

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**March 26, 2014**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, March 26, 2014, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were John O'Brien, Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn.

Staff members in attendance included Finance Director Geoff Ruggles, Director of Planning and Land Use John Ayer, Fire Chief Steve Carrier, Acting Deputy Police Chief Kris Kelley, DPW Operations Manager Mia Gagliardi and Executive Secretary Sandra Bailey.

1. **Non-Public Session – 6:40 p.m.** Selectman O'Brien moved to enter into non-public session at 6:40 p.m., pursuant to RSA 91-A:3, II, (c)(b) to discuss matters which would likely adversely affect the reputation of any person and the hiring of a public employee. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor. Present were John O'Brien, Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn.

Selectman Benavides moved to exit non-public session at 7:00 p.m. and seal the minutes. Selectman Grenier seconded. Motion carried on a roll call vote with all in favor.

2. **Pledge of Allegiance** – The Selectman led the assembly in reciting the Pledge of Allegiance. Chairman O'Brien welcomed Selectman Grenier to the Board.

3. **Selectmen's Organization**

- 3.1. **Election of Officers** – Selectman Benavides moved to elect John O'Brien as Chairman of the Board of Selectmen. Selectman Grenier seconded. Motion carried with all in favor.

Chairman O'Brien moved to elect Gus Benavides as Vice-Chairman of the Board of Selectmen. Selectman Grenier seconded. Motion carried Selectman Benavides abstaining.

Selectman Benavides moved to elect Richard Grenier as Clerk of the Board of Selectmen. Chairman O'Brien seconded. Motion carried with Selectman Grenier abstaining.

- 3.2. **Liaison Assignments** – Chairman O'Brien moved to appoint Selectman Benavides as the representative to the AFSCME Negotiation Team for a 1-year term. Selectman Grenier seconded. Motion carried with Selectman Benavides abstaining.

Selectman Benavides moved to make the following appointments for a 1-year term:

Airport Commission Representative – Gus Benavides  
Airport Commission Representative Alternate – John O'Brien

Budget Committee Representative – Richard Grenier  
Budget Committee Representative Alternate – Gus Benavides

CIP Committee Representative – Richard Grenier  
CIP Committee Representative Alternate – John O'Brien

Drug and Alcohol Task Force – Richard Grenier

Historic District & Heritage Commission Representative – Gus Benavides  
Historic District & Heritage Commission Representative Alternate – John O'Brien

Planning Board Representative – John O'Brien  
Planning Board Representative Alternate – Gus Benavides

TEAMSTERS Negotiation Team – Richard Grenier

Selectman Grenier seconded. Motion carried with all in favor.

Town Administrator Dunn recommended that the Board consider appointing a liaison to the Community Corrections Planning Committee so that they would have a connection to the Committee that is looking into constructing a new County jail. Selectman Benavides moved to appoint Richard Grenier as the Board's liaison to the Community Corrections Planning Committee. Chairman O'Brien seconded. Motion carried with all in favor.

**3.3 Meeting Schedule** - The Board concurred to continue holding their meetings on the second and fourth Wednesdays of each month.

**3.4 Goals and Objectives** – The Board concurred to further review the suggested Goals and Objectives and discuss the matter at the next meeting.

#### **4. Announcements/Presentations**

- 4.1. Chairman O'Brien announced that a 1999 Ford F-350 truck is currently for sale.
- 4.2. The Kimball Castle Public Forum has been re-scheduled to April 9, 2014 at 7:00 p.m.

#### **5. Review/Approval of Minutes**

- 5.1. Selectman Benavides moved to approve the minutes of March 12, 2014, as presented. Chairman O'Brien seconded. Motion carried with by a vote of 2-0 with Selectman Grenier abstaining.
- 5.2. Selectman Benavides moved to approve the minutes of March 14, 2014, as presented. Chairman O'Brien seconded. Motion carried with all in favor.
- 5.3. Selectman Benavides moved to approve the minutes of March 19, 2014, as presented. Chairman O'Brien seconded. Motion carried with all in favor.
- 5.4. Selectman Benavides moved to approve the minutes of March 21, 2014, as presented. Chairman O'Brien seconded. Motion carried with all in favor.

