

GILFORD BOARD OF SELECTMEN'S MEETING
MAY 23, 2007
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, May 23, 2007, at 2:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Chairman Alice H. Boucher, Connie Grant and Gus Benavides. Also present were Town Administrator Evans Juris, Assistant Town Administrator Debra Shackett and Administrative Secretary Sandra Bailey.

1. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
2. **Review/Approval of Minutes** – The Board of Selectmen approved the regular minutes of the Selectmen's meeting of May 4, 2007 and the regular and non-public minutes of the Selectmen's meeting of May 9, 2007.
3. **Appointments**
 - 3.1. **Sandy Perry** – Ms. Perry, who owns property at 28 Potter Hill Road, was in attendance to provide a brief presentation on why she would like a strip of land, which was donated to the Town in the 1940's, reincorporated into the original lot.

Chairman Boucher asked DPW Director Sheldon Morgan to further explain the drainage issue on this property. He elaborated on his memo of May 21, 2007, where he described the culverts as an active drainage way of the Town. After more discussion, Selectman Benavides asked Director Morgan for his recommendation. Director Morgan stated that they would at least need an easement for the drainage system and his primary concern is that the ditch line be maintained.

Chairman Boucher asked Town Administrator Juris about the possibility of Town Counsel review. Town Administrator Juris recommended that this matter be taken under advisement by the Board and submitted to Town Counsel for review. Chairman Boucher advised Ms. Perry that she will be notified of their determination.

4. **New Business**
 - 4.1. **Special Officer Appointments** – Town Administrator Juris briefly explained the Special Officer appointments that have been received from the Police Department. He stated that these appointments are for part-time officers, who need to be re-appointed each year. He further explained the role of these Special Officers.

Connie Grant moved to appoint the following personnel as Special Officers:
Karen E. Craver, Wesley J. deSousa, Dean M. Eastman, Charles O. Hopkins and

Kristopher J. Kloetz. Gus Benavides seconded. Motion carried.

- 4.2. Pinnacle Drive** – DPW Director Sheldon Morgan advised the Board that his review of Pinnacle Drive was completed yesterday and it is his recommendation that the road be accepted by the Town. He further stated that the street light is on order and it is his recommendation to have the final paving coat done in a year. As far as the bond is concerned, Director Morgan recommended retaining \$28,000 for the 10% amount, final paving coat and as-built plan.

Selectman Benavides asked Director Morgan why he is recommending acceptance. Director Morgan replied that it is his recommendation to accept the road because it was built to Town standards. Town Administrator Juris asked Director Morgan about the width of the road. Director Morgan explained that with the New Minimum Road Standards, a road can be 20' wide, 22' wide or 24' wide, depending on the proposed traffic count.

Selectman Grant moved to accept Pinnacle Drive as a Town road, subject to any expenses relating to the acceptance being borne by the developer. Gus Benavides seconded. Motion carried.

- 4.3. Thompson-Ames Historical Society** – Carmel Lancia, President of the Thompson-Ames Historical Society, was in attendance to explain her request for consideration of the \$1,500 fee that is required to connect to the Town's sewer. She provided background information on how the handicapped accessible bathroom has been installed at the 1848 Meetinghouse, mostly through donated labor. Ms. Lancia was asking the Board if the \$1,500 could be paid over a period of time, rather than all at once.

Chairman Boucher asked Assistant Town Administrator Shackett for her opinion on this matter. ATA Shackett replied that the intended position was to take a hard line on the \$1,500 connection fee and allow no exceptions. Selectman Benavides asked Ms. Lancia what sort of time period she had in mind and she replied 10 years, similar to what other customers have been able to do.

Assistant Town Administrator Shackett clarified that only customers who were already hooked into the system and owed for capital costs were allowed to pay over a period of ten years. All connection fees have been paid "up front". Selectman Grant stated that she would like to find a way to make this work for TAHS. Chairman Boucher expressed concern at setting a precedent with allowing the connection fee to be paid over time. Town Administrator Juris also cited other new developments in the area that would be connecting to the sewer.

Ms. Lancia thanked the Board for their consideration.

