



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

October 5, 2015

6:00 pm. – Gilmanton Academy

**Present:** Chairman Donald Guarino, Selectman Michael Jean, Vice Chairman Rachel Frechette Hatch, Town Administrator Paul Branscombe, Finance Officer Marie and Administrative Assistant Stephanie Fogg.

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

### Approval of Minutes –

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Hatch it was voted unanimously to approve the minutes of September 8, 2015 as amended at 6:04 pm. (3-0 Voice Vote – Chairman Guarino-yes, Selectman Jean– yes, Selectman Hatch).

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Hatch it was voted unanimously to approve the minutes of September 21, 2015 as amended at 6:08 pm. (3-0 Voice Vote – Chairman Guarino-yes, Selectman Jean– yes, Selectman Hatch).

**Pre-Employment Physicals-** Primex (the Town's Worker's Compensation Insurance Carrier) and Merrimack Valley Occupational Health work closely together to provide the best outcome for the employee and the employer. Paul Branscombe asked if the Town required pre-employment physicals for employment? The Fire Department requires it for the full-time fire fighters. Police have required the physicals in the past. There have been no physicals for the Transfer Station employees or the Highway Department. The Selectman thought it would be best to get a consensus from the Department Heads, and to ask about drug testing too. Nancy Lake from Merrimack Valley Occupation Health said that there are many different drug tests that can be done, as well as random drug testing. Paul Branscombe will discuss this with the Department Heads at tomorrow's meeting.

**Charitable Contributions** – Paul Branscombe brought forward a form for all outside agencies to submit before being placed on 2016 Budget. (Red Cross, CASA, Genesis, etc.) It would require information regarding the amount of money requested, a description of how the charity contributes to the Town, and the number of residents helped in the past. Paul Branscombe will send out the forms to the Outside Agencies that have requested money for 2016. They will be requested to be returned in a timely manner to be helpful for the 2016 budget.

Selectman Jean said he would like to take a vote on having the Year Round Library as part of the 2016 Budget. Selectman Hatch said that would be premature to vote on that now. Marie and Paul would like to put all three libraries under the same Town Department, for budgeting purposes.

## **Appointments-**

### **Ballot Inspector**

**MOTION:** On a Motion by Selectman Jean and seconded by Selectman Hatch it was voted unanimously to appoint Julie Perkins as a Ballot Inspector at 6:28 pm (3-0, Chairman Guarino – yes, Selectman Jean – yes, Selectman Hatch – yes).

**MOTION:** On a Motion by Selectman Jean and seconded by Selectman Hatch it was voted unanimously to appoint Veronica Fournier as a full-voting member of the Zoning Board at 6:30 pm (3-0, Chairman Guarino – yes, Selectman Jean – yes, Selectman Hatch – yes).

**Highway** – Selectman Jean brought forward a billing question for the Highway Department. After reviewing the invoice, the Selectman agreed by consensus to sign off on the bill regarding maintenance to the furnace.

**2016 Budget** – Paul and Marie have met with each Department Head in preparation for the upcoming Budget Meetings with the Selectmen and Budget Committee. Capital Funds for Equipment have been discussed in the process. The Selectmen will meet with each Department Head on October 19, 2015 at the Selectmen's Work Session, to review their Budgets.

**Town Administrator's Report** – see on website under Town Administrator's Report for October 5, 2015.

**Town of Gilmanton Payroll and Manifest Totals 2015** – see attached in office.

**Public-Input** – Chairman Guarino opened Public-Input at 7:00 pm

**Mr. Haas** – Mr. Haas requested that the Selectmen accept \$60 to start an account for charity (Charitable Trust) for students in Town that are in need of financial help for school. He wanted to know why we subsidize all children not just those in need below the poverty line.

The Selectmen said the Town is not set up to take money in for a Charitable Trust. Paul Branscombe could call DRA and ask about it. It was suggested that the \$60 or \$100 each year be given to the local food bank.

**Academy Building** – The basement at the Academy Building was wet again after the last big rain storm. It was not wet in the area where the wall and drainage were repaired, but farther down the wall into the boiler room. There is a proposal to complete the drainage along the full wall. The Selectmen would like Paul and Marie to wait a few weeks to see where the Town is for this Budget year, and then see if there is a way to fund the completion of the project this year.



