

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

The Board of Selectmen convened in a regular session on Wednesday, March 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 Planning and Land Use John Ayer, Director of Public Works Sheldon Morgan, Library Director Katherine Dormody, Deputy Police Chief Kevin Keenan and Police Sergeant Jim Leach.

1. Non-Public Session (6:00 p.m.)

1.1. Selectman O'Brien moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II (b)(a), to discuss personnel matters and legal matters. 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 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 - Selectman Benavides moved to appoint John O'Brien as Chairman. Selectman Hayes seconded. Motion carried with all in favor.

Chairman O'Brien moved to appoint Gus Benavides as Vice Chairman. Selectman Hayes seconded. Motion carried with all in favor.

Selectman Benavides moved to appoint Kevin Hayes as Clerk. Chairman O'Brien seconded. Motion carried with all in favor.

Selectman Benavides thanked Kevin Hayes for his hard work as Chairman over the past year because he listened to the public and the employees and accomplished a great deal in a year.

3.2. Liaison Assignments – Selectman Benavides moved to appoint Kevin Hayes as the Board's Planning Board Representative and Gus Benavides as the Board's Planning Board Alternate. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Benavides moved to appoint Gus Benavides as the Board's Budget Committee Representative and John O'Brien as the Board's Budget Committee alternate. Selectman O'Brien seconded. Motion carried with all in favor.

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

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

Selectman Benavides moved to appoint Gus Benavides and Scott Dunn as the Board's AFSCME negotiating team. Chairman O'Brien seconded. Motion carried with all in favor.

Selectman Benavides moved to appoint Kevin Hayes and Scott Dunn as the Board's Teamsters negotiating team. Chairman O'Brien seconded. Motion carried with all in favor.

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

3.3. Meeting Schedule – Selectman Hayes moved to continue the current meeting schedule of the 2nd and 4th Wednesdays at 7:00 p.m. Selectman Benavides seconded. Motion carried with all in favor.

3.4. Goals & Objectives – Selectman Hayes stated that he is concerned with the number of volunteers available and would like to see full board membership, including alternates. He asked that this goal be added to the 2011 list. He also stated that he would like to see membership rotated between regular members and alternates.

Chairman O'Brien also requested additional goals be added to continue to improve performance appraisals and implement strategic planning for departments.

4. Announcements/Presentations

4.1. Chairman O'Brien announced that the following employees were "Caught in the Act", going above and beyond the call of duty: Kirk Young, Mike Denver, Mike Ainsworth, Dustin Muzzey, Tom Aselton and Nick Mercuri.

5. Review/Approval of Minutes

5.1. Selectman Benavides moved to approve the minutes of the regular and non-public sessions of March 9, 2011. Selectman Hayes seconded. Motion carried with all in favor.

6. Consent Agenda

6.1. Selectman Benavides moved to approve the previously signed items for the period March 7, 2011 through March 18, 2011. Selectman Hayes seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
01/06/11	Change of Status - Colcord	
02/23/11	Sewer Abatement - Ganong	227-152.000
02/28/11	Payroll Register	
02/28/11	Certificate of Appreciation - Grant	
03/02/11	Accounts Payable Manifest	
03/07/11	Payroll Register	
03/08/11	Change of Status - Grevatt	
03/08/11	Change of Status - Edgar	
03/08/11	Notice of Intent to Cut - Whitaker	227-012.000
03/08/11	Accounts Payable Manifest	
03/09/11	Notice of Lien	
03/09/11	Veteran's Tax Credit - Shea	224-081.304

03/09/11	Veteran's Tax Credit - Haas	222-058.000
03/09/11	Veteran's Tax Credit - Rupert	209-018.000
03/09/11	Veteran's Tax Credit - Duquette	224-046.029
03/09/11	Abatement	213-013.014
03/23/11	Change of Status - Tanner	

7.0 Appointments

7.1 Russ Dumais – Citizen’s Concerns – Mr. Dumais was not in attendance and Selectman Benavides asked if he could be placed later in the agenda. The Board concurred with this.

