

GILFORD BOARD OF SELECTMEN'S MEETING
June 11, 2014
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, June 11, 2014, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn. Absent was Chairman John O'Brien.

Staff members in attendance included Finance Director Geoff Ruggles, Fire Chief Steve Carrier, Police Chief Anthony Bean Burpee, Police Lieutenant Jim Leach, Police Lieutenant Kris Kelley, Police Sergeant Chris Jacques, Director of Public Works Sheldon Morgan, Director of Planning and Land Use John Ayer and Executive Secretary Sandra Bailey.

1. Pledge of Allegiance – The Selectman led the assembly in reciting the Pledge of Allegiance.

2. Announcements/Presentations

2.1. Selectman Benavides announced that the Laconia Airport's Open House is scheduled for this Saturday, June 14, 2014, and the theme is "Wings, Water & Wheels". He encouraged residents to attend and support the Airport.

3. Review/Approval of Minutes

3.1. Selectman Grenier moved to approve the minutes of May 28, 2014, as presented. Selectman Benavides seconded. Motion carried with all in favor.

3.2. Selectman Grenier moved to approve the minutes of June 2, 2014, as presented. Selectman Benavides seconded. Motion carried with all in favor.

3.3. Selectman Grenier moved to approve the minutes of June 5, 2014, as presented. Selectman Benavides seconded. Motion carried with all in favor.

4. Consent Agenda

4.1. Selectman Grenier moved to approve the previously signed documents for the period May 27, 2014 through June 6, 2014 as listed. Selectman Benavides seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
04/18/14	Change of Status - Ferreira	
05/19/14	Abatement - Scannell	224-075.002
05/20/14	Payroll Register (2)	
05/22/14	Abatement - Schuster	253-016.000
05/22/14	Abatement - Northway Bank	253-016.000
05/27/14	Change of Status - K. Buckley	
05/27/14	Change of Status - Cobis	
05/27/14	Payroll Register (2)	
05/27/14	Change of Status - Attar	
05/27/14	Change of Status - Bos	
05/27/14	Change of Status - C. Buckley	
05/27/14	Change of Status - R. Cappello	
05/27/14	Change of Status - M. DesMarais	
05/27/14	Change of Status - J. Dobbins	

05/27/14	Change of Status - S. Dobbins	
05/27/14	Change of Status - K. Gallant	
05/27/14	Change of Status - J. Kezar	
05/27/14	Change of Status - K. Rice	
05/27/14	Change of Status - S. Tewksbury	
05/27/14	Change of Status - R. Zakorchemny	
05/28/14	Accounts Payable Manifest	
05/28/14	Veteran's Exemption - LeBlanc (2)	213-013.210
05/28/14	NOITC - Pierce	232-001.000
05/28/14	Warrant Yield Tax Levy 2014	
05/28/14	Payroll Register	
05/31/14	Change of Status - Levassuer	
05/31/14	Change of Status - H. Hooker	
05/31/14	Change of Status - S. King	
05/31/14	Change of Status - L. McCarthy	
06/01/14	Change of Status - Kelley	
06/01/14	Change of Status - Leach	
06/01/14	Change of Status - Bean Burpee	
06/02/14	Change of Status - Raxter	

5. Appointments

5.1. Chief Anthony Bean Burpee – Department of Public Works Update – Lieutenant

Leach stated that he prepared tonight's update, so he will be making the presentation to the Board. He began by stating that commendations and awards were presented this evening to members of the Department, with special recognition to Special Officer Charles Hopkins, who has served in law enforcement for fifty years.

Chief Bean Burpee and Officer Alyssa Raxter began their employment on Monday, June 2, 2014 and had a busy day of training. He noted that the training for Chief Bean Burpee is not new to him but a requirement when transferring to a law enforcement agency in NH from another state. Lieutenant Leach also informed the Board that Certified Terminal Operators and Field Training Officers have been very busy with new hires and Lieutenant Kelley is in the process of hiring two more patrol officers.

Officer Denise Parker continues to assist Detective Sergeant Chris Jacques with the Bureau of Criminal Investigations caseload. Detective Sergeant Jacques also conducts background checks on new hires.

