

GILFORD BOARD OF SELECTMEN'S MEETING
June 24, 2009
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, June 24, 2009, at 6:30 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides, Kevin Hayes and John O'Brien. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

1. **Non-Public Session**– Selectman Hayes moved to enter Non-Public Session pursuant to RSA 91-A:3 II (a) to discuss personnel issues. Selectman O'Brien seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Gus Benavides, Kevin Hayes and John O'Brien. Also present were Town Administrator Scott Dunn, Police Chief John Markland and Executive Secretary Sandra Bailey.

- 1.1. Chief Markland advised the Board that Communications Specialist Brenda McNutt has submitted her resignation, effective June 27, 2009. He further stated that the average time span for a midnight dispatcher is approximately two years and Brenda has been employed by the Town for almost three years. This prompted discussion on the affect working a night shift has on an employee and if there might be a better system in place.

Selectman Hayes moved to accept the resignation of Communications Specialist Brenda McNutt with regret, and authorize the advertisement of her position. Selectmen O'Brien seconded. Motion carried with all in favor.

- 1.2. Chief Markland recommended the promotion of Communications Specialist Tessa Stevens as Police Executive Secretary. Chief Markland read a prepared statement in which he indicated Tessa's abilities and trustworthiness. He also feels it is important to promote from within whenever possible.

Chief Markland has proposed a 5% pay increase for Tessa, for a beginning rate of \$20.13 per hour. Judy Morgan has offered to stay on in a part-time capacity to train Tessa.

Selectman Hayes moved to authorize the promotion of Tessa Stevens to Police Executive Secretary, at a rate of \$20.13 per hour. Selectman O'Brien seconded. Motion carried with all in favor.

- 1.3. Chief Markland then requested the Board's authorization for the hiring of Charlene Crowell to fill the vacancy of the 7:00 a.m. to 3:00 p.m. Communications Specialist shift. Ms. Crowell was a former employee who left in 2006 to work for another local law enforcement agency that could offer her hours more beneficial than her hours in Gilford.

Selectman Hayes moved to make a conditional offer of employment to Charlene Crowell as the 7:00 a.m. to 3:00 p.m. Communications Specialist at a pay rate of \$16.14. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to exit Non-Public Session at 7:01 p.m. Selectman O'Brien seconded. Motion carried with all in favor.

Regular Session

Chairman Benavides reconvened the regular session of the meeting at 7:06 p.m.

Finance Director Geoff Ruggles, DPW Director Sheldon Morgan and Fire Chief James Hayes were also in attendance.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements**
 - 3.1. Chairman Benavides announced that Town Offices will be closed on Friday, July 3, 2009 in observance of the Independence Day holiday.
 - 3.2. Chairman Benavides announced that the office hours for Senator Gregg's staff member, originally scheduled for Friday, June 26, 2009 from 2:30 p.m. to 3:30 p.m., have been canceled.
4. **Review/Approval of Minutes**
 - 4.1. Selectman Hayes moved to approve the minutes of the regular and non-public sessions of the June 10, 2009 meeting. Selectman O'Brien seconded. Motion carried with all in favor.
5. **Public Hearing**
 - 5.1. **Amendments to Gilford Fire-Rescue Inspection Fee Schedule** – Fire Chief Hayes was in attendance to explain the proposed amendments to his Department's fee schedule. He stated that overall, the fee schedule is working quite well, but they have determined the need to make two amendments. The first amendment pertains to gas installations. Chief Hayes explained the issues that have been encountered with having one installation fee and the potential for three different contractors performing the complete gas installation. The proposed amendment breaks the gas installation into a separate permit and fee for each part of the job. The second proposed amendment is to eliminate the permit fee for a single family residential fire alarm system. Most of these systems are installed in conjunction with a security system, so the Fire Department does not receive plans on them.

There being no questions or comments from the public, Chairman Benavides closed the public hearing at 7:13 p.m.

Selectman Hayes moved to approve the amendments to the Gilford Fire Rescue Permit Fee Schedule, as presented by Chief Hayes. Selectman O'Brien seconded. Motion carried with all in favor.