#### **6. Consent Agenda**

- 6.1. Selectman Benavides moved to approve the previously signed items for the period March 10, 2014 through March 21, 2014 as listed. Selectman Grenier seconded.

Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
10/05/13	Change of Status - Callahan	
01/01/14	Change of Status - Parent	
01/01/14	Change of Status - Bredbury	
02/07/14	Change of Status - McGinley	
03/04/14	Abatement - Town of Gilford (Carye)	214-001.010
03/04/14	Payroll Registers (2)	
03/05/14	NOITC - Meadowbrook	various
03/10/14	Payroll Registers (2)	
03/11/14	Accounts Payable Manifest	
03/12/14	Sewer Abatement - Giggey	213-015.000
03/12/14	Veteran's Tax Credit - Brown	235-005.000
03/12/14	Elderly Exemption	209-014.000
03/12/14	Release of Lien - Hood	201-009.010
03/12/14	Sewer Abatement - Lyons	214-142.001
03/12/14	Sewer Abatement - Thomas & Madden	252-016.280
03/12/14	Sewer Abatement - Naughton	252-016.147
03/12/14	Sewer Abatement - Leroux	213-015.000
03/12/14	Sewer Abatement - Small	224-044.001
03/12/14	Gilford Route 11 Realty	213-023.000

## 7. Appointments

**7.1. John Ayer – Department of Planning and Land Use Update** – Director Ayer began his presentation by providing an update on building permit activity, since his last update to the Board in September 2013. He also highlighted the progress that is taking place with the construction projects at Walmart and Meadowbrook.

Brief discussion ensued regarding the recent cell tower application, which has been withdrawn. Director Ayer informed the Board that currently, two site plans are under review for solar panel systems. It is his understanding that tax incentives and/or grants are available for this type of project.

Director Ayer also advised the Board that one of the zoning ordinance amendments failed and this will be discussed at the next Planning Board meeting. This was one of two articles that pertaining to 15% slope. Selectman Grenier questioned if this had any bearing on the 18% slope that is part of Meadowbrook's construction project. Director Ayer replied that it did not apply because it is not within the buildable area and Town Administrator Dunn added that the site plan application was submitted prior to the public hearing for the proposed zoning ordinance amendments.

Brief discussion ensued regarding the drainage issue on Kimball Road, the possibility of utilizing the airport beacon as a cell tower and ways to handle illegal signage. Chairman O'Brien asked Director Ayer if, rather than DPLU staff picking up the signs, that the owners be contacted at the phone number on the sign to pick them up.

The Board thanked Director Ayer for his update.

**7.2. Geoff Ruggles – Financial Update** – Director Ruggles reported that, once again, he does not have anything new to report to the Board. He stated that revenues remain strong and although weather-related expenditures continue to drive the most significant increases in the operating budget, it is offset by a reduction in bond payments of nearly \$235,000. Savings have also been realized by staffing vacancies in the Police Department and a decrease in vehicle maintenance costs in the Fire Department.

Director Ruggles then reviewed some of the winter storm related costs that have occurred. Property tax collections remained strong through February and although cash flow levels remain at approximately \$500,000 below last year, he does not anticipate that this will have any impact on the Town meeting its obligations or require tax anticipation borrowing.

The Board thanked Director Ruggles for his update.

## **8. Old Business**

**8.1. FY2014 Line Item Budget** – Selectman Benavides moved to adopt the FY2014 line item budget as recommended by the Board of Selectmen, totaling \$13,338,829. Selectman Grenier seconded. Motion carried with all in favor.

