



APPROVED AS AMENDED

## Board of Selectmen Town of Gilmanton, New Hampshire

6 Meeting  
7 August 1, 2016  
8 **6:00 p.m.** – Gilmanton Academy  
9

10 **Present:** Chairman Michael Jean, Vice Chair-Selectman Steve McWhinnie, Selectman Marshall  
11 Bishop, Town Administrator Paul Branscombe, Assistant Town Administrator-Heidi Jackson-  
12 Rhine and Recording Secretary Heather Carpenter.  
13 Also present please see attached sign in sheet.  
14

15 **6:00 p.m.** Chairman Jean opened the meeting, took attendance of those present and voting  
16 (Chairman Jean, Selectman McWhinnie, and Selectman Bishop) and led the Pledge of  
17 Allegiance.

18 Selectman Bishop asks to address the Chairman stating that the last few weeks have been hard on  
19 all of us; he has determined that the Board needs a strong Chair and would like to make a motion  
20 that Selectman McWhinnie becomes the Chairman of the Board.

21 **MOTION:** On a Motion by Selectman Bishop, and seconded by Selectman McWhinnie it was  
22 voted 2-1 to make Selectman McWhinnie the Chairman of the Board of Selectmen. (2-1-  
23 Chairman Jean-no, Selectman McWhinnie-yes, Selectman Bishop-yes).  
24

### 25 Approval of Minutes –

26  
27 **MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was  
28 voted unanimously to approve the minutes of July 11, 2016 as amended (3-0 Voice Vote –  
29 Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).  
30

31 The amendment is as follows- line number 209-219 on page 5 was a duplicate motion and was  
32 not stated in the meeting as such. The original motion is still present in the minutes on page 5.  
33

34 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was  
35 voted unanimously to approve the Non-public minutes of July 11, 2016. (3-0 Voice Vote –  
36 Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).  
37

38 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was  
39 voted unanimously to approve the Non-public minutes of July 21, 2016. (2-0 Voice Vote –  
40 Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop was not present at that non-  
41 public meeting).  
42  
43  
44  
45  
46  
47

**Signature File**

**MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted unanimously to approve the offer of employment through the Fire Department to Curtis Buxton. (3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

Personnel Action form- signatures for this employee for the Financial Officer.

Refund-

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Bishop it was voted unanimously to approve the refund overpayment of \$2,017.00 for Map 420, Lot 007.(3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

Event Form-

**MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to approve the 5k event at the Iron Works Market on August 20, 2016.(3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

Guest Speaker: Chris Schlegel-GYRL update

\*see attachment

Selectman Bishop asked if he could get the numbers for membership from when the library opened compared to current membership numbers to be able to see the growth within that time. Chris Schlegel will get that information together.

**Old Business**

BRCC-

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Bishop it was voted unanimously to have Chairman McWhinnie as the contact for the BRCC.(3-0 Voice Vote – Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

Job Descriptions-

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman McWhinnie it was voted unanimously to approve the job descriptions with the exception of the Transfer Station.(3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

Wage & Salary Scale-

Selectman Jean needs to see surrounding towns' pay scales and doesn't agree that the Board should adopt a scale until the Board receives more information.

There was a discussion between the Board and the Town Administrator about the scale exhibits that the Financial Officer had provided the lowest grade on the scale and the COLA. The discussion was tabled and there will be a continuation of the conversation at a work shop that will be scheduled.

95 **MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was  
96 voted unanimously to authorize finance to adjust and distribute the Warrant Article COLA to the  
97 salary budget account numbers in column K. (3-0 Voice Vote –Chairman Jean- yes, Selectman  
98 McWhinnie-yes, Selectman Bishop– yes).  
99

100 Selectman Jean would like an itemized printout of where the budget is at before the workshop.  
101 The Assistant Town Administrator stated that there is still a back log for entries and entries are  
102 not completed.  
103

104 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was  
105 voted unanimously to approve the Delegation of Financial Functions. (3-0 Voice Vote –  
106 Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).  
107

108 Fuel-  
109 The Town Administrator spoke to the fact that we are still in negotiations with Dead River, the  
110 contract expires at the end of August for diesel. The previous administration had used a broker  
111 called Conservation Energy and we paid a little more for the fuel. What hadn't been realized is  
112 the number of gallons that was used was not accurate, we had 10,000 gallons of diesel and still  
113 have 4,000 left on the contract. Rather than have liquidated damages and having to pay for the  
114 fuel we don't use, we are working with Dead River to see if they will extend the contract at the  
115 reduced price.

