



APPROVED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

February 3 , 2014

**6:00 pm.** – Gilmanton Academy

Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino, Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Planning Administrator Desiree Tumas, Elena Ball, Joanne Gianni, Frank Gianni and David Strang.

**6:00 pm** Chairman Lavin opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

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

**MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c) at 6:00 pm. (3-0 Voice Vote – Chairman Lavin -yes, Selectman Currier – yes, Selectman Guarino – yes).

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Lavin, Selectmen Currier and Guarino. Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg, and Planning Administrator Desiree Tumas.

The Selectmen discussed a personnel issue with Planning Administrator Desiree Tumas.

**MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted unanimously to come out of Non-Public Session at 6:30 pm. (3-0 Voice Vote – Chairman Lavin -yes, Selectman Currier – yes, Selectman Guarino – yes).

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

Regretfully, the Board of Selectmen accepted her resignation and thanked Desiree for her service to the Town over the last four and a half years.

**Public-Input:** Chairman Lavin opened the meeting to Public-Input at 6:30 pm.

Elena Ball came forward with two requests:

1. The Agendas have not shown an actual time for the Public-Input, she requested that the time for Public-Input for the Selectmen's Meetings be at the same time each meeting so the public would know when they would be able to speak.

1  
2 Copied from a paper written by Elena Ball "Can we please go back to the way we used to  
3 have for public-input at the Selectmen's meetings? We used to have a specific time set  
4 which was posted on the agenda so those who wanted to speak would know when to  
5 come in. Some people can't be here @6:00 PM but could let's say @7:00 Pm. When we  
6 used to have public-input. As you know, there are times when public- input isn't possible  
7 due to a full agenda. But, as it stands right now, I wouldn't know that unless it's posted  
8 as such. So I am requesting that we return to posting the public time slot on the agenda  
9 and notification of those sessions when public input will not be entertained.

- 10  
11 2. On the sheet of Warrant Articles on Saturday at Deliberative Session, there was an  
12 explanation of SB2 and how it effects the budget sessions for the Town. Unfortunately,  
13 where it was placed was improper.

14  
15 State law requires that Warrant Articles are listed after the budget and the signatures of  
16 the Selectmen must follow immediately afterward. Since the explanation of SB2 is not a  
17 Warrant Article, it was improperly placed and the signatures of the Selectmen gave the  
18 appearance that they not only approved of the Warrant Article placement, but the  
19 placement of this explanation, too."

20  
21 The Selectmen thanked Mrs. Ball and said we appreciate your input, we are still learning  
22 the rules with SB2.

23  
24  
25 **REVIEW OF THE DELIBERATIVE SESSION-** David Strang, from Copp Road, having  
26 attended the Deliberative Session on Saturday, February 1, 2014, I am sure you are aware that  
27 there is a lot of confusion about this one page document which listed 22 Warrant Articles and  
28 what they would add to the tax rate. However, 9 of the 22 add nothing to the tax rate because  
29 they were to be paid for out of capital reserve funds. To list these as adding to the tax rate was  
30 very misleading and specifically, #18 and #19 alone have to deal with the Fire Engine, which  
31 collectively according to this document they would add a \$1.38 to the tax rate, where as it #18  
32 passes, #19 is moot. I'm not sure who created this document, but there were a lot of people  
33 around me at the meeting, saying this is really expensive, when it adds all these things, when in  
34 actuality doesn't add anything on some of the articles. So the tax rate with all of these articles  
35 listed is \$5.47, but if you take out all of these capital reserve fund items it actually comes down  
36 to \$3.76, I believe. I would strongly urge the Select Board in some way to let the Town's people  
37 know that this figure is not correct.

38  
39 Chairman Lavin thanked Mr. Strang for his input and stated that he did want to discuss the same  
40 topic this evening.

41  
42 Frank Gianni questioned the item on the paper that said **War Credit** and asked the Selectmen  
43 what that meant. Selectman Currier said it is a \$500/veteran credit on their property tax.

