

APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

March 28, 2016

5:00 p.m. – Gilmanton Academy

Present: Chairman Michael Jean, Selectman Stephen McWhinnie, Selectman Marshall Bishop, Town Administrator Paul Branscombe, Finance Officer- Brenda Paquett, Accessing Administrator- Heidi Jackson-Rhine and Recording Secretary Heather Carpenter. Also present please see attached sign in sheet.

5:00 p.m. Chairman Jean opened the meeting and took attendance of those present and voting (Chairman Jean- yes, Selectman McWhinnie-yes, and Selectman Bishop).

Meeting with Finance Officer

Discussion of where the budget sits at this point, how the Muni-Smart software is not meeting the needs of the office due to lack of information that it allows you to see and extract. Research into the encumbered funds will be done in the next couple of weeks and brought to the Select Board. The Finance Officer- Brenda Paquett has requested that the board allow her to look into switching the finance software to BSMI. This is a system that is much more user friendly, she has in-depth knowledge on and one that gives you the surface information and the history of that information. The Board discusses with the Finance Officer the specifications on the pricing and the system compatibility with the systems that are in place now. Upon the Selectmen's approval she will be able to obtain the new system with no cost for the software and at the same yearly cost that the Town pays for Muni-smart.

MOTION: On a motion by Selectmen McWhinnie and seconded by Selectmen Bishop to adjourn the meeting with the Finance Officer. It was voted unanimously to adjourn at 6:00 p.m. (3-0).

6:09 pm Chairman Jean opened the meeting, took attendance of those present and voting (Chairman Jean- yes, Selectman McWhinnie-yes, and Selectman Bishop) and led the Pledge of Allegiance.

Approval of Minutes –

MOTION: On a Motion by Selectman Bishop, and seconded by Selectman McWhinnie it was voted unanimously to approve the minutes of March 21, 2016 as amended. (3-0 Voice Vote – Chairman -yes, Selectman -yes, Selectman – yes).

Signature File

Personnel Action Forms for cost of living adjustments for this year- Select Board signs the documents.

Appointment Forms for each Selectmen to their chosen Committees and Boards along with their alternates. - Select Board sign the documents.

Deputy Treasurer Appointment- Checking back in the minutes the Town of Gilmanton through the Board of Selectmen appoint the Deputy Treasurer a discussion of the RSA follows , how the process came about and if the Treasurer has to be appointed yearly so should the Deputy. The Select Board would like to research and have a discussion before signing and making a decision at this time.

Historical Appointment

MOTION: On a motion by Chairman Jean and seconded by Selectmen McWhinnie it was voted unanimously to re-appoint Mr. Hudziec as Chairman of Historic District Commission.(3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

Purchase Orders

The first purchase order is from Chief Hemple and is in the 2016 budget, it's the Accident and Health policy for the fire fighters dating back to 2009, and it's renewed every three years.

MOTION: On a motion by Selectmen Bishop and seconded by Selectmen McWhinnie to approve \$5,516 for Call Fire Fighters Insurance. The Board votes unanimously to approve the purchase order. (3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

The second purchase order before the Select Board is from the Fire Department for repairs on Engine 3.

MOTION: On a motion by Selectmen Bishop and seconded by Selectmen McWhinnie to approve \$4,683.46 for Lakes Region Fire Apparatus for repairs on Engine 3. The Board votes unanimously to approve the purchase order. (3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

Highway Department Ventilation System-

Mr. Perkins couldn't do a purchase order for his ventilation system because the system he uses is down so Town Administrator did a stamp on the original memo to the Board. Town Administrator states that they have elected to take it out of his building and maintenance line, in which he has \$3,350, this will over spend the line. The Select Board discusses a bid process for this system, the issues with the setup of the system, that there may be only two companies to work with for the system and the lack of energy efficiency of this setup. The Board of Selectmen are holding on that decisions to look into bids this week with the hope of looking into a more efficient system.

Old Business**Noise Ordinance-**

Town Administrator states to the Board of Selectmen that Mr. Forst was supposed to be placed on tonight's agenda to speak about the noise ordinance. He will be able to have time when the meeting is opened up for public comment. After the last meeting there has been more research

done on the 2009 Noise Ordinance. It was never voted in and therefore will need to go before the voters at Town Meeting per RSA 31:39. This will need to go before the Town next March.

New Business

Purchase Order Policy Memorandum

Purchase Order memorandum was given to the Board of Selectmen for the review and should be given to the Department Heads at the next Department Head meeting on the April 5, 2016. Discussion on the policies language.

