

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**February 23, 2011**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, February 23, 2011, 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, Director of Planning and Land Use John Ayer and Technical Assistant Stephanie Verdile-Philibotte.

**1. Non-Public Session (6:30 p.m.)**

- 1.1.** Selectman O'Brien moved to enter non-public session at 6:30 p.m., pursuant to RSA 91-A:3, II (e), to discuss matters which may adversely affect someone's reputation. Selectman Benavides seconded. Motion carried on 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 Town Meeting Voting will be held on Tuesday, March 8, 2011 from 7:00 a.m. to 7:00 p.m. at the Gilford Middle School Gymnasium.
- 3.2.** Chairman Hayes announced that a press release will be forthcoming regarding the development of a webpage for seasonal residents.
- 3.3.** Chairman Hayes announced that the Zoning Board of Adjustment is still in need of alternate members.
- 3.4.** Chairman Hayes commended Sandy Bailey for compiling the recent edition of the Gilford Grapevine, a newsletter for Town employees.

**4. Review/Approval of Minutes**

- 4.1.** Selectman O'Brien moved to approve the minutes of the regular and non-public sessions of February 9, 2011. 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 February 7, 2011 through February 18, 2011. Selectman Benavides seconded. Motion carried with all in favor.

**DOCUMENT DATE**

**DOCUMENT**

**MAP/LOT #**

12/07/10	Change of Status - Campbell	
12/20/10	Change of Status - Verdile-Philibotte	
12/28/10	Change of Status - O'Neill	
01/18/11	Payroll Register	
01/31/11	Payroll Register	
02/01/11	Letter to LRPC re: TIP Contingency Project List	
02/01/11	Accounts Payable Manifest	

02/04/11	Notice of Lien - Amann	203-163.000
02/07/11	Payroll Register	
02/08/11	Payroll Register	
02/08/11	Abatement - Ganong	227-152.000
02/09/11	Accounts Payable Manifest	
02/09/11	Tax Collector's Warrant - Supp. Property Tax Assess.	227-152.000
02/09/11	Sewer Abatement - Noble	266-034.039
02/09/11	Sewer Abatement - Ganong	227-152.000
02/09/11	Abatement - Bastille (2)	253-016.000

## **6.0 Appointments**

### **6.1 Geoff Ruggles – Financial Update & Department Update** – Finance Director

Ruggles provided an overview of the first financial statement for 2011, for the month ending January 31, 2011. He stated that revenue for vehicle registrations continue to decline, as well as the revenue for interest on delinquent taxes. He added that the interest has declined because so many taxpayers paid their taxes in December 2010, which is advantageous to cash flow.

The winter storms in January have impacted the budget lines for Public Works over-time and vehicle maintenance. Despite this, the stockpiling of salt and sand in December helps to offset the added expense.

Selectman O'Brien inquired about the new bill before the State legislature that will allow automobile dealers to register vehicles. Finance Director Ruggles stated that if this bill is passed, it could result in a delay of payment to the Town but should not affect the amount of revenue. Chairman Hayes asked Finance Director Ruggles to review the possible accountability issues of the bill with TC/TC Gonyer.

Finance Director Ruggles stated that the new accounting software has resulted in time saving and will make it much easier for the Department to customize reports. He reminded the Board that next month the new auditors will be here to conduct the 2010 audit.

The Board thanked Finance Director Ruggles for his presentation.

*(At this time, Chairman Hayes returned to the announcement regarding the webpage for seasonal residents and read the press release in its entirety.)*

## **7.0 Public Hearing**

### **7.1 Proposed Amendments to the Glendale Regulations** – Chairman Hayes read the proposed changes aloud and opened the public hearing at 7:14 p.m. John Goodhue spoke on behalf of Jim MacBride, Chairman of the Gilford Island Association. Mr. MacBride has a concern with people leaving their boats for a short amount of time, such as to pick-up mail or drop off trash, that they would be ticketed for leaving their boat unattended. Everett McLaughlin thinks that the proposed amendment was well thought out and agrees with the changes.

Town Administrator Dunn suggested that, to alleviate the concerns of Mr. MacBride, that the phrase “not to be left unattended for more than fifteen (15) minutes”. He further stated that if the Board agreed with this addition, another public hearing would not be required because it is a minor change. Selectman O'Brien moved to approve the amendments as presented, with the addition of the wording “for more than fifteen (15) minutes” for the first portions of Dock #1-A and Dock #1-B. Selectman

Benavides seconded. Motion carried with all in favor.

## **8.0 Old Business**

**8.1 Personnel Policy Amendment** – Selectman O’Brien moved to approve the Social Media Guidelines as presented. Selectman Benavides seconded. Motion carried with all in favor.

## **9.0 New Business**

**9.1 Conservation Commission Request for Waiver of Purchasing Procedures for Engineering Services** – Technical Assistant Stephanie Verdile-Philibotte provided the Board with an overview of the request from the Conservation Commission. She stated that Nancy Rendall, who has been very involved with the Town’s Natural Resource Inventory (NRI) and the Meadows project, is no longer self-employed and is currently working for the firm Vanasse Hangen Brustlin, Inc. (VHB). The work she has done on the NRI has been pro bono and the work completed on the Meadows project has been paid through the Conservation Fund.