116 The fuel bid discussion is tabled until later due to ongoing negotiations for pricing.  
117

### 118 **Public Comment**

119

120 Chairman McWhinnie opened the floor for public comment at 6:55 p.m.  
121

122 Rich Bakos- States that it is very difficult to hear with the fans and asks to consider using the  
123 towns sound system for the meetings to help the problem. Two months ago he asked to have  
124 some sort of financial reporting to the town people so we could see where we stand with the  
125 expenditures compared to what was budgeted last year, and he has not seen that as of yet. Also,  
126 there is a report called the MS 535 which is due April 1<sup>st</sup> and as of today that had not been filed  
127 yet. He has concerns that the town is not in good financial shape and is concerned with missing  
128 the reporting deadlines.

129 Town Administrator stated that we had an audit in March and the auditor still has not provided  
130 us with the draft of the audit and it is completely unacceptable.  
131

132 Leonard Swanson would like to know if anyone in the state or out of state, or out of town can put  
133 in a right to know request or doesn't it have to be a resident.  
134

135 Chairman McWhinnie stated that he believes anyone, anywhere can put in for a right to know  
136 request.  
137

138 Barbara Swanson stated that looking back at her notes from a few weeks ago she has it written  
139 down that Selectman Jean did request for comparable information from other towns for the pay  
140 scale. Also comparing new hires vs long time employees.  
141

Kristi Laurendeau agrees with Selectman Jean in regard to not paying a long time employee the same as a new employee.

Brenda Currier agrees with Selectman Jean with the grade/wage scale until it is really looked at with comparable information before adopting one.

Barbara Swanson stated that while longevity is something to consider it should not be the only thing because a new hire might have more experience.

Discussion by the Board took place about the reason for a pay scale and the details of it.

Chairman McWhinnie closes the public comment at 7:05 p.m.

### **New Business**

Partial Land Donation Map 130, Lot 28

The Board is not interested in taking half ownership of the land. The suggestion by Selectman Jean would be to have the land owner to stop paying her taxes and then by default the town would eventually take ownership.

Flow Control/Hauler's License-

Selectman Jean believes it is a policy the town has already adopted sometime last Fall under the previous Board.

Assistant Town Administrator- Heidi Jackson- Rhine believes that is has to be an ordinance but will do some more research.

Personnel Files Policy-

**MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted unanimously to approve the Personnel Files Policy. (3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

Transfer Station Compactor-

The Board has requested more quotes for the compactor from multiple suppliers. Chairman McWhinnie would like to ask the Town Electrician his thoughts on the different size motors.

Trailer Permit refunded request-

**MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to deny the refund request for the trailer permit. (2-0 Voice Vote –Chairman McWhinnie-yes, Selectman Bishop– yes, Selectman Jean-abstain).

Zoning Enforcement Complaint-

This was a right to know request. The Health Officer could not issue a cease and desist because DES is the authority for the action that had taken place.

Selectman Jean understands that the Board of Selectman has no grounds to do anything with the issue and 5 years ago voted to go by DES state regulations for the septic's. This situation is in the states hands.

**MOTION:** On a Motion by Selectman Jean, and seconded by McWhinnie it was voted unanimously to not pursue with the issue.(2-0 Voice Vote –Chairman McWhinnie-yes, Selectman Jean– yes, Selectman Bishop recuses himself from the decision).

### **Select Board Items**

Selectman Jean asked about the updates on the Transfer Station and the Highway Dept. in regard to Primex Insurance coming out to walk certain facilities.

Town Administrator asks the Chair to make a motion for an RFP for Audit services. There is a contract with the current auditor with an escape clause.

**MOTION:** On a Motion by Selectman Jean, and seconded by McWhinnie it was voted unanimously for an RFP for audit services.(3-0 Voice Vote –Chairman McWhinnie-yes, Selectman Jean– yes, Selectman Bishop-yes).

Selectman Jean asked if the Board will be getting monthly financial reports. The Administration stated that Brenda will be doing that.

Selectman McWhinnie would like to know if the old fire command vehicle is being used and how it might be able to be utilized by the Highway Dept.