44  
45 Chairman Lavin said he will leave public-input open a little longer.

46  
47 **MODIFICATION OF THE WELFARE GUIDELINES FOR THE TOWN:** Arthur Capello,  
48 Town Administrator, said that as you know we have Welfare guidelines in the Town we are

1 looking to modify our current guidelines to give a dollar figure for rent that the Town would be  
2 willing to pay for. Also to allow the Town to use car payments as income when qualifying a  
3 welfare recipient. Desiree Tumas will speak to this.

4  
5 Desiree said that what Robin McGlone, Welfare Director, is looking to do, is for housing  
6 allowances, in order to be able to determine eligibility and not considering the amount people are  
7 paying for housing, she wants to be able to have a portion of that to be included in the  
8 calculations as an expense. Same thing with car payments, they are not included as an expense.  
9 We would like to have up to \$400/month allowance for car payments. Selectman Guarino asked  
10 Desiree if that followed the State Guidelines? Desiree said this is in addition to what the State  
11 has, the Town can put in additional requirements based on need. What we are finding is without  
12 using the average allowance for housing, we have in some cases, paying the portion of a  
13 mortgage, or rent that they cannot afford. So without being able to account for that., Selectman  
14 Guarino said, you want to be able to see said that if someone might have a \$2,400 rent payment,  
15 that is far and above what rents are in Gilmanton.

16  
17 Selectman Currier said, you are saying if someone needed welfare assistance and they live higher  
18 than they should, would this make it less likely that they would receive assistance. Desiree said  
19 that what it means is that if you have a two bedroom apartment (according to Robin McGlone's  
20 research for Gilmanton) the most the Town would allow or put out would be \$975. If they live  
21 in a \$2,000/month home the most we would pay out would be \$975. What we do now asked  
22 Selectman Currier, what is the reason for the change? We pay the full amount now, said Desiree.  
23 The car payment would be included in the calculations of their expenses, we do not pay car  
24 payments now. We just want to make it accounted for as part of their expenses.

25  
26 **MOTION:** On a Motion by Donald Guarino, and seconded by Brett Currier it was voted  
27 unanimously to accept the modification to the Welfare Guidelines for housing allowances and to  
28 accept car payments as part of expenses in order to calculate eligibility for assistance as proposed  
29 by Robin McGlone, at 6:42 pm (Voice vote, Chairman Lavin, yes, Selectman Guarino-yes,  
30 Selectman Currier- yes).

31  
32 **OPERATING BUDGET:** David Strang asked a question regarding page 9 of the 2014  
33 Operating Budget, salaries Accountant, we had budgeted \$20,000 in 2013 but we spent \$25,000  
34 and change, and we have budgeted \$20,000 again this year. Why the \$5,000 difference? Arthur  
35 Capello said because for several months there was no Town Administrator and she was filling in  
36 with extra hours. Mr. Strang said ok, we had budgeted \$8,000 for the Finance Clerk and only  
37 spent \$5,600. And then on page 13 on insurance health, if we are budgeting for these items and  
38 we came in pretty much on budget, why would we want to have a separate Warrant Article for  
39 the \$7,000. Selectman Guarino explained to have as a "safety" line if we hire a new employee  
40 that requires a plan as a married couple or family, that increase would be covered by this line  
41 item.

42  
43 Arthur Capello said it was the intent of the Board was to have a total of \$10,000 in that account  
44 as a reserve, and if it is not used each year it will not need to be replaced.

45  
46 **DELIBERATIVE SESSION WRAP-UP-** Arthur said there was a calculation error on the  
47 spread sheet, what happened was that it shows you, if you didn't have the revenue coming in,  
48 and these passed, it is what your tax rate would be. Selectman Guarino said we had a sheet

1 during the budget process that we all understood with tax impact information to one that we  
2 don't understand. Arthur said it was his error on the sheet. Selectman Guarino said can we next  
3 year carry forward what we will have from the budget meeting? Arthur said that you cannot do  
4 that on the official Warrant Articles because the Town has not voted to do so. But we can pass  
5 out an unofficial Warrant that has the tax impact.

