

APPROVED AS AMENDED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting  
May 16, 2016,  
5:30 pm. – Gilmanton Academy

**Present:** Vice Chair-Selectman Steve McWhinnie, Selectman Marshall Bishop, Town Administrator Paul Branscombe, Assistant Town Administrator-Heidi Jackson-Rhine and Recording Secretary Heather Carpenter. Also present please see attached sign in sheet.

**Absent Members-** Chairman Jean

**5:30 pm** Selectman McWhinnie opened the meeting, took attendance of those present and voting (Selectman McWhinnie, and Selectman Bishop) and led the Pledge of Allegiance.

### **(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). (2-0 Voice Vote –Selectman McWhinnie– yes, Selectman Bishop– yes).

#### **Tax Deeding**

The meeting room was closed to the public. Present during the Non-Public Session were Selectman McWhinnie, Selectman Bishop. Town Administrator Paul Branscombe, Town Clerk/Tax Collector Debra Jornett, Assistant Town Administrator- Heidi Jackson-Rhine and Recording Secretary- Heather Carpenter

#### **Tax Deeding**

**MOTION:** On a Motion by Selectman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to come out of Non-Public Session. (2-0 Voice Vote Selectman McWhinnie -yes, Selectman Bishop – yes).

**MOTION:** On a Motion by Selectman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to seal the minutes of Non-Public Session. (2-0 Voice Vote Selectman McWhinnie -yes, Selectman Bishop – yes).

### **Approval of Minutes –**

**MOTION:** On a Motion by Selectman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to approve the minutes of May 9, 2016 as amended. (2-0 Voice Vote –Selectman McWhinnie–yes, Selectman Bishop– yes).

### **Signature File**

- Abatement signatures
- Intent to Cut
- Report of Appropriations Actually Voted: Gilmanton

### **New Business**

Vice Chairman-Selectman McWhinnie stated-

Let the minutes reflect: any recordings of this meeting, or any meetings until such time as policy is changed, are not the property of the Board of Selectmen or the Town of Gilmanton, and as such the Board of Selectmen and the Town of Gilmanton cannot verify their accuracy or authenticity.”

Susan Laverack, Associate Director: Partnership of Public Health, Laconia- Shelter Assessment with the School.

Standing in for Ms. Laverack is Ms. Lisa Morris and Kathleen Miriam. Ms. Laverack speaks to all of the resources that the Public Health Council and the Community Emergency Response Team provides to the area. Ms. Laverack could not speak to the Shelter Agreement at this time but is looking for representatives from the Gilmanton community to join the council. The list below is a brief description of what the group offers.

- They are coming up on their 10 year anniversary
- Non for Profit- funding comes from several sources; Federal, State, Foundations, and Private Donations.
- Work with emergency preparedness
- Public Health Emergencies
- Medical Surges
- Training
- Direct Service Programs
- Veterans Health
- Emergency Shelters / Emergency Pet Shelters

[The overview of what these programs provide are attached to this document]

Vice Chairman- Selectman McWhinnie addresses the public, notifying them of Chairman Jean’s absence with notice.

Mrs. Brenda Currier was on the agenda which pertained to her list of questions which were submitted to be on the agenda for this meeting, and are attached to these minutes.

Vice Chairman –Selectman McWhinnie’s response to the previously reviewed request was the following:

“The Board has reviewed your list of questions and we believe as these involve Chairman Jean it would be most appropriate to delay any discussion on these topics until Chairman Jean returns.”

Jim Barnes- the Ballot Box speaking to the process of confidentiality

Mr. Barnes speaks to his experience at the last election of a resident that was in front of him in line to feed the ballot into the ballot box. Mr. Barnes states that the resident was instructed to take the ballot out of the privacy sleeve and feed them individually and while the resident was placing their ballot into the box the person present at the ballot box was peering at their ballot. Mr. Barnes overall concern is confidentiality for the voting process & although he believes there is nothing suspicious going on with the election process in the Town he feels that it is an issue that needs to be addressed.

The Town Moderator- Mark Sisti asked the Vice Chairman- Selectman McWhinnie if he could speak to the voting process and confidentiality, and was allowed to proceed. He has not heard of any complaints up to this point in time. The ballot box is the best that the State offers and there is a painstaking process that the Town of Gilmanton goes through to ensure accuracy and confidentiality for the whole voting process. During the March Election the State was present to inspect the voting process in the Town. There was one voter complaint during that election and that voter had a phone call with the Attorney General and through well-kept documentation the issue was resolved. Mr. Sisti states that if in the future there are concerns he urges the public to come and tell him so that the issue can be addressed.

Mrs. Brenda Currier asks the question if the Selectmen are setting a precedent for people to speak without being placed on the Agenda.

