

GILFORD BOARD OF SELECTMEN'S MEETING
March 28, 2012
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, March 28, 2012, 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, Police Chief Kevin Keenan, Police Lieutenant Jim Leach, Police Sergeant Dustin Parent, Detective Chris Jacques, Police Officer Adam Vansteensburg, Town Clerk/Tax Collector Denise Gonyer, DPW Director Sheldon Morgan, and Fire Chief Steve Carrier.

1. **Non-Public Session – 6:00 p.m.** - Selectman Benavides moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II (a) (c)(d) to discuss personnel matters and matters that would likely affect adversely the reputation of any person and conveyance of property to the Town. Selectman Hayes seconded. Motion carried on a 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 Hayes moved to promote Tracie Bettez to the position of Technical Assistant, Grade 4, Step 1, on a seasonal basis during the Town Beach supervision period. Chairman O'Brien seconded. Motion carried with all in favor.

Other matters were discussed and Selectman Hayes moved to exit non-public session at 7:00 p.m. and seal the rest of the minutes. Selectman O'Brien seconded. Motion carried with all in favor.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Selectmen's Organization**
 - 3.1. **Election of Officers** – Chairman O'Brien thanked Selectmen Hayes and Benavides for their support over the past year. Chairman O'Brien moved to nominate Gus Benavides as Chairman, Kevin Hayes as Vice-Chairman and John O'Brien as Clerk. Selectman Hayes seconded. Motion carried with all in favor. Selectman O'Brien then turned the meeting over to Chairman Benavides.
 - 3.2. **Liaison Assignments** – Selectman Hayes moved to continue with the same liaison appointments as the Board members held in 2011: Planning Board Representative & Alternate (Kevin Hayes and Gus Benavides); Budget Committee Representative & Alternate (Gus Benavides & John O'Brien); Airport Commission Representative & Alternate (John O'Brien & Gus Benavides); Historic District & Heritage Commission Representative & Alternate (John O'Brien & Gus Benavides); AFSCME Negotiations (Gus Benavides and Scott Dunn); TEAMSTERS Negotiations (Kevin Hayes & Scott Dunn); CIP Representative & Alternate (John O'Brien & Gus Benavides); and Bicentennial Committee (John O'Brien). Selectman O'Brien seconded. Motion carried with all in favor.
 - 3.3. **Meeting Schedule** – Selectman Hayes moved to continue with the practice of meeting on the 2nd and 4th Wednesdays of each month at 7:00 p.m. Selectman O'Brien seconded. Motion carried with all in favor. Selectman O'Brien commended the Department Managers and other employees who regularly attend the Selectmen's meetings.
 - 3.4. **Goals & Objectives** – Town Administrator Dunn asked the Board if they would table this matter until the April 11th meeting so that they will have a chance to review the list and also, he would

like to solicit any suggestions from the Department Managers at their meeting tomorrow. The Board concurred with revisiting the matter on April 11, 2012.

4. **Announcements/Presentations** – Chairman O’Brien made the following announcement:
 - 4.1. Residential Spring Cleanup Days will be held from Saturday, April 21st through Sunday, April 29th, 2012. DPW Director Sheldon Morgan stated that this cleanup has been held for many years and includes two full weekends in April, in order to make it as convenient as possible for Gilford residents. He briefly reviewed some of the materials that are not accepted during this event.
5. **Review/Approval of Minutes**
 - 5.1. Selectman Hayes moved to approve the minutes of the March 14, 2012 meeting. Selectman O’Brien seconded. Motion carried with all in favor.
6. **Consent Agenda**
 - 6.1. Selectman Hayes moved to approve the previously signed items for the period March 12, 2012 through March 23, 2012. Selectman O’Brien seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
02/21/12	Payroll Register (2)	
02/27/12	Accounts Payable Manifest	
02/27/12	Payroll Register	
02/29/12	Notice of Lien - Page	202-016.000
03/05/12	Payroll Register	
03/06/12	Accounts Payable Manifest	
03/07/12	Payroll Register	
03/08/12	Abatement - Buitendag	263-021.000
03/09/12	Payroll Register	
03/12/12	Payroll Register	
03/13/12	Accounts Payable Manifest	
03/13/12	Abatement - Fisher	235-001.001
03/13/12	Abatement - Handrahan	241-081.000
03/14/12	Tax Collector's Warrant - CU Land Use Change	263-021.000
03/14/12	Veteran's Tax Credit - Sottak	202-031.001
03/14/12	Veteran's Tax Credit - Carlson	252-031.000
03/14/12	Change of Status - deSousa	
03/14/12	Appt. Form - Mailloux	
03/14/12	Tax Deferral	224-049.003
03/18/12	Change of Status - Mailloux	

