



APPROVED AS AMENDED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

April 4, 2016

5:30 p.m. – Gilmanton Academy

Present: Chairman Michael Jean, Selectman Steve McWhinnie, Selectman Marshall Bishop, Town Administrator Paul Branscombe and Recording Secretary Heather Carpenter.
Also present please see attached sign in sheet.

5:31p.m. Chairman Jean opened the meeting, took attendance of those present and voting (Chairman Jean, Selectmen McWhinnie, and Selectmen Bishop) and led the Pledge of Allegiance.

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Jean, Selectman McWhinnie, Selectman Bishop. Town Administrator Paul Branscombe, Town Clerk Tax Collector-Debra Cornett and Recording Secretary Heather Carpenter.

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

MOTION: On a Motion by Selectman McWhinnie, and seconded by Selectmen 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).

This meeting is a property matter.

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

MOTION: On a Motion by Selectman McWhinnie, and seconded by Selectmen 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).

This meeting is a personnel matter.

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

MOTION: On a Motion by Selectman McWhinnie, and seconded by Selectmen 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).

This meeting was a personnel matter.

MOTION: On a Motion by Selectman McWhinnie and seconded by Selectman Bishop it was voted unanimously to come out of Non-Public Session at 6:29p.m. (3-0 Voice Vote – Chairman Jean, Selectman McWhinnie -yes, Selectman Bishop – yes).

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

6:30 p.m. Guest Speakers

David Rice- Former Road Agent from the Town of Loudon here to explain State bid. What he has found from dealing with it is that the State puts out three different bids that they put out on the same size truck, they are not the same class due to the fact that there can be different specs on each one. The trucks today are what is called component trucks, the engine, transmission, the front end, the rear end, steering, the only thing that comes from Peterbilt, Mac, or International is the cab and the front fenders, you can even spec certain frames. The State has finally done what most towns do which is go down to a single frame instead of a multi- frame because of rust. You can spec three different trucks or put together a general spec of what you want. We went with the heavier front end and never ended up kingpins in as long as they were greased. Mr. Rice explains that if you want to go down to the 15,000 lbs. truck due to all the electronics. State specs are State spec. You also want to take the bench seat out because most towns don't put three guys in a seat. It's also helpful to get the air ride seat for the passenger side so that way you can swap it out if the driver seat wears out. It's almost twice as much to buy an aftermarket air ride seat. He also states that the state bid is not always the best bid. As of last year the state makes their own bodies, they make their own sander chains, they do buy some sanders and they do make some. 90% of their frame work they make to put on the trucks. When you go out to bid you have to bid it with it installed on the truck.

Grace McNamara- Lakes Region Public Access

Live Streaming is the ability to take a camera and tape a meeting and stream it live over the internet as it is happening. The streaming services that Lakes Region Public Access uses is through Live Stream. The device they recommend tapes and archives the event while it's being streamed out to the internet. When the meeting is over it then could be put on a website, YouTube etc. The benefit is that people can watch the meeting as it is happening with a slight buffer delay. There are two plans and the difference between members and non-members. Mrs. McNamara explains that this proposal has nothing to do with if Gilmanton comes back on membership or not. Plan A option that is presented is just live streaming access. The membership fee is \$5.50 per Metrocast television subscriber.

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 28, 2016 as amended. (3-0 Voice Vote – Chairman Jean-yes, Selectman McWhinnie-yes, Selectman Bishop– yes).

Signature File- Appointments**Conservation Committee Appointment**

MOTION: On a motion by Selectmen Bishop and seconded by Selectmen McWhinnie it was voted unanimously by the Board to re-appoint Richard DeSeve to the Conservation Committee.(3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

Deputy Treasurer

MOTION: On a motion by Selectmen Bishop and seconded by Selectmen McWhinnie it was voted unanimously by the Board to approve the Treasurer's appointment of Stephanie Fogg as

Deputy Treasurer.(3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

Discussion between the Select Board and the Town Administrator on the length of appointment terms for the Treasurer and Deputy Treasurer.

Intent to Cut

MOTION: On a motion by Selectmen McWhinnie and seconded by Selectmen Bishop it was voted unanimously by the Board to approve the Intent to Cut. (3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

Old Business-

Metrocast Revised Franchise Agreement- Public Hearing Date

MOTION: On a motion by Selectmen Bishop and seconded by Selectmen McWhinnie it was voted unanimously to approve the Public Hearing date of April 18, 2016 at 6:30 p.m. for the Metrocast Revised Franchise Agreement.(3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

7:02 Chairman Jean opens the floor for public comment.

