



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

April 21, 2015

**6:00 pm.** – Gilmanton Academy

**Present:** Chairman Donald Guarino, Selectmen Stephen McCormack and Michael Jean, Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Leona Jean, Gail Ober (Laconia Daily Sun), Suzanne Welch, Arthur Welch, Craig Gardner, Anthony Hartford, Tom Richards, Town Clerk/Tax Collector Debra Cornett, Road Agent Paul Perkins, Fire Chief Joe Hempel, Transfer Station Department Head Ed Lang, Police Chief Joe Collins, and George Roberts.

**6:00 pm** Chairman Guarino opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

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

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

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

The Selectmen discussed a Tax Agreement.

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

**MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was voted unanimously to come out of Non-Public Session at 6:05 pm. (3-0 Voice Vote – Chairman Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).

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

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

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

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

The Selectmen discussed a Tax Agreement.

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

**MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was voted unanimously to come out of Non-Public Session at 6:35 pm. (3-0 Voice Vote – Chairman Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).

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

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

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

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

The Selectmen discussed a Tax Agreement.

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

**MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was voted unanimously to come out of Non-Public Session at 6:36 pm. (3-0 Voice Vote – Chairman Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).

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

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

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

1  
2 The meeting room was closed to the public. Present during the Non-Public Session were  
3 Chairman Guarino, Selectmen McCormack and Jean. Town Administrator Arthur Capello,  
4 Administrative Assistant Stephanie Fogg.

5  
6 The Board discussed Tax Agreements.  
7

8 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
9 voted unanimously to come out of Non-Public Session at 6:40 pm. (3-0 Voice Vote – Chairman  
10 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).  
11

12 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
13 were sealed.  
14

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

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

20 The meeting room was closed to the public. Present during the Non-Public Session were  
21 Chairman Guarino, Selectmen McCormack and Jean. Town Administrator Arthur Capello,  
22 Administrative Assistant Stephanie Fogg.  
23

24 The Board discussed Tax Agreements.  
25

26 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
27 voted unanimously to come out of Non-Public Session at 6:50 pm. (3-0 Voice Vote – Chairman  
28 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).  
29

30 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
31 were sealed.  
32

33 **6:50 pm Opened Public Meeting**  
34

35 **Department Head Meeting** – Arthur Capello stated that the default budget that was voted  
36 for/approved for 2015 was the budget for 2014. Arthur Capello wanted to go over the operating  
37 budgets, look for potential issues, savings, instead of spending default budget numbers. Come  
38 back to us after looking at that each of your budgets.  
39

40 Selectman McCormack said the 1.5% raises have been given to all employees. Debra Cornett  
41 calculated her raise based on the default budget, and said that her raise is not correct. Arthur  
42 Capello said he will correct it.  
43

44 **Highway -**

45 Arthur stated that snowplowing this year is over by \$29,000 already and about \$300 over in  
46 overtime. Paul Perkins stated that there was about \$40,000 encumbered from last year that will  
47 take care of that.  
48

**1 Town Clerk/Tax Collector -**

2 Debra Cornett said that areas that are not covered by the approved budget are:

3  
4 Document Restoration \$3,700

5 Mileage \$800

6 Telephone Line \$1,000, plus \$400

7 Repairs and maintenance, short by \$1,200, the \$900 is for update on taxes (Windows)

8 Education - \$900

9  
10 Arthur Capello said that the Expenditure Reports to the Department Heads will be printed every  
11 other week.

12  
13 Debra said that Jen had given each Department Head a binder for those reports. The binders  
14 should be used again.

15  
16 The Selectmen are requesting, in writing , monthly reports from the Department Heads, updating  
17 the Selectmen with progress reports, budgets, concerns, and schedules.

18  
19 **Fire Department** – Chief Hempel reported that the Company that built the tanker and new  
20 engine was sold. US Tanker is still building the truck, but through the transition, the company  
21 has needed extra time to complete the truck. It is coming from Wisconsin and should be here by  
22 July 1, 2015.

23  
24 **Academy Building** – There has been approximately \$800 spent on the perimeter drain and there  
25 is still some water coming into the basement. Could there be a “key way” in the front of the  
26 building, and not add to the perimeter drain?

27  
28 **Hydrant at the Academy Building** - Chief Hempel said that the hydrant will have to be  
29 excavated down to the valve, it would come out of non-capital repair line.

