



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

January 25, 2016

6:00 pm. – Gilmanton Academy

Present: Chairman Rachel Frechette Hatch, Selectman Donald Guarino, Selectman Michael Jean, Town Administrator Paul Branscombe and Administrative Assistant Stephanie Fogg. Also present please see attached sign in sheet.

6:00 pm Chairman Hatch opened the meeting, took attendance of those present and voting (Selectman Jean, Chairman Hatch and Selectman Guarino) and led the Pledge of Allegiance.

Non-Public Session for interview cancelled.

Approval of Minutes –

MOTION: On a Motion by Selectman Guarino, and seconded by Chairman Hatch, it was voted unanimously to approve the minutes of January 4, 2016, as amended. (2-0-1 Voice Vote – Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean– abstain).

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Jean it was voted unanimously to approve the Non-Public Not Sealed (A) minutes of January 4, 2016. (2-0-1 Voice Vote – Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean– abstain).

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Jean it was voted unanimously to approve the Non-Public Not Sealed (B) minutes of January 4, 2016. (2-0-1 Voice Vote – Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean– abstain).

Town Report Dedication – Chairman Hatch informed Selectman Jean that the Town Report Dedication for the 2015 Town Report is dedicated to Bob and Olive Tibbetts.

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Jean it was voted unanimously to approve the Non-Public Sealed minutes of December 14, 2015 and to Unseal those minutes. (3-0 Voice Vote – Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean– yes).

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Jean it was voted unanimously to approve the Non-Public Sealed minutes of December 16, 2015. (3-0 Voice Vote – Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean– yes).

1 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Jean it was voted
2 unanimously to approve the minutes of January 8, 2016. (3-0 Voice Vote – Chairman Hatch-yes,
3 Selectman Guarino-yes, Selectman Jean– yes).

4
5 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Jean it was voted
6 unanimously to approve the minutes of January 11, 2016 as amended. (3-0 Voice Vote –
7 Chairman Hatch-yes, Selectman Guarino-yes, Selectman Jean– yes).

8
9 **Old Business -**

10
11 **Award Bridge Engineering Services–**

12 Selectman Guarino said after the last meeting he had a technical question that he needed
13 answered. He called one of the engineering firms and in the conversation they said it was not
14 unusual for the second phase of the qualification process to include the technical proposals. We
15 discussed it among ourselves and we made the decision to ask the short list of firms for technical
16 proposals. The following day Paul had conversation with one of the engineering firms, asking if
17 it were within the Board of Selectmen’s purview to request technical proposals? Paul had put in
18 my file the final conversation with one of the engineering firms that it would be worthwhile to
19 ask Nancy Mayville to see if it were within our ability to ask for the technical proposals. Paul
20 was out of the office on Thursday, so I phoned Nancy myself, she said within the State of New
21 Hampshire Qualifications, the next step is technical proposals and the final step is the actual
22 negotiation over the fee schedule. Paul from this last week followed up on it too. Selectman
23 Guarino said that Nancy Mayville said the Board could do that, but she seemed to reverse herself
24 in a conversation with Paul and sent the letter which we all have in our file dated January 19,
25 2016. Selectman Guarino read from the letter, which stated that the engineering had been
26 awarded in November. Selectman Guarino said his objection was to the fact that the awarding of
27 the bridge engineering service needed to be awarded in Public. The reason the process was
28 reopened was because Town Counsel said to be fair we had to go back and start over again. We
29 agreed that is what we would do and that is why we went through the interviewing process.
30 Paul, in looking at your conversation, the only thing you said was that I objected to was that we
31 hadn’t taken the vote. I objected that it was done through the e-mail, and the actual awarding
32 was supposed to be done in Public. The reason the whole process was reopened was according
33 to Town Counsel to be fair we had to start over again. To say the process and the awarding on
34 the fourth, Nancy did not realize what had happened, she did not understand the confusion .

35
36 Paul Branscombe said he explained the situation to Nancy Mayville. We were in the meeting
37 here and I heard Chairman Hatch say HTA and he heard Selectman Jean say HTA, you
38 (Selectman Guarino) said wait a minute, and there was laughter, and you said you wanted to go
39 look at the pictures. Chairman Hatch said, that is why we had to come back to the Board to have
40 it formalized. Paul Branscombe said that is correct. It was not recorded in the minutes, as
41 Selectman Guarino pointed out, it was not done in public session. Nancy quite understood why
42 we had to reopen.

43
44 Selectman Guarino said Nancy goes into her reply, “ all 3 firms were very qualified, I have
45 already approved the decision of the Board to select HTA, and my approval was by e-mail and it
46 needs to be followed by hard copy letter. The Board has already had discussions of technical
47 aspects as part of the interview with questions about the type of bridges that might be proposed

1 for each bridge.” If you were to read this, she said this is her response and the Board has already
2 chosen HTA.

3
4 Paul Branscombe said you have not asked me about my subsequent conversation with her. So
5 now she clearly understands where we are. But you cannot ask for a technical proposal with the
6 RFQ, you would have to put out an RFP. She is fully aware that we have not appointed
7 anybody, I have explained it to her and she is very happy with the situation. Chairman Hatch
8 asked Selectman Guarino to read further on the letter.

