

GILFORD BOARD OF SELECTMEN'S MEETING
May 13, 2009
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, May 13, 2009, at 6:00 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 (b) (d) (e) (c) to discuss hiring of personnel, sale of real estate, pending litigation and applications for tax assistance. 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 hiring of personnel, sale of real property, pending litigation and an elderly and disabled tax deferral.

- 1.1. **Hiring of Personnel [(RSA 91-A:3, II (b))]** – Selectman Hayes moved to approve the hiring of Robert Beaulieu as a DPW Laborer at \$12.75 per hour, conditioned upon satisfactory results of the pre-employment examinations. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to approve the hiring of Michael Ainsworth as a DPW Truck Driver at \$13.50 per hour, conditioned upon satisfactory results of the pre-employment examinations. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to appoint the following personnel as special police officers: Karen E. Craver, Wesley J. deSousa, Dean M. Eastman and Charles O. Hopkins. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to exit Non-Public Session at 6:52 p.m. and seal the minutes, except for the portion regarding hiring of personnel. 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, Denise Morrissette, Sheldon Morgan, Katherine Dormody, Fire Chief Jim Hayes and Recreation Chairman Thom Francoeur.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements**
 - 3.1. **Community Beautification Award** – Chairman Benavides read an announcement concerning an award that was presented to the Town in recognition of the efforts of the Department of Public Works at public landscaping, tree care and planting of vegetation.
 - 3.2. **Employee Certificate of Appreciation** – Selectman Benavides read a Certificate of appreciation to Dee Chitty for her exemplary service in maintaining and improving Town-

owned buildings and grounds that led to the beautification recognition.

3.3. Memorial Day – Selectman Benavides read the letter that was recently sent out to Gilford veterans, inviting them to participate in the Memorial Day commemoration on Monday, May 25, 2009.

3.4. Geothermal Education Presentation – Selectman Benavides read an announcement concerning the Gilford Library’s hosting Mark Weissflog as a speaker on Geothermal Energy on Thursday, May 14, 2009 at 7:00 p.m. This event is being co-sponsored by the Gilford Energy Committee.

4. Review/Approval of Minutes

4.1. Selectman Hayes moved to approve the minutes of the regular and non-public sessions of the April 22, 2009 meeting. Selectman O’Brien seconded. Motion carried with all in favor.

5. Appointments

5.1. Chief Jim Hayes – Gilford Fire-Rescue Update – Chief Hayes was in attendance to present his quarterly update to the Board. First, he thanked the Board and Town Administrator for their attendance at the Department’s recent awards ceremony. He also reported that the call company roster is full and two members of the career staff will be attending aircraft training next week.

The lettering on the Fire Station has also been completed with the assistance of Mr. Mello, who donated the letters. Chairman Benavides stated that the Board would send Mr. Mello a letter of thanks for his donation.

Chief Hayes reported that Gilford Fire-Rescue responded to two major incidents recently – the Alton conference center fire and the Franklin mill building fire. The Department did an excellent job representing the Town of Gilford.

6. Consent Agenda – Selectman Hayes moved to approve the Consent Agenda for the period April 18, 2009 through May 8, 2009. Selectman O’Brien seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
01/30/09	Change of Status - Mooney	
02/10/09	Change of Status - Reitz	
02/18/09	Change of Status - Stiegler	
03/11/09	Change of Status - Merrill	
04/01/09	Change of Status - Aselton	
04/01/09	Change of Status - J. Morgan	
04/01/09	Change of Status - Cutter	
04/08/09	Notice of Lien - French	224-046.010
04/09/09	Accounts Payable Manifest	
04/13/09	Payroll Register	
04/15/09	Accounts Payable Manifest	
04/17/09	Accounts Payable Manifest	
04/20/09	Veteran's Tax Credit - Morris	224-049.082
04/20/09	Elderly Exemption - Graham	201-009.127
04/20/09	Elderly Exemption - Marden	251-002.000

