

APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

August 11, 2015

6:00 pm. – Gilmanton Academy

Present: Chairman Donald Guarino, Selectman Michael Jean, Town Administrator Paul Branscombe and Administrative Assistant Stephanie Fogg. Also present – see attached sign-in sheet.

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

Mango Security Old Town Hall – Paul Branscombe brought forward a proposal from Mango Security for a low temperature alarm at the Old Town Hall. This alarm would be to protect the Old Town Hall from freezing up in the winter. It has been very difficult to monitor the building on a consistent basis and be certain the heat is on.

MOTION: On a Motion by Selectman Jean and seconded by Chairman Guarino it was voted unanimously to approve the proposal from Mango Security, at \$1,085.00 for the installation of the low temperature alarm for the Old Town Hall at 6:05 pm (2-0).

Chairman Guarino signed the proposal for Mango Security.

Rainbo Fish and Game Association – Letter of Agreement to be signed.

MOTION: On a Motion by Selectman Jean and seconded by Chairman Guarino it was voted unanimously for the letter to be signed for the Rainbo Fish and Game Association at 6:08 pm (2-0).

Chairman Guarino signed the letter, and Paul Branscombe will return the signed letter to the Rainbo Fish and Game Association.

Delinquent Tax Agreement – Paul Branscombe confirmed with Debra Cornett, Town Clerk/Tax Collector, that any excess tax payment would be applied toward current month and the interest payment. The Board will initial the letter and respond to the tax payer.

RFP for Ditch Work – When the bids are submitted, the bids will be based on the collected scope of work and then they will adjudicate on that scope of work.

1 The Roads Committee existed until this spring. The roads list was glanced at, it will be tabled
2 until a work session.

3
4 **Formax Postage Machine** – The current postage machine is leased until September 27, 2015,
5 the new Formax Postage Machine will cost \$159.00 per month, which is less than we are
6 spending currently. Debra Cornett suggested this machine after seeing it at a seminar. The
7 Selectmen, by consensus, approved Paul Branscombe to sign the contract for the Formax
8 Postage Machine, which will replace the current machine on or before September 27, 2015.

9
10 **Nutter Construction** – Mr. Nutter has presented his proposed Construction Contract which will
11 be reviewed by the Board. As there were questions for Mr. Nutter he will be invited to the Work
12 Session on August 25, 2015. The topic will be tabled until the Work Session, Paul Perkins
13 (Road Agent) and Mr. Nutter to attend.

14
15 **Mercier Draft Audit** – Paul Branscombe said the draft audit is accurate, simplistic and well put
16 together. The Letter of Representation will need to be reviewed by the appropriate
17 people/employees and returned to Paul by Friday.

18
19 **Town Administrator's Report** – See Report under Administration on the Town Website from
20 Paul Branscombe, Town Administrator. Chairman Guarino thanked Mr. Branscombe for his
21 report.

22
23 **Academy Building Foundation Repair**- First phase of the repair is completed. The total for
24 the first phase came in at \$8, 240.00. There is \$10,000 in the Capital Reserve fund for the
25 building for 2015. There is a recommendation for the rest of the foundation drainage to be
26 completed. Mickey Daigle, who completed the first phase will be invited to the Work Session on
27 August 25, 2015 with a proposal for the additional work.

28
29
30 **Approval of Minutes –**

31 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman Guarino, it was voted
32 unanimously to approve the **Public Hearing** minutes of July 14, 2015 as written. (2-0 Voice
33 Vote – Chairman Guarino-yes, Selectman Jean– yes).

34
35 **MOTION:** On a Motion by Chairman Guarino, and seconded by Selectman Jean it was voted
36 unanimously to approve the minutes of **July 14, 2015** as written. (2-0 Voice Vote – Chairman
37 Guarino-yes, Selectman Jean– yes).

38
39 **MOTION:** On a Motion by Chairman Guarino, and seconded by Selectman Jean it was voted
40 unanimously to approve the minutes of **July 28, 2015** as written. (2-0 Voice Vote – Chairman
41 Guarino-yes, Selectman Jean– yes).

