

GILFORD BOARD OF SELECTMEN'S MEETING

June 22, 2011

Town Hall

The Board of Selectmen convened in a regular session on Wednesday, June 22, 2011, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were John O'Brien, Gus Benavides and Kevin Hayes. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Staff members in attendance included Finance Director Geoff Ruggles, Director of Public Works Sheldon Morgan, Deputy Police Chief Kevin Keenan, DPW Operations Manager Dustin Muzzey and DPLU Technical Assistant Stephanie Verdile-Philibotte.

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

- 1.1. Selectman Benavides moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II (c)(a)(e) to discuss matters which may adversely affect someone's reputation, compensation and promotion of employees and consideration of the sale/acquisition of real estate. Selectman Hayes seconded. Motion carried on roll call vote with all in favor. Present were Selectmen John O'Brien, Gus Benavides and Kevin Hayes. Also present was Town Administrator Scott Dunn.

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

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

3. Announcements/Presentations

- 3.1. Chairman O'Brien announced that an Open House will be held at the Fire Training Center on Kimball Road on Saturday, July 9, 2011.
- 3.2. Chairman O'Brien announced that all Town Offices will be closed on Monday, July 4, 2011, in observance of Independence Day.
- 3.3. Chairman O'Brien announced that a public hearing will be held on Wednesday, July 13, 2011 at 7:00 p.m. regarding the Metrocast Cable Television Franchise Renewal.

4. Review/Approval of Minutes

- 4.1. Selectman Benavides moved to approve the minutes of the regular session of June 8, 2011. Selectman Hayes seconded. Motion carried with all in favor.

5. Consent Agenda

- 5.1. Selectman Benavides moved to approve the previously signed items for the period June 6, 2011 through June 17, 2011. Selectman Hayes seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
04/23/11	Change of Status - Wolfe	
05/16/11	Payroll Register	
05/16/11	Change of Status - Heney	
05/16/11	Change of Status - Horan	
05/17/11	Accounts Payable Manifest	
05/23/11	Payroll Register	
05/24/11	Accounts Payable Manifest	
05/25/11	Abatement Denial - Dutremble	229-030.000
05/26/11	Abatement - Minor	217-015.000
05/26/11	Abatement - Bowen	217-018.00
05/26/11	Change of Status - Phelps	
05/31/11	Notice of Lien - Zackowski	213-013.342

05/31/11	Accounts Payable Manifest (2)	
05/31/11	Notice of Lien - Duhaime	224-046.005
05/31/11	Notice of Lien - Johnson	201-009.039
06/02/11	Change of Status - Dobbins	
06/02/11	Abatement - Scannell	224-075.014
06/06/11	Payroll Register	
06/07/11	Veteran's Tax Credit - Colburn	203-053.000
06/07/11	Accounts Payable Manifest	
06/08/11	NOITC - Crook	213-013.000
06/08/11	Appointment Form - Craver	
06/08/11	Appointment Form - Hopkins	

6.0 Appointments

6.1 Herb Greene – Recreation Department Update – Director Greene updated the Board on his Department’s programming since his last update in February 2011. Successful winter activities included the use of the ice rink until the first week in March and Winter Carnival during February school vacation week. The Francoeur-Babcock Basketball Tournament was very well attended, as well as Easter activities in April. Other spring programming included Jr. Picasso, Jr. Explorer and Jr. Cooking. Vacation Fun Days were held during April school vacation week.

In addition, the bike rodeo and spring hikes were well attended and all of the Red Sox games have been sold out.

Director Greene advised the Board that the Town Beach has officially opened for the season as of Saturday, June 18th. The kick-off event, which was originally scheduled for tonight, has been postponed to next Wednesday, June 29th, due to inclement weather.

Director Greene then provided the Board with a listing of upcoming summer activities, including golf lesson, swimming lessons, tennis, archery, basketball, soccer, baseball, multi-sports camps, lacrosse, Scienstational Workshops, band concerts and Old Home Day.

