

GILFORD BOARD OF SELECTMEN'S MEETING
May 14, 2014
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, May 14, 2014, 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 Richard Grenier. Also present was Town Administrator Scott Dunn.

Staff members in attendance included Finance Director Geoff Ruggles, Town Clerk/Tax Collector Denise Gonyer, Fire Chief Steve Carrier, Acting Police Chief Jim Leach, Library Director Katherine Dormody, Director of Public Works Sheldon Morgan, Landfill Supervisor Bruce Hewitt and Executive Secretary Sandra Bailey.

- 1. Non-Public Session – 6:00 p.m.** Selectman Benavides moved to enter into non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II, (a)(c) to discuss personnel matters and matters which may adversely affect someone's reputation. Selectman Grenier seconded. Motion carried on a roll call vote with all in favor. Present were John O'Brien, Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn and DPW Director Sheldon Morgan.

Selectman Benavides moved to exit non-public session at 7:00 p.m. and seal the minutes. Selectman Grenier seconded. Motion carried on a roll call vote with all in favor.

- 2. Pledge of Allegiance** – The Selectman led the assembly in reciting the Pledge of Allegiance.

- 3. Announcements/Presentations**

- 4. Review/Approval of Minutes**

- 4.1.** Selectman Benavides moved to approve the minutes of April 23, 2014, as presented. Selectman Grenier seconded. Motion carried with all in favor.

- 5. Consent Agenda**

- 5.1.** Selectman Benavides moved to approve the previously signed documents for the period April 21, 2014 through May 9, 2014 as listed. Selectman Grenier seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
01/01/14	Change of Status - Kelley	
02/26/14	Change of Status - Madon	
03/03/14	Change of Status - Jacques	
03/31/14	Payroll Register	
04/07/14	Payroll Register	
04/08/14	Payroll Register (3)	
04/12/14	Change of Status - Oberg	
04/14/14	Payroll Register	
04/14/14	Property Tax Exemption Denial - Arbo Ministries	240-094.000
04/14/14	Property Tax Exemption Denial - Arbo Ministries	240-016.000
04/14/14	Abatement - Reera	203-164.000

04/14/14	Abatement - Borges	224-074.020
04/14/14	Abatement - Denver	227-107.010
04/14/14	Abatement - Reynolds	229-022.000
04/15/14	Payroll Register (2)	
04/20/14	Change of Status - Morrison	
04/21/14	Change of Status - Menton	
04/21/14	Payroll Register (2)	
04/23/14	Accounts Payable Manifest	
04/23/14	Change of Status - Perkins	
04/23/14	Notice of Lien - Lafond	203-075.000
04/23/14	Property Tax Exemption Denial - LWSA	223-530.000
04/23/14	Appointment - Morgenstern	
04/23/14	Appointment - Gagnon	
04/23/14	Appointment - W. Hall	
04/23/14	Appointment - Montminy	
04/23/14	Appointment - Knightly	
04/23/14	Appointment - C. Hall	
04/23/14	Appointment - Drouin	
04/23/14	Appointment - Routhier	
04/23/14	Appointment - Goodhue	
04/23/14	Appointment - Sibson	
04/23/14	Appointment - Smith	
04/23/14	Appointment - Manz-Buckley	
04/23/14	Appointment - Schrupp	
04/23/14	Appointment - Sonia	
04/26/14	Elderly Exemption	252-053.006
04/26/14	Veteran's Tax Credit - Burgess	216-069.100
04/26/14	Veteran's Tax Credit - Grant	253-021.000
04/26/14	Elderly Exemption	229-013.000
04/26/14	Elderly Exemption	252-016.822
04/26/14	Veteran's Tax Credit - Bowker	224-049.028
04/26/14	Elderly Exemption	224-081.604
04/26/14	Elderly Exemption	203-081.000
04/26/14	Elderly Exemption	211-041.000
04/26/14	Elderly Exemption	255-001.000
05/05/14	Change of Status - Shea	
05/21/14	Change of Status - Phelps	
05/21/14	Change of Status - Tropf	

6. Appointments

6.1. Steve Carrier – Fire-Rescue Department Update – Chief Carrier began his presentation by stating that the new ambulance has been ordered and it is hopeful that it will be in service by the first of the year. He further stated that Ambulance 2 was taken out of service permanently in late March, due to the inability to pass inspection. Discussion ensued regarding the maintenance that would have been required to keep this ambulance in service, as well as possible methods of disposal of Ambulance 2. The Department is currently utilizing a spare ambulance from Laconia in its place.

