

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**June 25, 2008**  
**Town Hall**

The Board of Selectmen then convened in a regular session on Wednesday, June 25, 2008, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Connie Grant, Gus Benavides and Kevin Hayes. Also present were Interim Town Administrator Debra Shackett, Interim Town Administrator John Markland and Administrative Secretary Sandra Bailey.

1. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance. Chairman Grant announced that the meeting would be videotaped and broadcast on Lakes Region Public Access TV.
2. **Review/Approval of Minutes** – The Board of Selectmen approved the minutes of the June 6, 2008 and June 16, 2008 Work Sessions and the regular and non-public minutes of the meeting of June 11, 2008.
3. **Appointments**
  - 3.1. **John Regan – NH DES** – Mr. Regan was in attendance to review the procedures and happenings of recent months regarding the Liberty Hill Road site. He commended members of the public and the Town of Gilford for the thoughtful comments that were made in response to the remediation plan. He also reviewed some of the technical data regarding the slurry wall and advised the Board that DES would be deferring this matter until more information is received. Tonight's information will be submitted to the Board in writing but Mr. Regan felt that it was important to present the information in person first.

Mr. Regan continued with his presentation and stated that it is their intent to conduct technical meetings with Keyspan and the Town of Gilford to identify areas of agreement or disagreement. This process will most likely include periodic progress meetings. DES feels that this is the responsible course of action for the Town of Gilford, which will also keep the process moving. These meetings will not significantly impact the proposed schedule.

Chairman Grant thanked Mr. Regan for his coming to the Board meeting and for his openness in this process. Selectman Benavides also thanked Mr. Regan for his attendance at this meeting and for looking at the details. He also stated that the Board will remain vigilant in their request for 100% removal of contaminants.

Selectman Benavides also praised the Town's environmental attorney and consultant, who have been extremely helpful in the Town's response to DES. He acknowledged that the Town has made a financial investment in this project and he publicly urged Keyspan to do the right thing for the Town of Gilford.

John Regan thanked Interim Town Administrator Shackett for her assistance over the past few months.

### **3.2. Library Trustees**

**3.2.1.** Robert Kammeraad was in attendance requesting assistance from the Town in moving materials from the old library to the new library on August 7, 8 and 9, 2008. Library Director Katherine Dormody, who was also in attendance, stated that they will be sending out a letter asking for help. She explained to the Board the process that will be used to move the collection, utilizing rolling crates and a truck with a lift.

Chairman Grant suggested that this request receive input from DPW Director Sheldon Morgan. Director Morgan, who was also in attendance, stated that his department would be able to assist on August 7<sup>th</sup> and 8<sup>th</sup>, but helping on Saturday, August 9<sup>th</sup>, would place his employees in an overtime situation. Selectman Benavides stated that he and his family will be available to help. He also suggested that local businesses be contacted for assistance, as well as a sign being placed in the Village looking for volunteers.

**3.2.2.** Interim Town Administrator Shackett briefly reviewed the process that will be used when ownership of the new library is transferred from the Friends of the Library to the Town of Gilford.

## **4. Old Business**

**4.1. Swing Equipment RFP Recommendation** – Parks and Recreation Director Herb Greene was in attendance to answer questions for the Board regarding the swing equipment RFP. Selectman Hayes asked him to explain the difference between the Pettinelli & Associates Options 1 and 2. Director Greene stated that the metal in both options is the same, but Option 2 is for space saving purposes. He further stated that all proposals meet the required safety standards and have the same number of swings.

Director Greene stated that the prices include installation, but not any additional site work that may be needed. He checked references and found them to be very favorable.

Selectman Benavides moved to accept the Option 2 proposal from Pettinelli & Associates, in the amount of \$19,879.02. Selectman Hayes seconded. Motion carried.

**5. Public Hearing** – Before commencing the public hearing on the proposed sale of the Potter Hill Road lot, Interim Town Administrator Shackett clarified and reviewed the process that is involved. This process was recently erroneously reported in a local newspaper.

Chairman Grant opened the public hearing. Tony Ferruolo of Gilford Village Knolls

provided a brief review of the history of Gilford Village Knolls. He also stated that they have a lengthy waiting list and provide safe and affordable housing for seniors in this area. The application deadline for funding is July 10, 2008 and the results should be known by late August.

Interim Town Administrator Shackett fully disclosed the terms of the sale, which are \$150,000 plus costs. This offer shall remain irrevocable for a period of six (6) months from the date the Option to Purchase is signed, and shall remain in force until one (1) year from that date.

Resident Joe Hoffman provided information on the purchase of the Potter Hill Road lot. Mr. Hoffman expressed concern with many aspects of this purchase. After being repeatedly warned by Chairman Grant to remain on the subject before the Board, Mr. Hoffman was escorted from the room by Police Captain Keenan.

Kirk Dougall asked some procedural questions on the petition that is circulating to have the sale stopped until next year's Town Meeting. He urged the Board to walk the property so that they can be familiar with his concerns regarding the terrain.

The public hearing was closed at 7:58 p.m.

## **6. New Business**

**6.1. Selection of Citizen Panel** – Following brief discussion, the Board agreed upon the following five (5) residents as members: Wynette DeGroot, Greg Dickinson, Lee Duncan, Gisele Lambert and Manuel Nunez. They also chose Dick Hickok as an alternate member. Selectman Benavides asked Interim Town Administrator Markland to send a letter to the panel advising them of an organizational meeting to be held on Wednesday, July 2, 2008 at 6:00 p.m.

