



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting
November 18, 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 Frank Gianni, Joanne Gianni and Anne Kirby.

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

6:02 pm Arthur Capello requested that Non-Public go first. Chairman Lavin agreed.

6:03 pm Non-Public Session – RSA 91-A:3, II (a)

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted unanimously to go into Non-Public Session RSA 91-A:3,II (a). (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 and Town Clerk/Tax Collector Debra Cornett.

Arthur Capello noted that the two evaluations for Heidi Jackson-Rhine and Kristyn Fischev were in the packets of information.

The Selectmen discussed employee reviews with Debra Cornett, Town Clerk/Tax Collector for Heidi and Kristyn.

Arthur Capello stated that the increase for all employees will be based on a maximum of \$750 per employee, not as a percentage increase or cost of living, but a merit increase. The Warrant Article will be worded as a merit increase.

There will also be a separate Warrant Article for Debra Cornett and Paul Perkins as elected officials for their increase.

Selectman Currier stated that to base the increase on a dollar amount instead of a percentage is fair for all employees.

1 The Selectmen signed the evaluations for Heidi Jackson-Rhine and Kristyn Fischev.

2
3 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino, it was
4 voted unanimously to come out of Non-Public Session. (3-0)

5
6 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
7 were not sealed.

8
9 **Holiday Schedule:** Arthur Capello said that employees had asked if Columbus Day could be
10 exchanged for Christmas Eve as a Holiday as of 2014. Chairman Lavin said that he did not
11 agree with the exchange because we recognize National Holiday's for a reason, and the reason is
12 that they are set to be observed because they are special days in our Country.

13
14 **MOTION:** On a Motion by Selectman Guarino and seconded for discussion by Selectman
15 Currier it was voted unanimously to discuss the exchange of Columbus Day for Christmas Eve.
16 (3-0)

17
18 The Selectmen continued to discuss the Holiday exchange.

19
20 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it was
21 voted yes to exchange Columbus Day Holiday for Christmas Eve Holiday to the request of Town
22 employees. (2-1 Voice Vote, Selectman Guarino – yes, Selectman Currier – yes, Chairman Lavin
23 – No)

24
25 **WARRANT ARTICLES:**

26
27 Article 1. Still awaiting final numbers on the Operating Budget.

28
29 Article 2. Revaluation

30
31 Article 3. Bridge Repair

32
33 Article 4. SCBA

34
35 Article 5. Document Restoration

36
37 Article 6. Dispatch

38
39 Article 7. Driveway at Safety Building

40
41 Article 8. Solid Waste Container

42
43 Article 9. Millfoil

44
45 Article 10. Lease Fire Engine

46
47 Article 11. Grant for Fire Engine

1 Article 12. Police Department DUI Grant

2
3 Article 13. Police Department Speed Enforcement Grant

4
5 Article 14. Ventilation System at Highway Garage

6
7 Article 15. To Upgrade Gas Pumps and Card Reader System.

8
9 Article 16. Computer Replacement, Non- Capital Reserve Fund

10
11 Article 17. Raises (\$11,000 Total) for Town Employees. There will be a separate Warrant
12 Article for Debra Cornett and Paul Perkins as they are elected officials.

13
14 Article 18. Health Trust, Health and Dental Costs. \$7,000

15
16 Article 19. To Authorize the Selectmen to Appoint a Road Agent for next term, instead of an
17 Elected Position.

18
19 Article 20. To Sell Properties currently owned by the Town. They will be listed individually.
20 Properties are three years or older tax deeds to the Town.

21
22 Article 21. \$25,000 for two new Plow Arms and two new Plow Wings, to come out of Highway
23 Capital Reserve Fund.

24
25 Article 22. To see if the Town will vote to raise \$2,000 to fund the purchase of a Snow Blower
26 To be used for clearing walkways at the Public Safety Building.