9
10 Selectman Guarino read “that for the consultant to do the technical proposals would be a cost to
11 the consultants that would be unnecessary. Preparing and submitting would be costly and
12 increase the overhead costs.” Nancy Mayville told me in a subsequent conversation that the
13 Town of Gilmanton could have asked for assistance in preparing the request for qualifications,
14 and that it isn’t unusual to have the technical proposals in with the RFQ. So we have the RFQ’s,
15 and we are sitting here and going to make a decision when we had an opportunity as a Board to
16 have asked for the technical proposals. I believe because it isn’t unusual, that all of the Bridge
17 Firms would have submitted technical proposals. I asked Paul to print the request for
18 qualifications. Selectman Guarino said I realize we did not ask for the technical proposals. If we
19 had requested the technical proposals it would have given us more information to make a
20 decision and we did not do that. Now “if the selection process was going to include that second
21 step of requiring the submission of the technical proposals it should have been stated in the
22 RFQ.” Which is really unfortunate that it wasn’t included. The RFQ deadline said they had to
23 be in by October 16, 2015. In the letter from Nancy it also stated “I would also point out that the
24 first project is 16234 Crystal Lake Road, over Nelson Brook, and is scheduled for the funding for
25 the construction in the year 2018. Typically for an average municipal bridge it takes 1 ½ years to
26 2 years to complete the design and do natural and cultural resource reviews, approvals, wetlands
27 permits and get the necessary easements and properties to go through the bidding process. This
28 project would advertise for bids in 2018, this project should start now.”

29
30 Selectman Guarino said, Chairman Hatch you said you were concerned about the Crystal Lake
31 Road Bridge. We have Nancy telling us that the first bridge we need to pay attention to is the
32 Crystal Lake Road Bridge over Nelson Brook and actually there has been all of this movement
33 trying to push the bridges on Stage Road in advance of the date. If we are going to award the
34 engineering it needs to be awarded for the Nelson Brook project, not the Stage Road projects that
35 are scheduled for a later date. If we are going to award the engineering for a bridge it should be
36 for Crystal Lake Road over the Nelson Brook project. Nancy also states in the letter that “I am
37 concerned that requesting and reviewing more details of the proposed new bridge the Town may
38 be starting to let potential costs influence their choice of consultants. The consideration of costs
39 are not allowed in the professional engineering services selection.” Number nine on the letter “I
40 would remind the Town that the DOT will only allow the most cost effective structure that
41 addresses the specific bridge. The next step is for the Town to negotiate a scope and fee for each
42 individual project and these scopes need to be submitted to the DOT for review and approval
43 prior to deciding.”

44
45 Paul Branscombe said that Nancy stated you cannot ask for a scope before choosing one, until
46 you negotiate an acceptable fee with the first, then you say no thank you and you move on to
47 your second choice, but you cannot go back. Selectman Guarino said I understand. Selectman
48 Guarino said he recommends that we should only be awarding the bridge over Nelson Brook. If

1 we are considering doing any other engineering, and considering Nancy's input on this, we
2 should re-advertise the other two bridges, Night Hawk Hollow and Beauty Hill Bridge on Stage
3 Road. We should have the requests for qualifications in with the technical proposals in with the
4 original Bridge RFQs for engineering services should be.

5
6 Chairman Hatch said they have listed Stage Road Projects for 2019. We had talked about saving
7 \$50,000 on design fees doing them together. Selectman Guarino said he thought it was \$25,000.
8 Just as it was said by putting both bridges into the same construction bid, it could save us money,
9 but we are jumping the gun on this. We have had Nancy Mayville tell us which bridge is to be
10 done first. If you go back to her timeline for beginning the bridge design, there is plenty of time
11 to begin the 2019 projects. My recommendation is to award the engineering for Nelson Brook
12 Bridge, and re-advertise for the Stage Road bridges. We are actually in fine shape for time. The
13 other thing to consider is that these bridges are so expensive and to consider them both in the
14 same year that the Bridge Fund may not actually have the substantial amount that it needs to
15 have in it for the bridge replacement in 2019.

16
17 Selectman Jean said that the problem with this is the Warrant Article #19 specifies the Stage
18 Road Bridges.

19
20 Paul Branscombe said to Selectman Guarino would you like me to go back to Nancy and
21 elaborate on what you have just said with your recommendation and get her view point on that?
22 Because we have had an RFQ which does not include technical proposals. So expanding your
23 RFQ to and RFP with the technical proposals, which means they would then, as they have done
24 in the brochure make some suggestions on the replacement of the bridge to the point of what sort
25 of structure it is going to be surface and the subsurface.

26
27 Chairman Hatch said that the bigger picture in her mind is that the Warrant Articles were legally
28 posted today. Paul said that they can be changed at the Deliberative Session then. (Paul also said
29 not the content of the article). Selectman Hatch said this is true, but in past the Deliberative
30 Session does not have a lot of people that show up, that is my concern.

