

APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

December 2, 2013

**6:00 pm.** – Gilmanton Academy

Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino, Town Administrator Arthur Capello. Also present Prudence Veysey and Warren Veysey.

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

### **Public Hearing**

**Transfer Station Fees :** Construction Debris (Shingles, Heavy Debris)

**Building Department :** Foundation Only Permits

Chairman Lavin opened the Public Hearing for the Transfer Station Fees and the Building Department Fees at 6:35 pm.

**Transfer Station** – The reason for the fee change for shingles, etc. at the Transfer Station is the large amount of shingles and heavy debris being dumped and forcing the Transfer Station employees to handle them a second time. The additional fees to dispose of these shingles has cost the taxpayers approximately \$12,000/year over and above the revenue we currently receive. It is actually a loss for all of the taxpayers, as opposed to the users who are bringing in the shingles. The thought was to look at increasing the cost for dumping a yard of shingles. Currently we charge \$44/yard, the recommendation by Ed Lang, based on his calculations and checking around would be \$80/yard. Arthur Capello's recommendation would be \$100/yard so the Town could recoup some of the money lost. Selectman Currier said according by weight the shingles would be approximately \$140 to dump them in Belmont for a yard. Selectman Currier suggested that \$100 is reasonable. Arthur Capello's recommendation would be that as of January 1, 2014 we mandate that all shingles be separated and we charge \$100/yard without second handling.

Chairman Lavin asked for Public Input at this time.

Prudence Veysey questioned the size of the yard/pick-up truck?

Ed Lang is checking on prices for a scale to see if it may be feasible to use one at the Transfer Station.

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2 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier, it  
3 was voted unanimously, that effective January 1, 2014 to change the policy at the  
4 Transfer Station to require all asphalt roofing materials, shingles to be separated and to  
5 be charged at \$100/yard. (3-0 Voice Vote – Chairman Lavin – yes, Selectman Currier –  
6 yes, Selectman Guarino – yes).

7  
8 **Building Department** - Offering a Foundation Only Permit for Taxpayers. Arthur  
9 Capello recommended a fee of \$100 - \$130 for a Foundation Only Permit. That would  
10 include three inspections and time used for the Building Inspector and the Building  
11 Clerk. Selectman Currier said that he feels the \$100 covers the work to be done. There  
12 will be a note on the Building Permit that prior to any construction the foundation will  
13 need to be inspected again for safety.

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15 Chairman Lavin asked for any Public-Input at this point.

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17 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier, it  
18 was voted unanimously, that effective January 1, 2014, foundation only permits may be  
19 issued according to RSA 155-A State Statute around Building Code at a cost of \$100 for  
20 permit, to cover cost of required inspections and the clerical work. (3-0 Voice Vote –  
21 Chairman Lavin – yes, Selectman Currier – yes, Selectman Guarino – yes).

22  
23 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino, it  
24 was voted unanimously to close the Public-Hearing at 6:52 pm. (3-0 Voice Vote –  
25 Chairman Lavin – yes, Selectman Currier – yes, Selectman Guarino – yes).

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28 **Warrant Articles:** Arthur Capello said he has gone ahead and made all the changes to  
29 the Warrant Articles.

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32 **SEE ATTACHED Warrant Articles**

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34 Other than those minor changes in the sense of the money articles that we know for  
35 sure, is the Board prepared to move these along to the Budget Committee?

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37 Selectman Currier said that all of the properties should be auctioned that are available.  
38 15 Properties that are past the grace period are ready to sell. There will be a Warrant  
39 Article to specifically list the properties.

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41 **Police Department:** Chief Collins requested that his vacation time of 80 hours be  
42 carried over into 2014.

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44 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino it  
45 was voted unanimously to allow Chief Collins to carry over the 80 hours of accumulated  
46 vacation time from 2012, to be used by April 1, 2014. (3-0 Voice Vote – Chairman Lavin  
47 – yes, Selectman Currier – yes, Selectman Guarino – yes).

