

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**April 22, 2009**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, April 22, 2009, at 6:30 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides, Kevin Hayes and John O'Brien. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

1. **Non-Public Session**– Selectman Hayes moved to enter Non-Public Session pursuant to RSA 91-A:3 II (c) to consider a hardship abatement. Selectman O'Brien seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Gus Benavides, Kevin Hayes and John O'Brien. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

While in Non-Public Session, the Board discussed a hardship abatement.

While in Non-Public Session, action was taken.

Selectman Hayes moved to exit Non-Public Session at 6:36 p.m. and seal the minutes. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to recess until 7:00 p.m. Selectman O'Brien seconded. Motion carried with all in favor.

Chairman Benavides reconvened the meeting at 7:00 p.m.

Staff members in attendance were Geoff Ruggles, Kevin Keenan, Denise Morrissette, Sheldon Morgan and Herb Greene.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements**
  - 3.1. **2010 Census** – Chairman Benavides read a notice concerning the 2010 Census. Between the months of April and July 2009, US Census employees will be visiting every housing unit in Gilford.
  - 3.2. **Silver Star Banner Day Proclamation** – Selectman Benavides read a proclamation in recognition of Silver Star Banner Day on May 1, 2009.
  - 3.3. **Cornelia de Lange Syndrome Awareness Day** – Selectman Benavides read a proclamation in recognition of Cornelia de Lange Syndrome Awareness Day on May 9, 2009.
4. **Review/Approval of Minutes**
  - 4.1. Selectman Hayes moved to approve the minutes of the special work session of April 7, 2009. Selectman O'Brien seconded. Motion carried with all in favor.
  - 4.2. Selectman Hayes moved to approve the minutes of the regular and non-public sessions of the April 8, 2009 meeting. Selectman O'Brien seconded. Motion carried with all in

favor.

**5. Public Hearings**

**5.1. Justice Assistance Grant (JAG) Formula Program** – Deputy Police Chief Kevin Keenan provided background information on this federal funding that was approved in February 2009. The Town of Gilford is eligible for \$24,725 and 10% of these funds (\$2,472.50) will be earmarked for the Belknap County Special Operations Group. A memo of understanding is required with Belknap County to explain how the funds will be spent and that one fiscal agent will be designated. Deputy Chief Keenan proceeded to explain the six (6) areas of the Justice Assistance Grant, which are:

- Server replacement - \$9,962.10
- Computer towers (3) - \$2,088.00
- Radar Units - \$4,653.00
- Tasers (2) - \$1,989.90
- Ammunition and Targets - \$1,696.50
- Firearms - \$1,863.00

There being no questions or comments from the public, the hearing was closed at 7:16 p.m. There was no requirement for the Board to take any action after the public hearing.

**6. Appointments**

**6.1. Parks and Recreation Update – Herb Greene** – Director Greene provided an overview of his department’s activities since his last update in October 2008. The Town has hired Kristin Jarvi as the second Recreation Assistant and feels she is fitting in well.

Director Greene stated that the winter programs went well and the recently held egg hunt was a huge success. He also highlighted upcoming spring and summer activities.

The theme for the 2009 Old Home Day celebration is “Life on the Lake”.

**6.2. Financial Report – Finance Director Geoff Ruggles**

Finance Director Ruggles provided his monthly budget summary through March 2009. Both revenues and expenditures continue to be under budget. Director Ruggles also provided a 2009 cash flow analysis for the Board. He pointed out that the lowest projected cash flow is during the middle of November.

**7. Consent Agenda** – Selectman Hayes moved to approve the Consent Agenda for the period April 6, 2009 though April 17, 2009. Selectman O’Brien seconded. Motion carried with all in favor.

**DOCUMENT**  
**DATE**

**DOCUMENT**

**MAP/LOT #**

02/07/09	Change of Status - McGinley	
03/25/09	Payroll Register	
03/27/09	Tax Collector's Warrant - Land Use Change Tax	
03/30/09	Payroll Register	
03/31/09	Tax Collector's Warrant - Sanborn Farm LLC	232-002.001
03/31/09	Certification of Yield Taxes Assessed - Aucoin	263-003.000

