

GILFORD BOARD OF SELECTMEN'S MEETING
May 14, 2008
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, May 14, 2008, at 7:00 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 Interim Town Administrator Debra Shackett and Administrative Secretary Sandra Bailey.

1. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance. Chairman Grant announced that the meeting would be videotaped and broadcast on Lakes Region Public Access TV.
2. **Review/Approval of Minutes** – The Board of Selectmen approved the minutes of the April 30, 2008 Public Hearing and the regular and non-public minutes of the meeting of April 30, 2008.
3. **Public Hearing – Opechee Garden Club**
Priscilla Clark of the Opechee Garden Club provided a brief overview of their proposed function on Saturday, July 12, 2008. She stated that there is adequate parking and will only be between 40-50 people there at one time. She also gave the Board examples of how the Garden Club gives back to the community.

Selectman Hayes moved to approve the Opechee Garden Club's Tour and Luncheon at 211 Dockham Shore Road on Saturday, July 12, 2008 from 10:00 a.m. to 3:00 p.m. Selectman Benavides seconded. Motion carried.

4. **Appointments**

- 4.1. **Skip Murphy** – Skip Murphy, on behalf of the Gilford Town Republican Committee, provided a PowerPoint presentation on a more open and transparent government. He provided examples of municipal websites which have budget and accounting information on them, as well as comparing Gilford's website to the standards that have been set by the Sunshine Review.

Selectman Benavides stated that he feels that more information is better and he will look into this matter. Chairman Grant thanked Mr. Murphy for his presentation, but also informed him that the Board does have other goals for this year and no money has been funded for this type of project. Mr. Murphy offered his computer expertise to the Board.

- 4.2. **Lakes Business Park Board of Director** – Directors Leo Sanfacon and Tony Ferruolo were in attendance to explain a problem that exists with the Laconia Eye Associates lot in the Lakes Business Park with dirt bikes trespassing on their lot. Sheldon Morgan has offered assistance regarding the relocation of the walking trail, as well as blocking the entrance to the Laconia Eye Associates lot. The costs will be minimal and labor costs would be for two employees for one

day. Tony Ferruolo stated that the Police Department has offered to increase patrols in the area to assist in deterring these vehicles from continued trespassing. Leo Sanfacon stated that taking care of this issue would foster a good working relationship with the City of Laconia.

Selectman Benavides moved to authorize the Public Works Department to assist with the management of the walking tails within the Lakes Business Park. Selectman Hayes seconded. Motion carried.

5. New Business

5.1. Proposed “Unwanted Medical Collection” Event – DPW Director Sheldon Morgan, School Resource Officer Doug Wall and GHS Career Counselor Deb Laliberte were in attendance to explain this proposed event, which will coincide with the Household Hazardous Waste collection on the last Saturday in July. The event would be staffed by the Gilford Police Department personnel, as well as a pharmacist. Discussion ensued on the importance of publicity for this event, which will have strict protocols with the handling of controlled substances.

The event would be funded by the Drug and Alcohol Task Force. Selectman Benavides complimented Officer Wall on this program. He asked him if there were any HIPPA issues involved and there are not, since participants will be encouraged to remove labels containing names, etc.

Selectman Benavides moved to approve the “Unwanted Medical Collection” Event, as presented. Selectman Hayes seconded. Motion carried.

5.2. HDC Appointments – The Gilford Historic District Commission has requested that alternate members Carmel Lancia and Mary Curtis be appointed as regular members, to replace the vacancies left by Elaine Gagnon and Donna Mooney.

Selectman Benavides moved to appoint Carmel Lancia and Mary Curtis as regular members of the Historic District Commission. Selectman Hayes seconded. Motion carried.

5.3. Town Administrator Position – Chairman Grant stated that the last time there was a vacancy in this position that a citizen panel was convened. Selectman Hayes stated that the Board needs to advertise this position and appoint a citizen panel as soon as possible. He further stated that there should be a 30-day period for volunteers to apply for the citizen panel, as well as contacting the Local Government Center for advertisements. Chairman Grant agreed that the fair thing to do would be to open up the position for applicants. The Board members expressed an interest in having Interim Town Administrator Shackett apply for the position.

Discussion ensued on the number of people needed for a citizen panel. It was the consensus of the Board that there should be no more than five (5) members on

the panel. Selectman Hayes recommended that the Board of Selectmen remain independent of the citizen panel and only be involved in the final part of the process. Interim Town Administrator Shackett stated that she could provide the Board with the process that was used the last time. It was the consensus of the Board that thirty (30) days would be allowed for citizens to apply for the Committee, with an application deadline of June 30, 2008 for Town Administrator applicants.

Chairman Grant stated that she did not feel the need to rush this process. The Board would like to review the advertisement for the position before it is sent to LGC.

5.4. Gilford Warm-Up Hut Restoration Project – Selectman Hayes moved to accept a donation from Dr. Robert MacDonald for the Gilford Warm-Up Hut Restoration Project, in the amount of \$600.00. Selectman Benavides seconded. Motion carried.