6  
7 Selectman Currier said that we need to correct this year's problem. He asked that the error be  
8 fixed and the voters informed, be sure the information is correct. Put the correction in a couple of  
9 papers, possibly a note to be passed out at the School Deliberative Session to correct the mistake  
10 and misunderstanding for the voters. Arthur said he will get it corrected put it in the Laconia  
11 Daily Sun and on the Website. Selectman Currier said he wants it corrected for the voters to be  
12 informed before they vote.

13  
14 Selectman Guarino said he would put the correction in the Suncook Valley Sun.

15  
16 Chairman Lavin said that last year, the Fire Truck was voted down, even if it was obtained  
17 through the grant. He doesn't think the voters understood that the grant would be a free fire  
18 truck, why would anyone vote it down? Could we inform the voters any better on this article.

19  
20 Selectman Guarino said he would clarify that in the Suncook Valley Sun.

21  
22 **Fire Truck-** Selectman Guarino would like to look into bonding a purchase on the fire truck,  
23 because the rates are substantially lower. He would like to be sure there is an escape clause if the  
24 money is not raised and appropriated each year. John Funk told Selectman Guarino earlier that if  
25 we did purchase the truck and we were using the Capital Reserve money to make the deposit, we  
26 should be sure to make an agreement that doesn't penalize us for a pre-buyout. Arthur said the  
27 escape clause is very different, it is typical in municipal leases that basically, if the money is not  
28 raised and appropriated next year, you can give the truck back and you wouldn't owe anything.  
29 Arthur said you can only do that when your last payment is coming out of Capital Reserve not  
30 when your first payment is coming out of Capital Reserve.

31  
32 What John is suggesting, is that if we make a down payment of the \$190,000, he would like us to  
33 consider a Warrant Article that would be to bond the truck and save ourselves thousands of  
34 dollars. Arthur said you are not actually going to save, you are going to cost over a period of  
35 time. Selectman Currier said he would like to find out with the bonding if you put up \$190,000  
36 and then you go back next year and you bond the whole purchase of the fire truck and put the  
37 \$190,000 back into the Capital Reserve Account. If you could, that would really make it a lot  
38 easier, we would have the \$190,000 back. Arthur said he will contact LGC about this and get  
39 back to the Selectmen about it.

40  
41 David Strang asked about the actual **Warrant Articles for the Fire Truck**. Arthur said if #18  
42 passes and we get the grant for the Truck, #19 is null and void. If both pass and we do not get  
43 the grant, #19 still allows us to purchase the truck.

44  
45 Joanne Gianni said about the bonding issue, is that it really is philosophical, some people want to  
46 buy and some people want to lease. She believes that will be the biggest issue as far as getting it  
47 across to people.

1 Selectman Guarino said that thinking about the Capital Reserve Funds differently, instead of  
2 burdening the tax payer currently Placing some of the money in the Capital Improvement Funds  
3 reserve account for Highway Equipment, most people would realize that road graders and trucks  
4 would keep getting more and more expensive, we are thinking, especially where bond rates,  
5 and/or lease purchase from Caterpillar, a \$400,000 or \$500,000 road grader, instead of burdening  
6 the tax payer right at this moment with this payment. It is a philosophy thing, burdening the  
7 taxpayer at this moment with the Capital Reserve Accounts. Re- funding the Reserve accounts  
8 with \$100,000 annually being placed into these accounts , we are actually thinking about some of  
9 these larger purchases like a fire truck or a road grader, we would just lease them. Arthur  
10 Capello said it is a philosophy a lot of Towns are going with now. Basically funding the capital  
11 reserve as a lease purchase and owning the piece of equipment at the end.

