

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**December 15, 2010**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, December 15, 2010, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Kevin Hayes, John O'Brien and Gus Benavides. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Staff members in attendance included Town Clerk/Tax Collector Denise Morrissette Gonyer, Finance Director Geoff Ruggles, Deputy Police Chief Kevin Keenan and Director of Public Works Sheldon Morgan.

**1. Non-Public Session (6:00 p.m.)**

- 1.1.** Selectman O'Brien moved to enter non-public session at 6:05 p.m., pursuant to RSA 91-A:3, II (c) to discuss personnel issues, threatened litigation and matters which may adversely affect someone's reputation. Selectman Benavides seconded. Motion carried on roll call vote with all in favor. Present were Selectmen Kevin Hayes, John O'Brien and Gus Benavides. Also present was Town Administrator Scott Dunn.

Selectman O'Brien moved to exit non-public session at 7:00 p.m. and seal the minutes. Selectman Benavides seconded. Motion carried with all in favor.

**2. Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.

**3. Announcements/Presentations**

- 3.1.** Chairman Hayes reported that volunteers are needed to serve as alternate members of the Zoning Board of Adjustment.
- 3.2.** Chairman Hayes announced that the Town Hall and Library will be closed for the Christmas holiday on Friday, December 24, 2010 and Saturday, December 25, 2010. The Recycle Center will close at 12:00 noon on Friday, December 24<sup>th</sup>.
- 3.3.** Chairman Hayes announced that the Town Hall and Library will be closed for the New Year's holiday on Friday, December 31, 2010 and Saturday, January 1, 2011. The Recycle Center will close at 12:00 noon on Friday, December 31<sup>st</sup>.

**4. Review/Approval of Minutes**

- 4.1.** Selectman O'Brien moved to approve the minutes of the regular session of December 1, 2010. Selectman Benavides seconded. Motion carried with all in favor.

**5. Consent Agenda**

- 5.1.** Selectman O'Brien moved to approve the Consent Agenda for the period November 29, 2010 through December 10, 2010. Selectman Benavides seconded. Motion carried with all in favor.

<b><u>DOCUMENT DATE</u></b>	<b><u>DOCUMENT</u></b>	<b><u>MAP/LOT #</u></b>
08/25/10	Change of Status - Davis	
08/30/10	Change of Status - O'Connor	
09/29/10	Change of Status - Parent	
10/19/10	Change of Status - Bredbury	
10/22/10	Change of Status - B. Hewitt	
10/30/10	Change of Status - A. Hewitt	
11/12/10	Payroll Register	
11/15/10	Abatement - Aichinger	221-007.001
11/15/10	Abatement - Kostas	251-009.005

11/15/10	Payroll Register	
11/15/10	Boat Agent Authorization Letter - D. Gonyer	
11/18/10	Payroll Register	
11/19/10	Abatement - Dalton	252-213.000
11/22/10	Accounts Payable Manifest	
11/22/10	Payroll Register	
11/24/10	Abatement - Day	252-162.000
11/24/10	Abatement - Frisella	212-008.000
11/24/10	Abatement - Metcalfe	252-191.000
11/24/10	Abatement - Sera	253-049.000
11/24/10	Abatement - Tuned Designs	213-091.000
11/29/10	Tax Collector's Warrant - Supplemental	
11/29/10	Payroll Register	
11/29/10	Accounts Payable Manifest	
11/30/10	Accounts Payable Manifest	
12/01/10	Replacement Deed - Marceau	240-050.000
12/01/10	Boat Agent Authorization Letter - Silver Sands	
12/01/10	Abatement - Shubert & Jacobs	203-185.000
12/01/10	Land Use Change Tax - Jordan	263-021.000
12/01/10	Land Use Change Tax - Jordan	263-002.000
12/01/10	Elderly Exemption	224-049.001

## **6.0 Appointments**

**6.1 Kevin Keenan – Police Department Update** – Deputy Chief Keenan reported that the Police Department continues to be extremely busy. They have seen an increase in shoplifting and have recently experienced the passing of counterfeit bills in Gilford.

In regards to staffing, the Department is at full strength, with Officer Kevin Baron being released for solo patrols by the Field Training Officer. Wes deSousa has graduated from the Police Academy and received recognition for his academic performance and constant level of professionalism displayed.

Although the budget line items for part-time wages and overtime are over-expended, the bottom line of the 2010 budget should be under budget. In closing, he stated that the Department's fleet has been winterized, thanks to the Department of Public Works.

The Board thanked Deputy Chief Keenan for his update.

**6.2 Geoff Ruggles – Financial Update** – Finance Director Ruggles provided a financial update as of November 2010. He reported that revenues continue to be sluggish, but he still anticipates that expenditures will be at least \$200,000 under budget at the end of the year. The lack of winter weather events is a contributing factor. Tax collection as of today is at 92%. Year-end cash flow should not be significantly different than the original projection.

