

GILFORD BOARD OF SELECTMEN'S MEETING
October 24, 2012
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, October 24, 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 Lieutenant Jim Leach, Police Lieutenant Kris Kelley and DPW Director Sheldon Morgan.

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, (c)(d)(e) to discuss matters which may adversely affect someone's reputation, consideration of sale of real property and pending litigation. 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.

Selectman Hayes moved to seal 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.** Gilford Fire-Rescue will hold an Open House on Saturday, October 27, 2012 from 10:00 a.m. to 2:00 p.m.
3.2. The General Election will be held on Tuesday, November 6, 2012 from 7:00 a.m. to 7:00 p.m. at the Gilford Middle School Gymnasium.
3.3. The Town Hall and Library will be closed on Monday, November 12, 2012, in observance of Veterans' Day
3.4. The Board is seeking residents to serve as community volunteers for the Historic District Commission, Planning Board, Zoning Board of Adjustment and Recreation Commission.
3.5. Gilford Trick or Treat will be held on Wednesday, October 31, 2012 from 4:00 p.m. to 8:00 p.m.

4. Review/Approval of Minutes

- 4.1.** Selectman Hayes moved to approve the minutes of the October 10, 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 October 9, 2012 through October 19, 2012. Selectman O'Brien seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
05/28/12	Change of Status - Mercuri	
10/01/12	Payroll Register	
10/04/12	Notice of Lien - Snow	253-268.000
10/04/12	Notice of Lien - Hood	201-009.010
10/09/12	Change of Status - Mini	
10/09/12	Accounts Payable Manifest	
10/09/12	Payroll Register	
10/10/12	TC Warrant - Jeopardy Tax	201-009.021
10/10/12	Veteran's Tax Credit - Pallaria	242-367.000

6.0 Appointments

6.1 Geoff Ruggles – Financial and Department Update – Finance Director Ruggles stated that revenue slightly decreased during the month of September by approximately \$20,000. However, he anticipates total revenues will run roughly \$125,000 over last year. Expenses also continue to track below last year's levels by just over \$65,000, even though road projects increased by \$71,000, due to the later work schedule in 2012. He also pointed out that the Fire Department, Buildings & Grounds and Vehicle Maintenance are seeing the largest decreases in spending. Director Ruggles estimates a surplus of \$100,000 or more at the end of the year.

Property tax collection continues to be strong at 96.7%, contributing to cash flow well above last year's levels.

The final audit report has been received, with no adjusting entries or deficiencies in procedures or policies.

Remote access to the financial software has been completed in a couple of departments, so that they are able to view their account history, vendors, etc. In the Appraisal Department, 2012 property values have increased by \$3.4 million, due largely to the construction of the Hannaford Store. They are currently waiting for the Department of Revenue to set Gilford's tax rate. He explained some of the delays that have been encountered in having the rate set.

Selectman Hayes asked Director Ruggles if he had a projection for the 2012 tax rate. Director Ruggles responded that he anticipates a \$.01 - \$.02 reduction in the tax rate. He added that he expects that the School District's tax rate will be less than anticipated, due to their large surplus.

The Board thanked Director Ruggles for his update.

7.0 Old Business

7.1 Gilford Meadows Condo Association Sewer Abatement – DPW Director Sheldon Morgan stated that he met with Sewer Technician Brian DeNutte, Executive Secretary Mia Gagliardi and Finance Director Geoff Ruggles to determine what the issues were with this account and how to take care of them so that they do not reoccur in the future. He further stated that the final reading taken was the correct, collective number, due to underestimates over a period of time.

Director Morgan recommended that the Board consider billing the remaining amount of \$2,968.81 over a six month period of time to lessen the impact to Gilford Meadows. He further stated that a new procedure will be put in place where a door knocker is left for the owner of the property informing them of the estimate and need to secure an actual reading.

Selectman Hayes inquired if all meters are read remotely. Director Morgan replied yes, but in some cases they need to confirm the meter reading. Chairman Benavides questioned the accuracy of some of the readings provided in Appendix A. He is concerned that the figures for 2012 are already too high, and the 4th quarter readings have not yet been recorded.

