

GILFORD BOARD OF SELECTMEN'S MEETING
September 12, 2012
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, September 12, 2012, at 7:00 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 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, DPW Director Sheldon Morgan, Library Director Katherine Dormody, Recreation Director Herb Greene and Fire Chief Steve Carrier.

1. Non-Public Session

1.1. Selectman Hayes moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3,II, (a)(b)(c)(d)(e) to discuss personnel issues, matters which may adversely affect someone's reputation, the conveyance of real estate and pending litigation and also RSA 91-A:2, I, (a) to discuss collective bargaining. Selectman O'Brien seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Gus Benavides, Kevin Hayes and John O'Brien. Also present was Town Administrator Scott Dunn.

While in non-public session, Selectman Hayes moved to hire Roger Weeks, Jr. as a DPW mechanic, at a rate of \$19.46 per hour, effective October 1, 2012. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to re-appoint Richard Waitt as a Lakes Region Planning Commissioner through April 30, 2014. Selectman O'Brien seconded. Motion carried with all in favor.

The Board concurred to not delete the deed restriction in the deed to Gilford Village Knolls. Selectman Hayes moved to sign the proposed deed as drafted. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to seal the rest of the minutes and exit non-public session at 7:00 p.m. 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 results of the State Primary Election and Special Town Meeting are available on the Town's website.
- 3.2.** Chairman Benavides announced that a representative from Senator Kelly Ayotte's office will be visiting the Selectmen on September 26, 2012.

4. Review/Approval of Minutes

4.1. Selectman Hayes moved to approve the minutes of the August 22, 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 August 20, 2012 through September 7, 2012. Selectman O'Brien seconded. Motion carried with all in favor.

DOCUMENT DATE

DOCUMENT

MAP/LOT #

03/28/12 Change of Status - J. Mooney

06/01/12	Change of Status - Ainsworth	
07/12/12	Change of Status - Crowell	
08/03/12	Abatement - O'Connor	211-014.000
08/06/12	Change of Status - Wilson	
08/09/12	Abatement - Toy Box Marine	242-136.211
08/09/12	Abatement - Toy Box Marine	242-136.212
08/09/12	Abatement - Toy Box Marine	242-136.213
08/12/12	Change of Status - Wilson	
08/12/12	Change of Status - Harris	
08/12/12	Change of Status - Cote	
08/12/12	Accounts Payable Manifest	
08/13/12	Accounts Payable Manifest	
08/16/12	Abatement - Cookman	207-003.000
08/17/12	Abatement - Realogy Holdings	210-014.201
08/20/12	Payroll Register (2)	
08/21/12	Accounts Payable Manifest	
08/22/12	Veteran's Tax Credit - Polovick	203-187.000
08/22/12	Veteran's Tax Credit - Stockhausen	201-009.036
08/22/12	Veteran's Tax Credit - Chesebrough	228-073.000
08/28/12	Change of Status - Cheek	
08/30/12	MS-1	
09/04/12	Change of Status - Harper	
09/05/12	Sigma Pump Agreement - LRGH	
09/12/12	Abatement - Gaudet (4)	224-075.013

6.0 Appointments

6.1 Katherine Dormody - Library Update – Director Dormody provided the Board with the Board with a chart showing circulation by year, from 2007 – 2012, indicating a 4% increase over last year. Selectman Hayes asked Director Dormody if she had a breakdown by product and if so, where has she seen the biggest increases?

Director Dormody responded that the biggest increases for 2012 are with the children’s collection, adult fiction, literacy kits and music CD’s. She also noted that circulation for large print books have decreased, due in large part to the availability of Kindles, which allow you to change the font size and offer more selection in available books.

In addition, computer usage has increased, as well as summer resident usage of the Library. Director Dormody also noted that the summer reading program was very well received, particularly in the adult program, which experienced a 300% increase. The Library continues to rely on volunteers for shelving, so they will have a recognition dinner in their honor next week.

Next, Director Dormody outlined some the upcoming fall programming, including story times, early release programs, daycare outreach, Lego club and teen advisory group. She also noted that employee Abi Maxwell will have her book released in February 2013 on Amazon. The Library’s website is being completely revamped and will have a new look and this work will not cost the Town any money. Press releases will be forthcoming on this change.

