

GILFORD BOARD OF SELECTMEN'S MEETING
July 23, 2014
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, July 23, 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. Also present was Town Administrator Scott Dunn. Absent was Selectman Richard Grenier.

Staff members in attendance included Finance Director Geoff Ruggles, Fire Chief Steve Carrier, DPW Director Sheldon Morgan, DPW Operations Manager Mia Gagliardi, Police Chief Anthony Bean Burpee, Town Clerk/Tax Collector Denise Gonyer and Executive Secretary Sandra Bailey.

1. **Non-Public Session** – will be held at the conclusion of regular meeting.
2. **Non-Meeting – 6:00 P.M.** [Per RSA 91-A:2, I, (a)(b)]
 - 2.1. **Legal Consultation**
 - 2.2. **Collective Bargaining Agreement Negotiations**
3. **Pledge of Allegiance** – Chairman O'Brien led the assembly in reciting the Pledge of Allegiance.
4. **Announcements/Presentations**
 - 4.1. Chairman O'Brien announced that the Hazardous Waste Collection and Island Clean-up will be held on Saturday, July 26th.
5. **Review/Approval of Minutes**
 - 5.1. Selectman Benavides moved to approve the minutes of July 9, 2014, as presented. Chairman O'Brien seconded. Motion carried with Selectman Benavides abstaining.
6. **Consent Agenda**
 - 6.1. Selectman Benavides moved to approve the previously signed documents for the period July 7, 2014 through July 18, 2014 as listed. Chairman O'Brien seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
04/01/14	Change of Status - Clairmont	
06/23/14	Change of Status - K. Buckley	
06/23/14	Change of Status - Tewksbury	
06/25/14	Deed Waiver - Foster, Hurd	223-493.000
06/25/14	Deed Waiver - Gilmartin	201-009.122
06/26/14	Abatement Denial - McDevitt	217-097.000
06/26/14	Abatement Denial - Northway Bank	263-061.000
06/26/14	Abatement Denial - Diesel Realty	242-131.043
06/26/14	Abatement Denial - Diesel Realty	242-131.044
06/30/14	Payroll Register	
07/01/14	Payroll Register(2)	
07/02/14	Abatement - Harutunian	217-014.000
07/02/14	Abatement - Mackenzie	216-040.000
07/02/14	Abatement - SES Parsons LLC	213-031.200
07/02/14	Abatement - Eason-Poisson	242-380.000
07/02/14	Abatement - Bertholet	212-029.002

07/02/14	Abatement - Matyuf	242-131.001
07/02/14	Abatement - Rogers	242-119.000
07/07/14	Change of Status - Petrozzi	
07/08/14	Accounts Payable Manifest	
07/08/14	Payroll Register	
07/08/14	Accounts Payable Manifest	
07/08/14	Payroll Register	
07/11/14	Current Use Land Use Change Tax Collector's Warrant	203-216.000
07/22/14	Change of Status - Donovan	
08/01/14	Change of Status - Tanner	
08/04/14	Change of Status - Harper	

7. Appointments

7.1. Geoff Ruggles – Financial and Department Update – Director Ruggles reported that revenues for the month of June remained strong and surpassed last year’s levels by \$65,000. As has been the case in previous months, Interest on Delinquent Taxes has dropped, but this indicates that taxpayers are more current on their taxes than in previous years.

Expenditures are up from last year, but appear to be leveling off. The same factors continue to affect the increase in expenditures – an early start in road projects, an early property/liability insurance payment and the Lakes Region Mutual Fire Aid dues payment. Police wages and legal fees continue to show significant savings.

Cash flow levels remain below last year but are roughly where anticipated. In addition, the bond payment of \$1.2 million was received last week.

Director Ruggles then highlighted some of the results of the 2013 audit, including an explanation of the “Adverse Opinion” regarding the non-reporting of the cost of post-employment benefits of retirees. He stated that the inclusion of retirees on the Town’s health insurance drives up the overall cost and premiums for current employees, which should be reported as a liability. This cost must be calculated by a certified actuary, with the initial cost of the service between \$3,000 to \$4,000 and ongoing annual charges of \$1,500 to \$2,500 thereafter. The Town has put this off in the past due to the questionable impact to the Town. However, it is likely that the Town will eventually report the cost of post-employment benefits of retirees.

The Appraisal Office has finished the 5-year re-certification of those property owners that qualify for the Elderly Exemption and Veterans Tax Credit. As far as Technology is concerned, the final phase of the server/network upgrade with the installation of the high capacity disk storage array has been completed. Some workstations in the Town Clerk-Tax Collector and Supervisors of the Checklist offices have been upgraded and replaced, so that they may continue to access Vital Records and Voter Registration databases.

The Board thanked Director Ruggles for his update.