Selectman Hayes stated that if you look at the readings in terms of averages, the usage is actually lower for the period 2010-2012 than the period 2007-2009. Director Morgan added that although the estimated reads were not too far off, they were not high enough. Gilford Meadows Condo Association President Mark Corry stated that their meter is in the pool shed, which is not accessed from fall through spring, if a door knocker were to be left. It was determined that any door knocker could be left in a community mailbox for the Condo Association.

Chairman Benavides then gave Gilford Meadows Condo Association Treasurer Ray Boelig an opportunity to address the Board. Mr. Boelig stated that he did not have anything new to add but respectfully asked for an abatement on the \$2,968.81 that is still due. Selectman O'Brien asked Mr.

Boelig if he recognizes that the Condo Association saved money over the past two years. Mr. Boelig responded that if the Town had been clearer on their estimates by using past amounts, they would have been paying a bit more each quarter and not be looking at a \$3,000 balance. This sizable amount was totally unplanned for and the Association does not put money away for the sewer. Selectman O'Brien then asked Mr. Boelig if they thought that the Association's water usage was decreasing.

Mr. Boelig responded that they have made a concerted effort over the past few years to reduce utility costs. This helps with not having to raise condo fees and still be able to make improvements to the property. Selectman Hayes responded that their efforts to conserve water have resulted in reduced usage.

Selectman Hayes moved to divide the \$2,968.81 due over four quarters and have it assessed to Gilford Meadows Condo Association on an interest/penalty free basis. Selectman O'Brien seconded. Ray Boelig responded that this is the Association's first request for an abatement, which he is aware of, and he respectfully asked that they receive some form of abatement.

Extensive discussion ensued regarding whether or not Gilford Meadows Condo Association is entitled to receive an abatement. Mark Corry suggested that since it took the Town two years to recognize this problem that the Condo Association be permitted the same amount of time to pay the amount due back. Selectman Hayes pointed out that the assessment to each of the forty units would be \$18.55 per quarter. Mr. Boelig responded that there is more than just the money issue here and thinks that they should receive some relief.

A vote on the motion indicated that it carried unanimously.

- 7.2 2013 Budget Review Update** – Chairman Benavides stated that the Town has received guaranteed maximum rates for 2013 health and dental insurance. Along with two other changes, this results in a budget reduction of \$46,825 for 2013. As a result, the Board will be considering adjustments to the 2013 budget.

Selectman Hayes expressed that the replacement of the Fire Station's roof is a top priority and he would like to see bid specifications drawn up, followed by a public bid opening. Town Administrator Dunn added that the situation with the Fire Station roof is quite similar to the situation with the Town Hall roof, where heat loss is causing ice buildup. The Board concurred that Town Administrator Dunn would draw up the specifications for the new roof and solicit price quotes.

Town Administrator Dunn added that as a result of the need for a new roof, some of the items that were planned to be purchased in 2012 may now need to be deferred until 2013. However, this will still result in a lower total budget figure than that which was originally proposed. Selectman Hayes suggested that the Board table making any revisions to the 2013 budget until the cost of the replacement roof is known.

Brief discussion ensued regarding encumbering 2012 funds into 2013. The Board concurred to postpone taking any action on revisions to the 2013 budget at this time.

8.0 New Business

- 8.1 Set Date for 2013 Deliberative Session** – The Board set the date for the 2013 Deliberative Session as Wednesday, February 6, 2013, at 7:00 p.m.

- 8.2 Fire Hydrant Repairs – Water Supply Capital Reserve Fund** – Selectman Hayes moved to approve the use of \$1,229.01 from the Water Supply Capital Reserve fund for repairs to the dry hydrant at Gunstock Mountain Resort. Selectman O'Brien seconded and asked why the Town was paying for a dry hydrant that would be used at Gunstock. Selectman Hayes responded that Gunstock provided the excavation equipment and operator, while the Fire Department supplied the materials and supervision. Since this dry hydrant is located just inside Area Road, it is also important for fire

protection water along part of Cherry Valley Road and Gunstock Acres. Motion carried with all in favor.

