

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**June 9, 2010**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, June 9, 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 Director of Public Works Sheldon Morgan, Police Chief John Markland and Director of Planning and Land Use John Ayer.

1. **Non-Public Session** – Selectman O'Brien moved to enter non-Public Session at 6:09 p.m., pursuant to RSA 91-A:3, II (d)(c), to discuss the consideration of the acquisition 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, Executive Secretary Sandra Bailey and Town Clerk/Tax Collector Denise Morrissette.

Selectman O'Brien moved to exit non-public session at 6:40 p.m. and seal the minutes. Selectman Benavides seconded. Motion carried with all in favor.

The Board re-convened in regular session at 7:03 p.m.

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Review/Approval of Minutes**
  - 3.1. Selectman O'Brien moved to approve the minutes of the regular session of May 26, 2010. Selectmen Benavides seconded. Motion carried with all in favor.
4. **Consent Agenda**
  - 4.1. Selectman O'Brien moved to approve the Consent Agenda for the period May 24, 2010 through June 4, 2010. Selectman Benavides seconded. Motion carried with all in favor.

| <b><u>DOCUMENT DATE</u></b> | <b><u>DOCUMENT</u></b>                   | <b><u>MAP/LOT #</u></b> |
|-----------------------------|--|-------------------------|
| 04/29/10                    | Change of Status - Chitty                |                         |
| 05/17/10                    | Payroll Register                         |                         |
| 05/18/10                    | Accounts Payable Manifest                |                         |
| 05/20/10                    | Letter to M. Nunez                       |                         |
| 05/20/10                    | Letter to H. Epstein                     |                         |
| 05/20/10                    | Letter to L. Duncan                      |                         |
| 05/20/10                    | Letter to J. Stephenson                  |                         |
| 05/20/10                    | Letter to D. Eddy                        |                         |
| 05/21/10                    | Abatement - Lyon's Den                   | 242-185.000             |
| 05/24/10                    | Payroll Register                         |                         |
| 05/25/10                    | TC Warrant - Land Use Change Tax         |                         |
| 05/25/10                    | Accounts Payable Manifest                |                         |
| 05/26/10                    | Change of Status - Phelps                |                         |
| 05/26/10                    | Resolution - Employee Benefits Committee |                         |

|          |                                     |             |
|----------|-------------------------------------|-------------|
| 05/26/10 | Resolution - Bicentennial Committee |             |
| 05/26/10 | Abatement - Clermont                | 242-198.004 |
| 05/26/10 | Abatement - Lemire                  | 203-256.000 |
| 05/26/10 | GAVWD Abatement - Wyman & Grubbs    | 241-043.000 |
| 06/01/10 | Change of Status - Brown            |             |
| 06/01/10 | Change of Status - Shea             |             |
| 06/01/10 | Change of Status - Perry            |             |
| 06/01/10 | Change of Status - McCarthy         |             |
| 06/01/10 | Change of Status - Sullivan         |             |
| 06/01/10 | Change of Status - K. Dobbins       |             |
| 06/01/10 | Change of Status - Menton           |             |
| 06/01/10 | Change of Status - Dahll            |             |
| 06/01/10 | Change of Status - Cappello         |             |
| 06/01/10 | Change of Status - J. Dobbins       |             |
| 06/01/10 | Change of Status - Macone           |             |
| 06/01/10 | Change of Status - Melendez         |             |
| 06/01/10 | Change of Status - Attar            |             |
| 06/01/10 | Change of Status - O'Brian          |             |
| 06/01/10 | Change of Status - H. Clough        |             |
| 06/01/10 | Change of Status - Anderson         |             |
| 06/01/10 | Change of Status - B. Clough        |             |
| 06/01/10 | Change of Status - DeProspero       |             |
| 06/02/10 | Elderly Exemption - Lemire          | 203-256.000 |
| 06/02/10 | Warrant - Timber Tax Levy           |             |

## 5. Appointment

**5.1. John Ayer – Department of Planning and Land Use Update** – Director Ayer provided the Board with various statistics that compare the current year to 2009. Included were figures on both residential and commercial building permits, vendor permits and Planning Board approvals.

Selectman Benavides asked about the status of the workforce housing project at the Victorian House. Director Ayer replied that it is progressing slowly but the developer is moving forward.

Brief discussion ensued regarding the Wetlands Special Exception provision that is in the Town's Zoning Ordinance. Director Ayer reported that the process appears to have been streamlined at the Planning Board level, but the DES approval is required place before the Zoning Board will approve anything.

The Board thanked Director Ayer for his update.

## 6. Old Business

**6.1. Appointments to Employee Benefits Committee** – Selectman O'Brien moved to appoint Kim Horan, Stephanie Verdile-Philibotte and Brian Blanchette to the Employee Benefits Committee, with terms to expire on December 31, 2010. Selectman Benavides seconded. Motion carried with all in favor.