42
43 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman Guarino it was voted
44 unanimously to approve the **Non-Public Sealed minutes E, F and G of July 7, 2015** as
45 written. (2-0 Voice Vote – Chairman Guarino-yes, Selectman Jean– yes).

1 **MOTION:** On a Motion by Chairman Guarino, and seconded by Selectman Jean, it was voted
2 unanimously to unseal the **Non-Public Sealed minutes of July 7, 2015.** (2-0 Voice Vote –
3 Chairman Guarino-yes, Selectman Jean– yes).
4

5 **Board of Selectmen's Signature File for August 11, 2015:**
6

7 **Auditor Mercier Group** - last year's financial fiscal 2014
8

9 **Health Officer** – Paul Branscombe will be appointed as the Health Officer for the Town of
10 Gilmanton. The appointment is done by the State of New Hampshire.
11

12 **Gilmanton Women's Club** – The Gilmanton Women's Club have requested a fundraising event
13 "Pies on the Common" in front of the Academy Building. The Selectmen approved and signed
14 the event form and it will be forwarded to the Police Department for their information.
15

16 **Overpayment of Taxes** – The Selectmen signed a return of \$80.00 to a tax payer for
17 overpayment.
18

19 **Historic District Commission** - The appointment requested for the Historic District
20 Commission will be tabled until the Work Session. The appointment and background for the
21 appointment are controversial and need more time to review.
22

23 **Ballot Inspectors** - On a Motion by Selectman Jean and seconded by Chairman Guarino it was
24 voted to approve all previous Ballot Inspectors for the July 2015-July 2016 year at 7:00 pm (2-
25 0).
26

27 **Appointment for Deputy Town Clerk/Tax Collector – Amy Russell**

28 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman Guarino it was voted
29 unanimously to approve the appointment of Amy Russell, as the Deputy Town Clerk/Tax
30 Collector at 7:02 pm (2-0).
31

32 **Appointment for Assistant to the Deputy Town Clerk/Tax Collector – Linda Lance**

33 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman Guarino it was voted
34 unanimously to approve the appointment of Linda Lance, as the Assistant to the Deputy Town
35 Clerk/Tax Collector at 7:04 pm (2-0).
36

37 **Appointment for Assessing Administrator – Heidi Jackson-Rhine**

38 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman Guarino it was voted
39 unanimously to approve the appointment of Heidi Jackson-Rhine at 7:06 pm (2-0).
40

41 **7:06 pm Public Input** – Chairman Guarino opened Public Input
42

43 **Replacement of Selectman on Board –**

44 David Russell asked that in dealing with the replacement of the Selectman, I urge you to make
45 sure that something happens tonight. It is not fair to the Town's people to leave a position
46 vacant, especially when there are three or four people willing to fill the position tonight.
47

1 **State Wide Property Tax** – is it constitutional? Mr. Haas thanked the Town Administrator,
2 Paul Branscombe for writing a letter to the Local Government Center.

3
4 **Selectman Vacancy** ... continued-

5 John Funk said that the resignation of Mr. McCormack was unfortunate and the Selectmen
6 should ask him to reconsider. Mr. Funk said this is a difficult situation for the Selectmen and
7 any decision doesn't necessarily represent the voting public.

8
9 Carolyn Baldwin suggested that Stephen McCormack be invited back onto the Board.

10
11 Jack Schaffnit – there are three candidates to fill the position. Mr. Forst has served the
12 community well, what was the objection to Mr. Forst? A discussion at this point?

13
14 Stephen McCormack – I made an error in judgement, error in process. I have given this a lot of
15 thought. I am willing to come back to fill my term, I promise it won't happen again. I
16 recommend the Selectmen's Training and the 138 page memo on what you can and cannot do.

17
18 Mr. Gellatt said he would like the Selectmen to reconsider Mr. McCormack as an applicant for
19 this position.

20
21 There was some misinformation spoken of about the Police Department regarding "lack of
22 judgement". Chief Collins said this is a microcosm of the issue here. He requested that if there
23 was a question regarding his department, he would appreciate those concerned to speak with him
24 directly.

25
26 Debra Cornett said she would like the community to move forward in a positive manner from
27 this point.