7. **Public Hearing**
 - 7.1. **Ordinance Regulating Pawnbrokers & the Licensin of Dealers Who Sell Secondhand Articles** – Chairman Benavides read aloud the primary purpose of the new regulations and then opened the public hearing for questions or comments at 7:07 p.m. There being no questions or comments, he closed the public hearing at 7:08 p.m. Selectman Hayes asked Chief Keenan if this ordinance would also cover auction houses and Chief Keenan replied yes. Selectman Hayes moved to approve the Ordinance Regulating Pawnbrokers & the Licensing of Dealers Who Sell Secondhand Articles as presented. Selectman O’Brien seconded. Motion carried with all in favor.
8. **Appointments**
 - 8.1. **Steve Carrier – Fire-Rescue Update** – Chief Carrier’s update began with a discussion regarding the repairs being requested for Engine 4. Following the discussion, the Board concurred to bring up that matter later in agenda and have Chief Carrier continue with his

quarterly update at this time. Among the subjects contained in his update were activity levels, wildland fire danger, fire inspections, current staffing levels and the status of the 2012 budget.

Selectman Hayes inquired about the status of maintenance records. Chief Carrier responded that maintenance records have always existed, but they could use some consolidating. They are also working to assure that maintenance records are updated in the computer at the point of contact, rather than having it done at a later time. Selectman Hayes further inquired about any warranty that might be included with the repairs to the Engine 4 pump. Chief Carrier responded that he does not foresee there being a warranty for this equipment, considering its age.

The Board thanked Chief Carrier for his update.

- 8.2. Geoff Ruggles - Financial Update** – Finance Director Ruggles began his presentation by pointing out that revenue from motor vehicle fees are approximately \$10,000 higher than the same period in 2011. Expenditures continue to track below last year’s levels, due primarily to the fact that we had a mild winter and did not have any significant equipment problems. Cash flow continues to be problem free and unless there is a significant change, should remain that way for the rest of the year.

The Board thanked Director Ruggles for his presentation.

9. **Old Business**

- 9.1. Office of Town Clerk-Tax Collector Staffing** – Selectman Hayes moved to accept the MRI proposal in the amount of \$2,200 and to authorize the Town Administrator to sign the agreement, with funds to come from the Town Clerk – Tax Collector’s budget. Selectman O’Brien seconded. Motion carried by a vote of 2-1 with Chairman Benavides voting no.

- 9.2. Ordinance Regulating Illegal Smoking Products** – Town Administrator Dunn noted that Superintendent of Schools Kent Hemingway and Drug and Alcohol Task Force member Deb Laliberte were in attendance tonight. Superintendent Hemingway thanked the Board for addressing this issue and gave assurances that the School District is also working on the problem.

Selectman O’Brien commented on a letter that was sent to several Town and School officials regarding freedom of choice on this subject and urging them to not regulate the product. Gilford High School Nurse Meg Jenkins advised the Board of the many health concerns she has seen with students utilizing this product, including an overdose. She emphasized that this is a community problem and impacts everyone in Gilford and is concerned there will be a fatal overdose.

At the request of Chairman Benavides, Ms. Jenkins described some of the adverse symptoms that can be observed by using this product. Chairman Benavides further asked Ms. Jenkins what drug appears to be the most used among high school students, to which she replied it is the abuse of prescription medications, typically those of someone other than who they are prescribed for.

Selectman Hayes moved to adopt a resolution to discourage the sale, possession and use of synthetic marijuana, and read it in its entirety. Selectman O’Brien seconded. Motion carried with all in favor. Chairman Benavides stressed the need for parents to become aware of this problem. Superintendent Hemingway again thanked the Board for taking this position on illegal smoking products, as well as the local press for their coverage of the issue.