31
32 Selectman Guarino said if you think about the financial aspects of this for the Town, lets just say
33 that both of the bridges on Stage Road are \$500,000 bridges. A \$1,000,000 project and it is an
34 80% /20% share, we would be taking out \$125,000 from the Fund. How much is left in the fund
35 if we get the Warrant Article passed? Paul Branscombe said there is \$259,000 in that Fund
36 currently. Selectman Guarino said we would be taking \$125,000 for engineering, of which there
37 will be \$100,000 coming back to the Town. We would need to have \$200,000 in the fund for the
38 \$1,000,000 project.

39
40 Selectman Jean said we had also talked about the Road Betterment Fund instead of hitting the tax
41 rate.

42
43 Selectman Guarino said, the basic bottom line is, are we jeopardizing the State Aid Funding
44 Share on the Bridges? Can we move the other two bridges in advance of the other bridge Nancy
45 set forth?

46
47 Paul said you have the three bridges on the DOT list, you can move them around as the
48 legislative body would like. One is only one year newer than the other two. You have to think is

1 it cost effective and can you afford the length of time to have the Stage Road Bridges closed,
2 because apparently they are used much more than Crystal Lake Road.

3
4 Chairman Hatch said the one on Crystal Lake is used heavily by the Daniel Webster Council.

5
6 Paul said as the governing body you can move those bridges around, DOT is not saying this is
7 what we are going to do for you. If you come as a Board and say we need a savings on this and
8 this is how we are going to do it. She only mentioned that Don because that was the first that
9 came out on the list.

10
11 Selectman Jean said if we do the engineering study in one year, doesn't mean we have to do both
12 bridges the following year. We could divide up the bridge construction over two years. I was
13 understanding that we would be saving \$50,000 on the engineering by doing them both together.
14 That is a big savings for the tax payer by doing them together.

15
16 Chairman Hatch said she just did not want to lose any funding.

17
18 Selectman Guarino said you have the same e-mails, we are not in jeopardy of the State Aid on
19 these bridges. The thing she was concerned about was that we are getting close on the time for
20 the design part to be prepared.

21
22 Paul Branscombe said we do not want to miss the slot with DOT. If we miss the slot than
23 another Town will take our place, we could be pushed out four or five years, then the bridges
24 could be on the red list and then you are forced to do something. That could be a possibility or
25 the Highway Department could fix it up with a temporary bandaid.

26
27 Paul Branscombe said he would like the Board's permission to write a letter explaining what the
28 Boards recommendations are, and get her feedback, then submit that to you.

29
30 Selectman Guarino said he would be comfortable with that. Paul Branscombe asked if he could
31 also mention the RFP technical aspect of this. Paul said we could not have asked for a technical
32 proposal in an RFQ. It is just the qualification of the people that we wanted to have. You pick
33 one and if you don't qualify, your first selection is not guaranteed. Nancy said all of the three
34 firms are more than qualified.

35
36 Paul, Selectman Guarino said you are saying we could ask for the technical proposals? Paul said
37 you could ask for technical proposals once you choose a firm. Not from all three, because the
38 RFQ doesn't allow that content. Selectman Guarino said it didn't get written, but it does allow
39 it. Paul said the RFQ that was sent out is standard boiler plate. You are looking for
40 qualifications, not the technical aspects of the bridge. Then the technical aspect and the next part
41 is the money that goes with the technical aspect.

42
43 Paul also asked if he could mention the Warrant Article to Nancy. Chairman Hatch said yes.

44
45 The awarding of the RFQ will wait until Paul speaks with Nancy, and be placed on the Agenda
46 for February 1, 2016.

Chairman Hatch said that it is 6:45 pm and she will be opening Public Comment at 7:00 pm as requested by Selectman Guarino last meeting.

Tuesday Opening to the Public – Selectman Guarino said he thought it was tabled until the staffing was settled. Selectman Jean said we have been asking the question about opening on Tuesday for over a year now. Selectman Guarino said that the Assessing Administrator's position was kept on full-time to help cover the office, we hired the Finance Officer because we had people in the office that were handling the financing like the Planning position handling the accounts payable. That was taking more time from them, which was taking more time from the counter. We discussed cross training in the office to help at the counter if someone was not available. We also discussed that Assessing would be able to help with the building permit applications, based on the fact that the Building Clerk is not there all of the time. One thing we need to know is if we are moving forward on cross training.

Selectman Jean said he would like to get the hours each employee is working and look at the schedules, and then make a decision. Moving the Administrative Assistant to full-time was supposed to help with opening Tuesdays. Selectman Jean said he would like Paul to get that information together and bring it back to us.

Tax Collector's Space Needs – Selectman Guarino said we spent tax payers money to insulate the floor upstairs to heat downstairs more efficiently, and bought fireproof locking files for The Tax Collector to put files in this meeting room to make space. The heat and lighting are not good for a meeting room upstairs. This room is a multi-purpose room and it should stay as a multi-purpose room.

Selectman Guarino suggested looking into expanding the Tax Collector's Office by opening the wall toward the front of the building.

Chairman Hatch said that is a different angle. Having said that, I want you to follow up.. He will call contractors and find out what it would take to go in that direction. Selectman Guarino will do the homework for suggestions and feasibility, and report back to the Board on February 1, 2016 with the his initial findings. Chairman Hatch said that will be your project.