27
28 There was discussion about the fuel pumps, Article 15. They will be used to protect from theft
29 and also to keep track of fuel usage for better budgeting purposes. Selectman Currier said there
30 is no reason not to do this, our current system is antiquated. It will make everyone better
31 informed about fuel costs.

32
33 Fire Station Plowing and Snow Removal – Snow Plowing will be handled by Bert Morse.
34 Arthur to speak with Fire Chief regarding snow removal in walkways.

35
36 Arthur Capello will work to have all Warrant Articles completed by the December 2, 2013 Board
37 of Selectmen's Meeting. He is hoping to have the information to the Budget Committee after
38 the December 2, 2013 Meeting. Arthur said that the deadline is January 14, 2014.

39
40 **Deliberative Session:**

41 The current date for the Deliberative Session is Monday, February 3, 2014 with a Snow Date for
42 Tuesday, February 4, 2014. Does the Board want to keep it on a Monday, or would you like to
43 change it to a Saturday, what time to start, here or at the school?

44
45 Chairman Lavin recommended the school because of the number of people attending. Chairman
46 Lavin also recommended having it on Saturday for more people to be able to attend. February 1,
47 2014 is the first option for Saturday. Selectman Currier suggested that the first day should be a
48 Saturday, and the optional day/snow day would be on Monday, February 4, 2014.

Deliberative Session now:

Saturday, February 1, 2014 at 10:00 am, with a Snow Day of Monday, February 3, 2014 at 6:00 pm.

Arthur Capello will call the school tomorrow to arrange for the date.

Public-Input

Two Deliberative Sessions - Anne Kirby asked for clarification, that there is two deliberative sessions, one for the Town and one for the School. Arthur Capello said yes there are two separate sessions.

Public Hearing – Joanne Gianni requested dates for the Public Hearing. Arthur Capello said that the Budget Committee sets that date. The Deliberative Session is set by the Selectmen.

The time lines and meeting schedules were discussed. Arthur Capello reminded Mr. Gianni, that the Warrant Articles do not have to be finalized until January 14, 2014. He suggested that the Budget Committee Public Hearing be scheduled after that date. Last date of posting the hearing would be January 14, 2014 and the last day for Public Hearing would be January 21, 2014.

Anne Kirby said she is trying really hard to stay informed regarding the Petition Warrant Article, for the Library to make sure everything is done correctly. She said she is also trying to stay informed as a resident of this community. She realizes some of the responsibility falls to the Selectmen and some to the Budget Committee regarding meeting schedules, she is unclear as to why there is not better guidelines for residents to follow. Arthur Capello clarified that not all of the meetings are set in stone for January, everything up through the beginning of the year is scheduled, and as soon as they are we can put them on the calendar. Until we receive the firm dates from the Budget Committee we do not have an answer.

Joanne Gianni asked that the upcoming schedules be posted to the website. Specifically the Budget Committee Meetings. Arthur Capello said he was not aware that the Budget Committee Meetings were not posted, he will make sure they are. The next two Budget Meetings are scheduled for Wednesday, December 4, 2013 at 6:00 pm and Wednesday, December 11, 2013 at 6:00 pm.

Selectman Currier and Chairman Lavin brought information from the Budget Committee to Arthur Capello. Arthur Capello had a conflict for the last Budget Committee meeting and was unable to attend. He will be sure to attend the upcoming meetings.

General Business/Correspondence.