The Board thanked Director Dormody for her update.

6.2 Carol & Sarah Anderson – Warming Hut Update – Sarah Anderson provided the Board with an update of the actual construction, which began in April. Thanks to many volunteers, the structural work has been completed, with all of the walls replaced and the roof repaired. She acknowledged that Dale Squires and members of the Gilford Rotary Club stripped the roof so that it is now down to the decking. Page Roofing has also stepped forward and offered to apply the new shingles.

Sarah noted that delays have occurred because of the serious poison ivy problem there. Belknap Landscaping has sprayed the poison ivy as of this week, so that work can continue. Once the rafter extensions are completed, the windows and siding will need to be installed. The windows will be reused and once the construction is completed, a historic marker will be added and it will be listed on the State register. Selectman Hayes inquired if the wood stove would be included inside the building, to which Sarah replied yes.

7.0 Old Business

7.1 Liberty Elm Tree Donation Program – Chairman Benavides stated that this has been an ongoing matter, which the Board began discussing a few months ago. Selectman Hayes stated that he liked the flyer created by Town Administrator Dunn, but asked about the possibility of using a less expensive plaque. Town Administrator Dunn stated that there is an opportunity to have a vinyl plaque used, which is less expensive. The Board concurred to have Town Administrator Dunn proceed with distributing the flyer.

7.2 Ordinance Regulating Vendors & Transient Sales – Town Administrator Dunn briefly reviewed the Board's past discussion regarding eliminating Gunstock from the vendor permit process. Most of the events taking place at Gunstock do not require a State Hawkers and Peddlers License, so that the only real change for Gunstock would be to exempt Soulfest. Selectman Hayes suggested that the Town's guidelines for Vendor Permits be provided for Gunstock. Chairman Benavides stated that a public hearing will be held on Wednesday, September 26 2012, for input on the proposed changes.

7.3 DPW Radio Conversions – Chairman Benavides stated that this has been an ongoing matter and is in response to the FCC regulations that require DPW radios to convert to narrow bank frequency. Selectman Hayes asked DPW Director Morgan if this conversion would mitigate all of the Town's needs. Director Morgan replied that this conversion makes the Town compliant with FCC regulations. However, it does not mitigate any connectivity issues. Town Administrator Dunn further stated that this conversion may result in some communication problems. Selectman Hayes moved to waive the Town's purchasing policy requirements and to accept the proposal from Ossipee Mountain Electronics to convert the DPW radios to narrow band frequency per FCC regulations, in the amount of \$16,632, from account #4319-455. Selectman O'Brien seconded. Motion carried with all in favor.

7.4 Return of Dog Warrant – Police Chief Keenan stated that he has turned over the dog warrant to the Town Administrator this week and suggested looking at ways to streamline the process. Selectman Hayes inquired about the financial gain for the Town for going through the process, to which Chief Keenan stated that it generates approximately \$3,500 in revenue. However, additional costs are incurred when cases are taken to court and involve a police officer and prosecutor.

Selectman Hayes moved to accept the Return of Warrant as presented. Selectman O'Brien seconded. Motion carried with all in favor.

7.5 NH DOT High Risk Rural Signing Project – DPW Sheldon Morgan stated that the Board may receive calls during this process, due to the high intensity signage that will be installed. He outlined some of the types of signs to be installed, that are not currently seen within the Town. In the event that some townspeople have questions regarding this signage, Director Morgan wanted the Board to be aware of the upcoming installation. Director Morgan anticipates the project will be completed this fall and should take approximately 2-3 weeks. Chairman Benavides noted that any citizen unhappy with the signs should contact the Selectmen's Office.

7.6 Plumbing & HVAC Contract – DPW Director Morgan provided the Board with an overview of the differences between the two proposals that were received, both of which are very close in their hourly rates. He did not think that one of the contractors had adequate geo-thermal knowledge. He further stated that he prefers to work with a local contractor because of the cost savings and responsiveness, but he is not sure that it applies in this case.

Director Morgan further commented that a reduction has been made in the Denron proposal from \$9,624 to \$7,868, due to a decreased number of scheduled maintenance calls for buildings other than the Library, due largely to the Library's geothermal system. Director Morgan is recommending that Denron be awarded the two (2) year contract.