Selectman Jean asked about the curtains for the stage upstairs. Stephanie Fogg said they have been approved by the Insurance Company, but still settling on outstanding reimbursements due to the Town. Selectman Jean said it was difficult to hear during the Planning Board Meeting upstairs. Selectman Jean said that is the only concern he has with meeting upstairs, that it is difficult to hear. Selectman Guarino said that a number of people at that meeting said that the elderly had a hard time hearing, and as the acoustics are not good in that room had we looked into a sound system. Selectman Guarino said microphones and some type of speaker system.

Selectman Jean said it was the first time he had set back. Selectman Guarino power board with multiple microphones into the Board. Paul Branscombe said that is what we had in Ashland, small microphones, they work really well. Selectman Guarino will research a small sound system.

Chairman Hatch opened Public Comment at 7:00 pm.

Brett Currier – When he was on the Board the space needs was looked at, first of all the heat is a big deal, and summertime you might as well be in a pizza shop. We have the mini-splits in this room to keep it comfortable. Secondly there is no ramp to get onto the stage, when you have elderly or people with disabilities you would have to have a ramp so they could get onto the stage so they can attend the meeting. Right now you have an elevator to this floor, it is all one level, an elevator to the second floor and it is all one level. If you meet on the stage that ramp is not going to be pretty in this building. I think this is a want by the Town Clerk, not a need. I think you should put this to bed.

Chairman Hatch said I would like to.

Brett Currier – said if you take this away it hurts the Town of Gilmanton.

Chairman Hatch said it reminded her of interviewing Bob Tibbetts, who used to be the Tax Collector out of his dining room years ago.

Brett Currier – said he asked about the propaganda letter that is on the website, it is still on the website. It is incorrect information, it is put on by the Selectmen's Office or the Town Clerk's office. It needs to come off the website. Look at it, read it, there is false information. The tax rate did not go up in Gilmanton because the assessment went down. The Town's value increased in 2015, say what really happened. It is not accurate.

Paul Branscombe said he thought it was down.

Chairman Hatch said to Mr. Currier, she was following up on the Comstar Account that you and I were not aware of. The Town currently has \$287,482.22 in the Comstar Account. From Marie, this account was set up before my employment here in Gilmanton, I do not know when or why this account was set up. The account is in the general ledger and is part of the general fund balance. Chairman Hatch said she will follow-up with Chief Hempel why those monies are not transferred or why at the end of the year that the account is not left a \$1.00 and money transferred. Chairman Hatch said then it gives us an accurate accounting of how much is deposited each year.

Selectman Jean said we are now receiving account updates each month from Marie.

Glen Lines – Upstairs to me is not the place to have these meetings, you can't hear a thing. If you are up on the stage are you going to lower the ceilings and close it in with a wall.

BOS 01-25-16

I will follow up with Chief Hempel to find out why those monies are not transferred. Why the account is not emptied to leave a dollar at the end of the year.

1 There is talk about putting the curtain up. Glen Lines said so everyone will be up on the stage.
2 Michael Jean said as Brett pointed out, the ada ramp would be needed. Glen Lines said that the
3 acoustics make it really hard to hear, the budget committee meeting was really hard to hear from.
4

5 Craig Gardener said once a sound system is set up that would really open up that room upstairs
6 as a meeting room for various committees. The upstairs is really quite a nice place to have a
7 meeting. Craig said this is a nice meeting room, but it only works when nobody shows.
8

9 Brett Currier said that is most of the time.
10

11 Craig Gardener said you make a good point, I have only been here two years, but I have attended
12 a lot of meetings, and about half of them have been upstairs. Again the sound system would
13 work best upstairs. You have to be able to hear and once a sound system is set up it would work
14 best. Also, that his experience standing in line at the Town Clerk's Office, seems like there is a
15 lot of work going on in that office. For the Tax Collector to be able to sequester herself from all
16 this busy work here is sometimes difficult. He said Don's idea of creating more space is a good
17 idea.
18

19 Craig Gardener said that the cross-training is a good idea. He has seen building permit or HDC
20 permits that you have to be in 10 days before for a date. If you come in on a Monday that would
21 cause a problem, if they bring it in just after the 10 day deadline. If cross-training means that the
22 applications can be brought into the office, and they can be submitted on those days to prevent
23 the application from being pushed off to another month/meeting date that would be good.
24

25 Brett Currier – The other thing to consider is that there are other boards that have to meet, the
26 Conservation Commission, the Snowmobile Club, Planning Board, Zoning Board, Historic
27 District Commission. If you go up there, you cannot have those boards meet at the same time
28 ever. You cannot have a curtain and the Selectmen are discussing Town business and they are
29 discussing what snowmobile trail to clean. When you lose this, you do not just lose this room,
30 you lose the ability to have more than one meeting in the same day.
31

