

APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

August 25, 2015

6:00 pm. – Gilmanton Academy

Present: Chairman Donald Guarino, Selectman Rachel M. Frechette Hatch, Selectman Michael Jean, Town Administrator Paul Branscombe, Finance Officer Marie Mora and Administrative Assistant Stephanie Fogg. Also present see attached list.

6:00 pm Chairman Guarino opened the meeting, took attendance (Chairman Guarino, Vice Chairman Hatch, and Selectman Jean) of those present and voting and led the Pledge of Allegiance.

Board of Selectmen Reorganization to Boards and Committees – Following the appointment of Rachel Hatch as the person to fill the Selectmen's Vacancy last meeting the Selectmen will reorganize the Selectmen's Representatives to Boards and Committees and a Vice Chair.

MOTION: On a motion by Selectman Jean, and seconded by Selectman Guarino it was voted to nominate and appoint Rachel M. Frechette Hatch as Vice Chair of the Select Board at 6:02 pm. (2-0, Chairman Guarino – yes, Selectman Jean – yes).

Selectmen's Representative to the Planning Board – Chairman Guarino, Selectman Jean as the Alternate Representative to the Planning Board, for 2015-2016 term.

Selectmen's Representative to the Historic District Commission – Vice Chair Rachel Hatch

Selectmen's Representative to the Budget Committee – Selectman Jean, Vice Chair Rachel Hatch will serve as the Alternate Representative to the Budget Committee.

Lakes Region Planning Commission – Currently Wayne Ogni is serving on the Commission for Gilmanton. There should be two representatives from Gilmanton.

Town Audit – Paul Mercier, Town Auditor, passed out the reports for the Selectmen. With a whole new office, I think you have put together a good team. I may be involved a little more this year to answer some questions, but with the experience you have and going from a part-time contracted bookkeeper to an in-house bookkeeper means a lot and should work out well for the Town. Mr. Mercier's price for the audit for the next three years would stay the same as this year, if we choose to stay with his services. Rachel would like to look at the cost. It was mentioned that under special circumstance the Selectmen can waive the bid process.

1 **Academy Building** – Mickey Daigle completed the drainage around the front quarter of the
2 building, and after the heavy rain yesterday, there is no water in the basement! Mickey Daigle
3 brought forward estimates for completing more drainage along the side of the building including
4 granite window protection at \$5,740, stone, pipe, trench and drywell. \$2714.50 for drain, wall
5 inside, all excavation and material, would not include piping inside to hook-up drain. \$528.00
6 would be for a cast iron grate and catch basin.

7
8 **Nutter Construction** – Mr. Nutter stated that they have held the price, this is the fourth year and
9 final phase coming up. 3% Traffic Control, allows for signs etc., but stopping/starting during
10 work as traffic passes accounts for the 3%.

11
12 **MOTION:** On a Motion by Chairman Guarino and seconded by Michael Jean it was voted
13 unanimously to approve Nutter Construction Company Contract for the final Phase of Loon
14 Pond Rod to Meadow Pond Road at 6:29 pm (3-0, Chairman Guarino – yes, Selectman Jean –
15 yes, Vice Chair Hatch – yes)

16
17 **MOTION:** On a Motion by Selectman Jean and seconded by Vice Chair Hatch it was voted to
18 have Chairman Guarino sign the contract for Nutter Construction at 6:30 pm. (2-0-1, Chairman
19 Guarino – abstain, Selectman Jean – yes, Vice Chair Hatch – yes)

20
21 **General Business -**

22
23 **Selectmen's Meeting Day** - Moving Selectmen's Meeting back to Monday's. There have been
24 conflicts with the use of the room, and other Board Meetings. The Historic District meets on
25 Tuesdays, as well as the Conservation Commission and the School Board. This would allow the
26 Selectmen's Representative to the Historic District to be able to attend the meeting.

27
28 **MOTION:** On a Motion by Selectman Jean and seconded by Rachel Hatch it was voted
29 unanimously to move the Selectmen's meetings to the First and Third Mondays of the month at
30 6:35 pm (3-0)

31
32 Next Meeting will be Tuesday, September 8, 2015 because of Labor Day.

33
34 **Agendas** – The Agenda format presented to the Selectmen is common to most communities and
35 is taken from the Selectmen's procedures and protocol handbook. There is one regular
36 Selectmen's meeting per month and one Work Session.

37
38 Chairman Guarino was concerned about the Public Input/Comment Session only being once a
39 month at the regular meeting. Paul Branscombe said that residents can be put on the agenda if
40 they need to at either meeting.

41
42 The Selectmen agreed by consensus that they would try the "new" agendas for the next few
43 months, and then revisit the format.

