

GILFORD BOARD OF SELECTMEN'S MEETING
September 8, 2010
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, September 8, 2010, at 6:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Kevin Hayes, John O'Brien and Gus Benavides. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Staff members in attendance included Finance Director Geoff Ruggles, Police Chief John Markland, Recreation Director Herb Greene, Town Clerk/Tax Collector Denise Morrissette and Deputy Town Clerk/Tax Collector Jennifer Mooney.

1. **Non-Public Session** – Selectman O'Brien moved to enter non-public Session at 6:01 p.m., pursuant to RSA 91-A:3, II (a) to discuss the hiring of personnel. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Kevin Hayes, John O'Brien and Gus Benavides. Also present were Town Administrator Scott Dunn, Executive Secretary Sandra Bailey, Police Chief John Markland and Deputy Police Chief Kevin Keenan.

While in non-public session, no action was taken.

Selectman O'Brien moved to exit non-public session at 6:45 p.m. and seal the minutes. Selectman Benavides seconded. Motion carried with all in favor.

The Board re-convened in regular session at 7:00 p.m.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements/Presentations**
 - 3.1. Patriot Day Commemoration – September 11, 2010 at 9:45 a.m. – Fire Station
 - 3.2. State Primary Election – Tuesday, September 14, 2010 from 7 a.m. to 7 p.m., Gilford Middle School Gymnasium
 - 3.3. Chairman Hayes read a letter of resignation from Emergency Management Director James Hayes, effective September 30, 2010. Director Hayes is recommending that Fire Chief John Beland fill this position. Selectman O'Brien moved to accept the resignation of James Hayes as Emergency Management Director, effective September 30, 2010. Selectman Benavides seconded. Motion carried with all in favor.
4. **Review/Approval of Minutes**
 - 4.1. Selectman O'Brien moved to approve the minutes of the regular and non-public sessions of August 25, 2010, and unseal the minutes of the June 30, 2010 non-public session. Selectman Benavides seconded. Motion carried with all in favor.
5. **Consent Agenda**
 - 5.1. Selectman O'Brien moved to approve the Consent Agenda for the period August 23, 2010 through September 3, 2010. Selectman Benavides seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
07/14/10	Change of Status - Young	
07/21/10	Change of Status - Ruggles	
08/10/10	Abatement - Lafayette Gilford	224-075.002

08/16/10	Payroll Register	
08/17/10	Accounts Payable Manifest	
08/18/10	Change of Status - Dunn	
08/23/10	NOITC - Bauer	254-095.000
08/23/10	Change of Status - Dormody	
08/23/10	MS-5 (3)	
08/23/10	MS-1 Extension Request Form	
08/23/10	Payroll Register	
08/23/10	Sewer Abatement - Hill	242-208.000
08/24/10	Accounts Payable Manifest	
08/25/10	Deed - Sera	253-049.000
08/25/10	Speed Zone Alteration of Limit - Chapter 31-B	
08/25/10	Amendment to GVK III Purchase & Sales Agreement	
08/25/10	Deed - Sera	253-049.000
08/25/10	Deed	213-091.000
08/25/10	Deed	230-015.000
08/25/10	Deed	212-008.000
08/25/10	Deed	252-191.000
08/25/10	Deed	240-050.000
08/25/10	Deed	252-162.000

6. Appointments

6.1. Herb Greene - Recreation Department Update – Recreation Director Greene was in attendance to present his quarterly update to the Board. He began by providing the Board with highlights of his Department’s activities since his last update in April 2010. The new swim raft was purchased and installed prior to the opening of the season. During the summer, the Town Beach was open a total of 68 days, with 2 days being closed due to weather and 2 days being closed due to bacteria. Approximately 9,400 vehicles entered the Town Beach area while the gate was staffed.

The new archery program at the ice rink was a huge success, with a second session being added. There were also several successful camps, over the summer season, such as multi-sports and lacrosse.

This year’s Old Home Day was also very successful, with great weather for the event. The Committee was able to raise the funds needed to cover the expenses of the day. Director Greene extended a sincere thanks to the many Committee members who contributed to its success.