Trash can complaint for Crystal Lake on the boat ramp-

The Select Board discusses the issues and the situation and comes to a consensus to remove the can and place a sign for no littering, stating that people need to take their trash with them.

Employee Review System-  
This will be reviewed at the workshop for wage/grade scale.

### **(A)Non-Public Session per RSA 91-A:3, II (c)**

**MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c).(3-0 Voice Vote – Chairman Jean- yes, Selectman McWhinnie -yes, Selectman Bishop – yes).  
Reputation

**MOTION:** On a Motion by Selectman, and seconded by Selectman it was voted unanimously to come out of Non-Public Session.(3-0 Voice Vote – Chairman Jean- yes, Selectman McWhinnie - yes, Selectman Bishop – yes).

**MOTION:** On a Motion by Selectman and seconded by Selectman it was voted unanimously to seal the minutes of Non-Public Session.(3-0 Voice Vote – Chairman Jean- yes, Selectman McWhinnie -yes, Selectman Bishop – yes).

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

The Board would like to have a workshop on Monday, August 8, 2016 at 4:30 p.m. with a non-public at 5:00 p.m. and a meeting at the Transfer Station on Wednesday, August 10, 2016 requiring all employees to be there.

**MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to set the meeting dates for Monday, August 8, 2016 at 4:30 p.m. with a non-public at 5:00 p.m. and a meeting at the Transfer Station on Wednesday, August 10, 2016 requiring all employees to be there.(3-0 Voice Vote – Chairman Jean- yes, Selectman McWhinnie -yes, Selectman Bishop – yes).

**(B)Non-Public Session per RSA 91-A:3, II (c)**

**MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c).(3-0 Voice Vote – Chairman Jean- yes, Selectman McWhinnie -yes, Selectman Bishop – yes).  
Reputation

**MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to come out of Non-Public Session.(3-0 Voice Vote – Chairman Jean- yes, Selectman McWhinnie -yes, Selectman Bishop – yes).

**MOTION:** On a Motion by Selectman McWhinnie and seconded by Selectman Jean it was voted unanimously to seal the minutes of Non-Public Session.(3-0 Voice Vote – Chairman Jean- yes, Selectman McWhinnie -yes, Selectman Bishop – yes).

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

Signatures for Non-Public Minutes-

**MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted unanimously to approve and seal the Non-public minutes (B) of June 20, 2016. (3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

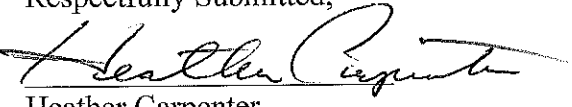
**MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted unanimously to approve and seal the Non-public minutes (A) of June 20, 2016. (3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

**MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted unanimously to approve and seal the Non-public minutes (C) of June 20, 2016. (3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

**MOTION:** On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted unanimously to approve and seal the Non-public minutes of July 11, 2016. (3-0 Voice Vote –Chairman Jean- yes, Selectman McWhinnie-yes, Selectman Bishop– yes).


282 **Adjournment:** On a Motion by Selectman and seconded by Selectman it was voted  
283 unanimously to adjourn at 8:07 p.m. (3-0).  
284

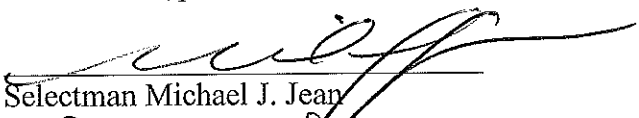
285 Respectfully Submitted,  
286

287   
288 Heather Carpenter

289 Recording Secretary  
290

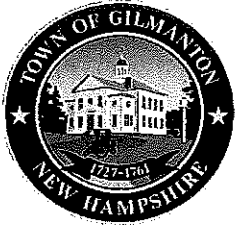
291 **Approved by the Board of Selectmen**  
292

293   
294  
295 Chairman Stephen P. McWhinnie

296   
297  
298 Selectman Michael J. Jean

299   
300  
301  
302 Selectman Marshall E. Bishop  
303

304  
305 {Audio recordings are available at the Selectmen's Office}  
306



## SELECTMEN'S OFFICE TOWN OF GILMANTON

PO Box 550, Gilmanton, NH 03237

Ph: (603) 267-6700 Fax: (603) 267-6701 Website: [www.gilmantonnh.org](http://www.gilmantonnh.org)