Selectman Benavides asked Director Greene if there are any issues with staff coverage at the beach, with the reductions made to his budget. He replied that he anticipates staffing will be fine and added that fees for swimming lessons have slightly increased. Selectman Hayes asked if the usage of the ice rink has increased. Director Greene stated that this was difficult to answer without staffing there but the number of private rentals has increased. Selectman Hayes also asked about the status of the funding for the Old Home Day fireworks display.

Director Greene replied that advertising is down slightly from last year, but they did have a mall carryover of cash from 2010. He thinks they are on par to reach their goal of \$30,000.

The Board thanked Director Greene for his presentation.

Selectman Benavides moved to take up Agenda Item **8.8 Request to Expend Funds from Recreation Facilities C.R. Fund for Ice Rink Building Maintenance**. Selectman Hayes seconded. Motion carried with all in favor.

Selectman Benavides moved to authorize the expenditure of \$4,999 from the Recreation Maintenance Capital Reserve Fund for the purpose of contracting with Howland Insulation for improvements to the Ice Rink Maintenance Building. Selectman Hayes seconded. Director Greene provided the Board members with an explanation of the work that is necessary in the Maintenance Building. Selectman Benavides inquired if he received other quotes on the project and Director Greene replied yes. He added that the Buildings and Grounds Department made this recommendation. Although it is not the lowest bid, it is the best option for the work they would like completed.

Brief discussion ensued regarding allowing the other bidders the option to re-bid the project to comply

with the type of work they would like performed. Director Greene stated that he would do this and have the information available at the Board's next meeting. Selectman Benavides withdrew his motion and Selectman Hayes withdrew his second. Selectman Benavides then moved to table this matter to the July 13, 2011 Board of Selectmen's meeting. Selectman Hayes seconded. Motion carried with all in favor.

6.2 Geoff Ruggles – Financial Update – Finance Director Ruggles reported that there have been signs of improvement with revenues in the area of motor vehicle registrations. Expenditures are now tracking closer to last year's levels because less road construction than at this time in 2010. Director Ruggles also mentioned his concern with the uncertainty of the New Hampshire Retirement System.

Property tax collections continue their positive trend and the Town is in an excellent cash flow position, which should continue throughout the year.

The Board thanked Director Ruggles for his report.

6.3 Belknap County Commissioners – Ed Philpot, Stephen Nadeau and John Thomas were in attendance for their 2011 County Conversation with the Town of Gilford. Commissioner Philpot then introduced County Administrator Debra Shackett, Human Resources Director Norm O'Neil and Belknap County Delegate Alida Millham.

Commissioner Philpot provided the Board with an update of the topics that were discussed at last year's meetings, including Juvenile Prosecutor, Community Corrections, Dispatch Consolidation, Nursing Home Privatization, Community Action Program, Health Insurance and Dispatch Billing. New topics covered were Facility Analysis and Regionalization Opportunities.

Commissioner Philpot reiterated their position that they will not be sending out individual billings for dispatch services. He also stated that the County Nursing Home received a perfect healthcare survey with no blemishes, which they are very proud of. In addition, Debra Shackett has been named County Administrator of the Year and the Administrative Team received a similar honor, which was voted on by NH counties.

Selectman Hayes inquired about parole violations at the jail. Commissioner Philpot responded that this is a big issue and they need to find better means of diversion to monitor drug and alcohol abuse. Selectman Hayes also asked if the status of the State budget is affecting the County, to which Commissioner Philpot responded yes.

Discussion ensued between Selectman Benavides and Commissioner Philpot regarding the County's position on Dispatch billing. Commissioner Philpot stated that if Gilford needed to utilize the County for dispatch services that it would be a difficult process, but they would be able to do it, subject to budgetary appropriation.

Selectman Benavides asked about the possibility of pooling buying power. Commissioner Philpot responded that there has not been a great deal of interest from municipalities, but he did cite the success that Barnstead has had with purchasing plow blades.