**6.2. Appointments to Bicentennial Committee** – Selectman O'Brien moved to appoint Diane Mitton, Dee Chitty, Kathy Lacroix, Bill Bickford and Sally Bickford to the Bicentennial Committee for terms to expire on December 31, 2012, together with Selectmen's Representative Gus Benavides and School Board Representative Rae

Mello-Andrews. Selectman Benavides seconded. Motion carried with all in favor.

**6.3. Fuel Oil Agreement – 9/1/10 through 4/30/11** – Chairman Hayes stated that this matter was tabled from the last meeting for additional information. He read aloud an e-mail from SAU #73 Assistant Superintendent Scott Isabelle that detailed the various bid amounts that were received. Selectman O'Brien moved to accept the fuel oil bid of Fred Fuller Oil Company for the 2010-2011 heating season at a fixed price of \$2.5750 per gallon and to authorize the Town Administrator to sign the letter of agreement. Selectman Benavides seconded. Motion carried with all in favor.

**6.4. Request for Driveway Waiver** – Chairman Hayes stated that this matter was also tabled from the last meeting pending abutter notification. In addition, Town Administrator Dunn has conducted a site inspection and found that the granting of the waiver would enhance public safety.

Selectman O'Brien moved to approve the driveway sight distance waiver of less than two hundred fifty feet (250') for David and Krista Low at 9 River Road. Selectman Benavides seconded. Motion carried with all in favor.

**6.5. Potter Hill Road Traffic Analysis** – DPW Director Sheldon Morgan and Police Chief John Markland were in attendance to provide the Board with the results of their recent traffic analyses on Potter Hill Road. Director Morgan began by stating his analysis showed the need for improving the location of some of the signage on the road. Chief Markland stated that further periodic speed enforcement will be conducted, although both analyses showed that speeding was not a significant issue.

Following further general discussion, the Board members thanked Chief Markland and Director Morgan for the reports they provided.

**6.6. Police Station/Town Hall Improvement Design Proposal** – Chairman Hayes provided background information on the status of the proposal, as well as possible options that are available at this time. Extensive discussion ensued regarding these options and the feedback received from the public for the 2009 Town Meeting proposal, which passed by majority vote, but not the required 60% required for bond approval.

Town Administrator Dunn stated that with the SAU vacating their offices, consideration was given to assuming that space for the Police Department. However, the Facility Planning Committee determined that it would not meet the needs of the Police Department and chose to continue towards renovating and expanding the existing space.

A revised proposal has been received from Amoskeag Architects of Manchester for architectural and engineering services, in the amount of \$71,600. Since the Capital Reserve Fund has a balance of \$61,300, the additional \$10,300 would require a transfer of funds at the end of the year into the Administration Contracted Services line from an under-expended account.

Selectman O'Brien inquired about pursuing a design/build concept. Town Administrator Dunn expressed concern with the heating system and quality of products and materials that could be used. If architectural and engineering

specifications are created by a firm, such as Amoskeag Architects, all contractors would be bidding on the exact same plans and materials.

Brief discussion ensued regarding the source of the \$10,300 needed to cover the additional costs. Town Administrator Dunn stated that this would not typically be known until the end of the year and may come from various accounts. He also outlined the timeframe that would be used to have the proposal ready for the 2011 Town Meeting.

Selectman O'Brien moved to accept the proposal from Amoskeag Architects and pay the \$10,300 shortfall by over-expending the Administration Contracted Services line and making an end-of-year transfer from some under-expended account(s). Selectman Benavides seconded. Motion carried with all in favor.

## **7. New Business**

**7.1. Gilford Island Association Letter on Guest Trailer Parking** – Chairman Hayes read aloud a letter received from Jim MacBride of Welch Island, on behalf of the Gilford Island Association. The letter expresses concerns with the recently adopted Boat Trailer Parking Regulations.

Selectman O'Brien asked Mr. MacBride how often the issues stated within his letter are a problem. Mr. MacBride replied that they do not have concrete numbers but do not think that Glendale guests are intruders. He cited the 1970 Town Meeting vote on numerous occasions and provided a brief history of the changes that have occurred at Glendale over the years. He also urged the Selectmen to not punish many because of a few abusers.

Selectman O'Brien stated that it is not practical to accommodate guests in the manner that Mr. MacBride has suggested and is confused why this is being brought up to the Board at this time. Mr. MacBride does not feel that guests and residents/taxpayers are competing for parking space and feels that the costs for parking passes have decreased the amount of abuse.

Extensive discussion ensued between Mr. MacBride and the Board members regarding the matter of eliminating overcrowding and controlling Glendale. Selectman Benavides pointed out to Mr. MacBride that these regulations are open and subject to change, but he is not sure that the Boat Trailer Parking Regulations are a problem. He suggested that a public work session be held in the fall, if necessary, to evaluate the 2010 Glendale season, as was done last year. Chairman Hayes and Selectman O'Brien agreed with his recommendation.

