

**APPROVED**

**Board of Selectmen  
23 April 2012  
Minutes**

**6:00 pm** - Chairman Rachel Hatch called the meeting to order. Present were Chairman Hatch, Selectmen Ralph Lavin and Brett Currier, Town Administrator Tim Warren and Clerk Lois Dionne. Also in attendance were Roger and Elena Ball, Jim Munsey and Susan Woodbury.

After attendance everyone stood for the “Pledge of Allegiance”.

**Update Police Chief Job Description** – Last week Chairman Hatch had distributed a draft description for duties and responsibilities of a police chief. She had asked the Selectmen to review it, and be prepared to discuss it. The draft description was discussed, and a couple of amendments were made.

**MOTION – Selectman Lavin moved to accept the draft of the Duties and Responsibilities of the Chief of Police for Gilmanton, NH, as amended. Selectman Currier seconded. Motion passed 3-0.**

Chairman Hatch stated that she wanted to move forward with getting a new chief. She said she and Tim had spoken of getting LGC to send us a proposal for how much it would cost to enter into a contract with them to find us a new chief. She said the other option, which Sheriff Wiggin had mentioned when speaking with her was that Moultonboro has just successfully hired a new chief; their Town Administrator (Craig Terazzini) had LGC advertise the position, and the hiring committee used the LCG conference room, a neutral territory, which they found very successful. Sheriff Wiggin had told Rachel that there was a five-member committee consisting of the sheriff, two area police chiefs, the town administrator and the school psychologist, and the committee came up with a group of questions. Rachel liked one idea that the group had done; they had each applicant selected to interview write a mission statement for the department and a press release stating what they would tell about themselves in press release if they were to be hired.

Chairman Hatch asked if the other two board members would be agreeable with Tim talking with Mr. Terazzini, and to have LGC advertise the position.

There was a brief discussion, and it was the consensus of the board that they want to move forward with getting a new chief; Tim will get more information for them, and we will be getting a proposal from LGC.

**Personnel Policy Update** – The Selectmen worked on updating the personnel policy.

**6:45 pm – Corner Library 100<sup>th</sup> Birthday** – The Corners Library Trustees Tom Scribner, Diana McElwee and Donna White informed the Board that the library would be celebrating its 100<sup>th</sup> anniversary June 2nd; they plan on having a birthday celebration on June 2<sup>nd</sup> from 1 to 4 pm. They requested and were granted permission to set up little tents on the lawn in front of the Academy Building for the celebration.

**Windows at Library** – Diana said they had a volunteer who would be redoing the nine windows at the library. One window has already been done.

**Personnel Policy Update Cont'd.** – The Selectmen continued update of the personnel policy. The drug policy section caused some concern, so that section was tabled and Chairman Hatch asked the Selectmen to consider it during the week and be prepared to discuss it next week.

**7:00 pm – Public Input**

**Smoking Policy** – Susan Woodbury, who was present during discussion on updates to the personnel policy, stated that in regards to a smoking policy, they had to be “cut and dry” for it to work.

**Police Chief** – Ms. Woodbury said she doesn’t agree that LGC or somebody from the outside should be picking our police chief; we know what we are looking for in a police chief. We have to have a policy and follow it.

**Neighborhood Watch** – Susan Woodbury stated that she had been robbed March 6th in broad daylight. She said her goal is to establish a neighborhood crime watch. She said she has Officer Fiske on board, Chief Robarge has been helpful, the national crime watch has sent her brochures and she has signage that Chief Robarge will be sending to her. Ms. Woodbury said she is seeing a lot of issues with the police department, and she is willing to help them.

Ms. Woodbury felt the Selectmen have to work on the police department; she felt we need two officers on duty during the day; we need more staff.

Selectman Currier said they couldn’t afford to have two patrol officers and the chief on during the day; they get backup from surrounding towns. We have a limited amount of money available.

Ms. Woodbury had concern about the police department budget, and certain items such as electricity, phones and training. She also noted that there are a lot of grants available such as for life alert, etc.

Selectman Currier responded that the problem with some of the grants is that they are usually good for one year, and then the cost falls to the individuals or the town. Grants are good for a one-time item. He said he felt establishing a crime watch was a good idea.

There was also a brief discussion of the fact that the money for the department gets voted at town meeting.