12  
13 Joanne Gianni said it is basically what happened with the Safety Building. Selectman Currier  
14 said that you can lose your window of saving money, if you don't bond it, you can have ten years  
15 go by and you have lost all of your savings right there. If you had done it ten years earlier, you  
16 would own it by the end of the ten years. You can save, save, save for ten years and you just go  
17 ten years backward.

18  
19 David Strang said I just want to say thank you guys for doing such a good job last Saturday. It  
20 was my first Deliberative Session I've been to and it seemed like there was a lot of animosity  
21 directed toward you guys. I just wanted to say that you guys do a very good job and I appreciate  
22 what you do. Selectman Currier said thank you.

#### 23 24 **FUEL PUMPS:**

25 Selectman Guarino said he would like to consider readers for tracking fuel for a lot less money.  
26 Arthur stated that the companies that have the technology won't consider it accurate or trust it  
27 because the tanks themselves do not meet code. Location of the pumps etc. If the pump is more  
28 digital and electronic these devices could be used. Selectman Guarino will research better  
29 containment, for 2/1000 gallon tanks.

30  
31 **WARRANT ARTICLE #30:** Selectman Currier said the \$10,400 is replaced to the bottom line  
32 of the budget for the Fire Department. If our policy stands, that money does not get spent. If the  
33 policy has to be adhered to the \$10,400 will not be spent. Selectman Currier said he had no idea  
34 about the Warrant Article, however, he does know someone that was asked to sign it who was  
35 presented with the Article that Mr. Hempel was going to be mandated by the Selectmen with the  
36 policy the Selectmen had put into place, that he would work every Sunday. He would be forced  
37 to work every Sunday. I want the people to realize that is not the truth. That is as far from the  
38 truth as you can get. He would not have to work Fridays, Saturdays or Sundays if he chooses  
39 and still cover his duties. Selectmen Currier would just like this out in the public, because  
40 anyone who signed the petition for this reason, like this gentlemen told me, was mislead.

41  
42 Selectman Currier said we had an agreement with the Fire Chief, we gave some, he gave some  
43 and we came up with a decision to go with having him work one shift per week, with one other  
44 employee, he agreed to that. Also, instead of replacing his full-time employee at a cost to the  
45 Town a little over \$77,000 dollars, he would put in two part-time personnel 24 hours a week to  
46 cover the 48 hours per week guy. A savings to the Town of \$32,000 plus dollars, which would  
47 save the Town roughly, with everything included would save the Town \$44,000. We had a



1 handshake, with four gentlemen here, three plus the Chief shook hands, walked out of this room  
2 and everyone was happy.

3  
4 Selectmen Currier said he personally sat down with Arthur Capello to figure out the exact tally  
5 as to what the bottom line would be, so we would not be fighting at Deliberative Session. Let  
6 me back up a second, the Chief also agreed that he would stand up at Deliberative Session and  
7 ask people not to vote for that Warrant Article. That is the fact. We wanted to find out what the  
8 bottom number was on the budget so that the Fire Chief and the Board of Selectmen would not  
9 have a conflict at the Deliberative Session. We knew it was going to be raised on the floor as we  
10 heard at the Budget Committee hearing. We called him up, he came over and discussed it,  
11 actually tried to take \$2,000 more out of his overtime budget, realizing he would have two full-  
12 time employees instead of three. He said he would really like to leave the overtime line in there  
13 at \$10,000, not bring it down to \$8,000. Selectmen Currier said fair enough, are you good.  
14 Selectmen Currier said Chief Hempel said yes. We shook hands and said we are all set, we are  
15 on the same page. Selectman Currier said he left and everything was good. A day later,  
16 Thursday afternoon, the Town Administrator informed Selectman Currier that the e-mail was  
17 sent by the Chief of the Fire Department and he will not agree to that deal. I am very  
18 disappointed that a gentlemen's handshake and his word are not enough. If he did not want to  
19 make the deal and needed to talk to his employees etc. he should have. He made a fool of  
20 himself and disappointed this Board of Selectmen. If a Fire Chief makes a decision, that's the  
21 decision. He can be sending guys into a burning building, make a decision. If he tells someone  
22 he is going to do something, do it. I made an agreement with the same Fire Chief last year when  
23 I went to look at his fire truck, I didn't want to purchase a fire truck and I asked him if he could  
24 get through another year. He said are you going to support me with a fire truck if I tell you I am  
25 ok for this year? Selectman Currier said, I don't really want to, but I will give you my word, I  
26 will support your fire truck. I still don't want to support it, but I told him I would, so I did.  
27 That's what he should have done with this Board. I am not happy for that reason. If you give  
28 me your word and it's good for you, good, if it isn't too bad, that's the way we do business.