7.2 Stuart Thompson – NH DOT Road Safety Audit – Mr. Thompson was in attendance, as well as several other representatives from NH DOT, to review the Road Safety Audit that was recently conducted for the intersection of Route 11-A and Belknap Mountain Road/Schoolhouse Hill Road. He introduced them to the Board and proceeded to review the meeting held on October 1, 2010 regarding safety concerns at this intersection.

He pointed out some of the key factors affecting the safety of the intersection are the limited sight distance from Schoolhouse Hill Road and vehicles traveling at more than the posted speed of 35 mph. He continued with his presentation and advised the Board that he would go over the suggestions made by DOT for addressing safety issues and it would be up to the Board to respond to these suggestions.

The first issue is concern with pedestrian crossing Route 11-A. Suggestions made by DOT include increasing the sight distance, installing sidewalks, speed enforcement and providing crossing protection. Mr. Thompson reported that during the recording period that was used by DOT, only four (4) pedestrians crossed Route 11-A, which is not a significant number. Town Administrator Dunn suggested that a pedestrian warning sign be placed prior to the intersection for westbound vehicles, the same as the one that is in place for eastbound vehicles.

The second issue is that westbound vehicles on Route 11-A are not always visible to vehicles stopped on Schoolhouse Hill Road. Solutions to this issue include clearing the vegetation on the northeast corner of the intersection, speed enforcement and moving the existing retaining wall back. The third issue is a tree that is blocking the view of the flashing beacon and Mr. Thompson suggested that the tree be trimmed and signage be installed to indicate “Intersection Ahead”.

Issue #4 is that the vehicles on Belknap Mountain Road are obstructed by the guardrail and crest curve for vehicles eastbound on Route 11-A, as they approach the intersection. Once again, speed enforcement is an important issue, as well as evaluation of the location and size of the Speed Limit sign and removal of the Alton Guide Sign, to reduce distraction. Installation of lateral rumble strips/stripes on the approach to the intersection is another possible solution.

Issue #5 is a sight distance issue for vehicles northbound on Belknap Mountain Road, due to the obstruction by guardrails and grade. Speed enforcement, moving the Route 11-A guide sign out of the sight line and setting back the guardrails will help alleviate this concern.

Selectman Hayes recommended that the Board meet with representatives from the Department of Public Works and the Police Department to further review the Road Safety Audit. Mr. Thompson stated that any changes will be implemented upon

receipt of a letter from the Board that they are in agreement. He further stated that DOT would like to take care of these issues this year.

Selectman Benavides recommend that a public hearing be held prior to the Board taking action, because these changes will affect Gilford residents. Town Administrator Dunn indicated that this public hearing could be held at the next regular meeting on April 13, 2011.

The Board thanked NH DOT for their attendance tonight.

7.3 Katherine Dormody – Library Department Update – Director Dormody updated the Board on the transition away from the Dewey Decimal system. She reported a 90% increase in turnover with biographies, which is the first type of books to undergo the transition. She also reported three new staff members and new Trustees Sue Cutillo and Kate Hamel. Alexis Jackson is serving as interim President of the Friends of the Library.

Director Dormody provided the Board members with a draft of the upcoming April-June Library newsletter. In addition, the library newsletter is merging with the Friends of the Library newsletter.

April 11-16 is National Library Week, followed by National Volunteer Week. The library will have various activities during these two weeks, including a Volunteer Tea on April 19th from 3:00 p.m. – 4:00 p.m. In addition, two more dogs have been added to the Tails for Tales program.

The Board thanked Director Dormody for her presentation.