**6.2. Glidden Road Update** – DPW Director Sheldon Morgan provided an update on the recent construction project on Glidden Road. He stated that the project has currently expended approximately \$67K and should come in at under \$100K for completion. He has projected that future work in three different areas, would incur another \$162K, leaving approximately \$270K that would not be expended and could be applied against expenditures in other sections of the budget.

**6.3. Request from 15 Dockham Shore Road** – Director Morgan stated that Mr. and Mrs. Carsen of 15 Dockham Shore Road have requested permission for their cobblestones to remain in the Town's right-of-way on Dockham Shore Road.

Selectman Hayes moved to grant permission for the cobblestones to remain at 15 Dockham Shore Road, as long as they do not have a negative affect on public travel or roadside maintenance by the Town of Gilford. Selectman Benavides seconded. Motion carried.

7. **Public Input** – Dennis Doten thanked Interim Town Administrator Shackett for her many years of service to the Town of Gilford. He also stated that he supports senior housing, but also feels the Town should look into affordable workforce housing. In closing, he stated that he feels that the Board has taken too long in filling the two key positions that are currently open.
8. **Selectmen's Issues** – Chairman Grant presented a card and plant for Interim Town Administrator Shackett, from the Board, in appreciation of her service to the Town of Gilford. Selectman Benavides thanked her for her efforts and Selectman Hayes stated that he feels that she will be an asset to Belknap County.

Chairman Grant stated that although the new Personnel Policy is undergoing review, she would like to have a policy in place now so that evaluations will be reviewed by the Town Administrator prior to being reviewed with the employee.

Selectman Hayes moved that all Performance Evaluations will be reviewed by the Town Administrator, prior to being reviewed with the employee. Selectman Benavides seconded. Motion carried.

Selectman Hayes expressed concern with expediting the process for how to utilize the old library building. He suggested that a member of the Board meet with the School Board to discuss their interest. Interim Town Administrator Shackett responded that Attorneys Walter Mitchell and Jae Whitelaw will be meeting with the Board on Wednesday, July 9, 2008 at 6:00 p.m. to discuss the old library building.

9. **Administrator's Report** – Interim Town Administrator Shackett briefly reviewed a current budget report. She stated that \$270K that Director Morgan will not be using for road maintenance will be very beneficial in offsetting other expenditures. She also stated that this matter should be considered deferred maintenance and the Board should support it that way with the Budget Committee.

## 10. **Signatures**

<b><u>DATE SIGNED</u></b>	<b><u>DOCUMENT</u></b>	<b><u>MAP/LOT #</u></b>
02/07/08	Change of Status - McGinley	
03/13/08	Change of Status - Shackett	
05/28/08	Change of Status - Leonard	
05/30/08	Accounts Payable Manifest	
06/02/08	Payroll Register	
06/02/08	Payroll Register	
06/03/08	Payroll Register	

06/04/08	Accounts Payable Manifest	
06/06/08	Accounts Payable Manifest	
06/09/08	Payroll Register	
06/10/08	Sewer Abatement - Tompkins	252-016.428
06/11/08	Accounts Payable Manifest (2)	
06/11/08	Payroll Register	
06/12/08	UNIVERS Contract	
06/12/08	Abatement - Taylor/Minor	213-088.002
06/12/08	Parsons Settlement - BTLA	266-002.005
06/13/08	Ambulance Write-offs	
06/16/08	Sewer Abatement - Kereage	203-167.000
06/16/08	Facility Maintenance Reserve Fund Expenditure	
06/16/08	Payroll Register	
06/16/08	Abatement - Combe	253-161.000
06/16/08	Abatement - Gillett	242-045.000
06/17/08	Notice of Lien - Duquette	224-046.030
06/17/08	Accounts Payable Manifest	
06/18/08	Accounts Payable Manifest (2)	
06/18/08	Abatement - Dow	213-088.009
06/19/08	Letter - Gagnon	
06/19/08	Letter - Mooney	
06/19/08	Sewer Abatement - Sullivan	252-016.404
06/19/08	Payroll Register	
06/20/08	Accounts Payable Manifest	
06/23/08	Sewer Abatement - Allard	252-016.258
06/23/08	Tax Collector's Warrant - Sewer (Kimball)	
06/23/08	Tax Collector's Warrant - Sewer (Gerald Realty)	
06/23/08	Sewer Abatement - Rowe	227-141.000
06/23/08	Change of Status - DuVerger	
06/23/08	Tax Collector's Warrant - Sewer Rents	
06/25/08	Letter to John & Brenda O'Brien	
06/25/08	Letter to M. Haas	
06/30/08	Change of Status - Maheux	
06/30/08	Change of Status - Herlihy	
06/30/08	Change of Status - Lemay	
07/29/08	Change of Status - Willett	

### **11.0 Non-Public Session RSA 91-A:3 II (a)**

The Board of Selectmen on a roll call vote entered Non-Public Session at 8:40 p.m. Present were Selectmen Connie Grant, Gus Benavides and Kevin Hayes. Also present were Interim Town Administrator Debra Shackett and Interim Town Administrator John Markland.

While in Non-Public Session, the Board discussed personnel matters. While in Non-Public Session, no action was taken.

The Board exited Non-Public Session at 9:00 p.m.

**11.0 Next Meeting** – Wednesday, July 9, 2008 at 7:00 p.m.

**12.0 Adjournment** – With no further business before the Board, the Board of Selectmen's June 25, 2008 meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Sandra J. Bailey  
Administrative Secretary