04/20/09	Veteran's Tax Credit - Seigler	227-196.000
04/20/09	Veteran's Tax Credit - Barrett	223-001.000
04/20/09	Veteran's Tax Credit - Mancuso	201-009.080
04/20/09	Veteran's Tax Credit - Sofranos	203-246.000
04/20/09	Elderly Exemption - Tuttle	211-041.000
04/20/09	Payroll Register	
04/21/09	Abatement - GCV Realty	254-074.000
04/22/09	Sewer Abatement - Graf (2)	252-016.005
04/22/09	Veteran's Tax Credit - Jarvi	203-005.000
04/22/09	Accounts Payable Manifest	
04/22/09	Abatement - Scannell	224-075.012
04/22/09	Application for Current Use	202-045.300
04/24/09	Abatement - Guerin	224-046.015
04/27/09	Payroll Register	
04/28/09	Release of Lien - Savage	240-076.000
04/28/09	Notice of Lien - Smith	213-013.213
04/29/09	Change of Status - Latosek	
04/30/09	Accounts Payable Manifest	
05/02/09	Change of Status - Proulx	
05/04/09	Elderly Exemption Denial	249-005.000
05/04/09	Elderly Exemption - Merrill	204-025.000
05/04/09	Elderly Exemption - Baker	203-048.000
05/04/09	Elderly Exemption - McNutt	209-051.000
05/04/09	Elderly Exemption - Ireland	209-003.000
05/04/09	Elderly Exemption - Chamberlain	224-049.039
05/04/09	Elderly Exemption - Little	241-078.000
05/04/09	Elderly Exemption - Parsons	201-009.014
05/04/09	Elderly Exemption - Mastine	263-051.000
05/04/09	Elderly Exemption - Broderick	253-263.000
05/04/09	Change of Status - Jarvi	
05/05/09	Change of Status - Raus	
05/05/09	Elderly Exemption - Carlson	201-009.042
05/05/09	Elderly Exemption - Bowie	224-049.071
05/05/09	Elderly Exemption - Johnson	242-238.000
05/05/09	Elderly Exemption - Daigle	205-027.000
05/05/09	Elderly Exemption - Trask	210-029.000
05/05/09	Elderly Exemption - Nikolais	229-013.000
05/05/09	Elderly Exemption - Pivirotto	201-009.007
05/05/09	Elderly Exemption - O'Leary	224-049.007
05/13/09	Sewer Abatement - King (2)	201-013.100
05/13/09	Sewer Abatement - WinnStock Condo	242-332.000
05/23/09	Change of Status - Wood	
05/26/09	Change of Status - Shea	
05/26/09	Change of Status - Dumaresq	

05/26/09 Change of Status - Rogers
05/26/09 Change of Status - O'Brian
05/26/09 Change of Status - Clough
05/28/09 Change of Status - Thevinin

7. **New Business**

7.1. **Fire Act Grant Application Authorization** – Chief Hayes was in attendance to request authorization from the Board of Selectmen to apply for an Assistance to Firefighters Grant. The purpose of the 2009 request is the development of a simulation training program and the funds will purchase computer equipment, software and associated furniture. The storage area under the administrative wing will be renovated from storage to accommodate the training lab.

Selectman Hayes moved to authorize Chief Hayes to apply for Fire Act Grants administered by the Federal Emergency Management Agency in the amount of \$49,000. Out of this amount, \$42,814 will be funded by the grant and \$6,186 is the local matching portion. Selectman O'Brien seconded. Motion carried with all in favor.

7.2. **Entertainment Permits** – Selectman Hayes moved to approve Entertainment Permits for Patrick's Pub & Eatery, Contigiani's Catering Service, Gunstock Inn, Boston Culinary Group (Gunstock Ski Area) and China Bistro. Selectman O'Brien seconded. Motion carried with all in favor.

7.3. **Playground Equipment Bid Recommendation** – Recreation Commission Chairman Thom Francoeur provided a brief description of their recommendation for the purchase and installation of playground equipment. Brief discussion ensued on the bid process and the fact that vendors had some flexibility in their proposals, as long as they are compliant with all safety regulations. The Commission is recommending that the playground equipment bid be awarded Pettinelli & Associates of Burlington, VT.

Selectman Hayes moved to award the playground equipment bid to Pettinelli & Associates, in the amount of \$14,999.99. Selectman O'Brien seconded. Motion carried with all in favor.

