

GILFORD BOARD OF SELECTMEN'S MEETING
December 28, 2011
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, December 28, 2011, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides and Kevin Hayes. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey. Absent was Chairman O'Brien, who was on vacation.

Staff members in attendance included DPW Director Sheldon Morgan, Police Chief Kevin Keenan, Police Sergeant Kris Kelley, Town Clerk/Tax Collector Denise Gonyer and Library Director Katherine Dormody.

1. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
2. **Announcements/Presentations** – Vice Chairman Benavides made the following announcements:
 - 2.1. Town Hall will be closed Monday, January 2, 2012 for New Year's Day Holiday
 - 2.2. Final Budget Committee 2012 Budget Review – Thursday, January 5, 2012 at 6:30 p.m. at Town Hall (Town & School Budgets)
 - 2.3. Budget Committee Public Hearing (School Budget) Monday, January 9, 2012 at 6:30 p.m. at Gilford High School
 - 2.4. Presidential Primary Election Tuesday, January 10, 2012 from 7:00 a.m. to 7:00 p.m. at Gilford Middle School Gymnasium
 - 2.5. Budget Committee Public Hearing (Town Budget) Thursday, January 12, 2012 at 6:30 p.m. at Gilford High School
3. **Review/Approval of Minutes**
 - 3.1. Selectman Hayes moved to approve the minutes of the Selectmen's special session of December 13, 2011, subject to a correction noted by Selectman Benavides, and to unseal the minutes. Selectman Benavides seconded. Motion carried with all in favor.
 - 3.2. Selectman Hayes moved to approve the minutes of the regular and non-public sessions of December 14, 2011. Selectman Benavides seconded. Motion carried with all in favor.
4. **Consent Agenda**
 - 4.1. Selectman Hayes moved to approve the previously signed items for the period December 12, 2011 through December 23, 2011. Selectman Hayes seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
10/19/11	Change of Status - Bredbury	
10/24/11	Change of Status - Jacques	
11/01/11	Change of Status - Baron	
11/09/11	Abatement - Valliere	211-028.000
11/21/11	Payroll Register (2)	
11/28/11	Payroll Register	
11/29/11	Accounts Payable Manifest	
11/29/11	Payroll Register	
11/30/11	Notice of Lien	
12/01/11	Accounts Payable Manifest	
12/01/11	Change of Status - Jensen	
12/02/11	Abatement - Nelson	224-064.001
12/02/11	Abatement - LRGH	211-002.006
12/05/11	Payroll Register	
12/05/11	Abatement - Ladd	204-077.000
12/06/11	Abatement - Glover	267-252.000
12/07/11	Notice of Lien	224-046.031

12/07/11	Notice of Lien	224-046.018
12/14/11	2012 Sewer Rates	
12/14/11	Abatement - Graham	201-009.127
12/14/11	Appointment Form - Hall	
12/14/11	Appointment Form - Cook	
12/14/11	Timber Sale Agreement - Garland	
01/01/12	Change of Status - Leach	
01/01/12	Change of Status - Kelley	
01/01/12	Change of Status - Parent	
01/01/12	Change of Status - Bredbury	

5. Appointments

5.1. Denise Gonyer – FY2012 Budget and Staffing – Town Clerk/Tax Collector Gonyer stated that she requested this appointment with the Board to discuss the effects of their decision to eliminate one full-time position in the TC/TC Office, as of April 1, 2012. She further stated that she hoped that Chairman O’Brien would have been in attendance at this meeting.

TC/TC Gonyer stated that because of recent time-saving procedures in her office, she offered to reduce her staffing by sixteen (16) hours per week and change one full-time position to a part-time position of 24 hours per week. She further explained that her staff is cross-trained in all aspects of the department and customers at the counter are top priority. As a result, whatever else is being worked on by staff is delayed for customers at the counter. She is concerned that this cross-training has caused the Board to think that the elimination of long lines at the counter means that the department is not busy.

One alternative she has considered is having only one person at the counter, while the rest of the staff members perform other duties. This would cause lines to form at the counter. She conveyed to the Board that she had half of her staff out yesterday with illness and was forced to have phone calls go directly to voicemail. The residents of Gilford like having a “live” person on the telephone line.

TC/TC Gonyer advised the Board that reinstating a 24-hour per week position would only incur additional cost of \$12,200. She also pointed out that the number of people they service has increased, similar to public safety departments. Selectman Hayes suggested that hours could be curtailed for slow periods. TC/TC Gonyer replied that their workload is consistent and although there may be some lighter days at times. She further stated that she thinks consistency is very important. In response to a request regarding staggering hours, she stated that this is difficult with staff using vacation and sick time. In addition, now that her employees have longevity, they have earned three weeks of vacation per year.

Further discussion ensued regarding the benefits and disadvantages of residents being able to conduct business with the Department through the computer and mail. TC/TC Gonyer stated that she thinks that this 24/7 access is very important and will be the wave of the future. Also, efficiencies in the “cash up” process, which must be done daily, have saved a number of hours of staff time each day. TC/TC Gonyer reiterated that this is why she originally approached the Board about reducing a position from 40 hours to 24 hours.

The Board thanked TC/TC Gonyer for her input.

