

GILFORD BOARD OF SELECTMEN'S MEETING
March 24, 2010
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, March 24, 2010, at 6:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides, Kevin Hayes and John O'Brien. Also were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Staff members in attendance included Finance Director Geoff Ruggles, Deputy Fire Chief John Beland, Director of Public Works Sheldon Morgan and Police Chief John Markland

1. **Non-Public Session** – Selectman Hayes moved to enter Non-Public Session at 6:01p.m., pursuant to RSA 91-A:3 II (a)(c), to discuss the compensation of Town employees and matters which, if discussed in public, would likely affect adversely the reputation of any person. Selectman O'Brien seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Gus Benavides, Kevin Hayes and John O'Brien. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Selectman Hayes moved to exit Non-Public Session at 7:00 p.m. and seal the minutes. Selectman O'Brien seconded. Motion carried with all in favor.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.

3. **Selectmen's Organization**

- 3.1. **Election of Officers** - Chairman Benavides moved to appoint Kevin Hayes as Chairman. Selectman O'Brien seconded. Motion carried with Selectman Hayes abstaining.

Selectman Benavides moved to appoint John O'Brien as Vice Chairman. Chairman Hayes seconded. Motion carried with Selectman O'Brien abstaining.

Selectman O'Brien moved to appoint Gus Benavides as Clerk. Chairman Hayes seconded. Motion carried with Selectman Benavides abstaining.

- 3.2. **Liaison Assignments** – Selectman Benavides moved to appoint Kevin Hayes as the Board's Planning Board Representative. Selectman O'Brien seconded. Motion carried with Chairman Hayes abstaining. Selectman O'Brien moved to appoint Gus Benavides as the Board's Planning Board alternate. Chairman Hayes seconded. Motion carried with Selectman Benavides abstaining.

Chairman Hayes moved to appoint Gus Benavides as the Board's Budget Committee Representative. Selectman O'Brien seconded. Motion carried with Selectman Benavides abstaining. Chairman Hayes moved to appoint John O'Brien as the Board's Budget Committee alternate. Selectman Benavides seconded. Motion carried with Selectman O'Brien abstaining.

Selectman O'Brien moved to appoint Gus Benavides as the Board's Airport Commission representative. Chairman Hayes seconded. Motion carried with Selectman Benavides abstaining. Selectman Benavides moved to appoint John O'Brien as the Board's Airport Commission alternate. Chairman Hayes seconded. Motion carried with Selectman O'Brien abstaining.

Selectman Benavides moved to appoint John O'Brien as the Board's Historic District Commission representative. Chairman Hayes seconded. Motion carried with Selectman O'Brien abstaining. Selectman O'Brien moved to appoint Gus Benavides as the Board's Historic District alternate. Chairman Hayes seconded. Motion carried with Selectman Benavides abstaining.

Chairman Hayes moved to appoint Gus Benavides as the Board's AFSCME Negotiations representative. Selectman O'Brien seconded. Motion carried with Selectman Benavides abstaining.

Selectman Benavides moved to appoint Kevin Hayes as the Board's Teamsters Negotiations representative. Selectman O'Brien seconded. Motion carried with Chairman Hayes abstaining.

Selectman Benavides moved to appoint John O'Brien as the Board's representative to the Facility Planning Committee. Chairman Hayes seconded. Motion carried with Selectman O'Brien abstaining. Selectman O'Brien moved to appoint Kevin Hayes as the Board's alternate to the Facility Planning Committee. Chairman Hayes seconded. Motion carried with Chairman Hayes abstaining.

Selectman Benavides moved to appoint John O'Brien as the Board's CIP Committee representative. Chairman Hayes seconded. Motion carried with Selectman O'Brien abstaining. Selectman O'Brien moved to appoint Gus Benavides as the Board's CIP Committee alternate. Chairman Hayes seconded. Motion carried with Selectman Benavides abstaining.

3.3. Meeting Schedule – Selectman Benavides moved to hold the Board's regular meetings on the 2nd and 4th Wednesdays of each month at 7:00 p.m., unless a conflict arises that would cause a change in the meeting date. Selectman O'Brien seconded. Motion carried with all in favor.

3.4. Goals and Objectives – Chairman Hayes read through the listing of 2010 Goals and Objectives of the Board of Selectmen. Selectman O'Brien moved to accept the listing, with the understanding that the listing is not compiled in order of importance and that further goals and objectives could be added. Selectman Benavides seconded. Motion carried with all in favor.

