



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

December 8, 2015

**6:00 pm.** – Gilmanton Academy

**Present:** Chairman Rachel Frechette Hatch, Selectman Donald Guarino, Selectman Michael Jean, Town Administrator Paul Branscombe and Administrative Assistant Stephanie Fogg. Please see attached sign in sheet.

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

**Bridges –**

**Quantum Construction Consultants, LLC** – Lisa Martin, President and CEO, and James Bouchard, Senior Project Manager

Quantum is a smaller company with five qualified employees that have many years of experience in the field. They design about 8 – 10 bridges a year, all municipal bridges. Municipal Bridges are their specialty, we encourage you to contact our references. All five employees are technical people, all LPA certified by the DOT. We know the DOT process in and out, and we guide our clients through that process. We are all cross-trained we all know hydraulics, permitting, construction administration, project management, a full team that interacts. They can serve their clients in ways that a large firm cannot, in response and economically.

We are very good at cost control, we give you a budget and give you what we believe it will cost. A list of projects that Quantum Construction has handled was shown to the Selectmen and every one of them have come in under budget, except one that had a change order during the project. Quantum would give us a budget usually as not to exceed. We are very competitive with the other companies.

The bridges on Stage Road, over Night Hawk Hollow and near Beauty Hill Road are scheduled for the same year 2019 with the State. Discussion ensued regarding the best way to handle timing and routing of traffic with the bridges.

Lisa Martin said she would fully expect the type of bridge to be replaced with a rigid frame structure for the Beauty Hill Bridge. It would be the most economical and the simplest construction. Night Hawk Hollow could possibly be a flat slab or another steel bridge. I am guessing that because it is within the wetlands, probably more economical, if the boring shows,

1 you would actually do a row of pilings. Drive them on each side and pour a concrete cap, with  
2 precast planks.

3  
4 Selectman Guarino asked what is a rigid frame bridge? Lisa Martin said it is basically a three  
5 sided concrete box.

6  
7 Selectman Guarino asked if Crystal Lake Road Bridge, might require a longer span? Causeway  
8 and bridge allows the water to go to the back bay and to the lake. Lisa Martin said that DES for  
9 environmental purposes would like to clear span everything, you can't clear span everything.  
10 Selectman Guarino said how would you get into that discussion with DES? A Waiver from  
11 DES, written report, reason you cannot afford to clear span. Economics is one of the reasons,  
12 geotechnical another that can be presented to DES.

13  
14 Selectman Jean said when they are designing the bridges, you take the width of the bridge and  
15 the volume of water going through the bridge to determine and on the 100 year flood level? Lisa  
16 Martin and James Bouchard said yes, the State has a program on their website called stream  
17 stats, you pinpoint where your project is and it gives you the 100 year flood, 50 year flood, and  
18 all of the flow information. It has to pass the 50 year flood level with a foot of clearance and that  
19 it passes the 100 year flood level, which does not need clearance. Lisa Martin said that it makes  
20 sense if you are rebuilding a bridge, to put it above the 100 year level.

21  
22 Because you are going through a pond situation , you have a back water in Crystal Lake, I could  
23 open that up 100 feet and my water level will stay the same. No matter how long I make that  
24 bridge, that is where the water level will be because it is controlled by Crystal Lake.

25  
26 The Beauty Hill Bridge, the span of the bridge very much controls the level of the water, because  
27 it is your typical brook.

28  
29 Where we differ from some of the other firms, is that we do all of our hydraulics in house.

30  
31 We did not put a bridge out to bid on bridge design, because the DOT will not fund for  
32 consulting services. You are doing the right approach, you have to go with the RFQ, have a  
33 rating, pick your top three or four, interviews are optional, but it is highly recommended. As  
34 long as you have a rating system so you can justify to the DOT why you want to start  
35 negotiations with XYZ as our top firm, as you follow through, and if you are unsuccessful in  
36 your fee negotiations, you notify the DOT. DOT will authorize you to go to number two, but  
37 you cannot go back to number one again. You would rate them on different things, their  
38 experience, the types of projects they do, how similar they are to the projects you have. What  
39 you cannot put in there is the location of the firm, you cannot use that you only want to use a  
40 local firm.