Chief Carrier further stated that the Department's boat and forestry trucks have been in service since early April. He commended the Department of Public Works, particularly

Roger Weeks, for being very responsive to their apparatus maintenance needs. Deputy Chief Ober has been with the Department for eight months now and has been a tremendous asset, focusing on fire prevention and inspection services, but also assisting with training, apparatus maintenance, IT issues. He is also available as an advisor to Chief Carrier while taking care of a number of administrative issues. Deputy Ober reports that commercial and residential construction has shown a steady increase.

Firefighter Nate Hanson has completed his course work and is now fully certified as a paramedic, which now provides a paramedic on almost every shift. In addition, there is currently an Emergency Department doctor who is a member of the on-call staff. He is a tremendous asset, although some licensing details still need to be worked out with the State Bureau of EMS.

The Department is currently preparing for a very busy summer season with both Meadowbrook and Timberman Triathlon details.

Selectman Grenier complimented Chief Carrier for his efforts in being aggressive with preventive vehicle maintenance. Selectman Benavides asked Chief Carrier to keep the Board up-to-date with the status of the old ambulance.

The Board thanked Chief Carrier for his update.

6.2. Tom Mullen, Winnepesaukee Sailing Association – Mr. Mullen has requested that this matter be tabled to the next meeting on May 28th.

7. Old Business

7.1. 2014 Goals and Objectives – Selectman Benavides moved to approve the 2014 Selectmen's Goals and Objectives, as presented. Selectman Grenier seconded. Motion carried with all in favor.

7.2. Recycling Center Improvements – Selectman Benavides moved to approve the revised plan and to authorize a total expenditure of \$4,310.65 for compacted recycling improvements. Selectman Grenier seconded. Motion carried with all in favor.

7.3. Police Station Bid Specifications – Town Administrator Dunn provided an explanation of how a small portion of the proposed Police Station expansion project encroaches into the FEMA 500-Year Floodplain. He further stated that since 2½ feet of the building extends into the floodplain area, it jeopardizes the Town's EMP Grant of \$169,000. He continued, stating that the simplest way to address this issue is to reduce the size of the building by four (4) feet, and proceeded to explain to the Board how this could be accomplished.

Town Administrator Dunn is seeking the Board's approval to reduce the footprint of the building by four (4) feet. Selectman Grenier expressed concern with reducing the size of the booking room and inquired about moving the building out of the floodplain. Town Administrator Dunn replied that it is not possible to move the building and the other alternative would be to forfeit the \$169,000 grant.

Following additional discussion, the Board concurred to change the size of the building, which would still enable possible changes to the interior floor plan.

8. New Business

8.1. Winter Harbor Yacht Club – Boat Decals & Guest Passes – Selectman Benavides moved to approve the special use conditions that were granted in 2013 to Winter Harbor Yacht Club. Selectman Grenier seconded. Motion carried with all in favor.

8.2. John Scannell – Request for Abatement – Selectman Benavides moved to abate the \$116 taxes plus interest for taxes owed in 2013 for property located at Map & Lot 224-075.002. Selectman Grenier seconded. Motion carried with all in favor.

8.3. 182 Morrill Street Drainage Issue – Selectman Benavides asked DPW Director Sheldon Morgan for clarification on this matter. Director Morgan stated that Mrs. Sikora took the Town to court for lack of maintenance on a drainage system that caused her cellar to flood. The Town is obligated to meet court ordered requirements and Director Morgan thinks that the Town has made a good faith effort to comply. He provided the Board with documentation of their compliance over the past six years.

Mrs. Sikora does not agree that the Town has complied, although Director Morgan did cite two instances where she requested an issue be addressed and the Town did respond.

Selectman Grenier inquired if Mrs. Sikora has ever been instructed to stop cleaning out the drain, and Director Morgan replied no. He further asked if she had been told to not expect reimbursement for any work she performed, which Director Morgan also replied no. Town Administrator Dunn added that when the Board reaches a decision on this matter, he will contact Mrs. Sikora via letter and advise her to utilize the DPW crew, to the extent that it is required by court order.

Selectman Benavides moved to deny Mrs. Sikora's request for payment, with regret. Selectman Grenier seconded. Motion carried with all in favor.

8.4. D.A.R.E. Donation – Selectman Benavides moved to accept a donation in the amount of \$145.27 from a Pampered Chef fundraiser event sponsored by School Resource Officer Holly Harris, and to authorize the expenditure of those funds for their intended purpose. Selectman Grenier seconded. Motion carried with all in favor.

8.5. Acceptance of Gift – TC/TC Office – Selectman Benavides moved to authorize the Town Clerk-Tax Collector to accept the \$100 Dunkin Donuts gift cards to be used for special department events. Selectman Grenier seconded. Chairman O'Brien expressed his opinion that the Town policy of not accepting gifts over \$25.00 should be followed. However, he further stated that he would like to see the gift cards used in a function for all Town employees. A vote on the motion showed a vote of 2-1 with Chairman O'Brien voting no.