Brief discussion ensued regarding the funding process of Lakes Region Mutual Fire Aid and the success that Stafford County has had in leasing beds to Federal prisoners. In closing, the funding of Outside Agencies was discussed. Commissioner Philpot advised the Board that the County utilizes a standard form for all Outside Agencies that was developed by the Town of Meredith. County Administrator Shackett will forward this information to Town Administrator Dunn.

Town Administrator Dunn asked the County to consider the regionalization of Animal Control.

The Board thanked the County Commissioners for their attendance at the meeting.

6.4 Gilford High School Robotics – Adult Mentor Mike Andrews and student Evan Andrews were in attendance to provide a brief presentation to the Board regarding the fundraising efforts of the Gilford High School Robotics Team. The Team is participating in a worldwide fundraiser to sell Green e-watt Saver light bulbs.

Evan Andrews ran through a PowerPoint presentation for the Board outlining the benefits of utilizing these energy efficient light bulbs. Brief discussion ensued regarding the cost effectiveness of each light bulb, which costs \$19.95. Selectman Benavides inquired what they were looking for the Board of Selectmen to do. Evan replied that they would like the Board to try using the bulbs.

The Board thanked Mike and Evan Andrews for their informative presentation.

6.5 Employee Benefits Committee – Dental Insurance Plan – Committee member Stephanie Verdile Philibotte began by reporting the success of the new Flexible Spending Plan, which required very minimal contribution from the Town. Regarding the proposed Dental Plan, she stated that the cost is \$4,200 per half-year, which translates to \$1.40 per year increase in tax bills for the average home. Selectman Benavides stated that he did not think that this was a good time to add this burden to the taxpayers of Gilford. Ms. Verdile-Philibotte responded that employees have made other sacrifices and the Committee wanted to acknowledge the employees that responded to their survey on the Dental Plan.

Selectman Benavides pointed out the various budget cuts that have been made for 2011 and although everyone agrees that it would be beneficial to employees, the Board cannot approve the upgrade at this time.

7.0 Old Business

7.1 Cat Path Traffic Regulations/Letter to NH DOT – Selectman Benavides moved to approve the Cat Path Traffic Regulations and letter to NH DOT as presented. Selectman Hayes seconded. Motion carried with all in favor.

DPW Director Sheldon Morgan responded to the possible options for the Town regarding the cutting of brush on the DePace property. He stated that he thinks the best option is to have a survey done to delineate the boundaries of the property. He stated that he could set aside some funds from the Highway Maintenance account for this purpose. The Board concurred to have Director Morgan verify the boundaries of the Town's right-of-way by having a survey done.

7.2 Purchase of DPW Front End Loader – Selectman Benavides moved to accept the bid of Chadwick-Baross for a Volvo L60F at \$149,772 and to authorize the trade-in of the existing Case Wheel Loader for the sum of \$20,000, with the balance of \$129,772 to be paid using funds in the Highway Equipment Capital Reserve Fund. Selectman Hayes seconded. Motion carried with all in favor. The Board thanked DPW Operations Manager Dustin Muzzey for the additional research he did for the Board.

8.0 New Business

8.1 Request for Waiver of Minimum Road Standards – Driveway at 33 Deer Run Lane – Bill Anderson was in attendance to explain the waiver requests, on behalf of Cindy White and her brother, Bruce White, who has cancer. This property has drainage issues and the paving of the area in question will improve this problem by creating a swale that will redirect water flow back onto the property. Waivers are being requested for the side setback area and Town's width limits for driveways. Selectman Benavides moved to approve these waivers of the Minimum Road Standards for a driveway at 33 Deer Run as proposed by Bruce White and recommended by DPW. Selectman Hayes seconded. Motion carried with all in favor.

8.2 Unlicensed Dog Warrant – Selectman Benavides moved to approve and sign the Unlicensed Dog Warrant as presented. Selectman Hayes seconded and stated that he was disappointed with the number of dogs that remain unlicensed. Motion carried with all in favor.

8.3 Appointment to Recreation Commission – Lisa Manz-Buckley – Selectman Benavides moved to approve the appointment of Lisa Manz-Buckley as an Alternate to the Recreation Commission, for a term to expire on April 30, 2012. Selectman Hayes seconded. Motion carried with all in favor.