Budget Update: Parks and Recreation requested additional funding in the budget. Arthur Capello wanted to be sure that the Board of Selectmen either approve or disapprove it. Mr. Gary Lines is requesting \$2,500 in Capital Equipment and \$4,025 in other charges/events. Selectman Currier asked Mr. Lines what the Capital Equipment amount was for? Mr. Lines said it was for a lawn mower. Selectman Currier agreed that he was good with the lawn mower, but not for the

1 events. Mr. Lines asked the Selectmen if they had the figures of which the Parks and Recreation
2 give back to the general fund each year. Mr. Lines said it was right around \$1,900, on the
3 average that is the amount given back each year from Parks and Recreation.
4

5 Selectman Currier said that is why we paid the fireworks for this year, we realize that the Parks
6 and Recreation Department does a lot for the Community and does not waste money, and in fact
7 does return money from their Budget each year. Selectman Currier said we are one of the only
8 Towns that has a decrease in their tax amount. Selectmen Currier wants to continue to hold the
9 line here. He agrees that Fireworks are a good thing for the community, but the Town already
10 funds the Fireworks for the Fourth of July, through the Budget, we can't ask the residents to
11 support the total amount of Fireworks for both right now without their consent. Mr. Lines also
12 stated that the Crystal Lake Association came up with \$1,200 of the money for the Fireworks this
13 year as well.
14

15 Mr. Lines said that the best way now to go for funding of the Fireworks is with a Petition
16 Warrant Article. Arthur Capello said yes, the Petition Warrant Article will have to be in by
17 January 14, 2013 with 25 signatures of registered voters.
18

19 Mr. Lines asked is the rest of the Board against the Fireworks? Chairman Lavin agreed with
20 Selectman Currier regarding the Fireworks. Arthur Capello said, what is the Boards pleasure, to
21 endorse the \$4,025 or not? Mr. Gianni asked that if the Petition Warrant Article passes, does the
22 \$4,025 come from the Budget presented. It will come out of the Warrant Article, it is not
23 included in the Selectmen's approved Budget for the Parks and Recreation Department.
24

25 **Detail Pay** - Chairman Lavin checked with Chief Collins regarding Detail Pay, that could
26 potentially be earned by other employees in the Town other than the Police Department. Chief
27 Collins had concerns that he felt were legitimate about traffic details and training, he did not feel
28 that was a good idea because of safety issues. Selectmen Currier and Guarino both agreed with
29 Chief Collins in this regard.
30

31 **Schoolcare Healthcare** – Arthur Capello stated that he has the contract from Schoolcare for the
32 Town's new healthcare ready for signature. This change in healthcare coverage, as stated before
33 will save the Town approximately \$12,000.
34

35 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it was
36 voted to authorize Chairman Ralph Lavin to sign the Schoolcare Contract at 7:20 pm. Chairman
37 Lavin abstained. (2-0-1)
38

39 **Workers Compensation** – Arthur Capello stated that we are switching our Worker's
40 Compensation plan to Primex, for a savings of approximately \$15,000 per year.
41

42 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted
43 to authorize Chairman Ralph Lavin to sign the Primex Contract at 7:25 pm. Chairman Lavin
44 abstained. (2-0-1)
45
46
47

48 **Correspondence:**

1
2 **Planning Board:** Kristie Owens sent an e-mail to Arthur Capello regarding the Planning Board
3 regarding the barber shop application. Selectman Currier said he has heard about this
4 information and Arthur Capello said he is handling it.
5

6 **Dedication of 2014 Town Report-** The Selectman discussed who to dedicate the Town Report
7 to.
8

9 **Property Liability & Trust** – Recommendations for safety issues in the Academy Building.
10 The Selectmen read the letter of recommendation.
11

12 **Transfer Station** - Arthur Capello stated that a public notice was put in the paper for tomorrow
13 for the Transfer Station stating that all disposal of construction debris (sheetrock, shingles,
14 painted wood) will be dumped directly into the container or loaded by hand directly into the
15 container, or taken to another facility. There will be no re-handling debris by the Town Transfer
16 workers. As a directive from the Gilmanton Board of Selectmen.
17

