

GILFORD BOARD OF SELECTMEN'S MEETING
July 23, 2008
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, July 23, 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 John Markland and Recording Secretary Renee McMahan.

1.0 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.

2.0 Review/Approval of Minutes-The Board of Selectmen approved the minutes of the special session of July 2, 2008 and the regular session of the July 9, 2008 Selectmen's meeting.

3.0 Appointments- None.

4.0 New Business

4.1 Hiring of DPW Executive Secretary-DPW Director Sheldon Morgan presented the recommendation of the hiring of Mia Gagliardi of Gilford. Sheldon explained that Mia comes highly recommended from Waste Management of New Hampton as an Operations Specialist and would be well suited for the position. Selectmen Benavides commended Director Morgan on his implementation of a review panel consisting of two executive secretaries from neighboring towns. One being Monica Bennett from the Public Works Department of Meredith and the other being Ann Saltmarsh from the Laconia Department of Public Works. Along with them, the Operations Manager, Dustin Muzzey and Sheldon Morgan rounded out the review panel.

Selectman Hayes moved to accept the recommendation from Director Morgan. Selectman Benavides seconded. Motion carried.

4.2 Town Elevator Contract-Director Morgan explained that the Town of Gilford, through its Department of Public Works, contracts with an elevator company to inspect and maintain the Town Hall elevator on a monthly basis and over the years we have been utilizing **Pine State Elevator Company, of Portland, Maine** to perform this service. Some years ago we did discontinue the services of Pine State to go with what we thought was a more cost efficient company. Unfortunately, it was not a good decision and we were not happy with the quality of work and ultimately went back to Pine State. Pine State utilizes a 3 year contract with its clients. Gilford's contract is up and a new contract is required for the next 3 years for them to do monthly inspections and maintain our elevator. Therefore, Director Morgan is asking for the permission to sign a new contract with Pine State for another 3 years. We are currently paying \$122.00 per month for their services and the new contract has increased to \$128.00 per month which is budgeted for in our current year budget. Interim Town Administrator John Markland requested that he be given permission to be the official signer for the contract.

Selectman Benavides moved to accept the contract from Pine State Elevator. Selectman Hayes seconded the seconded. Motion carried.

4.3 **Hiring of Assistant Town Clerk/Tax Collector**-Interim Town Administrator John Markland presented a letter to the board from Town Clerk/Tax Collector Denise Morrisette regarding the approval for the hiring of Renee Oberg of Gilmanton for the FT Assistant Town Clerk/Tax Collectors position. ITA Markland stated that Renee has recently married and her new married name is now Renee Camerota. Renee will be bringing her experience of Motor Vehicle and Drivers Licensing training to the Town Clerks office after her 5 years of service with the State of NH DMV.

Selectman Hayes moved to approve the hiring of Mrs. Camerota as Assistant TC/TC. Selectman Benavides seconded. Motion carried.

5.0 Old Business

5.1 **Review of Proposed 2008 Road Maintenance**-Director Morgan explained that the money in the budget was not going to be spent due to the rising cost of asphalt. Sheldon handed out a spreadsheet showing what monies had been spent in road repairs and what money has not been spent. He assured the board that his department will not go below \$220,000 budgeted for the upcoming repairs. Director Morgan also presented a list to the board showing what roads were being repaired and gave details on the progress of all ongoing road repairs. Also on the list was the work planned for the 2008 season. Sheldon also recommended adding, if the board chose to, 4 roads due to discussions with neighbors in the area and their expectations for Leisure Drive, Checkerberry Lane, Ridgewood Ave and Curtis Road. Selectmen Hayes stated that he and Director Morgan had discussed the rising price of Liquid Asphalt and the need to purchase the materials needed for the road repairs from our supplier who is holding a set price for the Town of Gilford to purchase materials before the price rises in 2 weeks. Selectmen Hayes requested a copy of a proposed budget from the Finance Department. Director Morgan also stated that he is aware of the road condition on Governors Island.

5.2 **Acceptance of New Library Building**- Kate Hamel presented to the Board a letter asking them to accept the donation from the Friends of the Library. Kate also presented them with information on when the new building will be ready to move into. Kate stated that there has been some moisture issues within the building, but assured them that the problems are being taken care of with the use of dehumidifiers in the lower section of the building. Kate also stated that there were some problems with the Geo Thermal system and that Gilford Well has fixed the problems. Kate stated that she is waiting for the building inspector to issue an occupancy permit after all construction is complete. Kate has spoken to Attorney Walter Mitchell and he will be performing a title search and a draft deed is being submitted to his office shortly. Kate requested a close date of August 1st with the exception that the occupancy permit is issued and if it is not issued than they will need to adjust the date. Due to the scheduling of the meetings and the scheduled move in date, Kate requested that the board vote today July 23, 2008. As you are aware, the library will be moving to 31 Potter Hill Road August 7th-9th. Kate extended an invitation to the board for a ribbon cutting ceremony on August 19th at 9:00 am.

