

GILFORD BOARD OF SELECTMEN'S MEETING
July 25, 2007
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, July 25, 2007, at 3:00 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 and non-public minutes of the Selectmen's meetings of July 9, July 11 and July 16, 2007.
3. **Appointments**
 - 3.1. **Doug Lambert** – Chairman Boucher apologized to Mr. Lambert for not having enough time at the last Board meeting to hear his presentation. Mr. Lambert briefly described the information he provided in his packet to the Board of Selectmen, including sample documents from the Nashua Green Team.

He began his presentation by stating that he does not propose windmills on the mountains and it is his intention for the proposed committee to be an advisory one to the Board of Selectmen. He further stated that the purpose of the committee is a result of the 2007 Town Warrant Article #30 regarding global warming issues. The name he has proposed is the Gilford Energy Committee.

Mr. Lambert proceeded to read through the proposed purpose and duties and functions of the Gilford Energy Committee. He also reviewed a spreadsheet from the Nashua Green Team and an Anti-Idling Campaign brochure. He has proposed thirteen (13) members of the committee, with seven (7) seats being held by members of the public and the rest from the Town and School District. He further stated that he hopes that this committee would be a positive and educational example of teamwork.

Chairman Boucher stated that she would like to have a work session prior to making a decision on the Gilford Energy Committee. She stated that she is hopeful that this committee would be able to provide assistance with energy issues with the upcoming municipal building projects.

Mr. Lambert stated that he would like to see this established as an ongoing committee. Both Selectmen Benavides and Grant complimented Mr. Lambert for his efforts and feel this would be beneficial for everyone in Gilford. Both assured Mr. Lambert that they would like to move forward with this committee but need to work out some of the details. Mr. Lambert stated that he appreciates the Board's scrutiny.

The Board assured Mr. Lambert that they would have a decision at the next Selectmen's meeting on August 8th and they will conduct a work session prior to that meeting.

- 3.2. Attorney Patrick Wood** – Attorney Wood appeared on behalf of Scott and Dianne Hopkins of 112 Woodland Avenue, who is appealing the denial of a Driveway Permit by the Department of Public Works, based on our Minimum Road Standards. This matter is being contested by Mr. and Mrs. Hazeltine, their abutters, who were represented by Attorney Stephan Nix.

Attorney Wood provided a sketch of the property and described how the Hopkins would need to be closer than 15' to the property line for a portion of their driveway. He further stated that they would like to build a garage on the rear portion of their property and this driveway would be the only means of access. Attorney Wood then provided an explanation of the photographs he has taken for the Board.

Attorney Nix then provided the Board with additional background information on the situation regarding the commercial business that was located on the property that has now ceased, the construction of a second driveway without a permit, and the PSNH easement that exists over the back of the parcel. Attorney Nix also pointed out that there is no survey plan available of the Hopkins' property and the trees along the property line cannot be cut because they belong to Hazeltines.

Attorney Nix provided additional photographs of the property and pointed out issues with drainage, sight distance and the fact that a proposed stockade fence will not create a buffer for the Hazeltines due to the difference in elevation between the two properties.

Attorney Wood asked to respond to Attorney Nix. He stated that the power lines are at the rear of the property and will not affect the construction of a garage. He also pointed out that the brush that is obscuring the sight line is located within the Town's right-of-way, not the Hazeltine property. Attorney Wood also feels that the stockade fence will provide a buffer for the Hazeltines.

Chairman Boucher asked Attorney Wood if the proposed garage would be used for business. Attorney Wood replied no. At this time, Attorney Nix suggested a site inspection so that the Board can view the two properties.

DPW Director Sheldon Morgan explained that the driveway permit was denied because it did not conform to the fifteen (15) foot setback to property lines. It was the consensus of the Board to hold a site inspection, the date and time to be determined.

