



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

June 16, 2015

**5:00 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.

**5:00 pm** Chairman Guarino opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

**Highway** – The Selectmen have asked Paul Perkins to bring forward his recommendations to specific roads, listing in order of importance for repair of ditches and culverts. Allen's Mill Road, South Road etc. Paul said that any of the roads that have deep ditches are difficult for the Town equipment. The Selectmen want the ditching to begin as soon as possible, so that it is completed this summer. Paul said that South Road, Lakeshore Road all the way to the end, Leatherstocking Lane the whole loop, Beechwood and Ridgewood are roads with the deep ditches that will be put out to bid. Brett Currier suggested that the roads be marked with stakes (with orange paint) so that all contractors are bidding on the same roads and length of road.

Paul will provide the culverts for the roads project. The bidders will be supplying materials, stone etc. can be specked out so everyone is on same page for bidding.

Paul Perkins will provide a draft listing the roads and specs for next meeting of the Board, June 30, 2015. Paul to stake out the roads. He also said that Upper City Road is all set at this point.

**Police Department** – Chief Collins provided the Selectmen with an explanation and expenditure report through May for overtime. He said that the overtime is actually coming out of the full-time patrol line. Chief Collins said he is still looking to hire another part-time person, but he needs to have someone with experience because there is not enough time to train someone.

Chief Collins also reviewed the detail line item showing a net revenue of \$5,697.00 after details are paid. Also that there is a \$20/hour fee built in to cover the cruiser use.

**Cruiser Painting** – Chief Collins said that the cruiser was painted for officer safety reasons, so that no one officer could be singled out by their vehicle. Selectmen McCormack said that in the future, the Selectmen would just like to be informed about a larger expense like the cruiser being painted.

1 **Radar Trailer** – Chief Collins said that the radar trailer is antiquated and obsolete, he would like  
2 to send it to White Farm in the Fall to have it auctioned. The Selectmen, by consensus, agreed to  
3 send it to auction.  
4

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

6 **MOTION:** On a Motion by Selectman McCormack, and seconded by Selectman Jean it was  
7 voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote –  
8 Chairman Guarino-yes, Selectman McCormack– yes, Selectman Jean– yes).  
9

10 The meeting room was closed to the public. Present during the Non-Public Session were  
11 Chairman Guarino, Selectmen McCormack and Jean. Town Administrator Arthur Capello,  
12 Administrative Assistant Stephanie Fogg.  
13

14 The Selectmen discussed a personnel issue with Chief Collins.  
15

16 **MOTION:** On a Motion by Selectman Jean and seconded by Selectmen McCormack it was  
17 voted unanimously to seal the minutes of the Non-Public Session. (3-0 Voice Vote – Chairman  
18 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).  
19

20 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
21 voted unanimously to come out of Non-Public Session at 6:00 pm. (3-0 Voice Vote – Chairman  
22 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).  
23

24 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
25 were sealed.  
26

27 **Break for Public-Hearings at 6:00 pm**  
28

29 **Corner Library** – Deborah Chase, Chairman of the Trustees of the Corner Library presented a  
30 request for \$800.00 which had been presented as part of the Corner Library Budget for 2015.  
31 She explained that because of the no vote on the 2015 Operating Budget this year, and the  
32 Operating Budget became the default budget (budget for 2014), the Library did not receive that  
33 funding, even though the 2014 Operating Budget was more money than that proposed for 2015.  
34

35 Diana McElwee presented financial information about the Corner Library and their need for the  
36 \$800.00 . Margaret Fogg, a volunteer at the Corner Library stated that the Library is an asset to  
37 the Town and many people really enjoy the historic building and the service the Library  
38 provides.  
39

40 Brett Currier and Wayne Ogni both noted that the request should be funded for the Corner  
41 Library.  
42

43 **MOTION:** On a Motion by Selectman Jean and seconded by Selectmen McCormack it was  
44 voted unanimously to approve the funding to the Corner Library in the amount of \$800.00 as had  
45 previously been requested in their 2015 Budget. (3-0)  
46

47 Diana McElwee will write a letter to the Selectmen requesting the \$800.00.  
48

1 **7:00 pm Chairman Guarino Opened Public-Input.**

2  
3 **State Wide Property Tax is Un-Constitutional ?** - After discussion with Mr. Haas, the  
4 Selectmen agreed to have Arthur compose a letter with Mr. Haas's information and have the  
5 Selectmen sign the letter to move his questions forward to the State.  
6

7 **Highway** – Regarding the bidding process for the ditching of the roads. It was mentioned that  
8 the companies bidding should own the equipment needed for the ditching and hauling.  
9 Selectmen McCormack said it should be bid as a job, not hourly.  
10

11 **7:26 pm Chairman Guarino Closed Public-Input.**

12  
13 **Rainbo Fish and Game Club** – Mr. Spaulding brought drawings of the Rainbo Clubs sites and  
14 marked the green lot that the trailers will be moved to in the Winter. All of the abutters are in  
15 agreement. Mr. Spaulding said that the end result of these meetings with the Selectmen, would  
16 be to come to an agreement and that the “folder” for the Rainbo Fish and Game Club would  
17 “speak for itself”. Town rules will be followed for all trailers.  
18

19 **Academy Building** – Mickey Daigle will bring in a bid and specifications for the repair to the  
20 foundation drainage.  
21

