

GILFORD BOARD OF SELECTMEN'S MEETING
December 17, 2008
Town Hall

The Board of Selectmen convened in a special work session on Wednesday, December 17, 2008, at 6:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Connie Grant, Gus Benavides and Kevin Hayes. Also present were Town Administrator Scott Dunn. Absent was Administrative Secretary Sandra Bailey.

Facility Planning Committee Chair Jim Mull, FPC member John O'Brien, Finance Director Geoff Ruggles, Police Chief John Markland, Police Deputy Chief Kevin Keenan and Town Clerk/Tax Collector Denise Morrissette were also in attendance for the work session.

1. Work Session

1.1. Presentation by John O'Brien – FPC – FPC member John O'Brien provided the Board members with updated information on the Police Station expansion and renovation project budget. The total project cost is now estimated at \$1.58 million, with not more than \$1.2 million to be funded with the issuance of notes or bonds.

1.2. Budget Adjustments

1.3. Reconciliation with Budget Committee – the DPW Vehicle Maintenance line item is being decreased by \$6,000.00

1.4. Default Budget

1.5. Warrant Articles

Selectmen Benavides moved to approve a total 2009 budget of \$13,728,503, of which \$11,041,931 is for the operating budget and \$2,686,572 is for special warrant articles. Selectman Hayes seconded. Motion carried with all in favor.

Selectman Benavides moved to approve a total 2009 default budget of \$10,725,323. Selectman Hayes seconded. Motion carried with all in favor.

2. Convening of Regular Meeting at 7:00 p.m.

3. Pledge of Allegiance – The Selectmen recited the Pledge of Allegiance.

4. Announcements

4.1. All Town Offices will be closed at noon on Wednesday, December 24, 2008 for the Christmas holiday and re-opening on Monday, December 29, 2008 at 8:00 a.m.

5. Review/Approval of Minutes – Selectman Benavides moved to approve the minutes of the regular session of the meeting of December 3, 2008. Selectman Hayes seconded. Motion carried with all in favor.

6. Appointments

6.1. Geoff Ruggles – Finance Department Update – Finance Director Ruggles was in attendance to provide a periodic update on the Finance Department. He also provided a review of the 2008 budget through the end of November, where he noted a shortfall under Fire Department Wages.

Finance Director Ruggles also reviewed the proposed Town of Gilford Investment Policy. Selectman Benavides moved to approve the Investment Policy, as presented.

Selectman Hayes seconded. Motion carried with all in favor.

7. New Business

7.1. Contract Pricing for Alvah Wilson Road Sidewalk Project – A memorandum from DPW Director Sheldon Morgan was reviewed on the Alvah Wilson Road Sidewalk Project. A contract has been negotiated with DuBois & King to evaluate and design approximately one half mile of sidewalk along Alvah Wilson Road. Scott Isabelle of SAU #73 is in agreement with this proposal, which will be paid by School District funds, but managed by the Town.

Selectman Benavides moved to authorize an agreement with DuBois & King in the amount of \$35,736, utilizing School District funds. Selectman Hayes seconded. Motion carried with all in favor.

7.2. Pole and Petition License – Lakeshore Road – Selectman Benavides moved to approve the signing of a Pole and Petition License for a replacement pole in front of the new TD Banknorth branch. Selectman Hayes seconded. Motion carried with all in favor.

7.3. Review Draft Vendor Policy – A public hearing will be scheduled for Wednesday, January 14, 2009 at 7:00 p.m.

7.4. 2008 Town Report and 2009 Town Meeting – Town Administrator Dunn asked the Board for guidance on several items regarding the upcoming Town Report and Town Meeting. The Board decided that employee wage information will be available for separate distribution, but will not be included in the Town Report. They also set a date of February 3, 2009 at 7:00 p.m. for the Town Deliberative Session.

The Board discussed possibilities for the dedication of the 2008 Town Report for staff to further research. It was decided to have a photograph of the new library building on the cover of the Town Report. They also decided to have a full sized (8 ½ x 11) Town Report.

7.5. Request of Dennis Michaud – Chairman Grant recused herself from this agenda item.

Mr. Michaud is requesting a refund on a land use change tax and would also like to have the subdivision of a parcel of land revoked.

Selectman Hayes moved to deny Mr. Michaud's request for a refund on a land use change tax. Selectman Benavides seconded. Motion carried with Chairman Grant abstaining.

