

GILFORD BOARD OF SELECTMEN'S MEETING
October 28, 2009
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, October 28, 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 was Town Administrator Scott Dunn.

1. **Non-Public Session** - Selectman Hayes moved to enter Non-Public Session on a roll call vote at 6:00 p.m. pursuant to RSA 91-A:3 II (e)(d)(a)(c) to discuss pending litigation, disposition of real property, personnel issues and matters which may adversely affect someone's reputation. Selectman O'Brien seconded. Motion carried on a roll call vote with all in favor.

While in Non-Public Session, action was taken.

Selectmen Hayes moved to exit Non-Public Session 7:00 p.m. and seal the minutes. Selectman O'Brien seconded. Motion carried with all in favor.

Regular Session

Finance Director Geoff Ruggles, Library Director Katherine Dormody, DPW Operations Manager Dustin Muzzey, Recreation Director Herb Greene and Executive Secretary Sandra Bailey were also in attendance

Members of the public in attendance included Kevin Roy, Mark Corry and Armand Bolduc.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements**
 - 3.1. **November Meeting Schedule Change; Holiday Closings** – Chairman Benavides reported that the November Selectmen's meetings will be held on the first and third Wednesdays - November 4 and 18, 2009, due to Veteran's Day and Thanksgiving. The Board may also consider some changes in the December meeting schedule.
 - 3.2. **Town Clerk/Tax Collector Holiday Office Hour Changes** – Chairman Benavides stated that the TC-TC Office will not have evening hours on the following Thursdays:
 - 11/26 – Closed Thanksgiving Holiday
 - 12/24 – No evening hours (reg. hours 8-4:30) Christmas Eve
 - 12/31 – No evening hours (reg. hours 8-4:30) New Year's Eve
4. **Review/Approval of Minutes**
 - 4.1. Selectman Hayes moved to approve the minutes of the regular and non-public sessions of the October 14, 2009 meeting. Selectman O'Brien seconded. Motion carried with all in favor.
5. **Consent Agenda**
 - 5.1. Selectman Hayes moved to approve the Consent Agenda for the period October 13, 2009 through October 23, 2009. Selectman O'Brien seconded. Motion carried with all in favor.

DOCUMENT DATE

DOCUMENT

MAP/LOT #

08/25/09	Change of Status - Davis	
09/13/09	Change of Status - Lavin	
09/29/09	Change of Status - Parent	
09/30/09	Timber Tax Levy	232-002.000
10/02/09	Accounts Payable Manifest	

10/05/09	Payroll Register	
10/06/09	Accounts Payable Manifest	
10/07/09	Accounts Payable Manifest	
10/08/09	Tax Collector's Warrant - Land Use Change - Franks	212-016.000
10/13/09	Accounts Payable Manifest	
10/14/09	Sewer Abatement - Peverly	204-042.000
10/14/09	Veteran's Tax Credit - French	226-101.000
10/14/09	Veteran's Tax Credit - Olson	252-016.306
10/14/09	Tax Collector's Warrant - Sewer Capital Cost Betterment	
10/14/09	Release of Lien	201-009.122
10/14/09	Accounts Payable Manifest	
10/14/09	Elderly Exemption - Moore	213-013.006
10/19/09	Change of Status - Bredbury	
10/19/09	Appointment Form - Bredbury	

6. Appointments

6.1. Dustin Muzzey – Department of Public Works Quarterly Update – DPW Operations

Manager Dustin Muzzey presented the Department of Public Work's quarterly update in the absence of Director Sheldon Morgan, who is on vacation. He reported on the status of the Alvah Wilson Road Sidewalk Project, as well as the fact that the State funding for the Hoyt Road Bridge reconstruction will be completed earlier than anticipated. As far as the Highway Division, the contracted portion of highway construction has been completed and preparations for winter are currently underway with equipment and supplies. They have also assisted Gilford Fire Rescue with cistern and fire pond issues.

The Buildings and Grounds Division is preparing various Town buildings for winter. The Sewer Division has just completed their third quarter reads and has made better use of their time with the capability for more radio reads. The Solid Waste Division has also had a busy fall, with revenues for wood chips rising.

Selectman Hayes asked Operations Manager Muzzey if he would send over a list of the completed road construction work for 2009.

The Board thanked Operations Manager Muzzey for his update.

6.2. Geoff Ruggles – September Budget Summary – Finance Director Ruggles briefly reviewed his September Budget Summary. Motor vehicle registration revenue continues to be a source of concern. The final figure for Room & Meals tax has been received and is \$29,000 more than was anticipated. Chairman Benavides thanked Finance Director Ruggles for his report.

7. Old Business

7.1. 2010 Budget – Town Administrator Dunn stated that he has no significant changes to report on the progress of the 2010 budget. There are some minor budget modifications, mostly indicating a downward trend. He would like to make a recommendation on these adjustments after the Budget Committee has completed their review. He is still working on a solution to the \$103,000 increase in health insurance for 2010. In addition, he is compiling figures for the Town Hall renovation/addition and plans to meet with the Facility Planning Committee in December.

7.2. Community Church – Discuss MOU/Schedule Public Hearing – Town Administrator Dunn stated that it is apparent that the proposed Memorandum of Understanding regarding

the plowing of the Community Church parking lot lacks support from the Board. He is recommending that the Board table it indefinitely, which would effectively mean that the Town would not be plowing the Community Church's parking lot. Selectman Hayes moved to indefinitely table the matter of the Memorandum of Understanding with the Community Church. Selectman O'Brien seconded. Motion carried with all in favor.

