



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

February 26, 2014

6:00 pm. – Gilmanton Academy

Present: Selectmen Brett Currier and Donald Guarino, Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Elena Ball, and Department Head Transfer Station Ed Lang.

6:00 pm Selectman Currier opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

Town Report - Arthur said the Town Report is in. It came out very nice, although half of them were printed on a second printer and one page (page 105) 325 were a misprint. Country Press will mail out inserts immediately to include with those books. Arthur thanked Stephanie Fogg for her work on the Town Report. They will be available at the Town Offices for the public.

Contracts and Job Descriptions-

Arthur addressed the Firefighter part-time EMT-I position description. Selectman Guarino said he liked everything about it, but he would like the Fire Chief to look at the description and ask for his feedback on it.

Part-time Firefighter Contract is for the existing part-time roster of 5 that the Chief has at this time.

Selectman Currier would like people who have never been on the Gilmanton Fire Department before, whether it is a part-time firefighter or full-time firefighter (not on the roster at this time) to have a polygraph test and a criminal background check. Arthur will ask Chief Hempel for his roster at this time.

Polygraph Policy to be reviewed and discussed at a later meeting.

Transfer Station – Ed Lang and the Selectmen discussed the Free Room Policy, amendments were made.

MOTION: On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted unanimously to approve the Free Room Policy as amended at 6:15 pm. (2-0).

See Attached Free Room Policy

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

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 (a) at 6:16pm. (2-0 Voice Vote - Selectman Currier – yes, Selectman Guarino – yes).

The meeting room was closed to the public. Present during the Non-Public Session were Selectman Currier and Selectman Guarino, Town Administrator Arthur Capello, Assistant Stephanie Fogg and Transfer Station Department Head Ed Lang.

The Selectmen discussed a personnel issue with Ed Lang.

MOTION: On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted unanimously to come out of Non-Public Session at 6:35pm. (2-0 Voice Vote – Selectman Currier – yes, Selectman Guarino – yes).

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

6:36 pm Selectman Currier called for a recess.

6:45 pm Selectman Currier re-opened the meeting.

Road Agent - Arthur checked with other towns on their descriptions for Road Agents. Selectman Guarino asked if the Town currently had a job description for the Road Agent. Arthur said not that he could locate. Selectman Currier and Selectman Guarino read the policy. These were descriptions that were taken from towns that have Elected Road Agents.

Selectman Currier and Selectman Guarino liked the description and they would like to have Paul Perkins, Road Agent, look it over as well. It is just to update the responsibilities of the Road Agent for the files. Arthur will get a copy to Paul Perkins for his review and get back to the Selectmen.

Planning Board- Arthur Capello said that William Mahoney has presented a letter to the Selectmen to be reappointed to the Planning Board. The Selectmen and Arthur agreed that they would wait until after the elections before addressing appointments.

6:50 pm Public-Input – Selectman Currier opened Public- Input

School Deliberative Session – The information was brought to the attention of the Selectmen by a concerned citizen, Elena Ball. If you read the minutes from the School Deliberative Session it has come to the attention of the Town and the Budget Committee that the School has not handed over monies/tax dollars that had been given to them for Capital Reserve Funds and Expendable Trust Funds for two years that we know of. These are tax dollars that are being abused. Per RSA the funds should be turned over within 20 days of the election or by June 30th of the year it was voted on.

1 It is up to the Town to be in touch with the Trustees of the Trust Funds to see if they have a
2 policy, what their policy is, whether or not they are following their own policy? What the
3 Attorney General's Office has recommended that the Trustees of the Trust Funds bring forward
4 to the Town, to the Selectmen, an accounting of all Capital Reserves and Expendable Trust
5 Funds that the School has. So you would know the dollar amounts and whether or not they have
6 been funded. It was recommended 5-7 years of documentation. The Trustees should have an
7 accounting of each year if it was voted to be funded.

8
9 Also, an FYI for the Selectmen, the School's Warrant Articles were not signed by all members of
10 the School Board. According to the new RSA's if anything has to do with money, the Warrant
11 Articles need to be signed by all members. There are other issues where monies are being used
12 for items that originally they were not appropriated for.

13
14 The Selectmen will have that information forwarded to the Trustees of the Trust Funds and have
15 them look into it. Selectman Guarino said the Selectmen will follow up on this.