29  
30 We don't need lawyers and contracts and all of that, but that is what we are forced to do now.  
31 The Board of Selectmen took a lot of heat at that meeting. We shouldn't have taken that heat.  
32 My job as a Selectmen is to save the taxpayers money and do the best thing for the Town. It is  
33 not going to hurt anybody. If we talk about a Department Head we are micromanaging. We  
34 have done it to every Department Head, we have even cut our own staff in our own office.  
35 We've taken benefits away from our people in the Selectmen's office. We have never done that  
36 in any other office, never cut the Fire Department ever before. It is not to hurt people. I was  
37 thrown under the bus as if it is a personal attack. You make it personal when you throw me  
38 under the bus on stuff that isn't true. It does become personal then. This is about the dollars. It  
39 is not going to matter to anyone if an EMT that works in Laconia, comes here as a part-time guy.  
40 You are not going to know if he has a \$31,000 benefits package behind him, you are not. You  
41 are going to know he is here to help you. We need to look at the money. We don't need to look  
42 at building an empire of the Gilmanton Fire Department. People don't stay here, they are never  
43 going to stay here. I know it and so do you, you can like the man, and I don't dislike the man.  
44 That is the problem. When I say something that makes sense financially, it is not about the man  
45 or position it is about the money. When you guys talk to your people, you can tell them exactly  
46 how I feel because it is reflected in this tape, get the tape, I don't care. I just wanted this out  
47 there. When you make a deal you stick by it. We made a deal, it wasn't great for him, it wasn't  
48 great for us, but it was a deal and should be honored.

1  
2 Selectman Guarino, said other than Warrant Article #30, all seemed good. Chairman Lavin  
3 agreed.

4  
5 **SPEAKERS AT THE SCHOOL** - Selectman Guarino said the speakers need to be figured out  
6 at the school. Speakers need to be down on the floor, daisy chaining, to help the sound out.

7  
8  
9 **LIGHTING UPSTAIRS AT THE ACADEMY** - Chairman Lavin also said the lighting  
10 upstairs at the Academy needs to be better for meetings as well.

11  
12 **UPDATE FOR END OF YEAR** - Arthur Capello said, just an update, the books have been  
13 closed for 2013. The Auditor is coming in the end of March. We ended the year up on a  
14 positive.

15  
16 **TOWN REPORT** - Arthur said Town Report should be going out by the end of the week. We  
17 did decide on a picture, John Dickey was in and gave us the picture. Because of time constraints,  
18 the picture was decided on by Mr. Dickey. He gave the description and that has already gone to  
19 the printers as well as the dedication page. We expect a draft copy back before February 18,  
20 2014. They need 10 to 14 days to print. We are expecting books by March 4, 2014.

21  
22 **GRANTS FROM THE POLICE CHIEF** - Arthur said that the grants are here for the DWI  
23 and Speed Grants.

24  
25 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino, it was voted  
26 to authorize Chairman Lavin to sign the DWI and Speed Grants for the Police Department.at  
27 7:20 pm (2-0-1)

28  
29 **PLANNING BOARD** - Arthur Capello said there is an advertisement in your packets he would  
30 like to put into the Daily Sun Paper and with LGC for Desiree's replacement position.