**Lakes Region Public Access TV (LRPA)** – Jim Munsey said he doesn't know why the town isn't funding LRPA TV; the Selectmen feel it is too expensive and would think about it when it is needed. He asked what about when the public needs it; everything is funded at town meeting, and this money is free money; we pay it as cable subscribers. Mr. Munsey said the Selectmen had "slammed the door on it", but he isn't going to.

**April 9<sup>th</sup> Minutes** – Mr. Munsey stated that at the April 9<sup>th</sup> meeting he had spoken about squirrel feeders, but the minutes reported that he had mentioned squirrel planters. He asked to have that corrected.

**Post Card – Town Report Photo** – Mr. Munsey said his neighbor (Mr. Tibbetts) had given the town a post card with the picture that was used for the town report; the post card was not returned to Mr. Tibbetts. He said Mr. Tibbetts had spoken with Don Guarino, who blew him off, and Mr. Munsey had spoken with Tim Warren, but hadn't heard back from him, so he was bringing it to the attention of the board to try to get the post card returned. Rachel will follow up on it.

**Detail Pay** – Susan Woodbury asked for explanation on the detail pay in the police budget. It was explained that detail pay is when the officers work for street work, the races or for another town. Gilmanton gets paid by whomever the officers work for, and then we pay the officers. The town pays officers detail pay when they work town functions, such as parades etc.

**Smoking Policy** – There was a brief discussion of the smoking policy.

**Suncook River Nomination** – Mr. Munsey asked how the Town would officially notify the nominating committee that Gilmanton would not be taking part in it. Chairman Hatch responded that a letter has been sent to them informing them of our decision.

**Crime Scenes** - Susan Woodbury stated she is waiting for confirmation, but thinks that when you are burglarized or any crime, Belknap County would come out and process the crime scene for you for free. She said that when she had been burglarized, no fingerprints had been taken, there was a clear tire print and there was a full footprint on

her door where it got kicked in, but nothing was done; she felt the department needs more training.

**7:30** - Chairman Hatch closed public input.

**Approval of Minutes**

**MOTION – Selectman Lavin moved to accept the minutes of April 16, 2012 as written. Selectman Currier seconded. Motion passed 3-0.**

**Personnel Policy Update – Cont’d.** – The Selectmen continued review of the personnel policy, and with the exception of the drug policy section, which will be addressed next week, completed the update of the policy.

**FYI's & Other Business**

**Recycling Facility** – Selectman Currier was concerned about the mess at the recycling center; there is a mess in front of the building and toward the roadside, and garbage on the ground and in the trees on the side of the compactor on the Clairmont side; he would like to see that cleaned up.

Brett said residents had also approached him about the amount of time an individual is spending on the computer, and not being available to residents.

Tim was asked to have the recycling manager meet with the selectmen.

**Roads Committee** – Selectman Currier said Mickey Daigle, Jimmy Hurst, and Bill Smith would like to be on the committee; Brett would be the Selectmen's representative on the committee. He said they were going to talk to Buzzy French and Tom Smithers about being on the committee. The road agent would also be on the committee.

There was a brief discussion as to whether it had been agreed that a road committee would be established. Although there was not a formal motion, it was felt it had been mutually agreed upon with the road agent.

**Ambulance Billing** – Selectman Lavin mentioned that a short while ago, the Selectmen had discussed the ambulance billing system. He stated that Mrs. Sisti said she had called the ambulance, and her insurance company had been billed, and she had been billed for the balance. The insurance company paid ninety percent; she had not paid the remainder and Mrs. Sisti was informed that the balance had been turned over to a collection agency, so would affect her credit.

A brief discussion followed during which it was stated that everyone gets billed, and what the insurance company doesn't pay is supposed to be absolved. Tim said that

currently a resident will get billed three times for what the insurance company doesn't pay, then it falls off. He said residents should notify the fire department if they can't afford to pay the balance. Brett said no resident should be getting billed for ambulance service; he wants to get that information out to the residents. Tim will ask the fire chief to meet with the selectmen.

**Suncook River Nomination** – Selectman Lavin said he had attended the meeting in Epsom about the Suncook River Nomination. Ralph said there was a lot of discussion from all the abutting towns, but nothing was said that made him change his mind about Gilmanton withdrawing from the committee. He said there are two or more towns who might be following our lead, and withdraw from the committee.

**NH the Beautiful** usually gives trees or daffodil bulbs for participating in the Earth Day Pickup; they will no longer be doing this. The funds usually spent for the trees and bulbs will be used to help promote recycling in schools.