7.4. **Gilford School District Flyer Distribution Policy** – Town Administrator Dunn stated that a recently adopted policy of the Gilford School District will severely impede the ability of the Parks and Recreation Department and Library to keep Gilford families informed about their programs.

Selectman Hayes moved to request the School Board waive this policy so that flyers are allowed to be distributed in the schools for programs offered by the Town of Gilford, upon submission and approval by the Superintendent's Office. Selectman O'Brien seconded. Motion carried with all in favor.

7.5. **Signage Request from Laconia Airport Authority** – Chairman Benavides read a letter from Airport Manager Diane Cooper, requesting that the Airport Authority and Town partner to erect a new sign at the entrance to Kimball Road. The Airport Authority would construct the sign and the Town would install it.

Selectman Hayes moved to enter into a partnership with the Laconia Airport Authority to erect a new sign at the entrance to Kimball Road, with the Airport Authority constructing the sign and the Town installing it. Selectman O'Brien seconded. Motion carried with all in

favor.

- 7.6. **Contractual Agreement with Corcoran Consulting Associates** – Selectman Hayes moved to approve the agreement with Corcoran Consulting Associates, as presented, subject to the availability of funds in the 2009 budget. Selectman O'Brien seconded. Motion carried with all in favor.
- 7.7. **Review of Town Fees (Dog Licenses and Motor Vehicle Registrations)** – Town Administrator Dunn advised the Board that there is an opportunity for the Town to receive additional revenue by increasing the fees associated with licensing dogs and registering motor vehicles. Town Clerk/Tax Collector Morrissette stated that with the current state of the economy, she is not in favor of increasing fees.

Following brief discussion, the Board concurred that they do not wish to raise these fees.

- 7.8. **Town Decal Eligibility – Residential Property** – Town Administrator Dunn stated that he is seeking input from the Board on how they would like the staff to interpret the eligibility of Town Decals for residential property. Inquiries have come in from taxpayers who own boat slips to obtain Town Decals. Under the previous regulations, these taxpayers were able to obtain Town Decals.

Town Clerk/Tax Collector Morrissette pointed out that it is impossible for her staff to determine from a street address what type of property it is. It would be very difficult to monitor this type of restriction in the issuance of Town Decals. This led to further discussion on the possibility of coding properties so that TC/TC staff will know the property type. Finance Director Ruggles pointed out that the data is in the computer but not visible on the accounts payable screen that the TC/TC staff utilizes when issuing decals.

Selectman Hayes recommended that we continue with the past practice of issuing Town Decals to boat slip owners, but review the matter in the fall. Town Clerk/Tax Collector Morrissette stated that she is able to run various reports and reiterated the sentiment of the Glendale Work Sessions that data is needed to further assess the use of the Glendale Docks.

Selectman Hayes moved to continue to allow boat slip owners and undeveloped land owners to receive Town Decals. Selectman O'Brien seconded. Motion carried with all in favor.

- 7.9. **Wedding Requests for Use of Town Facilities (Tannery Hill Bridge and Town Beach)** – Town Administrator Dunn stated that he has received two requests for weddings on Town property and there is no written policy in place for such events. He stated that affordable general liability insurance is now available for special events through the LGC's affiliation with Entertainment Brokers International, providers of tenant users liability insurance.

Selectman Hayes moved to approve the request of Lori Hemlin to hold a small wedding ceremony at the Tannery Hill Bridge on Saturday, July 18, 2009 at 11:00 a.m., with no requirement for insurance coverage. Selectman O'Brien seconded. Motion carried with all in favor.

The wedding request for Gilford Beach includes the erection of a tent, in the event of inclement weather. Chairman Benavides stated that if the tent were to be removed from the request, it would simplify the insurance matter. Norma Corry, mother of the groom, was in attendance and provided the Board with additional information. It is their intention to perform the ceremony at the beach and then leave for a reception at the Elks Lodge in Gilford. The tent would be professionally erected and removed immediately after the

ceremony. She added that, if the tent were an issue, she would advise her son that it would not be possible to have a tent erected.

Brief discussion ensued on the matter of admittance of guests to the beach. Since the beach is not officially open yet, the gate will be open and it will not be necessary to have decals or guest passes.