32 Chairman Hatch closed Public Comment at 7:13 pm.
33

34 Health Insurance – Paul Branscombe gave information packets about Aflac Health Insurance for
35 the Board to review. Aflac and Claim Links representatives will be here to present and explain
36 the whole set up to the Board on February 1, 2016. Tonight there is going to be a Selectmen's
37 Meeting in Freedom, New Hampshire, where I think they will be the second Town to sign on
38 after New Durham with these people. What Claim Links did was to check with their employees
39 first and then the employees solicited the Selectmen to accept this over the risk pool people that
40 they have now. It is really that good. Further discussing with the people presenting, Paul said
41 we do not need estimates we need some guarantees here. They guarantee they can save the
42 Town of Gilmanton between \$80,000 and \$90,000 per year in Health Insurance Premiums. The
43 company is 12 years old and Aflac has been around a long time. Johnny Burgess and Diane
44 Currier will be presenting on the first of February.
45

46 Selectman Jean asked if it will save the employees money as well. Paul Branscombe said
47 absolutely and the money we save can go back to the Town. This is our opportunity to reduce
48 the tax burden.

1
2 **Budget Committee Chairman Brian Forst** – At the last Budget Meeting the Committee moved
3 that they wish I come and speak with the Board of Selectmen. So I am here as the Chairman of
4 the Budget Committee. As a Committee we are becoming increasingly frustrated, (and I have
5 been involved with the Committee now about 12 years), with the administration. The way things
6 are being given to us, the manner that when we ask questions, the response. The responses this
7 year were, between Heidi and Paul, they tried hard to get us information. Things are not flowing
8 well. Of course with SB2 we have to start earlier in the year. When you are comparing budgets
9 to the previous year, and you are looking at expenditures and trying to say ok they are asking for
10 \$500,000, and they are using \$550,000. Why is that? Then you have to wait until the end of the
11 year and it is the feeling of some on the Committee that by the second or third week in January,
12 we should be able to have a concrete number. We should be able to say yes, this is what was
13 done. One of the big things this year that we were trying to find out was what were the actual
14 revenues of 2015, because we were trying to do revenue projections. There was a lot of
15 problematic paperwork last year and things were probably done in a less than desirable form. It
16 was expressed that we were not going to do that again, as a Committee, we were not going to
17 have that happen again. We came in this afternoon and signed the MS-7, and everything has
18 been done much more professionally this year. The paperwork was very good and concise, I
19 guess I should have addressed this in public input, because I don't know if this is the opinion of
20 the Committee or the my opinion only. So I will say it anyway. We are having a difficulty with
21 going through the numbers and not being able to make them match. We have a budget from last
22 year and a proposal from this year, and payroll is not coming out right. We start to work the
23 numbers and we cannot make them come out right, then we ask Administration how come these
24 numbers are not right? We get told it is a mess. How are we going to straighten this out, how do
25 we make it better? How do we make sure going forward we have the mess under control. That
26 is the concern of the Budget Committee, is that we get whatever problems are behind, behind us.
27 We have a concrete plan going forward with Paul as our new Town Administrator. I am a
28 business man, if I go into my books and everything is a mess, my business is in trouble. When
29 we come in and look at the Town books and it seems as everthing is a mess and that indicates to
30 me the Town is in trouble, from Administration. Brian Forst said Selectman Guarino, you have
31 been at this longer than any one here, what are your feelings about how it is not being overseen?
32 You three people are where the buck stops here, it is up to you guys to tell me how it is.

33
34 Selectman Guarino said when you are having a Budget Committee meeting it is not usual to have
35 the Board of Selectmen there, all three members. Most of the time you have a Selectmen's
36 Representative representing the position of the Board of Selectmen. What is your definition of
37 administration?

38
39 Brian Forst said I guess my definition of Administration is that this Town employs somebody to
40 be the Town Administrator, so that job is to administrate the front office for the Board of
41 Selectmen. The Board of Selectmen are supposed to make sure that everything is being done
42 properly. I would think that the three Selectmen need to be making sure when you are signing
43 disbursements that it is being done properly. We are paying a person to do a job, is it being done
44 right? It seems like there is a ton of finger pointing going on that this one did this and that one
45 did that, this person is doing more than they should be doing. As the Chairman of the
46 Committee, after a while that gets old. All we want is concrete numbers.

1 I listen to the Bridge conversation tonight and you can take article #19 and throw it in the dump,
2 because it specifically speaks about two bridges. We had another public hearing because it
3 wasn't felt that it was warned properly. Tonight I am hearing you may want to do something
4 different than that. It is wasting my time. Chairman Hatch said she agreed. Brian Forst said I
5 came in tonight and spoke as well as I could to it.

6
7 Paul Branscombe I want to make you and the Budget Committee feel more comfortable. We
8 feel very pleased with what happened today, six signatures on the MS-7, the Default Budget and
9 the Warrant Articles were posted in the appropriate places. A year ago today there was one
10 signature, which was Stephen McCormack as the ex-officio to the Board of Selectmen, which is
11 a violation of State Law as posted. I am not pointing fingers, I am stating an actual fact. The
12 Town of Gilmanton was looked at by DRA like wow, how did this happen? We can now take
13 ownership from this day forward on those numbers. Unfortunately, Marie is leaving on March
14 18, 2016, but I am quite sure the Board is going to get somebody in with Municipal experience
15 that will help us move forward. Those numbers are the numbers that you can charge us with, and
16 I am really going to make sure that the next budget season we start earlier and things are
17 accurate.