8. Old Business

8.1. Handicap Parking - Glendale – Selectman Benavides moved to have the Director of Public Works designate an additional 3 handicap parking spaces, for a total of 7 spaces, at the Glendale Facility with appropriate signage and markings as otherwise required by law. Chairman O’Brien seconded. Motion carried with all in favor. Town Administrator Dunn added that one of the spaces is required to be van accessible, so it will need to be wider than

the other 2 spaces.

- 8.2. Request for Grant Extension – Upgrades to Emergency Operations Center** – Selectman Benavides moved to approve and sign the 1 year extension request documentation. Chairman O’Brien seconded. Motion carried with all in favor.

9. New Business

- 9.1. Live Entertainment License – Boston Culinary Group (Meadowbrook)** – Selectman Benavides move to approve the live entertainment license for Boston Culinary Group at Meadowbrook for the period July 12, 2014 through July 11, 2015, in accordance with the activities and timeframes that are otherwise listed on the application. Chairman O’Brien seconded. Motion carried with all in favor.
- 9.2. PSNH Pole License – Deer Run** – Selectman Benavides moved to approve and sign the Pole License # 41-0499 as presented. Chairman O’Brien seconded. Motion carried with all in favor.
- 9.3. Appointment of Alternate to Planning Board** – Selectman Benavides moved to appoint Carolyn Scattergood as an alternate member to the Planning Board, for a term to expire on April 30, 2015. Chairman O’Brien seconded. Motion carried with all in favor.
- 9.4. Part-time Vacancy – Town Clerk-Tax Collector’s Office** – Selectman Benavides moved to approve advertising for the position, 20 hours per week at \$12.75 per hour, as presented. Chairman O’Brien seconded. Motion carried with all in favor.
- 9.5. Acceptance of Donations** – Selectman Benavides moved to accept the donation of \$250 from the Gilford Elementary School Student Activities Fund and to authorize the expenditure of those funds for their intended purpose, the planting of a Liberty Elm Tree. Chairman O’Brien seconded. Motion carried with all in favor.
- 9.6. Village Bandstand Repairs** – Selectman Benavides moved to approve the expenditure of \$2,647.19 for repairs to the Village Bandstand to be made by James Drouin, conditioned upon his ability to provide the Town with a certificate of insurance, with funds to come from the Recreation Facilities Maintenance Capital Reserve Fund. Town Administrator Dunn advised the Board that a certificate of insurance has been received, but does not include workers’ compensation coverage.

This prompted further discussion regarding potential issues from James Drouin not having workers’ compensation insurance. Town Administrator Dunn stated that the worst case scenario would be Primex coming into Gilford to perform an audit and seeing that a contractor was hired without coverage. This could possibly result in a surcharge on the labor portion of the contract.

Selectman Benavides moved to amend his motion to state it is subject to James Drouin signing a workers’ compensation waiver. Chairman O’Brien seconded. Motion carried with all in favor. The main motion then carried with all in favor.

10. Other Business – none.

11. Public Input – none.

12. Selectmen's Issues – Selectman Benavides stated that he received an e-mail this week from a resident of Scenic Drive, concerned with the condition of the road. He further stated that although he is aware that maintenance to Scenic Drive is scheduled for several years out, he would like Director Morgan to view and road and make an assessment of the road.

Chairman O'Brien added that the Board frequently receives letters from residents complimenting the Department of Public Works. He read two of these letters aloud and stated that the Board appreciates the work done by DPW.

Selectman Benavides reported that he has received positive feedback from residents of Chestnut Drive who appreciate the manner in which DPW quickly responded to their road concerns. Brief discussion ensued regarding the shoulder work that still needs to be completed.

13. Administrator's Report – Town Administrator Dunn advised the Board that he had a meeting yesterday with Police Chief Bean Burpee, as well as the two Lieutenants, to review the draft plan specifications for the Police Station expansion project. He is hopeful that the final plan can be presented to the Board at their August 27th meeting for approval, which would mean the project would go out to bid in September.

The Town has received NH DOT approval for the installation of the flashing radar sign on Route 11-A.

It is anticipated that the Cat Path and Old Lakeshore Road drainage projects will begin next week. Once these are completed, work will commence on a Gunstock Acres drainage project.

14. Next Meeting – August 13, 2014.

15. Non-Public Session – Selectman Benavides moved to enter into non-public session at 7:42 p.m., pursuant to RSA 91-A:3, II, (a)(d) to discuss personnel matters and the consideration of the sale or acquisition of real property. Chairman O'Brien seconded. Motion carried on a roll call vote with all in favor. Present were John O'Brien and Gus Benavides. Also present was Town Administrator Scott Dunn.

Selectman Benavides moved to exit non-public session at 8:15 p.m. and seal the minutes. Chairman O'Brien seconded. Motion carried on a roll call vote with all in favor.

16. Adjournment – With no further business before the Board, the Board of Selectmen's July 23, 2014 meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Richard Grenier
Clerk