

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

The Board of Selectmen convened in a regular session on Wednesday, July 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 were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Staff members in attendance included Finance Director Geoff Ruggles, Director of Public Works Sheldon Morgan, Fire Chief Steve Carrier, Town Clerk/Tax Collector Denise Gonyer, Police Chief Kevin Keenan, Police Lieutenant Kris Kelley and Police Lieutenant Jim Leach.

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 consideration of the acquisition or sale of real estate and compensation of public employees. 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 7:00 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**

- 3.1. Chairman Hayes announced that the Annual Hazardous Waste Collection & Island Cleanup will be held on Saturday, July 27, 2013.
- 3.2. Chairman Hayes announced that the Summer Town Forum will be held on Wednesday, August 14, 2013 at 6:00 p.m. at the Town Hall.
- 3.3. Chairman Hayes announced that the Timberman Triathlon will take place on Saturday and Sunday, August 17 and 18, 2013, and the public should expect some traffic delays during that time.

4. **Review/Approval of Minutes**

- 4.1. Selectman O'Brien moved to approve the minutes of July 10, 2013, 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 July 8, 2013 through July 19, 2013, as listed. Selectman Benavides seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
03/26/13	Change of Status - Mini	
05/08/13	Change of Status - Chitty	
06/13/13	Payroll Register (2)	
06/18/13	Payroll Register	
06/24/13	Payroll Register	
06/25/13	Abatement - Sherwood Mortgage (4)	214-046.001
06/25/13	Payroll Register (2)	
06/25/13	Accounts Payable Manifest	
06/26/13	Abatement - Pangburn & Sharps	212-016.009
06/30/13	Change of Status - Bos	

06/30/13	Change of Status - Buckley	
07/01/13	Abatement - Morrissette	208-033.008
07/01/13	Abatement - Morrissette	208-033.007
07/01/13	Abatement - Morrissette	208-033.006
07/01/13	Abatement - KRB Realogy Holdings	various
07/01/13	Abatement - Northern New England Telephone	224-017.000
07/01/13	Payroll Register	
07/02/13	Payroll Register (2)	
07/08/13	Elderly Exemption - Watson	201-009.109
07/08/13	Elderly Exemption - Ventola	201-009.079
07/08/13	Elderly Exemption - Guilmette	201-009.063
07/08/13	Elderly Exemption - Gray	212-001.000
07/08/13	Elderly Exemption - Harris	203-091.000
07/08/13	Elderly Exemption - Kukler	201-009.015
07/08/13	Elderly Exemption - Lantagne	201-011.014
07/08/13	Elderly Exemption - Murtagh	201-009.017
07/08/13	Elderly Exemption - Marden	251-002.000
07/08/13	Elderly Exemption - Nichols	203-080.000
07/09/13	Payroll Register (3)	
07/09/13	Accounts Payable Manifest	
07/10/13	MS-5 (3)	
07/10/13	Abatement - Retirement Time LLC	254-074.001
07/10/13	Abatement - Retirement Time LLC	254-074.002
07/10/13	Abatement - Retirement Time LLC	254-074.003
07/10/13	Veteran's Tax Credit - Ferreira	204-069.000
07/10/13	Veteran's Tax Credit - Carvalho	253-260.000
07/10/13	Elderly Exemption - Grant	203-158.000
07/10/13	Elderly Exemption - Prudhomme	213-068.013
07/10/13	Elderly Exemption - Simoneau	224-049.012
07/10/13	Elderly Exemption - Scribner	201-009.032
07/10/13	Elderly Exemption - Valliere	211-028.000

6. Appointments

6.1 Senator Andrew Hosmer – Legislative Update – Senator Hosmer stated that State budget was passed and signed into law over the past few weeks. One area of interest to Gilford would be an increase in the Room and Meals Tax by approximately \$5 million, with Gilford’s portion being about \$27,000 in 2015. In addition, the Delayed and Deferred State Aid applications were fully funded, representing a positive impact of \$2.7 million for the Winnepesaukee River Basin Project.

Senator Hosmer further stated that he is very conscious of downshifting to municipalities and does not believe that is the correct way to balance the budget. He added that \$9.5 million has been earmarked for the reconstruction of the Glendale Marine Patrol facilities, and commented on the past use of the State’s Navigation Fund.