16
17 **Right to Know Request for Non-Public Sealed and Non-Public Not- Sealed Minutes** – A
18 request for Board of Selectmen's Meeting Minutes dating back to January of 2013- current
19 meetings by Vinnie Baiocchi. Arthur said he has already made available to Mr. Baiocchi the
20 Non-Public Not-Sealed Minutes. He has been in and looked at those; we still have the
21 outstanding issue of the sealed minutes. Arthur said he has been advised by Town Counsel to
22 have someone review the sealed minutes and come back to the Board with recommendations as
23 to specific instructions as to which minutes should be left sealed and those that could be
24 unsealed. Arthur Capello said it should be a member of the Board for those minutes that pre-date
25 Arthur's attendance at the meetings. Selectman Guarino said that according to Town Counsel as
26 long as the Board feels those sealed minutes could still hurt someone that they should not be
27 opened. The Selectmen requested a work session to go through the sealed minutes together.
28 Arthur will inform Vinnie Baiocchi that the Board has chosen to go through the sealed minutes
29 together as a group and Arthur will set a date for a work session when Chairman Lavin returns
30 from vacation.

31
32 Also Mrs. Donovan has requested information. Arthur has responded to her request in the
33 appropriate time. Arthur said we have to run the day to day Town operations and we are
34 responding as quickly as we can. The Selectmen repeated that they do not want to be in any
35 violation of the law, Arthur assured them they would not be.

36
37 **Welfare Guidelines** –Request by Robin McGlone, Welfare Director, to remove guidelines from
38 our Welfare Guidelines because of the new State Law that passed.

39
40 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it was
41 voted unanimously to remove the following Welfare Guidelines "No person receiving old age
42 assistance, or financial aid to the permanently or totally disabled, under RSA 167 or 161, shall at
43 the time be eligible for general assistance, except for emergency medical assistance as defined.
44 RSA 167:27"; in accordance with the recently passed State Welfare Guidelines. (2-0).

45
46 **Next Meeting Dates:** March 3, 2014, at 5:00 pm, and March 17, 2014 at 6:00 pm.
47

1 **Tax Impact of Warrant Articles:** Selectman Currier wanted to be sure that the corrections on
2 the Tax Impact numbers will be explained and put out there for the voters. Selectman Guarino
3 said there will be corrections put in the Daily Sun and the Suncook Valley Sun. Arthur Capello
4 said he will also put it up on the Town Website.
5

6 **Highway Department:** Culvert on the Meadow Pond Road Extension. Selectman Guarino
7 spoke with Road Agent Paul Perkins, because of the weather this year there has been ice coming
8 across a driveway. As it is an unusual winter for weather Selectman Guarino would like to look
9 at the driveway again. Selectman Guarino recommended that the Roads Committee look at this
10 situation. Arthur Capello will contact Roads Committee Chairman, Mr. Daigle to follow-up.
11

12 Arthur Capello said for your information, we may be over budget before the end of this year with
13 snow removal and salt/sand costs. We may not be able to do as many “projects” as we have
14 planned because of budget concerns.
15

16 Arthur Capello said we have about 30% of our snow removal and 20% of our overtime budgets
17 left for the year. Selectman Currier and Selectman Guarino both agreed that they may have to
18 freeze the overtime budget later this year, because we may need to have it in November or
19 December.
20

21 Selectman Guarino said we should get out of the Winter Season, see where we are at, and speak
22 with Paul Perkins about this so he knows far enough in advance to plan. Arthur said he wanted
23 to bring it to the Boards attention so everyone is aware.
24

25 **Floors and Stairway** – Arthur Capello said that the entire first floor and the stairway will be
26 refinished on Memorial Day weekend.
27

28 **Water in the Basement** - Selectman Currier said it should be put out to bid to be corrected.
29 Arthur said he did order an industrial humidifier. Arthur said he will put out a request for
30 proposal for roofing and wall fix. Arthur Capello said he would like the Selectmen to look at
31 the drip edge/roofing and wall to give him the proper scope of the project before putting it out to
32 bid. Selectman Guarino and Selectman Currier agreed they would look at both projects. Arthur
33 will have the proposals ready for the March 17, 2014 Board of Selectmen’s Meeting for the
34 Selectmen’s review.
35

36 **Meeting Minutes:**

37 Meeting Minutes of February 3, 2014, approved as amended at 8:02 pm (2-0).
38

39 **Old Town Hall** – Selectman Guarino spoke about the Old Town Hall regarding the heating
40 system. Selectman Guarino meet Laurie Baldwin at the Old Town Hall to reset the furnace over
41 the weekend. There was a second concern about the heating system brought to our attention on
42 Monday. Chief Hempel was called to check on the building and the furnace. He did, and
43 reported back that there were no fumes, and the furnace was working. Arthur said to be safe, he
44 will check on the building tomorrow.
45

46 **Adjournment:** On a Motion by Selectmen Guarino, seconded by Selectman Currier it was voted
47 unanimously to adjourn at 8:06 pm (2-0).
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1 Respectfully Submitted,
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4 _____
5 Stephanie S. Fogg
6 Administrative Assistant
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9 **Approved by the Board of Selectmen**
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11 _____
12 Chairman Ralph L. Lavin
13

14 _____
15 Selectman Brett A. Currier
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17 _____
18 Selectman Donald J. Guarino