44
45 **Proper Chain of Command** – If a complaint or question comes into the Town Office, the
46 proper chain of command would be to first address the question with the Department Head, then
47 the Town Administrator and then on the Agenda for the Selectmen to address the question or
48 concern. Selectman Hatch said that this format would be good. It seems that coming forward to

1 the Selectmen first, we are always “back pedaling” and investigating, this would work much
2 better.

3
4 **Pledge of Allegiance** – Chairman Guarino would still like to continue with the Pledge of
5 Allegiance at the Work Session. Traditionally we have always done it that way and he would
6 like to continue. The other Selectmen agreed.

7
8 **RFP’s for Ditching** – The RFP’s will be sent out, a walk around will take place Wednesday,
9 September 2, 2015 to view the roads, and the Bids will be back in by September 18, 2015, to be
10 opened at the Selectmen’s Meeting on September 21, 2015.

11
12 The bid will be mailed to a select list that Paul Perkins will put together, including those
13 companies that gave bids for Loon Pond Road.

14
15 Paul Branscombe will turn the draft into an original and check with Mickey Daigle for the
16 original list from the Road Committee.

17
18 **Class VI Road Issue** – Road sign taken down on Nelson Road. There can be a gate there, but
19 not locked. Chief Hempel said that there is a ten wheel vehicle blocking access to the road.
20 According to RSA’s, Paul Branscombe will send a letter informing the owner to remove the
21 vehicles etc. blocking the road way and to return the Nelson Road sign. The Selectmen
22 authorized the Town Administrator to write the letter of enforcement to open the road.

23
24 **Manifest Changes** – Selectman Hatch asked what would be the best for Marie Mora, Finance
25 Officer, regarding signing of the Manifest, weekly, bi-weekly. Marie said that because of the
26 smaller vendors and weekly payroll, she would like to continue having the manifest signed
27 weekly. It was suggested that Marie set a Department Head deadline to have accounts payable to
28 her, for weekly payments.

29
30 **Town Policy for Contracts** – Paul Branscombe mentioned that although it seems to have been
31 the practice of the Town to have new contracts reviewed by Town Counsel, he would like it as a
32 written policy. Mr. Branscombe said that it would be for the larger contracts, the Town
33 Administrator would make the determination of which contracts would be sent to Town Counsel.

34
35 **MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted to
36 have all contracts, as determined by the Town Administrator, go forward for review by Town
37 Counsel at 7:16pm. (3-0)

38
39 **Generator for Academy Building** - Paul Branscombe mentioned that the Academy Building
40 does not have a generator. If power is out, no means of powering a pump for the sprinkler
41 system, no water, no heat to protect the building from freezing. Chief Hempel suggested that we
42 only purchase a generator that powers what is needed, (not to include the elevator), but the pump
43 and heating, a few lights. It was mentioned that the Selectmen were considering a Warrant
44 Article for the generator this year. Mr. Branscombe asked if it was ok to look into a Grant for
45 the generator and the Selectmen agreed.

46
47 **Security at the Academy Building** - Paul Branscombe stated that the previous Town
48 Administrator had started looking into cameras for security with CCS, our computer company.

1 After speaking with Dave at CCS, they do not install cameras. Paul did say that the Gilmanton
2 Elementary School has a great camera system in place. He asked for permission to continue with
3 the camera search that would cover the front and back entry of the building. The Selectmen
4 agreed.

5
6 **Employee Break Room** – The Department of Labor suggests that there is a break room for the
7 employees, for lunch, and when they are taken ill. The stage upstairs was mentioned as a
8 possibility for a break room. Paul Branscombe said that Wayne Ogni mentioned putting the
9 ductless heating and cooling system (Mitsubishi) upstairs to make the room cooler in the summer
10 and warmer in the winter, for the break room and /or meetings.

11
12 **Department Head Budgets** – Paul Branscombe and Marie Mora spoke about streamlining the
13 2016 Budget, returning money that is currently in the Executive Budget back to individual
14 departments. These items include office supplies, computers, and building maintenance.

15
16 **MS2 Appropriations** – Paul Branscombe and Marie Mora reported that the amount that was
17 listed on the MS2, was not in agreement with the Town Budget, primarily Article 25 of the Town
18 Budget Warrant Articles was not included on the MS2 Report, The Gilmanton Year Round
19 Library at \$45,975.00. So Marie and Paul have found \$91,287.00 that will be given back to the
20 Town. \$3,678,235 is what was sent in on the MS2 and that is our working/operating budget.
21 See attached.

22
23 Marie has money that has been found in other accounts to cover costs.

24
25 The information for budget and revenue will be presented at the Board of Selectmen's meetings.

26
27 After much discussion a motion was made.

28
29 **MOTION:** On a Motion by Selectman Jean and seconded by Vice Chair Rachel Hatch, it was
30 voted unanimously to give the Finance Officer, Marie Mora authority to move money around
31 within the line items of the budget to cover expenditures as needed at 9:12 pm (3-0).

