

GILFORD BOARD OF SELECTMEN'S MEETING
June 13, 2007
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, June 13, 2007, at 3:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Chairman Alice H. Boucher, Connie Grant and Gus Benavides. Also present were Town Administrator Evans Juris, Assistant Town Administrator Debra Shackett and Administrative Secretary Sandra Bailey.

1. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
2. **Review/Approval of Minutes** – The Board of Selectmen approved the regular and non-public minutes of the Selectmen's meeting of May 23, 2007.

3. **Appointments**

- 3.1. **Herb Greene – Recreation Director** – Director Greene was in attendance to request authorization for the hiring of Sharon Palisi as Beach Fitness Program Instructor. He provided the Board with an overview of the program. Chairman Boucher inquired if this would be a self-supporting program that will be run out of the Recreation Commission's Revolving Account. Director Greene replied yes, and if there are not sufficient funds the program will not run.

Gus Benavides moved to hire Sharon Palisi as Beach Fitness Program Instructor for a six-week period at a rate of \$20.00 per hour, contingent upon a successful criminal background check. Connie Grant seconded. Motion carried.

- 3.2. **Chief John E. Markland** – Chief Markland requested authorization from the Board to hire Kristopher J. Kloetz as a full-time Patrol Officer. Officer Kloetz has been employed by the Department since May, 2003 on a part-time basis. Connie Grant moved to authorize the hiring of Kristopher J. Kloetz as a full-time Patrol Officer at Labor Grade 11, Step 1. Gus Benavides seconded. Motion carried.

- 3.3. **Dustin Muzzey – DPW Operations Manager** – Dustin Muzzey reported that he and Tracy Leonard have completed interviews for the two open positions in the Highway Division. He is recommending that the Board hire Kenneth Heinz for the Truck Driver position and Robert Worster for the Laborer position. He briefly reviewed the qualifications of each applicant for the Board.

Gus Benavides moved to hire Kenneth Heinz for the Truck Driver position at Grade 4, Step 1 at \$12.57 per hour, and Robert Worster for the Laborer position at Grade 2, Step 2 at \$12.17 per hour, both with a six-month probation period and contingent upon a successful criminal background check. Connie Grant seconded. Motion carried.

4. New Business

4.1. Highway Striping – Dustin Muzzey briefly reviewed the bid process for the Town highway striping. He recommended that the Board award the contract to Highway Safety Systems of Hanover, MA at a cost of .057/foot (double yellow) and .029/foot (single white).

Connie Grant moved to award the contract to Highway Safety Systems of Hanover, MA at a cost of .057/foot (double yellow) and .029/foot (single white). Gus Benavides seconded. Motion carried.

4.2. 2007 Roadway Improvement Contract – Dustin Muzzey advised the Board that he has reviewed by proposals submitted by Wolcott Construction and Pike Industries and based on the lower bid of \$321,905, is recommending that Wolcott Construction be awarded the 2007 Roadway Improvement Contract.

Selectman Benavides moved to award the 2007 Roadway Improvement Contract to Wolcott Construction, in the amount of \$321,905. Selectman Grant seconded. Motion carried.

5. Old Business

5.1. Facility Planning Committee – Co-Chairs Jim Mull and Bill Rohr were in attendance to review the RFP process for the Police Department addition and renovation and advise the Board of their recommendation.

After spending a great deal of time in various meetings, the Committee is recommending Stewart Associates of Gilford, with Amoskeag Associates as an alternate. Brief discussion ensued on the cost difference between the two firms. Co-Chair Mull reiterated the Committee's position that Peter Stewart made an excellent presentation and is a team player. Selectman Grant also pointed out that Stewart Associates has done work for the Committee at no charge.

Co-Chair Rohr advised the Board that Stewart Associates bid was for \$81,280, with \$38,750 being for first phase drawings. Amoskeag Associates total bid was for \$110,400, with \$40,000 earmarked for the first phase. These costs include any meeting time with the Committee.

Town Administrator Juris asked the Committee if both firms met all of the required specifications. Co-Chairs Mull and Rohr replied yes. He also advised the Committee that he will recommend that if the Board selects a firm today, that it be contingent upon Town Counsel review.

Gus Benavides moved to accept the bid from Peter Stewart Associates for the Police Department addition and renovation in the amount of \$38,750 for the first phase and \$42,530 for the second phase; and Amoskeag Associates as an alternate choice in the amount of \$40,000 for the first phase and \$70,400 for the second phase, all contingent on Town Counsel review. Second phase amounts

are also contingent upon Town Meeting approval. Connie Grant seconded. Motion carried.