10. **New Business**

- 10.1. NH Department of Revenue Administration Auditor Option & Schedule** – Selectman Hayes moved to approve the MS-60A form as presented and to authorize the Town

Administrator to sign on behalf of the Town. Selectman O'Brien seconded. Motion carried with all in favor.

- 10.2. Trash Removal Contract** – Selectman Hayes moved to approve the contract extension for an additional year as of March 1, 2012, with Bestway Disposal Services for the same pricing (\$11,426) as the 2010-2012 contract agreement. Selectman O'Brien seconded. Motion carried with all in favor.
- 10.3. Live Entertainment Permit – Contigiani's Catering – Pheasant Ridge Country Club** – Selectman Hayes moved to approve the Entertainment License for Contigiani's Catering Service at Pheasant Ridge Country Club for the period May 15, 2012 through May 14, 2013. Selectman O'Brien seconded. Motion carried with all in favor.
- 10.4. Quit Claim Deed – Portion of Harris Shore Road to McGrath Trust** - Selectman Hayes moved to approve the Quit Claim Deed as presented and to have the deed recorded conditioned upon re-payment to the Town of \$344.95 for survey work and deed recording fees. Selectman O'Brien seconded. Motion carried with all in favor.
- 10.5. NH DOT Litter Free New Hampshire Program** – Town Administrator Dunn stated that the Town employees are already part of this program for their cleanup of Route 11-B. The Board concurred that they would like this information posted on the Town's website to see if there are any organizations in Gilford that would like to participate.
- 10.6. Police Department K-9 Program** – Chairman Benavides stated that the investment in the Gilford Police Department K-9 Program has proved to be a financially wise decision. He commended Sergeant Dustin Parent for his dedication to Agbar (canine) and the program, and asked him where Agbar would go following his retirement. Sergeant Parent responded that his is hopeful that the Town will sell Agbar to him for \$1.00 and he can spend his retirement years with him.
- Selectman Hayes moved to authorize the sale of Agbar to Dustin Parent for the sum of \$1.00. Selectman O'Brien seconded. Motion carried with all in favor.
- At this time, Police Chief Keenan came forward to update the Board on the status of obtaining a new canine. He thinks that the K-9 Program is a great asset to the Department and requires little or no expense to the taxpayer. Adam Vansteensburg will be the Department's new canine handler since Sergeant Parent is assuming other duties. Chief Keenan further stated that when the K-9 cruiser needs to be replaced, it may be necessary to purchase a new cage since the size of cruisers has changed.
- Chief Keenan is seeking the approval of the Board of Selectmen to continue with the K-9 Program and authorization to apply for a grant through the Working Dog Foundation. He also reviewed some of the costs associated with the K-9 Program and how the Police Department will be seeking donations to cover some of these costs.
- Selectman Hayes moved to authorize the continuance of the Police Department K-9 Program and to apply for a grant through the Working Dog Foundation to purchase a dog. Selectman O'Brien seconded. Motion carried with all in favor.
- 10.7. Sole Source Approval for Repairs to Engine 4** – Selectman Hayes moved to approve the purchase order in the amount of \$11,244.05 to Lakes Region Fire Apparatus for pump service, testing and repair to Engine 4, and grant a waiver of the competitive bidding process in accordance with the Town of Gilford Administrative Code, Financial Policies, Section 22-B.6-7

for a sole source vendor. Selectman O'Brien seconded. Motion carried with all in favor.

11. **Public Input** – none.
12. **Selectmen's Issues** – none.
13. **Administrator's Report** – Town Administrator Dunn congratulated all newly elected Town officials.

He continues to make progress negotiating with the Town's auditors and expects to have a revised proposal back from them.

The Cable TV Consortium is meeting tomorrow.

He congratulated Sandy Bailey on becoming a grandmother today for the third time.

The Conference Room's PA system is undergoing some upgrades and a loaned amplifier is being used in the interim.

There are vacancies on Town boards/commissions and a notice will be going out shortly looking for volunteers.
14. **Next Meeting** –Regular Meeting – Wednesday, April 11, 2012
15. **Adjournment** – With no further business before the Board, the Board of Selectmen's March 28, 2012 meeting was adjourned at 8:00 p.m.

Respectfully submitted,

John T. O'Brien
Clerk