22 **Selectmen's Office** – The training on the Munismart program went well. It was attended by  
23 Arthur Capello, Annette Andreozzi, Stephanie Fogg, Marie Mora, Louise Knee and Nanette  
24 Hamley. The training helped to answer questions and give an overview of the capabilities of the  
25 program for expanded use in Planning, Zoning and Building.  
26

27 **Supervisors Evaluation Training** – Set for June 25, 2015 at 9:30 am at the Academy Building.  
28 Those attending will be all Department Heads, Foremen and Supervisors. The Selectmen have  
29 also been invited to attend.  
30

31 **Computer Policy** – There will be a training scheduled to explain disposition of records and  
32 concerns raised about how to handle e-mails etc., so employees will have information of how to  
33 stay compliant with the Computer Policy.  
34

35 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman McCormack, it was  
36 voted unanimously to approve the new Computer Policy at 7:40 pm. (3-0)  
37

38 **Monthly Budget Analysis** – Maria Mora printed a monthly budget analysis for the Selectmen's  
39 review. Arthur Capello said that cross-training Marie for payroll began this morning, as a back  
40 up for payroll.  
41

42 **Transfer Station** - Ed Lang brought forward a request through Arthur Capello for Dump  
43 Stickers to be handed out at the Dump. The Selectmen said that the information needed to hand  
44 out the stickers would not be available to Ed. They were also concerned about the time it would  
45 take on a busy “dump day” for Transfer Station employees.  
46

1 It was asked if a sign in the Town Clerk's Office could state that dump stickers are handed out in  
2 that office and the information people need to obtain a sticker. Arthur will check with Debra  
3 Cornett and Heidi Rhine-Jackson.

4  
5 **Raffle** – Camp Fatima sent a letter requesting a 50/50 Raffle be approved by the Selectmen.  
6 See attached Raffle for information.

7  
8 **MOTION:** On a Motion by Selectman McCormack and seconded by Selectman Jean, it was  
9 voted unanimously to approve the raffle permit for Camp Fatima at 7:46 pm. (3-0)

10  
11 ***Approval of Minutes -***

12 ***MOTION:*** *On a Motion by Selectman McCormack and seconded by Selectman Jean, it was*  
13 *voted unanimously to approve the Board of Selectmen's Minutes of May 26, 2015 as written at*  
14 *7:48 pm (3-0)*

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

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

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

24  
25 The Selectmen discussed an issue with a previously agreed to tax agreement.

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

30  
31 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
32 voted unanimously to come out of Non-Public Session at 7:55pm. (3-0 Voice Vote – Chairman  
33 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).

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

37  
38 **(C) Non-Public Session per RSA 91-A:3, II (c)**

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

42  
43 The meeting room was closed to the public. Present during the Non-Public Session were  
44 Chairman Guarino, Selectmen McCormack and Jean. Town Administrator Arthur Capello,  
45 Administrative Assistant Stephanie Fogg .

46  
47 The Selectmen discussed information regarding an employee at the Transfer Station.

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

4  
5 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
6 voted unanimously to come out of Non-Public Session at 7:58 pm. (3-0 Voice Vote – Chairman  
7 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).

8  
9 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
10 were sealed.

11  
12 **(D) Non-Public Session per RSA 91-A:3, II (c)**

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

16  
17 The meeting room was closed to the public. Present during the Non-Public Session were  
18 Chairman Guarino, Selectmen McCormack and Jean. Town Administrator Arthur Capello,  
19 Administrative Assistant Stephanie Fogg .

20  
21 The Selectmen discussed an employee in the Town Clerk’s Office.

22  
23 **MOTION:** On a Motion by Selectman Jean and seconded by Selectmen McCormack it was  
24 voted unanimously to seal the minutes of the Non-Public Session. (3-0 Voice Vote – Chairman  
25 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).

26  
27 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman McCormack it was  
28 voted unanimously to come out of Non-Public Session at 8:00 pm. (3-0 Voice Vote – Chairman  
29 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).

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

33  
34 **(E) Non-Public Session per RSA 91-A:3, II (c)**

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

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

42  
43 The Selectmen discussed an employee in the Selectmen’s Office.

44  
45 **MOTION:** On a Motion by Selectman Jean and seconded by Selectmen McCormack it was  
46 voted unanimously to seal the minutes of the Non-Public Session. (3-0 Voice Vote – Chairman  
47 Guarino -yes, Selectman McCormack – yes, Selectman Jean – yes).

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

4  
5 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
6 were not sealed.

7  
8 **Sprinkle System Testing** – Arthur Capello said that the test on the Sprinkler System passed.

9  
10 **Adjournment:** On a motion by Selectmen Guarino, seconded by Selectman McCormack it was  
11 voted unanimously to adjourn at 8:32 pm. (3-0)

12  
13 Respectfully Submitted,

14  
15  
16 \_\_\_\_\_  
17 Stephanie S. Fogg  
18 Administrative Assistant

19  
20  
21 **Approved by the Board of Selectmen**

22  
23 \_\_\_\_\_  
24 Chairman Donald J. Guarino

25  
26 \_\_\_\_\_  
27 Selectman Stephen J. McCormack

28  
29 \_\_\_\_\_  
30 Selectman Michael J. Jean