

GILFORD BOARD OF SELECTMEN'S MEETING
April 21, 2010
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, April 21, 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, Fire Chief James Hayes and Director of Public Works Sheldon Morgan.

1. **Non-Public Session** – Selectman O'Brien moved to enter Non-Public Session at 6:01 p.m., pursuant to RSA 91-A:3 II (a)(d)(c), to discuss the compensation of Town employees, consideration of the acquisition, sale or lease of real property and matters which, if discussed in public, would likely affect adversely the reputation of any person. Selectman Benavides 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.

- 1.1. **Employee Compensation Matters** – The Board discussed a proposal to temporarily reduce non-union employee contributions towards health insurance. Chairman Hayes indicated that he was in favor of Town Administrator Dunn's proposal dated April 5, 2010, which includes the contribution reductions and the language for the temporary change to the Personnel Policies. Selectman O'Brien moved to amend the Town's Personnel Policies under Section VIII.3.A, to allow a reduction in employee contributions to health insurance by 2%, for the period July 1, 2010 through December 31, 2010, per the proposal of Town Administrator dated April 5, 2010. Selectman Benavides seconded. Motion carried with all in favor.

Brief discussion ensued regarding updating the Town's wage schedule. The Board concurred to review this during the 2011 budget process.

- 1.2. **Matters which may adversely affect someone's reputation** – Selectman O'Brien moved to approve the request from Sargent Mobile Home Park for an abatement in the amount of \$59.99. Selectman Benavides seconded. Motion carried with all in favor.

The Board signed an abatement for the Laconia Airport Authority in the amount of \$2,664.78, plus interest and costs, to enable the lien on the property owned by the City of Laconia to be removed and allow it to be leased to another party.

Selectman O'Brien would like to work with Town Administrator Dunn to make some changes to the Performance Appraisals, which would help standardize them. The Board concurred.

Selectman O'Brien moved to exit Non-Public Session at 6:59 p.m. Selectman Benavides seconded. Motion carried with all in favor. Other matters were discussed and these minutes were sealed upon a motion made by Selectman O'Brien and seconded by Selectman Benavides.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements** – Chairman Hayes read aloud a Proclamation in Recognition of Silver Star Banner Day on May 1, 2010. Selectman O'Brien moved to adopt the proclamation as presented. Selectman Benavides seconded. Motion carried with all in favor.
4. **Review/Approval of Minutes**
 - 4.1. Selectman O'Brien moved to approve the minutes of the special session of April 5, 2010. Selectman Benavides seconded. Motion carried with all in favor.
 - 4.2. Selectman O'Brien moved to approve the minutes of the regular session of April 7, 2010. Selectmen Benavides seconded. Motion carried with Chairman Hayes abstaining.
5. **Consent Agenda**
 - 5.1. Selectman O'Brien moved to approve the Consent Agenda for the period April 5, 2010 through April 16, 2010. Selectman Benavides seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
03/11/10	Change of Status - Merrill	
03/25/10	Letter to Jim Mull	
03/25/10	Letter to Bill Rohr	
03/25/10	Letter to Andy Howe	
03/25/10	Letter to Chan Eddy	
03/25/10	Letter to Steve Grant	
03/25/10	Letter to Dennis Doten	
03/26/10	Letter to Charles Boucher	
03/26/10	Letter to Carmel Lancia	
03/26/10	Letter to Julianne McConnell	
03/29/10	Sewer Abatement - Belmont Residential Properties	201-012.000
03/29/10	Payroll Register	
03/30/10	Accounts Payable Manifest	
03/31/10	Appointment Form - Beland	
03/31/10	Appointment Form - Eddy	
03/31/10	Tax Collector's Warrant - 2010 Water Rents	
03/31/10	Notice of Lien - Griffin (corrected)	203-100.000
04/03/10	Appointment Form - Hopper	
04/05/10	Accounts Payable Manifest	
04/05/10	Payroll Register	
04/05/10	Abatement - Pierce	223-032.100
04/06/10	Accounts Payable Manifest	
04/07/10	Notice of Lien - Olsen	201-009.046
04/07/10	Notice of Lien - Moynihan	254-025.000
04/13/10	Veteran's Tax Credit - Morand	216-075.010
04/13/10	Veteran's Tax Credit - Richardson	204-059.000
04/13/10	Notice of Intent to Excavate - AP Sanborn Farm	232-002.001

6. **Appointments**
 - 6.1. **Chief James Hayes - Fire Department Update** – Chief Hayes began his final Department update with some information regarding Emergency Management. He is in the process of finalizing an agreement with Gunstock to provide temporary shelter in the event of an emergency. He also stated that Incident Command Training has been scheduled for June 16, 2010 at 6:00 p.m. for the Board of

Selectmen.