Selectman Hayes moved to approve the request of Chris and Yanis Banks to hold a wedding ceremony at Gilford Beach on Saturday, May 30, 2009 at 6:00 p.m., with no requirement for insurance coverage, and that no tent can be erected at the beach for the ceremony. Selectman O'Brien seconded. Motion carried with all in favor.

- 7.10. Kimball Wildlife Forest Committee Spending Policy** – Town Administrator Dunn stated that the Committee is looking for some guidance regarding the expenditure of the Kimball Forest Wildlife Trust Fund. He briefly reviewed the proposed spending policy for the Board.

Selectman Hayes moved to approve the Kimball Wildlife Forest Committee Trust Fund Spending Policy, as presented. Selectman O'Brien seconded. Motion carried with all in favor.

- 7.11. Conservation Commission Budget Expenditure** – A letter from Conservation Commission Chair John Goodhue was read. The Conservation Commission has voted to recommend the expenditure of \$3,100 from the Evasive Species Management portion of their budget to assist Lake Shore Park with the hand-pulling of milfoil. The Board concurred with this recommendation.

- 7.12. Police Station Expansion Project Survey** – Selectman Hayes moved to authorize the Town Administrator to proceed with a random sample survey of Gilford residents regarding the warrant article related to the expansion of the police station. Selectman O'Brien seconded. Motion carried with all in favor.

- 7.13. Vendor Permit Waiver Request** – Chairman Benavides read a letter that was received from Terry Mullen of Castleberry Fairs and Festivals regarding the upcoming Gunstock Arts and Craft Festival. Ms. Mullen is requesting that the Board waive the requirement for vendor permits, since all of the items are juried and made by artisans.

Discussion ensued on how the State does not require vendor permits for handmade items. Ms. Mullen indicated that if Town vendor permits are required that she will not be able to conduct the Arts and Crafts Festival at Gunstock.

Selectman Hayes moved to exempt the requirement for Town vendor permits at the 38th Annual Gunstock Arts & Craft Festival. Selectman O'Brien seconded. Motion carried with all in favor. Town Administrator Dunn stated that he will eventually amend the Vendor Permit Policy to address vendors who are not required to have a State license.

- 7.14. DPW Vehicles – Bid Recommendations** – DPW Director Sheldon Morgan explained the bid information he received for a 1-ton pickup and a 1-ton chassis. The low bidder for the pickup is Autoserve of Tilton for \$24,168, which reflects \$3,500 trade-in value. The low bidder for the 1-ton chassis is Irwin Motors of Laconia, for a cost of \$35,631.

Selectman Hayes moved to award the bid for the 1-ton pickup to Autoserve for \$24,168 and the bid for the 1-ton chassis to Irwin Motors for \$35,631. Selectman O'Brien seconded.

Motion carried with all in favor.

8. Old Business

8.1. 2009 Road Maintenance Contract – DPW Director Sheldon Morgan recommended that the Board award this contract to Wolcott Construction for \$573,350.

Selectman Hayes moved to award the 2009 Road Maintenance Contract to Wolcott Construction of Gilmanton, in the amount of \$573,350. Selectman O'Brien seconded. Motion carried with all in favor.

8.2. Gilford Post Office – Chairman Benavides stated that he requested this item be placed on the agenda for discussion. He has been in contact with Carlson Smith from Senator Shaheen's office, who has indicated he does not believe the Gilford Post Office will happen. Selectman Hayes feels that the Board should still try to push ahead, even though the property has been rented for another use. Selectman O'Brien is displeased that the City of Laconia has three manned post offices with their population, and Gilford does not have any.

9. Public Input – none.

10. Selectmen's Issues – none.

11. Administrator's Report – Town Administrator Dunn reported that the 2007 Audit will conclude within the next week or two. There is no news from NH DOT on the request for a crosswalk at Route 11A/Belknap Mountain Road/Schoolhouse Hill Road. The State has still not developed an application for Federal stimulus money. Town Administrator Dunn has been working on a complete re-write of the Town's parking regulations.

12. Next Meeting – Wednesday, May 27, 2009 at 7:00 p.m.

13. Adjournment – With no further business before the Board, the Board of Selectmen's May 13, 2009 meeting was adjourned at 8:36 p.m.

Respectfully submitted,

John T. O'Brien
Clerk