

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**February 27, 2008**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, February 27, 2008, at 3:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Chairman Alice H. Boucher, Connie Grant and Gus Benavides. Also present were Town Administrator Evans Juris, Assistant Town Administrator Debra Shackett and Administrative Secretary Sandra Bailey.

1. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.

Chairman Boucher announced that this meeting is being recorded for public access television.

2. **Review/Approval of Minutes** – The Board of Selectmen approved the minutes of the February 5, 2008 Work Session and the regular and non-public minutes of the Selectmen's meeting of February 13, 2008.

3. **Appointments** - None

4. **New Business**

**4.1. Denise Morrissette – Authorization to Hire Assist. TC/TC** – Town Clerk/Tax Collector Denise Morrissette was in attendance requesting authorization to hire Jennifer Carrier as an Assistant Town Clerk/Tax Collector. Her background check has successfully been completed by the NH State Police, since the memo to the Board of Selectmen dated February 19, 2008. Ms. Carrier was also in attendance and was introduced to the Board.

Selectman Benavides asked TC/TC Morrissette to reiterate the reasons why it is necessary to have this position filled. Brief discussion ensued. Selectman Grant moved to hire Jennifer Carrier as an Assistant Town Clerk/Tax Collector at Labor Grade 3, Step 1, at \$12.41 per hour. Selectman Benavides seconded. Motion carried.

**4.2. Captain Keenan – Cruiser Purchase** – Police Captain Kevin Keenan was in attendance seeking authorization from the Board of Selectmen to purchase three (3) police cruisers, pending Town Meeting approval. Captain Keenan explained that the Police Department would like to purchase one (1) Ford Crown Victoria, one (1) Ford Expedition and one (1) Ford Fusion.

Captain Keenan further explained that the Ford Fusion would be assigned to Chief Markland and would result in both a cost and energy savings to the Town. This purchase will not impact the rotation schedule for Police vehicles.

Extensive discussion ensued on the positive environmental and financial benefits of purchasing the Ford Fusion. Selectman Benavides commended Captain Keenan for responding to fuel consumption and emissions concerns from the Gilford Energy Committee.

Selectman Benavides moved to approve the purchase of the three requested police vehicles, pending Town Meeting approval on March 11, 2008 and subject to state bid. Selectman Grant seconded. Motion carried.

- 4.3. Town Personnel Policy** - Town Administrator Juris reviewed the process that was utilized with the revised Town Personnel Policy. He explained that a model policy was provided by the Local Government Center for NH towns. This new format has resulted in a complete re-write from the current policy.

Town Administrator Juris continued and advised the Board that this policy has been reviewed by Department Managers and various employees. The Administration is ready to answer any questions the Board may have today and pending legal review, an effective date of April 1, 2008 is targeted. Each employee will receive a copy of the policy, attend an in-service training and sign a receipt acknowledging the new policy. The new Personnel Policy will supersede the current policy and will be a supplement to all labor union agreements. Selectman Benavides stated that he was glad that the Policy was reviewed by Department Managers.

Selectman Grant stated that the Board has no way to compare the new policy to the original document and feels that it deserves a separate work session since she has questions. Selectman Benavides agreed. Town Administrator asked if they would like to have the work session as soon as possible or wait until a new Selectman is elected. Selectman Benavides stated that he would like to wait for a new Board member so that a line-by-line review of the policy can be conducted, quite possibly requiring an entire day to review.

Chairman Boucher pointed out that a one-day work session could be scheduled prior to the election on March 11<sup>th</sup>. Selectman Benavides expressed concern that if one day was not enough time that they would need to start the process over again with a new Selectman.

Selectman Grant reiterated that there is too much material to be reviewed and she would like to wait for a new Board member. Selectman Benavides moved to table the review of the new Town Personnel Policy to March, following the election of a new Board member. Selectman Grant seconded. Motion carried with Chairman Boucher voting no.

**5. Old Business**

**5.1. Municipal Agent Automation Project – MAAP** – Town Clerk/Tax Collector Morrissette provided the Board with an update on the Municipal Agent Automation Project. This project will enable her office to take care of approximately 99% of State of NH motor vehicle registrations. The printers have been ordered and the training has been scheduled. The project will go live on April 8<sup>th</sup>, with training occurring on April 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>. Today she is seeking that the Board sign the agreement that was approved on October 10, 2007.

TC/TC Morrissette also advised the Board that her office will be receiving seven (7) new printers, which are part of a different project. Selectman Benavides asked who would be paying for these seven printers and TC/TC Morrissette responded that the State of NH would be paying for them, but the Town would be responsible for purchasing toner when needed.

Selectman Benavides moved to authorize Chairman Boucher to sign the agreement for the Municipal Agent Automation Project. Selectman Grant seconded. Motion carried.

**5.2. Bank Deposits** – Selectman Benavides asked TC/TC Morrissette to explain to the Board why this matter was originally brought up. TC/TC Morrissette explained that a change in legislation in August 2007 provided for the Town Treasurer to designate someone to actually take deposits to the bank. She believed that this was actually a “housekeeping” issue since a process was already in effect with the Police Department taking care of deposits.