41  
42 You have our e-mail or please call use if you have any questions, even if its terminology and you  
43 need help understanding we are available. Jim Bouchard would like to say that overall as a  
44 Town we have done very well with your Bridge Program, we are one of the few Town's that do  
45 not have any red listed bridges. I know the Board changes, but you should take great pride in the  
46 way you have handled this, it says a lot for the Town. Chairman Hatch said thank you. Lisa  
47 Martin said if you have any questions about the process you can call Nancy at the State. She is  
48 very knowledgeable about the whole process.

1 **HEB** – Christopher R. Fournier, Vice President/Lead Structural Engineer

2 I hear the hot topic in Town is taxes, understandably so with a \$3/\$1,000 increase, tax payers are  
3 anxious and looking for your Board to cost effectively replace these bridges. You are talking  
4 with three qualified firms that can all execute these projects to a public safety standard. It is your  
5 responsibility to look out for the taxpayers and the rest of their concerns and select a firm that  
6 has that top concern in mind to help you manage your bridge projects. That is the distinguishing  
7 factor between these companies. I kept it simple today, Paul said we would just sit down and  
8 have a discussion. In previous meeting minutes from September it was stated that the bridge  
9 contractor needed to be prequalified with the State DOT, that in fact is incorrect. It is important  
10 because where we have had success is in small bridge projects. These three projects we are  
11 talking about are small bridges. It is possible to have them built by a local excavation company,  
12 which helps keep dollars local and helps keep cost down. If you have a local excavation  
13 company that is bidding on this process, they can likely compete on a cost basis. They can  
14 subcontract out those services that they do not specialize in. If they do not specialize in precast  
15 concrete construction they can subcontract that out. The idea is to keep cost down and cost low.

16  
17 I think there are three ways that our company has brought success in the past:

18  
19 1. As an example, bid results that we had with contractors for a bridge were as follows:

20 Local Contractor bid \$187,000

21 State DOT Cert. Contractor bids \$340,000 and \$246,000

22  
23 Savings to the Town by using the local contractor was approx. \$60,000.

24  
25 2. Bringing in alternative funding, Federal Government, FEMA Hazard Mitigation Funding,  
26 bridges that have existing damages that have been recorded, we do use that data to get alternative  
27 funding. On those projects, the project cost breakdown was 75% FEMA, 20% from the State  
28 Aid Bridge Program and the Town ended up with 5%. Rather than spending the 20% through  
29 the normal State Aid Bridge project, it was only 5% to the Town.

30  
31 Selectman Guarino said that the Night Hawk Hollow Bridge has had closures previously, the  
32 bridge deck has been underwater and caused erosion on the side toward the Iron Works. Chris  
33 said that closures are actually the key to the application. When FEMA does the benefit cost  
34 analysis, the benefit analysis is done and they do a cost to benefit analysis. To see if the benefit  
35 out ways the cost. They see the cost as the cost to repair, but they also see a cost to the road  
36 closures. They actually value the Road Closures quite a bit. The Road Agent would have record  
37 of the closures, you would need a signed affidavit from the Road Agent saying the road had been  
38 closed.

39  
40 3. Planning – three bridges in three years is a big task if you end up with a full 20% to fund for  
41 the Town portion. We do a cash flow analysis, and the timing of the projects, because we know  
42 the reimbursement schedule of the engineering funds and reimbursement of the construction  
43 funds, we know the overlap. We lay that out for you so you can plan for the borrowing that may  
44 be needed to plan, while you are waiting for a reimbursement check from the State.

45  
46 He would be more than happy to answer any questions regarding the individual bridges and  
47 traffic flow. The taxpayer's base concern should be the distinguishing factor to select your  
48 engineering firm.

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

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

5  
6 The meeting room was closed to the public. Present during the Non-Public Session were  
7 Chairman Hatch, Selectman Guarino, Selectman Jean. Town Administrator Paul Branscombe,  
8 Administrative Assistant Stephanie Fogg , Finance Officer Marie Mora.