18 Selectmen Currier asked to look at the fee schedule on shingles. The weight of shingles are a lot
19 heavier than the cubic yard allows for in revenue, compared to what the Town pays to NRRA.
20 Looking at the fee schedule, Selectmen Currier said we need to act immediately on this, because
21 we are losing money taking in these shingles that could possibly be coming from other Towns.
22 Arthur Capello said that you can only change the fee schedule at a public hearing, so you need to
23 notice the public of the hearing 10 days in advance. Selectman Guarino and Selectman Currier
24 both agree that this needs to be dealt with immediately. Looking at the revenue generated,
25 specifically for construction debris, the Town generates far less income than is expended for
26 hauling the debris. A Public Hearing to be held on December 2, 2013 at the Academy Building
27 regarding fee changes for the Transfer Station. Shingles must be separated.
28

29 Arthur will talk with Ed Lang at the Transfer Station about his recommendations for the fees on
30 the shingles and about the directive from the Selectmen.
31

32 **Updated Telephone System** - Arthur Capello said that the telephone system has been updated
33 in the Selectmen's Office, where it will be more automated, so you can dial the department
34 and/or person directly. It will allow the staff to be more efficient.
35

36 **Building Department** – Foundation only permit. Selectman Currier and Guarino want to allow
37 a foundation only permit. After the foundation only permit, the builder/home owner will have to
38 submit a building permit for the structure, which would include another inspection of the
39 foundation. Selectmen Guarino said it would allow for the foundation, septic and well to be
40 installed, but not to be lived in. Arthur Capello to talk with the Building Department about fees
41 for a foundation only permit. Possibly two inspections, plus office charge may be about \$100.
42 These Fees will be addressed at the Public Hearing for December 2, 2013 along with the
43 Transfer Station Fees.
44
45
46
47

MOTION: On a Motion by Selectman Guarino and seconded by Selectman Currier it was voted unanimously to approve the Non-Public Not-Sealed and Non-Public Sealed Minutes from October 7, 2013, October 9, 2013 and October 21, 2013.

Snow Removal – Selectman Guarino brought information forward regarding snow removal by Bill Booth. He will be taking care of the Old Town Hall and the Academy Building steps and walkways, as well as the Corner Library, and Flag Pole. Shoveling at the Safety Building in the Corner's in front of the doors and eventually when the snow blower arrives, should be taken care of by the Fire Department and the Police Department employees. Arthur to speak with the Fire Chief and the Police Chief regarding these responsibilities.

Meeting Minutes:

MOTION: On a Motion by Selectman Guarino, and Selectman Currier it was voted unanimously to approve the minutes as amended for October 9, 2013 7:50 pm (3-0).

MOTION: On a Motion by Selectman Guarino, and Selectman Currier it was voted unanimously to approve the minutes as amended for October 21, 2013 7:55 pm (3-0).

MOTION: On a Motion by Selectman Guarino, and Selectman Currier it was voted unanimously to approve the minutes as read for October 28, 2013 8:05 pm (3-0).

MOTION: On a Motion by Selectman Guarino, and Selectman Currier it was voted unanimously to approve the minutes as amended for November 4, 2013 8:10 pm (3-0).

Fairpoint vs. Town of Gilmanton: Selectman Guarino questioned the amount of money being paid to the Sansoucy Appraisal and to the Town Attorney for this case. There was a court date that Arthur attended on November 12, 2013 and the next scheduled court date is for February 14, 2013.

Non-Public Session RSA 91-A:3,II (c) –

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted unanimously to go into Non-Public Session RSA 91-A:3, II (c) at 8:25 pm. (3-0 Voice Vote – Chairman Lavin, 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 a personnel issue.

MOTION: On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted unanimously to come out of Non-Public Session at 8:44 pm (3-0)

Adjournment:

MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino it was voted

1 unanimously to adjourn at 8:45 pm. (3-0)

2
3
4 Respectfully Submitted,

5
6
7 _____
8 Stephanie S. Fogg
9 Administrative Assistant

10
11 **Approved by the Board of Selectmen**

12
13 _____
14 Chairman Ralph L. Lavin

15
16 _____
17 Selectman Brett A. Currier

18
19 _____
20 Selectman Donald J. Guarino