Vice-Chairman-Selectman McWhinnie speaks to a Right to Know request submitted by resident Mr. Don Guarino. Selectman McWhinnie states "The Town Administrator has sent your request for legal bills to the Town Attorney in order for the attorney to review and redact any items that are considered confidential under the client/attorney privilege. As soon as we hear back we will forward these to you. As you are aware there is no 'running balance' for the Undesignated Fund balance as this is a calculation that is performed at the end of each year. As soon as we get the figure at 12-31-15 we will pass this along to you."

Vice Chairman –Selectman McWhinnie opens the floor to public comment.

Several members of the public spoke.

Vice- Chairman –Selectman McWhinnie closes the floor to public comment and calls for a motion for Non-public session.

**(B) 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). (2-0 Voice Vote –Selectman McWhinnie–yes, Selectman Bishop– yes).

Discussion and approval of Nonpublic minutes


**MOTION:** On a Motion by Selectman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to come out of Non-Public Session. (2-0 Voice Vote –Selectman McWhinnie –yes, Selectman Bishop – yes).

**MOTION:** On a Motion by Selectman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to seal the minutes of Non-Public Session. (2-0 Voice Vote –Selectman McWhinnie -yes, Selectman Bishop – yes).

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

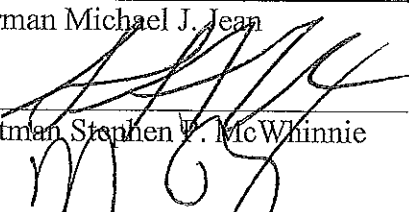
**Adjournment:** On a Motion by Selectman McWhinnie and seconded by Selectman Bishop it was voted unanimously to adjourn at 7:56 p.m. (2-0).

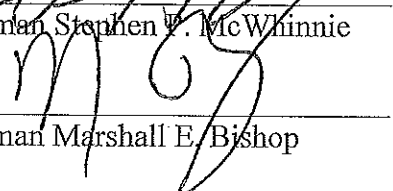
Respectfully Submitted,

  
Heather Carpenter  
Recording Secretary

**Approved by the Board of Selectmen**

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Chairman Michael J. Jean

  
\_\_\_\_\_  
Selectman Stephen P. McWhinnie

  
\_\_\_\_\_  
Selectman Marshall E. Bishop



Board of Selectmen  
Town of Gilmanton, New Hampshire  
503 Province Road  
PO BOX 550  
Gilmanton, New Hampshire 03237

Attendance Signature Sheet

Time & Date:

May 16, 2016 5:30 p.m.

Signature

Print name

Time & Date

Elizabeth Hughes	Elizabeth Hughes	5/16/16
John F. Hughes	JOHN F HUGHES	5-16-16
Brett Carrier	Brett Carrier	5-16-16 5:32 PM
Cheryl Barnes	Cheryl Barnes	5-16-16
James R Barnes	JAMES R BARNES	5/16/ 5:35 PM
Sandra Graano	Sandra Graano	5-16/ 5:36 PM
Elena Ball	Elena Ball	5/16/2016
Roger Hall	Roger Hall	11 11
Jack Fanning	Jack Fanning	5-16-16
Brenda Currier	Brenda Currier	5-16-16
Bernadette Gallet	Bernadette Gallet	5/16/16
Grace L. Sisti	Grace L. Sisti	5-16-16
Made L. Sisti	Made L. Sisti	5-16-16
Paul J. Horn	Paul J. Horn	5-16-16
June Sisti	June Sisti	5-16-16
PPH	PPH	5-16-16
Kathleen Murrian	PPH	
Joseph S. Haas	Joseph S. Haas	11
Bob Dow	Bob Dow	

<u>Signature</u>	<u>Printed Name</u>	<u>Date</u>
Leona C. Swanson	Leonard C Swanson	5/16/16
Barbara E. Swanson	Barbara E. Swanson	5/16/16
Glen Lines	GLEN LINES	5/16/16
Richard Bakos	RICHARD BAKOS	5/16/16
Judith Bakos	Judith Bakos	5/16/16
Don Swanson	DON SWANSON	5/16/16
Adam Mini	ADAM MINI	5/16/16
Matthew Currier	Matthew Currier	5/16/16
Debra Cornett	Debra Cornett	5/16/16
Raymond Breton	Raymond Breton	5/16/16
Darlene Breton	Darlene Breton	5/16/16
Nancy MacArthur	Nancy MacArthur	5/16/16
David J. Smith	DAVID J. SMITH	5-16-16
K. Fischer	K. Fischer	5/16/16

Attachment to 5/12/16  
Request to be on Agenda

①

May 11, 2016

To Whom It May Concern;

May 16<sup>th</sup>

I am requesting to be put on the Agenda of the next Selectmen's meeting. I would like to discuss and ask questions related to;

