

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**June 27, 2012**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, June 27, 2012, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides, John O'Brien 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 Lieutenant Kris Kelley and Director of Public Works Sheldon Morgan.

1. **Non-Public Session – 6:00 P.M.** - Selectman Hayes moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II (a)(b)(c)(d) to discuss personnel matters, matters that would likely adversely affect someone's reputation and the acquisition of real property. Selectman O'Brien seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Gus Benavides, John O'Brien and Kevin Hayes. Also present was Town Administrator Scott Dunn.

While in non-public session, action was taken.

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

2. **Pledge of Allegiance** - The Selectmen recited the Pledge of Allegiance.
3. **Announcements/Presentations**
  - 3.1. Chairman Benavides announced that the Town Offices and Library will be closed on Wednesday, July 4, 2012, in observance of Independence Day.
  - 3.2. Chairman Benavides announced that Bicentennial Civil War Day will be held on Saturday, July 7, 2012 on the Village Fields from 10:00 a.m. to 6:00 p.m., with a BBQ lunch sponsored by the Gilford Fire Association.
4. **Review/Approval of Minutes**
  - 4.1. Selectman Hayes moved to approve the minutes of the July 13, 2012 meeting as presented. Selectman O'Brien seconded. Motion carried with all in favor.
5. **Consent Agenda**
  - 5.1. Selectman Hayes moved to approve the previously signed items for the period June 11, 2012 through June 22, 2012 as listed. Selectman O'Brien seconded. Motion carried with all in favor.

<b><u>DOCUMENT DATE</u></b>	<b><u>DOCUMENT</u></b>	<b><u>MAP/LOT #</u></b>
05/23/12	Abatement - Abbott (2)	214-051.000
05/29/12	Accounts Payable Manifest	
05/29/12	Payroll Register	
05/31/12	Abatement - Letendre	218-003.000
05/31/12	Notice of Lien	240-015.000
06/03/12	Change of Status - Bettez	
06/04/12	Payroll Register	

06/04/12	Accounts Payable Manifest	
06/05/12	Change of Status - Chitty	
06/06/12	Sewer Abatement - Leclerc	252-016.301
06/07/12	Abatement Denial - Greene	217-090.000
06/11/12	Abatement - Faber	221-019.000
06/11/12	Payroll Register (2)	
06/12/12	Accounts Payable Manifest	
06/13/12	2012 Unlicensed Dog Warrant	
06/13/12	Deed Waiver	203-279.000
06/13/12	Deed Waiver	213-087.020
06/13/12	Deed - Manning	
06/13/12	Safety Manual	
06/13/12	Abatement - Tracy	208-005.000
06/13/12	DRA Form re: Inventory Form	
06/13/12	Sewer Abatement - Glover	267-252.000
06/15/12	Change of Status - Cheek	
06/22/12	Change of Status - Malin	
06/22/12	Change of Status - Wernig	
06/25/12	Change of Status - Cook	

## 6. Appointments

**6.1. Denise Gonyer – Town Clerk/Tax Collector Update** – postponed to next meeting due to illness.

**6.2. Geoff Ruggles – Financial Update** – Director Ruggles reported that his monthly report for May continues to be positive as revenues track at approximately \$63,000 over the May 2011 levels. In addition, expenditures continue to be well below last year’s levels with spending reductions in wages and benefits and road maintenance projects. If these trends continue throughout the rest of the year, the potential is there for a surplus of approximately \$300,000 to \$500,000.

Payment on outstanding taxes and cash flow has been affected by the tax bills being mailed later this year than in 2011. Director Ruggles indicated that this is merely a timing issue and levels should return to last year’s levels by the beginning of July.

The Board thanked Director Ruggles for his update.

## 7. Old Business

**7.1. Police/DPW Radios** – Police Chief Keenan stated that he and Lieutenant Leach wanted to update the Board on the results of the study regarding radio upgrades that was recently completed and discuss options on how the Department should proceed in order to comply with the FCC regulations that are scheduled to take effect as of January 1, 1013, requiring narrow band conversion. It appears that the repeater system that they had planned for has become more complicated and expensive than they originally thought. Included in this upgrade was the elimination of telephone lines, saving the Department between \$600 - \$700 per month.

The Police Department currently experiences some “dead spots” within the Town, which are created by hills and other barriers. Lieutenant Leach stated that the conversion to narrow band could make these dead spots even worse, along with the switch from analog to digital. The Department would like to find a better location for their antenna that is currently located on Gunstock Hill Road. Lieutenant Leach stated that the best option appears to be the tower on Mt. Rowe. The possibility of utilizing Gunstock was also briefly discussed.

