

GILFORD BOARD OF SELECTMEN'S MEETING
May 22, 2013
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, May 22, 2013, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Kevin Hayes, John O'Brien and Gus Benavides. 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, Fire Chief Steve Carrier, Public Works Director Sheldon Morgan, Director of Planning and Land Use John Ayer and Library Director Katherine Dormody.

1. **Non-Public Session** Selectman O'Brien moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II, to discuss personnel matters, the sale of real estate and matters which may adversely affect the reputation of any person. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Kevin Hayes, John O'Brien and Gus Benavides. Also present was Town Administrator Scott Dunn.

Selectman O'Brien moved to exit non-public session at 7:00 p.m. and seal the minutes. Selectman Benavides seconded. Motion carried with all in favor.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.

3. **Announcements/Presentations**

- 3.1. Chairman Hayes announced that the Board of Selectmen is seeking civic-minded residents to serve as community volunteers on various Boards and Committee.
- 3.2. Chairman Hayes announced that the Memorial Day Commemoration will be held on Monday, May 27, 2013, with a parade commencing at 9:30 a.m. from the Community Church parking lot.
- 3.3. Chairman Hayes announced that the Gunstock "Tough Mudder" event will take place the weekend of June 1 and 2, 2013, where participants and spectators are expected to be between 15,000-20,000 persons. Participants and spectators will be bused from NHMS in Loudon to Gunstock, resulting in between 120-160 buses making round trips on Route 11-A. Residents are cautioned to expect travel delays on those two days.

4. **Review/Approval of Minutes**

- 4.1. Selectman O'Brien moved to approve the minutes of the May 8, 2013 meeting, as presented. Selectman Benavides seconded. Motion carried with all in favor.

5. **Consent Agenda**

- 5.1. Selectman O'Brien moved to approve the previously signed items for the period May 6, 2013 through May 17, 2013, as listed. Selectman Benavides seconded. Motion carried with all in favor.

DOCUMENT DATE

DOCUMENT

MAP/LOT #

01/20/13	Change of Status - Lafond
02/07/13	Change of Status - McGinley
03/11/13	Change of Status - Merrill
03/14/13	Change - Hart
04/30/13	Payroll Register
05/06/13	Change of Status - A. Denver
05/06/13	Change of Status - J. Horan
05/06/13	Payroll Register
05/07/13	Accounts Payable Manifest

05/08/13	Elderly Exemption - Broderick	253-263.000
05/08/13	Elderly Exemption - Chase	201-009.078
05/08/13	Elderly Exemption - Carson	230-039.000
05/08/13	Elderly Exemption - Woodward	201-009.053
05/08/13	Memorial Day Invitations to Veterans	
05/08/13	NOITC - Pierce	232-001.000
05/08/13	Abatement Denial - CVS	201-033.000
05/08/13	Elderly Exemption - Bond	213-013-319
05/08/13	Elderly Exemption - Cote	224-074.221
05/08/13	Elderly Exemption - Bies	217-055.000
05/08/13	Elderly Denial - Giguere	227-018.000
05/08/13	Sewer Abatement - Perrier	224-074.000
05/08/13	Elderly Exemption - Walsh	213-088.012
05/08/13	Elderly Exemption - Williams	252-016.002
05/08/13	Elderly Exemption - Corringham	254-053.000
05/08/13	Veteran's Tax Credit - Clapp	227-060.000
05/08/13	Elderly Exemption - Bigelow	224-049.123
05/15/13	Change of Status - C. Dormody	

6.0 Appointments

6.1 Katherine Dormody - Library Update – Director Dormody stated that it has been about six months since her last update to the Board. In that time, the Library has two new members on the Board of Trustees, including Mike Marshall, who was in attendance tonight and introduced to the Board of Selectmen. The other new member to the Library Trustees is Jen McLean, and existing members are Jack LaCombe, Kate Hamel and Daryl Thompson.

Director Dormody began her update with a review of circulation and door count statistics. Brief discussion ensued regarding the differences in the counts from month to month. Door counts continue to increase every year and the busiest month of the year is always July.

