

GILFORD BOARD OF SELECTMEN'S MEETING
August 26, 2009
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, August 26, 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 was Town Administrator Scott Dunn.

1. **Non-Public Session**– Selectman Hayes moved to enter Non-Public Session pursuant to RSA 91-A:3 II (e)(a)(d)(c) to discuss pending litigation, personnel issues, disposition of real property and an ambulance hardship abatement. 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.

While in Non-Public Session, the Board discussed personnel issues with Police Chief Markland. While in Non-Public Session, action was taken.

Selectman Hayes moved to transfer Kim Horan from the position of Police Clerk to Police Technical Assistant, effective August 26, 2009, at a pay rate of \$19.75 per hour. Selectman O'Brien seconded. Motion carried with all in favor.

Because of time constraints, the non-public session was recessed to the end of the regular session.

Regular Session

Chairman Benavides reconvened the regular session of the meeting at 7:04 p.m.

Finance Director Geoff Ruggles, Police Chief John Markland, Deputy Police Chief Kevin Keenan, DPW Director Sheldon Morgan, Town Clerk/Tax Collector Denise Morrissette were in attendance. DPW employees Richard Abbott, Kirk Young and Dee Chitty were also in attendance.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements**
 - 3.1. Chairman Benavides announced that DPW employee Richard Abbott has been recognized as the New Hampshire Road Agents Association's choice for their 2009 Employee of the Year Award. He read aloud a proclamation signed by the Board members congratulating Mr. Abbott for this well-deserved recognition. DPW Director Sheldon Morgan also offered words of praise for Mr. Abbott and his dedication to the job.
 - 3.2. Chairman Benavides announced that Gilford Old Home Day is this Saturday, August 29, 2009.
4. **Review/Approval of Minutes**
 - 4.1. Selectman Hayes moved to approve the minutes of the regular and non-public sessions of the August 12, 2009 meeting. Selectman O'Brien seconded. Motion carried with all in favor.
5. **Consent Agenda**
 - 5.1. Selectman Hayes moved to approve the Consent Agenda for the period August 10, 2009 through August 21, 2009. Selectman O'Brien seconded. Motion carried with all in favor.

DOCUMENT

DATE

DOCUMENT

MAP/LOT #

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|----------|---|-------------|
| 03/30/09 | Change of Status - Young (2) | |
| 06/20/09 | Change of Status - Abbott | |
| 07/26/09 | Change of Status - Hopkins | |
| 07/29/09 | Accounts Payable Manifest | |
| 08/03/09 | Payroll Register | |
| 08/05/09 | Accounts Payable Manifest | |
| 08/07/09 | Change - Dormody | |
| 08/07/09 | Accounts Payable Manifest | |
| 08/09/09 | Change of Status - Pelletier | |
| 08/10/09 | Payroll Register | |
| 08/11/09 | Payroll Register | |
| 08/12/09 | Hardship Abatement | 213-013.014 |
| 08/12/09 | Appointment Form - Corrigan | |
| 08/12/09 | Pole & Petition License - Swain Road | |
| 08/12/09 | Change of Status - Ruggles, J. | |
| 08/12/09 | Accounts Payable Manifest | |
| 08/12/09 | Notice of Lien - Gilmartin | 201-009.122 |
| 08/12/09 | Notice of Lien - Hickey | 213-013.201 |
| 08/13/09 | Payroll Register | |
| 08/19/09 | Notice of Intent to Cut Timber - Moose Mtn. Logging | 213-002.000 |
| 08/19/09 | Notice of Intent to Cut Timber - Moose Mtn. Logging | 234-001.000 |

6. Appointments

6.1. Denise Morrissette – Town Clerk/Tax Collector – Technology Update – TC/TC

Morrissette was in attendance to request the Board's authorization to proceed with implementing an on-line payment program. This program would allow taxpayers to make payments through Tax Collector warrants and for dog licensing. It is not an electronic payment method utilizing debit or credit cards. Rather, it is the same process as that being utilized with the E-Reg Program, where the TC/TC Office would generate a paper check based on banking information supplied by the taxpayer. This program would only be utilized for current billing. It will cost \$250 for installation through BMSI, or at no cost if the installation can be done by Finance Director Ruggles.

Selectman Hayes stated that he went through the proposed process with TC/TC Morrissette yesterday and feels it is a very worthwhile program.

Selectman Hayes moved to authorize the Town Clerk/Tax Collector to proceed with implementing an on-line payment program for Tax Collector warrants and dog licensing. Selectman O'Brien seconded. Motion carried with all in favor.

6.2. Geoff Ruggles – Financial Update – Finance Director Ruggles was in attendance to provide budget figures for the month of July, as well as a quarterly update on the Finance and Appraisal Departments. He reported that revenues continue to show signs of improvement. Specifically, motor vehicle revenues continue to be strong, which may be due in part to the early registrations received in July and the "Cash for Clunkers" program. Glendale permit fees also continue to be strong.

Expenditures continue to track well, running about 7% below budget. Property tax collection is running higher than last year, with a 94% collection rate. Finance Director Ruggles also briefly reviewed the 2008 audit, which shows favorable results for account balances, although a need for more documentation does exist.

A wage and benefit statement has recently been sent to all employees.

The Board thanked Finance Director Ruggles for his report.

7. **New Business**

7.1. Request for Removal of Abandoned Bob House – Selectman Hayes moved to authorize Brian DeNutte to take ownership and remove a bob house structure from Town property. Selectman O'Brien seconded. Motion carried with all in favor.

7.2. Cartographics Tax Map Update Contract – Selectman Hayes moved to accept the contract proposals from Cartographic Associates for tax map maintenance and updating in the amount of \$3,850, plus fees for GPS data collection. Selectman O'Brien seconded. Motion carried with all in favor.

8. **Old Business** – none.

9. **Public Input** – none.

10. **Selectmen's Issues** – Selectman O'Brien commended DPW employee Tim Cutter for achieving his Master Roads Scholar from UNH.

11. **Administrator's Report** – Town Administrator Dunn reported that we are entering the budget season, which will require most of his time over the next several weeks. He also informed the Board that the plans are being developed for the Fire Department training center.

The first edition of the revitalized Gilford Grapevine will be distributed to employees tomorrow.

12. **Next Meeting** – Wednesday, September 9, 2009 at 7:00 p.m.

13. **Non-Public Session** - Selectman Hayes moved to re-enter Non-Public Session at 7:24 p.m. pursuant to RSA 91-A:3 II (e)(a)(d)(c) to discuss pending litigation, personnel issues, disposition of real property and an ambulance hardship abatement. 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.

Selectman Hayes moved to promote Officer Corey J. O'Connor to Patrol Sergeant, at a pay rate of \$24.41 per hour, Grade 7, Step 3. Selectman O'Brien seconded. Motion carried with all in favor.

Police Chief Markland exited Non-Public Session at 8:10 p.m.

While in Non-Public Session, action was taken.

Selectman Hayes moved to exit Non-Public Session at 8:30 p.m. and seal the minutes. Selectman O'Brien seconded. Motion carried with all in favor.

14. **Adjournment** – With no further business before the Board, the Board of Selectmen’s August 26, 2009 meeting was adjourned at 8:30 p.m.

Respectfully submitted,

John T. O’Brien
Clerk