Fogg.

1
2 The Selectmen discussed a personnel issue.

3
4 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it
5 was voted unanimously to come out of Non-Public Session at 8:29 pm. (3-0 Voice Vote
6 – Chairman Lavin – yes, Selectman Currier – yes, Selectman Guarino – yes).

7
8 The meeting room was opened to the public. The Board noted the Non-Public Session
9 minutes were sealed.

10
11 **Adjournment:**

12 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino it was voted
13 unanimously to adjourn at 8:30 pm. (2-0)

14
15 Respectfully Submitted,

16
17
18 _____
19 Stephanie S. Fogg
20 Administrative Assistant

21
22
23 **Approved by the Board of Selectmen**

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25 _____
26 Chairman Ralph L. Lavin

27
28 _____
29 Selectman Brett A. Currier

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31 _____
32 Selectman Donald J. Guarino
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