1 **Old Town Hall – Ski Movie Project**, Sean Lord has filled out an Event Form and a Building  
2 Use Form for the Old Town Hall. The event would happen over the November 6 -7 weekend, to  
3 benefit the Ski Team and the Gilmanton 8<sup>th</sup> Grade Class Trip.  
4

5 There will be three showings of a movie “*Fade to Winter*”,

6 Friday November 6, 2015 7:30 pm to 10:00 pm

7 Saturday November 7, 2015 1:30 pm to 4:00 pm

8 Saturday November 7, 2015 7:30 pm to 10:00 pm  
9

10 **Friday Night** showing \$20/ticket, All you can eat Nachos, Chili Dogs, Popcorn  
11 Free Raffles and Door Prizes  
12

13 **Saturday Afternoon** showing \$10/ticket, All you can eat Nachos, Chili Dogs, Popcorn and Soda  
14

15 **Saturday Night** showing Family Night \$20/Family.....\$10 for single ticket Nachos, Chili Dogs,  
16 Popcorn, soda \$2 each.  
17

18 The Selectmen approved the Building Use/Event Form, as long as no alcohol would be on  
19 property.  
20

21 Selectman Jean wanted to be certain of the occupancy permit and amount of people that could be  
22 in the building. The permit will be checked on.  
23

24 **Planning Board** – The Planning Board will be meeting this Thursday regarding a subdivision on  
25 Route 107 near the *Town Pound*, a designated Historic Site. The discussion will be tabled until  
26 the Planning Board has had their meeting.  
27

28 **Gilmanton Elementary School** – Selectman Hatch said that the School District was notified last  
29 week that the Gilmanton School was given the prestigious *Blue Ribbon School Award*. One of  
30 only two in the State of New Hampshire. She wanted to publicly thank the Town of Gilmanton,  
31 Department Heads, School Employees and all those that help to support the School.  
32

33 7:14 pm Public Input Closed  
34

35 **Parks and Recreation** – It was mentioned that it is time to implement new strategies regarding  
36 events and happenings at the Crystal Lake Park. The reason would be to inform the Police  
37 Department and the Fire Department when there is a gathering at the Park for the safety of those  
38 attending.  
39

40 **Administrator’s Report** – Chairman Guarino said that he appreciated the Town Administrator’s  
41 Report each month. Chairman Guarino asked about the Department Head Meetings and whether  
42 one of the Selectmen needed to be present for those meetings. Paul Branscombe said that it is an  
43 opportunity for the Department Heads to bring/receive information to and from each other and  
44 the Town Administrator and that it is not necessary for a Selectman to be at the meetings. There  
45 are Department Head Meeting agendas and minutes available so the topics discussed will be  
46 available.  
47

1 **Joint Loss Management** – will meet next at the Transfer Station to look at the solid waste  
2 facility.

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

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

8  
9 The meeting room was closed to the public. Present during the Non-Public Session were  
10 Chairman Guarino, Selectman Jean and Selectman Hatch. Town Administrator Paul  
11 Branscombe, Finance Officer Marie Mora, and Administrative Assistant Stephanie Fogg .

12  
13 The Selectmen discussed an employee situation at the Transfer Station.

14  
15 **MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted  
16 unanimously to seal the minutes of (A) Non-Public Session per RSA 91-A:3,II(a) at 7:34pm. (3-  
17 0 Voice Vote – Chairman Guarino -yes, Selectman Jean – yes, Selectman Hatch - yes).

18  
19 **MOTION:** On a Motion by Chairman Guarino and seconded by Selectman Jean it was voted  
20 unanimously to come out of Non-Public Session at 7:35 pm. (3-0 Voice Vote – Chairman  
21 Guarino -yes, Selectman Jean – yes, Selectman Hatch - yes).

22  
23 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
24 were sealed.

25  
26 **(B) Non-Public Session per RSA 91-A:3, II (a)**

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

30  
31 The meeting room was closed to the public. Present during the Non-Public Session were  
32 Chairman Guarino, Selectman Jean and Selectman Hatch. Town Administrator Paul  
33 Branscombe, Finance Officer Marie Mora, and Administrative Assistant Stephanie Fogg . Also  
34 present Chief Collins and Sergeant Currier.

35  
36 The Selectmen discussed an employee at the Police Department.

37  
38 **MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted  
39 unanimously to seal the minutes of (B) Non-Public Session per RSA 91-A:3,II(a) at 7:51 pm. (3-  
40 0 Voice Vote – Chairman Guarino -yes, Selectman Jean – yes, Selectman Hatch - yes).

