

APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

6 Meeting

7 January 29, 2015

8 **6:00 pm** Old Town Hall

10
11 **Present:** Chairman Brett Currier, Selectmen Donald Guarino and Stephen McCormack, Town
12 Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Police
13 Chief Joe Collins.

14
15 **6:10 pm** Chairman Currier opened the meeting, took attendance of those present and voting and
16 led the Pledge of Allegiance.

17
18 **Academy Building Update** – Arthur Capello said there was a meeting with the adjuster and the
19 sprinkler expert.

20
21 CCI has preliminary figures almost done. The insurance company needs to finish their numbers,
22 possibly by tomorrow, January 30, 2015. Selectman Guarino suggested that CCI forward their
23 numbers to the Insurance Co. to move things along.

24
25 The Selectmen will meet to discuss CCI and Insurance numbers on Saturday, immediately
26 following the Deliberative Session at the Academy Building/Modular. Arthur Capello will
27 follow through with contacting Ross from CCI to get the numbers for that meeting.

28
29 **Night Lighting in Parking Lot at the Academy/Modular** - Selectman McCormack asked
30 about the lighting in the Academy Building Parking Lot/Modular Building. Arthur Capello said
31 it is already being worked on.

32
33 **Overtime for Salaried Employees** During an Extenuating Circumstance (specifically the
34 Academy Building Water Damage). Chairman Currier said there is no overtime for salaried
35 employees. There was discussion among the Selectmen. The Town Administrator withdrew the
36 request.

37
38 **Interviews –**

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

40 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was
41 voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c) at 6:30 pm. (3-0 Voice
42 Vote – Chairman Currier – yes, Selectman Guarino– yes, Selectman McCormack– yes).

43
44 The meeting room was closed to the public. Present during the Non-Public Session were
45 Chairman Currier, Selectmen Guarino and McCormack, Administrative Assistant Stephanie
46 Fogg.

1 The Selectmen interviewed for a second time one of the applicants for the Accounting
2 Technician position.

3
4 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
5 voted unanimously to seal the minutes of the Non-Public Session at 6:45 pm. (3-0 Voice Vote –
6 Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).

7
8 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
9 voted unanimously to come out of Non-Public Session at 6:45 pm. (3-0 Voice Vote – Chairman
10 Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).

11
12 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
13 were sealed.

14
15 Selectman Guarino wanted to be sure that refusal letters for the Accounting Technician position
16 are sent promptly regarding the recent interview as there has been a large lapse in time since the
17 applications.

18
19 **Deliberative Session** – Saturday January 31, 2015 at the Gilmanton Elementary School
20 Arthur Capello handed the Selectmen the Town Budget and Warrant Articles that are ready for
21 the Town Deliberative Session.

22
23 Selectman McCormack will ask to amend the Warrant Article #8, regarding language for Fire
24 Department Radios from Non-Capital to Capital Reserve Fund on Saturday.

25
26 **Selectmen's Office Staffing –**

27 Selectmen McCormack wants to get the 5 day work week started for the Selectmen's Office. He
28 thought that Staci Ricks (Planning/Accounts Payable) and/or Annette Andreozzi
29 (ZBA/Building) may be willing to work more hours for that to happen sooner.

30
31 Selectman Guarino and Chairman Currier discussed the 5 day work week with Selectman
32 McCormack.

33
34 Selectman McCormack asked Arthur about the background check that they have been waiting
35 for. Arthur will look into it.

36
37 **7:00 pm Public Input, Chairman Currier opened Public-Input.**

38
39 **Highway Department Loader** - Selectman Guarino brought up the Highway Loader and repair
40 vs. lease. Own one or rent one for 5 months out of the year. Chairman Currier and Selectman
41 Guarino suggested that the Town own one and rent a second Loader. Chairman Currier said if
42 we buy equipment, it needs to be maintained by the garage that deals with the manufacturing
43 brand.

