

**Board of Selectmen  
15 September 2008  
Minutes**

**6:00 p.m.** - Chairman Don Guarino called the meeting to order. Present were Chairman Guarino, Selectmen Rachel Hatch and Betty Ann Abbott, Town Administrator Tim Warren and Clerk Lois Dionne. Also in attendance was Planning Administrator Lynne Brunelle.

After attendance, everyone stood for the Pledge of Allegiance.

**Planning Administrator's Hours** - The Selectmen asked to meet with Lynne Brunelle to discuss standardizing hours for the Planning Department. At the present, Lynne works part time, and doesn't have set hours.

There was a discussion of the need to have regular hours established for the planning department. Everyone else in the Selectmen's office has regularly scheduled hours, which allows to plan coverage for the office. Having regular hours would provide stability and also allow residents to know when to call or come to the office if they need to speak with Lynne.

After discussion of hours and the possibility of Lynne working full time, it was decided that the planning department hours would be 10:00 a.m. to 4:00 p.m. Monday, Wednesday, Thursday and Friday.

**Sub-contractor – Accounts Payable** – The Selectmen asked to meet with Jen Correia who has been working as a sub-contractor to do Accounts Payable. It was felt it would be more cost effective to hire someone to do payables, and that the job might be able to be combined with the Land-Use Clerk position. Applicants are being interviewed for that position tomorrow.

Jen stated that when she comes in she does her work, makes sure everything is done and done properly, and then leaves; she doesn't spend any more time at a place than is necessary. She explained that as well as doing payables, she also does the trial balance and reconciles bank statements, makes sure property tax receivables are in reconciliation, because the software between the tax collectors office and the fund account don't communicate, so she makes sure the two accounts agree, oversees that the correct amount is being deducted for cell phones and dental and health insurances. She said this is

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important when the auditor comes in at the end of the year. Jen said it takes her about three or four hours a week to do payables. Jen said she wasn't an advocate of combining unlike jobs such as land-use clerk and payables. Jen also helped set up the new accounting software, and helps out when we have problems.

There was discussion of the possibility of hiring someone to do payables, and that the Selectmen were looking at it as a cost-effective measure. During discussion, Jen was asked if a person is hired to take over payables she would be willing to come in one day a month to do the reconciliations and at the end of the year. Jen said she does that for a lot of towns, and would be willing to do it for Gilmanton, and would also be available as a backup for the town.

### **6:48 p.m. – Public Input**

Israel Willard and Wayne Gray were in for public input; Chairman Guarino opened public input early and said he would leave it open until 7:30.

**Logging Town Forest** – Israel said he didn't like the "Horse & Pony Show" the Selectmen did when they said they were going to check into the logging of the Town forest. He said the last he knew Nanci Mitchell never drove a team of horses, and never had a team of horses, so why wouldn't the Selectmen consult someone who had a team of horses that does that work.

Chairman Guarino stated that the information came from the forester, not Nanci Mitchell. Mr. Willard said the Selectmen's minutes reflected that Nanci had submitted a report on why we shouldn't use horses. *Nanci submitted the report, but it came from the forester. Tim said there were two other letters with the report talking about the use of horses.* Mr. Willard asked how many of them that had been consulted have horses, and log with horses. The Selectmen had no answer to that question. Mr. Willard also took exception to the statement that the slope was too steep to use horses.

Mr. Willard stated that the Selectmen didn't consult a logger, who logs with horses, they consulted a forester, and it is obvious they are not going to. He said he assumed they are not going to log now with price of timber what it is. Chairman Guarino said they had discussed that last week, and no moves have been made in that direction. Mr. Willard said he was concerned because of the "Pony & Dog Show". There was a brief discussion as to whether the Selectmen had delved deep enough into whether or not the forest could be logged using horses. Chairman Guarino said they would take Mr. Willard's concerns under advisement.

**Windows – Corner Fire Station** - Mr. Willard told the Selectmen that they had made a great choice in the selection of a new fire chief. He was pleased that the Corners station went from being condemned to being an active station. He stated that there are eight windows in the lower level of the Corners Fire Station, and felt \$400 a window was very

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expensive. Tim Warren stated that it was a total of \$400 for all the windows. Mr. Willard felt that was a good deal then.

**Cupola** – Mr. Willard stated that a few years ago a guy had recommended taking the cupola down in order to fix it correctly. He said someone came in and did a patch job, which cost several thousand dollars, and now it needs to be done again. Mr. Willard said that the only solution is to take the cupola down and repair it. The Selectmen said that is the way they are going.

**Feasibility Committee** – Mr. Willard stated that he had spoken with Tim today, and told him that he (Mr. Willard) would submit a folder of everything the committee had done, and would keep it updated. The folder would be kept in the Selectmen's Office where people could look at it. Selectman Abbott told Mr. Willard that Tim is also working on getting their minutes put on the website.

**Signs-Iron Works Market** – Mr. Willard said the person (Mrs. Willard) who had sent a complaint about the signs at the Iron Works Market wanted to congratulate the Selectmen for getting the signs removed.