6. **Appointments**
 - 6.1. **Belknap County Commissioners** – Chairman Christopher Boothby introduced himself, Commissioners Richard Long and Edward Philpot, County Administrator Debra Shackett and members of the Belknap County Delegation that were in attendance for tonight's presentation.

He provided a PowerPoint presentation to the Board with information on the functions of the County, as well as the budget process. The Commissioners are seeking feedback from the towns within Belknap County and plan to have a follow-up meeting where they will all be invited, once their presentations are completed.

Selectman O'Brien inquired about the role of health insurance at the County Nursing Home and Chairman Boothbay provided an explanation. Selectman Hayes asked what would happen if there were no County government. Chairman Boothbay again provided an explanation, but also expressed concern if the State were to oversee the operation of

the County Nursing Home.

Extensive discussion ensued on the funding of Outside Agencies. Implications from the recently passed State budget were also discussed.

The Commissioners thanked the Board for the opportunity to attend this meeting.

- 6.2. Sheldon Morgan – Public Works Department Update** – Director Morgan reviewed his Departmental Update for the Board. He reviewed various projects and purchases made by DPW, as well as his duties as Health Officer and recycling efforts that are underway. Overall, road maintenance is on track with paving and ditch work being completed.
- 6.3. Geoff Ruggles – Financial Update** – Finance Director Ruggles reviewed his financial report through the end of May 2009. Revenues continue to stabilize, with motor vehicle revenue slowly increasing. On the Expenditure side of the budget, there is a potential issue under Personnel Benefits with health insurance and New Hampshire Retirement. Cash balances continue to track better than projected, primarily due to the School District having a surplus balance from their 2007-2008 year.

7. Consent Agenda

- 7.1.** Selectman Hayes moved to approve the Consent Agenda for the period June 6, 2009 through June 19, 2009. Selectman O'Brien seconded. Motion carried with all in favor.

<u>DOCUMENT</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
<u>DATE</u>		
03/01/09	Change of Status - Jensen	
04/23/09	Change of Status - Wolfe	
05/28/09	Abatement - Scott	221-012.000
05/28/09	Abatement - Libbey	243-031.000
05/28/09	Abatement - Namay	223-423.000
05/28/09	Abatement - Aceto	249-040.000
05/28/09	Abatement - Dionne	217-007.000
05/28/09	Abatement - Keaveny	243-045.000
06/01/09	Payroll Register	
06/01/09	Abatement - Hart	213-013.015
06/01/09	Tax Collector's Warrant - Jeopardy Tax Assessment	213-013.004
06/02/09	Abatement - Roux	208-003.003
06/03/09	Accounts Payable Manifest	
06/03/09	Change of Status - Bettez	
06/04/09	Abatement Denial - Cucci	218-015.000
06/04/09	Abatement - O'Neil	223-410.000
06/05/09	Abatement - Town of Gilford	213-013.325
06/05/09	Abatement - Town of Gilford	213-013.340
06/05/09	Abatement - Town of Gilford	210-031.000
06/05/09	Abatement - Old Lake Shore Cooperative, Inc.	224-046.038

06/05/09	Abatement - Howard	253-164.000
06/08/09	Payroll Register	
06/10/09	Sewer Abatement - Karageorgos	210-015.004
06/10/09	Elderly Exemption - Daragon	201-009.057
06/10/09	Deed Waiver	224-081.054
06/10/09	Entertainment Permit - Kelsey's at the Grant	
06/10/09	Hardship Abatement	224-049.016
06/10/09	Accounts Payable Manifest	
06/10/09	Notice of Lien - Duquette	224-046.029
06/10/09	Notice of Lien - Lewis	201-011.018
06/14/09	Change of Status - Kloetz	
06/15/09	Elderly Exemption - Bies	217-055.000
06/15/09	Elderly Exemption - Monahan	224-074.021
06/15/09	Elderly Denial	213-088.010

8. New Business

8.1. (Interim) Invoicing for Services Policy – Finance Director Ruggles provided a brief explanation of the proposed policy. The Town Clerk/Tax Collector’s Office is now charging a fee for property tax information and has had inquiries to be billed for information, rather than having to pay in advance. In order to expedite this service for the Town Clerk/Tax Collector’s Office, he has developed an interim policy.