However, the Police Department does not want to continue doing deposits. TC/TC Morrissette pointed out that this issue is the Treasurer’s problem, not hers. She will help where she can, but suggests that the Board involve the Treasurer in this matter.

Selectman Benavides stated that the Town must be in compliance with this new legislation and pointed out that at this point, no change has been made and they are only looking at various options that are available.

Selectman Grant stated that she would like the Town Clerk/Tax Collector and Administration to work together to solve this issue. TC/TC Morrissette stated that she did not have the time to work on this, so Assistant Town Administrator Shackett stated that she would take over the responsibility.

**6. Public Input** - none was provided.

**7. Signatures**

<u>DATE SIGNED</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
12/17/07	Change of Status - Muzzey	
01/16/08	Accounts Payable Manifest	
01/29/08	Payroll Register	
01/30/08	Payroll Register	
02/04/08	Payroll Register (2)	
02/04/08	Notice of Lien - Piper	213-013.324
02/04/08	Accounts Payable Manifest	
02/06/08	Abatement - Clough	211-039.000
02/06/08	Abatement - Clough	211-039.001
02/06/08	Abatement - Clough	211-039.002
02/06/08	Accounts Payable Manifest	
02/07/08	Accounts Payable Manifest	
02/07/08	Notice of Lien - Matthews	224-046.003
02/08/08	Abatement - Beauregard	242-198.004
02/08/08	Accounts Payable Manifest	

02/11/08	Payroll Register	
02/12/08	Accounts Payable Manifest (2)	
02/12/08	Notice of Lien - Beadle	201-013.008
02/13/08	Notice of Intent to Excavate	211-002.000
02/13/08	Abatement Denial	223-590.213
02/13/08	Accounts Payable Manifest (2)	
02/14/08	Payroll Register	
02/14/08	Authorization Letter - Lakes Business Park Commission	
02/15/08	Abatement - Lachance	205-028.000
02/21/08	Quitclaim Deed - Elkin	
02/22/08	Veteran's Tax Credit - Cartier	224-074.218
02/22/08	Letter to Governor Lynch on Liberty Hill	

- 8. Selectmen Issues** – Selectman Benavides brought up the matter of a recent editorial that appeared in the Gilford Steamer regarding the Board’s position on the Facility Planning Committee. The editorial states that the Board’s position was that the FPC did not work hard enough. Selectman Benavides stated that this comment is incorrect and the Board appreciates the hard work of the FPC.

Selectman Grant inquired about having a meeting with Town Counsel on either March 26, 2008 or April 9, 2008. Town Administrator Juris will schedule this meeting.

**9. Administrator’s Report**

**9.1 New England States Performance Measurement Pilot Project** – Assistant Town Administrator Shackett advised the Board that this project has been put on hold due to staffing changes.

**9.2 Ambulance Abatements** – Assistant Town Administrator Shackett advised the Board that she has received four (4) requests for hardship abatements for ambulance bills. She explained how the process works and that the four people in question called Comstar and advised them that they were having problems paying the bill. Many people will just ignore the bills and not respond at all.

Selectman Benavides moved to grant the four (4) requests for hardship abatements for ambulance bills, as submitted by ATA Shackett. Selectman Grant seconded. Motion carried.

ATA Shackett also informed the Board that since she is filling in for the Welfare Director this week, she has seen that there are many people out there in need of fuel for heating. She also stated that she met with representatives from Laconia Savings Bank, along with the Town Treasurer and Accountant, to discuss investing. A new trust account has been established that will generate higher interest and move money between accounts instantly when needed.

**9.3 Selectmen Signatures** - Town Administrator Juris stated that the current policy on Selectmen signatures is to have three on all documents, although they can be sent out

with two signatures. By doing this, however, the third Board member would not be aware of the document. He stated that we need to have Board members stop in more often to sign documents or authorize documents to be sent out with two signatures.

Selectmen Grant and Benavides stated that they would like to continue with the practice of three signatures and they would stop in more often to sign documents.

**9.4 Winter Maintenance Budget** - Town Administrator Juris advised the Board that the line item for Ice Control, which is \$140,000, is almost completely spent for the year. Director Morgan is considering requesting that \$75,000 be held out of new construction to offset the winter maintenance expenditures. Town Administrator Juris also pointed out that DPW has had numerous equipment failures this winter which have contributed to added expenditures.

**9.5 Liberty Hill Disposal Site** - Town Administrator Juris advised the Board that he spoke with John Regan of NH DES and a response will be received from them by Friday, February 29, 2008.

**9.6 UPS Cost** – Town Administrator Juris advised the Board that the UPS power supply guard failed, necessitating purchasing a replacement. Three bids have gone out and delivery can be made in three to five days. This unanticipated cost will be taken from either the Emergency Repair Fund or the Technology budget.

**10.0 Next Meeting** – Wednesday, March 12, 2008 at 3:00 p.m.

Upcoming dates:

Tuesday, March 4, 2008 – Belknap County Budget Hearing

Tuesday, March 11, 2008 – Town Meeting Voting

**11.0 Adjournment** – With no further business before the Board, the Board of Selectmen's February 27, 2008 meeting was adjourned at 4:13 p.m.

Respectfully submitted,

Sandra J. Bailey  
Administrative Secretary