

GILFORD BOARD OF SELECTMEN'S MEETING
February 13, 2008
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, February 13, 2008, 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.

Chairman Boucher announced that this meeting is being recorded for public access television.

2. Review/Approval of Minutes – The Board of Selectmen approved the regular and non-public minutes of the Selectmen's meeting of January 23, 2008.

3. Appointments

3.1. Herb Greene – Recreation Director – Director Greene provided the Board with brief background information on a donation in the amount of \$2,000.00 that was recently received from Shaw's Supermarket.

Selectman Benavides moved to accept the \$2,000.00 donation from Shaw's Supermarket, to be placed in the Recreation Revolving Fund for replacement playground equipment. Selectman Grant seconded. Motion carried.

4. New Business

4.1. Committee Appointments – Town Administrator Juris asked the Board of Selectmen if they would like to continue their current practice for Committee and Board reappointments, which is to have them complete an application, submit a letter of interest and then appear before the Board of Selectmen.

Selectman Grant pointed out that she is personally acquainted with all of the Committee/Board members that having upcoming expiring appointments and does not feel it is necessary for them to appear before the Board of Selectmen. Following further discussion, the Board concurred that re-appointees would be asked to submit a completed application and letter of interest and new applicants would be asked to come before the Board of Selectmen.

4.2. Rowe House Lease – Town Administrator Juris briefly reviewed a request received from the Thompson-Ames Historical Society to renew their lease of the Benjamin Rowe House for five (5) additional years. Selectman Benavides moved to renew the lease with the Thompson-Ames Society of the Benjamin Rowe House for five (5) years, expiring on April 1, 2013, with the understanding that this renewal is not to be considered automatic every five (5) years.

Selectman Grant seconded. Motion carried.

- 4.3. Abatement Request - Rock** – Town Administrator Juris stated that based on past practices, the Town Clerk/Tax Collector is not recommending that an abatement be granted.

Selectman Benavides moved to deny a request from Thomas Rock for an abatement of interest charges in the amount of \$52.03. Selectman Grant seconded. Motion carried.

- 4.4. Cartographic Contract** – Town Administrator Juris provided brief background information on this contract with Cartographic Associates, which is to compile a Prime Wetlands Map and a PDF file.

Selectman Grant moved to approve the contract for mapping services with Cartographic Associates, in the amount of \$1,495. Selectman Benavides seconded. Motion carried.

- 4.5. Lake Host Program** – Town Administrator Juris reviewed the materials provided by Jared Teutsch of the NH Lakes Program regarding the prevention of the spread of invasive aquatic weeds. This program was very well received last year and Town Administrator Juris encouraged the Board to assist with funding this year. He suggested that the funding could come out of the Glendale Docks maintenance line.

Selectman Benavides moved to approve up to \$1,000 for funding the NH Lakes Association Lake Host Program. Selectman Grant seconded. Motion carried.

- 4.6. Regulatory Traffic Sign Request** – DPW Director Sheldon Morgan was in attendance to explain three regulatory traffic sign requests that he has been asked to bring forward to the Board.

The first request is for a full stop sign, rather than a yield sign, at the intersection of Young Road. Director Morgan and Chief Markland are supporting this request.

The second request is for stop signs to be installed at both ends of Jameson Avenue. This requested is also supported by Director Morgan and Chief Markland.

The final request is for a No Parking Zone on Alvah Wilson Road. A parking issue, which was believed by the SAU Office to be an isolated incident, was responsible for this request being made. Further discussion on this situation revealed that it was never the intent that parking be permitted on the athletic field on Alvah Wilson Road and cars should be parking in the school parking lot.

Director Morgan will look into the matter of access to the athletic field and report back to the Board. A public hearing will be scheduled for these proposed traffic sign changes.

- 4.7. Grant Request – Police Department Training** – Police Chief John Markland was in attendance to explain a grant request through the NH Police Standards & Training Council for School Resource Officer Training in Rhode Island. This grant would reimburse the Town 2/3 of the cost, up to \$1,000, for the training. The training will be held during school vacation week.

Selectman Grant moved to grant approval of this training grant, based upon its acceptance by the NH Police Standards & Training Council. Selectman Benavides seconded. Motion carried.

- 4.8. Transfer of Town Property** – Police Chief John Markland requested the Board’s approval to transfer old portable radios, which are currently in storage, to the SAU. These radios would be valuable in the schools in the event of an emergency.

Selectman Grant stated that she feels this is an excellent use of equipment. Brief discussion followed on why the Town has a number of old radios in storage.

