



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

September 21, 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.

**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.

**Bids for Road Ditching-** Bids for Road Ditching were sent out and to be returned by September 18, 2015. Four companies attended the drive around to look at the roads on the list. Only one bid was returned to the Town. By consensus it was agreed to open the sealed bid for the Road Ditching.

There was a certificate of liability submitted with the bid. Paul will look over the bid. See attached bid.

**MOTION:** On a Motion by Michael Jean and seconded by Rachel Hatch, it was voted unanimously to award the ditching contract for Allen's Mill Road, Lakeshore Drive and Leatherstocking Lane for a total amount of \$50,840.00 to Busby Construction. (3-0)

The \$840.00 over the \$50,000.00 set aside for the ditching will be covered out of the Road Betterment Fund. Selectman Hatch thanked Road Agent Paul Perkins for coming into the meeting and discussing the roads on the list.

**Financial Review** – Paul Branscombe said that we are at 66.614% of our budget, we have three and a half months to go, the budget is looking good. (Fire Department, Police Department, Highway are all good). We are keeping watch on the transition from Cindy Bedford to Heidi Jackson-Rhine. We are looking to have Heidi in our office by the second week in October and Heidi to have a week with Cindy at that time.

**Trustee of the Trust Funds** – Paul and Marie brought forward an exhibit regarding the budget for the Trustees of the Trust Funds. Chairman Guarino would like to give authority to Paul and Marie to address the information research the history. Consensus from the Selectmen to address the budget in question.

1 Marie and Paul said that we are still waiting on \$89,000.00 of reimbursement to the Town from  
2 the flooding of the Academy Building, totals of invoices that have already been submitted to the  
3 Insurance Company.

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5 **Furnace at the Academy Building** – Selectman Jean would like the heating contractor to fix the  
6 installation of the circulators. Paul will follow-up with the contractor.

7  
8 **Transfer Station** – Chairman Guarino mentioned the roll-off truck for the Transfer Station that  
9 was requested earlier for Mr. Lang. It would be a truck that would stay on the lot just to move  
10 the roll-offs. Paul and Marie will look into encumbering funds for a truck.

11  
12 **Dump Stickers** – Chairman Guarino inquired about the current dump stickers and would like to  
13 continue using the yellow stickers into next year, until they run out. The Selectmen agreed that  
14 would be a good idea. It was mentioned that Ed Lang thought as the dump stickers were  
15 “enforced” it could potentially save thousands of dollars through the end of the year on hauling  
16 fees.

17  
18 **Budget Freeze** - Chairman Guarino asked if a Budget Freeze was necessary, the Department  
19 Heads are all watching their budgets, working on bringing them in at the current budgets. Paul  
20 Branscombe said it is just being cautious. Selectman Hatch said it is not unusual for a budget  
21 freeze at this time of year.

22  
23 **Audit Services** – There were two additional bids (other than Paul Mercier) by Audit Firms,  
24 Roberts and Greene, and Plodzik and Sanderson both substantially higher in rate than Mr.  
25 Mercier. After much discussion the audit contract was tabled.

26  
27 **Delegation of Financial Functions** – The form that Paul Branscombe brought forward would  
28 just delineate financial functions between the Town Treasurer and the Financial Officer. The  
29 Selectmen would like to speak with the Town Treasurer Glen Waring before signing the form.  
30 Paul Branscombe will ask Mr. Waring to join a Selectmen’s meeting.

31  
32 **Purchase Order and Bid Policy** – Paul Branscombe brought forward a new Purchase Order and  
33 Bid Policy.

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35 Regarding a new purchase order policy, the Department Heads requested an increase in the  
36 amount per purchase from \$500 to \$1,000. The Town Administrator would like to increase the  
37 Town Administrator’s amount per purchase from \$1,000 to \$1,500, anything over \$1,500 will be  
38 in the manifest with a purchase order.

39  
40 Regarding the bid policy, the Department Heads and Town Administrator would like to increase  
41 the minimum bid from \$5,000 to \$10,000 that would require a contract or purchase to go out to  
42 bid.

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44 Selectman Jean said he did not agree with that amount and would like to leave it at \$5,000.  
45 Selectman Hatch said she would like to caution the Board that every time you go out to bid it  
46 costs the Town money. Chairman Guarino said that he would agree to leave it at \$5,000, but if  
47 the Department Heads, Town Administrator find it burdensome, we will revisit the Bid Policy.

1 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Hatch it was voted  
2 unanimously to keep the bid policy amount to \$5,000, with the understanding that the policy can  
3 be revisited. (3-0)  
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5 **Purchase Policy** – Selectman Jean said he would agree to the numbers the Department Heads  
6 and Town Administrator would like, but if the guidelines are not followed, it would go back to  
7 the original dollar amounts of \$500 and \$1,000.  
8

9 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Hatch it was voted  
10 unanimously to revise the Purchase Policy for the Town to allow Department Heads to expend  
11 up to \$1,000 and the Town Administrator to expend up to \$1,500 per purchase. (3-0)  
12