41  
42 **MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted  
43 unanimously to come out of Non-Public Session at 7:52 pm. (3-0 Voice Vote – Chairman  
44 Guarino -yes, Selectman Jean – yes, Selectman Hatch - yes).

45  
46 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
47 were sealed.



***New Police Chief --- Swearing In Celebration-*****November 17, 2015 at 7:00 pm at the Academy Building Upstairs Auditorium**

Sergeant Currier will be sworn in as our New Chief of Police, please come and celebrate!

December 1, 2015 is planned for Chief Joe Collin's departure.

Selectman Hatch asked what Gilmanton Police Department offers to help keep and bring new police officers to Town. Chief Collins and Sergeant Currier said no midnight shifts, good school system, take home cruiser, movement within the Department.

The Police Department is currently working on hiring for full staffing. They are advertising for a full-time position and have several candidates.

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

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Hatch it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (a). (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 an employee in the Selectmen's Office.

**MOTION:** On a Motion by Selectman Hatch 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).

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

**Selectmen's Office** – Chairman Guarino discussed hours worked per employee within the Selectmen's Office, concerned about workload for each position. Selectman Jean suggested reviewing job descriptions. Town Administrator Paul Branscombe stated that job descriptions and pay scale will come into play and planning for the future, we will have things in place that we've never had before.

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

**MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Hatch it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (a). (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, Selectman Hatch, and Town Administrator Paul Branscombe.

The Selectmen discussed an employee at the Transfer Station.

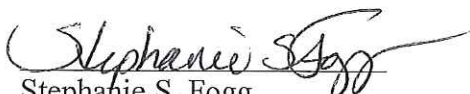
**MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted unanimously to seal the minutes of (D) Non-Public Session per RSA 91-A:3,II(a) at 9:09 pm. (3-0 Voice Vote – Chairman Guarino -yes, Selectman Jean – yes, Selectman Hatch - yes).

**MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted unanimously to come out of Non-Public Session at 9:11 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.

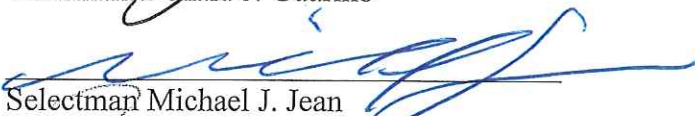
**Adjournment:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted unanimously to adjourn at 9:12pm (3-0).

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



***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  
Stenhanie Fogg, Recording Clerk

**October 5, 2015**  
**6:00 pm**

### ATTENDANCE SIGN-IN

PRINT

SIGNATURE

Chief Collins  
Sergeant Matt Cervier  
Joe Haas.



# (9) TAX DEEDED PROPERTIES IN GILMANTON, NH AT **ABSOLUTE AUCTION**

**CAMP ON 14.5± ACRES, BUSINESS ZONED LOT & LOTS AT SAWYER LAKE  
SATURDAY, OCTOBER 24 AT 10:00 AM**

**Sale to be held at the Gilmanton Academy Building, 503 Province Road, Gilmanton, NH  
Registration begins at the Gilmanton Academy Building at 9:00 AM on day of sale.**



**Sale 1**



**Sale 2**



**Sale 3**



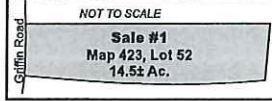
**Sale 5**



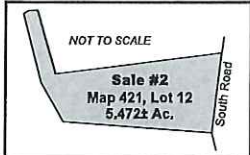
**Sale 7**

**ID 15-319.** We have been retained by the Town of Gilmanton to sell at Public Auction these (9) properties which were acquired by Tax Collector's Deed. These properties will be sold at **ABSOLUTE AUCTION** (no minimums! no reserves!) and appeal to investors, developers, builders, sportsmen, abutters, or someone just looking for a good deal!

