



## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

June 2, 2015

**6:00 pm.** – Gilmanton Academy

**Present:** Chairman Donald Guarino, Selectmen Stephen McCormack and Michael Jean, Town Administrator Arthur Capello and Administrative Assistant Stephanie Fogg. Also present Debra Cornett, Town Clerk/Tax Collector, and Brett Currier.

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

**Academy Building Water Issue** - Arthur Capello and Mickey Daigle checked out the foundation. There is a hole in the foundation to the right of the front steps. Mickey recommended digging to the foundation all the way around the left side of the building to the front steps. He also recommended repointing the foundation, adding membrane to complete the coverage of membrane around to the front of the building.

Arthur Capello said that the fire hydrant is failing as well and may need to be dug up at the same time. Specifications will be drawn up for the “water issue” project.

**Rainbo Club Letter** – The Selectmen requested that Arthur Capello receive guidelines from the Rainbo Club based on the Club’s initial request:

1. The lot number that the trailers with the proposed storage with a maximum of ten trailers, lot not visible from the roadway,
2. Trailers will conform to State of New Hampshire and Town of Gilmanton Regulations regarding septic, etc.

Arthur Capello to ask Mr. Spaulding to come on June 16, 2015 Selectmen’s Meeting with the latest drawings.

**Computer Policy** – Selectman McCormack referred to RSA 33A, regarding deletion of Town Documents. Several corrections were made by the Selectmen. Arthur Capello to make corrections to the Policy and bring it back for one final review on June 16, 2015.

**New Planning Board/Conservation Clerk Hired** – Louise Knee is our new Planning Board and Conservation Clerk. Her hours are Monday, Tuesday, Thursday and Friday from 10:30 am – 4:30 pm. She will begin on June 8, 2015.

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2 **Training for Selectmen's Office Employees** – Arthur has scheduled a training in Munismart,  
3 the program the Town uses for bookkeeping. The training will take place on Tuesday, June 9,  
4 2015 for (Arthur Capello, Marie Mora, Annette Andreozzi, Stephanie Fogg, Louise Knee and  
5 Nanette Hamley).

6  
7 **Evaluation Training for Department Heads** – Arthur Capello will send a series of dates to the  
8 Department Heads for the Training and wait for their feed back.

9  
10 **PUBLIC HEARING** – The Public Hearings are set for June 16, 2015, beginning at 6:00pm  
11 with the Barn Easement at 6:00 pm and the Auction Property List immediately following. The  
12 next Public Hearing for the Auction Properties will take place in July 2015. Arthur Capello will  
13 send a letter to Mr. and Mrs. Erickson tomorrow noticing the Public Hearing.

14  
15 **Overtime** - Arthur Capello will follow-up on overtime for the Fire Department and Police  
16 Departments.

17  
18 **National Flood Insurance** – Arthur and Chairman Guarino will meet Tuesday next week at 8:30  
19 am to conduct a conference call with Kelly Walsh from National Flood Insurance.

20  
21 **Historic District Commission** - See attached letter from Town Attorney regarding Mr.  
22 Gardner's questions. The Selectmen agreed to forward the letter to Mr. Gardner.

23  
24 **General Business** –

25  
26 **"Yield to Horses" Sign Request** - Chairman Guarino brought forward a request from Lisa  
27 Robinson of Currier Hill Road for "Yield to Horses" signs. She told him that residents were  
28 using Currier Hill Road as a short cut from Rte. 140 between the hours of 5:00 pm and 6:00 pm,  
29 and that the amount of traffic poses a safety issue with the horses on the road. She asked that  
30 signs be posted that say "Yield to Horses". By consensus the Selectmen agreed to have several  
31 signs made. Arthur Capello will call the Police Department and the State to order signs.

32  
33 **Waste Management** – There was a problem with hauling last weekend. Waste Management  
34 showed up at 7:00 am on Saturday, three containers should have been pulled, but only two were  
35 pulled. Arthur Capello will call Waste Management.

36  
37 **Search Engine** – Debra Cornett is taking time to research the cost and will bring back the  
38 information to the Selectmen.