28
29 Comments were made suggesting that Debra has a point about moving forward. Also, that 40
30 people in this room are not a majority of a representation.

31
32 Mr. Sisti, (as Mr. Sisti, not the Town Moderator), said be very careful to keep local control here
33 in Town, not to shift the conflict over to the Superior Court in Belknap County. He
34 recommended that the Selectmen come to a compromise, 100% of the people are not going to
35 agree.

36
37 Mr. Gianni asked the Selectmen to compromise as well.

38
39 Stan Bean sent a letter to the Selectmen regarding perception and asked them to be cautious in
40 their decision. See attached letter.

41
42 7:35 pm Close of Public Input

43
44 Chairman Guarino read from an attached letter from Brenda McBride.

45
46 Mr. Forst asked to respectfully withdraw his request to be considered as a candidate for
47 appointment to the Board of Selectmen. The Budget Committee has recently had the Vice

Chairman step down and he does not want to leave the Budget Committee with two vacancies. At this point he will stay as the Elected Chairman of the Budget Committee.

Paul Branscombe brought forward a conversation he had with Walter Mitchell, speaking as a Gilmanton Resident, "for the sake of the community, agree on an appointment." He also said the decision should not pass to the Court.

Michael Jean asked if Stephen McCormack could be considered as one of the candidates?

The following are the three candidates after Mr. Forst withdrew:

Brett Currier

Rachel Hatch

Stephen McCormack

MOTION: There was a Motion by Selectman Jean to appoint Stephen McCormack as the next Selectman. The Motion was not seconded by Chairman Guarino. (1-0, Selectman Jean – yes, Chairman Guarino – no second)

Discussion took place regarding the reason Stephen McCormack stepped down.

MOTION: There was a Motion by Selectman Jean to appoint Rachel Hatch, (the most experienced of the candidates) as the next Selectman. Chairman Guarino seconded the motion for discussion only. (2-0, Selectman Jean – yes, Chairman Guarino – yes for discussion only)

8:15 pm After further discussion, Stephen McCormack, withdrew his name and left the room. Brian Forst left the room.

Brett Currier said that between now and March there are many issues that will be considered, library vote, department heads, CIP, he voted his conscience on these issues.

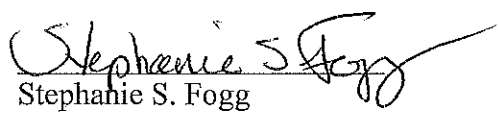
Brenda Currier said that the candidates differ in view financially.

Further discussion took place.

MOTION: On a Motion by Selectman Jean and seconded by Chairman Guarino it was voted to appoint Rachel Hatch until March of 2016, to fill the vacant Selectmen's seat. (2-0)

Adjournment: On a Motion by Chairman Guarino and seconded by Selectman Jean it was voted unanimously to adjourn at 9:00 pm (2-0).

Respectfully Submitted,


Stephanie S. Fogg

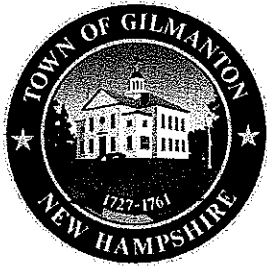
Administrative Assistant

Approved by the Board of Selectmen

Chairman Donald J. Guarino

Selectman Michael J. Jean

Selectman



Board of Selectmen
Academy Building
503 Province Road
PO Box 550
Gilmanton, New Hampshire 03237
603.267-6700 -Phone 603.267.6701 -Fax

Don Guarino, Chairman
Vacant, Selectman
Michael Jean, Selectman
Stephanie Fogg, Recording Clerk