8.3 Request for Waiver of Minimum Road Standards – 88 Belknap Point Road – Selectman Hayes moved to approve the waiver request for a driveway to be constructed as shown on the plan entitled Construction Site Plan – Residential Development for Albert & Ladonna Abrevaya dated January 18, 2012. Selectman O’Brien seconded. Motion carried with all in favor.

8.4 Lee Willet Sewer Abatement – Chairman Benavides stated that a request has been received from Lee Willett of 59 Bedford Avenue regarding a sewer bill that was much larger than the usual billing amount. Joanne Willett stated that their typical sewer bill is for approximately \$55.00 and this most recent bill was for \$332.70. Selectman Hayes stated that it appears that their bill was underestimated and the most recent reading was for the actual consumption and is correct.

Selectman Hayes moved to deny a sewer refund for 59 Bedford Avenue. Selectman O’Brien seconded. Motion carried with all in favor. Board members expressed their apologies to Dr. and Mrs. Willett for the error that occurred.

8.5 Jonathan Barnett Sewer Assessment Waiver – Selectman Hayes moved to approve a waiver of the \$194 sewer connection assessment at 88 White Birch Drive. Selectman O’Brien seconded. DPW Director Morgan confirmed that he agrees with this request and recommends approval because connecting to the Town sewer is not cost effective. Motion carried with all in favor.

8.6 Inspector of Election Appointments – Selectman Hayes moved to approve the following appointments as Inspector of Elections: Evelyn Bray, Donna Mooney, Barbara Carey, Diane Tinkham, Claire Stinson, Catherine Edgar, Karen Kolb and Maureen Nix. Selectman O’Brien seconded. Motion carried with all in favor.

8.7 Recreation Commission Alternate Appointment – Selectman Hayes moved to approve the appointment of Christine Guthro as an alternate member of the Recreation Commission for a term to expire on April 30, 2013. Selectman O’Brien seconded. Motion carried with all in favor.

8.8 Collective Bargaining Agreement with AFSCME – Selectman Hayes moved to approve the collective bargaining agreement with the AFSCME, Local 534 for the period April 1, 2013 through March 31, 2015, as negotiated and ratified by the Union. Selectman O’Brien seconded. Motion carried with all in favor.

8.9 Replacement of Sewer Meter Reader – Selectman Hayes inquired if Director Morgan checked for this item on the Internet, to which Director Morgan replied no. The Board concurred to table this matter to the next meeting so that Director Morgan can check the Internet for better pricing.

8.10 Permits to Trap on Town Land (150 Kimball Road) – Selectman Hayes moved to approve the requests from Brian DeNutte and Dan Dockham to trap beavers for their pelts and to trap a bobcat for the purposed of removing its radio collar only and to authorize the Town Administrator to sign the Fish & Game permits. Selectman O’Brien seconded. Motion carried with all in favor.

9.0 Other Business – none.

10.0 Public Input – none.

11.0 Selectmen’s Issues – Selectman Hayes asked DPW Director Sheldon Morgan if he could look into repairing the manhole cover at the corner of Hawthorne Street and Belknap Mountain Road.

12.0 Administrator’s Report – Town Administrator Dunn stated that the Lakes Business Park Board of Directors recently had a discussion regarding hunting in the Business Park on land owned by Gilford

and Laconia. At a meeting held today, the Board of Directors decided to make no recommendation on the matter but wanted each community to know that they have the option to post the land. Town Administrator Dunn added that this land has traditionally been used as hunting grounds.

13.0 **Next Meeting** – Regular Meeting – November 14, 2012 at 7:00 p.m.

14.0 **Adjournment** – With no further business before the Board, the Board of Selectmen’s October 24, 2012 meeting was adjourned at 7:57 p.m.

Respectfully submitted,

John T. O’Brien
Clerk