4. **Appointments**

- 4.1. Driveway Width Waiver Request** – John Claridge, who recently constructed a home at 99 Sagamore Road, was in attendance to request a waiver for the width of his driveway. Mr. Claridge stated that his lot is very steep, so he would like a wider approach to the driveway, which will address both sight visibility and drainage issues. Highway Foreman Tracy Leonard stated that he is favor of allowing Mr. Claridge to have the additional width at the entry to his driveway.

Chairman Boucher asked DPW Director Sheldon Morgan if what Mr. Claridge is proposing is acceptable to him. Director Morgan provided additional photographs of the property and feels that there is no problem with Mr. Claridge's proposal. Mr. Claridge added that he will blend his concrete driveway to the Sagamore Road pavement to make it aesthetically pleasing.

Selectman Benavides moved to grant a waiver to Mr. Claridge for the Minimum Road Standards driveway width requirement. Selectman Grant seconded. Motion carried.

- 4.2. Herb Greene** – Recreation Director Greene requested authorization to hire Matthew Cappello as an on-call lifeguard for the remainder of the summer season at Gilford Beach. Selectman Benavides inquired if this would require any additional funding and Director Greene replied that it would not increase funding because Matthew would work in place of another lifeguard.

Selectman Grant moved to authorize the hiring of Matthew Cappello as an on-call lifeguard for the remainder of the summer season, contingent upon successful completion of a criminal background check. Selectman Benavides seconded. Motion carried.

- 4.3. Welfare Guidelines** – Assistant Town Administrator Shackett provided the Board with an updated version of our Welfare Guidelines, which is based on a model document provided by the Local Government Center and NH Welfare Administrators Association. She asked the Board to review the document and it would be further discussed at the August 8, 2007 Selectmen's meeting.

5. **New Business**

- 5.1. Fiscal Year Change** – Assistant Town Administrator Shackett reviewed materials that she has compiled regarding a fiscal year change. She stated that she spoke with two other towns that have made this change, the NH Department of Revenue Administration and our Town Auditors. She provided a chart for the Board to visualize how the transition could take place. She provided a detailed explanation of the importance of minimizing the impact to taxpayers during the transition to an eighteen (18) month budget. Methods discussed included a Capital Reserve Fund, borrowing a portion or utilizing the Undesignated Fund

Balance.

ATA Shackett also explained the cash flow problem that exists with the current calendar year method and various other benefits with changing to a fiscal year.

Discussion ensued on any potential disadvantages to the change, including the matter of any additional costs involved. Town Administrator Juris pointed out the importance of having the School District alerted to the implications the transition year would have on spending.

At this time, Town Clerk/Tax Collector Denise Morrissette asked to provide input to the Board on how this change would negatively affect the operation of her office. TC/TC Morrissette reviewed her prepared memo for the Board, which outlines how this change would affect the level of customer service that her office is able to provide to the public. She pointed out how the demand for customer service is at its peak levels in July, when she would be required to close her books, by statutory authority, within ten (10) days of the fiscal year end and prepare all annual reports.

Town Clerk/Tax Collector Morrissette also provided suggestions on alternative ways to handle the cash flow problem that currently exists.

Further discussion ensued with the Board on the operation of the Town Clerk/Tax Collector's office, including being able to go on-line with the State of New Hampshire and the current E-Reg program. The Board will further review the information provided by ATA Shackett and TC/TC Morrissette.

6. Public Input

Chairman Boucher read the Board's guidelines for the Public Input portion of their meeting.

Gilford resident Patrick McKenna was in attendance to voice his support for the proposed Energy Committee. He offered the "Town Energy and Climate Action Guide" as a resource for the Board. He also stated that there are funding sources available for the Committee. Brief discussion ensued on the value of public awareness on this issue. The Board thanked Mr. McKenna for his input.

Gilford resident Dale Dormody stated that he would also like to address the matter of the Energy Committee. He stated he has concerns with the proposal made by Mr. Lambert. Mr. Dormody provided a briefer alternative to Mr. Lambert's proposal including: to appoint a committee of a size the Board deems appropriate, charge the committee, and give the committee a timeframe to develop goals, etc. The last step would be to provide a defined timeline to the committee to complete their task and provide recommendations for the Board's review and consideration, then disband.