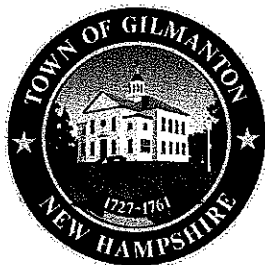
August 11, 2015
6:00 pm

ATTENDANCE SIGN-IN

PRINT

SIGNATURE

BETTY ANN Abbott	B.A. Abbott
STANLEY O. BEAN JR	Stanley O. Bean Jr
Alice M. Bean	Alice M. Bean
Joanna Jean	Joanna Jean
JOANNE GIANNI	Joanne Gianni
FRANK GIANNI	Frank Gianni
Neg Hempel	Neg Hempel
Kris DuBois	Kris DuBois
Stephen McCormack	Stephen McCormack
Patricia McCormack	Patricia McCormack
Natalie McCormack	Natalie McCormack
GLYN LINDS	Glyn Linds
Brett Currier	Brett Currier
Brenda Currier	Brenda Currier
Jack Farrington	Jack Farrington
Sue Gelatt	Sue Gelatt
Rich Gebell	Rich Gebell
Michael Fitch	Michael Fitch
Christine Falls	Christine Falls
Mike Falls	Mike Falls
Gummy Bishop	Gummy Bishop



***Board of Selectmen
Academy Building
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Don Guarino, Chairman
Vacant, Selectman
Michael Jean, Selectman
Stephanie Fogg, Recording Clerk

August 11, 2015
6:00 pm

ATTENDANCE SIGN-IN

PRINT

SIGNATURE

PRINT
Ellen Courtenanche

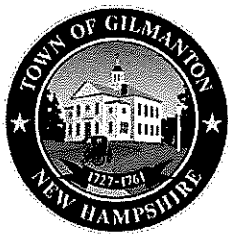
Garry L. Shminsky

Bill Booth

Tim Conrado

SIGNATURE

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TOWN ADMINISTRATOR'S UPDATES AND RECOMMENDATIONS FOR THE BOARD OF SELECTMEN

UPDATES:

1. Monthly mandatory Department Head Meetings will begin July 29, 2015 at 8:00 am in the Town Office. Those in attendance will be Chief Collins (Sargent Currier), Chief Hempel, Paul Perkins, Ed Lang, Debra Cornett (Heidi Jackso-Rhine in her absence), Marie Mora, Stephanie Fogg and Paul Branscombe. The meetings will be held on the last Wednesday of the month before the first regular meeting of the Board of Selectmen, being the second Tuesday of the month which will allow for Department Head Reports to be prepared.

In the first Department Head meeting the Town Administrator will discuss the: (A) The resurrection of the Joint Loss Committee and find out who currently serves on this Committee. (B) The Town's Hazard Mitigation Plan, (C) The Town's Safety Manual and (D) the Town's Personnel Policy.

2. The Town's Auditor, Paul Mercier has notified the Town Office that his contract is up for renewal. The Town Administrator and the Finance Officer are to meet with him and discuss terms and present to the Board of Selectmen at either their 1st regular meeting or work session. 10:00 am July 31, 2015.
3. The Tax Rate setting will begin in October this year and all Warrant Articles – Warrants – MS Forms will be on the DRA Portal System. Paul, Marie and Debra will be able to input information, but Stephanie will be view only.

RECOMMENDATIONS:

The Town/Office must change the way it does business. The Town Administrator recommends the following:

1. Establish an organizational chart which clearly shows Elected Officials report to the voters and all other staff members report to the Town Administrator.
2. The Finance Officers hours are 9:00 am – 4:30 pm Monday, Tuesday and Wednesday in order for Marie to accomplish the accounting functions. She presently comes in on Sundays to take ownership of past fact and figures.
3. Establish a Human Resources Position. Current Personnel files are not under lock and key.
4. The Board of Selectmen, acting as the Board of Health, ask the State to appoint the Town Administrator as the Town's Health Officer.
5. Board of Selectman reviews purchase orders and bid policies.

August 11, 2015

To: Town of Gilmanton Selectman

RE: Rescinding of Resignation

Gentlemen:

Please consider my offer to rescind my previous offer of resignation from the position of town selectman. After careful consideration of all the events surrounding the stated matter, I have concluded that I could fulfill the remainder of my elected term and serve the needs of the town in a professional manner.

I realize that I did make an error in judgement surrounding the stated matter and have given considerable thought about the events surrounding the stated resignation. I can assure you that the previous matter, and the events that surrounded the concerns raised by certain citizens of the town, will not be repeated.

I hope you will consider my offer in a positive light.

I await your decision.

Respectfully,


Stephen J. McCormack