

GILFORD BOARD OF SELECTMEN'S MEETING
February 13, 2013
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, February 13, 2013, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides, Kevin Hayes and John O'Brien. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Staff members in attendance included Finance Director Geoff Ruggles, Police Chief Kevin Keenan, Police Lieutenant Jim Leach, DPW Director Sheldon Morgan, Deputy Fire Chief Richard Andrews and Director of Planning and Land Use John Ayer.

1. **Non-Public Session** – Selectman Hayes moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II, (e)(c)(a), to discuss consideration of pending litigation, matters that may adversely affect someone's reputation and personnel matters. Selectman O'Brien seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Benavides, Kevin Hayes and John O'Brien. Also present was Town Administrator Scott Dunn.

Selectman Hayes moved to exit non-public session at 6:58 p.m. and seal the minutes. Selectman O'Brien seconded. Motion carried with all in favor.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements/Presentations**
 - 3.1. Chairman Benavides announced that the Town Offices and Library will be closed on Monday, February 18, 2013, for Presidents' Day.
 - 3.2. Town and School District Elections will be held on Tuesday, March 12, 2013 at the Gilford Youth Center.
 - 3.3. Chairman Benavides read aloud the current board and committee vacancies and encouraged residents to volunteer.
4. **Review/Approval of Minutes**
 - 4.1. Selectman Hayes moved to approve the minutes of the January 23, 2013 meeting, as presented. Selectman O'Brien seconded. Motion carried with all in favor.
 - 4.2. Selectman Hayes moved to approve the minutes of the February 6, 2013 meeting, as presented. Selectman O'Brien seconded. Motion carried with all in favor.
5. **Consent Agenda**
 - 5.1. Selectman Hayes moved to approve the previously signed items for the period January 22, 2013 through February 1, 2013. Selectman O'Brien seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
11/19/12	Change of Status - Denver	
11/20/12	Change of Status - Balcom	
12/05/12	Change of Status - Stuart	
01/01/13	Change of Status - Bredbury	
01/01/13	Change of Status - Parent	
01/01/13	Change of Status - Leach	
01/08/13	Accounts Payable Manifest (2)	
01/14/13	Sewer Abatement - Ricciardello	203-089.000
01/14/13	Payroll Register (2)	
01/17/13	Change of Status - Clarenbach	
01/22/13	Payroll Register	

01/22/13	Accounts Payable Manifest	
01/23/13	Petition & Pole License - Edgewater Drive	
01/23/13	Appointment Form - Dunn (LRPC TAC Alternate)	
01/23/13	Resolution Establishing Ad Hoc Sewer Advisory Comm.	
02/03/13	Change of Status - Bettez	
02/05/13	Veteran's Tax Credit - Trottier	240-055.000
02/05/13	NOITE - Andrew P. Sanborn Farm	232-002.001

6.0 Appointments

6.1 Sheldon Morgan – Public Works Department Update – Before beginning his presentation, Chairman Benavides publicly thanked Director Morgan and his staff for the great job they performed during the recent snowstorm. Director Morgan then provided Board members with a written update on the Public Works Department and began with a report that, on average, 18” of snow fell within the Town of Gilford during the recent storm.

The first page of Director Morgan’s report shows a comparison of salt and sand used over the past three winter seasons. He then advised the Board that the required radio upgrades to narrow band are approximately 99% completed. Looking ahead to spring, road striping will begin as soon as the roads are clear of winter debris. This led to discussion on the need for striping the fog lines (white side lines). Director Morgan indicated that they are important for safety reasons but he will need to make this determination based on available funds.

In addition, roadside ditching will be performed in concert with any other spring maintenance work. There were problems completing this work last year because of illness and injuries within the Department.

Director Morgan stated that he is currently advertising to renew the solid waste contract for Town buildings and grounds and the bids are due back by February 15th. The bid covers trash pickup for all Town dumpsters, including Glendale.

The Department of Public Works will be making an effort to improve their website and make it more user-friendly. Their goal is to better interact with Gilford residents and be able to share even more information with them on the website. Chairman Benavides suggested that Director Morgan contact Gilford High School and enlist the help of a volunteer high school student.

Director Morgan provided the Board with an update of the status of the NH High Risk Rural Road Sign Program, which is scheduled to begin on April 1st. In addition, the Highway Safety Improvements Program, which includes upgrades and improvements to the Route 11A/Belknap Mountain Road/Schoolhouse Hill Road intersection, has a new administrator. Director Morgan is hopeful that work will commence in the spring. Selectman Hayes stated that the project is going out to bid in March.

Selectman O’Brien pointed out that Director Morgan has been working in conjunction with the Gunstock Acres Village Water District to have any pipes that need replacing done at the same time as any road construction.

The Board thanked Director Morgan for his update.