Selectman Hayes moved to approve the Interim Invoicing for Services Policy as submitted by Finance Director Ruggles. Selectman O’Brien seconded. Motion carried with all in favor.

8.2. CAMA Software Support Contract – Finance Director Ruggles recommended approval of the annual contract between the Town and Tyler Technologies in the amount of \$7,025 for software maintenance of the Town’s assessment programs and database.

Selectman Hayes moved to approve the annual contract between the Town and Tyler Technologies, in the amount of \$7,025, for the period July 1, 2009 through June 30, 2010. Selectman O’Brien seconded. Motion carried with all in favor.

8.3. Gilford Community Heritage Festival – Town Administrator Dunn briefly explained a request from Jennifer Eldridge concerning the Heritage Festival that is being held on September 26, 2009 in the Village from 9:00 a.m. to 3:00 p.m. He recommended that the Board waive the public hearing requirement for the event and issue the Special Events Permit for the Gilford Community Heritage Festival.

Selectman Hayes moved to approve the issuance of a Special Events Permit for the Gilford Community Heritage Festival on September 26, 2009, and waive the requirement for a public hearing. Selectman O’Brien seconded. Motion carried with all in favor.

8.4. Entertainment Permit Approval – Selectman Hayes moved to approve Entertainment Permits for Boston Culinary Group/ Meadowbrook and the Ellacoya Barn and Grille, subject to the standards set forth by the Department of Planning and Land Use, Police Department and Fire Department. Selectman O’Brien seconded. Motion carried with all in favor.

8.5. Personnel Policies – Amendment #1 – Town Administrator Dunn provided an explanation of the proposed amendment to the Personnel Policy that implements the recent decision of the Selectmen on the Police Overtime Grievance by extending equal treatment to Fire Personnel and non-union Police employees. He stated that the current policy has prevented employees from volunteering to work during uncovered shifts. The second portion of the amendment fixes a loophole on weather related closings.

Selectman Hayes moved to approve Amendment #1 to the Personnel Policies, as presented. Selectman O'Brien seconded. Motion carried with all in favor.

9. Old Business

9.1. Gilford School District Flyer Distribution Policy – Chairman Benavides asked Board members if they would like to pursue the matter of flyer distribution in the Gilford School District. Selectman Hayes stated that he does not think the Board should pursue this matter any further. Selectman O'Brien agreed.

9.2. Schedule Time for August 12 Summer Town Forum & B.O.S. Meeting to Follow – The Board concurred that the Summer Town Forum would be held at 6:00 p.m. with the Selectmen's meeting immediately following.

10. Public Input – none.

11. Selectmen's Issues – Selectman Hayes advised Board members that he will be on vacation and not be present at the July 8, 2009 Selectmen's meeting.

12. Administrator's Report – Town Administrator Dunn reported that he has re-designed the CIP Request Form. It will be due back from Department Managers by August 28, 2009. He has emphasized to Department Managers that this form should be thought of as a "wish list".

No Parking signs have been erected on Route 11B in the area of Dockham Shore Road.

The regularly scheduled meeting dates in November 2009 conflict with the Veteran's Day holiday and Thanksgiving holiday. The Board concurred to have the November meetings held on the first and third Wednesdays in November, rather than the second and fourth Wednesdays.

Results from the Police Station Renovation and Expansion Survey have been compiled. Chris Leggett will be preparing a draft summary for the Board.

Town Administrator Dunn will be drafting a resolution to establish a Solid Waste Committee and define its mission.

A public informational meeting will be scheduled with the Planning Board regarding the proposed directory sign on Laconia Airport property.

A warrant for delinquent dog licenses will be prepared and presented to the Board for signature at their next meeting on July 8, 2009.

Other options for obtaining bottled water for Town buildings are being explored.

13. Next Meeting – Wednesday, July 8, 2009 at 7:00 p.m.

14. **Adjournment** – With no further business before the Board, the Board of Selectmen’s June 24, 2009 meeting was adjourned at 8:38 p.m.

Respectfully submitted,

John T. O’Brien
Clerk