

GILFORD BOARD OF SELECTMEN'S MEETING
April 24, 2013
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, April 24, 2013, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Kevin Hayes, John O'Brien and Gus Benavides. Also present was Town Administrator Scott Dunn.

Staff members in attendance included Finance Director Geoff Ruggles, Police Chief Kevin Keenan, Police Lieutenant Jim Leach, Fire Chief Steve Carrier, Public Works Director Sheldon Morgan, Recreation Director Herb Greene and Director of Planning and Land Use John Ayer.

1. **Non-Public Session** – Selectman O'Brien moved to enter non-public session at 6:30 p.m., pursuant to RSA 91-A:3, II, to discuss the sale of real estate and matters which may adversely affect the reputation of any person. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Kevin Hayes, John O'Brien and Gus Benavides. Also present was Town Administrator Scott Dunn.

Selectman O'Brien moved to exit non-public session at 6:55 p.m. and seal the minutes. Selectman Benavides seconded. Motion carried with all in favor.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements/Presentations** – Chairman Hayes announced that representatives from Primex are in attendance tonight to present the Town with a PRIME designation award. He then turned the meeting over to Jonathan Kipp and Bob Barry. Mr. Kipp stated that the Town of Gilford has done extensive work to earn the Primex PRIME recognition, which consists of ten risk management best practices.

Next, Bob Barry reviewed what the Town of Gilford accomplished to receive this designation. He began by stating that the Town of Gilford is very proactive in many areas of risk management and he has found employees to be extremely cooperative and enjoyable to work with. A number of loss prevention benchmarks were established and the Town has either met or exceeded the benchmarks. The Town of Gilford is the 31st town to obtain this PRIME status. He also commended the members of the Joint Loss Management Committee for their performance.

At this time, Mr. Kipp and Mr. Barry presented the Board with a plaque, signifying the PRIME designation.

4. **Review/Approval of Minutes**
 - 4.1. Selectman O'Brien moved to approve the minutes of the April 10, 2013 meeting, as presented. Selectman Benavides seconded. Motion carried with all in favor.
5. **Consent Agenda**
 - 5.1. Selectman O'Brien moved to approve the previously signed items for the period April 8, 2013 through April 19, 2013, as listed. Selectman Benavides seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
01/28/13	Change of Status - S. Mooney	
03/14/13	Change of Status - deSousa	
03/18/13	Change of Status - Mailloux	
04/01/13	Change of Status - Clairmont	
04/01/13	Change of Status - Craver	
04/02/13	Abatement - Storer & Russo	228-061.000

04/02/13	Payroll Register	
04/05/13	Abatement - Brady Sullivan York Village	various
04/08/13	Change of Status - Langley	
04/08/13	Abatement - Richard	209-022.000
04/08/13	Abatement - Brunelle	267-211.010
04/08/13	Abatement - Bolduc	204-018.000
04/08/13	Payroll Register	
04/09/13	Accounts Payable Manifest	
04/10/13	NOITC - Rogers	228-007.000
04/10/13	Notice of Lien	213-013.325

6.0 Appointments

6.1 Herb Greene – Parks and Recreation Department Update – Director Greene stated that his last update to the Board was in December 2012. Since then, the Department has undergone some changes. Program Assistant Tracie Bettez left the Department in February and Nikki Langley began her employment as Program Assistant on April 8th.

He began his presentation by reviewing the success of the many programs offered during the winter months, including basketball, skiing, snowboarding and skating. In addition, the spring programming has gotten off to a busy start with the flashlight egg hunt and breakfast with the Easter bunny. Upcoming programs include adult hiking, spring pre-school and bike safety rodeo. Registrations are currently being accepted for most of the summer programming.

The Old Home Day Committee met for the first time in April for the 2013 event, which is scheduled for August 24th. The theme for 2013 is “Superheroes Among Us”.

The Parks and Recreation Department has some facility maintenance projects that are currently underway at the Village Field and Town Beach. They are also in the process of hiring seasonal staff.

Selectman Benavides complimented Director Greene for the statistics provided on the usage of the ice rink. He also pointed out that if tickets for Red Sox games could be available at a lower price that it would open up these trips to some members of the community who normally wouldn't be able to attend.