Director Morgan further commented that travel time for both contractors is factored into their hourly rate. Selectman Hayes questioned what the Town would be getting from Denron that they would not be getting from the other contractor. Director Morgan replied flexibility, and added that when he asked questions of Mr. Brittain he did not receive satisfactory answers. Therefore, he did not feel comfortable recommending Mr. Brittain. Selectman Hayes commented that with Denron being located in Manchester, they would be paid as soon as they are dispatched, costing more than that of Brittain, who is a local contractor. Chairman Benavides stated that although he usually leans toward using local contractors, he wants to be sure that the firm that is hired is competent to handle all aspects, including the geothermal.

Director Morgan added that Denron has a new president who is trying to make the firm more responsive to smaller clients, such as the Town of Gilford, compared to large corporations that they work with. He further stated that he had considered not accepting either bid, then starting the process over again, but is not sure that would be productive, unless the parameters are changed.

Brief discussion ensued regarding the difference in facilities serviced by each bidding contractor. Selectman Hayes moved to award the HVAC and Plumbing Contract to Brittain Plumbing & Mechanical Services, LLC. Chairman Benavides seconded. Motion carried by a vote of 2-1 with Selectman O'Brien voting no.

- 7.7 Fire-Rescue Department Engine 4** – Fire Chief Carrier stated that the Department is again faced with making some decisions regarding Engine 4. After speaking with the Fire Engineers and Town Administrator today, they have determined that the best course of action is to begin repairing Engine 4 as soon as possible. He would like to have the Town mechanics begin the repair process by repairing the brakes, springs and cab mounts. The work that is in question is the radiator, which may need to be done at a repair shop with a lift at the same time that the pump is repaired.

In addition to the items mentioned, Chief Carrier stated that the frame support also needs to be replaced. There are also issues with the electrical system, but Chief Carrier thinks that they should not be addressed at this time. They are aware that the light bar draws an excessive amount of power, but that will be replaced with an LED light bar, which draws less power. The new light bar should eliminate problems with radio transmissions.

The Department is now faced with a financial issue to accomplish these repairs. Chief Carrier reviewed how the estimates for various repairs have amounted to \$70,000 - \$75,000. Having DPW perform some of the repairs will save the Town money, and Chief Carrier would like the repairs to begin as soon as possible. Selectman O'Brien asked about the possibility of obtaining a used pump. Chief Carrier responded that his only concern would be having a used pump certified, and he has not researched this possibility yet.

Brief discussion ensued regarding the issue of the pump replacement. Chief Carrier stated that with a new estimate of approximately \$32,000 to replace the pump, it would be prudent for the Town to go out to bid. He also suggested that the bid specifications could state that a used pump would be considered. Another consideration is that the truck cannot be driven in its current state and would need to be transported to where the work is being done.

Chairman Benavides inquired if this work would be performed by a mechanic or some type of specific technician. Chief Carrier responded that the work should be performed by an emergency vehicle technician. In addition, there are certified pump installers within the State.

Chief Carrier stated that he would like to have the repairs begin as soon as possible with DPW, but beyond that, he would like to know how to approach the payment of the repairs. Should it be included in next year's budget or is there any way it could be funded in 2012? Town Administrator Dunn replied that the work being performed by DPW could begin immediately and in the meantime, specifications could be drawn up for the pump repairs. Once proposals are received, the matter would return to the Board for a decision on who would be performing the work. Town Administrator Dunn is confident that the funds could be taken out of the 2012 budget, relying on line items that will have surpluses. The Board concurred to proceed with this course of action. Chairman Benavides stated that he appreciates the effort that has been put forth by the Fire Department and Fire Engineers during this process.

8.0 New Business

8.1 School Bus Stop Sign Request – Varney Point Road/Casey Road – The Board concurred to have a School Bus Stop sign installed at the corner of Varney Point Road and Casey Road and decline the offer of a taxpayer to pay for the signs.

8.2 Resignation – Recreation Commission Member – Selectman Hayes moved to accept the resignation of Sue King from the Recreation Commission with deep regret. Selectman O'Brien seconded. Motion carried with all in favor. Chairman Benavides praised her for her many years of service to the Town.