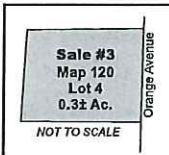
**Sale 1: Tax Map 423, Lot 52, 149 Griffin Road • 1-story, 560± SF, 1-bedroom camp located on 14.5± wooded acres along a dirt road in a private setting • Rural Zoning District • Assessed value: \$87,500. 2014 taxes: \$2,006 • Deposit: \$2,500.**



**Sale 2: Tax Map 421, Lot 12, 89 South Road • Business Zoned 5.472± acre lot located on a dirt road less than 1/2 mile from Route 106 • Property is mostly cleared, has a driveway and a concrete slab • Assessed value: \$49,400. 2014 taxes: \$1,133 • Deposit: \$2,500.**



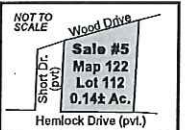
**Sale 3: Tax Map 120, Lot 4, 25 Orange Avenue • 1-story, 520± SF, 2-bedroom camp located on a wooded 0.3± acre lot at the end of a dead end street in the Sawyer Lake Village District • Residential Lake Zoning • Assessed value: \$41,100. 2014 taxes: \$1,023 • Deposit: \$2,500.**



**Sale 4: Tax Map 410, Lot 29, Sawtooth Road • Vacant 6± acre parcel located on a Class VI Road • Lot is wooded and mostly level in topography • Rural Zoning District • Assessed value: \$18,400. 2014 taxes: \$422 • Deposit: \$2,500.**



**Sale 5: Tax Map 122, Lot 112, Wood Drive • Vacant 0.14± acre lot located close to the water in the Sawyer Lake Village District • Lot is fairly level and wooded • Residential Lake Zoning • Assessed value: \$9,600. 2014 taxes: \$239 • Deposit: \$1,000.**



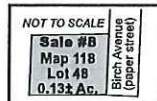
**Sale 6: Tax Map 118, Lot 23, Birch Avenue • Vacant 0.48± acre lot located just a short walk to the beach in the Sawyer Lake Village District • Lot is wooded and slightly sloping in topography • Residential Lake Zoning • Assessed value: \$13,700. 2014 taxes: \$341 • Deposit: \$1,000.**



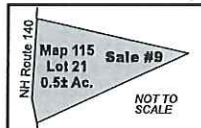
**Sale 7: Tax Map 118, Lot 50, Birch Avenue • Vacant 0.25± acre lot near the beach in the Sawyer Lake Village District • Lot is mostly wooded and level in topography • Residential Lake Zoning • Assessed value: \$9,000. 2014 taxes: \$224 • Deposit: \$1,000.**



**Sale 8: Tax Map 118, Lot 48, Birch Avenue • Vacant 0.13± acre lot located on a paper street (road not yet built) in the Sawyer Lake Village District • Lot is mostly wooded and level in topography • Residential Lake Zoning • Assessed value: \$3,100. 2014 taxes: \$77 • Deposit: \$1,000.**



**Sale 9: Tax Map 115, Lot 21, NH Route 140 • Vacant 0.5± acre lot located along busy Route 140 • Triangular shaped, wooded lot is traversed by a small brook • Village zoning district • Assessed value: \$2,800. 2014 taxes: \$64 • Deposit: \$1,000.**



**TERMS FOR ALL PROPERTIES:** Deposits by cash, certified check, bank check, or other form of payment acceptable to the Town of Gilmanton at time of sale, balance due within 30 days. Conveyance by deed without covenants. Other terms may be announced at time of sale.

**PLOT PLANS & PHOTOS ARE  
AVAILABLE ON OUR WEBSITE**

**10% BUYER'S PREMIUM PAYABLE TO AUCTIONEER DUE AT CLOSING**

*All information herein is believed but not warranted to be correct. All interested parties are advised to do their own due diligence relative to the buildability/non-buildability of any lot and all matters they deem relevant.*

**James R. St. Jean**  
**A U C T I O N E E R S**

45 Exeter Road, Epping, NH 03042, NH Lic. #2279

**603-734-4348 ■ www.jsjauctions.com**





# Town of Gilmanton Payroll and Manifest Totals 2015

Check Date:	Payroll & Payroll Taxes	A/P	Welfare	Total
10/1/2015	\$ 20,489.43	\$ 3,619.99	\$ -	\$ 24,109.42
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Monthly Total	\$ 20,489.43	\$ 3,619.99	\$ -	\$ 24,109.42

## Treasurer

Account	Date:	Balance
Clerk Account	9/29/2015	\$ 6,548.55
Operating Acct	9/29/2015	\$ 65,000.00
Comstar Acct	9/29/2015	\$ 251,475.09
Conservation Acct	9/29/2015	\$ 47,984.99
Sweep Acct	9/29/2015	\$ 2,631,789.88
Property Escrow	9/29/2015	\$ 15,654.92

CURRENT TOTAL	\$ 3,018,453.43
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