Brief discussion ensued on how the program brochures are distributed.

The Board thanked Director Greene for his update.

6.2 Geoff Ruggles – Monthly Financial Report – Director Ruggles reported that revenues continue to track at just over \$15,000 above last year. Expenditures for March increased \$282,000 over last year, which is due to the \$350,000 payment to the Building Capital Reserve fund. Property tax collections are almost identical for the same period last year and cash balances are slightly below last year's level, due to the transfer of funds to the Building Capital Reserve fund. Director Ruggles stated that he has added the fund balances of various special funds to his report so that the Board members can see how they are tracking.

Chairman Hayes inquired about the status of the 2012 audit report. Director Ruggles stated that after the information is given to them by the Town, it is necessary for the auditors to produce the figures in two other GASB formats. There are also several narratives that must be created for the audit report.

The Board thanked Director Ruggles for his update.

7.0 Old Business

7.1 Appointments of Board/Committee Members – Selectman O’Brien moved to re-appoint the following Board/Committee members:

Doug Hill – Conservation Commission – 3 year term
Lee Duncan – Conservation Commission – 3 year term
Don Sibson – Alternate to Conservation Commission – 1 year term
Paul Kiely – Alternate to Conservation Commission – 1 year term
Thomas Francoeur – Recreation Commission – 3 year term
Miriam York – Recreation Commission – 3 year term
Lisa Manz-Buckley – Alternate to Recreation Commission – 1 year term
Richard Vaillancourt – Planning Board – 3 year term
Polly Sanfacon – Planning Board – 3 year term
Wayne Hall – Alternate to Planning Board – 1 year term
Ann Montminy – Alternate to ZBA – 1 year term

Selectman Benavides seconded. Motion carried with all in favor.

8.0 New Business

8.1 Winter Harbor Yacht Club Glendale Guest Passes – Town Administrator Dunn stated that this action has been approved by the Selectmen for the past two years because the Winter Harbor Yacht Club falls outside of the Town’s definition of a residential property, but is not considered a commercial property either.

Selectman O’Brien moved to approve the issuance of 4 island boat decals to be used by the members of the Winter Harbor Yacht Club, with the understanding that these may be transferred from one member to the next over the course of the upcoming season; and to authorize the Winter Harbor Yacht Club to purchase up to 10 guest cards for the 2013 season. Selectman Benavides seconded. Motion carried with all in favor.

8.2 Parks & Recreation Job Description – Beach Manager – Selectman Benavides moved to approve the job description for Beach Manager as presented. Selectman O’Brien seconded. Motion carried with all in favor.

8.3 Invitation of Belknap County Commissioners – In response to an invitation from Belknap County Administrator Debra Shackett, the Board concurred that Selectmen Hayes and O’Brien would attend a tour of the county facilities in the late afternoon, preferably in late May or early June. Town Administrator Dunn will convey this information to Debra Shackett.

8.4 Acceptance of Donations – Selectman O’Brien moved to accept a \$150 donation from the Bank of New Hampshire towards the DARE program and a \$250 donation for the Liberty Elm Tree in memory of Ben Weeks; and to authorize the expenditure of such donated funds for their intended purposes. Selectman Benavides seconded. Motion carried with all in favor.

8.5 Concord Regional Solid Waste District Cooperative Contract – DPW Director Sheldon Morgan provided the Board with an overview of the situation with the current cooperative agreement with Wheelabrator Concord Company, which expires as of December 31, 2014. There is a possibility that the relationship with the Concord Regional Solid Waste District Cooperative could drastically change, although he is hopeful that this will not happen.

The members of the Cooperative have until June 30, 2013 to decide whether or not to sign the successor agreement, which would run through November 30, 2022.

Chairman Hayes questioned the “ownership” of the ash that comes out of the Penacook facility and asked Director Morgan what other options are available to communities. Director Morgan outlined

some of the possibilities and variables that exist and emphasized that the goal is to have a long-term solution with rate stability. The future of the agreement is largely dependent upon what action is taken by the City of Concord. Director Morgan is optimistic that staying with the Cooperative would be in the best interests of the Town. Town Administrator Dunn added that although there are other facilities that would accept solid waste at a lower price, the transportation costs would be uncertain and there would be no long-term rate stability, as would be provided by the Cooperative with their successor agreement. In addition, the Town of Gilford is tied to the actions of the City of Laconia, as members of a Solid Waste District.