**Computer Upgrades and Crime Scene Kit for Police Department – Chief Collins** said that we should have enough money to encumber to pay for the upgrades and the Crime Scene Kit. The computers in the cruisers could be replaced as well.

If the money is available the Selectmen will sign off on the Purchase Order for the equipment and Arthur Capello and Chief Collins will encumber the funds.

**Budget Meeting -** There is a Budget Meeting Wednesday, December 4, 2013 for the Fire Department and the Police Department. The Committee Chair invited the Director of the Year Round Library to come and present the Petition Warrant Article. It is verified and signed, they are looking for \$52,500. Arthur Capello said he will go on record here that there were some complaints against him, saying that Anne Kirby came in to file the Petition Warrant Article and Arthur would not take it. He did not take it because it needed to go to the Town Clerk/Tax Collector, which was closed at that time, and he did not want to risk it getting lost while it was in the Town's possession, because that is not our function.

Chairman Lavin said that he wanted to warn the Selectmen of a situation, that in the past Department Heads have come to the Board, wanting their budget presented a certain way. The Fire Chief had \$10,400 that was not approved by the Board. Arthur Capello did say to Chief Hempel that he did sit before this Board and say that he could cut that amount to \$5,200 and that he should present that amount to the Budget Committee.

**Purchase Orders:** Arthur Capello will have \$118,000 to encumber. \$65,000 of that is for the Revaluation that was already raised and appropriated out of this year's Budget. Some of the other things are upgrading the security system, panic buttons, postage (although Arthur did budget for some postage increase he is encumbering funds for postage with the evaluation year.) Encumbering funds in the legal budget, because next year could be a heavy year with the Fairpoint Trial. Also \$2,000 for Eastern Propane, which is money for the Safety Building. Selectman Currier said that he is concerned that if we encumber everything, there is nothing to give back to offset taxes. Arthur Capello said we are not encumbering everything, there will be money to turn back. The undesignated fund balance is set up by your revenues. Your revenues determine what you have to raise from taxation. If we have an increase in revenues, which we should as we have properties to sell, that will decrease the amount of money to raise from taxation.

Selectman Guarino said that there are two legal matters which we need money set aside for, Fairpoint and the Coop.

Arthur said if he makes the changes to the amounts encumbered, is the Board all set with the Purchase Orders? Selectman Currier said he wants to be very cautious about encumbering too much of this money.

After discussion, Selectman Guarino and Selectman Currier said they want a Warrant Article to use the \$62,500 for the 2014 Revaluation. Also, to check with Walter Mitchell, Town Council, on voting booths.

**Road Signs:**

Selectman Guarino said that a letter from the Federal Government, stated that all road side signs that describe a road, ie. Meeting House Road, letters have to be a minimum of 9 " tall.

**Chairman Lavin opened Public Input.**

Arthur Capello stated that the Warrant Article vote tells you to raise and appropriate, but they do not say when to send the funds. Most Towns send the funds in December.

**Medical Cancellation for Local Government Center.** Arthur asked for a vote of the Board to have Chairman Lavin sign the cancellation.

**MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier, it was voted to authorize Chairman Lavin to sign the Medical Cancellation for the Local Government Center Policy and to sign for the renewal for the Dental Policy with the Local Government Center. (2-0-1) Chairman Lavin abstained.

**Warrant Article 2:**

Selectman Currier stated that he would like Article 2 explained to the Budget Committee, regarding the \$62,500 for the Revaluation.

**Department of Labor-** Arthur Capello said that the Department of Labor will be visiting the Town on December 10, 2013. Arthur, and members of the Department of Labor will be visiting each building. Update of Program Safety Manual. Arthur asked the Selectmen to sign the new program. Also, Primex is coming out to meet for half a day, to go through safety standards required by the Department of Safety in preparation for the inspection on December 10, 2013. We are addressing the security system, and the ventilation system that have been brought forward already and are being addressed.

**MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier it was voted unanimously to approve the Program Safety Manual. (3-0)

**Board of Selectmen's Meetings:**

There was discussion among the Selectmen regarding meeting more frequently during the Budget season. It was agreed that a meeting could be called within 24 hours if it is necessary.

**Inventory List from the Highway Department:** Road Agent Paul Perkins, provided an inventory list of Highway Department equipment for the Selectmen. The Selectmen would like the inventory list to include serial numbers for the bigger pieces of equipment.

Selectmen Currier said that each Department should create a list/inventory of equipment. Selectman Currier said he is not criticizing the list, but we need to have it more complete and typed so there is a better description. This is protection for the Town. When the plows are bought, Town of Gilmananton should be welded into them.

1 **Job Description for the Road Agent:** Arthur gave the Board two sample job  
2 descriptions. These descriptions currently address an elected Road Agent.  
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4 **Fire Department** - Firefighter/EMT Pickowicz has resigned. Arthur Capello is  
5 waiting to hear back from Mr. Pickowicz to reschedule an exit interview.  
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7 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier it  
8 was voted unanimously to accept Donald Pickowicz's resignation with regret. (3-0)  
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10 **Meeting Minutes:**  
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12 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier, it  
13 was voted to approve the Meeting Minutes for November 18, 2013 as amended. (3-0).  
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15 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier, it  
16 was voted to approve the Non-Public Not- Sealed Meeting Minutes for November 18,  
17 2013 as written. (3-0).  
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19 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier, it  
20 was voted to approve the Non-Public Sealed Meeting Minutes for November 18, 2013 as  
21 written. (3-0).  
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23 **Adjournment:**

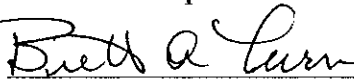
24 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier it was voted  
25 unanimously to adjourn at 8:30 pm. (3-0)  
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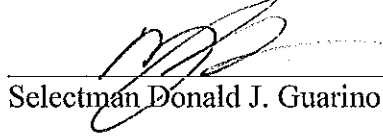
27 Respectfully Submitted,  
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31 Stephanie S. Fogg  
32 Administrative Assistant  
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35 **Approved by the Board of Selectmen**

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38 Chairman Ralph L. Lavin

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41 Selectman Brett A. Currier

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44 Selectman Donald J. Guarino  
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**Article #01:** "Shall the Town of Gilmanton raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with in the warrant or as amended by vote of the first session, for the purpose set forth therein totaling Three Million Three Hundred Eleven Thousand Nine Hundred Fifty Eight Dollars (\$3,311,958)? Should this article be defeated, the default budget shall be Three Million Three Hundred Twenty One Thousand Six Hundred Thirty Thousand (\$3,321,630), which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only."

**Tax Impact about:**

**Article #02:** To see if the Town will vote to raise and appropriate the sum of One Hundred Five Thousand Five Hundred Dollars (\$105,500) for the completion of listing all properties for the revaluation scheduled for 2014. And further to fund this appropriation by authorizing the withdrawal of One Hundred Five Thousand Five Hundred Dollars (\$105,500) from the Revaluation Assessment Updated Capital Reserve Fund.

**Current Balance \$120,042.66      Tax impact: .00**

**Article #03:** To see if the Town will vote to raise and appropriate the sum of Fifty One Thousand Nine Hundred Sixty Four Dollars (\$51,964) to be deposited in the Capital Reserve Bridge Fund.

**Current balance: \$143,878.52    Tax Impact about: .11**

**Budget Committee Recommends:**

**Selectman Recommends:**

**Article #04:** To see if the Town will vote to raise and appropriate the sum of Seventeen Thousand Five Hundred Dollars (\$17,500) to be deposited in the Capital Reserve Self Contained Breathing Apparatus Fund.

**Current balance: \$36,841.35    Tax Impact about: .06**

**Budget Committee Recommends:**

**Selectman Recommends**

**Article #05:** To see if the Town will vote to raise and appropriate the Four Thousand Dollars (\$4,000) for document restoration. And further to fund this appropriation by authorizing the withdrawal of Four Thousand Dollars (\$4,000) from the Document Restoration Capital Reserve Fund.