8.6. Little Free Libraries – Selectman Benavides moved to approve the request to install two "little free libraries", one at the Beach and one at Glendale, on a trial basis, to be re-evaluated next year, or sooner, if problems arise, with gratitude. Selectman Grenier

seconded. Library Director Dormody clarified that the structures are being built by Library Trustee Jack Lacombe. Brief discussion ensued regarding the location of the little library at the Town Beach. Motion carried with all in favor.

- 8.7. Entertainment License Approval – Contigiani Catering** – Selectman Benavides moved to approve the Live Entertainment License for Contigiani Catering at Pheasant Ridge Golf Course for the period May 15, 2014 through May 14, 2015. Selectman Grenier seconded. Motion carried with all in favor.
- 8.8. Entertainment License Approval – Patrick’s Pub & Eatery** – Selectman Benavides moved to approve the Live Entertainment License for Patrick’s Pub & Eatery for the period May 15, 2014 through May 14, 2015. Selectman Grenier seconded. Motion carried with all in favor.
- 8.9. Rowe House Renovations** – Town Administrator Dunn stated that \$10,000 has been budgeted for 2014 for roof repairs at the Rowe House. Since there is now a chance that additional funding through grants and fundraising will become available, the 2009 renovation plan needs to be updated, at a cost of \$550.00. Selectman Benavides moved to spend \$550 from the Building Maintenance Capital Reserve Fund for these professional services. Selectman Grenier seconded. Motion carried with all in favor.
- 8.10. Lily Pond Park** – Conservation Commission member Doug Hill provided the Board with an overview of the property. The 145-acre conservation easement, given by the Laconia Airport, was a mitigation requirement for improvements made at the Airport. Because the shore of Lily Pond is utilized for various recreational activities, safety concerns exist because it is located at the end of the main runway. The proposed park would allow these activities to be relocated to a safer area away from the runway.

Attorney Hill continued with his presentation and stated that the consensus among attendees at a recent meeting of the Laconia Airport Authority is that this is a worthwhile project to pursue. However, he further pointed out that this is not a simple process and will have many steps involved. The Conservation Commission also voted to approve the modification to the conservation easement, although approval is also required by many other agencies.

The purpose of Attorney Hill’s presence at this meeting is to determine if the Board supports the project conceptually. He also clarified that it is not possible for the Conservation Commission to legally allocate funds for the project. Chairman O’Brien questioned the FAA’s position with this project. Attorney Hill responded that although the FAA would not be actively involved, they would support the project because it increases the safety factors at the end of the active runway.

Robert Brown, who approached the Conservation Commission with the park proposal, further stated that the FAA supports the project, because the majority of people utilizing the area will choose the area with off road parking, picnic tables, sanitary facilities, a perched beach and a fishing pier, away from the end of the main runway.

The majority consensus of the Board stated that they were in favor of the modification of the easement terms. Selectman Grenier stated however, that he does have concerns.

- 8.11. State Bid Vehicle Purchase – DPW Trucks** – DPW Director Morgan stated that he is seeking authorization to purchase a 2015 Ford F350 pick-up with plow and a 2015 Ford F550 cab & Chassis from Grappone Ford, utilizing the State bid process. These transactions include trading in three vehicles – a 2002 Ford F350, a 2008 Ford F550 and a 2003 Ford F578. Director Morgan further advised the Board that this Friday is the last day for utilizing the State bid.

Selectman Benavides questioned why the 2008 Ford F550 is being traded. Director Morgan responded that this vehicle was purchased new and currently has 83K miles and has a problem engine which has required much maintenance. He further stated that this 6.4 liter engine has been discontinued by Ford because of its problems. There is also a transmission issue and significant body damage.

When Selectman Benavides questioned the body damage on a 6-year old vehicle, Director Morgan stated that this body is made of steel, while new bodies are being made of stainless. With the addition of a third mechanic to the vehicle maintenance staff, these issues are being better addressed. Brief discussion ensued regarding the use of line-x in truck bodies and following the Town's CIP vehicle replacement plan.

Selectman Benavides moved to authorize the purchase of a 2015 Ford F350 pick-up with plow in the amount of \$28,154 from Grappone Ford under the State bid process to include the trade-in of a 2002 Ford F350 (\$3,800) and a 2003 Ford F550 (\$4,000); and to authorize the purchase of a 2015 Ford F550 cab & chassis in the amount of \$29,196 from Grappone Ford under the State bid process to include the trade-in of a 2008 Ford F550 (\$11,000). Selectman Grenier seconded. Motion carried with all in favor.

