

APPROVED

**Board of Selectmen
3 January 2013
Minutes**

4:06 pm - Chairman Rachel Hatch called the meeting to order. Present were Chairman Hatch, Selectmen Ralph Lavin and Brett Currier and Recording Clerk Lois Dionne. Also in attendance was Finance Coordinator Jen Correia.

Warrant Article Discussion – Chairman Hatch asked if Jen had been able to get the information the Budget Committee had requested regarding the warrant article for merit raises for employees. It had been unclear whether the amount included benefits that would be affected by raises.

Jen found the chart the Town Administrator had used to calculate the cost of the raises, and it did not include benefits. The amount in the warrant article will be amended to reflect those costs.

Expenditure Report- Jen presented the Selectmen with an updated expenditure report for review.

There was discussion on ways to clarify and keep better track of some of the expenditures. Chairman Hatch will work with Jen tomorrow to finalize the warrant articles.

SB 2 time lines were also discussed. Chairman Hatch asked and received permission of the other board members to have Jen Correia attend the public hearing on Wednesday, on Super Saturday and to attend the public hearing in January.

Payables – Jen asked and received permission to not turn the payables back to Annette for now until they complete the year-end closing. Annette will be back from vacation on January 9th.

Budget- The budget was reviewed and updated. Repairs and fuels are over budget – insurance and worker's comp is over budget. The police budget has over expended some lines, but the bottom line is under budget. The fire department has money left and the solid waste budget looks good. The highway department is over budget. Welfare is over budget and the assessing department needs to encumber some funds. Ninety-five percent of the overall budget has been used.

Revenue Report – The Selectmen were given and reviewed an updated revenue report. Interest and penalties, motor vehicle registrations and building permit revenues were all over estimated amounts.

Default Budget – There was also a brief discussion of what it would mean if the Town has to go to a default budget.

Purchase Orders – There was a brief discussion on the need to establish and follow a process for issuing purchase orders and the need for department head meetings.

Personnel Policy – A brief discussion was held on the way vacation time is accrued and paid.

5:20 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II(a)- Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

The Selectmen discussed a personnel issue.

6:10 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

6:10 pm – Selectman Currier moved to enter into Non-Public Session per RSA 91-A:3, II(a) - Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Lavin seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

The Selectmen discussed a personnel issue.

6:15 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

Inclement Weather – There was discussion on the Town Offices closing due to inclement weather.

6:25 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II (a) - Dismissal, promotion or setting compensation for public employees or the

investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

A personnel issue was discussed.

6:32 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Currier seconded. Motion passed 3-0. – Chairman Hatch-yes, Selectman Lavin-yes, Selectman Currier-yes.

Old Corner's Fire Station – Selectman Currier had asked who pays the insurance on the old corners fire station building. On checking, it was determined that the building is still on the Town's liability insurance policy. Lois was asked to contact the fireman's association, and inform them that insurance for that building is the fireman's association's responsibility.

FYIs & Other Business

Invitations – Lois informed the Selectmen they had received invitations to the Lakes Region Chamber of Commerce's Annual Membership Meeting on Thursday, January 17th in Meredith and to the Belknap County Legislative Briefing on January 14th in Laconia.

Letter of Concern – Lois read a letter (copy attached) of concern from Brenda McBride about an issue she felt should probably have been discussed in a non-public session.

Change of Time – Selectmen's Meetings – The Selectmen meetings will start their weekly meetings at 5:00 pm rather than 6:00 pm during this winter beginning Monday, January 7th.

6:45 pm – MOTION – Selectman Lavin moved to adjourn the meeting. Selectman Currier seconded. Motion passed 3-0.

Respectfully submitted,

Lois Dionne
Recording Clerk



12/19/12

To The Guilford Board of Selectmen

Performing the duties of a town's selectman is not a labor to be envied and I thank you all for your service to our community,

Recently I read minutes that troubled me and prompted me to write to you. Each and every employee has the right to a closed session and you as the selectmen have the obligation to close the session, if a grade and/or reprimand is to be made. The tone of the minutes to which I refer left me with a feeling that a department head was subjected to a job review, a personnel issue, in a public venue.

In the future I beg you to be sensitive to and professional with all of our town employees.

Respectfully,

Brenda K. McBride
Iron Works

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