Public Comment

Don Guarino- He explains that the live stream wasn't available to the Board of Selectmen at the time when he was a member and explains the cost at the time that had been explained to them. He understands that the Select Board are in preliminary discussions about Lakes Region Public Access usage. Mr. Guarino would like to know where the additional \$3,000 would come from to cover this expense. He feels that if you take the \$3,000 figure and divide it by the number of meetings it would be costly for the tax payer.

His next question is on the original language for the Police Detail Warrant Article. He is unclear about the account. He says that the article states, this account, Police outside detail will have the deposits of funds received from billing for the purpose and shall be funded by the users of the Police Outside Detail services and not from taxes. His concern is the \$20,000, he wants to make sure that the Town isn't taxing people on the \$20,000 because it wasn't set up to be that way. It was set up to be self-funding and any excess funds...He states that there will be excess funds because the cruiser is into the rate, the officer receives \$40 per hour.

Due to the advertisements that he has been seeing, Mr. Guarino would like to know the reason for looking for switching the Towns electrician.

Selectmen Bishop feels that it is not something the Board has to explain the reasoning for their action.

Mr. Guarino would like to know if the Board has figured out the cost of switching software yet, and how much is data entry going to cost.

He would like to know why the Assessing Clerk has been at the last two Selectmen meetings, he offers the suggestion that she should be taking the minutes because he feels we don't have the money to have both employees present.

Selectmen Bishop takes offense to the line of questioning and believes that Mr. Guarino is not being constructive with his comments.

Chairman Jean reminds Mr. Guarino of when the Board, that he was a part of, agreed to have the Assessing Clerk to be cross trained for the future position of Town Administrator. The Chairman also states that they are getting job descriptions together from departments and

employees so the Select Board and Administration will know how hours are being used. It is a project that is being actively worked on across every department.

New Business

Acceptance of NH Highway Safety Grants

As a sub recipient and a grantee the documents are required to be signed together with a Justice of the Peace present. One document is for the Step Patrol and the other is for DWI Patrol. This item will be continued at the April 5, 2016 Department Head meeting.

Acceptance of Funds for FD Generator

MOTION: On a motion by Selectmen McWhinnie and seconded by Selectmen Bishop it was voted unanimously to accept \$4,400 from the State of New Hampshire for the reimbursement to the Fire Department Grant for the generator .(3-0 Voice Vote- Chairman Jean- yes, Selectmen McWhinnie- yes, and Selectmen Bishop- yes).

Town Electrician

The Select Board discusses and reviews the two bids received for the electrician. It is upon Board consensus that they would like for La Clair Electric to come in next week for a meeting.

Select Board Items

Bio-Solids-

Selectmen Bishop has a packet of information together for it, he has some people interested in it but will not have more information until next week.

Chairman Jean would like the openings for the new committee to be posted on the website.

Town Administrator asked the Board how they would like to respond to Ned Beecher's request on this topic. Once the committee is formed Chairman Jean feels that it would be appropriate to have Mr. Beecher from Tamworth come down and address the committee with information he would like to share.

Clothing Allowance-

Selectmen McWhinnie would like to know the status on the \$250 clothing allowance for the employees at the Town Shed. He was told they have a \$250 per person clothing allowance that they have not received.

Discussion on how that has been handled in the past is unknown and research will have to be done to see how that is dispersed.

Minutes-

Chairman Jean addressed the Town Administrator about if the policy for Minutes had been completed. The policy for posting/ statutes etc. Selectmen McWhinnie spoke to the fact that he would like to see the audio minutes for the meetings stored and held for a certain period of time for history and recording keeping. The Board wants it understood that audio minutes are not to be destroyed or deleted.

Chairman Jean wants a motion on the deadline for the insurance company for reimbursement on amount owed to the town for the claim on repairs to the Academy Building. It has been over a year and he feels that the reimbursement is overdue.

MOTION: On a motion by Selectmen McWhinnie and seconded by Selectmen Bishop it was voted unanimously to set a deadline date of April 15, 2016 for payment to be received by the

Town from the insurance company for funds that are owed from last year's claim for damage incurred to the Academy Building.