MOTION: On a motion by Selectmen Bishop and seconded by Selectmen McWhinnie to approve the Purchase Order Policy Memorandum set before them. The Board of Selectmen unanimously approve the Purchase Order Policy Memorandum. (3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes). Chairman Jean would like to see a memorandum on a Bid Policy and make sure that it is followed.

Wage and Salary Scale

The Town Administrator brings the Select Board a memo and the information on cost of living increase vs step increases, the importance of job descriptions and the use of labor grades so that employees can see movement that does not necessarily have to be done by step increases. Research from surrounding towns concludes that 98% of the towns use a cost of living increase between a quarter percent to three percent. The Town Administrator and the Finance Officer will sit down come up with the information and present it to the Board of Selectmen within a couple of weeks. The Board agrees that this ties into what they want to see to get the Town of proper job descriptions and policies.

Road Race

Gilmanton 5k Road Race did not have a permit. Spoke with Jamie Clark and informed her that next year the event will require a permit in order to take place.

Camp Fatima

MOTION: On a motion by Selectmen Bishop and seconded by Selectmen McWhinnie to have Chairman Jean be the sole signer of the event permit for the approval of Camp Fatima Road Race, the board unanimously approves. (3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

BSMI

MOTION: On a motion by Selectmen Bishop and seconded by Selectmen McWhinnie to approve the BSMI software change as long as it doesn't exceed the price of the Muni-smart system, the board unanimously approves. . (3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).
Select Board Items-

Chief Currier came in the office today with the two grants, the Speed and DWI grants. Under RSA 31:95 you have to have a Public Hearing for unanticipated funds over \$5,000 or more. Last year the legislative body moved it to \$10,000 so there is no requirement for a Public Hearing at this point. To approve the Board would be required to simultaneously initial each page with Chief Currier in front of a Justice of the Peace. It does need to be put on the Agenda, it will be

placed on April 4, 2016 meeting. It needs to be documented that we have received these funds from the State of New Hampshire.

Metrocast

There will be a Public Hearing for the amendments to the Metrocast agreement most likely in the month of April.

Front Step

Selectmen McWhinnie had mentioned that the front step a tripping hazard. Bill Booth came out to look at it and came to the conclusion that once the ground settles from the frost heaves the step will settle.

Grace McNamara- Lake Region Public Access

Ms. McNamara would like to come in and share with the Select Board about the significant changes that have been made at Lake Region Public Access and the offerings and abilities of live streaming, ability to stream and directly link to the Town website.

Selectmen McWhinnie thinks that audio access of the town meetings on the website would be a valuable tool for the residents of Gilmanton but cost will be something that needs to be looked at.

Bio-solids

Selectmen Bishop believes that the Board needs to put a committee together to test soils of those concerned with the use of bio-solids, compile information and look into the fears and concerns of people in Gilmanton in regards to this issue. He believes that the vote was close enough that effort should be made by looking into it to ensure the safety of the grounds and give people peace of mind. Selectmen Bishop will be the Selectmen's representative and the Town Administrator will put a plan together for the formation of that committee and bring it to the Board.

Board of Selectmen Meeting

The next Board of Selectmen meeting will be held on Monday April 4, 2016 at 6:00 p.m.

6:49 p.m. Chairman Jean opens the floor to public comment.

Public Comment

Brian Forst:

After the last meeting there has been more research done on the 2009 Noise Ordinance. It was never voted in and therefore will need to go before the voters at Town Meeting per RSA 31:39. Brian Forst came in to speak on the subject. He stated that the Noise Ordinance was never legal and needs to go before the Town. He believes that the ordinance is too broad-sweeping and will negatively affect business, for example if he needs to have a truck at a delivery site by 6:00 a.m. but the noise ordinance states that heavy machinery can't be started until 7:00 a.m. he will be unable to make the delivery. Mr. Forst understands the purpose of the issue was towards machinery and the Board of Selectmen have authority over intent to cut. His suggestion would be to attach a time frame for certain types of machinery during particular hours to alleviate that issue of noise for residents. The other subject he touched on was in reference to bio-solids. He shares with the Select Board that any farm should have their records and be able to prove a base line of the soil prior to the use of bio-solids, during the use of bio-solids and after the use of the

product. Discussion continues on what Vermont is doing in reference to bio-solids, best practice and the issue of ground water contamination.

Don Guarino: Brought several topics that he wanted discussed in front of the Board of Selectmen.