8.4 Live Entertainment & Exotic Dancing/Unusual Entertainment for Kelseys at the Grant – Selectmen Benavides moved approve the Live Entertainment & Exotic Dancing/Unusual Entertainment Permit Renewal for Kelseys at the Grant for a period of one year, to expire on June 30, 2012. Selectman Hayes seconded. Town Administrator Dunn confirmed that he had no issues with the issuance of this permit. Motion carried with all in favor.

8.5 Request for Donations – Landmark Flagpole – Chairman O’Brien provided an explanation of the proposed fundraising to purchase and install a landmark flagpole at the intersection of Routes 11-A and 11-B, which would be designated to be a memorial for safety services (fire and police). He stated that the cost of the project is approximately \$3,000 and it is the goal to have it in place for dedication on September 11, 2011.

Selectman Benavides moved to authorize the Board of Selectmen to sign the fundraising letter as presented. Selectman Hayes seconded. Motion carried with all in favor.

8.6 PA-28 Inventory of Taxable Property Form for 2012 – Selectman Benavides moved to not use the NHDRA PA-28 form in 2012. Selectman Hayes seconded. Motion carried with all in favor.

8.7 Certificate of Authorizing Resolution – LGC Health Trust - Selectman Benavides moved to authorize Town Administrator Scott Dunn to sign the Local Government Center Health Trust Application and Participation Agreement documents.

8.8 Request to Expend Funds From Recreation Facilities C.R. Fund for Ice Rink Building – completed under Item #6.1.

8.9 Request to Expend Funds from Glendale C.R. Fund – Electrical Work – Selectman Benavides moved to authorize the expenditure of \$3,745.30 from the Glendale Capital Reserve Fund for the purpose of contracting with Hutchins Electric for repairs to the lighting systems on the Town docks. Selectman Hayes seconded. Motion carried with all in favor.

8.10 Sewer Abatement – Old Lakeshore Cooperative, Inc. – Selectman Benavides moved to deny the sewer abatement request without prejudice for future review with additional data. Selectman Hayes seconded. Motion carried with all in favor.

8.11 Telephone System Budget Transfers – Selectman Benavides moved to authorize the creation of a Minor Equipment – Administration budget account #4902-751-11 and to authorize the transfer of \$32,568 into this account from the various departments pursuant to the recommendation of the Finance Director. Selectman Hayes seconded. Motion carried with all in favor.

9.0 Public Input – none.

10.0 Selectmen’s Issues – Selectman Hayes asked Town Administrator Dunn to provide information at the July 13th meeting regarding the cost of obtaining another Liberty Elm for the island at Routes 11-A and 11-B. Town Administrator Dunn stated that depending on how much money is raised for the flagpole, there may be funds available for trees and landscaping.

Selectman Hayes reported that the bridge rail on the west side of Alvah Wilson Bridge is loose and needs to be repaired. He would like to have the cost of the repairs taken from the Bridge Maintenance Fund and asked Town Administrator Dunn to prepare this for the July 13th meeting.

11.0 Administrator’s Report – Town Administrator Dunn met with Primex today and needs the authorization of the Board to sign the Membership Agreement, Multi-Year Discount Program and Loss Mitigation Agreement with them. Selectman Benavides moved to authorize Town Administrator Dunn to

sign these three agreements. Selectman Hayes seconded. Motion carried with all in favor.

Town Administrator Dunn stated that the results of the regional fuel bids have been received and only two companies chose to bid and the low bid is from Irving Oil.

Town Administrator Dunn reported that he has learned that the ERZ designation has already been made for the Gilford Commons development, which levels the playing field for marketing the lots.

12.0 Next Meeting – Regular Meeting – July 13, 2011 at 7:00 p.m.

13.0 Adjournment – With no further business before the Board, the Board of Selectmen’s June 22, 2011 meeting was adjourned at 8:55 p.m.

Respectfully submitted,

J. Kevin Hayes
Clerk