Fire Department updates included the fact that the renovations to the decon room are almost completed, the fire boat was launched the first week of April and the new breathing apparatus has been ordered. The new Training facility is an ongoing project and the Department has scheduled a yard sale for Memorial Day weekend. Chief Hayes expressed his appreciation to the Department of Public Works for the site work they performed at the Recycling Center to prepare for the first training container. Deputy Chief Beland and Inspector Pendergast recently visited a training facility outside of Indianapolis that was constructed from the same containers. They were able to see a completed structure and learned a great deal of information that will be beneficial to the Department.

The Deputy Chief's position is open and since Captain Balcom declined to accept it, the Department will conduct an outside search through the Local Government Center. The Board thanked Chief Hayes for his presentation, as well as his many years of dedicated service to the Town of Gilford.

- 6.2. Geoff Ruggles – Financial Update** – Finance Director Ruggles briefly reviewed his Budget Summary and Analysis through the month of March 2010. He stated that the State is contemplating reducing the Room and Meals Tax distribution to cities and towns. Since the 2010 revenue estimate is about 10% less than what the Town received last year, this should not be a problem. In addition, a decrease in the State's contribution to the NH Retirement System will be reduced by 1% for half of 2010, resulting in a \$15,000 - \$20,000 increase in cost to the Town. Brief discussion ensued regarding cable TV franchise fees and the Room and Meals Tax. The Board thanked Director Ruggles for his report.

7. Old Business

- 7.1. Comstar Ambulance Billing** – Finance Director Ruggles reported that outstanding ambulance charges, some dating back to 2001, should be considered uncollectable and be written off. A written policy should be in place for the Board to remove unpaid ambulance fees upon expiration of three years from the date of the original invoice.

Selectman Benavides asked Director Ruggles to provide a brief summary of the procedure used for ambulance billing. Discussion ensued regarding some the issues that affect the payment of ambulance fees.

Selectman O'Brien moved to abate \$129,689.12 in outstanding ambulance service fees and furthermore, to direct the Finance Director to draft a written policy for the Selectmen to consider whereby unpaid ambulance fees shall be removed from the Town's accounts for receivables upon the expiration of three years from the date of the original invoice. Selectman Benavides seconded. Motion carried with all in favor.

- 7.2. Energy Committee Status** – Selectman Benavides moved to disband the Gilford Energy Committee, effective immediately, due to issues with establishing a quorum at meetings. Selectman O'Brien seconded. Motion carried with all in favor.

- 7.3. Liberty Hill Hazardous Waste Site Concerns** – Chairman Hayes read aloud a letter received from McDonald Morrissey Associates regarding a request for additional monitoring at the Lower Liberty Road site, followed by a draft letter from the Board of Selectmen to Michael McCluskey at NH DES.

Selectmen O'Brien moved to approve and sign the draft letter as presented to Michael McCluskey as presented. Selectman Benavides seconded. Motion carried with all in favor.

8. New Business

- 8.1. Lily Pond Public Shelter** – Neil Flaherty was in attendance to describe a proposal by the Gilford Rotary Club to construct a public shelter at Lily Pond. The Club would like the blessing of the Board of Selectmen in their endeavor to provide a respite shelter for the benefit of persons utilizing the Lily Pond area. Mr. Flaherty pointed out that the Gilford Rotary has successfully constructed a shelter at the Glendale Docks and constructed the Tannery Hill Bridge.

It is their intention to construct 1-2 shelters and have one of them placed over the water, which will make the permit process more expedient. Mr. Flaherty also advised the Board that the Airport has no concerns with the proposed height of the structure(s).

Town Administrator Dunn pointed out that since this property is owned by the City of Laconia, it will not require the approval of the Planning Board since it is a government entity.