Town Administrator Dunn stated that he has another issue for the Board, which is related to the Laconia Transfer Station. He is proposing a rate increase for private haulers that would eliminate the need for taxpayers to be subsidizing disposal fees. He also provided data on the 2012 disposal fees, which indicate taxpayer subsidy of approximately \$280,000. Town Administrator Dunn further stated that he thinks this could be significantly reduced by about \$210,000 per year. As a result, he is recommending that the Town of Gilford mirror the rates of the City of Laconia and hold a public hearing at their next meeting regarding the proposed rate increase. The Board concurred with this recommendation.

8.6 Sign Deed to 55 Farm View Lane – Selectman O’Brien moved to sign the deed for 55 Farm View Lane, as presented, conditioned upon receipt of the entire amount due in the form of cash or a certified check. Selectman Benavides seconded. Motion carried with all in favor.

9.0 Other Business – Town Administrator Dunn stated that he received a draft resolution from Police Chief Keenan today, authorizing the Police Department to apply for grant funds in the amount of \$158,000 for radio upgrades.

Selectman O’Brien moved to approve a resolution authorizing Police Chief Keenan to make application for grant funds in the amount of \$158,000 to cover the cost of radio upgrades. Selectman Benavides seconded. Motion carried with all in favor.

The next item concerns a memorandum received from TC-TC Denise Gonyer, regarding a \$25 gift card that Deputy TC-TC Jenn Mooney received from a citizen for preparing extensive paperwork for several company vehicles. Town Administrator Dunn stated that because of the value of the gift card, it is not considered “insignificant” by State law and therefore, would require the Board to vote on whether or not to allow her to accept the gift card.

Selectman Benavides moved to allow Jenn Mooney to accept the gift card. Selectman O’Brien seconded. Motion carried with all in favor.

10.0 Public Input – none.

11.0 Selectmen’s Issues – none.

12.0 Administrator’s Report – Town Administrator Dunn advised the Board if Chief Keenan’s efforts to receive grant funds in the amount of \$158,000 are not successful, a backup plan is in place to receive a loan for that amount, as approved by Town Meeting. This is currently being worked on by Finance Director Ruggles.

Selectman O’Brien, Town Administrator Dunn and several other employees are currently working on an Emergency Operations Plan for the Fire Department. The Town is also working with F.E.M.A. to receive reimbursement for costs associated with a snowstorm this past winter that was declared a Federal disaster.

Selectman Benavides and Town Administrator Dunn recently met with School Superintendent Kent Hemingway, in pursuit of one of the Board’s 2013 Goals and Objectives to interact more closely with

the School District.

Town Administrator Dunn has been looking into placing the video from Board meetings onto the Town's website. He has looked into this with Mainstay and learned that it could be done at a cost of \$6,200.00 per year. No funds have been budgeted for 2013 for this purpose but it could be considered for the 2014 budget.

Today was the Library's annual celebration to honor their approximately 50 volunteers, which Town Administrator Dunn attended.

Town Administrator Dunn is meeting with LGC next week to discuss a proposal for long term and short term disability coverage.

The Channel 26 Bulletin Board on Metrocast has been moved to Channel 24, allowing Gilford residents to once again view various government meetings on Channel 26.

Town Administrator Dunn pointed out that Town employees regularly conduct a trash cleanup of Route 11-B, and one is scheduled for next week. In addition, the Annual Spring Cleanup continues at the Recycling Center until Sunday, April 28th.

The Town currently has vacancies for alternates to the Planning Board, Zoning Board of Adjustment and Recreation Commission.

13.0 **Next Meeting** – Wednesday, May 8, 2013 at 7:00 p.m. at the Town Hall

14.0 **Adjournment** – With no further business before the Board, the Board of Selectmen's April 24, 2013 meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Gus Benavides
Clerk