32
33 The consensus is to use the MS2 until the end of the year. Article 25 does not show, but the
34 budget is covered.

35
36 **Finance Officer's Hours and Wages** - Marie Mora initially was hired to take care of accounts
37 payable and reconciling the Town's bank accounts. She has taken on payroll and human
38 resources in addition to her original agreement, thus increasing her hours needed and
39 responsibilities. She has taken many hours working to assemble information and report about
40 discrepancies within the budget which have been spoken about this evening.

41
42 Administrative Assistant Stephanie Fogg stated that as a citizen of this Town, I recommend that
43 the Selectmen work toward keeping the Town Administrator and the Finance Officer for the
44 good of the Town.

45
46 **MOTION:** On a Motion by Selectman Jean and seconded by Vice Chairman Hatch, it was
47 voted to increase the Finance Officer's hours and wages to \$25/hour and 28 hours per week at
48 9:35 pm (2-1, Chairman Guarino- no, Selectman Jean – yes, Vice Chairman Hatch – yes).

Contract for Town Administrator -

Paul Branscombe said that he would pull back his request for a 4 year contract to the Selectmen for his position, and would stay through to the end of the year to help the Town through the budget season.

Vice Chairman Hatch said that she was not done discussing this with Town Administrator Paul Branscombe, but would like to table it until the next meeting.

Administrative Assistant - Paul Branscombe recommended that Administrative Assistant Stephanie Fogg be given full-time employment, as she already is working full-time hours and the work load warrants it.

MOTION: On a Motion by Vice Chairman Hatch and seconded by Michael Jean, it was voted to make Administrative Assistant Stephanie Fogg full-time.(2-1, Chairman Guarino stated for discussion only).

Chairman Guarino was not comfortable with the Budget and did not want to make any decisions at this time. Vice Chairman Hatch reiterated that the Operating Budget was the MS2 Budget as stated by the Finance Officer and the Town Administrator.

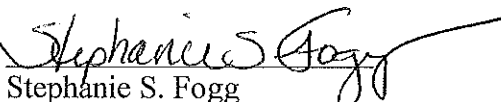
Stephanie Fogg said that she would be agreeable to table the discussion to a later date.

MOTION: On a Motion by Vice Chairman Hatch and seconded by Selectman Jean it was voted to **withdraw the motion** to make Administrative Assistant Stephanie Fogg full-time . (3-0)

Vice Chairman Hatch said she would table the discussion regarding Town Administrator Paul Branscombe's contract and full-time employment for Administrative Assistant Stephanie Fogg.

Adjournment: On a Motion by Chairman Guarino and seconded by Selectman Jean it was voted unanimously to adjourn at 9:45 pm (2-0).

Respectfully Submitted,


Stephanie S. Fogg
Administrative Assistant

Approved by the Board of Selectmen

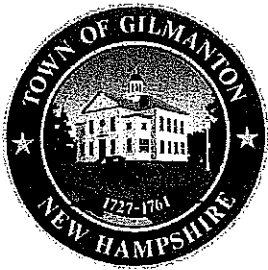
Chairman Donald J. Guarino

Selectman Michael J. Jean

Vice Chairman Rachel M. Frechette Hatch

2015 BUDGET

Article 7	Default Budget	3,515,283
Article 8	Fire Radio Replacement Capital Reserve	8,000
Article 9	2019 Statistical Update/Rev Reserve Fund	10,000
Article 10	Ditching of Roads	50,000
Article 11	Capital Reserve Bridge Fund	51,964
Article 12	Capital Reserve-Self Contained Breathing Apparatus Fund	17,500
Article 13	Police Cruiser Replacement	37,000
Article 16	DWI Enforcement	5,000
Article 17	Speed Enforcement	4,500
Article 18	Health & Dental Cost Non-Capital Reserve Fund	3,000
Article 19	Milfoil treatment for the lakes in Gilmanton	1,000
Article 20	Non-Capital Reserve Computer Replace/Repairs TC/TX	2,800
Article 22	Cost of Living increases	17,500
Article 25	By Petition - Gilmanton Year Round Library	45,975
	TOTAL	3,769,522
	Current Operating Budget Amount	-3,678,235
	Difference	91,287



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

Don Guarino, Chairman
Michael Jean, Selectman
Rachel Hatch, Selectman
Paul Branscombe,
Town Administrator
Stephanie Fogg, Recording Clerk

August 25, 2015
6:00 pm

ATTENDANCE SIGN-IN

PRINT

SIGNATURE

Paul Perkins
Paul Mercier
JOS HEMPOL
Anne Kirby
Brett Currier
Tim Cameruto
Frank Weeks
Mickey Dargle

Paul Perkins 8/25/15

158 8/25/15