- 4.4. Summer Town Forum Date** – Town Administrator asked Board members to select a date for the 2007 Summer Town Forum. A tentative date of Wednesday,

August 15th was set. This date will be confirmed at the June 13, 2007 Selectmen's meeting.

- 4.5. Northern Bass Supply** – Recreation Director Herb Greene asked the Board for approval to accept a \$200.00 donation from Northern Bass Supply, to be placed in the Recreation Revolving Fund.

Gus Benavides moved to approve the acceptance of a \$200.00 donation from Northern Bass Supply, to be placed into the Recreation Revolving Account. Connie Grant seconded. Motion carried.

5. Old Business

- 5.1. Lead Custodian Position** – Town Administrator Juris asked the Board to approve the promotion of Doris (Dee) Chitty from Custodian I to Lead Custodian (Custodian II) and the transfer of Douglas Page from Sewer Technician to Custodian I.

Selectman Benavides inquired about how these changes would affect the number of people in the Department. Town Administrator Juris explained that positions have been re-worked and there is no net increase in employees. The position of Sewer Technician, which is now vacant, will need to be filled.

Connie Grant moved to promote Doris (Dee) Chitty to Lead Custodian, Grade 3, Step 5, at \$13.41 per hour with a six-month probationary period. Gus Benavides seconded. Motion carried.

Connie Grant moved to transfer Douglas Page to Custodian I, Labor Grade 2, Step 11, at \$15.55 per hour with no probationary period. Gus Benavides seconded. Motion carried.

- 5.2. Drinking Water Protection Committee** – Chairman Charles Boucher was in attendance. He stated that the Committee voted to disband at their last meeting, feeling that they had accomplished their goals. He also provided a copy of the brochure that the Committee will have distributed in Gilford, as well as a Septic System Survey that property owners will be asked to complete.

Discussion ensued on who will be receiving the data from the survey since the Committee has disbanded, as well as how this data will be used. Pat Tarpey, another member of the Drinking Water Protection Committee, advised the Board that NH DES has recommended that they use the surveys as a starting point for collecting data on Gilford septic systems.

Town Administrator Juris advised the Board that to fulfill the requirements of the grant, it will be necessary to appoint someone from the Committee to file reports in June and December.

Charles Boucher advised the Board that the brochure is currently at the printers and will not be ready for a couple of weeks. He will advise the Board when the brochure is distributed. Brief discussion also ensued on why the DPLU phone number was placed on the brochure as a contact for further information.

Connie Grant moved to dissolve the Gilford Drinking Water Protection Committee and authorize Pat Tarpey and Charles Boucher to remain on until the task is completed and they have fulfilled their obligation for the grant. Gus Benavides seconded. Motion carried.

6. Public Input – none was provided.

7. Signatures

<u>DATE SIGNED</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
12/20/06	Change of Status - Cook	
01/30/07	Change of Status - Lafond	
03/20/07	Change of Status - Barrett	
03/20/07	Change of Status - Woods	
03/28/07	Change of Status - Mooney	
04/08/07	Change of Status - Farley	
04/17/07	Change of Status - Adair	
04/17/07	Change of Status - Pendergast	
04/18/07	Change of Status - Ferreira	
04/22/07	Change of Status - Page	
04/29/07	Change of Status - Thompson	
04/29/07	Change of Status - Chitty	
04/29/07	Change of Status - Latosek	
05/02/07	Accounts Payable Manifest	
05/07/07	Payroll Register	
05/08/07	Accounts Payable Manifest	
05/10/07	Accounts Payable Manifest (2)	
05/10/07	Abatement Denial	267-012.013
05/11/07	Abatement - Rabinovitz	242-280.041
05/11/07	Sewer Abatement	242-136.200
05/11/07	Payroll Register	
05/14/07	Accounts Payable Manifest	
05/14/07	Payroll Register	
05/14/07	Abatement - Cumberland Farms, Inc.	201-015.000
05/14/07	Abatement - Taylor/Minor Enterprises	213-088.001
05/14/07	Abatement - Taylor/Minor Enterprises	213-088.002
05/14/07	Abatement - Taylor/Minor Enterprises	213-088.008