13 Chairman Guarino suggested that it would help in being a more efficient town government.  
14

15 **Performance Evaluation** – Paul Branscombe would like evaluations to begin in August of  
16 2016, and if there were chances for a merit increase, information would be available before  
17 budget season. Mr. Branscombe suggested that COLA Cost of Living increases are not a raise.  
18 The COLA increases are usually based on the State Rate. Chairman Guarino thought it was  
19 based on the Federal Rate. Chairman Guarino asked about checking on job descriptions and  
20 pay/wage scale.  
21

22 **Delinquent Tax Agreements** – Paul Branscombe said that he thinks the Delinquent Tax  
23 Agreements should be kept in the Town Clerk/Tax Collector's Office, and that any negotiations  
24 should be between the Board of Selectmen, the Tax Collector and the resident.  
25

26 **Ballot Inspector Appointments** –  
27

28 **MOTION:** On a Motion by Selectmen Hatch and seconded by Selectman Jean, it was voted  
29 unanimously to appoint Michelle Descoteaux as a Ballot Inspector for the Town of Gilmanton,  
30 NH at 7:56 pm. (3-0)  
31

32 **MOTION:** On a Motion by Selectmen Hatch and seconded by Selectman Jean, it was voted  
33 unanimously to appoint Heidi F. Jackson-Rhine as a Ballot Inspector for the Town of Gilmanton,  
34 NH at 7:57pm (3-0)  
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36 **Waterway Realty, Inc.** – Town Attorney Walter Mitchell would like to meet with the Selectmen  
37 regarding Waterway Realty, Inc. case. Paul Branscombe set an appointment for October 5, 2015  
38 at 5:30 pm.  
39

40 **Old Town Hall** - Selectman Hatch has recommended that the Selectmen account for additional  
41 maintenance on the Old Town Hall for the 2016 Budget, by correcting the Capital Reserve  
42 Funds. The building was usually scheduled for painting one or two sides yearly and that has not  
43 been done in the last two or three years. Paul Branscombe will take care of placing that in the  
44 2016 Budget.  
45

46 **Overpayment of \$406,000 to School** – There may have been some confusion after the tax rate  
47 was sent by DRA, the payment schedule was reset. The Town should have an amended  
48 schedule. Marie said she will draw down the amount owed each month and it will be a wash.

**Auction of Town Owned Properties** - The cost for advertising with James St. Jean is \$3,250, \$250 less than last year.

**MOTION:** On a Motion by Selectman Jean and seconded by Selectman Hatch, it was voted to authorize Chairman Guarino to sign the agreement with James R. St. Jean Auctioneers. (2-0, Chairman Guarino – abstain, Selectman Jean – yes, Selectman Hatch – yes).

**General Business –**

**Transfer Station** – since the NO EXCUSES, NO EXCEPTIONS sign has been in place at the Transfer Station many stickers have been issued. By consensus, again the Selectmen agree to let the current color sticker (yellow) go forward for a longer period of time than the end of the year 2015.

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

**MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (2-0 Voice Vote – Chairman Guarino-yes, Selectman Jean– yes).

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Guarino, Selectman Jean and Selectman Hatch, Town Administrator Paul Branscombe, Finance Officer Marie Mora and Administrative Assistant Stephanie Fogg .

The Selectmen discussed an employee issue at the Transfer Station.

**MOTION:** On a Motion by Chairman Guarino and seconded by Selectman Jean it was voted unanimously to come out of Non-Public Session at 8:12 pm. (3-0 Voice Vote – Chairman Guarino -yes, Selectman Jean – yes, Selectman Hatch - 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 Hatch 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 Jean– yes, Selectman Hatch - yes).

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Guarino, Selectman Jean and Selectman Hatch, Town Administrator Paul Branscombe, Finance Officer Marie Mora and Administrative Assistant Stephanie Fogg .

The Selectmen discussed the contracts for Town Audit.

**MOTION:** On a Motion by Chairman Guarino and seconded by Selectman Jean it was voted unanimously to come out of Non-Public Session at 8:25 pm. (3-0 Voice Vote – Chairman Guarino -yes, Selectman Jean – yes, Selectman Hatch - yes).

1 **MOTION:** On a Motion by Selectman Jean and seconded by Chairman Guarino it was voted to  
2 award the Town Audit to Paul Mercier, for a three year contract at 8:26 pm. (2-1, Chairman  
3 Guarino – yes, Selectman Jean – yes, Selectman Hatch – no).  
4

5 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
6 were sealed.  
7

8 **MOTION:** On a Motion by Selectman Jean and seconded by Chairman Guarino it was voted  
9 unanimously to seal the minutes of the Non-Public Session (A) and (B) at 8:34 pm. (3-0 Voice  
10 Vote – Chairman Guarino -yes, Selectman Jean - yes, Selectman Hatch – yes).  
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12 **Adjournment:** On a Motion by Chairman Guarino and seconded by Selectman Jean it was  
13 voted unanimously to adjourn at 8:34 pm. (3-0)  
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15

16 Respectfully Submitted,  
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19 \_\_\_\_\_  
20 Stephanie S. Fogg  
21 Administrative Assistant  
22  
23  
24

25 **Approved by the Board of Selectmen**  
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28 \_\_\_\_\_  
29 Chairman Donald J. Guarino  
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32 Selectman Michael J. Jean  
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Vice Chairman Rachel M. Frechette Hatch