



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting
November 4, 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, Douglas Isleib, Road Agent Paul Perkins, David Clairmont, Andrew Morse, Robert Potter, Jr., Bert Morse, Snowmobile Association Paul Osborne and Don MacMillan.

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

Health Care Change – Arthur Capello said that he spoke with employees and Department Heads regarding the information on the Health Care Change. The Local Government Center has been notified, the switch will begin November 12, 2013 as School Care will be here to sign up everyone. Employees have been given the packets. There will be approximately a \$12,000 savings with this new plan.

6:05 pm Warrant Articles

Arthur Capello said that there are revised articles from the last meeting and they have been sent to Walter Mitchell, Town Attorney for his wording for the articles.

It was brought to Arthur Capello and Chairman Lavin's attention, by the Budget Committee, that there should be a line item for insurance, in case there is another employee or Town Administrator that would use the insurance plan. There is \$3,000 in that line currently, the new Warrant Article would set aside another \$7,000. Strictly to lower the operating budget so you are not raising and appropriating the \$7,000, you are just raising and appropriating the buy back. Arthur Capello said the goal should be \$10,000, it is just about the price of a single plus plan.

Warrant Article 1. - Operating Budget, we are waiting on final numbers before we can complete that Warrant Article.

Chairman Lavin stated that the Budget Committee applauded the information that Arthur Capello brought to them at the meeting.

Warrant Article 2. – Revaluation Assessment Update \$109,000 out of Capital Reserve.

Warrant Article 3. Bridges, \$51,964, for the Capital Reserve Bridge Fund.

1 **Warrant Article 4. SCBA, Self Contained Breathing Apparatus, \$17,500, for the**
2 **Capital Reserve for SCBA Fund.**

3
4 **Warrant Article 5. Document Restoration, \$4,000 for the Document**
5 **Restoration Capital Reserve Fund.**

6
7 **Warrant Article 6. Lakes Region Fire Dispatch, \$32,000 to fund Lakes Region**
8 **Fire Dispatch.**

9
10 **Warrant Article 7. Town Driveway Capital Reserve, \$11,000, authorize the**
11 **withdrawal of the funds from the Town Driveway Capital Reserve Fund.**

12
13 **Warrant Article 8. Solid Waste Container, \$4,000, authorize withdrawal of the**
14 **funds from the Recycling Equipment Capital Reserve Fund.**

15
16 **Warrant Article 9. Mill Foil, \$1,000, to raise and appropriate the money to fund**
17 **mill foil treatment for the lakes in the Town of Gilmanton.**

18
19 **Warrant Article 10. Fire Truck Replacement, lease option, \$469,900 5 year**
20 **lease/purchase, yearly payment of \$60,848 beginning December of 2015 with a \$1**
21 **buyout at the end of 5 years. (\$190,000 from Capital Reserve Fund for Fire Truck**
22 **Replacement as down payment). If the Fire Act Grant does not come through.**

23
24 **Warrant Article 11. Fire Truck Replacement, Fire Act Grant equal to 95% of the**
25 **cost, \$446,905 as grant and \$22,995 to be funded by authorizing withdrawal from the**
26 **Fire Engine Fund.**

27
28 **Warrant Article 13. Speed Enforcement, to raise and appropriate \$4,500, for**
29 **Speed Enforcement, funded by the New Hampshire Highway Safety Grants for salaries**
30 **and associated taxes and will not be expended unless the grants are received.**

31
32 **Warrant Article 14. Ventilation System Highway Department Garage,**
33 **\$5,500, to purchase a new ventilation system, and to fund the purchase by authorizing**
34 **the withdrawal of the money from the Highway Equipment Capital Reserve Fund.**

35
36 **Warrant Article 15. Highway Garage Gas Pump Card Readers, \$20,000, to**
37 **fund this money by authorizing a withdrawal from the Highway Equipment Capital**
38 **Reserve Fund. This will allow the town to monitor and track which Town employees**
39 **and equipment are using the fuel.**

40
41 **Warrant Article 16. Computer Replacement Non-Capital Reserve Fund – to**
42 **establish a Non-Capital Reserve Fund and to appoint the Selectmen as agents to expend**
43 **from that fund, and to further see if the Town will raise and appropriate the sum of**
44 **\$2,000 to be deposited in such fund.**

45
46 **Warrant Article 17. Wage Increases. \$11,000 to fund wage increases. If approved**
47 **this amount will then become part of the default budget as of 2015.**
48

1 **Warrant Article 18. Health and Dental Cost, \$7,000 to be raised and**
2 **appropriated to deposit into a Health and Dental Cost fund.**

3
4 Arthur Capello asked if there are any additional Warrant Articles that the Board would
5 like to see.