18
19 Brian Forst said I guess that is my hope, that I have one more year to serve my term and it seems
20 like the last few years have been really bumpy. You would not know about anything other than
21 this year Paul, I guess I keep going back to when they say the word Administration it is a big
22 word, but there are people in this Town tasked with administering the three and a half million
23 dollar budget of the Town. It seems to me that the Selectmen need to make sure that the
24 Administration is doing things the right way. I understand things were not good, but that excuse
25 is getting a bit old. Chairman Hatch said it is time to move on. Brian Forst said he agrees, but
26 what the Committee is saying, is that we did it last year.

27
28 Paul Branscombe said the end product is good and all the team in there did a great job,
29 everybody. Brian Forst said we did get it all together by 4:00 pm this afternoon. It would be
30 good, and probably it will take some more sharpening on my part, I am not here to point fingers,
31 I am here to ask that we get a better handle on this.

32
33 Chairman Hatch said duly noted. Selectman Jean said this year we will start earlier. I saw the
34 revenue the same time you saw it, my estimate was about \$6,000 less than your estimate Brian.

35
36 Brian Forst said and how much different were our estimates that those that were posted, about
37 \$200 and some odd thousand. Selectman Jean said he did not agree with the revenues when first
38 presented with them either.

39
40 Selectman Jean said we need to start earlier in the year, make certain revenues are being posted
41 on time.

42
43 Brian Forst said he met with Paul Branscombe to explain how he came to those numbers. As a
44 Chair of the Budget Committee, when we were tasked with what hit us this year, we all know it
45 was something that happened and it made our taxes go up. Brian said, again, I am not here to
46 point fingers, but when the revenue numbers come in for the upcoming year and they are
47 deficient by that amount of money, who is responsible?

1 Chairman Hatch said that regarding the recyclable, she has been told that cash for those in
2 December, we would not see that until the middle of January. So those really should be
3 December revenues, but it wouldn't show. The problem with the calendar year, this is what
4 happens.

5
6 Brian Forst said I get all of that, but what the Budget Committee likes to do, play the law of
7 averages and if we take the revenues for 2013, 2014 and 2015 of \$1.4, \$1.6 and \$1.6 million
8 dollars we can see a trend. Now we know that we lost Metrocast at \$50,000 for franchise fees.
9 Which why did we lose that?

10
11 Selectman Guarino said we call that the Cable User's Tax. The previous Board of Selectmen
12 decided why should the people who use Metrocast pay user's tax. So we decided why should the
13 Metrocast users tax be used to fund other Town projects.

14
15 Brian Forst said so it was a decision by the Board of Selectmen. Selectman Guarino said yes.
16 Selectman Guarino said that the \$50,000 difference this year did not make that kind of increase.
17 Selectman Guarino said just take the estimated automobile registration estimated revenues,
18 \$614,000 was submitted on the MS-4 in 2014, if we had used the numbers from the previous
19 year, we had done over \$700,000. Brian Forst said we did \$756,000 last year. Brian said the
20 estimate for 2016 was down and it has gone up over \$50,000 each year.

21
22 Selectman Guarino said isn't it the goal of the Budget Committee to have these estimates as
23 close as possible. Brian Forst said yes, that is what we did, the estimates we were given were
24 more than \$200,000 less. Brian said when the revenues have been \$1.4, \$1.5 and \$1.6 and \$1.66
25 million, then the revenue projection drops back to \$1.27 million that is going to make a big
26 increase in the tax rate, because that is how tax rates are set. When we had to make our
27 projection, we needed to know why the projection was \$1.2 million? What we got was take
28 \$150,000 off of \$1.6 million, you should be in the \$1.5 million dollar area. Selectman Jean said
29 he came up with the number of \$1,440, 406, and Brian came up with a number of \$1,450,551 for
30 estimated revenues. Just about the same about \$6,000 off. Brian said that was a collaboration of
31 Stan Bean and myself, because we had to have these numbers on the MS-7, so we sat down and
32 ground them out. Now we do not have the cable fee, but I guess when we were in the Budget
33 Committee we couldn't get answers as to why we didn't have cable fee any more. These are all
34 of the things, that I am saying would be the feeling is, is if the administration, when I say
35 administration, I think Mr. Branscombe thinks I am talking about him, it is not directed directly
36 at him, it is the whole group of people could function smoother maybe, and everybody knew
37 what page everybody was on, then the things forthcoming to us would be more concise.

38
39 Selectman Jean said that next year he would like next year for the Budget to be presented like the
40 school budget, in a booklet, everything right there for you. I think Paul agrees. Brian said he
41 would bring in an older budget book for Paul to look at and see how it used to be presented to us.
42 You have to have the information correct, in the end the presentation doesn't matter. It became
43 painfully obvious this year that as much as the school budget is uncomfortable, they do a darn
44 good job of putting it together. When you ask a question, they have the information. Paul talked
45 about saving this Town money on Health Insurance, this Town spends I think about \$1.5 million
46 dollars in employee benefits and retirement, between the Town and the School. That is a lot of
47 money. Brian said if we want to reduce budgets, than I think services are going to have to be
48 cut. The administration of the Town and not going over old things but going forward that we get

1 this straightened out. If you have done a job for a long time, I would like to see that things are
2 being more concisely handled. I felt this year there was a lot of finger pointing and a lot of
3 carrying on that this happened and that happened, but it happened under somebody's watch.
4 When Paul gave me an MS-7 on it that had one signature on it last year.