**7.2. Request for Ordinance to Prohibit Open Fires** – Chairman Hayes read aloud a letter from Bill Knightly, requesting that the Board consider an ordinance prohibiting open fires within the Town of Gilford. Following brief discussion, the Board concurred to take no action on this request.

**7.3. Request to Install Utility Pole – Governor's Island** – Chairman Hayes read aloud a letter from Rodney Dyer, Secretary of the Governor's Island Club. The Club would like to install a utility pole within the Town's right-of-way, for the purpose of installing traffic surveillance equipment, at the expense of the Club. Following brief discussion, the Board concurred to take no action on this request.

**7.4. Decommissioned Police Vehicles** – DPW Director Sheldon Morgan briefly reviewed the memo he had prepared for the Board regarding the status of four (4) decommissioned police vehicles that are now considered surplus. Chairman Hayes inquired why all of the vehicles have interiors that are considered to be in poor condition. An explanation was made that this condition reflects the fact that various bolts, brackets, radio equipment, etc. has been removed from the interior, leaving a number of holes within the interior. The driver's seat in each vehicle also shows wear because officers are constantly getting in and out of the vehicle.

Brief discussion ensued regarding selling the four vehicles to one vendor vs. having the public be able to bid on each one. Director Morgan pointed out that the four vehicles do not have equal value, due to their age and condition.

Selectman O'Brien moved to accept the bid of Fleetmaster of Auburn, NH in the amount of \$6,300 for the four vehicles. Selectman Benavides seconded. Motion carried with all in favor.

**7.5. Highway Striping Contract** – DPW Director Morgan provided the Board with a brief overview of the bids received for highway striping, with a recommendation to accept the bid of Seal-Tec Asphalt Coatings of Londonderry, NH. The references received for Seal-Tec were very favorable and they have adequate property and liability insurance and worker's compensation insurance.

Selectman O'Brien moved to accept the low bid of \$0.061 per linear foot for double yellow lines and \$0.031 per linear foot for single white lines from Seal-Tec Asphalt Coatings of Londonderry, NH. Selectman Benavides seconded. Motion carried with all in favor.

**7.6. Entertainment Permit – Kelsey's at the Grant** – Business owner Willard Drew was in attendance for this permit application. Chairman Hayes asked him about the new name that is now on the signage at the property. Mr. Drew stated that he has hired a new management company, which has no effect on the licensing.

Selectman O'Brien moved to approve the Entertainment Permit for Kelsey's at the Grant for the period June 11, 2010 through June 11, 2011. Selectman Benavides seconded. Motion carried with all in favor.

Mr. Drew asked about the possibility of having the expiration date of his permit extended out so that it falls at the end of the month. Selectman O'Brien amended his motion to change the expiration date to June 30, 2011, with a pro-rated additional fee. Selectman Benavides seconded the amendment. Motion carried with all in favor.

**7.7. Acceptance of Donations** – Selectman O'Brien moved to accept the following donations: \$150 from TD Bank for the Fire Training Center; \$25 from Phyllis Clairmont for the Fire Training Center and \$50 from Floyd & Gayle Plummer for cemetery restorations. Selectman Benavides seconded. Motion carried with all in favor. Selectman O'Brien added that he appreciates the hard work of the Fire Department during their recent yard sale and auction.

**7.8. Approval of Revised Deputy Fire Chief Job Description** – Selectman O'Brien moved to approve the revised job description for Deputy Fire Chief as approved by

the Fire Engineers. Selectman Benavides seconded. Motion carried with all in favor.

8. **Public Input** – Jim MacBride inquired regarding having information regarding the concern for phosphorus levels in the lake to be placed on the Town website. The Board agreed with this request.

9. **Selectmen's Issues** – Chairman Hayes commented on the success of the recent St. Baldrick's Day event, which raised over \$50,000. He praised the members Gilford Fire Rescue for their tremendous effort in making the event such a huge success.

Selectman O'Brien stated that he attended the recent Kainen Flynn Fishing Derby, which was also very successful, and commended the Police Department for their efforts.

10. **Administrator's Report** – Town Administrator Dunn reported that the Summer Town Forum has been scheduled for Wednesday, August 11, 2010 at 6:00 p.m.

He also provided an update regarding the Liberty Hill Disposal Site. DES plans to have a letter out within one month, with a preliminary determination. Town Administrator Dunn also detailed the process that will follow this determination.

11. **Next Meeting** – Regular Meeting – June 23, 2010 at 7:00 p.m.

12. **Adjournment** – With no further business before the Board, the Board of Selectmen's June 9, 2010 meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Gus Benavides  
Clerk