Because of her familiarity with the two projects, the Commission would now like to retain her services through her present employer, in order to complete them. John Goodhue, Chairman of the Conservation Commission, stated that the NRI is approximately 99% complete and Nancy Rendall has provided approximately \$14,000 in pro bono services. Completion of the NRI would require \$4,400 in services to finalize and \$2,000 to review the current status of the Meadows project. All of these services would be paid through the Conservation Fund.

Stephanie Verdile-Philibotte further stated that in order for the Commission to hire Ms. Rendall in this manner, they are seeking a waiver from Article 22, Purchasing and Policy Procedures, so that they would not have to obtain competitive bids.

Brief discussion ensued regarding whether or not the Commission would need to return to the Board of Selectmen for any future invoices regarding the Meadows project. Chairman Hayes expressed concern with not having a cap on the expenses to the Meadows project. Selectman Benavides stated that the Conservation Commission is very responsible with their funds and he has no concern with the money to be expended on the Meadows project.

Selectman O’Brien moved to grant the Conservation Commission a waiver from Section 22.5.D of the Town’s Purchasing Procedures to complete the NRI and complete the current Meadows issues. Selectman Benavides seconded. John Goodhue stated that the Meadows project will be an ongoing issue, to which Chairman Hayes reiterated his concern with the amount of money that is spent in the future. Selectman O’Brien suggested that the Commission could advise the Board of any large expenditures, to which Stephanie Verdile-Philibotte responded that the Commission would keep the Board “in the loop”.

Town Administrator Dunn clarified that the Commission is only seeking a waiver from the RFP requirement in the Town’s Purchasing Procedures at this time, and any expenditure in excess of \$5,000 requires the approval of the Board of Selectmen. Motion carried with all in favor.

**9.2 Conservation Commission Request for Approval of Conservation Land Acquisition from Tackle Box Storage, LLC (Map 214, Lot 010-2)** – Conservation Commission member Everett McLaughlin stated that Steve Grant has made an offer to the Conservation Commission to donate a 16-acre parcel of land. He added that the

expenses incurred by Mr. Grant for this donation were paid out of the Conservation Fund.

Selectman O'Brien moved to approve the acceptance of this land donation, with sincere appreciation. Selectman Benavides seconded. Motion carried with all in favor. Selectman Benavides asked Town Administrator Dunn to write a letter of appreciation, on behalf of the Board, to Mr. Grant.

**9.3 Welfare Director Request for Increase in Cell Phone Stipend** – The Board briefly discussed a request from Welfare Director Erika Johnson to increase her monthly phone stipend by \$20.00. Her cell phone usage has increased significantly and is attributed to her position as Welfare Director. It was noted that since she does not maintain an office or telephone in the Town Hall that this is her only means of using the telephone.

Selectman O'Brien moved to increase the monthly cell phone stipend of Erika Johnson from \$40 to \$60. Selectman Benavides seconded. Motion carried with all in favor.

**9.4 Request from Dr. David Stowe – Potter Hill Road Pavement** – DPW Director Sheldon Morgan provided the Board with an overview of the recent request by Dr. Stowe. Director Morgan is in agreement with Dr. Stowe's recommendation to remove some of the existing pavement and replace it with grass and plantings, since he thinks it would enhance the appearance of the Village. There would be no change in ownership of the land in question.

Selectman O'Brien moved to accept the recommendation of Sheldon Morgan, as set forth in his memo of February 7, 2011. Selectman Benavides seconded. Motion carried with all in favor.

**9.5 DPW Chimney Repairs** – DPW Director Sheldon Morgan provided the Board with an overview of the four (4) bids received for repairs to the chimney. Discussion ensued regarding the weather factors that affect having the repairs done in a timely manner, as well as the cost of electricity being consumed for the electric heaters that are currently in use. Director Morgan is recommending that the repairs be completed by Godbout Masonry in the spring, in the amount of \$1,400 plus \$200 for a chimney cap. Selectman O'Brien questioned the matter electricity usage in the meantime, to which Director Morgan stated that he intends to have the repairs completed in mid-late March.

No vote was required by the Board but they did concur with Director Morgan's recommendation.

**10.0 Public Input** – None.

**11.0 Selectmen's Issues** – Selectman Benavides wished Chairman Hayes a "happy birthday". Chairman Hayes commended the Public Works crew for the great job they have performed during recent winter storms.

**12.0 Administrator's Report** – Town Administrator Dunn reported today he attended a meeting of the Winnepesaukee River Basin Advisory Board. The Board proposes a two point strategy – to have a legislative defined role and in the meantime, a Memorandum of Understanding that funds cannot be spent without input from the Advisory Board.

A meeting will be held tomorrow with members of the Cable TV consortium, who will be reviewing the contract that is due for renewal in 2013. This led to brief discussion regarding the setting of cable television rates and the funding of service upgrades.

PSNH will soon be holding their annual informational luncheon for municipal officials.

The Federal mileage rate has increased \$.01 to \$.51. The new phones have been installed but have been experiencing some spikes.

Town Administrator Dunn will be attending a legislative hearing on Friday regarding the proposed changes to funding of the NH Retirement System.

**13.0** **Next Meeting** – Regular Meeting – March 9, 2011 at 7:00 p.m.

**14.0** **Adjournment** – With no further business before the Board, the Board of Selectmen's February 23, 2011 meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Gus Benavides  
Clerk