05/14/07	Abatement Denial - Taylor/Minor Enterprises	213-088.004
05/15/07	Sewer Abatement	201-011.000
05/15/07	Sewer Abatement (3)	222-002.100
05/15/07	Tax Collectors Warrant - Land Use Change	240-097.001
05/15/07	Change of Status - Labonte	
05/16/07	Change of Status - Buckner	
05/16/07	Certification of Yield Taxes Assessed	259-001.000
05/16/07	Certification of Yield Taxes Assessed	232-003.000
05/16/07	Certification of Yield Taxes Assessed	229-001.000
05/16/07	Certification of Yield Taxes Assessed	224-075.000
05/16/07	Certification of Yield Taxes Assessed	216-108.000
05/16/07	Certification of Yield Taxes Assessed	211-005.000
05/16/07	Change of Status - Pendergast	
05/17/07	Tax Collectors Warrant - Land Use Change	240-112.001
05/17/07	Certification of Yield Taxes Assessed	254-139.000
05/17/07	Certification of Yield Taxes Assessed	242-394.000
05/17/07	Certification of Yield Taxes Assessed	253-016.000
05/18/07	Abatement - Boudreau	211-025.001
05/21/07	Abatement Denial - Altmire	229-009.100
05/21/07	Change of Status - Tanner	
05/23/07	Timber Tax Levy Warrant (3)	
05/23/07	Notice of Limits of Municipal Resp. & Liability	
05/23/07	Special Officer Appointment - Craver	
05/23/07	Special Officer Appointment - deSousa	
05/23/07	Special Officer Appointment - Eastman	
05/23/07	Special Officer Appointment - Hopkins	
05/23/07	Special Officer Appointment - Kloetz	
05/23/07	Certification of Yield Taxes Assessed	240-105.002
05/23/07	Certification of Yield Taxes Assessed	215-028.000
05/23/07	Certification of Yield Taxes Assessed	202-045.300
05/24/07	Letters of Congratulations - GFD Award Recipients	
05/28/07	Change of Status - Thevenin	
05/28/07	Change of Status - Mercuri	
05/29/07	Change of Status - Wernig	
06/15/07	Change of Status - DiMartino	
06/21/07	Change of Status - LeRoux	

8. Selectmen Issues – none.

9. Administrator's Report

9.1. GIS Training – Town Administrator Juris advised Board members that Department Managers will participate in a GIS workshop on Wednesday, May 30th.

Other Matters – Town Administrator Juris invited Board members to the site of the new Library tomorrow, May 24, 2007, at 1:30 p.m., to review the proposed landscaping plans.

Dustin Muzzey briefly reviewed the situation with the air quality testing at the Fire Station.

Town Administrator Juris reported that the 2007 Roadway Contracts have gone out.

9.2. Budget Update – Assistant Town Administrator Shackett reviewed highlights of the 2007 Budget Status report that she prepared for the Board. Brief discussion ensued on various budget lines.

9.3. Non-Public Session – RSA 91:A-3 II (a)(c)(e)

The Board of Selectmen on a roll call vote entered Non-Public Session at 3:05 p.m. Present were Selectmen Alice Boucher, Connie Grant and Gus Benavides, Town Administrator Evans Juris, Assistant Town Administrator Debra Shackett and Administrative Secretary Sandra Bailey.

Police Chief John Markland and Captain Kevin Keenan were in attendance to discuss personnel matters.

While in Non-Public Session with Chief Markland and Captain Keenan, action was taken.

After Chief Markland and Captain Keenan exited Non-Public Session, Town Clerk/Tax Collector Denise Morrissette was in attendance to discuss personnel matters.

While in Non-Public Session with TC/TC Morrissette, no action was taken.

The Board exited Non-Public Session at 4:36 p.m. and voted to seal the minutes for a period of thirty (30) days,

10. Next Meeting – June 13, 2007 at 3:00 p.m.

11. Adjournment – With no further business before the Board, the Board of Selectmen's May 23, 2007 meeting was adjourned at 4:37 p.m.

Respectfully submitted,

Sandra J. Bailey
Administrative Secretary