9  
10 The Selectmen discussed the Finance Officer’s position.

11  
12 **MOTION:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted  
13 unanimously to come out of Non-Public Session at 7:05 pm. (3-0 Voice Vote – Chairman Hatch,  
14 Selectman Guarino -yes, Selectman Jean – yes).

15  
16 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
17 were sealed.

18  
19 **Finance Officer Marie Mora’s Resignation –**

20 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino voted  
21 unanimously to accept Finance Officer, Marie Mora’s resignation with deep regret. (3-0)

22  
23 Chairman Hatch stated that Marie Mora was willing to stay on until there is a suitable  
24 replacement for her, unless she secures another position. Chairman Hatch thanked Marie Mora.  
25 Marie Mora said it has become overwhelming for one person.

26  
27 Selectman Jean asked about subbing out payroll to a contract? Marie stated that you do not have  
28 total control, everything else like retirement, health insurance are all tied to it.

29  
30 **Detail Lines for Police Department and Fire Department –**

31 The bottom line on the details for both departments do not reflect the correct tracking of funds  
32 used for these accounts.

33  
34 Police Department brings in revenue for the detail line that does not show up in the same budget  
35 line, thus making that line look overspent.

36  
37 Fire Department also brings in revenue with the ambulance service that is not reflected on the  
38 budget. Marie and Paul will look into getting these line items corrected to more accurately  
39 reflect the money that is brought in and spent.

40  
41 **Budget 2015 –** Selectman Guarino asked questions regarding the \$57,153.00 difference in the  
42 2014 – 2015 Budgets? Marie said, Selectman Guarino was looking for the \$91,000, I have been  
43 running off this budget report which is minus the \$91,000. So the \$91,000 was never brought  
44 into the software system, we have been running on the \$3,678,000 which includes the Warrant  
45 Articles. Selectman Guarino said we all agreed we could work on the lesser budget, less the  
46 Warrant Articles. Default \$3,515,283, Operating Budget for 2015 brought forward \$3,458,130  
47 (that did not pass), with a difference of \$57,153.00. After Marie and Paul answered questions,

1 and looking at the numbers, Selectman Guarino said he was good regarding where the Town is  
2 this year.

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

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

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

13  
14 The Selectmen discussed a new hire for the Police Department.

15  
16 **MOTION:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted  
17 unanimously to come out of Non-Public Session at 7:45 pm. (3-0 Voice Vote – Chairman Hatch,  
18 Selectman Guarino -yes, Selectman Jean – yes).

19  
20 The meeting room was opened to the public. The Board noted the Non-Public Session minutes  
21 were sealed.

22  
23 **Hiring for Police Department -**

24 The Selectman have approved a conditional full-time offer of employment for the Gilmanton  
25 Police Department for William Mahoney.

26  
27 **Welfare Director** – Robin McGlone, has given her notice and will be leaving the Town of  
28 Gilmanton as the Welfare Director on December 31, 2015. Paul Branscombe asked the  
29 Selectmen to consider the Welfare Director from the City of Laconia as a replacement. She is  
30 prepared to have hours on Monday evenings from 5:00 – 7:00 pm, or 6:00 – 8:00 pm whichever  
31 the Board prefers, at \$6,000/year, that is a savings of \$5,000 to the Town. The Selectmen will  
32 discuss this at the next meeting. She set the Belknap County Guidelines. Paul will set the  
33 interview for December 16, 2015, before the Budget Committee Meeting at 6:30 pm.