The CHINS Program has been fully funded and funds have been allocated towards mental health issues as well.

Senator Hosmer acknowledged the Town’s concerns for issues with road funding. He further stated that, unfortunately, a viable solution is not available at this time.

Selectman Benavides suggested that Senator Hosmer be added to the schedule of regular updates to the Board of Selectmen. Gilford resident Chan Eddy asked Senator Hosmer about being able to shift the spending on highway funding back to roads and bridges. Senator Hosmer stated that

he supported this bill and is not in agreement with taking funds from one account to another to balance the budget. He agreed with Chan Eddy that this is a critical concern for the State. Brief discussion ensued regarding the fact that New Hampshire's roads were once among the safest in the nation and are now among the most dangerous. Senator Hosmer further stated that the deteriorating infrastructure is not favorable to New Hampshire's tourism industry.

Selectman O'Brien questioned if the number of Marine Patrol officers have been reduced. Senator Hosmer replied that they had been reduced by approximately 50%. Selectman O'Brien further asked if the number of officers had been reduced to offset the costs of the new construction. Senator Hosmer replied no.

Chairman Hayes asked Senator Hosmer why the Room and Meals Tax had increased, to which he replied that the formula had been recalculated so that more money goes to municipalities.

Chairman Hayes inquired about Senator Hosmer taking a tour of the Belknap County Jail. Senator Hosmer replied that he would be interested in taking a tour of the jail, since it is a concern to him.

The Board thanked Senator Hosmer for his presentation.

6.2 Kevin Keenan – Police Department Update – Chief Keenan provided Board members with a written update, which he then proceeded to review. He began his presentation by stating that the Department has been extremely busy this summer, given the large number of visitors in the area. As far as the budget is concerned, he anticipates overspending in the areas of overtime and training, but should be able to cover these expenses elsewhere in the budget.

As far as Meadowbrook is concerned, the crowds have been very large and there is a correlation between these crowds and the increased police activity in 2013.

Staff changes include resignations of Kris Kloetz and Wesley DeSousa, resulting in a strain on the patrol schedule. In addition, interviews have been conducted over the past two days for the open Communications Specialist position that exists, due to the promotion of Jason Fasshauer to Patrol Officer. Chief Keenan expects to make a recommendation on the Communications Specialist position once he has reviewed the taped interview and accompanying paperwork.

Chief Keenan will be working with Superintendent Hemingway on a solution to having SRO Steigler on maternity leave at the beginning of the school year. Officer Mailloux was recently involved in an accident with a deer and as a result, the cruiser is currently at Hillsboro Ford being repaired. He commended Officer Mailloux for his driving skills in minimizing potential damage and injury to other motorists.

The Police Department is currently having a problem with the video security system for the Police Department and Town Hall. He stated that this system will require updating in the very near future. Chief Keenan then updated the Board on the status of the radio system upgrade. The licensing with the State is currently underway.

Chief Keenan recently attended the FBI Academy training in Plymouth, MA. This training was invaluable and he was able to bring back important training materials to Gilford. Instructors at this training included officers involved in the Boston Marathon and Newtown, CT tragedies.

Chief Keenan advised Board members that a metal box is available in the Town Hall lobby for the disposal of unwanted medications.

Lt. Leach is hosting a Firearms Instructor Course on August 5-7, 2013 at the Belknap Sportsman's Club and the Police Department range on Kimball Road. He commended Lt. Leach for taking on the added responsibility to plan, schedule and facilitate this training.

Selectman Benavides inquired about the Department's Motorcycle Program. Chief Keenan responded that having the motorcycle officer is very valuable in certain situations. Brief discussion also ensued regarding Motorcycle Week. Selectman O'Brien commended Chief Keenan for the success of the Park, Walk and Talk Program.

Selectman Hayes inquired when Jason Fasshauer would be attending the Police Academy, to which Chief Keenan responded that he would like to have him enrolled in January.

Brief discussion ensued regarding pedestrian/vehicle issues on Scenic Drive.

The Board thanked Chief Keenan for his presentation.

6.3 Geoff Ruggles – Financial Update – Finance Director Ruggles provided the Board with an overview of the 2013 budget through the month of June. Revenues continue to exceed last year's levels, although they were slightly down during the month of June.