The Department continues to work on their radio upgrade project and have found the Guardian Tracking software very valuable in documenting and tracking employee performance. The Department has also seen an increase in reported shoplifting related thefts, since a local retailer has hired a loss prevention officer.

Lieutenant Leach provided the Board with a list of patrol and crime statistics. The "Park Walk and Talk" program continues to give patrol officers an opportunity to make contact with members of the public. K9 Ike has recently achieved his North American Police Working Dog Association Certification and is scheduled to begin narcotics training next week with Officer Adam VanSteensburg.

Next, Lieutenant Leach reviewed some of the recent Department trainings that have taken place. At the suggestion of Chief Bean Burpee, the Department will be starting “roll call” trainings at the beginning and end of each shift.

Challenges with staffing continue to affect the budget, although many patrol shortages have been covered by working together as a team. In particular, salaried employees have covered patrol shifts, minimizing the impact on overtime. The Department is looking forward to beginning construction on the Police Station addition and renovation.

Chief Bean Burpee has been settling in nicely and Lieutenant Leach thanked the members of the Department for their dedication, professionalism and work ethic.

Selectman Benavides then invited Chief Bean Burpee to come forward and greet the residents in attendance. Chief Bean Burpee stated that his first week and a half has gone very well. He was able to participate in the Department’s Annual Fishing Derby, which took place over the past weekend. During that time, he had an opportunity to meet with many residents and looks forward to meeting even more.

On behalf of the Board, Selectman Benavides thanked Lieutenants Leach and Kelley for their hard work and dedication in leading the Department over the past several months, as well as all of the members of the Department. He welcomed Chief Bean Burpee to Gilford.

The Board thanked Lieutenant Leach for his update.

6. Old Business

6.1. Amendments to 10 Year Road Improvement Plan – DPW Director Sheldon Morgan stated that he is requesting an amendment to the recently approved 2014 Road Maintenance Projects Plan. After taking another look at the Plan with paving contractor, Wolcott Construction, he is recommending that Saltmarsh Pond Road be deleted from the Plan and four roads in Gunstock Acres be reconstructed in its place – Chestnut Drive, Briarcliff Road, Balsam Drive and Falls Avenue.

Director Morgan explained his rationale for wanting to make the amendment. The four roads in Gunstock Acres are seriously deteriorating and the original plan to use highway personnel to do repairs does not seem to be the best solution to the problem.

Selectman Benavides questioned if it was worthwhile to also include Hunter Circle in these upgrades, given its location and small size. Director Morgan replied that there are also Laurel Guild Circles and he will check with the contractor on including them.

At this time, Selectman Benavides asked if there were any members of the public that would like to speak regarding the roads in Gunstock Acres. Chan Eddy of Chestnut Drive stated that he is grateful to hear that the roads are going to be fixed. Nick Sandric stated that there are a lot of potholes and winter damage. He attributes some of the damage to the patching done for repairs to the water system.

Alan Tardif stated that the condition of the roads is a safety issue. The same sentiments

were expressed by Tony Campo, Scott Hart, Rocky Tibbetts, Deb Bonan and Steve Catalano, who are concerned for the safety factor and appreciate the Board taking care of these roads. Selectman Grenier asked Director Morgan if the roads are repaired, could they mandate that the Water District make proper repairs. Director Morgan replied yes, and stated that during the winter, the Water District was permitted to use cold patch. However, a permanent fix must be equal to or better than the condition the road was found in. He will speak to a representative of the Water District regarding this matter.

Director Morgan then explained the shim and overlay process used by the Town.

Selectman Benavides thanked Director Morgan for taking care of this situation and being able to meet the needs of the residents. He also thanked the residents who came out for tonight's meeting.

Selectman Grenier moved to amend the 2014 Road Maintenance Project Plan to include Chestnut Drive, Briarcliff Drive, Balsam Drive and Falls Avenue and eliminate Saltmarsh Pond Road. Selectman Benavides seconded. Motion carried with all in favor.