5
6 Selectman Guarino said if you think about the Budget process and that was the 2015 Budget,
7 everything that happened on the 2016 Budget doesn't have anything to do with the 2015 budget.
8 Brian said that is correct. So why are we referencing the 2015 Budget? If you are wondering if
9 the clerk for the PD got a raise, where does that come from? I know you are saying the
10 administration. You are saying that I'm looking at that number and I know that a salary line item
11 and number are not coming out properly? You are actually saying it is the Board of Selectmen
12 should know if that line item is not coming out properly?

13
14 Brian said what I am saying is that the Board of Selectmen, you sign disbursements weekly,
15 correct? You sign off on it? Selectman Guarino said right. It would be a responsibility to make
16 sure that those are correct. Whether you are depending on people preparing those numbers or
17 you are making sure those numbers are correct. Someone has to be responsible for whether or
18 not these numbers are correct. As a Budget Committee, we finally gave up on figuring payroll
19 numbers out, we gave up. We took what was presented and said this must be what they need.
20 We cannot make them come out Don, it is a mess. That is what I am telling you, what I am
21 saying. Something is wrong.

22
23 Selectman Jean said one thing to point out that I found out during the meetings, that last year
24 they added a week in for salaries, when their yearly salaries, they should have received less each
25 week than have a week added in there. Brian said that 2015 was a 53 week year, now we are
26 back to a 52 week. There are certain positions that we assumed are salaried positions. The
27 Administrator, the Police Chief, the Road Agent and then there are hourly paid positions. So
28 finally we asked for the pay run. Last year there was a COLA voted in, so that should be added
29 to the salary, we couldn't make any of it come out, close but not right. We asked the question if
30 you have someone taking the buyback on the insurance, should have been paid over the 53 or 52
31 weeks. What I am saying is someone has to get a handle on administration. I feel personally,
32 that the buck is supposed to stop right here. If this Board does not feel the office across the
33 hallway is doing their job right, ok, then crack the whip, and say let's get this right. The Board
34 of Selectmen sign off on this stuff. Payroll was this and it was prepared by somebody. If you
35 have a salary employee, you figure it out once a year the weekly pay. Do you take the time to
36 look at this stuff, or do you take the time to check it. Selectman Jean said he does take the time
37 and has questions for Paul and Marie each week.

38
39 Brian said you need more money for a Finance Person and the Budget Committee said no. We
40 are looking at these finances and we can't see throwing money at this is going to make it better.
41 We think you need to get administration under control.

42
43 Chairman Hatch said I think the Budget Committee was fair with what they worked out for that
44 position.

45
46 Brian said we are tasked with presenting the Budget, go to the Deliberative Session, take the
47 heat. We have to give these numbers to the Town. That is what they sent me here to tell you.

1 Chairman Hatch said you can bring them back, that we heard you loud and clear.

2
3 Brett said I listened to Brian speak about the revenues not being in there. Can you put that on
4 your website why the taxes really went up? Chairman Hatch said that you brought this up earlier
5 Brett. Brett said I didn't ask if you would put it up, I wanted it corrected. Can you correct it?
6

7 Selectmen Jean said the revenues he is talking about are the estimated revenues for 2016. Brian
8 said this is going forward which would have amplified the problem we had this year.
9

10 Brett said exactly, but I want it to show the accurate reason the taxes went up this year, not a fake
11 thing.
12

13 Chairman Hatch said you have already made that point in public comment.
14

15 Brett said ok, so you are going to put it on? You are not answering the question, that's ok.
16

17 Selectman Jean said hopefully next year it will be a lot better.
18

19 Chairman of the Budget Committee Brian Forst said that would be a positive outcome of me
20 coming in tonight and speaking. Brian said I appreciate what you do, even though it didn't
21 sound like I did.
22

23 **Select Board Items –** 24

25 **Deliberative Session on Saturday, January 30, 2016 at 10:00 am.** It is the Budget Committee's
26 Meeting. Chairman Hatch said she wants to be certain that all three of the Selectmen have the
27 most current proposed Budget and the most current proposed Warrant Articles. Paul
28 Branscombe will follow-up to be sure they have everything they need for Saturday, MS-7,
29 Posted Warrant Articles, and current revenues.
30

31 Selectmen will work the polls on the Primary Election Day, February 9, 2016. There is a
32 training tomorrow night at 6:30 pm here upstairs. Selectmen have to be there all day.
33

34 **Tax Agreement** – to be postponed until further information. Rainbow Lane
35