4. Announcements – Chairman Hayes announced Gilford's upcoming Bicentennial in 2012 and brief discussion ensued regarding the establishment of a Bicentennial Committee. Selectman Benavides suggested that a five-member committee be established. Chairman Hayes recommended that the committee have seven members, plus representation from the School District. Town Administrator Dunn will advertise for volunteers and then develop a mission statement and timeline for the committee. Selectman Benavides asked to be the Board's representative to the Bicentennial Committee. It was the consensus of the Board to move forward with the establishment of a Bicentennial Committee and authorized Town Administrator Dunn to begin the process.

4.1. Chairman Hayes announced the following employees were "caught in the act" (of outstanding kindness) for the months January – March: Michelle Crumb, Sheldon Morgan, Brian DeNutte, Richard Abbott, Dustin Muzzey, Jim Dinan and Kirk Young. The Board congratulated and thanked these employees.

5. Review/Approval of Minutes

5.1. Selectman O'Brien moved to approve the minutes of the regular and non-public sessions of March 10, 2010. Selectman Benavides seconded. Motion carried with all in favor.

6. Consent Agenda

6.1. Selectman O'Brien moved to approve the Consent Agenda for the period March 8, 2010 through March 19, 2010. Selectman Benavides seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
01/06/10	Change of Status - Colcord	
03/01/10	Abatement - Airport Plaza	213-094.001
03/01/10	Payroll Register	
03/02/10	Abatement - Pierce	223-032.100
03/02/10	Abatement - Pierce	223-032.000
03/03/10	Accounts Payable Manifest	
03/05/10	Change of Status - Sankey	
03/08/10	Payroll Register	
03/09/10	Accounts Payable Manifest	
03/10/10	Veteran's Tax Credit - Skinner	266-034.011
03/10/10	Veteran's Tax Credit - Wells	213-013.354
03/10/10	Notice of Lien - Gallagher	
03/10/10	Notice of Lien - Lemire	202-011.000
03/14/10	Change of Status - DeSousa	
03/14/10	Change of Status - Hart	
03/23/10	Change of Status - Tanner	

7. Appointments

7.1. Denise Morrissette – Town Clerk/Tax Collector Department Update – TC/TC Morrissette was excused from this appointment.

7.2. Geoff Ruggles – Financial Update – Finance Director Ruggles briefly reviewed his Budget Summary and Analysis through the month of February 2010. He is hopeful that revenues will increase with ten months still left in the year. Expenditures have been slightly under budget which is partially attributed to the mild winter we have had so far. Property tax money receipts continue to be comparable to the same period last year. In closing, Finance Director Ruggles stated that between using part of the fund balance to stabilize the 2009 tax rate and sluggish revenues, the trend toward a decline in cash balances has become more apparent.

8. Old Business

8.1. Glen Bridge Engineering Services – Contract Amendment – DPW Director Sheldon Morgan advised the Board that NH DOT has reviewed the scope and fee proposal submitted by Dubois & King for the Glen Bridge Project. As a result of

their comments, Dubois & King has increased the cost of the engineering phase of the project by \$5,000. He also stated that the Town will receive 80% reimbursement of this amount, from the State, but the \$5,000 must be paid up front by the Town.

Selectman O'Brien moved to approve a \$5,000 contract price increase with Dubois & King for Glen Bridge design modifications with funds to come from the Bridge Replacement Capital Reserve Fund. Selectman Benavides seconded. Motion carried with all in favor.

9. New Business

9.1. Invitation to Attend April 5, 2010 School Board Meeting – Selectman Benavides inquired if the Board was being asked to be a member of the audience or participate in this meeting. Chairman Hayes replied that the Board is being asked to be a member of the audience, but would have the opportunity to ask questions, etc. The Board concurred that they would be in attendance at this meeting.

9.2. Rules and Regulations for Conduct of Raffles – Town Administrator Dunn advised the Board that the current policy for raffles within the Town of Gilford is included in their meeting packets. He is proposing the elimination of the \$25 fee, since all raffles must be conducted by non-profit entities. He also proposed that the Town Administrator's office assume responsibility for the processing of raffle applications.

Town Administrator Dunn advised the Board that it is not necessary to conduct a public hearing for repealing a fee.

Selectman O'Brien moved to repeal the \$25 fee for raffles within the Town of Gilford, to not require printed names on raffle tickets unless required by law and authorize the processing of raffle applications through the Town Administrator's office. Selectman Benavides seconded. Motion carried with all in favor.

9.3. Lakes Region Habitat for Humanity Walk-a-thon – Selectman O'Brien moved to approve a request from Lakes Region Habitat for Humanity to conduct a walk-a-thon on Saturday, May 1, 2010, as presented. Selectman Benavides seconded. Motion carried with all in favor.