7. New Business

7.1. Lakes Business Park Trail System/Use of Capital Trusts – Town Administrator Dunn explained that the trail system was originally designed to be part of the Lakes Business Park, but the idea was abandoned and the trails were never constructed. At this time, there are sufficient funds available in the capital reserve fund to have the trail system designed.

The Lakes Region Business Park Board of Directors would like to amend the contract with Fluet Engineering Associates to move forward with the design.

Selectman Grenier moved to approve the expenditure of up to \$11,710 to engage the services of Fluet Engineering Associates for the purpose of designing Phase I of a recreational trail system in the Lakes Business Park, with all funds to come from the Lakes Business Park Phase II Capital Replacement Fund. Selectman Benavides seconded. Motion carried with all in favor.

7.2. 2014 Sewer Rates – Finance Director Ruggles stated that, together with DPW Director Sheldon Morgan, DPW Operations Manager Mia Gagliardi and Sewer Technician Brian DeNutte, they met earlier this year to review sewer rate calculations. They are recommending that the current rates remain in effect for 2014, even though there has been a slight decrease in the costs associated with the Administrative Fee and Usage Rate.

The main reasons for recommending the rate remain the same are that the system is now approaching 30 years old and the need for equipment replacement is very likely. Also, costs for replacement and improvements to the Winnepesaukee River Basin infrastructure will continue to increase over the next few years. If the 2014 rates were to be reduced, it would require more significant rates increases in 2015.

The Board concurred to keep the 2014 sewer rates the same as the 2013 rates.

- 7.3. New NHDES Solid Waste Facility Operator Training and Certification** – Town Administrator Dunn stated that effective July 1, 2014, NH DES will no longer be using the old titles and suggested that the Board may want to amend the current job description for Solid Waste Supervisor to reflect the change to “Principal Operator, Step 3”, to coincide with the new rules.

DPW Director Morgan stated that the State is now putting emphasis on training with the new Solid Waste Facility Operator designations.

Selectman Grenier moved to amend the current job description for Solid Waste Supervisor to include the new NH DES designations. Selectman Benavides seconded. Motion carried with all in favor.

- 7.4. NHDRA – Form PA28** – Selectman Grenier moved to indicate that the Town of Gilford will not be using NHDRA Form PA-28 in 2015. Selectman Benavides seconded. Motion carried with all in favor.

- 7.5. Potter Hill Road Speed Bump** – DPW Director Morgan stated that there are three options available – a speed bump, speed hump and speed table. He proceeded to explain the differences between the three options and their anticipated costs. Director Morgan further pointed out that his concern is being able to plow over whatever option is chosen during the winter months.

A speed bump is intended to almost bring you to a complete stop, while a speed hump allows a speed of approximately 5-10 mph. Both of these would need to be removed prior to winter. The third option, a speed table, is a 4” high elevation with a long ramp that does not require removal and can be plowed in the winter.

Director Morgan also pointed out that regardless of which option is chosen, it will be necessary to give motorists notice by using appropriate signage and markings on the road. In closing, he recommended that the Board choose the speed hump. Further discussion ensued and Director Morgan stated that with some of the suspension systems that are in today’s cars, some of them may not feel much of an impact, even at 15-20 mph.

Following a question from Selectman Grenier, Lieutenant Leach explained that there is an issue with the software in the radar trailer and it is currently not working. He further stated that Lieutenant Kelley has secured a grant to purchase covert radar unit.

Chief Bean Burpee stated that although he has not traveled Potter Hill Road, he is familiar with the speeding issues that exist. He also stated that he is familiar with the covert radar and expects it would produce some good data. Chief Bean Burpee concurred with Director Morgan’s recommendation to try using a speed hump, with the appropriate signage.

Debbie Haskell of 69 Potter Hill Road stated that she feels confident that many vehicles are exceeding the 25 mph speed limit, anywhere from 30 mph to 60 mph. She has almost been hit on several occasions, even though she wears a neon-colored vest with

reflectors. She is also concerned because a 3-year old foster child is moving in with them and she worries about him going near the road.