Selectman Grant moved to accept the donation from the Friends of The Library on the conditions that the building is complete and town counsel approves. Selectman Hayes seconded. Motion carried.

6.0 Public Input

Doug Lambert had some questions about the road maintenance. His concerns were with the budgeted money and what was going to be set aside for the upcoming projects. Doug

also wanted to know if the moisture issues at the new library were going to be an ongoing cost to the town. Doug also wanted to state that he thinks the town should look into ways of cutting down on mileage reimbursement for employees and less usage of the town vehicles when not necessary.

Selectman Grant asked if anyone else in the audience had any further questions for the board. Since there was no reply, Selectman Grant closed public input portion of the meeting.

7.0 Selectmen's Issues

Interim Town Administrator Markland's evaluation was handed to the Board for recommendations.

8.0 Administrator's Report

8.1 Mileage reimbursement. ITA Markland requested that the board increase the reimbursement rate from .505 to .585. This was approved by all board members.

8.2 Town Hall Structural Problems. ITA Markland stated that the SAU has moved to the elementary school until the repairs are done.

8.3 Introduction of the new Finance Director Geoffrey Ruggles. Geoff requested that the board approve of Geoff meeting with the departments and getting them started on the budget process. Geoff also wanted to set up a meeting with Chairman Dick Hickok of the Budget Committee to ask if how the process went last year and if any changes need to be made to make the process more efficient. All board members approved. The board also appointed Geoffrey Ruggles to be the contact person for the on going CIP project. Chairman Grant requested an outline of the budget and a time table.

8.4 Fire Chief James Hayes was appointed as the contact person for the National Incident Management System (NIMS). This program was put in place for towns to have a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Developed by the Secretary of Homeland Security at the request of the President, the National Incident Management System (NIMS) integrates effective practices in emergency response into a comprehensive national framework for incident management. We are required to participate in the NIMS program in order for us to apply for and receive any federal grants. All selectmen were in favor of appointing Chief Hayes as the contact person.

8.5 ITA John Markland read out loud a letter from the Board of Trustees of the Gilford Village Knolls from Anthony F. Ferruolo in regards to the withdrawal of the offer to purchase the town owned lot at 43 Potter Hill Road. Due to the requirements of a special town meeting, the time frame in which the federal financing is available to them disqualifies them from applying in a timely manner. The Trustees wanted to thank the Board for assisting them recent effort and hopes that the withdrawal will stop the process of the selectmen convening a special town meeting, thus saving both time and taxpayers dollars. ITA Markland informed the board that the original petitioners would need to initiate a petition to withdraw the request for a special town meeting to be cancelled due to the withdrawal from GVK. The Board approved the request.

8.6 Non-Public Session under RSA 91-A:3 II (b) (e)

The Board of Selectmen on a roll call vote entered Non-Public Session at 7:45 p.m. Present were Selectmen Connie Grant, Gus Benavides and Kevin Hayes. Also present was Interim Town Administrator John Markland.

While in Non-Public Session, the Board met with the members of the Citizen Review Panel for the new Town Administrator. The Panel recommended two candidates for the Board to interview. The Board accepted their recommendation and will schedule interviews for Tuesday, July 29, 2008.

After the Citizen Review Panel exited Non-Public Session, Chairman Grant briefed the Board on her meeting with National Grid.

The Board exited Non-Public Session at 8:20 p.m.

9.0 Signatures

<u>DATE SIGNED</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
04/08/08	Change of Status - Farley	
06/02/08	Change of Status - Nazer	
06/08/08	Change of Status - Greene	
07/15/08	Change of Status - Cass	
07/16/08	Abatement - Decelle	222-016.011
07/18/08	2009 Maintenance Contract - Cartographics	
07/18/08	PWIM Service Maint. Agreement - Cartographics	
07/18/08	GIS Service Maint. Agreement - Cartographics	
07/23/08	DRA - Inventory of Taxable Property Form for 2009	

10.0 Next Meeting – Wednesday, August 13, 2008 at 5:00 p.m.
Summer Town Forum, Wednesday, August 13, 2008 at 7:00 p.m.

11.0 Adjournment – With no further business before the Board, the Board of Selectmen’s July 23, 2008 meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Renee McMahon
Recording Secretary