As far as the physical building is concerned, expensive repairs were necessary to the fire alarm system early this year and upgrades continue with the HVAC system. Director Dormody listed some of the new activities the Library is sponsoring and provided Board members with their June 2013 calendar of events. The Library is also offering a new service on its website for downloadable books, known as Baker & Taylor Access, which is only available for Gilford residents.

Part-time employee Abi Maxwell has resigned and moved to Maine. Her hours have been distributed between other staff members. Brief discussion followed on the geothermal system.

Selectman Benavides asked Mike Marshall what prompted him to volunteer as a Library Trustee. Mr. Marshall responded that he began as a volunteer and decided that he wanted to give back more to the community.

The Board thanked Director Dormody for her update.

6.2 Geoff Ruggles – Financial Update – Director Ruggles reported no significant changes in his financial report, since revenues continue to outpace the same period last year and expenditures remain on par with last year. He also reviewed the statistics on property tax collection and anticipates no cash flow issues. In closing, he advised the Board that the 2013 First Issue Tax Bills will likely be mailed out next week.

The Board thanked Director Ruggles for his update.

At this time, Selectman Benavides asked Director of Planning and Land Use John Ayer for an update on the Wal-Mart expansion project. Director Ayer replied that there is significant demolition going on

and additional site work is required at the rear of the building to accommodate the expansion. He does not anticipate having building plans until July. In addition, there are two probable tenants for the old Hannaford store.

Director Ayer also indicated that nighttime culvert work is underway this week.

7.0 Old Business

8.0 New Business

8.1 Acceptance of Donation – Selectman O’Brien moved to accept a \$500 donation from the Gilford Police Relief Children’s Fund for the D.A.R.E. account and to authorize its expenditure for the intended purpose. Selectman Benavides seconded. Motion carried with all in favor.

8.2 Payment to Lakes Region Public Access Television – Town Administrator Dunn recommended that the Board table this matter, since he has learned that the Town of Belmont voted not to make its payment. The Board concurred with this recommendation.

8.3 Right of Way Permit for 306 Edgewater Drive – DPW Director Morgan advised the Board that these homeowners would like to install brickwork on the side of the road, which requires a Right of Way Permit from the Town. This brickwork is not intrusive and creates a smooth transition to the road. Director Morgan added that issuing the permit relieves the Town of any liability issues.

Town Administrator Dunn clarified that the Right of Way Permit process makes it clear that the Town has no liability, as well as the fact that if the bricks ever need to be moved, it would be at the property owner’s expense. He recommended that the Board approve this permit, with the condition that the property owner needs to sign the permit application.

Selectman O’Brien moved to approve the Right of Way Permit for 306 Edgewater Drive, contingent upon the owner signing the permit application. Selectman Benavides seconded. Motion carried with all in favor.

8.4 Vendor Request from Catherine Matthews – Town Administrator Dunn stated that the Glendale Regulations prohibit the use of the Glendale facility for commercial purposes, but another section indicates that concessions can be approved by the Town. He further stated that the Board would need to make a decision on this request. One of Town Administrator Dunn’s concerns is there is an existing restaurant, adjacent to the Glendale Docks, which pays taxes to the Town and employs local residents.

However, this applicant is also a Gilford resident and would have to pay a costly vendor fee to the Town if the application were approved. Selectman Benavides stated that he agrees with Town Administrator Dunn’s concerns and would not support this application. As a result, he moved to deny the request from Catherine Matthews to operate a food cart at the Glendale Docks. Selectman Hayes seconded.

Selectman O’Brien questioned if the Lyon’s Den had been approached about this application and if so, did they have any objection? Town Administrator Dunn replied he did not know. Following further discussion, Chairman Hayes indicated that he had no issue with tabling the matter to the next meeting and asked Town Administrator Dunn to inquire about the Lyon’s Den to find out their opinion. The Board concurred with Chairman Hayes’ recommendation and the motion and second was withdrawn.

8.5 2013 Road Striping Contract – Director Morgan stated that there is a small increase in the amount of the contract, but partnering with Laconia has definitely resulted in a better cost. Selectman O’Brien moved to award the 2013 Road Striping Contract to Industrial Traffic Lines, Inc., at a cost of \$20,934. Selectman Benavides seconded. Motion carried with all in favor.