6. Old Business

6.1. Gilford Village Knolls Purchase & Sales Agreement Expiration – Vice-Chairman Benavides asked Tony Ferruolo, President of the Board of Trustees of Gilford Village Knolls, if he had any additional information to provide for the Board. Mr. Ferruolo replied that he has no new information, but there will be ongoing collaborations with the Trustees on this matter. They will continue to look at other options for financing the project. Selectman Hayes inquired about

Town Administrator Dunn's suggestion for Gilford Village Knolls to assume half of the financial burden of the Friends of the Library if the one-year extension is granted. Mr. Ferruolo responded that their funds are restricted and targeted, without much in reserve. In addition, the Board of Trustees would have to approve any such expenditure and there was not sufficient time to hold a meeting.

Library Director Katherine Dormody stated that the Friends of the Library have met with the bank and their loan has been extended. Therefore, they are in favor of extending the purchase and sales agreement with Gilford Village Knolls.

Selectman Hayes moved to extend the purchase and sales agreement with Gilford Village Knolls for the purchase of land at 43 Potter Hill Road, until December 31, 2012. Selectman Benavides seconded. Motion carried with all in favor.

- 6.2. Proposed Amendments to Personnel Policies** – Selectman Hayes moved to rescind the personnel policy amendments that were approved on December 14, 2011. Selectman Benavides seconded. Motion carried with all in favor.

Selectman Hayes moved to adopt the personnel policy amendments that have been presented on this date, in lieu thereof. Selectman Benavides seconded. Motion carried with all in favor.

7. New Business

- 7.1. Adoption of Slips, Trips and Falls Prevention Policy** – Selectman Hayes asked who would be taking care of the log that is required for participating in the Prime³ Program. Town Administrator Dunn replied that the Joint Loss Management Committee will be overseeing it.

Brief discussion ensued regarding the requirement that the Town provide slip-on traction devices for employees working in ice and snow. The Town already provides these for most public safety employees.

Selectman Hayes moved to amend the Town of Gilford Safety Program Manual by adopting a Slips, Trips and Falls Prevention Policy, as presented. Selectman Benavides seconded. Motion carried with all in favor.

- 7.2. Sale of Surplus Vehicles – DPLU Sedan & DPW Explorer** – Selectman Hayes moved to accept the bid of \$731 from Jersey One Auto Sales for the sale of a 2003 surplus Ford Crown Victoria and the bid of \$213 from Compare A Quote Insurance Agency for the sale of the 1996 Ford Explorer. Selectman Benavides seconded. Motion carried with all in favor.

- 7.3. Acceptance of Resignation – Zoning Board of Adjustment Regular Member** – Selectman Hayes moved to accept the resignation of Mark Corry from the Zoning Board of Adjustment, with regret. Selectman Benavides seconded. Motion carried with all in favor.

- 7.4. 2011 Budget Transfers** – Selectman Hayes moved to transfer the following amounts from the FY2011 budget:

\$20,000 from Legal Services to Welfare
\$2,100 from Bridges to Street Lighting
\$20 from Town Insurances to Debt
\$5,980 from Town Insurances to Revenue Sharing

Selectman Benavides seconded. Motion carried with all in favor.

8. **Public Input** – Mark Corry of Intervale Road stated that in response to the comments made by TC/TC Gonyer regarding the need to have all phone calls directed to voicemail, he tried to reach the office four or five times on Tuesday and found it to be very inconvenient.

Mr. Corry then referred to a letter written by Town Administrator Dunn that was published in the Laconia Daily Sun and Gilford Steamer, in which he was responding to a recent letter written by Barbara Aichinger. He stated that he is no fan of Barbara Aichinger but thinks that item #9 in Mr. Dunn's letter is inappropriate. He cited the Board of Selectmen's Guidelines as they appear on the Town website. Item #3 under the Code of Ethics states that officials shall refrain from making verbal attacks. He thinks that Town Administrator Dunn should apologize to Barbara Aichinger.

Gail Ober of the Laconia Daily Sun inquired if the Board had taken into account the recent overage in FY2011 welfare expenditures when they prepared the FY2012 budget. The Board responded that it was taken into account.

9. **Selectmen's Issues** – none.

10. **Administrator's Report** – Town Administrator Dunn reported that no action is needed to be taken regarding the 2011 Encumbrances because none of the items are attached to special warrant articles.

He also advised the Board that a \$2,500 donation has been received from Hannaford for the Gilford Fire- Rescue, for the purchase of four (4) tablets and approval is needed to accept the donation.

Selectman Hayes moved to accept the \$2,500 donation from Hannaford and approve the purchase of four (4) tablets. Selectman Benavides seconded and expressed gratitude to Hannaford for this donation. Motion carried with all in favor.

Town Administrator Dunn is currently working on a re-write of the Town's Entertainment Policy and expects to have a draft available at the January 11, 2012 meeting, with a public hearing to be scheduled for the end of January. He also reminded Board members of a public hearing to be held on January 11, 2012 regarding the placement of a yield sign on Governor's Island.

11. **Next Meeting** – Regular Meeting – January 11, 2012 at 7:00 p.m.

12. **Non-Public Session** - Selectman Benavides moved enter non-public session at 7:43 p.m., pursuant to RSA 91-A:3, II (c) to discuss matters which might likely affect adversely the reputation of any person. Selectman Hayes seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Gus Benavides and Kevin Hayes. Also present was Town Administrator Scott Dunn.

No decisions were made during non-public session.

Selectman Benavides moved to exit non-public session at 7:48 p.m. Selectman Hayes seconded. Motion carried with all in favor.

13. **Adjournment** – With no further business before the Board, the Board of Selectmen's December 28, 2011 meeting was adjourned at 7:49 p.m.

Respectfully submitted,

J. Kevin Hayes
Clerk