5.2 Potter Hill Road Land Request – Brief follow-up discussion ensued on the matter of Sandy Perry’s request to have a strip of land that was donated by her grandfather returned to her. Connie Grant asked Sheldon Morgan if something could be done for Mrs. Perry to address the maintenance concerns she had with the property. Mr. Morgan replied that a tree needs to be cut down prior to her constructing a new residence, as well as the undergrowth needs to be cleared. DPW will take care of these issues.

Connie Grant moved to deny the request from Sandy Perry to take back the donated land on Potter Hill Road. Gus Benavides seconded. Motion carried.

5.3 Re-affirming Vote of Recreation Department Hires – Connie Grant moved to re-affirm the telephone poll taken on June 1, 2007, authorizing the hiring of a Parks and Recreation Programs Assistant, three (3) gatekeepers and five (5) lifeguards, per Director Greene’s memos of May 30 and 31, 2007, subject to successful completion of a criminal background check. Gus Benavides seconded. Motion carried.

5.4 Summer Town Forum Date – The Board confirmed the tentative date for the Summer Town Forum as Wednesday, August 15, 2007 at 7:00 p.m. at the Town Hall. Town Administrator Juris will ask John Cameron to act as Moderator for the event.

6. Public Input – none was provided.

7. Signatures

<u>DATE SIGNED</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
04/01/07	Change of Status - Bonan	
04/22/07	Change of Status - Hewitt	
05/06/07	Change of Status - Watson	
05/07/07	GIS Contract - Cartographics	
05/13/07	Change of Status - Cutter	
05/28/07	Change of Status - Poole (2)	
05/29/07	Payroll Register	
05/29/07	Accounts Payable Manifest	
05/31/07	Accounts Payable Manifest	
06/01/07	Accounts Payable Manifest	
06/01/07	Change of Status - McNutt	
06/01/07	Change of Status - S. Davis	
06/01/07	Change of Status - K. Davis	

06/02/07	Change of Status - Bettez	
06/02/07	Change of Status - A. Palisi	
06/02/07	Change of Status - Hooper	
06/02/07	Change of Status - Hurd	
06/02/07	Change of Status - Dahll	
06/02/07	Change of Status - Fugate	
06/02/07	Change of Status - B. Menton	
06/02/07	Change of Status - M. Menton	
06/02/07	Change of Status - Clough	
06/03/07	Change of Status - Anderson	
06/05/07	Notice of Lien	253-065.000
06/05/07	Payroll Register	
06/05/07	Accounts Payable Manifest	
06/06/07	Abatement Denial - Tetreault	267-102.130
06/07/07	Accounts Payable Manifest	
06/08/07	Abatement - Winsor	266-102.025
06/08/07	Abatement - MacPhee	266-102.020
06/08/07	Abatement - Winsor	266-102.022
06/08/07	Abatement - Murphy	203-081.000
06/08/07	Change of Status - Greene	
06/11/07	Change of Status - Mirabelli	
06/11/07	Accounts Payable Manifest (2)	
06/12/07	Tax Collector Warrant - Excavation Tax	201-024.000
06/12/07	Accounts Payable Manifest	
06/12/07	Certification of Yield Taxes Due - Gilford Green Acres	263-036.000
06/12/07	Certification of Yield Taxes Due - Methodist Church	211-005.000
06/13/07	Deputy Warden Appointment - Thevenin	
06/13/07	Deputy Warden Appointment - Proulx	
06/13/07	Change of Status - Heinz	
06/13/07	Change of Status - Worster	
06/13/07	Notice - Intent to Excavate - Lyman	228-081.000
06/14/07	Change of Status - Kloetz	
06/14/07	Timber Tax Levy	
06/16/07	Change of Status - S. Palisi	

8. Selectmen Issues – none.

9. Administrator's Report

9.1. Fiscal Year Change – Town Administrator Juris reported that this will be discussed at the second Board meeting in July. Chairman Boucher asked if the pros and cons of this change would be presented to the Board. Assistant Town Administrator Shackett replied yes.

9.2. Non-Public Session – RSA 91:A-3 II (a)(c)(e)

The Board of Selectmen on a roll call vote entered Non-Public Session at 4:10 p.m. Present were Selectmen Alice Boucher, Connie Grant and Gus Benavides, Town Administrator Evans Juris, Assistant Town Administrator Debra Shackett and Administrative Secretary Sandra Bailey.

While in Non-Public Session, the Board discussed personnel matters and pending litigation. No action was taken.

The Board exited Non-Public Session at 4:57 p.m.

10. Next Meeting – June 27, 2007 at 2:00 p.m.

11. Adjournment – With no further business before the Board, the Board of Selectmen's June 13, 2007 meeting was adjourned at 4:57 p.m.

Respectfully submitted,

Sandra J. Bailey
Administrative Secretary