6
7 The Selectmen discussed various ways to increase wages. Based on the last meeting,
8 Arthur used the \$750 figure per employee, divided it by twelve, then he went forward
9 from everyone's anniversary date to figure out how much each employee would receive,
10 plus all associated costs. That is where the \$11,000 comes in. By consensus the
11 Selectmen decided to stay with their discussions from last meeting and move forward
12 with the Warrant Article that Arthur Capello wrote regarding the wage increases.

13
14 Chairman Lavin spoke about having a Warrant Article to appoint the Road Agent
15 instead of an elected position. Arthur Capello said that with the Road Agent, as an
16 elected position, you can give directives as Selectmen. Selectmen Currier said he has
17 been opposed to appointing a Road Agent in the past, but as there is a significant budget
18 there, the Selectmen need to pay attention to it and whatever Select Board is here, needs
19 to have a say about the budget and money spent. Arthur Capello asked if the Board had
20 a desire to go forward with the Warrant Article. The Selectmen decided to discuss it
21 later.

22
23 **Snow Plowing Contracts** – Arthur Capello said that he has one snow plow contract
24 currently signed. Paul Perkins, Road Agent showed the Board his original contract that
25 he brought in for the Plowing Contracts, he said that should more than suffice.
26 Selectman Currier asked what is the big issue? It is November and there are no signed
27 contracts? If there is something that really has you concerned here than let us know
28 what it is. If there is something that you really need, you have to let us know. Paul
29 Perkins said that all these years, these are the guys who have plowed the roads for the
30 Town and Paul said they have done an awesome job with no problems. Selectman
31 Currier agreed. Arthur said that in all fairness Paul you and Brett where in my office
32 when those changes were made.

33
34 One paragraph in particular that they do not agree with. Vendor agrees to pay for any
35 damages caused by the equipment that they are using. Arthur Capello said that as an
36 independent contractor, the guys have insurance that would cover any of the damages.

37
38 “The vendor agrees to pay for any repair and/or damages caused by negligence.” The
39 damage is determined by the Road Agent. Dave Clairmont was concerned about a gray
40 area in regards to negligence and how it is determined. Arthur said he will make the
41 change on the contract and fill in the hourly rates for each truck/driver.

42
43 Dave Clairmont was also concerned about the 30 days to receive payment. Arthur
44 Capello said that the vendor policy said that it gives the Town 30 days to pay.

45
46 Dave Clairmont asked could we make it a little more fair for the payment schedule.
47 Selectman Guarino asked to have the vendor payment for the Snow Plow Contractors to
48 be within a 15 day payment schedule. Dave Clairmont said it is a two sided deal here.
49 Selectman Guarino said that he has to say that the crew that is here, has been plowing

1 for the Town for a really long time and the relationship is important to the Town.
2 Selectman Guarino asked again, to revise the payment schedule from 30 to 15 days for
3 these guys.

4
5 Arthur Capello said that I am here to give the Board direction and to think about
6 protection for the Town.

7
8 Paul Perkins will bring in the bills on Wednesdays to be part of the manifest for the
9 following week. Selectman Currier also agreed that they should be paid within two
10 weeks, unless they miss the schedule for payment.

11
12 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier it
13 was voted to amend the payment policy for the snow plow contracts that the payments
14 will be made within 15 days of receipt of the invoices. Motion passes (2-1).

15
16 The contract will be changed by Arthur Capello, Paul to have contracts returned to
17 Arthur Capello no later than Friday this week. Chairman Lavin requested that these
18 contracts be taken care of earlier next year.