Selectman Benavides moved to transfer the portable radios to the SAU. Selectman Grant seconded. Motion carried.

- 4.9. Abatement Request – Clough** – Town Clerk/Tax Collector Morrissette explained an abatement request received from Jay Clough. Due to a clerical error, she is recommending that this abatement request be granted.

Selectman Benavides moved to abate Jay Clough interest totaling \$98.28. Selectman Grant seconded. Motion carried.

- 4.10. Laconia Airport Authority** – Town Administrator Juris briefed the Board on a request from Steven J. Smith & Associates for permission for temporary access over Town owned land to perform maintenance on the Lockes Hill Hazard Beacon.

Selectman Grant moved to authorize the Laconia Airport Authority to cross over Town owned land to access the Lockes Hill Hazard Beacon. Selectman Benavides seconded. Motion carried.

5. Old Business

- 5.1. Bank Deposits** – Assistant Town Administrator Shackett stated that the Town Treasurer and Deputy Treasurer are the only two individuals authorized to make deposits, although in most towns it is not done that way. In August 2007, the Legislature attempted to correct this by enacting legislation that would allow the

Treasurer to delegate this authority to others for bank deposits, with the permission of the Board of Selectmen. The party making the bank deposit must be bonded and at this time, neither the members of the Police Department or Finance Department are bonded. TC/TC Morrissette pointed out that anyone can be covered by a bond at no additional cost to the Town.

A memo from Police Chief John Markland indicates that he is not in favor of the Police Department continuing the practice of making bank deposits. Extensive discussion followed on the best way to handle bank deposits.

Selectman Benavides asked TC/TC Morrissette to explain the bank deposit procedure. Following her explanation, he asked about the use of an armored car service. TC/TC Morrissette indicated that cost is a factor, although she does have an inquiry into Brinks. Selectman Grant asked TC/TC Morrissette how other towns handle bank deposits. TC/TC Morrissette replied that she does not know because she did not think that this was a big deal and it is not her problem, but it is the problem of the Board of Selectmen.

Town Administrator Juris suggested that this matter be continued to the February 27, 2008 Selectmen's meeting so that further information can be gathered.

- 5.2. Stephen G. Rabinovitz** – Town Administrator Juris explained correspondence that was received from Stephen G. Rabinovitz, dated February 3, 2008. In his letter, Mr. Rabinovitz is seeking a reply to his October 13, 2007 letter. Town Administrator Juris stated that he considers the October 13th letter a demand, not a request. He further stated that he acknowledged Mr. Rabinovitz's letter on October 15, 2007, via fax.

It was the concurrence of the Board to send the Town's October 15, 2007 letter to Mr. Rabinovitz again via certified mail, return receipt requested.

- 5.3. Facility Planning Committee** – Chairman Boucher stated that the Board needs to make a determination on what direction to give the Facility Planning Committee. Selectman Grant stated that she would like to have the discussion in non-public session. Selectman Benavides suggested that the Board wait until after March 11th Town Meeting to make a determination, once the outcome of the vote for funding is known. He agrees that it should be conducted in non-public session.

Chairman Boucher agreed with discussing this matter in non-public session. Town Administrator Juris read the criteria for non-public session and extensive discussion ensued on the interpretation.

Selectman Grant stated that she wants the Committee to continue and feels that taxpayers should be involved. She does not feel that, as a taxpayer, she would approve the project without the Committee. She is also concerned with the

timing of waiting until March to make a decision. She also asked to consider the use of specialty consultants with the Committee, which was not previously done. Selectman Benavides reiterated his position that the Board wait until after March 11th to meet with the FPC in public session to go over the makeup of the Committee and their charge. Selectman Grant reiterated her position that waiting would be detrimental to the Committee.

5.4. Library Property – 43 Potter Hill Road – Town Administrator Juris explained the information that has been received regarding the disposition of the Town owned property at 43 Potter Hill Road. Town Counsel has recommended that the Board dispose of the property by sealed bids or auction.

Town Administrator Juris presented options on how to proceed with this matter. Selectman Grant would like to have an independent appraisal and offered to try to obtain one pro bono. Extensive discussion ensued.

Selectman Benavides moved to authorize payment of an independent appraisal on the property, but if possible, to have it done pro bono. Town Administrator Juris suggested that an RFP be put out for the appraisal. Selectman Benavides agreed to add this to his motion. Selectman Grant seconded. Motion carried.