Town Administrator Dunn stated that he leans towards trying the speed hump, but he also thinks it is important to receive some accurate data. Discussion ensued regarding some of the signage road markings that could be utilized to slow traffic down. Director Morgan suggested putting three “SLOW” markings in each direction on the road as soon as possible. Chief Bean Burpee recommended adding additional signage for the 25 mph speed limit. Lieutenant Leach conveyed some of the findings from past directed speed enforcement.

Selectman Grenier suggested placing the radar trailer back on Potter Hill Road. Even if it is not collecting data, it will assist in slowing traffic down. Lieutenant Leach stated that he can look into borrowing Laconia’s data collector in the meantime.

Selectman Benavides summarized that “SLOW” and “25 MPH” will be painted on the roadway, 25 mph signage will be added, a covert camera will be purchased and the radar trailer will be placed on Potter Hill Road. Selectman Grenier concurred.

- 7.6. Fire Rescue Ambulance Bid Amendment** – Chief Carrier stated that he is requesting to amend the bid specifications for a replacement ambulance to remove the purchase of a power cot so that a demonstration model can be purchased separately at a savings of approximately \$2,000.

Selectman Grenier moved to delete the purchase of a power cot from the ambulance bid specifications and subsequent bid award; and to authorize the purchase of a Power PRO XT demo model power cot from Stryker, in the amount of \$15,104.46, to come from the Ambulance Revolving Fund. Selectman Benavides seconded. Motion carried with all in favor.

- 8. Other Business** – Town Administrator Dunn stated that the annual listing of unlicensed dogs has been received from the Town Clerk-Tax Collector’s Office. He requested that the Board accept the listing from the Town Clerk-Tax Collector and sign the appropriate warrant to the Chief of Police.

Selectman Grenier moved to accept the unlicensed dog listing from the Town Clerk-Tax Collector and sign a warrant to the Chief of Police. Selectman Benavides seconded. Motion carried with all in favor.

- 9. Public Input** – Bob Barry from Gilford Meadows Condominiums expressed concern for the Administrative Fee that is assessed on them to have one meter read a year. He understood that a committee was being formed to look into this and he has never heard the results. Town Administrator Dunn responded that there was only one volunteer to serve on the committee, so no committee was ever formed. He also explained the action taken earlier in the meeting with regards to the 2014 sewer rates, which was to keep the current rate schedule in place.

Finance Director Ruggles clarified that the administrative fee does not cover the reading of each meter. Rather, it is to cover all costs not associated with the process of the flow, or

overhead, in accordance with the Town's Sewer Ordinance. Mr. Barry does not think it is fair that Gilford Meadows pays \$2,300 to have their meter read and the house next door pays \$14. Town Administrator Dunn reiterated that it is not a meter reading fee, but rather the cost to administer the system on a unit basis. Finance Director Ruggles further clarified that even if a property owner does not use the sewer system but is hooked up to it, they will be assessed the administrative fee. When usage occurs, the flow rate would be added to that.

10. Selectmen's Issues – Selectman Grenier asked DPW Director Morgan why the shed at the Recycle Center is not located in a better spot. Director Morgan replied that its current location is due to the presence of ledge in the area. Following brief discussion, he stated that he would look into this further.

Selectman Grenier then asked Director Morgan why the road construction contract is not put out to bid. Director Morgan replied that it is because of Wolcott and Busby's ability to maintain the same costs for three years in a row. This is very unusual, given the market costs for materials.

Director Morgan further stated that next year, he is prepared to solicit a full bid for road construction.

11. Administrator's Report – Town Administrator Dunn reminded the Board that the decision to maintain Wolcott for road construction was made by the Board of Selectmen.

Town Administrator Dunn stated that he is glad to have the new Police Chief on board. He also agrees with the previously expressed sentiments that Lieutenants Leach and Kelley did an excellent job managing the Department.

The process of interviewing candidates for Solid Waste Supervisor has begun.

12. Next Meeting – June 25, 2014.

13. Adjournment – With no further business before the Board, the Board of Selectmen's June 25, 2014 meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Richard Grenier
Clerk