Monday, August 1, 2016  
6:00 pm

### ATTENDANCE SIGN-IN

PRINT

SIGNATURE

Brenda Currier

Brenda Currier

Chris Schlegel

Christine M. Schlegel

RICHARD BAKOS

Richard Bakos

Leonard Swanson

Leonard Swanson

Barbara Swanson

Barbara E. Swanson

Leonard Schaffnit

Leonard O. Schaffnit

Jim CLARK - The Citizen

Jim Clark

Betty Mitchel

Betty Mitchel

Jae Barto

Erin Hollingsworth

Erin Hylle

KRISTI LAURENDEAU

Kristi Laurendeau



**Gilmanston Year-Round Library Association Update**  
**Board of Selectmen Meeting**  
**August 1, 2016**

**Community Support**

The GYRLA greatly appreciates the support and concern expressed after the warrant articles submitted by the Association failed to pass. The response from community members and Town Officials was overwhelming. We received valuable input at the well-attended Community Conversations. The financial contributions from hundreds of individuals, most of them Gilmanston residents, allowed us to continue operation with just a brief closure.

**Statistical Update**

The number of cardholders at the end of June was 1802

Visits to the GYRL:

May- 1073 total (728 adults, 13 teens, 332 children)

June- 729 total (417 adults, 31 teens, 281 children)

102 children and 36 caregivers participated in programs in the children's room

July- The Summer Reading Program was well attended (statistics not available yet)

Over 60 adults and children attended the Squam Lakes Science Center

Presentation hosted by the Crystal Lake Association at the GYRL.

**Fundraising Efforts**

The donations received shortly after the vote in March will allow the GYRL to operate until March 2017. Proceeds from the following events will go toward the budget for 2017.

May Mother's Day Hanging Basket Sale- \$1,528.75

June Summer Sizzler- \$2,752.35

June Silent Auction- \$ 1375.00

The GYRL also received a generous donation of \$529.70 from the PTA & BASE organizations as a result of the Savers donation collection

Several more events are planned for the coming months.

**Strategic Planning**

After several years of close votes concerning Town funding for the GYRL, the Board of Directors realizes that there are still very differing opinions concerning the issue. Our hope was that the multi-year agreement which seemed to have wide support among Town Officials and Budget Committee Members would allow us to focus more on long term strategic planning. We are putting a great deal of effort into researching the possibilities for the future of the GYRL.

We met with our State Librarian and also with individuals from the State Attorney General's Office in order to learn more about our options. Input at the Community Conversations indicated that residents were interested in several options:

Remaining as a 501(c)3

Becoming Town owned

Being Town owned with a 501(c)3 "Friends" group

We are investigating the feasibility of these options. We are also reviewing our Articles of Incorporation to see if updates are needed in order to move forward with some of these options.

### **UNH Survey**

At the suggestion of our State Librarian, we contacted the UNH Survey Center. Our intent is to better understand how Gilmanton residents use library services and what their preferences are in terms of financial support. We invited members of the community with differing opinions to help develop and review the survey. Our hope is that we will get a better picture of how we can best serve the community. The survey will be sent out from UNH in mid-August and we will be sending out press releases about it shortly. It is entirely anonymous and we will be encouraging everyone to participate.

### **Grant Opportunity**

We are planning to submit a proposal this month for a grant through the New Hampshire Charitable Foundation Express Grant Program. We will be requesting funds to assist with strategic planning projects including the UNH Survey.

### **Ed and Marge Maher Memorial Fund**

The Maher family has given an extremely generous donation to the GYRL. We have established the "Ed and Marge Maher Memorial Fund" to support enhanced children's services. The family intends to contribute to this fund for each of the next ten years. We have a written agreement outlining how these funds may be used. The money is not intended to cover regular operating expenses but rather to allow enhancements that would otherwise not be within our budget. The upcoming live animal presentation in August is being funded through their donation.

### **Youth Services Librarian**

As some of you may know, Pam Jansury, our Youth Services Librarian, is relocating with her family to Colorado. She will be greatly missed by many community members. We are conducting a search and will be scheduling interviews by mid-August. Our goal is to have the position filled before the school year begins.

Our Board Meetings are held on the second Wednesday of each month at 7:00 at the GYRL.

Thank you for your time!

Chris Schlegel

GYRLA Board of Directors