36 **Life Support Interceptor Agreement-**

37 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino, it was voted
38 to authorize Chairman Hatch to sign the Life Support Interceptor Agreement with the Town of
39 Chichester. (2-0-1, Chairman Hatch Abstain, Selectman Guarino – yes, Selectman Jean – yes)
40

41 Chief Hempel has already signed it, then it will go to the Chichester Board of Selectmen for their
42 signatures.
43

44 **Ballot Inspector –**

45 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino, it was voted
46 unanimously to approve Diane Labelle as a Ballot Inspector. (3-0)
47

1 **Bean Road** – Selectman Guarino had a concern that there is a gate off of Route 107 on Bean
2 Road, he did not want the Town to be liable if someone needed emergency help on that road. He
3 asked that the Code Enforcement Officer look into it to be certain it is not being closed off.
4

5 **Police Department** – Paul Branscombe said that Chief Currier announced verbally yesterday
6 that William Mahoney resigned. He will write out a formal letter.
7

8 **Selectmen's Meetings** – Selectman Guarino said that last week Chairman Hatch, you were not
9 feeling well and cancelled the meeting. Chairman Hatch said yes. Selectman Guarino said we
10 are a team and I don't know if the occurrence, because we did not interview one person, but
11 Michael and I could have met with her. Selectman Jean said we also had Budget Meeting that
12 evening too. Chairman Hatch said that on a previous night, we did not meet because you had a
13 conflict with a Planning Board meeting and we chose not to meet that night with just two
14 Selectmen. I would hope you would allow me the same privilege of not meeting with just two
15 people. I felt there was enough time to postpone the meeting and thought you would understand.
16

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

18 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted
19 unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman
20 Hatch – yes, Selectman Guarino-yes, Selectman Jean– yes).
21

22 The meeting room was closed to the public. Present during the Non-Public Session were
23 Chairman Hatch, Selectman Guarino and Selectman Jean, Town Administrator Paul Branscombe
24 and Administrative Assistant Stephanie Fogg .
25

26 The Selectmen discussed personnel in the Selectmen's Office.
27

28 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted
29 unanimously to seal the minutes of the Non-Public Session. (3-0 Voice Vote – Chairman Hatch –
30 yes, Selectman Guarino-yes, Selectman Jean– yes).
31

32 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted
33 unanimously to come out of Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote –
34 Chairman Hatch – yes, Selectman Guarino-yes, Selectman Jean– yes).
35

36 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
37 were sealed.
38

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

40 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted
41 unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman
42 Hatch – yes, Selectman Guarino-yes, Selectman Jean– yes).
43

44 The meeting room was closed to the public. Present during the Non-Public Session were
45 Chairman Hatch, Selectman Guarino and Selectman Jean, Town Administrator Paul Branscombe
46 and Administrative Assistant Stephanie Fogg .
47

48 The Selectmen discussed the Transfer Station personnel.

1
2 **MOTION:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted
3 unanimously to seal the minutes of the Non-Public Session. (3-0 Voice Vote – Chairman Hatch –
4 yes, Selectman Guarino-yes, Selectman Jean– yes).
5

6 **MOTION:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted
7 unanimously to come out of Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote –
8 Chairman Hatch – yes, Selectman Guarino-yes, Selectman Jean– yes).
9

10 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
11 were sealed.
12

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

14 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted
15 unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman
16 Hatch – yes, Selectman Guarino-yes, Selectman Jean– yes).
17

18 The meeting room was closed to the public. Present during the Non-Public Session were
19 Chairman Hatch, Selectman Guarino and Selectman Jean, Town Administrator Paul Branscombe
20 and Administrative Assistant Stephanie Fogg .
21

22 The Selectmen discussed the hiring of the Finance Officer.
23

24 **MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Guarino it was voted
25 unanimously to seal the minutes of the Non-Public Session. (3-0 Voice Vote – Chairman Hatch –
26 yes, Selectman Guarino-yes, Selectman Jean– yes).
27

28 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted
29 unanimously to come out of Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote –
30 Chairman Hatch – yes, Selectman Guarino-yes, Selectman Jean– yes).
31

32 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
33 were sealed.
34

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

36 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted
37 unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman
38 Hatch – yes, Selectman Guarino-yes, Selectman Jean– yes).
39

40 The meeting room was closed to the public. Present during the Non-Public Session were
41 Chairman Hatch, Selectman Guarino and Selectman Jean, Town Administrator Paul Branscombe
42 and Administrative Assistant Stephanie Fogg .
43

44 The Selectmen discussed personnel in the Selectmen's Office.
45

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

1
2 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Jean it was voted
3 unanimously to come out of Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote –
4 Chairman Hatch – yes, Selectman Guarino-yes, Selectman Jean– yes).
5

6 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
7 were sealed.
8

9 **Adjournment:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted
10 unanimously to adjourn at 9:26 pm (3-0).
11

12
13 Respectfully Submitted,
14
15

16 _____
17 Stephanie S. Fogg
18 Administrative Assistant
19
20

21 **Approved by the Board of Selectmen**
22

23 _____
24 Chairman Rachel M. Frechette Hatch
25

26 _____
27 Selectman Donald J. Guarino
28

29 _____
30 Selectman Michael J. Jean