



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

September 8, 2015

6:00 pm. – Gilmanton Academy

Present: Chairman Donald Guarino, Vice Chairman Rachel Hatch, 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 (Vice Chairman Hatch, Selectman Jean and Chairman Guarino) and led the Pledge of Allegiance.

Bridges – Hoyle, Tanner and Associates.

Matt Lowe and Sean James gave an overview of the necessary steps moving forward for Bridge repair for three bridges in Gilmanton, Crystal Lake Road over Nelson Brook, and two Bridges on Stage Road. Detail Booklet of overview are attached to original minutes in office only.

The three bridges will be part of the Municipal State Aid Bridge Program with an 80% - 20% funding. The bridges were originally constructed in 1929 and 1930. Paul Perkins, Road Agent will work with the Department of Transportation to put the bridges in order of repair and planning on the condition of each structure.

Issues of traffic were discussed, bus routes etc. Selectman Hatch asked if there is a possibility of reimbursement by the State for additional costs incurred because of detours. Mr. Lowe said they could check into that for the Town.

Hoyle, Tanner and Associates work with all of the major bridge builders, who must be prequalified by the New Hampshire Department of Transportation.

Town Administrator's Report – See Town Administrator's Report on website for September 8, 2015.

Approval of Minutes –

MOTION: On a Motion by Chairman Guarino, and seconded by Selectman Jean it was voted unanimously to approve the minutes of August 11, 2015 as amended at 6:35 pm . (2-0-1, Voice Vote – Chairman Guarino-yes, Vice Chairman Hatch – abstain, Selectman Jean– yes).

MOTION: On a Motion by Chairman Guarino, and seconded by Selectman Jean it was voted unanimously to approve the minutes of August 25, 2015 as amended at 6:40 pm . (3-0 Voice Vote – Chairman Guarino-yes, Vice Chairman Hatch – yes, Selectman Jean– yes).

New Business –

Spending Freeze on 2015 Budget -Paul Branscombe has asked the Selectmen to approve a precautionary spending freeze to the Department Heads at this time. He has asked the Department Heads to revisit the Budget and before spending on any larger items to speak with Marie Mora, the Financial Officer. The Board of Selectmen have authorized Marie to move money to appropriate line items of need. The spending freeze is to keep a check on the Budget as we are at 61.2%, as of September 2015 and there is still four months left in the year.

MOTION: On a Motion by Selectman Jean and seconded by Selectman Hatch, it was voted unanimously to place a spending freeze on the Budget for each Department going forward for 2015, at 6:44pm. (3-0, Chairman Guarino – yes, Selectman Jean – Yes, Selectman Hatch – yes).

Auditor – It was suggested that the Audit Contract be put out to bid to additional firms. It was mentioned that possibly the collaboration with the school auditor would be good for the Town.

MOTION: On a Motion by Selectman Jean and seconded by Selectman Hatch it was voted that the Town Audit would be put out to bid at 6:45 pm. (3-0, Chairman Guarino – yes, Selectman Jean – yes, Selectman Hatch – yes).

School Support – Selectman Hatch had a request from the City Manager of Dover, asking the Town to support suing the State of New Hampshire, regarding school funding and the “richer” Towns. Selectman Hatch said she did not support this effort at this time. By consensus the Selectmen choose not to support the Dover City Manager’s effort at this time, 6:47 pm. (Chairman Guarino – no, Selectman Jean – no, Selectman Hatch – no).

6:55 pm Chairman Guarino opened Public- Input.

Ralph Lavin brought forward a Petition, signed by approximately 50 residents, to wait on signing a multi-year contract, just until the upcoming election in March. Mr. Sisti said that the petition was insufficient, not substantiated and none of the individuals who signed where in the audience other than Mr. Lavin. The Town Administrator’s name or title was not on the petition.

Arthur Capello, previous Town Administrator, brought forward a letter refuting statements that have been made against him. He also gave the letter to the newspaper.

The majority of the people in the audience spoke positively about the new Town Administrator, Paul Branscombe.

7:37 pm Chairman Guarino closed Public-Input

Old Business –

Administrative Assistant Position – This discussion was tabled until another time.

1 **Town Administrator's Contract** - The contract for Paul Branscombe, Town Administrator was
2 discussed. Mr. Branscombe stated that the original contract he signed was null and void because
3 there were not enough funds in the budget line for his salary to finish the year out. Selectman
4 Guarino said that the Selectmen had the authority to cover the \$2,000 in the salary line. Mr.
5 Branscombe stated that the new contract is to protect the residents and himself.

6
7 The multi-year contract would keep the level of pay at the same rate for 2015 and 2016, 2017
8 would increase to \$60,000, 2018 increase to \$65,000, and 2019 increase to \$70,000. Legal will
9 have to take a look at the contract. Currently Mr. Branscombe does not take medical insurance
10 as a benefit from the Town, saving the Town a substantial amount as a full-time employee.
11 Currently Gilmanton pays one of the lowest salaries to the Town Administrator for Town's in the
12 same size range in New Hampshire.

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14 Selectman Hatch said the Mr. Branscombe is a good man, he is who he says he is, he has an
15 impeccable reputation.

16
17 **MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted to
18 approve the multi-year contract for the Town Administrator, Paul Branscombe at 7:55 pm (2-1,
19 Chairman Guarino – No, Selectman Hatch – Yes, Selectman Jean – Yes).

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21 Chairman Guarino asked that the contract be reviewed by the Town Attorney.

22
23 **Academy Building** - Mickey Daigle completed the first phase of work on the Academy
24 Building drainage, looking forward at completed estimates to continue next phase there needs to
25 be a workshop on the budget.

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27 Also, during that workshop the items covered by the flood should be looked at again and
28 resubmit some of those items to the insurance company.

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30 **Non-Interference Policy** – Selectman Hatch brought forward a sample policy to prohibit
31 micromanaging of Department Heads in the future. The Selectman will review.

32
33 **Policy and Procedure** – Selectman Guarino said that he was offended by the newspaper article
34 written on August 13, 2015, the first article in the paper after Mr. Branscombe started. He felt it
35 was not in the best interest of the Town, and that the Town Administrator is speaking for the
36 Town when he speaks to the newspapers. The Town Administrator said he was asked questions
37 and answered with facts.

38
39 **Agenda** – Chairman Guarino also said that he would like more input on the Agenda. He had
40 concerns about the Agenda being “overloaded for one evening. Agenda for each Board of
41 Selectmen's Meeting will be finalized by noon time on the Thursday before the meeting.

42
43 **Chain of Command to Mitigate Complaints** – When complaints come in to the Town, the
44 correct order of action should be to inform the Department Head, then the Town Administrator
45 and then to the Board of Selectmen if the request has not been settled. This was agreed to by the
46 Selectmen by consensus as the best course of action and use of time in answering complaints.

47
48 **Delegations of Financial Obligations** – To be tabled until next work session.

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2 **Fire Department** – Chief Hempel requested that the Old Engine 1 be sent down to the White
3 Farm for auction. The Selectmen agreed by consensus.
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5 **Adjournment:** On a Motion by Selectman Jean, and seconded by Selectman Hatch it was voted
6 unanimously to adjourn at 8:26 pm (3-0).
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9 Respectfully Submitted,
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12 _____
13 Stephanie S. Fogg
14 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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23 Vice Chairman Rachel M. Frechette Hatch
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26 Selectman Michael J. Jean
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