- 8.12. Purchase of DPW Bobcat Loader Accessory** – Selectman Benavides moved to approve the purchase of a brand new 72" manual angle broom for the Bobcat tractor, in lieu of a post hole digger, in the amount of \$2,250 from Cal Dunn. Selectman Grenier seconded. Motion carried with all in favor.

- 8.13. DPW Road Striping Bid Proposals** – Selectman Benavides moved to approve a 2014 road striping contract in the amount of \$19,315 to Markings Inc. of Pembroke, MA, as the lowest responsible bidder in partnership with the City of Laconia. Selectman Grenier seconded. Motion carried with all in favor.

- 8.14. Road Improvement Plan** – Selectman Benavides questioned including Kimball Road in the plan. Director Morgan stated that NH DOT has concerns with the volume of vehicles utilizing the second access to Meadowbrook and at this time, no plans have been made available. In addition, there is some question concerning the funding for Kimball Road upgrades. Selectman Grenier stated that given the uncertainty of Kimball Road, he would much rather see the funds earmarked for Saltmarsh Pond Road.

Town Administrator Dunn further clarified that the Planning Board made a condition of approval for the Meadowbrook expansion that they make a financial contribution for improvements on Kimball Road. Because of the various factors involved, he

recommended that the Board remain flexible in determining whether funds should be expended on Kimball Road or Saltmarsh Pond Road.

Selectman Benavides moved to include Saltmarsh Pond Road in the 2014 road improvement plan, with Kimball Road being postponed to the 2015 road improvement plan, with the balance of the plan being approved as presented. Selectman Grenier seconded. Motion carried with all in favor.

- 8.15. NH Municipal Bond Bank** – Selectman Benavides moved to approve the Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement with the NH Municipal Bond Bank as presented, to include the resolutions as set forth therein, and to authorize the Town Clerk to sign; and furthermore, to approve the loan agreement as presented, and to authorize the agreement be signed by the Chairman of the Board of Selectmen, Town Clerk and Town Treasurer. Selectman Grenier seconded. Motion carried with all in favor.

Selectman Benavides moved to allocate the proceeds from a NH Municipal Bond Bank note, if there are any, to pay fees to the NH Municipal Bond Bank. Selectman Grenier seconded. Motion carried with all in favor.

- 8.16. Solid Waste Supervisor – Job Description** – Selectman Benavides moved to amend the proposed job description to remove the words “and/or a principal operator certification (Step 3 or greater)” under Minimum Qualifications Required and adopt the new job description for Solid Waste Supervisor, as amended, and advertise the full-time vacancy. Selectman Grenier seconded. Motion carried with all in favor.

- 9. Other Business** – Town Administrator Dunn stated that a request has been received from Acting Police Chief Leach to appoint Charles O. Hopkins, Wesley J. DeSousa and Karen E. Craver as special police officers, with a term to expire on June 30, 2015. Selectman Benavides moved to appoint Charles O. Hopkins, Wesley J. DeSousa and Karen E. Craver as special police officers, with a term to expire on June 30, 2015. Selectman Grenier seconded. Motion carried with all in favor.

10. Public Input – none.

- 11. Selectmen’s Issues** – Selectman Benavides praised various organizations for cleaning up the roads in Gilford, specifically Kitchen Cravings, Gilford Rotary and Winnepesaukee Yacht Club. He also praised Joyce Janitorial and the Party Store in Laconia for sponsoring a clean-up of the Laconia By-pass. This effort yielded 82 bags of trash and 12 bags of cans.

Selectman Grenier stated that he spent two days at the Recycling Center during the recent spring clean-up week and praised being able to dispose of articles in the proper way.

He also asked who is installing the radar sign on Route 11-A. Town Administrator Dunn stated that the Department of Public Works will be doing the installation but permission has not yet been received from NH DOT to install it in the right-of-way. Because this permission is not likely to be forthcoming, they are pursuing other alternative options.

12. Administrator's Report – The Budget Committee is meeting tomorrow night and will be selecting a new member from the three applicants who have applied for the open position.

Work is progressing on the Town Hall improvements.

Town Administrator Dunn will be away at the Primex annual conference on May 21 and 22, 2014. On May 20th, he will be attending a training program for the Community Development Block Grant that was recently awarded.

The evening of June 2nd is being scheduled for an opportunity for the public to meet the new police chief.

The Town employees also cleaned up Route 11-B last week from Patrick's Pub to the Laconia town line.

13. Next Meeting – May 28, 2014.

14. Adjournment – With no further business before the Board, the Board of Selectmen's May 14, 2014 meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Richard Grenier
Clerk