



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

May 26, 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 Al Spaulding (Rainbo Fish and Game Club).

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

Department Head Monthly Reports – All reports are in for this month with the exception of Ed Lang and Debra Cornett. The computer is not installed yet at the Transfer Station. Arthur will follow-up.

Rainbo Fish and Game Club –

Al Spaulding, representing the Rainbo Fish and Game Club asked the Selectmen to come to an agreement between the owners and the Town, and to memorialize the agreement in writing to protect future owners and assure compliance with Town regulations. Arthur will give another copy of the letter from Mr. Spaulding to the Selectmen for their review. Grandfathering 10 trailers, and moving them to a “green lot” at the end of the season, also keeping the trailers from view of the roadway are some of the requests from Mr. Spaulding and the Selectmen. There are currently 23 parcels of land that are part of the Rainbo Fish and Game Club. Selectman Jean would like to see the rules with a plan (drawing of where the trailers will be stored on the property). Mr. Spaulding said that the by-laws of the Club will be updated in October.

Overtime Lines in Departments –

Police Department at 250% over for overtime this year. (The part-time employee is being paid out of the full-time vacant position line). Arthur will set up an account for the Police Department specifically for a Police Department Detail Line.

Highway Department at 121% over for overtime this year. (Because of the long winter and amount of storms snow and rain).

Fire Department at 118% over for overtime this year. (The amount of calls).

Arthur will check with the Department Heads regarding this amount of overtime, so that the Departments and the Selectmen have the same understanding of the amount of overtime.

Monthly Budget Reports -

Arthur Capello gave the Selectmen a detailed monthly budget report as requested by the Selectmen. The Selectmen discussed the process of beginning Warrant Articles for next year.

7:05 pm Chairman Guarino opened up Public-Input.

The Selectmen have requested that the Department Heads bring their budgets in at the “2015 Budgeted amounts” and not to touch the additional \$84,000 in the default budget. Chairman Guarino said that he trusts that the Department Heads are working to the best of their ability to hold to those budgets.

Selectman Jean was concerned again about the overtime amounts. Arthur Capello said that the important thing to remember is that the bottom line of the budget at the end of the year, does not exceed 10% of the total operating budget for the year.

Water Issue in Basement -

The Selectmen chose to table this discussion until the next meeting.

Planning Board/Conservation Clerk – The Selectmen have decided to make an official offer to another candidate for the position.

Space Needs – All three file cabinets have arrived for Tax Collector’s locked storage in the Conference Room. The Selectmen will provide more space by moving the tables in the room. That will happen as soon as we receive the four foot table to replace a larger table.

**Training for the Selectmen’s Office Personnel –
Munismart Training -**

Arthur Capello requested approval for up to 6 hours of training at a cost of \$1,185.00 if needed for those employees who work with Munismart. (Arthur, Marie, Stephanie and Annette will be participating.) The training will take place June 9, 2015, beginning at 10:00 am.

MOTION: On a Motion by Selectman McCormack and seconded by Selectman Jean it was voted unanimously to approve the training with Munismart for up to six hours if needed, not to exceed \$1,185.00. (3-0).

Evaluation Training-

Evaluation Training for Department Heads and Selectmen will cost \$300.00. Arthur will check on a date with Department Heads, four hours on a Tuesday, in house at the Conference Room at the Academy Building.

The Selectman by consensus approved the appropriation for the evaluation training for Department Heads and the Selectmen.

Safety Training for the Academy Building Personnel and other Town Employees –

The Police Chief will be involved with the training. The Selectmen have requested cameras be placed in the building with audio and video.

1 **Insurance-** \$31,054.00 for more building expenses after the “flooding” this winter will be
2 covered by the Insurance Company. The Company that cleaned the building initially did not
3 have enough detail on their billing for \$104,000.00, so our Insurance Company is working with
4 them on our behalf.

5
6 **Planning Board Members Update –**

7 Kevin Farquarson has a new address and no longer in Gilmanton, so he has stepped down from
8 the Planning Board.

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10 Marty Martindale has asked by letter to be reappointed to the Planning Board as he is back in
11 Gilmanton.

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13 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman McCormack it was
14 voted unanimously to appoint Marty Martindale to the Planning Board. (3-0)

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16 **Application for Event –**

17 Sean Lord, owner of the Gilmanton Iron Works Store is requesting to hold a 5K Fun Run/Walk
18 on Mondays and Thursday evenings from 6pm – 7pm, June – October, 2015. The 5K would
19 begin at the Gilmanton Iron Works Store and continue to Crystal Lake Road and back again. He
20 did contact the Police Chief who did not believe a police detail would be needed.

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22 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman McCormack, it was
23 voted unanimously to approve the 5K Fun Run/Walk on Monday and Thursday from 6pm –
24 7pm, June – October, 2015.

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26 **Road Name Change –** The Daniel Webster Council, Boy Scouts of America, have requested a
27 name change for Ellen Shore Road to Arol Charbonneau Way. By consensus the Selectmen
28 agreed to the name change for the road.

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30 **Bids for Paving -** See attached bids.

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32 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman McCormack to go with
33 Wolcott Paving based on tonnage. (3-0).

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35 **Cemetery Trustees –** Candace Daigle, Trustee of the Gilmanton Cemeteries requested that the
36 people who maintain the Cemeteries be put on payroll as seasonal employees. The Selectmen
37 approved her request by consensus.

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39 **Town Warrants –** for tax bills, three Warrants to be signed by the Selectmen one for the Town,
40 two for Sawyer Lake and three for Utilities.

41
42 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman McCormack it was
43 voted unanimously to approve and sign the Tax Collector’s Warrants. (3-0)

44
45 **Computer Policy -** Arthur Capello gave the Selectmen a revised copy of the Computer Policy
46 to review and finalize. Selectman McCormack requested a follow-up to adding a search engine
47 to our website.

Board of Selectmen's Upcoming Meeting Schedule – June 2, 2015, June 16, 2015 (including two Public Hearings, Barn Easement and Auction Properties), June 30, 2015.

(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 an employee evaluation for the Selectmen's Office.

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 7:35 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.

(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 an employee matter for the Police Department.

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 8:00 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 employee issues in the Academy Building.

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 8:02 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 that 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).

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 employee at the Transfer Station.

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 8:04 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.

Historic District Commission – The Selectmen asked Arthur Capello if there had been any feed back regarding Mr. Gardner's request. Arthur Capello has not received a response at this time.

1 **Adjournment:** On a motion by Selectmen Guarino, seconded by Selectman McCormack it was
2 voted unanimously to adjourn at 8:07 pm. (3-0)

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4 Respectfully Submitted,

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8 Stephanie S. Fogg
9 Administrative Assistant

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17 **Approved by the Board of Selectmen**

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20 Chairman Donald J. Guarino

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22 _____
23 Selectman Stephen J. McCormack

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26 Selectman Michael J. Jean