39  
40 **Highway Department** – After the recent rain storm, Road Agent, Paul Perkins is cleaning  
41 Allen's Mill Road, there is ditching that needs to be done this time of year.

42  
43 **Roads Committee** – As of April 1, 2015 all membership expired. Paul Perkins will be asked to  
44 give his recommendation for the roads that need the most attention with the outside ditching  
45 project money. Arthur will ask Paul to join the Selectmen at their next meeting at 5:00 pm, June  
46 16, 2015 to give his recommendations.

**Approval of Minutes –**

**MOTION:** On a Motion by Selectman McCormack, and seconded by Selectman Jean it was voted unanimously to approve the minutes of May 21, 2015. (3-0 Voice Vote – Chairman Guarino-yes, Selectman McCormack– yes, Selectman Jean– yes).

**MOTION:** On a Motion by Selectman McCormack, and seconded by Selectman Jean it was voted unanimously to unseal the Non-Public minutes (A) of May 21, 2015. (3-0 Voice Vote – Chairman Guarino-yes, Selectman McCormack– yes, Selectman Jean– yes).

**MOTION:** On a Motion by Selectman McCormack, and seconded by Selectman Jean it was voted unanimously to unseal the Non-Public minutes (H) of May 12, 2015. (3-0 Voice Vote – Chairman Guarino-yes, Selectman McCormack– yes, Selectman Jean– yes).

**Old Town Hall -**

**MOTION:** On a Motion by Selectman McCormack, and seconded by Selectman Jean it was voted to approve rental of the Old Town Hall for Donald Guarino for June 6, 2015. (2-0 -1 Voice Vote – Chairman Guarino-abstain, Selectman McCormack– yes, Selectman Jean – yes).

**7:05 pm Chairman Guarino Opened Public-Input.**

**Opening the Selectmen's Office 5 Days a Week -** The Selectmen will revisit and discuss at the Board meeting on June 16, 2015, opening the Selectmen's Office to the public on Tuesdays.

**(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 evaluation for an employee at the Transfer Station.

**MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was voted unanimously to come out of Non-Public Session at 7:15 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).

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

5 The Selectmen discussed an employee evaluation in the Selectmen's Office.  
6

7 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
8 voted unanimously to come out of Non-Public Session at 7:20 pm. (3-0 Voice Vote – Chairman  
9 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).  
10

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

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

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

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

23 The Selectmen discussed an employee evaluation in the Town Clerk's Office.  
24

25 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
26 voted unanimously to come out of Non-Public Session at 7:25 pm. (3-0 Voice Vote – Chairman  
27 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).  
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29 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
30 were sealed.  
31

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

33 **MOTION:** On a Motion by Selectman McCormack, and seconded by Selectman Jean it was  
34 voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote –  
35 Chairman Guarino-yes, Selectman McCormack– yes, Selectman Jean– yes).  
36

37 The meeting room was closed to the public. Present during the Non-Public Session were  
38 Chairman Guarino, Selectmen McCormack and Jean. Town Administrator Arthur Capello,  
39 Administrative Assistant Stephanie Fogg .  
40

41 The Selectmen discussed an employee evaluation in the Selectmen's Office.  
42

43 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
44 voted unanimously to come out of Non-Public Session at 7:28 pm. (3-0 Voice Vote – Chairman  
45 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).  
46

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

1 **7:28pm Chairman Guarino Closed Public-Input.**

2  
3 **Fire Pump** – The company taking care of the repairs is waiting on correct parts for the pump.  
4 Insurance will still be covering the repair.

5  
6 **Adjournment:** On a motion by Selectmen Guarino, seconded by Selectman McCormack it was  
7 voted unanimously to adjourn at 7:32 pm. (3-0)

8  
9 Respectfully Submitted,

10  
11  
12 \_\_\_\_\_  
13 Stephanie S. Fogg  
14 Administrative Assistant

15  
16  
17 **Approved by the Board of Selectmen**

18  
19 \_\_\_\_\_  
20 Chairman Donald J. Guarino

21  
22 \_\_\_\_\_  
23 Selectman Stephen J. McCormack

24  
25 \_\_\_\_\_  
26 Selectman Michael J. Jean