Fall programs are now getting underway and the Parks and Recreation Department will be moving to their new offices very soon. Brief discussion ensued regarding “pickle ball”.

Selectman Benavides praised Director Greene for his terrific job with Old Home Day and praised both the volunteers and fireworks display. He suggested that the “bucket” be passed around after the fireworks, since it would be an ideal time for people to make contributions. He also expressed concern with the safety issue with cars on the Village Field. Director Greene stated that he would like to be able to turn the ball field lights on when the fireworks have ended.

Brief discussion ensued regarding the plans for the ice skating rink.

The Board thanked Director Greene for his presentation.

7. **Old Business**

7.1. **Town Clerk/Tax Collector's Office Staffing** – Chairman Hayes stated that this item has been placed on tonight's agenda due to the recent resignation of part-time employee Gayle Cook from the Town Clerk/Tax Collector's Office. The Board did not authorize a replacement for this position, but rather chose to monitor the activity level in the TC/TX office for a couple of months.

Town Clerk/Tax Collector Denise Morrissette stated that she has met with Town Administrator Dunn regarding this issue and does not want to have to give up any services. She apologized for the lateness in the memo she prepared for the Board regarding a further explanation on the matter. She reviewed some of the points covered in her memo, including the history of the position and services that have been re-allocated since September 1st.

She is proposing that the current 20-hour per week position be increased to 30 hours per week and thinks that this is a good compromise for both the workload and cost savings. TC/TX Morrissette pointed out that the 2004 MRI Report indicated that at that time, her office was adequately staffed. Another recommendation was made to re-allocate the issuance of taxpayer and island resident decals and guest passes to part-time, seasonal employees.

Selectman Benavides clarified that the Board of Selectmen did not cut any services in the Town Clerk/Tax Collector's Office. Rather, they asked to check on the impact of this staff reduction over a period of two months and a few days later, Town Clerk/Tax Collector Morrissette sent the Board a memo advising them of services that would be cut on September 1st. The Board of Selectmen did not approve this change in the re-allocation of various services. In addition, he pointed out that the memorandum he received from TC/TX Morrissette today at 4:30 p.m. indicates that this matter has become almost adversarial. Selectman Benavides stated that the Board of Selectmen has not made this matter adversarial, rather it has been on the part of TC/TX Morrissette.

Selectman Benavides reiterated the position of the Board at their meeting on August 11th. They were concerned with reducing the tax burden and seeing if it was possible for the TC/TX Office to function for a couple of months without replacing the part-time position.

Chairman Hayes added that the Board asked TC/TX Morrissette to try functioning without the position for a couple of months and a hard line had been drawn. He also stated that he does not feel that pistol permits, stamps or dump coupons should be issued out of the Town Clerk/Tax Collector's Office.

Chairman Hayes further stated that he is constantly being asked what the Board is doing to cut taxes. The Board must look at cutting positions through attrition, which is more preferable to layoffs. He asked TC/TX Morrissette to try functioning without the position for two months and do the best that they can. TC/TX Morrissette responded by stating that she understands the issue with the economy, but her Department has an increased workload due to foreclosures, which are a result of the poor economy. She further stated that her Department has taken in the money for pistol permits for many years because of a recommendation made by the auditors.

TC/TX Morrissette also stated that with Department budget requests due this Friday,

she thinks the Board is sending a mixed message where Department Managers have been instructed to include a 3.5% increase for merit pay increases, rather than the 3% used in 2010. At this time, Selectman Benavides reiterated that the Board of Selectmen did not initiate any change in services from the Town Clerk/Tax Collector's Office. He pointed out that the Assistant Town Clerk/Tax Collector Job Description includes many of the functions that were changed on September 1st, which led to further discussion regarding whether Job Descriptions must match actual duties. Town Administrator Dunn stated that a temporary change can be made with a Job Description, but the Board cannot direct the Town Clerk/Tax Collector or Deputy Town Clerk/Tax Collector, although they have more latitude with the rest of the staff, who are still supervised by the Town Clerk/Tax Collector.