## **9. New Business**

**9.1. Laconia Airport Open House** – Laconia Airport Authority Manger Diane Terrill was in attendance to request that the Board approve their Special Event Application to conduct their third annual Open House at the Airport on June 14, 2014, exempt vendors from the Town's \$65 fee and add the Airport to the properties that are permanently exempted from Town Ordinance 27.5 (H), regulating Outdoor Vendors and Transient Sales.

She emphasized that the Open House is a community event where members of every family will be able to find an exhibit to enjoy, whether it is in the area of crafts, antique cars or planes.

Town Administrator Dunn clarified that the permanent exemption to the Outdoor Vendors and Transient Sales Ordinance would have to be voted on at a later date, as an amendment to the Ordinance.

Selectman Benavides moved to approve the Outdoor Special Event for the Laconia Airport Annual Open House on June 14, 2014 and to exempt the Laconia Airport from the Town's Ordinance Regulating Outdoor Vendors and Transient Sales. Selectman Grenier seconded. Motion carried with all in favor.

The Board concurred to have Town Administrator Dunn begin the process to permanently exempt the Laconia Airport from the Outdoor Vendors and Transient Sales Ordinance.

**9.2. Personnel Policy Amendments** – The Board concurred to have Town Administrator Dunn submit the proposed changes to the Town Attorney for legal review.

- 9.3. Manifest Procedures** – Chairman O’Brien stated that it was his suggestion to have the Town Administrator also review and approve the payroll and vendor manifests. He emphasized that this is no reflection on Finance Director Ruggles, but he thinks that “another set of eyes” would be beneficial.

Following discussion, the Board concurred to have Town Administrator Dunn review and approve the payroll and vendor manifests.

- 9.4. New Ambulance Bid Specifications** – Fire Chief Carrier advised the Board that the bid specifications were compiled by a committee, utilizing various resources. Once the bid package is approved by the Board, they will be able to advertise immediately, for a period of two weeks. The bids will be reviewed at the Board of Fire Engineers meeting on Tuesday, April 15, 2014, with a recommendation being made to the Board of Selectmen at their April 23, 2014 meeting.

Selectman Benavides moved to authorize the solicitation of bids for a new ambulance, pursuant to the final specifications that are established by the Board of Fire Engineers. Selectman Grenier seconded. Following brief discussion on some of the features of the new ambulance, the motion carried with all in favor.

**10. Other Business** – none.

- 11. Public Input** – Gail Ober of the Laconia Daily Sun inquired about the lead time for the new ambulance, to which Chief Carrier replied it would be approximately 180 days.

- 12. Selectmen’s Issues** – Chairman O’Brien read aloud a letter of praise from resident Bill Knightly to DPW Director Sheldon Morgan for the excellent manner in which the Department took care of Town roads this winter.

- 13. Administrator’s Report** – Town Administrator Dunn reported that he and Finance Director Ruggles and Welfare Director Erika Johnson attended a welfare meeting in Tilton today, for the purpose of discussing a possible residency requirement in the welfare statutes.

Town Administrator Dunn stated that a Town-wide re-evaluation is being conducted this year, where each property will be reviewed. He further stated that a letter will be sent to all taxpayers after the completion of the re-evaluation, advising them of the existing and new values on their property, if there are any changes. Because of the re-evaluation, it is not likely that they will be completed by September 1, 2014, which will necessitate a request for an extension on the MS-1 form.

Renewal notices have been sent out to all board and committee members whose terms expire at the end of April. Therefore, during the month of April, the Board will be looking at these re-appointments.

Videos from the Selectmen’s meetings are currently being posted on the Town’s website.

The layout plans for the new Police Station are in the process of being finalized and the goal is for the bid specifications to go out by July 1, 2014. In addition, Town Administrator Dunn

and Finance Director Ruggles have been looking into the borrowing process for the project.

**14. Next Meeting** – April 9, 2014.

**15. Adjournment** – With no further business before the Board, the Board of Selectmen's March 26, 2014 meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Richard Grenier  
Clerk