34  
35 **Deliberative Session –**

36 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino it was voted  
37 unanimously to set the date for the **2016 Deliberative Session** for the Town of Gilmanton to  
38 **January 30, 2016 at 10:00am** at the Gilmanton Elementary School, with a snow date of  
39 **February 6, 2016 at 10:00 am.** (3-0)

40  
41 **Heating Oil 2016-2017 Season –**

42 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino, it was voted  
43 unanimously to approve a contract with Huckleberry Oil, with a locked in price of  
44 \$1.9975/gallon for 8,000 gallons beginning June 1, 2016 – May 31, 2016. (3-0)

45  
46 **Tri-State Fire Protection** – requested that they meet with officials of the Town regarding the  
47 sprinkler and flooding. Chairman Hatch said she is uncomfortable meeting with Tri State  
48 without our representation there. They are under the thought that Mr. Capello is still our Town



1 Administrator, as they requested he meet with them. Selectman Guarino said, our Town's  
2 Insurer needs to be there. Arthur Capello could be asked to the meeting to help answer  
3 questions, as he was here during the flooding and acted to oversee the whole process for the  
4 building. Chairman Hatch said she would have Paul Branscombe e-mail Tri State and let them  
5 know that Arthur Capello is no longer with the Town and ask him to advise. After discussion,  
6 the Selectmen agreed for the Town to meet with our insurance company before any meeting with  
7 Tri-State Fire Protection representative.

8  
9 **TDS Application** - The Selectmen tabled this discussion and would like to schedule a time for  
10 TDS to come in and explain the details.

11  
12 **Craig Gardner** – See attached letter to the Selectmen regarding space needs for the Town Clerk,  
13 opening on Tuesdays in the Selectmen's Office and e-mail to inform members of the community.

14  
15 **Draft Warrant Articles** – will be presented at a future meeting.

16  
17 **Health Insurance** – Paul will prepare an exhibit for the Selectmen regarding Health Trust  
18 proposal, savings and "Cadillac tax".

19  
20 **91-A:3 Request** – Scott Dunn sent a request and Paul Branscombe will respond.

21  
22 **Old Town Hall** – Dead River Service Plan for furnaces at the Old Town Hall.

23 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Guarino it was voted to  
24 authorize the service agreement with Dead River for the two furnaces in the Old Town Hall at  
25 \$284.00/each per year at 8:15 pm (3-0)

26  
27 **Painting at the Corner Library** – Chairman Hatch asked Selectman Guarino if he had a chance  
28 to get a second quote on the painting for the Corner Library, as the Corner Library needed the  
29 number for the Budget Committee meeting this Wednesday. Selectman Guarino said he would  
30 get the price, as the first price was much higher than expected.

31  
32 **Christmas Eve and New Year's Eve** – The Selectmen agreed to close the Selectmen's Office  
33 at 2:00 pm New Year's Eve. Selectman Jean wanted to be sure that the Christmas Eve and New  
34 Year's Eve hours were posted to the Gilmanton Website.

35  
36 **Bridge Engineering** – Set for discussion on December 14, 2015.

37  
38 **(C) Non-Public Session per RSA 91-A:3, II (c)**

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

42  
43 The meeting room was closed to the public. Present during the Non-Public Session were  
44 Chairman Hatch, Selectman Guarino, Selectman Jean. Town Administrator Paul Branscombe,  
45 Administrative Assistant Stephanie Fogg and Finance Officer Mari Mora.

46  
47 The Selectmen discussed and employee in the Selectmen's Office.

1 **MOTION:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted  
2 unanimously to come out of Non-Public Session at 8:30 pm. (3-0 Voice Vote – Chairman Hatch,  
3 Selectman Guarino -yes, Selectman Jean – yes).  
4

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

8 **Primex** – Chairman Hatch said that we are able to use the training provided by Primex beginning  
9 in January of 2016.  
10

11 **Adjournment:** On a Motion by Chairman Hatch and seconded by Selectman Jean it was voted  
12 unanimously to adjourn at 8:40 pm (2-0).  
13  
14

15 Respectfully Submitted,  
16  
17

18 \_\_\_\_\_  
19 Stephanie S. Fogg  
20 Administrative Assistant  
21  
22

23 **Approved by the Board of Selectmen**  
24

25 \_\_\_\_\_  
26 Chairman Rachel M. Frechette Hatch  
27

28 \_\_\_\_\_  
29 Selectman Donald J. Guarino  
30

31 \_\_\_\_\_  
32 Selectman Michael J. Jean