The Board thanked Finance Director Ruggles for his update.

## **7.0 Old Business**

**7.1 Primex Unemployment Compensation** – Selectman O'Brien moved to approve the Unemployment Compensation Conditional Agreement Resolution as presented by Primex, to take effect as of January 1, 2011. Selectman Benavides seconded. Motion carried with all in favor.

**7.2 Telephone System Acquisition** – Town Administrator Dunn updated the Board on the status of the new telephone system acquisition. He is recommending that the Board authorize the Town Administrator to enter into a contract with Spaulding Hill Networks of Nashua, NH. This recommendation is being made after consultation with Town employees and reference checks on other systems installed by the vendor. Selectman O'Brien, who was in attendance at the presentation made to Department Managers and other employees, stated that there was very positive reaction from them.

Chairman Hayes inquired why the recommendation is for the replacement of only seventeen (17) phones. Town Administrator Dunn replied that many phones will be able to be re-used and some Department Managers will be able to purchase additional phones from their Department budgets in 2010.

Discussion ensued regarding the differences in functions between analog and digital phones and the ongoing electrical surge problems that have been experienced with the Centrex system.

Selectman O'Brien moved to authorize the Town Administrator to enter into a contract with Spaulding Hill Networks of Nashua, NH for the purchase of up to \$4,252.50 for 17 new telephones in 2010 using the Administration telephone line item accounts; and to enter into a contract for the purchase of a new NEC UX5000 telephone system in the amount of \$32,562.79 as of January 1, 2011, using funds to come from the budgeted telephone accounts for Centrex lines to be discontinued for each department. Selectman Benavides seconded. Motion carried with all in favor.

**7.3 Potter Hill Road Traffic Complaints** – Lengthy discussion ensued regarding the ongoing traffic complaints on Potter Hill Road. E-mails from resident Gary Kiedaisch indicate that the speeding problems persist, despite some efforts taken last year to control it. He is requesting that, at this time, the Board reduce the speed limit on Potter Hill Road.

Discussion ensued regarding enforcement and the possibility of another traffic study. DPW Director Sheldon Morgan stated that signage has been modified to make it more prominent on Potter Hill Road. Deputy Chief Keenan provided some statistics of the traffic study conducted earlier this year. Selectman Benavides suggested moving the equipment closer to the Kiedaisch residence. Director Morgan reported that if the weather continues to cooperate, he will have the equipment set up tomorrow morning in the area of the Kiedaisch residence. The Board concurred with this measure.

Town Administrator Dunn provided an alternative form of traffic study, where ten volunteers would tape over their speedometer and drive over Potter Hill Road at a comfortable speed. This would provide justification for reduction in the speed limit to 25 mph. Director Morgan pointed out that motorists can have a different perception of the speed limit as they move away from the Village to a more rural area.

**7.4 Loam Production – Surplus Road Maintenance Funds** – Director Morgan reported that the efforts to stockpile loam have been excellent. He is seeking authorization from the Board to continue with this project and spend up to a total of \$36,500 from the Road Maintenance Account. Brief discussion ensued regarding the possibility of selling some of the material to generate revenue, since there is more material than DPW will need.

Selectman O'Brien moved to authorize the Director of Public Works to spend up to \$36,500 in anticipated highway construction surplus funds for the processing and

stockpiling of loam to be used for future projects. Selectman Benavides seconded. Motion carried with all in favor.

**7.5 Town Clerk – Tax Collector Staffing – Volunteer Labor** – Town Clerk/Tax Collector Denise Gonyer reported that she has received an offer for up to eight hours a week of volunteer labor from former employee Gayle Cook and is seeking the approval of the Board of Selectmen. Discussion ensued regarding possible legal or liability issues. TC/TX Gonyer further stated that if approved, she plans for Gayle to take care of bookkeeping tasks.

Town Administrator Dunn stated that bonding would cover any liability issues and worker's compensation insurance does provide coverage for volunteers. He suggested the possibility of a written agreement with Gayle. Selectman Benavides asked Town Administrator Dunn to check with the Local Government Center on any possible issues. Chairman Hayes expressed that he would prefer to see Gayle perform bookkeeping tasks and not work at the counter. The Board tabled this matter to the December 29, 2010 meeting.

## **8.0 New Business**

**8.1 Flexible Spending Accounts – Benefit Plan Amendments** – Stephanie Verdile-Philibotte, representing the Employee Benefit Committee, was in attendance to explain the findings of the Committee. She thanked the Board for the opportunity to serve on the Committee and have input on benefits. She began by stating that the Committee looked into grouping all earned time into one category but found this to be very difficult to implement with the Police and Fire-Rescue Departments.