Selectman Benavides inquired why the committee would then be disbanded. Mr.

Dormody replied that this would be in accordance with the intent of the warrant article. Brief discussion ensued on this matter. The Board thanked Mr. Dormody for his input and stated that a work session would be conducted prior to the next Selectmen's meeting.

7. Signatures

<u>DATE SIGNED</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
06/22/07	Accounts Payable Manifest (2)	
06/25/07	Tax Collectors Warrant - Sewer Rent	
06/25/07	Payroll Register	
06/26/07	Accounts Payable Manifest	
06/27/07	Accounts Payable Manifest	
06/28/07	Abatement - Veysey	253-363.000
06/28/07	Abatement - Friends of Gilford Library	226-078.000
07/02/07	Payroll Register	
07/05/07	Accounts Payable Manifest	
07/06/07	Change of Status - Cassavaugh	
07/09/07	Payroll Register	
07/09/07	Accounts Payable Manifest	
07/12/07	Accounts Payable Manifest	
07/16/07	Abatement Denial - Tompkins	252-220.000
07/17/07	NH DRA Form - PA 28	
07/18/07	NH DRA Appl. For Reimbursement Fed. & State Forests	
07/18/07	Letter to S. Rabinovitz	
07/18/07	Abatement - Molloy	253-104.000
07/18/07	Abatement - Gillett	242-045.000
07/23/07	Abatement - Gillett	242-045.000
07/23/07	Abatement - Weiner	242-280.032
07/23/07	Abatement - Hyson	242-280.033
07/23/07	Abatement - Molloy	253-104.000
07/28/07	Change of Status - Cappello	
08/07/07	Change of Status - Dormody	

8. Selectmen Issues – the Board set a date and time for the site inspection at 112 Woodland Avenue for Friday, August 3, 2007 at 9:30 a.m.

Chairman Boucher inquired about the “No Parking” signs for Weirs Road. Town Administrator Juris provided her with an update.

9. Administrator's Report

9.1 Lake Host Program Update

Town Administrator Evans Juris advised the Board that the Lake Host Program was very well received and took a very short amount of time to complete on each boat.

9.2 Town Policy Update

Town Administrator Juris advised the Board that the Department Managers are currently reviewing the Personnel Policy. After it has been reviewed by them, it will be provided to the Board for their review.

9.3 Timberman Triathlon

Town Administrator Juris reviewed a letter received from Keith Jordan, inviting the Board to come to the start of the race and welcome the athletes. Selectman Benavides will attend the event on Saturday and Chairman Boucher will attend on Sunday.

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

The Board of Selectmen on a roll call vote entered Non-Public Session at 5:17 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.

While in Non-Public Session, the Board discussed pending litigation, land acquisition and personnel matters. While in Non-Public Session, no action was taken.

The Board exited Non-Public Session at 5:30 p.m.

Selectman Grant moved to deny the request from Stephen Rabinovitz for the Town to promptly reimburse Susan Rabinovitz for the costs, which the Court awarded to the Town of \$1,500.00, plus statutory interest. Selectman Benavides seconded. Motion carried.

Meeting with Moultonboro Study Group – Jerry Hopkins and a group of citizens from Moultonboro were in attendance to receive input on the budget process in Gilford. The Board of Selectmen, Town Administrator and Assistant Town Administrator provided information to the Group on the budget process, as it relates to department managers, the administration, the Board of Selectmen and the Budget Committee. A question and answer period ensued, with information provided on the time involved in the process, the benefit of the Budget Committee and the need for respecting each other's opinions.

Prior to adjournment, the Board scheduled a work session for Tuesday, July 31, 2007 at 6:00 p.m. to discuss the proposed Gilford Energy Committee and personnel matters.

10.0 Next Meeting – August 8, 2007 at 3:00 p.m.

11.0 Adjournment – With no further business before the Board, the Board of Selectmen's July 25, 2007 meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Sandra J. Bailey
Administrative Secretary