**Current Balance: \$9,330.76    Tax impact: .00**

**Article #06:** To see if the Town will vote to raise and appropriate the sum of Thirty Two Thousand Dollars (\$32,000) to fund Lakes Region Fire Dispatch. If this is approved, this amount will then become part of the default budget as of 2015.

**Tax Impact about: .08**

**Article #07:** To see if the Town will vote to raise and appropriate the sum of Eleven Thousand Dollars (\$11,000) to fund the final coat and all associated cost for the final paving coat of the parking lot at the Public Safety Building. And further fund to this appropriation by authorizing the withdrawal of Eleven Thousand Dollars (\$11,000) from the Town Driveway Capital Reserve Fund.

**Current balance: \$27,074.95 Tax Impact: .00**

**Article #08:** To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (\$4,000) to fund the purchase of a new Solid Waste Container . And further to fund this appropriation by authorizing the withdrawal of Four Thousand Dollars (\$4,000) from the Recycling Equipment Capital Reserve Fund.

**Current balance: \$34,051.07 Tax Impact: .00**

**Article #09:** To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1,000) to fund milfoil treatment for the lakes in Gilmanton.

**Tax Impact about: .01**

**Article #10:** To see if the Town will vote to authorize entering into a 5 year lease/purchase agreement (with no escape clause) for the replacement of Fire Engine 1 for a total amount of Four Hundred Sixty Nine Thousand Nine Hundred Dollars (\$469,900), and further to raise and appropriate the sum of \$190,000 to be used as a down payment on that lease/purchase, with that appropriation being funded by authorizing its withdrawal from the Town Replacement Fire Truck Capital Reserve Fund. The lease will have annual payments beginning in 2015 of Sixty Thousand Eight Hundred Forty Eight Dollars (\$60,848), to be raised by taxation." 3/5 Majority Vote required for approval. .

**Tax Impact about: No impact in 2014 and about .12 impact beginning in 2015**

**Budget Committee Recommends:**

**Selectman Recommends**

**Article #11:** To see if the Town will vote to raise and appropriate the sum of Four Hundred Sixty Nine Thousand Nine Hundred Dollars (\$469,900) for the replacement of a fire truck 9 Engine 1. And further fund this appropriation by acceptance of a Fire Act Grant equal to 95% of the cost, being a total grant of Four Hundred Forty Six Thousand Nine Hundred Five Dollars (\$446,905) with the remaining 5% balance of Twenty Two Thousand Nine Hundred Ninety Five Dollars (\$22,995) to be funded by authorizing the withdrawal of that amount from the Fire Engine Fund. No funds will be expended if the grant is not approved. Also, this article should be accompanied by an explanatory note -- something like "this article is offered as an alternative to Article #\_\_\_ above, and action on this article will be null and void if Article #\_\_\_ is approved.

**Tax Impact: .00**

**Article #12:** To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) for DWI Enforcement, said sum to be funded by New Hampshire Highway Safety grants for salaries and associated taxes and will not be expended unless the grants are received.

**Tax Impact: .00**



**Article #01:** "Shall the Town of Gilmanton raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with in the warrant or as amended by vote of the first session, for the purpose set forth therein totaling Three Million Three Hundred Eleven Thousand Nine Hundred Fifty Eight Dollars (\$3,311,958)? Should this article be defeated, the default budget shall be Three Million Three Hundred Twenty One Thousand Six Hundred Thirty Thousand (\$3,321,630), which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only."

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**Tax Impact about: .08**

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**Tax Impact about: .01**

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**Selectman Recommends**

**Article #11:** To see if the Town will vote to raise and appropriate the sum of Four Hundred Sixty Nine Thousand Nine Hundred Dollars (\$469,900) for the replacement of a fire truck 9 Engine 1. And further fund this appropriation by acceptance of a Fire Act Grant equal to 95% of the cost, being a total grant of Four Hundred Forty Six Thousand Nine Hundred Five Dollars (\$446,905) with the remaining 5% balance of Twenty Two Thousand Nine Hundred Ninety Five Dollars (\$22,995) to be founded by authorizing the withdrawal of that amount from the Fire Engine Fund. No funds will be expended if the grant is not approved. Also, this article should be accompanied by an explanatory note – something like "this article is offered as an alternative to Article #\_\_\_ above, and action on this article will be null and void if Article #\_\_\_ is approved.