Selectman O'Brien moved to approve the installation of a donated shelter outside the Town right-of-way, to be maintained by the Gilford DPW, with sincere gratitude to the Gilford Rotary Club and Department of Public Works. Selectman Benavides seconded. Motion carried with all in favor.

- 8.2. Resignation – Planning Board Alternate** – Chairman Hayes read a letter that was received from Planning Board alternate Carolyn Scattergood, requesting that the Board accept her resignation.

Selectman O'Brien moved to accept the resignation of Carolyn Scattergood as a Planning Board alternate, with deep regret and thanks for her many years of service. Selectman Benavides seconded. Motion carried with all in favor.

- 8.3. Tree Pruning and Removal** – Chairman Hayes read aloud a letter from Z.D. Tree Service, LLC, requesting the Board's authorization to allow him to prune or cut down trees on Town property, which would benefit the quality of the view for Thomas Kelley of 153 Sagamore Road. DPW Director Sheldon Morgan expressed concern with setting a precedent with this request.

Discussion ensued regarding the responsibility for the costs being incurred by the Z.D. Tree Service. Because of these concerns, Selectman Benavides moved to table this matter to the next meeting to allow for clarification that no costs be incurred by the Town. Selectman O'Brien seconded. Motion carried with all in favor. The Board concurred that if this is approved it will be with the conditions set forth by Director Morgan.

8.4. Live Entertainment Permit – Contigiani’s Catering – Selectman O’Brien moved to approve a Live Entertainment Permit for Contigiani’s Catering Service at the Pheasant Ridge Golf Club Banquet Hall for the period May 1, 2010 through April 30, 2011. Selectman Benavides seconded. Motion carried with all in favor.

8.5. Governor’s Island Bridge Signage – Chairman Hayes read aloud a letter from Lt. Timothy Dunleavy of the NH Marine Patrol, who is requesting permission from the Board to have better signage installed on the side of bridge facing Saunder’s Bay. This is being proposed because of numerous complaints being received regarding boating violations in the Governor’s Island Channel.

Selectman O’Brien moved to approve the installation of signage on the Governor’s Island Bridge by the NH Marine Patrol, which will better warn boaters of the length of the “no Wake” zone that they are entering. Selectman Benavides seconded. Motion carried with all in favor. Selectman O’Brien stated that he would have liked additional information regarding the complaints received.

8.6. Parking Regulations – Review and Schedule Public Hearing – Selectman O’Brien moved to schedule a public hearing on the proposed Parking Regulations on Wednesday, May 12, 2010 at 7:00 p.m. Selectman Benavides seconded. Motion carried with all in favor.

9. Public Input – Kirk Dougal, a resident of Gilford Village Knolls II, inquired about the status of the sheds on the Library property. He also asked about the status of sale between the Town and Gilford Village Knolls to acquire the property at 43 Potter Hill Road. Town Administrator Dunn replied that a Purchase and Sales Agreement is still in effect and Gilford Village Knolls will seek funding again.

Mr. Dougal then inquired about the speeding situation on Potter Hill Road. DPW Director Morgan advised him that the machine used for detecting speed and counting vehicles will be placed on Potter Hill Road for two weeks.

Sue Leach stated that she does not think that the site the Board selected for the Liberty Elm Tree is prominent enough and it should be placed at the Village Field near the gazebo. DPW Director Morgan replied that they did look at that site but didn’t feel they could meet the necessary timeline if it were to be planted there. He did state that he will endeavor to have any future tree(s) placed at the Village Field.

Brief discussion ensued regarding the vulnerability of a young tree at the Village Field.

10. Selectmen’s Issues – Selectman O’Brien expressed concern with the tent located at the rear of the Town Hall that is used for evidence storage. Town Administrator Dunn will look into having this placed at another location.

11. Administrator’s Report – Town Administrator Dunn reported that volunteers are still needed for various Town boards and committees.

Of the three (3) “un-merger applications” that have been received since Town Meeting, it appears that one of the cases will be in litigation.

Nominations will be solicited for a recipient of Gilford’s Boston Post Cane.

The Glendale Ordinances are in full force and effect with strong enforcement this year.

12. Next Meeting – Regular Meeting – May 12, 2010 at 7:00 p.m.

13. Adjournment – With no further business before the Board, the Board of Selectmen's April 21, 2010 meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Gus Benavides
Clerk