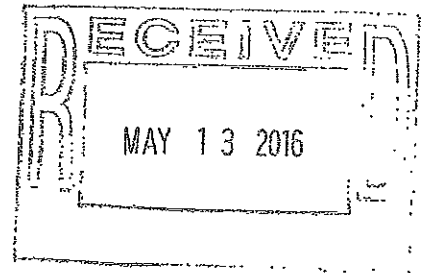
1. Selectmen voting to discontinue audio taping of Selectmen's meetings.
2. Job descriptions/duties of current office staff. Please have available **current job descriptions**(I realize you are working on new ones) for Heather Carpenter, Brenda Paquette, Heidi Jackson-Rhine and Paul Branscombe
3. Missing document that should have been attached to the April 25<sup>th</sup> minutes(see attached)
4. April 25<sup>th</sup> transcribed meeting minutes(audio 22:40 minute mark) Important words missing from Question #5, pg. 7. Words that were omitted were "and adjourned" which speaks to 1 minute discrepancy in audio minutes AND the changing of the time stamp, (see attached)
5. Please provide research from Mr. Branscombe's study of salaries of Department Heads in the Lakes Region. (Minutes of April 4<sup>th</sup> page 5) and Mr. Jean's Statewide pay scales(April 4<sup>th</sup>, page 5)(see attached)
6. Also, I requested at the May 2<sup>nd</sup> meeting Mr. McWhinnie's recommendation study of how to cut 10% from Town portion of the budget.

Sincerely,

Brenda Currier

*Brenda Currier*

Town of Gilmanston  
Board of Selectmen



Gentlemen:

I request all bills (statements)  
for attorney services from  
March 15th to today.

I also would like to  
have the ~~total~~ in the undesignated  
fund balance as of May 1st 2016.  
Please, separate the accounts.

Sincerely, 

Don Grano  
135 Meetinghouse Rd.



# Winnepesaukee Public Health Council

## **I. Purpose:**

To facilitate improvements in the delivery of Public Health Services. This is accomplished by establishing regional public health priorities, advocating for the implementation of programs; practices and policies to improve health outcomes; and advance the coordination of services among partners.

Responsibilities include:

- Assess the health status of the region
- Educate public and advocate for public health
- Develop public health improvement plan and monitor progress of plan goals
- Identify and reduce barriers towards goals and provides support
- Respond to emerging public health issues
- Engage and support public health priority work groups

## **II. Region:**

Belknap County: Alton, Barnstead, Belmont, Center Harbor, Gilford, Gilmanton, Laconia, Meredith, New Hampton, Sanbornton, Tilton Merrimack County: Danbury, Franklin, Hill, Northfield Carroll County: Moultonborough (Emergency Preparedness only)

## **III. Council Membership:**

Includes sectors: health care, public health, social services, government, faith, first responders, education, behavioral health, developmental disability, business, community members.

## **IV. Public Health Priorities/Work Group:**

- |  |   |   |
|--|---|---|
| • Reduce Substance Misuse and Addiction through Prevention, Treatment, and Recovery* | } | Partners in Community Wellness                      |
| • Prevent Suicide*   |   |   |
| • Increase Public Health Emergency Preparedness*                                     |   | Emergency Preparedness Council                      |
| • Prevent Childhood Obesity: Through Healthy Eating and Active Living*               |   | Healthy Eating, Active Living Coalition             |
| • Improve Access to Health Insurance   | } | Access to Healthcare Work Groups                    |
| • Consumer Navigation of the Health Care System                                      |   |   |
| • Improve Access to Behavioral Health Services                                       |   |   |
| • Improve the Health and Well Being of Older Adults and Their Caregivers*            |   | Aging and Disability + Falls Prevention Work Groups |
| • Improve Health through Increased Financial Stability of Individuals and Families   |   | Financial Stability Partnership                     |

\*Aligns with NH State Health Improvement Plan Priorities

**For more information or to get involved contact:**

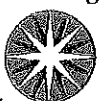
Lisa Morris, Executive Director

67 Water St, Suite 105 Laconia, NH 03246

Tel: (603) 528-2145 or Email: [lmorris@ppnh.org](mailto:lmorris@ppnh.org)

Website: [PPHNH.org](http://PPHNH.org)

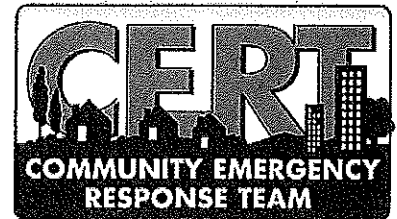
**PARTNERSHIP FOR  
PUBLIC HEALTH**



# Community Emergency Response Teams (CERT)

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The Community Emergency Response Team (CERT) Program educates people about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations. Using their training, CERT members can assist others in their neighborhood or workplace following a disaster event and can take a more active role in preparing their community.



When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.

The CERT course is taught in the community by a trained team of first responders who have completed a CERT Train-the-Trainer course.

## Find a CERT program in your area

Interested in starting a CERT program  
in your area?

Email your State Citizen Corps  
Coordinator

FIND A PROGRAM

 EMAIL US