**Tax Impact: .00**

**Article #12:** To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) for DWI Enforcement, said sum to be funded by New Hampshire Highway Safety grants for salaries and associated taxes and will not be expended unless the grants are received.

**Tax Impact: .00**

**Article #13:** To see if the Town will vote to raise and appropriate the sum of Four Thousand Five Hundred (\$4,500) for Speed Enforcement, said sum to be funded by New Hampshire Highway Safety grants for salaries and associated taxes and will not be expended unless the grants are received.

**Tax Impact:** .00

**Article #14:** To see if the Town will vote to raise and appropriate the sum of Five Thousand Five Hundred Dollars (\$5,500) to fund the purchase of a new A ventilation System for the Highway Garage. And further to fund this appropriation by authorizing the withdrawal of Five Thousand Five Hundred Dollars (\$5,500) from the Highway Equipment Capital Reserve Fund.

**Current balance:** \$413,660.57 **Tax Impact:** .00

**Article #15:** To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to fund the purchase of new gas pumps for the Highway Garage. And further to fund this appropriation by authorizing the withdrawal of Twenty Thousand Dollars (\$20,000) from the Highway Equipment Capital Reserve Fund. This will allow the town to monitor and track which town employee and equipment is using the fuel

**Current balance:** \$413,660.57 **Tax Impact:** .00

**Article #16:** To see if the Town will vote to establish a Non Capital Reserve Fund called "Computer Replacement Non Capital Reserve Fund", and to appoint the Selectmen as agents to expend from that fund; and further to see if the Town will raise and appropriate the sum of Two Thousand Dollars (\$2000) to be deposited in such fund.

**Tax Impact about:** .01

**Budget Committee Recommends:**

**Selectman Recommends**

**Article #17:** To see if the Town will vote to raise and appropriate the sum of Ten Thousand One Hundred Eight Six Dollars (\$10,186) to fund merit wage increases and all associated cost to all full time and part town employees excluding call employees and selectman. If approved, this amount will then become part of the default budget as of 2015.

**Tax Impact about:** .02

**Budget Committee Recommends:**

**Selectman Recommends**

**Article #18:** To see if the Town will vote to raise and appropriate the sum of Eight Hundred Fourteen Dollars (\$814.00) to fund merit wage increases and all associated cost for the Elected Town Clerk/Tax Collector and Elected Road Agent excluding call employees and selectman. If approved, this amount will then become part of the default budget as of 2015.

**Tax Impact about:** .01

**Budget Committee Recommends:**

**Selectman Recommends**

**Article #19:** To see if the Town will vote to establish a Non Capital Reserve Fund called "Health and Dental Cost", and to appoint the Selectmen as agents to expend from that fund; and further to see if the Town will raise and appropriate the sum of Seven Thousand (\$7000) to be deposited in such fund.

**Tax Impact about .01**

**Budget Committee Recommends:**

**Selectman Recommends**

**Article #20:** To see if the Town will vote to authorize the Selectmen, beginning at the expiration of the current Road Agent's term, to appoint a Road Agent who shall, under the direction of the Selectmen, perform the duties set forth in RSA 231:62.

**Article #21:** To see if the town will vote to authorize the Selectmen to sell the following properties in the Town of Gilmanton to be sold at public auction.

**Article #22:** To see if the Town will vote to raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000) to fund the purchase two new plow, plow arms and two new plow wings. And further to fund this appropriation by authorizing the withdrawal of Twenty Five Thousand Dollars (\$25,000) from the Highway Equipment Capital Reserve Fund.

**Current balance: \$413,660.57 Tax Impact: .00**