8.6 Vehicle Maintenance Agreement – Public Works & Fire Rescue Departments – Director Morgan stated that tonight he is responding to the first part of a memorandum dated May 3, 2013, concerning maintenance of Town vehicles. He provided the Board with an equipment listing that shows the current mileage/hours of use to date. A report on rust conditions will be provided for the next meeting.

Director Morgan informed the Board that the Department of Public Works is meeting the expectations of the Fire Department and a good partnership exists. He added that the maintenance criteria for the Fire Department's vehicles are more intensive than what would typically be recommended for a particular vehicle.

In addition, Public Works is also performing maintenance on various Police Department vehicles.

Director Morgan stated that rather than focusing on the mileage/hours of various vehicles to determine a replacement time, they spend more assessing the condition of the vehicle. This also helps ensure a better trade-in value.

The Board thanked Director Morgan for this vehicle maintenance update.

8.7 Driveway Permit Waiver Request – 69 Broadview Terrace – Director Morgan explained that this waiver request is for a driveway that allows a right turn only, since it is a one-way circle. He is recommending that the Board approve this request. Town Administrator Dunn added that the abutter to this property has submitted a letter that he has no objections to this proposal and recommends approval.

Selectman O'Brien moved to grant waivers of the Minimum Road Standards to allow the driveway at 69 Broadview Terrace to be constructed within the required 15 foot setback and also have less than the required sight distance. Selectman Benavides seconded. Motion carried with all in favor.

9.0 Other Business

9.1 Live Entertainment License – Boston Culinary Group – Town Administrator Dunn stated that this application has been approved by the Fire Chief (with conditions), Police Chief and Director of Planning and Land Use. Selectman O'Brien moved to approve the Live Entertainment License for Boston Culinary Group at Gunstock, for the period May 23, 2013 through May 22, 2014, with the conditions set for by Fire Chief Carrier that four and five piece bands are not allowed inside during public events; only private parties due to not having sprinklers. Selectman Benavides seconded. Motion carried with all in favor.

9.2 Clarification on Glendale Dock Recycling Dumpster – Town Administrator Dunn advised the Board that he received a letter from a member of the Glendale Yacht Club requesting clarification on whether or not they can use the recycling dumpster at the Glendale Docks, which is currently only available to island boat owners. Although the Glendale Yacht Club is currently not able to use the dumpster, he asked the Board to keep this in mind when preparing the 2014 budget.

Following brief discussion, DPW Director Morgan pointed out that the Town currently pays to get rid of recyclables. He added that the intent of the dumpster has always been to make it easier for island residents to dispose of their recyclables. Selectman O'Brien expressed concern with the message being sent to the general public if cars are seen putting recyclables in the container, rather than from boats of island residents. The Board concurred that there will be no changes at this time.

10.0 Public Input – Gail Ober of the Laconia Daily Sun inquired if the Town was receiving reimbursement from FEMA for the blizzard in February. Town Administrator Dunn replied that the Town is working with FEMA but has not received any figures yet.

Mark Corry inquired if the matter of the Waste Disposal Fee Schedule would be discussed at the next

meeting, to which the Board members replied yes. He further asked if anything had transpired with the agreement between the Board of Selectmen and Town Clerk/Tax Collector. Chairman Hayes replied no.

- 11.0** **Selectmen's Issues** – Selectman Benavides praised Police Chief Keenan for a letter recently received from a Town resident complimenting an officer for his politeness and professionalism.

Chairman Hayes advised Finance Director Ruggles that the Drug and Alcohol Task Force will soon be transferring their funds from the School District to the Town.

Chairman Hayes stated that Meadowbrook held their first concert of the year last Friday night at Meadowbrook, with Motley Crue, and is aware that there were some sound issues. Director of Planning and Land Use John Ayer is monitoring this situation.

- 12.0** **Administrator's Report** – none.

- 13.0** **Next Meeting** – Wednesday, June 12, 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 May 22, 2013 meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Gus Benavides
Clerk