04/01/09	Accounts Payable Manifest	
04/02/09	Change of Status - Burges	
04/06/09	Change of Status - Heinz	
04/06/09	Payroll Register	
04/07/09	Notice of Intent to Cut Timber - Taber	228-003.100
04/07/09	Veteran's Tax Credit - Kupetz	209-019.000
04/07/09	Elderly Exemption - Lessard	201-009.004
04/07/09	Veteran's Tax Credit - Miller	217-023.000
04/07/09	Elderly Exemption - Miller	217-023.000
04/07/09	Appointment Form - Grant	
04/07/09	Appointment Form - Davis	
04/08/09	Ambulance Hardship Abatement - Harrison	
04/08/09	Ambulance Hardship Abatement - Kyriax	
04/08/09	Ambulance Hardship Abatement - Kimball	
04/08/09	Tax Deferral	224-049.000
04/08/09	Sewer Abatement - Demoulas	222-050.000
04/08/09	Sewer Abatement - Idle Inn Condo	216-022.000
04/08/09	Change of Status - Shute	
04/08/09	Sewer Abatement - Karageorgos	
04/15/09	Appointment Form - King	
04/15/09	Notice of Intent to Cut Timber - Lawless	228-001.000
04/15/09	Notice of Intent to Excavate	232-002.001
04/15/09	Elderly Exemption	201-009.098
04/15/09	Veteran's Tax Credit - Tetlow	224-074.218
04/15/09	Elderly Exemption	224-046.021
05/23/09	Change of Status - Brown	
05/26/09	Change of Status - Sullivan	
05/26/09	Change of Status - Anderson	
05/26/09	Change of Status - Attar	
05/26/09	Change of Status - Cappello	
05/26/09	Change of Status - Clough	
05/26/09	Change of Status - Dahll	
05/26/09	Change of Status - DeProspo	
05/26/09	Change of Status - J. Dobbins	
05/26/09	Change of Status - K. Dobbins	
05/26/09	Change of Status - Macone	
05/26/09	Change of Status - Melendez	
05/26/09	Change of Status - Menton	
06/01/09	Change of Status - Perry	
06/01/09	Change of Status - Hooper	
06/01/09	Change of Status - McCarthy	

**8. New Business**

- 8.1. Habitat for Humanity Walk-A-Thon** – Town Administrator Dunn stated that Chief Markland has no issues with this proposed event.

Selectman Hayes moved to authorize the Town Administrator to sign the NHDOT parade permit for the event scheduled for 8 am – 12 noon on Saturday, May 2, 2009. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.2. E911 Data Capture** – Town Administrator briefly described this request from E911. They are seeking the Board's acceptance of the E911 map set and associated data dated October 27, 2009, as well as acknowledgement of non-standard addressing. Although corrections will be necessary in the future, Fire Chief Hayes has recommended that this document be signed by the Board.

Selectman Hayes moved to sign the E911 Data Capture Acceptance Letter and the Acknowledgement of Nonstandard Addressing as prepared by the NH Bureau of Emergency Communications. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.3. Appointment of Welfare Director** – Town Administrator Dunn briefed the Board on this appointment. The 2008 Town Meeting vote changed this position from elected to appointed and the appointment expired on April 1, 2009. He is recommending that she be appointed for an indefinite term until she resigns or a successor is appointed.

Selectman Hayes moved to appoint Erika Johnson as Welfare Director for an indefinite term until she resigns or a successor is appointed. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.4. Conveyance of Tax Deeded Manufactured Home** – Town Administrator Dunn stated that although the Town does not typically accept tax deeds to mobile homes, Attorney John Giere has requested that the Town accept this deed so that it can be conveyed to the Old Lakeshore Road Cooperative, who will pay all outstanding taxes and costs in the amount of \$1,430.98. (Tax Map #224-046.038 located at the Pine Grove Mobile Home Park.)

Selectman Hayes moved to authorize the sale of this tax deeded mobile home to the mobile home park in consideration of back taxes and other fees totaling \$1,430.98. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.5. DPW Sweeper Repairs** – DPW Director Sheldon Morgan explained the mechanical problems that have developed with the 2002 Tymco Regenerative Air Sweeper, as described in his memo of April 22, 2009. There were two options reviewed to repair the pony motor unit, which runs the back of the machine.

Discussion ensued on the options presented and how the repairs would be funded. Option #1, which would swap the engine for a remanufactured one, would have a savings of approximately \$3,000 because the labor could be completed by the DPW Mechanical Staff.

Selectman Hayes moved to approve the purchase of a remanufactured engine at an estimated cost of \$7,816.65 with the 2 year/2,000 hour warranty, which includes \$180 for shipping and a core credit on the existing engine of \$1,800. Selectman O'Brien

seconded. Motion carried with all in favor.

- 8.6. Sale of Lakes Business Park Lot #9** – Town Administrator Dunn reported that Lot #9 has been sold for \$158,950. The broker's fee is 10% and the Town of Gilford's portion is 17.8%. They would like to close on the lot next week and the Town of Gilford will need to sign the deed.

Selectman Hayes moved to authorize Scott Dunn to sign the deed for the sale of Lot #9 on behalf of the Town of Gilford. Selectman O'Brien seconded. Motion carried with all in favor.

- 9. Old Business** – none.

- 10. Public Input** – none.

- 11. Selectmen's Issues** – Chairman Benavides reported that he has been working with Carson Smith of Senator Jeanne Shaheen's office regarding the Gilford Post Office. He appreciates the assistance they have provided.

- 12. Administrator's Report** – Town Administrator Dunn reported that he has been working on a complete re-write of the parking regulations. He is also continuing to pursue the matter of stimulus money available for the geothermal heating system of the proposed Police Station addition. Although the federal requirements are out, the State of NH has not yet provided an application for the funds.

- 13. Next Meeting** – Wednesday, May 13, 2009 at 7:00 p.m.

- 14. Adjournment** – With no further business before the Board, the Board of Selectmen's April 22, 2009 meeting was adjourned at 7:48 p.m.

Respectfully submitted,

John T. O'Brien  
Clerk