6. Public Input – None

7. Signatures

<u>DATE SIGNED</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
04/01/08	Change of Status - Morgan	
04/18/08	Change of Status - Leonard	
04/23/08	Sewer Abatement - Gilford Rte. 11 Realty	213-023.000
04/23/08	Sewer Abatement - Meadowbrook Farm LLC	224-009.000
04/24/08	Forest Fire Bill - Fox Hill Road, Belmont	
04/24/08	Forest Fire Bill - Mt. Major, Alton	
04/25/08	Forest Fire Bill - Mt. Major, Alton	
04/30/08	Tax Collector's Warrant - Land Use Change	235-004.000
05/02/08	Elderly Exemption - Morel	224-074.209
05/02/08	Elderly Exemption - Cormier	224-049.024
05/05/08	Notice of Intent to Cut - Greenwood	228-003.200
05/05/08	Sewer Abatement - Rand	267-002.000
05/09/08	Abatement - Voivod	253-198.000
05/09/08	Tax Collector's Warrant - Jeopardy Tax Assessment	266-102.023
05/13/08	Abatement - Seager	263-069.000
05/14/08	Excavation Tax Assessment	232-002.001
05/14/08	Tax Collector's Warrant - 1st Issue Property Taxes	
05/15/08	Veteran's Tax Credit	224-049.034

8. Selectmen Issues – Selectman Hayes asked Chairman Grant if she would refer to the Pledge of Allegiance in it's entirety at the beginning of each meeting, rather than just

referring to it as “the Pledge”.

Selectman Benavides provided an explanation of his proposed Employee Recognition Program. Among his ideas are recognition of employee of the month, employee of the year, a suggestion box, an employee survey and having a member of the Board attend a Department Managers’ meeting once per quarter. Chairman Grant stated that attendance at Department Managers’ meetings would be a problem. Selectman Benavides stated that he would like to attend just to show that the Board is approachable. Selectman Hayes feels that this program is a good idea and has some good points to it.

Selectman Benavides stated that the Technology Office is very disorganized and he does not think it is the best use of the space. He encouraged the other Board members to view the room.

Selectman Benavides questioned why the Public Input portion of the meeting is near the end of the meeting. Chairman Grant provided an explanation of why the agenda was structured this way.

Selectman Benavides asked about the possibility of installing a crosswalk at the corner of Belknap Mountain Road/Schoolhouse Hill Road/Route 11-A. He feels that this area is very dangerous for pedestrians.

Selectman Benavides moved to have the Board draft a letter to the NH DOT requesting a crosswalk at this location. Selectman Hayes seconded. Motion carried.

Selectman Benavides addressed the issue of the Right-To-Know Law, as it pertains to e-mails. Discussion followed on the need for an e-mail policy and an adequate back-up system for e-mails.

Selectman Grant would like to schedule a continuation of the work session on the Personnel Policy. The work session will be held on Wednesday, May 28, 2008 at 8:30 a.m.

9. Administrator’s Report – Interim Town Administrator Shackett provided her regular update to the Board. Among the topics covered were: correspondence with Jack Stephenson, the Energy Committee’s grant, the annual audit, trying to resolve an issue with a condo association’s sewer bill, and land use change tax bills.

9.1. Right-to-Know E-Mail Policy – brief review of the need for a policy on file maintenance. The existing policy only covers authorized use of our e-mail system.

9.2. Glendale and Beach Use – there has been confusion with the Town Administrator’s position in granting exceptions for the use of the Glendale Docks and Town Beach. Interim Town Administrator Shackett would like the

exceptions to be made by the Board of Selectmen. Chairman Grant feels that any clear cut exceptions should be issued by the Town Administrator and only those that are not should come to the Board. Discussion ensued on the contradiction between the Glendale Ordinance and Beach Policy, as they relate to taxpayer decals, and the need for clarification.

Town Clerk/Tax Collector Denise Morrissette brought up the matter of taxpayer decal abuse. She pointed out some of the problems that would exist with commercial businesses having decals for the beach. Discussion ensued on convening a meeting of the Glendale Committee as soon as possible. Sheldon Morgan, who is Chairman of the Committee, pointed out problems that they have had in determining a mutually agreeable time for the Committee members to meet.

- 9.3. Health Officer** – David Andrade has resigned as Health Officer. Deputy Health Officer Sheldon Morgan will fill in for him until a new Health Officer is appointed. Fire Inspector Dana Pendergast will be present at the next meeting with a proposal for him to accept the position.
- 9.4. Wellness** – With employees now contributing to their health insurance premiums, there is no longer any incentive or requirement for employees to participate in the Town's Wellness Program.
- 9.5. CPR Class** – Tracy Bettez, Recreation Assistant, has offered to provide CPR and AED classes for employees. Selectman Benavides suggested that the Department Manager and one employee from each department take the class. Selectman Hayes would like all employees, who wish to take the class, to be able to take the class. He also feels that the Town should pay for the \$7.00 per employee. The consensus of the Board was to allow all employees to be able to take this class. Interim Town Administrator Shackett will schedule the classes.
- 9.6. Town Warrant** – The first issue property tax warrant has been prepared and will be presented to the Tax Collector in the morning, after signing by the Board.
- 9.7. Fire Department Awards** – congratulatory letters will be sent to the two Fire Department employees who received achievement awards.

10.0 Non-Public Session RSA 91-A:3 II (a)

The Board of Selectmen on a roll call vote entered Non-Public Session at 9:28 p.m. Present were Selectmen Connie Grant, Gus Benavides and Kevin Hayes. Also in attendance were Interim Town Administrator Debra Shackett and Administrative Secretary Sandra Bailey. Sandra Bailey exited Non-Public Session at 9:35 p.m.

While in Non-Public Session, the Board discussed personnel matters. While in Non-Public Session, no action was taken.

The Board exited Non-Public Session at 10:10 p.m.

11.0 Next Meeting – Wednesday, May 28, 2008 at 7:00 p.m.
Wednesday, May 28, 2008 at 8:30 a.m. – Work Session

12.0 Adjournment – With no further business before the Board, the Board of Selectmen's May 14, 2008 meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Sandra J. Bailey
Administrative Secretary