Chairman Hayes concluded that everything in the Town Clerk/Tax Collector's Office should remain the same until November 1, 2010.

8. New Business

8.1. Conservation Easement – Camp Winsheblo – Selectman O'Brien moved to approve the acquisition of a 210.5 acre conservation easement by the Gilford Conservation Commission from the Laconia Girls Club in consideration of \$75,000 to be paid from the Gilford Conservation Fund, pursuant to the provisions of RSA 36-A:4. Selectman Benavides seconded. Motion carried with all in favor.

8.2 Accounting Software Purchase – Finance Director Geoff Ruggles provided the Board with background information regarding the recent RFP for accounting software. He is recommending that the Board authorize the purchase of the AccuFund software and licensing package at a cost of \$9,985, plus \$17,000 for installation and training of the software. He further stated that he does not think that the Finance Department will need the full allocation of funds for training.

Selectman O'Brien moved to authorize the purchase of the AccuFund software package in the amount of \$9,985 and to further authorize the expenditure of up to \$17,000 for installation and training of the software. Selectman Benavides seconded. Motion carried with all in favor.

8.3 Set dates for November and December Selectmen's Meetings – Selectman O'Brien moved to set the dates for the November and December Selectmen's Meetings as follows: November 10, December 1, December 15 and December 29. Selectman Benavides seconded. Motion carried with all in favor.

8.4 Set dates for 2011 Annual Town Meetings – Town Administrator Dunn advised the Board that the High School Gymnasium is not available on Wednesday, February 9, 2011 for the Town's Deliberative Session. Brief discussion ensued regarding an alternate date or location. Town Administrator Dunn with check on this and advise the Board of his findings.

8.5 Acceptance of Donations – Selectman O'Brien moved to accept the following donations, with sincere appreciation, to be used on the development of the fire training facility: \$500 Alton Firemen, Inc.; \$250 Bridgewater Fire Rescue EMS; \$100 Don Chesebrough; \$100 Carol McMullen; and \$500 Belknap County Sheriff's Relief Association. Selectman Benavides seconded. Motion carried with all in favor.

8.6 Alvah Wilson Sidewalk Fund – Bench Purchase – Selectman O'Brien moved to authorize the use of \$1,185 from the sidewalk fund for the purchase and installation of a granite bench along the Alvah Wilson sidewalk at a location to be approved by the

Director of Public Works. Selectman Benavides seconded. Motion carried with all in favor.

Selectman Benavides asked for clarification on where the funds from this project originated. Town Administrator Dunn stated that they are the result of fundraising by teachers and students at the Gilford Middle School. He further stated that Linda Wright, a teacher at the Middle School who spearheaded the project, is in attendance at tonight's meeting.

Ms. Wright thanked Sheldon Morgan and Dustin Muzzey for their assistance with this project. She also read aloud the names of all the students who were involved in the project.

9. Public Input – none.

10. Selectmen's Issues – Selectman Benavides reminded residents that there is a link on the Town's website to the NH Sex Offenders Listing, and some of these people are residents of Gilford. He urged citizens to be vigilant in protecting the safety of the children of Gilford.

Chairman Hayes inquired about the new phone system, to which Town Administrator Dunn replied that he would be addressing this in his Administrator's Report.

11. Administrator's Report – Town Administrator Dunn reported that the phone system is functioning and any concerns have been addressed with the vendor. He also stated that he is continuing to work on legislation for the Winnepesaukee River Basin Project, which would revise the role of municipalities to have more strength.

Finance Director Ruggles has completed the RFP for Audit Services and they will be mailed out shortly. Town Administrator Dunn hopes to have draft plans of the Police Station and Town Hall energy improvements at the September 22nd meeting. He also stated that he expects some big challenges with the 2011 budget process.

The Department of Transportation is conducting a road safety audit for the intersection of Belknap Mountain Road/Schoolhouse Hill Road/Route 11A.

12. Next Meeting – Regular Meeting – September 22, 2010 at 7:00 p.m.

13. Adjournment – With no further business before the Board, the Board of Selectmen's September 8, 2010 meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Gus Benavides
Clerk