6. Public Input - none was provided.

7. Signatures

<u>DATE SIGNED</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
12/19/07	Change of Status - Bailey	
01/01/08	Change of Status - Bonan	
01/01/08	Change of Status - Wilson	
01/01/08	Change of Status - Adams	
01/02/08	Change of Status - Heinz	
01/02/08	Change of Status - Worster	
01/16/08	Accounts Payable Manifest	
01/23/08	Accounts Payable Manifest	
01/24/08	Accounts Payable Manifest	
01/29/08	Tax Collector's Warrant - Land Use Change Tax	263-036.003
01/29/08	Tax Collector's Warrant - Land Use Change Tax	263-036.001
01/29/08	Accounts Payable Manifest	
01/30/08	Accounts Payable Manifest	
01/31/08	Accounts Payable Manifest (4)	
02/01/08	Deed of Easement - Meadowbrook Farm, LLC	
02/04/08	Veteran's Tax Credit - Jalbert	262-016.821
02/04/08	Veteran's Tax Credit - Tinsley	226-072.000

02/08/08 Tax Collector's Warrant - Sewer Rents

02/13/08 Abatement Denial - Cormier

224-049.085

8. **Selectmen Issues** – Selectman Benavides inquired whether the wording in the Cybertron contract had been changed. Town Administrator Juris advised him that that it was reviewed by Town Counsel and Cybertron’s counsel, and has been changed and signed.

Selectman Benavides also praised the Department of Public Works for their hard work and efforts during the recent storms.

9. **Administrator’s Report**

9.1 Video Update – Town Administrator Juris informed the Board that the audio settings had been changed and they have now been adjusted to where they need to be. He also stated that all four (4) cameras have been installed. Discussion ensued on having the dates and times of the broadcast available to the public. Town Administrator Juris also stated that he is looking into linking the broadcast to the Town’s website.

9.2 Deliberative Session Review –Town Administrator Juris stated that the Deliberative Session could have been shorter if off-topic issues were not so lengthy. The turnout was poor but the turnout for the actual ballot vote is usually very good. Discussion ensued on addressing some of these issues with the Moderator.

9.3 New England States Performance Measurement Pilot Project

Assistant Town Administrator Shackett requested permission from the Board of Selectmen to participate in the New England States Performance Measurement Pilot Project. She reviewed a memo that she prepared and pointed out that the financial commitment is small compared to the time commitment that is involved. Gilford is one of three municipalities in New Hampshire that has been asked to participate.

Extensive discussion ensued on the time commitment that would be involved with this project for the Administration and Department Managers. Chairman Boucher would like to hear how the Department Managers feel about the project. Selectman Benavides asked Town Administrator Juris his thoughts on the project. TA Juris replied that due to the Board’s concern with the Town Administrator and Assistant Town Administrator being out of the building at the same time, it could be a problem in attending the necessary meetings. He also feels that the Town should offer 100% commitment or not at all. He added that the Department Managers are generally very pro-active and like a challenge. He will ask them for input at their meeting tomorrow.

Chairman Boucher asked for input from the Department Managers and for this matter to be brought back to the next meeting for further discussion.

9.4 Liberty Hill Road - Town Administrator Juris advised the Board that no response has been received from John Regan at NH DES. He also reminded the Board that this issue has been before the Town since October 2004. Discussion ensued on the importance of continuing to apply pressure at the State level for a decision to be made.

9.5 Lakes Business Park Sign - Town Administrator Juris advised the Board that the sign for the Lakes Business Park is moving forward but because it is to be located in the SFR zone, it will require a Special Exception from the Zoning Board of Adjustment.

9.6 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 5:05 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.

While in Non-Public Session, the Board discussed personnel and litigation matters. While in Non-Public Session, Selectman Benavides moved to authorize Town Counsel Walter Mitchell to represent former Selectmen Kinney O'Rourke and Dennis Doten, and former Town Administrator Phillippe Arel with regards to the Stephen Rabinovitz litigation. Selectman Grant seconded. Motion carried. Chairman Boucher abstained.

Town Administrator Juris and Assistant Town Administrator Shackett exited Non-Public session at 5:15 p.m. Administrative Secretary Sandra Bailey exited at 5:25 p.m.

The Board exited Non-Public Session at 5:45 p.m.

10.0 Next Meeting – Wednesday, February 27, 2008 at 3:00 p.m.

11.0 Adjournment – With no further business before the Board, the Board of Selectmen's February 27, 2008 meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Sandra J. Bailey
Administrative Secretary