

DRAFT – MEETING MINUTES
GUILFORD SELECTBOARD
WEDNESDAY, APRIL 1, 2015 AT 8:00 A.M.
GUILFORD TOWN OFFICE

I. CALL TO ORDER

Meeting called to order at 8:10 a.m. by Anne Rider.

II. RECOGNITION OF PUBLIC

Town Officials and Staff Present: Anne Rider, Dick Clark, and Sheila Morse – Selectboard; Lisa Barry, Shaun Murphy - Board of Listers; Rebecca Stone – Town Administrator

Others Present: Andrew Cotton, Alex Bell

III. NEW ADDITIONS

None

IV. CHANGES TO AGENDA ORDER

None

V. NEW BUSINESS

Anne stated there are three issues to discuss with the Board of Listers: appointment of a new lister, hiring of a consultant for the Lister's office, and GIS mapping and maintenance contracts. Dick suggested tabling the new lister appointment to allow for more candidates to come in. Anne commented that no one else has expressed an interest except for one, which is Andrew Cotton. Andy has the time and is interested in serving and has met with the Listers. Dick inquired to his assessment background and Sheila questioned his computer background. Andy responded that he has computer experience. Shaun thought that Andy would be a big asset to their office. Dick stated that someone else is interested. Lisa wants to meet with the other candidate and will make a recommendation to the Selectboard for their April 13th meeting. Andy will provide a statement of why he is interested in the position. Discussed hiring a consultant on a temporary basis. Discussed deliverables in a six week period. Lisa stated that Shaun is working on assessments and having a consultant available on a regular basis in the office to assist with the mapping and reappraisal is essential and a priority. Also discussed creating a job description for a new lister clerk position and Lisa will draft for the April 13th meeting for the Selectboard to consider in May. Lisa stated that field work needs to start with the goal of not doing an extension. Discussed hours and pay rates for the temporary consultant. Sheila made motion to hire Jeremiah Sund as a temporary consultant for the Board of Listers at a rate of \$16 per hour until May 8th. Dick seconded. Unanimous. Motion carried. Discussed contract with MainStreet GIS for tax map update services and estimates received from other firms. MainStreet GIS has offered their services for \$1,900. Lister's expect that 22 hours is a reasonable estimate of time needed for updating the tax maps. Discussed the cap of \$1,900 and if exceptional issues come up, the Selectboard will be notified prior to any cost overruns. Dick made a motion to approve the tax map update contract with MainStreet GIS, LLC as presented with a cap of \$1,900. Sheila seconded. Unanimous. Motion carried. Discussed the municipal GIS maintenance plan. Lisa explained that the annual cost is \$2,400 for web GIS hosting, online

property information, tax map updates, PDF tax maps and printed tax maps. Sheila made a motion to approve the municipal GIS maintenance plan with MainStreet GIS, LLC for \$2,400 for Fiscal Year 2015/16. Dick seconded. Unanimous. Motion carried.

VI. Dick made a motion to adjourn at 8:45 a.m. Sheila seconded. Unanimous. Motion carried.

_____, Chair
Anne Rider

Sheila Morse

Richard Clark