9.4. Liberty Tree Memorial Program – DPW Director Sheldon Morgan briefly described this program for the Board of Selectmen. The only cost to the Town is the transportation of the tree from Keene to Gilford, which will be done by the Department of Public Works. Director Morgan thinks that the tree should be planted in a place of prominence and suggested the old leach field at the Town Hall (to the far right of the building). John O'Brien suggested the triangle-shaped island that is across from the Warming Hut, at the intersection of Route 11-A and Route 11-B.

Selectman O'Brien moved to accept the elm tree from the Elm Research Institute of Keene, NH, to be planted at a location that is to be determined, with a ceremony to take place on April 30, 2010. Selectman Benavides seconded. Motion carried with all in favor.

9.5. Waiver of Administrative Code Bidding Process – Deputy Fire Chief John Beland was in attendance to highlight the issues in Fire Chief Hayes' memorandum to the

Board regarding the purchase of self-contained breathing apparatus. They are seeking a waiver of Section 22.5 and consideration of Section 22.6 A (1), (7). This would enable the Fire Department to receive benefit from the Massachusetts state bidding process from a sole source vendor. In addition, there are two financing options available, one through First Bankers Corporation and one through Republic First National.

Selectman O'Brien moved to approve the waiver of the Town's Purchasing Policies to accept the bid of Industrial Protection Services of Wilmington, MA in the amount of \$158,022, for 26 sets of self-contained breathing apparatus to be financed through Republic First National over a period of three (3) years with annual payments in the amount of \$55,411.36. Selectman Benavides seconded. Motion carried with all in favor.

9.6. Laconia Lodge of Elks Golf Tournament Request – Selectman O'Brien moved to approve a one-day liquor license at the Pheasant Ridge Golf Course on June 5, 2010 and authorize the Town Administrator to submit a letter to the NH State Liquor Commission on behalf of the Board of Selectmen, to that effect. Selectman Benavides seconded. Motion carried with all in favor.

9.7. Request for Filing Fee Reimbursement – Selectman O'Brien moved to deny a request from Robert and Gretchen Preston for reimbursement of their \$65 fee to the Board of Tax and Land Appeals. Selectman Benavides seconded. Motion carried with all in favor.

9.8. Board and Committee Appointments – Selectman O'Brien moved to approve the appointments of Lee Duncan and Doug Hill as regular members of the Conservation Commission, with a term to expire April 1, 2013; and further, to approve the appointment of Diane Hanley as an alternate member of the Conservation Commission, with a term to expire April 1, 2011. Selectman Benavides seconded. Motion carried with all in favor.

Selectman O'Brien moved to approve the appointments of Thom Francoeur and Miriam York as regular members of the Recreation Commission, with a term to expire April 1, 2013. Selectman Benavides seconded. Motion carried with all in favor.

Selectman O'Brien moved to approve the appointments of Polly Sanfacon and Richard Vaillancourt as regular members of the Planning Board, with a term to expire April 1, 2013; and further, to approve the appointment of Dale Channing "Chan" Eddy as an alternate member of the Planning Board, with a term to expire April 1, 2011. Selectman Benavides seconded. Motion carried with all in favor.

Selectman O'Brien moved to approve the appointment of Mark Corry as a regular member of the Zoning Board of Adjustment, with a term to expire April 1, 2013. Selectman Benavides seconded. Motion carried with all in favor.

The Board directed Town Administrator Dunn to thank the board/committee members who did not wish to be reappointed, as well as to advertise for vacancies on the Historic District Commission and Zoning Board of Adjustment.

10. Public Input – None.

11. Selectmen's Issues – Selectman Benavides brought up the matter of the Facility Planning Committee. He suggested that the existing Committee be disbanded and a new Committee created, and that any current members who are interested in staying on may re-apply. Chairman Hayes thinks that the Committee could benefit from new people, but also feels a degree of continuity is important. The adding of a member of the Budget Committee was also noted.

Selectman O'Brien moved to disband the existing Facility Planning Committee, with the hope that some of the members will choose to remain on the Committee, and ask for applications from other residents. Selectman Benavides seconded. Motion carried with all in favor.

12. Administrator's Report – Town Administrator Dunn stated that his principal project has continued to be the upgrading of the Town's telephone system. He hopes to have a proposal for the Board at their next meeting.

He stated that he received a letter from Fire Chief Hayes, indicating that the Fire Engineers have appointed Deputy Chief John Beland to be Fire Chief upon Chief Hayes' retirement on April 30, 2010.

The matter of the drainage issues at the Agway Store/Airport Country Store will be referred to the Town Engineer for review.

The Board is scheduled to meet on the first and third Wednesdays in April – April 7th and April 21st, in accordance with action that was taken at their last meeting.

13. Next Meeting – Regular Meeting – April 7, 2010 at 7:00 p.m. (1st Monday of the month).

14. Adjournment – With no further business before the Board, the Board of Selectmen's March 10, 2010 meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Gus Benavides
Clerk