30  
31 **Transfer Station** – Ed Lang would like a computer for the Transfer Station. The Selectmen will  
32 talk with Ed Lang at the next meeting.

33  
34 **Evaluation Training for Department Heads** - Arthur Capello will contact the State regarding  
35 the upcoming training for evaluations. There was discussion about getting criteria in place for  
36 step increases and putting out an RFP for cost.

37  
38 **7:14 pm Chairman Guarino opened Public-Input.**

39  
40 **Historic District Commission Appointment** – Mr. Gardner had requested appointment to the  
41 HDC by letter last Selectmen’s Meeting. Mr. Gardner said he would like to regress a second.  
42 He said the most dishonest thing you could do when being appointed to a Committee would be to  
43 come on with a cause; so for Mr. Gardner he could recuse himself for discussion directly related  
44 to his personal concerns. He said he could be honest with the vision for the Corner District, but  
45 not for Smith Meeting House. He thought he could be a good Committee Member, He said, can  
46 he ignore that as a member? He would like to withdraw his application to the HDC. Debra  
47 Cornett said she appreciated Mr. Gardner’s honesty.

George Roberts spoke about appointments to the HDC. There used to be Public Hearings for appointments. Contractors, real historians, etc. that have an interest in local history, bring both sides of balance as members.

**7:20 pm Chairman Guarino closed Public-Input.**

**General Business:**

**Appointments to Historic District Commission** – According to RSA 673 there may be no less than 3 full members or no more than 7 full members. One may be a member of the Planning Board. Not more than 5 alternate members.

Betty Ann Abbott sent a letter to the Selectmen requesting appointment to the Historic District Commission. Chairman Guarino read the letters from Betty Ann Abbott and also from Wayne Ogni, asking for Roy Butterick's appointment to the HDC as a representative from the Planning Board. Chairman Guarino mentioned, regarding Mr. Butterick, that he has a really hard time making all of the Planning Board Meetings. The Selectmen recognized the letter and request from the Mr. Ogni, Chairman of the Planning Board.

The Selectmen agreed that Betty Ann Abbott should be appointed to the HDC.

**MOTION:** On a Motion by Selectman Jean and seconded by Selectman McCormack, it was voted unanimously to appoint Betty Ann Abbott to the Historic District Commission for a three year term. (3-0, Voice Vote, Chairman Guarino – yes, Selectman McCormack – yes, Selectman Jean – yes).

**Vacancies on Boards/Committees** – Selectman Jean requested again that the vacancies on Boards/Committees be posted as soon as possible.

Selectman Jean also asked about the Board of Selectmen's minutes, if there was still trouble posting to the webpage. Stephanie Fogg said that the problem had been corrected for now.

**Planning Board / Conservation Commission Clerk** - Arthur Capello said that there are two applicants at this point for the position. Interviews can be scheduled for the next Selectmen's Meeting.

**Historic Barn Easement** - Terri Jansky is still looking into past records for the barn.

**Ladd Property** – The Selectmen received a letter from the Attorney, asking for a correction at the Registry of Deeds. Arthur Capello will follow through with the Attorney and the request.

**Space Needs Tax Collector's Office** - Arthur said he ordered Fire Proof Cabinets for Debra Cornett's Office this week.

**Rainbo Club** – Arthur Capello and Annette Andreozzi met with Mr. Spaulding from the Rainbo Club Association. The Selectmen discussed signing a proposal that grandfathered 10 trailers for the Association. It was voted by consensus not to sign the agreement. The Selectmen will visit the Rainbo Club Association to check on the trailers and the current situation there. Arthur

1 Capello will speak with the Association Representatives again and set up a time for them to meet  
2 with the Selectmen.

3  
4 Chairman Guarino tabled the topic until a later date.

5  
6 **First Baptist Church** - The current use charge for the Lower Gilmanton First Baptist Church  
7 Society came in at \$7.02 for the first tax bill after putting the property into current use.

8  
9 **Gas and Diesel Pricing** – Arthur Capello stated that the price on diesel fuel from Dead River  
10 Company is (fixed) at \$2.59/gallon.

11  
12 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman McCormack it was  
13 voted unanimously to lock in diesel pricing at \$2.59/gallon with Dead River Company at 8:05  
14 pm. (3-0).