**Junk – Goodwin Property** – Mr. Willard said he was glad to see that the Selectmen were also working on the Goodwin situation.

**Munsey Property** – Wayne Gray asked if the Munsey Property in the Iron Works is an approved junkyard. He said the last time he saw it there were at least eight vehicles parked out back, some of them in a ditch. Wayne said he would take another look to be sure they are still there.

**Drainage System – Academy Building** – Israel asked the status of the drainage system. Tim said the contractor is due to start work on it on Tuesday.

**Land –Use Clerk** – Wayne Gray asked what the time frame was for hiring a new land-use clerk. Selectman Abbott replied that they were interviewing for the position tomorrow.

**FYI's & Other Business** – Tim informed the Selectmen that we had received our notice from the Belknap County Commissioners that our share of their budget for this year is \$667,628.

**Road Hearing – Class VI Road** – Tim said he had a request from a lady who owns property on the Class VI section of Canaan Road. He said they access their property through Belmont, but are asking to develop the site and build a home. Tim said Bob Flanders has been out there and found miscellaneous violations. He said they have already done some clearing of the site, and have a camping trailer there. Tim said it is his understanding that they have done some improvement to a small section of the road

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already. Tim said he gave them a copy of the RSA that says there is no building on a Class VI road. Tim said they have 25' of frontage on the road in Belmont, which they say is a Class V road, so feel they have a right to build. He said Bob Flanders is going to talk to the Town of Belmont to find out the status of the road. Tim said he explained that we are establishing a Class VI Road policy, but they have requested a hearing to get permission to upgrade the road. A hearing will be scheduled.

**GAT (Guaranteed Annual Tonnage)** – Tim informed the Selectmen that our GAT for August is up from last year. Last year it was 128.81 tons and this year it is 141.58 tons. He said we are up 8 tons for the year.

Rachel asked if the Recycling Committee had been reactivated. Tim said appointment letters have been sent to members, but they haven't met yet.

**Sprinkler System** – Tim said the contractor was here for the sprinkler system last Thursday and repacked the motor. He said they also installed a drip drain to run outside. Tim said he had asked the gentleman what we did with the sediment in the line after they fix the pipe on the second floor. The gentleman said they would start on the second floor and blow the other lines clear down through, then pressurize the lines to make sure everything is okay in the lines, which would determine if they needed more maintenance.

Don said they had wondered where the feed went for the sprinkler. He said that years ago when the well was contaminated he had done work on the line from the new well across the driveway to the town and then back across to the church because the town and the church share the well, and they never found the line. He said he and Tim had been concerned that there is not a shut off. Don said he spoke with the fire chief today and asked to get permission for a diver to go into the pond to look at the inlet, so they could come up with a plan to get a shut off, and to see if there is a screen on it.

Tim said the sprinkler guy had said the shut off valve is supposed to be a minimum of 50' from the building, but the shut off that we have now (apparently with no valve, only a housing) is 3' from the building, and instead of it being an 8" iron line, which we thought it was, it is an 8" plastic line.

He said he had mentioned it to Dupont Construction, who is doing the drainage work, and they are going to check to make sure it is a legal line.

**Shrubbery – Back of Academy Building** – Israel Willard stated that the last time he had entered the Academy through the rear door the shrubbery out back was so overgrown it was a like a jungle walking through there. Tim informed Israel that the shrubbery had been cut back; it was done before Election Day.

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**Mold Problem** - Wayne Gray asked if it was thought that by fixing the drainage issue it would help solve the mold issue in the Academy Building. Tim said they feel that it would solve the problem completely.

**Feasibility Study** – Wayne Gray asked if the Feasibility Committee had considered building a new building and combining new town offices, police department and fire department in one building. He felt the police department has outgrown the old town hall, and it would be more cost effective to combine the three. It was said that had never been discussed, but Selectman Abbott said the purpose of the feasibility committee was to determine that (the best use for the Old Town Hall).

**Speed Bumps –Lakeshore Drive** – Sue and Dick deSeve were concerned that the speed bumps on Lakeshore Drive are not slowing traffic. They said the bumps are lower and are in two sections. They said school bus drivers, especially in the afternoons, are speeding and the speed bumps are not slowing them down. Selectman Hatch asked Tim to have the police department check on the speeding. Chairman Guarino asked to have the road agent inspect the speed bumps. It was also noted that the speed bumps would be taken out shortly for the winter. Chairman Guarino said the Selectmen would address the problem.