31  
32 The Selectmen agreed that the advertisement was good.

33  
34 **RESTRUCTURE OF SELECTMEN'S OFFICE** - Arthur Capello said we had talked about  
35 this with you as we began this process, I wanted to do some restructuring in the main room. I  
36 know Jen spoke with you guys about this briefly today. Chairman Lavin said have you spoken to  
37 anyone about this. Arthur said no, he had not spoken to anyone yet about it. He wanted to get  
38 the Boards blessing before he spoke to anyone. It is not increasing any one's hours, it is not  
39 changing any one's hours just reallocating some of the duties. Chairman Lavin said why do you  
40 think this would be better than what we are doing now? Arthur said, looking at this, it is what  
41 makes most sense to assist the public to the best of our ability, streamlining things, and making  
42 sure things are being done in a timely fashion. Chairman Lavin asked if it was lightening the  
43 burden on a specific person, Arthur said yes. Selectman Currier said, it doesn't remove hours  
44 from her does it? Arthur said no.

45  
46 Selectman Guarino said why would we take currently the \$5,600 spent for accounts payable and  
47 move the \$8,000 line item to the finance contractor? Arthur said it may not take the full \$8,000.

1 Arthur said moving the accounts payable to the Finance Contractor would decrease the amount  
2 of hours possibly that it takes to do it currently. Selectman Currier said how many hours are you  
3 thinking it would take, Arthur said about three or so, would be his guess. Theoretically it can  
4 save some money.

5  
6 Selectman Currier said after calculating some numbers, he doesn't get it. You are looking at  
7 spending at least \$2,200 more on a contractor. It may not ultimately cost that in the end Arthur  
8 said. Plus things will be done accurately and on time. Selectman Currier said I am concerned.  
9 Relying too much on a contractor, that when the contractor is no longer with us we are in trouble.  
10 Sometime with this contractor, even though she does a great job for us, we have to figure out  
11 how to make that an in house part of a position. We are one of the only Towns that does this. I  
12 don't know why? Arthur said, most Towns have a full-time person. Selectman Currier said we  
13 do have full-time people as well. Sometime we need to be self-sufficient in this deal where we  
14 can take and make a full-time person part of this to equal times. Arthur said in most cases I  
15 would agree with you, but in the financial end of it, it is such a specialty. Selectman Currier said  
16 we are paying good money, a contractor \$55/hour to come in here, and I am not saying she does  
17 not do a great job, she does. But sometime you might say, you could get someone as a part-time  
18 employee to learn that function, as a highly paid part-time employee. Arthur said lets take this  
19 year to look at that and see what is best for the Town.

20  
21 Selectman Guarino said if you take just three hours and give it to the contractor you are going to  
22 over expend that budget. We are just trying to figure it out. Selectman Currier said I just don't  
23 want to be another year out and not have something looked at or followed through with this.  
24 Arthur said we can keep it as a running topic on the agenda, so you can continue to look at it.  
25 Arthur said to fragment the financial jobs into pieces is not doing the Town any justice. You can  
26 fragment, and I will say the Town of Gilmanton has done a unique job of fragmenting  
27 responsibilities to different employees. Something I have never seen, which is a good thing.  
28 Arthur said, the financial piece of any Town when you are dealing with multiple millions of  
29 dollars, auditors, government regulations, it is very different than dealing with a personal  
30 business. Selectman Currier said this financial stuff can be learned.