An estimate for the complete upgrade has been received from Ossipee Mountain Electronics, totaling approximately \$150,000. This estimate also includes the cost of DPW radios.

Further discussion ensued regarding the issues and approval process required to secure antenna space on Mt. Rowe. Discussion also covered how various other agencies handle similar radio transmission issues. Selectman Hayes asked Chief Keenan if he could prepare a spreadsheet for the next meeting that would show the various options available, as well as check with Lakes Region Mutual Fire Aid to see how their radio system is structured.

Lieutenant Leach pointed out that the addition of a repeater would solve the “dead spot” issue, but in order to comply with the new FCC regulations, they may need to focus only on the narrow band conversion.

- 7.2. Regionalized Police Dispatch** – Police Chief Keenan asked the Board how they would like him to proceed with pursuing the feasibility of regionalized police dispatch. He suggested that he speak with Belknap County Sheriff Craig Wiggin and the Board address the County Commissioners. Town Administrator Dunn added that a study would need to be done to determine if this is possible.

Brief discussion ensued regarding the fact that, at one time, it was thought that the County was conducting a study on regionalization, but is no longer.

Town Administrator Dunn will prepare a letter for the Board’s signature to the County Commissioners regarding this subject.

8. **New Business**

- 8.1. Special Event Application – Miller Amusement – Wal-Mart Plaza Carnival** – Scott Miller of Miller Amusements was in attendance to provide any additional information that the Board would like concerning his proposed carnival, to be held July 26-29, 2012. He advised the Board that he has been in business for approximately 30-35 years and has held carnivals in Tilton, Concord, Pittsfield, Hillsboro and Gorham.

Mr. Miller further stated that the owners of the shopping center approached him about the possibility of a carnival to generate additional revenue to the shopping center. The proposed carnival would be held in front of the vacant Hannaford store and would cover an area of approximately 200 by 300 feet. Included in this area would be 15 rides, 10-12 games and 4 or 5 food trailers.

Selectman Hayes brought up the issues of height and lighting with the shopping center’s close proximity to the Laconia Airport. Mr. Miller stated that Michael Campbell, representing the owners of the shopping center, had contacted the Airport and was waiting to hear back from them.

Mr. Miller further stated that the height of his highest ride is 55 feet and he thinks that many of the trees in the area are 50 to 60 feet tall. Selectman Hayes asked if that ride is higher than the parking lot lights and Mr. Miller replied yes. Town Administrator Dunn inquired about the estimated number of people who would be attending the carnival, to which Mr. Miller replied that on a good night he could expect approximately 1,000 people.

Chairman Benavides stated that although he is pro-business, the timing for approval is an issue with the proposed dates coming so soon. He suggested that Mr. Miller look into dates

later in the summer. Mr. Miller will determine what type of approval is required by the Airport Authority and return to the Board for future approval if he is able to proceed.

- 8.2. Live Entertainment License – Cackling Crow** – Brief discussion ensued regarding the lateness of this application. Town Administrator Dunn stated that this business has had issues with various State agencies and as a result, did not take care of their renewal on a timely basis.

Selectman Hayes moved to approve the Live Entertainment License for the Cackling Crow Restaurant for the period June 28, 2012 – June 27, 2013, conditioned upon no live bands with more than two performers being allowed and the terms set forth in Director of Planning and Land Use John Ayer's letter dated January 4, 2011. Chairman Benavides seconded. Motion carried by a vote of 2-1 with Selectman O'Brien voting no.

- 8.3. Notice of Limits of Responsibility & Liability Regarding Building Permit on Class VI Highway for 423 Liberty Hill Road** – Selectman Hayes moved to approve the Notice of Limits of Responsibility and Liability as presented. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.4. DPW Vehicle Body Technician Job Description & Vacancy** – DPW Director Sheldon Morgan stated that the addition of this position would aid his existing staff, especially in having a back-up driver. He is in favor of creating the position. Selectman O'Brien inquired if he would like to see any changes made to the job description. Director Morgan responded that he would not make any changes, but thinks they will be fortunate to find someone with these skills. He further clarified that the garage is not set up to accommodate auto body repair, other than "band aid" repair.

Selectman O'Brien commented that the DPW equipment would benefit with having a better appearance. Director Morgan responded that one of their summer hires is currently working on re-painting plows, which is done with a brush application.

Selectman Hayes moved to approve the job description as submitted and to authorize the advertising of a vacancy to solicit applications. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.5. Appointment(s) to Lakes Business Park Commission** – Selectman Hayes moved to reappoint Anthony Ferruolo to the Lakes Business Park Commission for a 3-year term to expire as of June 30, 2015. Selectman O'Brien seconded. Motion carried with all in favor.