44
45 **7:30 pm Chairman Currier Closed Public-Input**

46
47 **Finance Department/Town Administrator** - Chairman Currier said that he received an
48 incorrect W2 Form. It will need to be corrected. Chairman Currier asked Arthur Capello if the

1 other W2 Forms for the Town Employees have been checked since the mistake was made. He
2 wanted to be certain that all W2's have been rechecked for error. Arthur Capello said that Jen
3 Correia has checked.
4

5 **7:35 pm Police Department** – Police Chief Joe Collins informed the Selectmen that the 2011
6 Cruiser received a scratch in the door, when a driveway was being plowed. They will get a
7 couple of estimates, the Police Officer who drives the car will check with the homeowner's
8 policy for coverage of the repair. The Selectmen will leave it up to Chief Collins and the Officer
9 to have it repaired.
10

11
12 Town Administrator Arthur Capello was asked to leave the meeting, because of a possible
13 conflict of interest to the following information being discussed.
14

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

16 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was
17 voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c) at 7:40 pm. (3-0 Voice
18 Vote – Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).
19

20 The meeting room was closed to the public. Present during the Non-Public Session were
21 Chairman Currier, Selectmen Guarino and McCormack, Administrative Assistant Stephanie
22 Fogg, and Police Chief Joe Collins.
23

24 The Selectmen and Chief Collins discussed a matter concerning an employee.
25

26 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
27 voted unanimously to seal the minutes of the Non-Public Session at 8:15 pm. (3-0 Voice Vote –
28 Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).
29

30 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman McCormack it was
31 voted unanimously to come out of Non-Public Session at 8:16 pm. (3-0 Voice Vote – Chairman
32 Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).
33

34 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
35 were sealed.
36

37
38 **Background Checks for New Hires** – Selectman McCormack asked Chief Collins about
39 background checks. Chief Collins said that without finger printing, the background check only
40 encompasses New Hampshire. Everything is all automated now and integrated using the finger
41 printing and can be checked nationally.
42

43 Selectman McCormack said that a new hire should have a background check. When they are
44 hired, they should be told it is a conditional offer, pending a background check. Chief Collins
45 said that a background check should take less than 10 days to receive it back.
46
47
48

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

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman McCormack it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c) at 8:30pm. (3-0 Voice Vote – Chairman Currier – yes, Selectman Guarino– yes, Selectman McCormack– yes).

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Currier, Selectmen Guarino and McCormack, and Administrative Assistant Stephanie Fogg.

The Selectmen discussed staffing of the Selectmen's Office.

MOTION: On a Motion by Selectman Guarino and seconded by Selectman McCormack it was voted unanimously to seal the minutes of the Non-Public Session at 9:28 pm. (3-0 Voice Vote – Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).


MOTION: On a Motion by Selectman Guarino and seconded by Selectman McCormack it was voted unanimously to come out of Non-Public Session at 9:28 pm. (3-0 Voice Vote – Chairman Currier – yes, Selectman Guarino – yes, Selectman McCormack – yes).

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

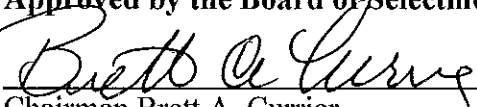
Interviews for the Accounting Technician's Position - will take place on Thursday February 5, 2015 at 5:00 pm – 6:00 pm at the Old Town Hall. Applicants asked to interview will be notified and asked to bring references with them or provide them before the interviews.


Adjournment: On a Motion by Selectman Guarino, seconded by Selectman McCormack it was voted unanimously to adjourn at 9:30 pm. (3-0)

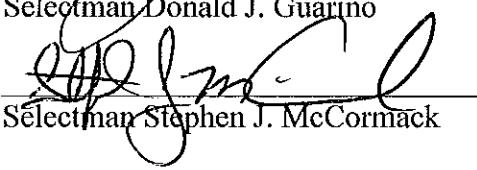
Respectfully Submitted,


Stephanie S. Fogg
Administrative Assistant

Approved by the Board of Selectmen


Chairman Brett A. Currier


Selectman Donald J. Guarino


Selectman Stephen J. McCormack