Expenditures continue to track higher than last year, mostly due to timing issues, including the earlier commencement of summer road projects. Property tax collections are also higher than last year, due to the bills being mailed earlier in 2013. Collections on delinquent taxes remain slightly below last year's levels. Although cash balances continue to fluctuate, Director Ruggles does not anticipate any issues throughout the rest of the year.

The Board thanked Director Ruggles for his update.

7. Old Business

7.1 Town Hall Renovation Project – Town Administrator Dunn advised the Board that two bids were received for the project, with the low bid being \$385,000 by PRB Construction. He further stated that unfortunately, this exceeds the amount of available funds, which are \$362,000. However, he is optimistic that he can meet with the contractor and negotiate an acceptable agreement and would like to come back to the next meeting with a recommendation for the Board. The Board concurred to have Town Administrator Dunn meet with the contractor and make a recommendation at the next meeting.

7.2 Route 11-A Speed Limit – Town Administrator Dunn stated that he and Chief Keenan are scheduled to meet with NH DOT on August 7, 2013. They will be asking to lower the 50 mph speed limit area to 40 mph. Selectman O'Brien questioned the need for reducing the open area to 40 mph, after which brief discussion ensued. Selectman Benavides then asked if Gilford resident Chan Eddy could speak to his recent e-mail regarding the proposed speed limit reduction.

Chan Eddy of Chestnut Drive stated that several years ago he had written a paper concerning this sort of issue. He found that people tend to drive at a speed that they are comfortable with, regardless of the posted speed. Therefore, if the speed limit is set artificially low, people will ignore it. As a result, he is suggesting that the 50 mph area just be reduced, but not eliminated.

Claire Stinson of Hoyt Road expressed concern with the safety issues associated with pulling out of Hoyt Road onto Route 11-A. She cited many accidents and close calls that have occurred at this intersection over the years.

Selectman O'Brien recommended moving the existing 35 mph speed zone to the top of the hill so

that it includes the Hoyt Road intersection. He would also like to see a permanent radar sign installed.

This matter will be further discussed during the meeting with NH DOT.

7.3 Drainage Analysis Proposal – 76 Cottonwood Trail – Selectman Benavides moved to authorize Dubois & King to evaluate the drainage issue at 76 Cottonwood Trail, at a cost of \$4,900.00. Selectman O’Brien seconded. Motion carried with all in favor.

7.4 Cable TV Advisory Committee – The Board concurred to table this matter to the next meeting, so that they can receive feedback from School Superintendent Hemingway.

7.5 Meadowbrook Camping – Police Chief Keenan stated that his concern was with the fact that Meadowbrook located their camping at a site that was not approved by the Board of Selectmen; although he clarified that he understood why Meadowbrook wanted to make the change. He further stated that it would have been better if Meadowbrook came to the Board for approval, prior to moving the location.

RJ Harding of Meadowbrook stated that because this was a temporary approval, he did not realize that he would have to seek approval to move the location of the campsites. He further explained to the Board why the change in location was made.

Chairman Hayes asked Mr. Harding about noise issues that have been experienced during this season. He responded that the expansion of Meadowbrook created some issues that were not foreseen and they are working to correct those issues. Chairman Hayes further stated that the noise levels need to be below permissible limits and the music needs to cease at 11:00 p.m.

RJ Harding stated that even if they are in compliance with the requirements of their site plan, he thinks that their neighbors are entitled to peace and will continue to monitor sound issues. Brief discussion ensued regarding the positive effects on traffic with the second method of access and egress.

Selectman Benavides commented on having the insulation material installed as soon as possible to help alleviate sound issues. RJ Harding responded that all of the material has been received and is in the process of being installed.

Selectman Benavides moved to approve the change in location of the temporary tent sites at Meadowbrook. Selectman O’Brien seconded. Motion carried with all in favor.

8.0 New Business

8.1 Police Department Building Project – Police Chief Keenan stated that he would like to know the Board’s position in moving forward with the Police Department addition. He added that he would like to move forward with a plan and cost estimate that will be acceptable to the voters of Gilford. He is also recommending that a citizen committee be created that can bring the project forward to the voters.

Selectman O’Brien questioned whether the economy has improved enough to be able to gain voter support for the project. Discussion ensued regarding whether a citizen committee should be established for the project.