6.2 Geoff Ruggles – Financial Report – Finance Director Ruggles reported that the Town continues to be in good shape financially. Revenues for 2012 were approximately \$83,000 above estimates and expenditures were approximately \$288,000 below budget. In addition, property tax collections ended the year at 95.3%, which is the highest they’ve been in the past four years. Although the average outstanding balance dropped to just under \$1,700, the number of properties with outstanding bills increased by almost 60 to 773. As a result of the higher tax collection rate, cash balances ended the year at approximately \$810,000 above last year. Factoring in the \$410,000 of fund balance used to

stabilize the 2012 tax rate, there was a net reduction in the fund balance, at the end of 2012, of \$39,000.

The Board thanked Director Ruggles for his financial update.

7.0 Old Business – none.

8.0 New Business

8.1 Request for Street Name at Meadowbrook – Chairman Benavides provided some background information on the request from Meadowbrook Farm to name the new street that is being constructed for access/egress at Meadowbrook. There are concerns from Fire Chief Carrier and Director of Planning and Land Use Ayer that the proposal of “Meadowbrook Lane West” does not comply with the Bureau of Emergency Communication’s standards for addresses. As an alternative to Meadowbrook Lane West, RJ Harding of Meadowbrook proposed the name “Music Row”. Police Chief Keenan, Deputy Fire Chief Andrews and Director of Planning and Land Use Ayer all concurred that they had no issues with this proposed street name.

Selectman Hayes moved to approve the name of the new access road to Meadowbrook as Music Row. Selectman O’Brien seconded. Motion carried with all in favor.

8.2 Acceptance of Donations – Selectman Hayes moved to accept the following donations and to authorize their expenditure for the intended purposes: \$157 for DARE from school fundraisers, \$325 for Liberty Elm Trees from Jo Clark & Dee Chitty, \$15 for the Bicentennial Fund from Thompson-Ames Historical Society, \$250 for Fire Department Smoke Detectors from Wal-Mart and \$500 for Health & Safety Grant from the NH Local Government Center. Selectman O’Brien seconded. Motion carried with all in favor.

8.3 Winter Maintenance Policy – Selectman Hayes moved to table this until the next meeting, pending further review. Selectman O’Brien seconded. Motion carried with all in favor.

8.4 Corcoran Consulting Associates Assessing Contract – Selectman Hayes moved to approve the contract as submitted, for a not to exceed price of \$120,000 in 2013 and \$136,000 in 2014, conditioned upon approval by the NH Department of Revenue Administration. Selectman O’Brien seconded. Motion carried with all in favor.

8.5 Cartographics Associates Mapping Contracts (2013)

(a) Online Map Hosting and Maintenance - Selectman Hayes moved to approve the contract proposal as presented in the amount of \$1,800. Selectman O’Brien seconded. Motion carried with all in favor.

(b) Tax Map Update – Selectman Hayes moved to approve the contract proposal as presented in the amount of \$4,245, plus \$12.25 per parcel for building footprints. Selectman O’Brien seconded. Motion carried with all in favor.

9.0 Other Business

9.1 Appointments to Board and Committees – Selectman Hayes moved to appoint William Bickford to the Historic District and Heritage Commission, for a term to expire 4/30/2016. Selectman O’Brien seconded. Motion carried with all in favor.

Town Administrator Dunn pointed out that volunteers are being sought for the Ad Hoc Sewer Advisory Committee and as of this date, only one application has been received and at least two more members are needed. As a result, no action will be taken on this Committee tonight.

9.2 Authorization to Solicit Applications for Part-time Account Clerk – The Board concurred to table this matter until the next meeting.

9.3 Town Administrator Dunn stated that a resident came up to him at the Deliberative Session and stated that he noticed footprints in the snow around his house. Town Administrator Dunn further stated that he later learned that one of our contract assessors had been at that residence, prompting concern from the homeowner.

In the past, the Town has utilized door tags as a means of letting people know that someone was at their home. However, with seasonal residents, this can be construed as advertising that no one has been there for awhile. Selectman Hayes suggested using postcards and Town Administrator Dunn will look into this possibility.

10.0 **Public Input** – none.

11.0 **Selectmen's Issues** – Chairman Benavides commended two police officers, Karen Craver and Curtis Mailloux, for going above and beyond the call of duty in assisting a Town resident. He also praised Chief Keenan for instilling in his officers the need to work with residents and be a part of the community.

12.0 **Administrator's Report** – The 2012 Annual Report has been sent to the printers and Town Administrator Dunn is currently working on the Administrative Code. He is also working, on behalf of the Conservation Commission, to create a Town property listing with deeds and restrictions. He thinks that this will be a very worthwhile tool for the Town.

13.0 **Next Meeting** – February 27, 2013 at 7:00 p.m. at the Town Hall

14.0 **Adjournment** - With no further business before the Board, the Board of Selectmen's February 13, 2013 meeting was adjourned at 7:40 p.m.

Respectfully submitted,

John T. O'Brien
Clerk