31  
32 Selectman Guarino said why wouldn't we take the \$8,000 from the Accounts Payable and put it  
33 into the Planning Budget, which would give someone some more hours, and they may be more  
34 interested in the job. Arthur said I see it as a specialty, it hasn't worked well the way it has been  
35 fragmented now. Selectman Currier said I understand some of that reasoning without saying  
36 anything more. However, you cannot use that as your justification, I can't go into it in a public  
37 session. Arthur said he understands. He said he can use his experience here, and the more hands  
38 you have into a "pot" the more likely you are to have mistakes and errors. Arthur said, you say  
39 you don't want to put all of your eggs in a basket with a contractor, but how is that different than  
40 with an employee. Selectman Currier said you have more latitude when you are not paying a  
41 \$55.00/hour rate. Arthur said take the rate out of it. Selectman Guarino said it blows the budget,  
42 that's why we are looking at it.

43  
44 Arthur said I will follow the Boards wishes on this one, I don't necessarily agree with the Board  
45 on this. Selectman Currier said I think we are shorting ourselves thinking there isn't someone  
46 out there that has the talent to take on the Planning Board and the Accounts Payable.



1 Selectman Guarino said we want to put data entry, accounts payable in the ad as well. Arthur  
2 said I will put that into the ad. What I would like the Boards permission on is to pull accounts  
3 payable away now until we hire someone. Selectman Currier said, how do you still not blow the  
4 budget? It is not going to save anything, we just showed that. Arthur said just for right now  
5 until we hire someone. Selectman Currier said you are still going to blow your budget. Arthur  
6 said that is for me to manage, so I don't blow my budget. Selectman Guarino said you are also  
7 trying to make the load on the number one position better and make the position better. Arthur  
8 said correct.

10 Selectman Guarino, said we will have the applications in by February 27<sup>th</sup>, we can look at them.  
11 We are basically eight weeks out to having someone in that position. We have \$1,300 to handle  
12 it. Arthur said he will pull accounts payable away next week. Arthur said we will advertise and  
13 see who we get to respond. If we do not come up with someone who is qualified to do it, then  
14 we need to come up with another way to cover.

16 There was discussion about the Welfare Clerks position, the \$2,100 to cover that help and how  
17 best to use those monies to cover. Arthur said we are trying to cover with the best way and serve  
18 the Town's people. Arthur said I think I have worked hard with this Board to find decreases and  
19 lines.

21 Selectman Guarino said why couldn't we take the \$2,100 and ask the new person to cover  
22 Welfare if they were interested? Selectman Currier said what about other employees already in  
23 the office? We are only talking three hours a week. I am not all set with this yet. Selectmen  
24 Currier said to Arthur I appreciate what you have already done.

26 Selectman Guarino said, what are these last two items? Arthur said the Budget Committee  
27 secretary, we are going to offer that to either current employees or hire someone and the Trustees  
28 of the Trust Fund the same.

30 Arthur said are we ok with the first job description duties? Selectman Guarino said do you  
31 need to talk with her? You didn't change the hours, the rate is where it has been and we moved  
32 the accounts payable to relieve that position. Selectman Guarino asked Stephanie Fogg if she  
33 thought it seemed good? Stephanie said you took away Accounts Payable, Budget Committee  
34 and Trustees of the Trust Fund and added Conservation Commission. Stephanie said my  
35 suggestion would be to talk to her and discuss it with her, she may be very happy with it. Arthur  
36 said he appreciates that but at some point the Board has to make a decision as to talk to people or  
37 make a decision. Stephanie said she hasn't even been spoken with and I don't know how many  
38 hours and evenings Conservation takes in.

40 Selectman Currier said, I guess I would say to you Arthur, as the guy who runs the show over  
41 there to go and talk with everybody in that office individually and find out if they are willing or  
42 have enough time to help out with little stuff here and there. Arthur said, and I agree with you  
43 and that conversation has been started. But at some point, as I said, the Board is just going to  
44 have to make a decision, listen, this is what is best for the Town, whether you like it or not. You  
45 cannot keep worrying about what anyone thinks. Selectman Currier said there is one employee I  
46 want you to ask. Arthur said yes. Selectman Guarino said I personally feel that the employee  
47 you are speaking about is important to the Town and I would want you to reflect that we are

1 trying to improve her position. Selectman Currier said I do not want to add more demands, I  
2 want to make her life easier. So we are good, said Selectman Guarino? Arthur said yes.