Chairman Hayes recommended having the architect develop a cost estimate so that the Board can determine whether or not to move the project forward. The Board concurred with this recommendation. Police Chief Keenan stressed the importance of establishing a cost for the

project and not changing it, as has occurred in the past.

8.2 Acceptance of Donations – TC/TC Gonyer and Deputy TC/TC Mooney – Selectman Benavides move to authorize the Deputy Town Clerk/Tax Collector to accept a \$25.00 gift certificate. Selectman Hayes seconded. Selectman O’Brien stated that he has a concern with accepting a gift from the public. Selectman Benavides stated that while he understands Selectman O’Brien’s position, the gift certificate represents a small amount and is being discussed at a public meeting. A vote on the motion showed a vote of 2-1 with Selectman O’Brien voting no.

8.3 Request for Waiver of Driveway Permit Requirements – 23 Dockham Shore Road – Chairman Hayes stated that the Minimum Road Standards require a 15’ setback from the property line and with this driveway, maintaining the setback creates a safety hazard. Ed Rocco, owner of the property, was in attendance to explain his request. He stated that the present driveway is located just over the crest of a hill and also has a very steep incline, making it difficult to see oncoming traffic when entering Dockham Shore Road.

Mr. Rocco provided Board members with photographs of the existing and proposed driveways. He further stated that Mrs. Rocco has approached the Town regarding the installation of a “Blind Driveway” sign. Selectman O’Brien moved to waive the minimum road standards to allow for the relocation of a driveway at 23 Dockham Shore Road that is at least 5 feet from the boundary line. Selectman Benavides seconded. Motion carried with all in favor.

8.4 Office Equipment Lease – (IM440 Mail Machine and M1500 Folding Machine Proposal) – TC/TC Gonyer provided the Board with an overview of the existing mail machine and the proposed mail machine and folding machine that she would like to lease. This proposal will result in cost savings and be a timesaver for the Department, which generates a great deal of mail.

Selectman O’Brien moved to accept the proposal of FORMAX for a 63-month lease of IM440 Mailing System and M1500 Folder in the amount of \$293.55 per month, and authorize the Town Administrator to sign the lease agreement. Selectman Benavides seconded. Motion carried with all in favor.

8.5 Cartographics Software Support Contracts – Selectman O’Brien moved to approve the two annual support agreements with CAI Technologies for a total of \$1,000.00 as presented. Selectman Benavides seconded. Motion carried with all in favor.

8.6 PA-28 Inventory of Taxable Property Form for 2014 – Selectman O’Brien moved to sign the NH DRA Form indicating the Town of Gilford will not be using the PA-28 Form in 2014. Selectman Benavides seconded. Motion carried with all in favor.

9.0 Other Business

10.0 Public Input – Chan Eddy stated that he is pleased to see the Police Department project moving forward.

11.0 Selectmen’s Issues – Selectman O’Brien stated that he appreciates the efforts made by the Town Administrator and DPLU staff in enforcing sign violations.

12.0 Administrator’s Report – Town Administrator Dunn stated that a meeting took place today at the Warming Hut with the contractor and volunteer contractor, where work will be proceeding quickly, starting with the installation of sheathing and siding on the building. He is also currently in the process of obtaining price quotes for a flagpole to be installed adjacent to the Warming

Hut.

A Department Manager's meeting is scheduled for tomorrow, where Personnel Policy amendments will be discussed.

A public hearing will be held on Wednesday, August 14, 2013 regarding the Ambulance Billing Rate Increase proposal.

Town Administrator Dunn is currently working with the Conservation Commission and Public Works Department regarding the Route 11-B bridge erosion. He further reported that NH DOT has removed a number of logs from the area.

Cumberland Road has sustained significant shoulder damage, resulting from a collapse in the area of a culvert. It has been estimated that there is approximately 50 feet of material to be excavated and new pipe needing to be installed, resulting in costs of up to \$100,000. These costs will be incorporated into the 2013 road reconstruction budget.

Correspondence has been received from NH DOT, indicating that a payment of \$29,000 is forthcoming for the Belknap Mountain Road Bridge project that was undertaken a few years ago. These funds can be deposited directly into the Town's Bridge Capital Reserve Fund.

13.0 **Next Meeting** – Wednesday, August 14, 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 July 24, 2013 meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Gus Benavides
Clerk