Insurance- The loss to the structure has been well over a year now and he would like to know has there been any movement with payment from the insurance company. The Town is working continued follow up and the insurance company has not come up with firm figures as of yet. Chairman Jean believes there needs to be a time stipulation put to the insurance company, suggests April 15, 2016 as the firm date. The amount is approximately \$90,000. Mr. Guarino speaks to the bill from the abatement company, there was nothing specific on the bill, and it came out to \$110,000-\$150,000 with absolutely nothing specific, it was an absolute joke. The town of Gilmanton's report was very specific in the damages. He believes that the price shouldn't be negotiated down because the loss have been documented and he thinks the Board needs to take a hard line on the issue.

Bridge Engineering Negotiations-

He is also curious if the Board is going to negotiate the fees for the bridge engineering cost and if there is a date set for that. The Town Administrator states that there hadn't been a date set as of yet because the Board was waiting to see if the Warrant Article would pass. There will be a date set for the near future.

Metrocast tax-The other topic he brought to the Board was of the Metrocast tax and how it was charged through the user's bill and then the money was returned to the Town. The discussion continue about how a change in legislature has affected the process, he also touched on the reasoning for prior boards not broadcasting the meetings due to cost and the comparative value wasn't there to be able to justify it. Mr. Guarino does like Selectmen McWhinnie's proposal of audio on the Town's website.

Septage Agreement- He wanted more information on is the Septage Agreement that the Town agreed to. The Town Administrator stated that it was a request brought down from the Department of Environmental Services.

Bid Policy- Mr. Guarino wanted to know where the Town's policy for bidding was set. Chairman Jean stated the amount for bidding was set at \$5,000 and approved on September 21st.

BSMI- He requested to know what the cost would be for the BSMI software and what the cost would be to the Town. The Board stated that there would not be an additional cost for the software and the maintenance agreement would be the same as what we are paying now with Muni-smart. Discussion of the issue with contract and the comparison between the two.

Revolving account- He would like clarification on the "detail pay" calling it a revolving account. The discussion of how he thought the account was set up vs how the account sits currently. The Town Administrator and the Board explains how the way the reporting of the account and how it is being budgeted is so that the money is properly accounted for.

Joe Haas:

Mr. Haas pleads with the Board to send the original tax warrant back to the Department of Revenue so that it can be corrected. He believe that the state wide property tax is unconstitutional and that's what he would like corrected. He is trying to get an executive decision citing the Londonderry case to get it corrected. He believes that it would save a million dollars based on per household estimates. The Town Administrator states that as soon as the abatement is coming through the Select Board will need to take it under advisement.

7:21 p.m. Chairman Jean closes the floor to public comment.

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

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

The select board meet with personnel for discussion.

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Jean, Selectman McWhinnie, Selectman Bishop, Highway Department Head Paul Perkins, Town Administrator Paul Branscombe, and Recording Secretary Heather Carpenter.

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

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

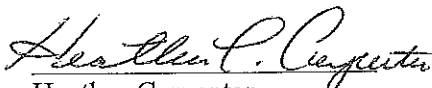
The Select Board and Town Administrator discuss property issues.

MOTION: On a Motion by Selectmen McWhinnie and seconded by Selectmen Bishop it was unanimously to come out of Non-Public Session at 8:26 p.m. (3-0 Voice Vote – Chairman -yes, Selectman – yes, Selectman – yes).


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

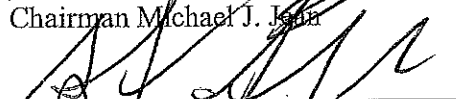
Adjournment: On a Motion by Chairman Jean and seconded by Selectman McWhinnie it was voted unanimously to adjourn at 8:27p.m. (3-0).

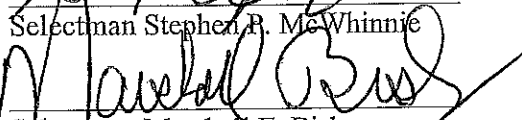
Respectfully Submitted,


Heather Carpenter
Recording Secretary

Approved by the Board of Selectmen


Chairman Michael J. Jean


Selectman Stephen R. McWhinnie


Selectman Marshall E. Bishop

{Detailed audio for this meeting is available at the Selectmen's office.}

Sign In Sheet -

March 28, 16

Brian Forst

~~NY~~ → Brian Forst

~~Don Guarino~~

Donald Guarino

Paul Perkins

Paul Perkins

Joe Haas

Joseph Haas

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