19
20 **Policy Regarding Sand and Salt Use:** There is limited sand and salt available for
21 the residents of Gilmanton for personal use only.

22
23 **Warrant Article . To Appoint Road Agent.** To see if the Town will vote to
24 authorize the Selectmen, beginning at the expiration of the current Road Agent's term,
25 to appoint a Road Agent who shall, under the direction of the Selectmen, perform the
26 duties set forth in RSA 231:62.

27
28 **Warrant Article 20. Town Properties to be Sold at Public Auction.** To see if
29 the Town will vote to authorize the Selectmen to sell a list of properties belonging to the
30 Town of Gilmanton, to be sold at public auction.

31
32 Chairman Lavin opened the meeting to Public-Input.

33
34 **Public-Input :**

35
36 **Cell Tower Reception -** Mr. Douglas Isleib spoke about the lack of cell tower
37 reception in certain areas of the Town. Selectman Guarino will bring it forward to the
38 Planning Board.

39
40 **Fire Department –** Chairman Lavin brought up the discussion of a potential Warrant
41 Article regarding the Fire Chief's position.

42
43 **Gilmanton Snowmobile Association:** Don MacMillan and Paul Osborne were
44 present to request a fee waiver for the use of the Old Town Hall for the Gilmanton
45 Snowmobile Association meetings for 2013-2014 .

46
47 Paul Osborne stated that the Snowmobile Association helps to maintain the multi-use
48 trail system here in Town: off highway vehicles, hunting, horseback riding, mountain
49 biking are all uses of the trails; as well as connecting some of the Town Forests. Other

benefits are fire protection has access to more back land because of these well maintained trails. The Iron Works Market and Corner Store see more business with gas, and food sales. There are about 250 members and newsletters that go out.

MOTION: On a Motion by Selectman Currier, and seconded by Selectman Guarino it was voted unanimously to waive the rental fee for the Old Town Hall for 2013-2014 meetings for the Gilmanton Snowmobile Association. (3-0)

Don MacMillan also stated that the Gilmanton Snowmobile Association donated a snowmobile to the Town for search and rescue purposes, and the Association has always had a great working relationship with the Town.

Paul Osborne said that there were 4 small trees that need to be cut to make the trail wider for the groomer. By consensus the Board of Selectmen agreed that the 4 small trees could be cut for the groomer to pass.

Insurance:

Letter to Cancel LGC for Insurance and to switch to Primex.

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted to authorize Chairman Lavin to sign the cancellation notice for the LGC Workman's Compensation Insurance and replace it with Primex. (2-0-1) Chairman Lavin abstained.

Tax Rate: The preliminary tax rate is down from \$23.42 to \$21.15.

MOTION: On a Motion by Selectman Currier, and seconded by Selectman Guarino it was voted to authorize Chairman Lavin to sign the DRA Form for our Tax Rate. (2-0-1) Chairman Lavin abstained.

Arthur Capello said to the Selectmen, that anything that is submitted to the Budget Committee, they will have the information given to the as well.

Road Committee and Paul Perkins- Nutter Enterprises has presented a contract to the Town for \$62,349 for work on Loon Pond Road, this is a contract that was accepted last year.

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted to authorize Chairman Lavin to sign the Nutter Enterprises contract. (2-0-1) Chairman Lavin abstained.

Transfer Station: Selectman Guarino would like a new policy for dumping debris so that the employees at the Transfer Station do not have to re-handle debris.

The Board of Selectmen will give Ed Lang, Department Head at the Transfer Station, a directive that if the material cannot be dumped into the container, it cannot be dumped onto the ground. There will be no more accommodating for rehandling. The Board of Selectmen appreciate Ed Lang's willingness and effort to help the citizens.

Selling Town Deeded Properties – It was recommended by the Board of Selectmen to allow the acceptance of minimum bids on these properties as they are sold.

Meeting Minutes:

MOTION: On a motion by Selectman Guarino, seconded by Selectman Currier, the minutes of October 7, 2013, were approved as amended. (3-0)

Adjournment:

MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino it was voted unanimously to adjourn at 8:02 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