### **7:30 p.m. –Chairman Guarino closed Public Input.**

**Brenda McBride – Household Hazardous Waste** – Brenda McBride stated that Gilmanton didn't have as good a representation at the Household Hazardous Waste Day in Belmont this year as we did last year. She said last year we had 72 households who participated, which is 4.9% of Gilmanton households. This year we had 59 households representing 3.6% of Gilmanton households. Brenda felt that it is very dangerous to keep these hazardous products in people's homes; cans get rusty and things can leak. Brenda was concerned that some of the stuff might be going into the compactor, and that a chemical reaction could occur if some products got mixed together in the compactor. She said this toxic reaction would affect people from Gilmanton to Penacook where the compactor is taken to be unloaded. Brenda said she has been thinking of signs for the recycling center; the sign on the compactor says no leaves, wood or metal, but doesn't mention hazardous waste.

Brenda asked the Selectmen's permission to work with the fire chief to get articles on hazardous waste in the papers.

Brenda thought it would be a good idea for Gilmanton to consider having "off site" collections for hazardous waste. She said laws have changed allowing our town to transport hazardous waste, so we could have a collection site here in Gilmanton and then it could be loaded onto a town truck and taken to Belmont for Clean Harbors to take when they take the hazardous waste.

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Brenda said that Alton and Wolfeboro share a hazardous waste site in Wolfeboro. She said the local residents are using the facility six times a year. Brenda said Alton had held an “off site” collection and it had been very successful; they had a much greater response than when they take their stuff to Wolfeboro.

Brenda stated that a survey they did in Belmont showed that 68% of the people favor additional collections. She said next year she would like to stress that Gilmanton carpool; one vehicle could take several neighbors waste.

There was a discussion about whether the recycling center had room to hold an off site collection, or if we would have to find an alternate site where one could be held. Also discussed was what the cost of what such a collection might be to the residents, and if people didn’t come to the collection how we could justify any cost. Tim felt this might be something the recycling committee should consider, and Brenda will try to get prices for what having an off site collection would cost.

### **8:57 p.m. Enter into Non-Public Session as per RSA 91-A:3, II(a)**

Selectman Abbott moved to Enter into Non-Public Session as 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 Hatch seconded. Motion passed 3-0.

The Selectmen discussed a recycling center personnel issue.

### **8:04 p.m. – Out of Non-Public Session**

Selectman Hatch moved to come Out of Non-Public Session. Selectman Abbott seconded. Motion passed 3-0.

### **8:05 p.m. - Enter into Non-Public Session as per RSA 91-A:3, II(c)**

Selectman Hatch moved to Enter into Non-Public Session as 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 Abbott seconded. Motion passed 3-0.

The Selectmen discussed an incident at Crystal Lake Park.

### **8:14 p.m. – Out of Non-Public Session**

Selectman Hatch moved to come Out of Non-Public Session. Selectman Abbott seconded. Motion passed 3-0.

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**Approval of Minutes** – The Selectmen reviewed the minutes of their last meeting.

**MOTION – Selectman Abbott moved to accept the minutes of September 8, 2008 as amended. Selectman Hatch seconded. Motion passed 3-0.**

**House Bill 1596** – Town Clerk Deb Cornett said that House Bill 1596 to increase the municipal agents fee from \$2.50 to \$3. had passed. She said is supposed to help the municipalities recover administration costs and processing the paper work. She said because she wants to increase fees, the town has to okay it; she would like the increase to become effective October 1<sup>st</sup>. There was a very brief discussion.

**MOTION – Selectman Abbott moved to increase the Municipal Agent Fee from \$2.50 per transaction to \$3 per transaction effective October 1, 2008. Selectman Hatch seconded. Motion passed 3-0.**

**Reviews** – The Selectmen reviewed and signed the evaluations for the two employees in the Town Clerk/Tax Collector's Office.

**8:33 p.m. Enter into Non-Public Session as per RSA 91-A:3, II(a)**

Selectman Hatch moved to Enter into Non-Public Session as 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 Abbott seconded. Motion passed 3-0.

The Selectmen discussed a personnel issue.

**8:38 p.m. – Out of Non-Public Session**

Selectman Hatch moved to come Out of Non-Public Session. Selectman Abbott seconded. Motion passed 3-0.

**8:39 p.m. - Enter into Non-Public Session as per RSA 91-A:3, II(a)**

Selectman Hatch moved to Enter into Non-Public Session as 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 Abbott seconded. Motion passed 3-0.

The Selectmen discussed a Police Department personnel issue.

**8:41 p.m. – Out of Non-Public Session**

Selectman Hatch moved to come Out of Non-Public Session. Selectman Abbott seconded. Motion passed 3-0.

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**Building Permits** – Selectman Abbott mentioned that according to the Growth Management Ordinance, no later than July 1<sup>st</sup> of each year the Planning Administrator shall figure out how many building permits shall be allowed the following year. Tim said that usually George Hildum, Contract Assessor, sits down with Lynne around this time of year and helps her figure it out. He said it doesn't usually happen by July 1<sup>st</sup>. Selectman Abbott responded that we just have to be sure it gets done because if we don't, we lose power of the ordinance over time.

**8:45 p.m. – MOTION – Selectman Abbott moved to adjourn the meeting. Selectman Hatch seconded. Motion passed 3-0.**

Respectfully submitted,

Lois Dionne  
Recording Clerk