- 8.6. Elm Tree Planting for 2013** – Selectman Hayes stated that he requested this item be placed on the Board's agenda because he recently learned that 10-foot disease resistant elm trees can be purchased for \$66.00 each. Selectman Hayes proposed that the Town purchase the trees and then allow residents to sponsor them to cover the cost.

Director of Public Works Sheldon Morgan provided the Board with a list of proposed places within the Town where the elm trees could be planted. Brief discussion ensued regarding method of payment and how many trees should be ordered. The Board concurred to order thirty (30) trees, scheduled for delivery in spring 2013. They will look into having a booth at Old Home Day to sell the sponsorships.

- 8.7. Utility Pole License – Cat Path (#578)** – Selectman Hayes moved to approve the pole license and petition for Cat Path as submitted. Selectman O'Brien seconded. Motion

carried with all in favor.

9. **Public Input** – none.

10. **Selectmen's Issues** – Selectman Hayes asked DPW Director Morgan how the laborers from the jail are working out, to which Director Morgan replied that the program is working well. They will soon begin sprucing up the area in front of the Town Hall.

Selectman Hayes encouraged Board members to have their picture taken to promote the Library's Summer Reading Program. He further asked Director Morgan about the status of the finish coating of Gunstock Hill Road. Director Morgan replied that they are currently waiting on Wolcott Construction and expect it to be completed any day.

Selectman Hayes expressed concern with the time and expense involved with notifications on the unlicensed dog warrant and the fact that a fee of \$5.00 was not added to the amount due by the owner of each dog. Chief Keenan indicated that he could have Technical Assistant Horan redo the letters and add the fee prior to being sent out on Friday.

Selectman Hayes moved to have the Police Technical Assistant re-do the letters to unlicensed dog owners and include the additional \$5.00 fee that is allowed by statute. Selectman O'Brien seconded. Motion carried with all in favor.

11. **Administrator's Report** – Town Administrator Dunn stated that Will Drew, owner of Kelsey's at the Grant, has requested a two-week extension of his Entertainment Permit, which expires on June 30, 2012. Mr. Drew waited to apply for this renewal because of the uncertainty of his current liquor license. Under the terms of the current agreement between the Town, Liquor Commission and Kelsey's at the Grant, no exotic dancing is permitted and only beer and wine may be sold.

After confirming with Police Chief Keenan that there have been no recent incidents at the establishment, Selectman Hayes moved to extend the Entertainment Permit of Kelsey's at the Grant for two additional weeks, under the terms of the existing agreement where no exotic dancing is permitted and only beer and wine may be sold. Selectman O'Brien seconded. Motion carried with all in favor.

Town Administrator Dunn advised the Board that he and Selectman Hayes met today with representatives of NH DOT regarding the status of the Route 11A/11B intersection. Representatives from DOT indicated that they are opposed to erecting a flagpole within the triangle because of their concern for pedestrians crossing Route 11A to go to the area of the Warming Hut. They have suggested that the flagpole be erected at that site, rather than the triangle.

DOT is in favor of creating a T-intersection but would like the Town to assume one-third of the cost. If this project were to be approved, it would not be underway until 2018. Town Administrator Dunn stated that the flagpole donors could be contacted to confirm that they are in agreement with the Warming Hut location or the Town could proceed with the installation within the triangle. The Board concurred to table this matter to the next meeting on July 11, 2012.

Other projects he is working on include an RFP for custodial services at the Library, an RFP for Town-wide plumbing and heating services, a CATV franchise agreement counter-offer, the Road Improvement Plan and drainage issues on Cat Path and Old Lakeshore Road. Town Administrator Dunn stated that reviewing the Road Improvement Plan has shown that additional

funds are needed to better maintain Town roads.

Town Administrator Dunn stated that funds need to be withdrawn from the Lakes Business Park Trust Fund, totaling \$5,790, for solar lighting that the Board approved at a recent meeting.

Selectman Hayes moved to approve the withdrawal of \$5,790 from the Lakes Business Park Trust Fund for the purchase of solar lighting for the sign at the entrance to Hounsell Avenue. Selectman O'Brien seconded. Motion carried with all in favor.

Town Administrator Dunn is also preparing to announce the availability of the Boston Post Cane and trying out copier machines on the upper level of the Town Hall on a trial basis.

12. **Next Meeting** –Regular Meeting – Wednesday, July 11, 2012
13. **Adjournment** – With no further business before the Board, the Board of Selectmen's June 27, 2012 meeting was adjourned at 8:25 p.m.

Respectfully submitted,

John T. O'Brien  
Clerk