

Board of Selectmen Town of Gilmanton, New Hampshire

6 Meeting
7 June 13, 2016
8 **6:00 p.m.** – Gilmanton Academy
9

10 **Present:** Chairman Michael Jean, Vice Chair-Selectman Steve McWhinnie, Selectman Marshall
11 Bishop, Town Administrator Paul Branscombe and Assistant Town Administrator-Heidi
12 Jackson-Rhine. Also present Brenda Currier.
13

14 **6:00 pm** Chairman Jean opened the meeting, called roll call attendance of those present and
15 voting (Chairman Jean, Selectman McWhinnie, and Selectman Bishop) and led the Pledge of
16 Allegiance.
17

18 **Work Session: Job Descriptions** 19

20 The Board preferred the cosmetics/ formatting of the documents prepared by Heather Carpenter
21 (Administrative, Assessing, Land Use and Planning Assistants), and asked that all job
22 descriptions be formatted as such. They also requested that the signature lines on the draft Road
23 Agent be added to all, as well as a document date (and revision dates thereafter). It was noted
24 that many titles have been changed to "Assistant" as it encompasses the more varied
25 responsibilities and adds conformity. The below draft job descriptions were reviewed and
26 changes for the next draft noted as follows:
27

28 **Town Administrator:** Add "Essential Personnel" section as in Road Agent draft, formatting,
29 signature lines and document date section.
30

31 **Finance Officer:** Change software reference from MuniSmart to BMSI, formatting, signature
32 lines and document date section.
33

34 **Administrative Assistant:** Add signature lines and document date section.
35

36 **Assessing Assistant:** Add signature lines and document date section. Paul Branscombe noted
37 that this description is only for the Assessing Assistant duties, he is working on a draft
38 description for the Assistant Town Administrator duties also currently performed by Heidi
39 Jackson-Rhine.
40

41 **Building Inspector/ Code Enforcement Officer:** Add formatting, signature lines and document
42 date section. There was discussion on if there should be a job description for a contracted
43 position, "Employment Status" section to state "contracted services" instead of hours. Update #6
44 to remove "Planning...Zoning Board of Adjustment" and replace with "Town Planner." Update
45 #8 to add "Town Administrator" prior to Town Counsel.
46

47 **Land Use Assistant:** Add signature lines and document date section. Check and reference the
48 applicable RSA.
49

50 **Planning Assistant:** Add signature lines and document date section.
51

52 **Fire Chief:** Add "Essential Personnel" section as in Road Agent draft, formatting, signature lines
53 and document date section. Add Emergency Management Director and Fire Warden to title. Check
54 and reference the applicable RSA(s). Confirm Town Policy requires a pre-employment physical,
55 if confirmed add.
56

57 **Fulltime Firefighter/AEMT:** Add "Essential Personnel" section as in Road Agent draft,
58 formatting, signature lines and document date section. Check and reference the applicable RSA(s).
59 Check with Chief Hempel to see if the Acronym is still AEMT or if the term has changed. Confirm
60 Town Policy requires a pre-employment physical, if confirmed add.
61

62 **Police Chief:** Add "Essential Personnel" section as in Road Agent draft, formatting, signature lines
63 and document date section. Check and reference the applicable RSA(s). Confirm Town Policy
64 requires a pre-employment physical and polygraph for emergency personnel, if confirmed add.
65 Add reference to Police Officer job description.
66

67 **Sergeant:** Add "Essential Personnel" section as in Road Agent draft, formatting, signature lines
68 and document date section. Check and reference the applicable RSA(s). Confirm Town Policy
69 requires a pre-employment physical and polygraph for emergency personnel, if confirmed add.
70 Reformat like Police Chief and as previously noted.
71

72 **Police Officer:** Add "Essential Personnel" section as in Road Agent draft, formatting, signature
73 lines and document date section. Check and reference the applicable RSA(s). Confirm Town
74 Policy requires a pre-employment physical and polygraph for emergency personnel, if confirmed
75 add. Reformat like Police Chief and as previously noted. Add Full time and Part time.
76

