



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

March 3, 2014

5:00 pm. – Gilmanton Academy

Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino, Town Administrator Arthur Capello, Administrative Assistant Stephanie Fogg. Also present Bryon McSharry.

5:00 pm Chairman Lavin opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

Right to Know Request(s) Update–

Arthur Capello said he is able to give a partial of the information to Terri Donovan, and the remainder she will have on March 14, 2014.

The other right to know request was again from Vinnie Baiochetti, Arthur would like to set a date today for the Selectmen to have a work session to review the sealed minutes. The non-public work session to open the sealed minutes beginning from January 2013, will be Wednesday March 5, 2014 at 5:00 pm. Arthur will give the Selectmen a spread sheet to use while opening the minutes to release or protect, the Selectmen will do it together as a team. Arthur will inform Mr. Baiochetti.

Job Descriptions – Arthur gave copies of job descriptions to the Board of Selectmen for the Part-Time Firefighter position and the Planning Administrator position.

Arthur also gave the Selectmen the current roster for the Part-Time Firefighter positions. This list needs to have the minimum qualifications. Arthur will check again with the Fire Chief regarding the list.

MOTION: On a Motion by Selectman Guarino and seconded by Selectman Currier it was voted unanimously to accept the **job description** for a Part-Time Firefighter II/AEMT or Intermediate or higher for the Town of Gilmanton as amended at 5:11 pm. (3-0 Voice Vote – Chairman Lavin -yes, Selectman Currier – yes, Selectman Guarino – yes).

MOTION: On a Motion by Selectman Guarino and seconded by Selectman Currier it was voted unanimously to accept the **contract** for a Part-Time Firefighter II/AEMT or Intermediate certification or higher that is required for existing roster submitted by the Fire Chief as of

February 26, 2014, for the Town of Gilmanton as amended at 5:15 pm. (3-0 Voice Vote – Chairman Lavin -yes, Selectman Currier – yes, Selectman Guarino – yes).

MOTION: On a Motion by Selectman Guarino and seconded by Selectman Currier it was voted unanimously to accept the **contract** for a Part-Time Firefighter II/AEMT or Intermediate certification or higher is required for new hires, for the Town of Gilmanton as amended at 5:18 pm. (3-0 Voice Vote – Chairman Lavin -yes, Selectman Currier – yes, Selectman Guarino – yes).

Selectman Currier requested that certifications for the Fire Department positions have to be updated/maintained.

Polygraph Examination Policy: Arthur brought forward a sample policy for the Selectmen to review. Selectman Currier said he would like more time to review it.

Planning Board Position: Arthur said they will be interviewing on Wednesday and will have a candidate for the Planning Board/Accounts Payable Clerk position. Selectman Currier would like to view all of the resumes. Selectman Currier understands that the subcontractor does know the information about the Accounts Payable portion of the job, but he has a problem with a subcontractor deciding who a Town employee might be. There was discussion about the process of hiring the new employee. Selectman Currier would still like to meet with all of the candidates who have applied.

Public-Input – Chairman Lavin opened public-input.

Election Day – Arthur Capello asked Debra Cornett when she needed the Selectmen at the Election. She told Arthur 6:30 am., March 11, 2014.

Updated Tax Impact Sheet – Arthur said it was posted on the Town Website after he checked with Stan Bean. Selectman Guarino also sent an update to the Suncook Valley Sun, which Articles were coming from Capital Reserve Funds and which Articles were going to be a burden on the Tax payer. Selectman Guarino said he would like to send it to the Laconia Daily Sun, representing the Board of Selectmen.

Webmaster – Debra Cornett said she received a call from the Webmaster, who received a call from Certified Computers saying that the Town was moving the domain. Arthur said we were moving the e-mail. Debra didn't realize that everything was being moved, and that there was a \$10/month fee included with the move. Arthur said it was already budgeted for, CCRS said it would be about a \$10/month fee.

Appointment for Ballot Clerk: Arthur asked for a Motion to appoint Bethany Lavin as a Ballot Clerk.

MOTION: On a Motion by Selectman Guarino and seconded by Selectman Currier, it was voted to appoint Bethany Lavin as a Ballot Inspector at 5:35 pm (2-0-1, Chairman Lavin, abstained, Selectman Currier- yes, Selectman Guarino – yes).

Next Board of Selectmen's Meeting: March 17, 2014 at 6:00 pm.

Old Town Hall - We have a request for the Old Town Hall for June 21, 2014, noon – 4:00 pm.

MOTION: On a Motion by Selectman Currier and seconded by Selectman Guarino is was voted unanimously to approve the use of the Old Town Hall for Virginia Boyd on June 21, 2014 at 5:40 pm (3-0).

Transfer Station - Free Room Policy

MOTION: On a Motion by Selectman Guarino and seconded by Selectman Currier it was voted unanimously to approve the new Free Room Policy as amended at 5:50 pm (3-0).

5:51 pm – Recess

6:00 pm - Re-Open Meeting

Approval of Meeting Minutes –

MOTION: On a Motion by Selectman Currier and seconded by Selectman Guarino approved the minutes of February 26, 2014 as amended at 6:00 pm (3-0).

6:02 pm 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 6:02 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.

The Selectmen discussed a personnel issue.

MOTION: On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted unanimously to come out of Non-Public Session at 6:35 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.

6:36 pm 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 6:36 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.

The Selectmen discussed compensation of an employee.

1 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted
2 unanimously to come out of Non-Public Session at 6:38 pm. (3-0 Voice Vote – Chairman Lavin
3 -yes, Selectman Currier – yes, Selectman Guarino – yes).

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

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8 **6:40 pm Non-Public Session per RSA 91-A:3, II (c):**

9 **MOTION:** On a Motion by Selectman Guarino, and seconded by Selectman Currier it was voted
10 unanimously to go into Non-Public Session per RSA 91-A:3, II (c) at 6:40 pm. (3-0 Voice Vote
11 – Chairman Lavin -yes, Selectman Currier – yes, Selectman Guarino – yes).

12
13 The meeting room was closed to the public. Present during the Non-Public Session were
14 Chairman Lavin, Selectmen Currier and Guarino. Town Administrator Arthur Capello,
15 Administrative Assistant Stephanie Fogg.

16
17 The Selectmen discussed a personnel issue.

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19 **MOTION:** On a Motion by Selectman Currier and seconded by Selectman Guarino it was voted
20 unanimously to come out of Non-Public Session at 6:44pm . (3-0 Voice Vote – Chairman Lavin
21 -yes, Selectman Currier – yes, Selectman Guarino – yes).

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

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26 **MOTION:** On a Motion by Donald Guarino and seconded by Selectmen Currier a motion was
27 made to unseal Non-Public Session RSA 91-A:3. II(a) minutes at 8:10 pm of February 3, 2014
28 regarding an employee at 6:45 pm (3-0, Chairman Lavin – yes, Selectman Currier – yes,
29 Selectmen Guarino – yes).

30
31 **Fire Department Standards** - regarding EMT- I's on shifts. The Selectmen discussed the
32 EMT-I's and minimum standards for coverage. Based on the current roster provided, we are not
33 following this minimum standard. Arthur Capello will follow-up with Chief Hempel regarding
34 this standard.

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36 **Adjournment:** On a motion by Selectmen Guarino, seconded by Selectman Currier it was voted
37 unanimously to adjourn at 7:06 pm. (2-0)

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39 Respectfully Submitted,

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42 _____
43 Stephanie S. Fogg
44 Administrative Assistant
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Approved by the Board of Selectmen

Chairman Ralph L. Lavin

Selectman Brett A. Currier

Selectman Donald J. Guarino