The Committee focused on enhancement of the Flexible Spending Accounts, beginning with a proposed annual limit increase from \$1,000 to \$2,500. Debit cards would also be available, at the employee's expense, which would allow funds to be available immediately. Items that require reimbursement will be done weekly by LGC and can be direct deposited.

Discussion ensued regarding concerns if an employee were to leave Town employment after incurring charges with their debit card. Stephanie Verdile-Philibotte provided the Board with figures on employee account activity over the past four years. Town Administrator Dunn stated that although there is a certain amount of risk involved, the Town would save in Social Security costs and he has no issues with the Board approving this proposal.

Selectman Benavides moved to authorize the Town Administrator to enter into an agreement with the Local Government Center to administer the Town's Flexible Spending Accounts and that the annual limit on employee contributions for health accounts be increased from \$1,000 to \$2,500 and that employees be allowed to purchase debit cards at this own expense. Selectman O'Brien seconded. Motion carried with all in favor.

Another recommendation of the Employee Benefits Committee is for enhanced dental benefits. This will be addressed at a future meeting.

**8.2 Proposal for Demolition of Mobile Home at 7 Sargent Avenue, Unit 16** – Selectman O'Brien moved to accept the proposal of Busby Construction for the demolition and removal of debris of the mobile home located at 7 Sargent Avenue, Unit 16, in the amount of \$4,875. Selectman Benavides seconded. Motion carried with all in favor.

**8.3 Request to Purchase Surplus Computer Equipment** – DPW employee Ty Wolfe has asked to purchase two surplus computers that have been removed from service. Town Administrator Dunn stated that this proposal will save the Town money since there is a cost incurred with disposing of computers.

Selectman O'Brien moved to accept the offer of Ty Wolfe to purchase surplus computer equipment for \$25.00. Selectman Benavides seconded. Brief discussion ensued on the need for Mainstay to purge the computers prior to Ty Wolfe taking possession of them. Motion carried with all in favor.

**8.4 Acceptance of Donations** – Selectman O'Brien moved to accept the following donations with sincere appreciation: \$60 from the Lakes Region Fire Chiefs for the Fire Training Center; \$500 from Deep Woods Extreme Club of Southern NH for the Fire Training Center; and \$20 from Betty Rudolph for cemetery restorations. Selectman Benavides seconded. Motion carried with all in favor.

**9.0 Public Input** – Terry Stewart was in attendance to discuss the upcoming Budget Committee meeting on funding of the salary of the Superintendent of Schools. He stated that since the Board of Selectmen has a representative to the Budget Committee, he would like them to review documents that he recently e-mailed to them concerning the viability of not having a superintendent. Mr. Stewart added that he is before the Board tonight as a citizen, not a representative from the Budget Committee.

He asked Chairman Hayes if the School District had any candidates for the superintendent's position, to which Chairman Hayes replied yes. Mr. Stewart then asked Chairman Hayes how he knew that and Chairman Hayes replied that he had spoke with people from the School District.

Terry Stewart pointed out that the Budget Committee must specify a line item where any recommended reductions would take place, although it is the responsibility of the School Board to decide where to spend monies. He expressed concerned with the District's money being "well spent" with a \$175,000 expenditure for the salary of the superintendent.

The e-mail that he recently sent to the Selectmen includes the Smith/Kenney Report, which provides strong evidence that it is possible to not have a superintendent. He is hopeful that the Selectmen will review this information and support a proposal that the District can be successfully managed for less than \$175,000. Mr. Stewart wants to make an intelligent choice and asked the Board to do the same.

Selectman Benavides, who is the Board's representative to the Budget Committee, asked Chairman Hayes and Selectman O'Brien for direction on how to vote on such a motion. He further stated that since the School Board has indicated that they will fund the position, this is really a vote about reducing the budget by \$175,000. Following brief discussion, they did not give him specific direction. Rather, they suggested that he vote his conscience.

**10.0 Selectmen's Issues** – None.

**11.0 Administrator's Report** – Town Administrator Dunn reported the Town of Gilford may shortly be taking over the management of the Pine Grove/McCoy Cemeteries. He has been working with Town Counsel, the Public Works Department and Cemetery Trustees throughout this transition.

National Grid has been acquired by Algonquin Power and Utilities Corp. of Canada. The responsibility of the Liberty Hill Road coal tar clean up will fall to them.

Town Administrator Dunn reported on the recent meeting that took place between Ray Burton and DES Commissioner Tom Burack regarding the Advisory Board to the Winnepesaukee River Basin Project. They were in agreement with the need to amend the by-laws of the Board, and that would need to be done through legislation.

**12.0** **Next Meeting** – Regular Meeting – December 29, 2010 at 7:00 p.m.

**13.0** **Adjournment** – With no further business before the Board, the Board of Selectmen's December 15, 2010 meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Gus Benavides  
Clerk