77 **Police Department Administrative Assistant:** Add "Essential Personnel" section as in Road
78 Agent draft, formatting, signature lines and document date section.
79

80 **Road Agent:** Add formatting, signature lines and document date section.
81

82 **Equipment Operator:** Add "Essential Personnel" section as in Road Agent draft, formatting,
83 signature lines and document date section. The Foreman position was discussed, the job
84 description when compiled should include Supervision Exercised in addition to the Equipment
85 Operator duties.
86

87 Selectman McWhinnie requested that we research the HAZMAT placard requirements for a 100
88 gallon (size to be confirmed) diesel fuel tank currently in one of our Highway Department truck
89 beds.
90

91 **Solid Waste Facility Manager:** Add formatting, signature lines and document date section.
92

93 **Solid Waste Facility Attendant:** Add formatting, signature lines and document date section.
94

Rules and Requirements For All Employees Of The Transfer Station & Recycling Facility:
Review #8 "Always remember that there will always be something to do, so don't stand around with your hands in your pockets." Update #11 to include "all residents, especially" before "the elderly."

Selectman McWhinnie stated that the Bobcat at the Transfer Station needs backup beepers to notify pedestrians when maneuvering within the grounds.

The Academy Building Checklist is to be updated and attached to all Selectmen's Office position job descriptions.

Contracted Assessor agreements are to be reviewed.

The following draft job descriptions have not yet been provided or created and will be followed up on: Welfare Director, Highway Department Foreman, Assistant Town Administrator, Town Clerk/ Tax Collector, Deputy Town Clerk/ Tax Collector, Town Clerk/ Tax Collector Assistant, Contracted Assessor(s) if needed and Plowing Contracts.

It was noted that the Road Agent is responsible for obtaining sand/ salt bids and plowing contracts/ bids, which should be in the beginning stages now as these are generally done in the summer months.

It was noted several times that the drafts prepared by Heather Carpenter were very well drafted and the Selectmen were grateful for the Office's efforts in producing these drafts in such a short period of time.

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

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

A Matter of Reputation

The meeting room was closed to the public. Present during the Non-Public Session were Selectman Jean, Selectman McWhinnie, Selectman Bishop, Town Administrator Paul Branscombe and Assistant Town Administrator Heidi Jackson-Rhine.

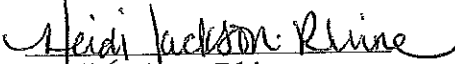
MOTION: On a Motion by Selectman McWhinnie, and seconded by Selectman Bishop, it was voted unanimously to come out of Non-Public Session. (3-0 Voice Vote – Chairman Jean-yea, Selectman McWhinnie -yes, Selectman Bishop – yes).

The meeting room was opened to the public.

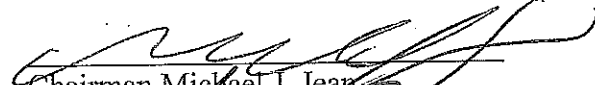
MOTION: On a Motion by Selectman McWhinnie, and seconded by Selectman Bishop, it was voted unanimously to seal the minutes of Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman Jean-yes, Selectman McWhinnie -yes, Selectman Bishop – yes).

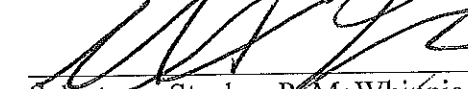
142 **Adjournment:** On a Motion by Selectman McWhinnie and seconded by Selectman Bishop, it
143 was voted unanimously to adjourn at 7:36 p.m. (3-0 Voice Vote – Chairman Jean-yes,
144 Selectman McWhinnie -yes, Selectman Bishop – yes).

145
146 Respectfully Submitted,

147 
148 Heidi Jackson-Rhine
149 Assistant Town Administrator

151
152 **Approved by the Board of Selectmen**

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154 
155 Chairman Michael J. Jean

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157 
158 Selectman Stephen P. McWhinnie

159 
160
161 Selectman Marshall E. Bishop