**Recycling Conference** will be held at the Center of New Hampshire on June 4<sup>th</sup> & 5<sup>th</sup>.

**Genesis** has issued an invitation to the board to attend their 2012 Community Forums.

**Gilmanton Village District Lights** – Tim reminded the Board that a few weeks ago, they had received a letter from the Gilmanton Village District regarding their streetlights. He asked if anyone had filled out the survey that was included with the letter, and if anyone would be attending their annual meeting on May 2<sup>nd</sup>.

There was a brief discussion of the lights in the district, and the need to have historic-style lights outside the historic district of the village. Selectman Carrier will attend the meeting.

**Copier – Academy Building** – Tim informed the Selectmen that the lease for the copier in the Selectmen's office is coming up. He said we received a proposal, from the same company, with an increased number of copies available per month, plus the option of color for less than the current lease.

There was a brief discussion as to whether the color cartridges would be included in the cost of the lease, if not what the cost would be, and if we needed the color option. The new lease would be \$285 per month; our current lease is \$299 per month. The Selectmen approved the new lease without the color feature for now. Tim will get the information on the cost to add the color.

**Site Walk – Tax Deeding Properties** – The Selectmen will review the properties scheduled to go to tax deeding tomorrow at 5:00 pm.

**Building Inspector** – Tim asked if the Selectmen want to advertise for someone to fill the building inspector's position, or continue as we are currently doing; paying the on-call inspector per inspection.

After a brief discussion, it was the consensus to continue as we are for the time being.

**Parking Lot – Public Safety Building** – Chairman Hatch updated Selectman Carrier on the issue that the Town has been having with the parking lot at the Safety Building. The builder, Ricci Construction feels the soils engineering firm is liable. Tim said the parking lot has heaved due to poor drainage, and feels the problem is with the drainage. Rachel said Don had been the one handling the situation. He met with Ricci Construction, and with the soils engineer. Rachel presented the Board with a letter for their approval that Don had drafted to the soils engineer.

After discussion, it was the consensus that the letter was a good start to try to resolve the problem.

**Gilmanton Land Trust** – Tim reported that we had received a copy of letter from the Gilmanton Land Trust to the Cemetery Trustees regarding a right-of-way to the Osgood Cemetery, which is located on the Twigg property, informing them that they need to get the right-of-way from Mr. Twigg before the property is purchased by the Land Trust.

**8:28 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II(c)** - Matters which, if discussed in public, would likely affect adversely the reputation of any person unless such person requests an open meeting; however, this cannot be used to protect a person who is a member of your Board, Committee or Subcommittee. Selectman Carrier seconded. Motion passed 3-0.

The Selectmen discussed code issues.

**8:37 pm – Selectman Lavin moved to come out of Non-Public Session**. Selectman Carrier seconded. Motion passed 3-0.

**8:38 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II(c)** - Matters which, if discussed in public, would likely affect adversely the reputation of any person unless such person requests an open meeting; however, this cannot be used to protect a person who is a member of your Board, Committee or Subcommittee. Selectman Carrier seconded. Motion passed 3-0.

The Selectman discussed a welfare issue.

**8:40 pm – Selectman Lavin moved to come out of Non-Public Session**. Selectman Carrier seconded. Motion passed 3-0.

**8:40 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II(c)** - Matters which, if discussed in public, would likely affect adversely the reputation of any person unless such person requests an open meeting; however, this cannot be used to protect a person who is a member of your Board, Committee or Subcommittee.

The Selectmen discussed a welfare issue.

**8:43 pm – Selectman Lavin moved to come out of Non-Public Session.** Selectman Currier seconded. Motion passed 3-0.

**8:43 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II(a)** - Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Currier seconded. Motion passed 3-0.

The Selectmen discussed a personnel issue.

**8:48 pm – Selectman Lavin moved to come out of Non-Public Session.** Selectman Currier seconded. Motion passed 3-0.

**8:48 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II(a)** - Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Currier seconded. Motion passed 3-0.

The Selectmen discussed a personnel issue.

**9:10 pm – Selectman Lavin moved to come out of Non-Public Session.** Selectman Currier seconded. Motion passed 3-0.

**9:11 pm – MOTION – Selectman Lavin moved to adjourn the meeting. Selectman Currier seconded. Motion passed 3-0.**

Respectfully submitted,

Lois Dionne  
Recording Clerk