7.6. Resignation – Joint Loss Management Committee – Town Clerk/Tax Collector Denise Morrissette has resigned as a management member of the Committee. Selectman Benavides moved to accept the resignation with gratitude. Selectman Hayes seconded. Motion carried with all in favor.

Selectman Benavides moved to appoint Deputy Fire Chief John Beland as the new management member of the Joint Loss Management Committee. Selectman Hayes seconded. Motion carried.

- 7.7. **Laconia Airport – Skydive Update** – Selectman Benavides updated the Board on the status of the parachute company that would like to open at the Laconia Airport.
- 7.8. **Donation Acceptance – Police Baseball Card Program** – Selectman Benavides moved to accept donations totaling \$1,200.00 for the Police Baseball Card Program. Selectman Hayes seconded. Motion carried with all in favor.
- 7.9. **Donation Acceptance – Meredith Village Savings Bank** - Selectman Benavides moved to accept the donation from Meredith Village Savings Bank for restoration of the Warm-up Hut with much appreciation. Selectman Hayes seconded. The Board signed a certificate of appreciation.
- 7.10. **Approval of Investment Policy** – This matter was covered in Item 6.1 with Finance Director Ruggles’ report.
- 7.11. **2009 IRS Standard Mileage Rates** – Selectman Benavides moved to adopt the IRS 2009 Standard Mileage Rate reimbursement of \$.55 per mile, effective 1/1/09. Selectman Hayes seconded. Motion carried with all in favor.
- 7.12. **Disposition of Surplus Vehicles** – Selectman Benavides moved to accept the bid of \$451 from Fleetmaster for the 2000 Ford Crown Victoria and authorize the sale by sealed bid for a 1998 Ford Crown Victoria and the old water truck. Selectman Hayes seconded. Motion carried with all in favor.

8. **Old Business**

- 8.1. **Approval of Collective Bargaining Agreement – Teamsters Local 633** – Selectman Benavides moved to approve the Collective Bargaining Agreement between the Town of Gilford and Teamsters Local 633, on behalf of the Gilford Police Department employees. Selectman Hayes seconded. Motion carried with all in favor.

9. **Public Input** – None.

10. **Selectmen’s Issues**

Selectman Hayes asked the status of property tax revenues and also expressed concern with the situation with the US Post Office. Discussion followed, with Chairman Grant stating that she is willing to ask questions but is unsure if the Town should pressure the federal government. Selectman Benavides feels that this matter is the developer’s battle.

Selectman Benavides thanked TC/TC Morrissette and others for the recent holiday party.

Chairman Grant read a memo from TC/TC Morrissette foregoing her 2009 pay raise. She extended a huge thank you to TC/TC Morrissette.

She also stated that the FPC has essentially completed their charge for the Police Station renovation and expansion. Handouts should be available to accompany the FPC’s Powerpoint presentation.

11. **Administrator’s Report**

Town Administrator Dunn reported that his major activities have been preparing the budget and warrant articles for Town Meeting. He has also re-written the Personnel Policies and

worked with the FPC to finalize their costs.

12. Non-Public Session under RSA 91-A:3 II (a)(b) (c)

Selectman Benavides moved to enter Non-Public Session. Selectman Hayes seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Connie Grant, Gus Benavides and Kevin Hayes. Also present were Town Administrator Scott Dunn and Finance Director Geoff Ruggles.

While in Non-Public Session Finance Director Ruggles, the Board discussed employee compensation, hiring of an employee and a hardship abatement.

While in Non-Public Session with Finance Director Ruggles, action was taken.

The Board exited Non-Public Session at 8:30 p.m. and voted to seal the minutes.

13. Signatures

<u>DATE SIGNED</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
11/12/08	Abatement - Watson	201-009.109
12/03/08	Accounts Payable Manifest	
12/04/08	Accounts Payable Manifest	
12/09/08	Pole & Petition License - Curtis Road	
12/09/08	Release of Lien - Beauregard	226-034.004
12/11/08	Authorization Letter - V. Beecher, NH-DMV	
12/17/08	Pole & Petition License - Lakeshore Road	
12/17/08	Certificate of Appreciation - Meredith Village S.B.	
01/01/09	Change of Status - Blais	
01/01/09	Change of Status - deSousa	
01/01/09	Change of Status - Eastman	

14. Next Meeting – Wednesday, January 14, 2009 at 7:00 p.m. – Regular Meeting

15. Adjournment – With no further business before the Board, the Board of Selectmen's December 3, 2008 meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Scott J. Dunn
Town Administrator