3  
4 **POLICY SAMPLE POLYGRAPH EXAMINATION** - Arthur said he has included in the  
5 packets the sample polygraph examination policy and a job description for an EMT-I or higher.  
6 Right now anyone applying will have to fill out this information. For your review. Selectman  
7 Currier said you have to be an EMT-I/Firefighter.

8  
9 **CONTRA DANCE** - Arthur asked the Selectmen if the Old Town Hall plumbing was not up  
10 and running before the weekend could the Contra Dance People use the Academy Building?  
11 Selectman Currier said we just paid the money for the upstairs floor at the Academy and  
12 especially this time of year, I am not a fan of using the upstairs. Selectman Guarino agreed.

13  
14 **NEXT BOARD OF SELECTMEN'S MEETING** – The next Board of Selectmen's Meeting  
15 will be held Tuesday, February 18, 2014 as Monday the 17<sup>th</sup> is a Holiday, President's Day.

16  
17  
18 **BALLOT INSPECTOR APPROVAL:**

19 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino it was  
20 unanimously voted to approve Lu-Anne Blake as a Ballot Inspector, her term will expire October  
21 31, 2016 at 7:50 pm (3-0)

22  
23 Elaina Ball said there are 13 Ballot Inspectors and their terms are for two years each.

24  
25 **OLD TOWN HALL BUILDING USE REQUEST:**

26  
27 **Gilmanton Historical Society**, John Dickey request for several dates this Spring and  
28 Summer. May 27, June 24, August 26, and September 23 from 6:30 – 9:00 pm  
29 Requesting a fee waiver.

30  
31 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino  
32 it was voted unanimously to grant the request for the Old Town Hall building use  
33 with a fee waiver for the Historical Society at 7:53 pm (3-0)

34  
35 **Gilmanton Ladies Exercise Group**, Monday, Wednesday and Friday mornings, as  
36 for a fee waiver and Building Use, as of May last year. They were already approved  
37 earlier in the year, but needed Selectmen's signatures on the pages.

38  
39 **APPROVAL OF MINUTES:**

40  
41 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it was  
42 voted to approve the Minutes of January 21, 2014 as amended at 7:56 pm (3-0).

43  
44 **MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier it was voted  
45 to approve the Minutes of January 29, 2014 as amended, there was a calculation error in the  
46 motion and needed to read 196 hours (48 plus 12 hours, 48hrs, 48 hrs and 40 hrs), not 208 hours.  
47 at 8:00 pm (3-0).

Chairman Lavin is going to close Public-Input.

**NON-PUBLIC RSA 91-A:3,II(a)**

**MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino, it was voted to go into Non-Public Session per RSA 91-A:3, II(a) at 8:10 pm. (3-0 , Chairman Lavin – yes, Selectman Currier – yes, Selectman Guarino – yes).

Present during the Non-Public Meeting were Chairman Lavin, Selectman Currier, Selectman Guarino, Town Administrator Arthur Capello, and Stephanie Fogg.

The Selectman discussed a personnel issue.

**MOTION:** On a Motion by Selectman Guarino and seconded by Selectman Currier, it was voted unanimously to come out of Non-Public Session at 8:19 pm. (3-0, Chairman Lavin –yes, Selectman Currier – yes, Selectman Guarino – yes).

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

**ADJOURNMENT:** On a motion by Selectmen Guarino, seconded by Selectman Currier it was voted unanimously to adjourn at 8:20 pm. (3-0)

Respectfully Submitted,

\_\_\_\_\_  
Stephanie S. Fogg  
Administrative Assistant

**Approved by the Board of Selectmen**

\_\_\_\_\_  
Chairman Ralph L. Lavin

\_\_\_\_\_  
Selectman Brett A. Currier

\_\_\_\_\_  
Selectman Donald J. Guarino