8. New Business

- 8.1. 2010 Household Hazardous Product Collection Program** – Town Administrator Dunn reported that the fee for this program in 2010 is less than it was in 2009. The Lakes Region Planning Commission is requesting that the Town complete a letter of commitment for the 2010 program.

Selectman Hayes moved to authorize Town Administrator Dunn to sign a letter of commitment for the Town of Gilford, as requested by LRPC. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.2. Request for Expansion of Gunstock Acres Water District** – GAVWD Commissioner Bob Dalton stated that the Commissioners have been approached by Jeff Caley of Highpoint Development. Mr. Caley needs water for his development and is asking GAVWD to supply it. In return, he is offering an easement on acreage that he owns that is not approved for development. This easement would allow GAVWD to drill for new water sources in the future.

Selectman Hayes moved to approve the expansion of the Gunstock Acres Village Water District boundaries so that they may provide water to the six lots of Highpoint Development, in return for which they will receive an easement on acreage that his not approved for development. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.3. Winter Rental Request – Library Garage** – Library Director Dormody reported that James Howe makes a donation to the Friends of the Library and shovels the roof of the garage, in return for being able to store items there. Town Administrator Dunn stated that eventually this building would be needed by the Town.

Selectman Hayes moved to approve the request of James Howe to store items at the Library Garage, located at 31 Potter Hill Road. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.4. Village Field Gate Proposal** – Recreation Director Herb Greene is proposing the installation of a gate to the Village Field, which is needed to protect the field and parking area in the spring. The Department of Public Works has the necessary materials, so there will be no cost involved in the installation. Having this gate will protect the parking lot and field from traffic, but at the same time, allow access for work vehicles that are needed prior to the official opening of the field for the season.

Selectman Hayes moved to approve the request from the Recreation Director to have the Department of Public Works install a gate to the Village Field. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.5. Request for Waiver – Minimum Road Standards** – Mark Thompson was in attendance to explain this request for a waiver at 21 Pinnacle Drive. This request is tied into a conditional approval by the Planning Board for a boundary line adjustment to correct the location the driveway was constructed in. Town Administrator Dunn reported that he visited the site, as well as Selectman Hayes, and did not see any problem with the issue of plowed snow.

Selectman Hayes moved to approve the waiver of the 15-foot setback requirements in the Town's Minimum Road Standards for Tax Map Lot #205-006.003 to a distance of plus or minus five feet from Tax Map Lot #205-006.002. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.6. 2010 Health and Safety Grant - LGC** – Town Administrator Dunn briefly described the 2010 Health and Safety Grant that the Joint Loss Management Committee has submitted to the Local Government Center. The Committee is requesting the endorsement of the Board in awarding monthly time-off vouchers and an extra day's pay in accordance with the Town's Heroic and meritorious Effort Policy to the grand prize winner. Town Administrator Dunn is recommending \$25 gift cards in lieu of the time-off vouchers and supports the extra day of pay for the grand prize winner.

Selectman Hayes moved to authorize the \$4,000 grant application to the Local Government Center for the 2010 Health and Safety Program, on the condition that if the funding is not received that the proposal not move forward without further review by the Board of Selectmen. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.7. Capital Improvement Plan 2010-2015** – Town Administrator Dunn stated that the CIP is a non-binding proposal based on the votes of the CIP Committee, following meetings with various Department Managers. Brief discussion ensued regarding the capital items listed for Gilford Fire-Rescue.

Selectman Hayes moved to accept the Capital Improvement Plan as presented. Selectman O'Brien seconded. Motion carried with all in favor.

- 9. Public Input** – Armand Bolduc thanked the Board for not accepting the plowing contract with the Community Church.

- 10. Selectmen's Issues** – Selectman O'Brien stated that, after attending the Selectmen's Institute, he learned that it is the recommendation of the Local Government Center to change audit firms frequently. Finance Director Ruggles explained that the Town is currently in a situation where they need to start preparing financial reports in-house and it would be difficult to complete this process if the audit firm is changed for 2010. It was his plan to complete this transition over a period of two years, largely due to the reduction of staff hours in the Finance Department.

Further discussion on this matter ensued, with the Selectmen encouraging Finance Director Ruggles to make the transition in one year. Finance Director Ruggles pointed out that audit firms must follow strict standards, which are reviewed by the Department of Revenue. It was the consensus of the Board to request the transition be completed in 2010.

- 11. Administrator's Report** – Town Administrator Dunn reported that next week he will have a draft document regarding the placement of commercial signs within the Town rights-of-way.

He also reported that interviews with Town Engineer candidates will be conducted on Friday, November 6, 2009, and are open to the public. There are four finalists and a one-hour block of time has been set aside for each candidate, beginning at 1:00 p.m.

Town Administrator Dunn hopes that DRA will set the tax rate set very soon.

- 12. Next Meeting** – Wednesday, November 4, 2009 at 7:00 p.m. – Regular Meeting

14. **Adjournment** – With no further business before the Board, the Board of Selectmen’s October 14, 2009 meeting was adjourned at 7:50 p.m.

Respectfully submitted,

John T. O’Brien
Clerk