15  
16 **Highway Plowing** – Mr. Wilson has reported a broken granite fence post again this year. The  
17 Selectmen requested Paul Perkins, Road Agent, to go look at the granite fence post and  
18 determine if the posts are in the “right of way” on the road or if the post needs to be  
19 replaced/repared. If the post is in the “right of way”, Road Agent Perkins will speak with Mr.  
20 Wilson about having the posts moved back, if not, the Town will replace/repair the post.

21  
22 **Planning Board –**

23 The Selectmen would like the Conservation Commission and the Planning Board to have a joint  
24 meeting to discuss the properties listed for auction in the Warrant Article. Arthur Capello will  
25 talk to Tracy Tarr, Chair of the Conservation Commission and Wayne Ogni, Chair of the  
26 Planning Board to set that up. After that joint meeting happens there will be two public hearings  
27 about these properties. The Selectmen said that an RFP was sent out last year for Auctioneers  
28 and St. Jean came back with the best proposal. Selectman McCormack said the Selectmen were  
29 comfortable with the service last year. By consensus the Board of Selectmen agreed to have St.  
30 Jean Auctioneers auction off the properties again this year.

31  
32 **Property Inspections of Potential Deeding Properties -**

33 **MOTION:** On a Motion by Selectman McCormack and seconded by Selectman Jean, it was  
34 voted to authorize Chairman Guarino and Town Administrator Arthur Capello to inspect the  
35 properties for potential tax deeding. (2-0).

36  
37 **Open House Academy Building** - April 25, 2015 at 10:00 am – 1:00 pm. Coffee and Donuts.  
38 Will be posted as a Selectmen’s Meeting as all three Selectmen will be there.

39  
40 **Old Town Hall** - Selectman Jean asked if Arthur Capello had checked further into the low  
41 temperature alarm system for the Old Town Hall. Arthur Capello said he had e-mailed the  
42 owner to see if he could come in with a better price for installation, but has not heard back.  
43 Mango has the current security system in place.

44  
45 **Highway** – The contracted Street Sweeper will potentially begin tomorrow.



1 **Academy Building** – There was discussion regarding Service Master and the Insurance  
2 Company. The bill from Service Master is in question, but the Insurance Company is working  
3 with them to come to terms.  
4

5 **Rainbo Club** - Al Spaulding to come to meeting with a copy of by-laws. Selectmen  
6 McCormack would like to talk with George Hildum regarding what authority the Selectmen may  
7 have to make changes to the existing rules. Selectman McCormack thought this might be  
8 appropriate to be brought forward to the Town.  
9

10 **Budget** - Selectman Jean said it seems that there has been a lot of money spent on the Academy  
11 Building. He thought the Insurance was taking care of everything. Arthur Capello said routine  
12 contracts have come out of the Academy Building maintenance like the elevator. The lights for  
13 the Academy Building Parking Lots and Building Exterior have been reset to come on at 4:00  
14 pm and go off at 11:00 pm. (Arthur will make certain they are coming on at the proper times).  
15 Arthur Capello said the budget is in good shape to date for 2015.  
16

17 Debra was concerned with Tax Deeding schedule with the Selectmen. She said she will have  
18 waivers and deed ready to sign. Chairman Guarino said that he and Arthur will be checking on  
19 those properties in jeopardy. Debra said that the owners have until May 15<sup>th</sup>, 2015. If the  
20 Selectmen meet on the 21<sup>st</sup> of May that would give sometime between the 15<sup>th</sup> and the 21<sup>st</sup>.  
21

22 ***Next Selectmen's Meeting is Wednesday, May 6, 2015 at 5:00 pm, also May 12, 2015 at 6:00***  
23 ***pm and May 21<sup>st</sup> (Tax Deeding with Debra Cornett) at 4:00 pm.***  
24

25 **Adjournment:** On a Motion by Selectmen Guarino, seconded by Selectman McCormack it was  
26 voted unanimously to adjourn 8:25 pm.  
27

28 Respectfully Submitted,  
29  
30

31 \_\_\_\_\_  
32 Stephanie S. Fogg  
33 Administrative Assistant  
34  
35

36 **Approved by the Board of Selectmen**  
37  
38

39 \_\_\_\_\_  
40 Chairman Donald J. Guarino  
41

42 \_\_\_\_\_  
43 Selectman Stephen J. McCormack  
44

45 \_\_\_\_\_  
46 Selectman Michael J. Jean