Selectman Hayes moved to appoint Vickie Carrier as a regular member of the Recreation Commission and advertise for alternate members, as well as any other boards/committees requiring additional members. Selectman O'Brien seconded. Motion carried with all in favor.

8.3 LGC Legislative Policy Proposals & Conference – Town Administrator Dunn stated that this conference occurs every year and he typically attends as the representative for the Town of Gilford. This year, however, he is not able to attend, so the Board concurred that Gilford would not have a representative this year.

8.4 Request to Release Ambulance Funds – Fire Chief Carrier provided the Board with an explanation to his request to purchase a new ambulance cot. The cot that they would like to purchase is very similar to the cots that they use today, except that this cot is battery powered and raises and lowers the legs and wheels of the cot. It is a demo model and would eliminate many of the challenges they incur lifting patients.

The demo cot is being offered at \$14,135.80 and comes with a seven-year warranty. Chief Carrier further explained that this motorized cot would benefit both patients and employees, with particular emphasis on the likely reduction in back injuries from lifting patients.

Selectman Hayes moved to approve the purchase of the Stryker 6560 Power Pro Ambulance Cot in the amount of \$14,135.80, funds of which are to be taken from the Ambulance Revolving Account. Selectman O'Brien seconded. Motion carried with all in favor.

8.5 Request for Reimbursement – Sewer Repair Charges – Brief discussion ensued regarding the course of action taken by Ken Krauss of Dockham Shore Road when he experienced sewer problems at his residence. Selectman Hayes stated that he was willing to reimburse him \$425, which would cover half of his expenses. Selectman O'Brien stated that Mr. Krauss did everything as he personally would have done, and is in favor of reimbursing the entire amount.

Selectman O'Brien moved to reimburse Ken Krauss \$850 for sewer line cleaning that he paid for. Selectman Hayes seconded. Motion carried with all in favor.

8.6 Stonewall Park Repairs/Improvements – Recreation Director Herb Greene provided the Board with clarification of the estimates he received for repairs to the Stonewall Park Field. The estimate from

Belknap Landscaping is \$6,850, while the estimate from Gilford Well for irrigation is \$5,200. Director Greene further stated that Gilford Well has offered to donate half this cost, reducing the expense to the Town to \$2,600. Therefore, the entire project could be completed for under \$10,000. However, for an additional \$1,100, Belknap Landscaping would skin a portion of the infield, bringing the total cost of the project to \$10,550.

Brief discussion ensued regarding prevention of grub infestations. Hayden McLaughlin, President of Belknap Landscaping, encouraged the Board to support irrigation of the field. He also elaborated on how the unusually mild winter contributed to the grub problem. He anticipates that the field will be ready for use in spring 2013.

Selectman Hayes moved to authorize the withdrawal from the Recreation Maintenance Capital Reserve Fund in the amount of \$10,550 for improvements to Stonewall Park. Out of this amount, \$2,600 is for Gilford Well for irrigation and \$7,950 is for Belknap Landscaping, for the reconditioning of the outfield and infield. Selectman O'Brien seconded. Chairman Benavides expressed his appreciation to both Belknap Landscaping and Gilford Well for their expertise and generosity. Motion carried with all in favor.

9.0 Public Input – none.

10.0 Selectmen's Issues – Selectman Hayes inquired about the new copier on the upper level of the Town Hall. Town Administrator Dunn replied that it is working great.

11.0 Administrator's Report – Town Administrator Dunn stated that his #1 priority has been creating the 2013 budget. He praised Finance Director Ruggles for his contributions to the process.

The CIP Committee began meeting last week to review the Town's 6-year Capital Improvement Plan.

The City of Laconia is sponsoring an Economic Revitalization Zone Forum tomorrow night, much of which will be focused on Lakes Business Park tax incentives.

Applications are currently being reviewed for the position of part-time Library Custodian.

12.0 Next Meeting – Budget Work Session – September 18, 2012 from 8:00 a.m. to 5:00 p.m.;
Regular Meeting – September 26, 2012 at 7:00 p.m.

13.0 Adjournment – With no further business before the Board, the Board of Selectmen's September 12, 2012 meeting was adjourned at 8:17 p.m.

Respectfully submitted,

John T. O'Brien
Clerk