Property

Town Administrator-Paul Branscombe speaks to the Board to notify them that Mrs. Sleeper would like to send some information in to see if the Board would like to purchase her property. Information wasn't sent in and he will be giving her a call.

Front Step

Discussions about public posting for Selectmen Meetings. The front step option to have Bill Booth fix it or getting additional opinions about how to fix it with possibly putting a foundation under it so that it will not have movement issues long term. Chairman Jean thinks it would be a good idea to ask Mickey Daigle to get multiple opinions on how it should be dealt with.

Fitness Test

Received a letter from the Police Standards and Training Council to notifying that Chief Currier has failed his fitness test he has until December 31, 2017 to pass and his certification is put on a probationary period. He will not be in attendance for the Department Head meeting due to the fact that he has under gone surgery today, Sergeant Brennan will be coming in his place. The Selectmen's concern is about insurance and how that is handled, ongoing discussion continues on how the leave process and outcome of the situation.

Chairman Jean requests that the Town Administrator give a copy of the Recycle Center Memorandum that had been done in the past to the new members of the Board.

Discussion on part-time but salaried employee and how it concerns NH retirement. The concerns for the housekeeping issue that are being attended to at the Transfer Station and the charge rates for large items for disposal. These items will be brought to the table for discussion at the Department Head meeting.

The new Selectmen's email addresses need to be placed on the Town website.

Chairman Jean brings to the members of the Board that the Gilmananton Year Round Library is having a meeting on Friday night at 7:00 p.m. The members of the Board would like to attend so a public post for that event needs to be done.

{On the Library website it states that the meeting is on Thursday April 7, 2016 at 7:00-8:30 p.m. for a community conversation.}

The conversation about putting the post of Selectmen being at the meeting and something about the event in the "What's new" category on the website.

The Town Administrator states that he was asked by a resident why the Town promotes the Library on the website. The answer that was given was that the Town places information on the website about 501c3 organizations but not commercial business.

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

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

MOTION: On a Motion by Selectman McWhinnie, and seconded by Selectmen 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).

This meeting is a personnel matter.

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-yes, Selectman McWhinnie -yes, Selectman Bishop – yes).

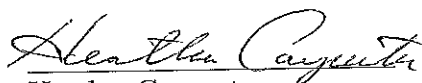
MOTION: On a motion by Chairman Jean to and seconded by Selectmen McWhinnie it was unanimously approved the Sealed Non-public minutes from the meeting of March 28, 2016. (3-0 Voice Vote – Chairman Jean-yes, Selectman McWhinnie -yes, Selectman Bishop – yes).

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

The Board of Selectmen and Town Administrator discuss the monthly reports, employee work schedules, rates of pay, Department Head pay, special detail rates at \$40 per hour and adding an additional \$20 per hour for the cruiser. Conversation on a plumbing issue that needs to be done properly by a licensed plumber, police presence when the office is open late on Monday and Thursday evenings, if the research on the minutes for the encumbered funds has been done and the fact that budgets seem to be overspent and/or having excess in their budgets. The Board would like to get these budget items figured out in order to move forward and have proper policy and procedures continually followed.

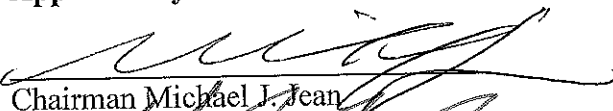
Adjournment: On a Motion by Selectmen Bishop and seconded by Selectman McWhinnie it was voted unanimously to adjourn at 8:50 p.m. (3-0).

Respectfully Submitted,

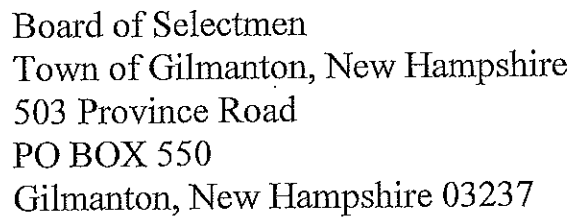


Heather Carpenter
Recording Secretary

Approved by the Board of Selectmen


Chairman Michael J. Jean
Selectman Stephen P. McWhinnie
Selectman Marshall E. Bishop

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



4.4.16 5:00 p.m.

David Rice DAVID J RICE BPM - 4-4-16

5:30

6:30 pm 4-4-16

BOARD