7.4 Geoff Ruggles – Financial Update – Finance Director Ruggles provided the monthly financial reports for the month of February, 2011. He reported a slight improvement in revenues, including motor vehicle registrations. He also pointed out the potential impact of local police and fire retirement costs, if the State does not continue to fund these items. He anticipates the Town’s contribution will increase \$100,000 from July to December, if the Governor’s budget is approved.

Cash flow continues at a sufficient level.

The Board thanked Finance Director Ruggles for his update.

8.0 Old Business – none.

9.0 New Business

9.1 Board and Committee Appointments – Selectman Benavides moved to appoint the following members to the Planning Board: Jerry Gagnon and Richard Sonia (regular members) and Dale Channing “Chan” Eddy (alternate member). Selectman Hayes seconded. Motion carried with all in favor.

Selectman Benavides moved to appoint the following members to the Zoning Board of Adjustment: Andrew Howe (regular member) and Stephan Nix and Paul Kiely (alternate members). Selectman Hayes seconded. Motion carried by 2/1 with Selectman Hayes voting no.

Selectman Benavides moved to appoint the following members to the Conservation Commission: Larry Routhier, Chuck Coons, Tom Drouin (regular members) and

Diane Hanley, Don Sibson and John Jude (alternate members). Selectman Hayes seconded. Motion carried by 2/1 with Selectman Hayes voting no.

Selectman Benavides moved to appoint Troy Schrupp as a regular member of the Historic District Commission. Selectman Hayes seconded. Motion carried with all in favor.

Selectman Benavides moved to appoint David Smith as a regular member of the Recreation Commission. Selectman Hayes seconded. Motion carried with all in favor.

- 9.2 2011 Cemetery Budget Revisions** – Town Administrator Dunn presented a proposal to re-structure the 2011 Cemetery Budget. He emphasized that this would be a re-allocation and no additional funds are being requested. The Cemetery Trustees have voted to hire two (2) seasonal employees to assist with their labor needs. They voted to hire seasonal employees, rather than contracting with a private company, because of the bad experience they had last year.

Selectman Benavides stated that he realizes that the two seasonal employees can be hired within the existing budget, but does not understand why this service is not being privatized. Town Administrator Dunn reiterated that the Trustees would like to try this approach for 2011. By hiring part-time seasonal employees, it will also give DPW Director Morgan some flexibility with his staffing requirements. Having employees, rather than contractors, would also give the Town more control over the work being done. Town Administrator Dunn further suggested that this method be tried out this year and analyzed in the fall.

Selectman Benavides moved to approve the fiscal year 2011 revised cemetery budget as presented. Selectman Hayes seconded. Motion carries with all in favor.

Selectman Benavides moved to retain ownership of a 1997 GMC Utility Van, which was originally scheduled to be sold as surplus, for use by cemetery maintenance personnel. Selectman Hayes seconded. Motion carried with all in favor.

- 9.3 Laconia Municipal Airport – Skydiving Proposal** – Selectman Benavides stated that the Airport Authority has not yet made a decision on this matter. Town Administrator Dunn added that because of potential safety and liability issues, the Board has been asked to express a position on the matter. He further stated that there is a remote possibility of jumpers being thrown off course and landing at the Recycle Center. Selectman Hayes expressed concern with the hazards present at the Recycle Center, but is even more concerned with the financial impact to the airport if their fuel sales decline because of this activity. For this reason, he would like to state that the Board is against the proposal. Chairman O'Brien stated that he would like to wait and see what action is taken by the Airport Authority. Town Administrator Dunn reminded Board members that a skydiving proposal has been brought forth to the Airport Authority in the past and it was denied.

Selectman Hayes moved to recommend that the Laconia Airport Authority not approve the proposal, due to safety, liability and financial concerns. Selectman Benavides seconded. Motion carried with all in favor.

- 9.4 Local Liquor Sales Authorization Letters** – Town Administrator Dunn asked the Board for guidance in the preparation of support letters pertaining to liquor licenses. Since these requests have been handled differently in the past, he would like to have a

standard process in place. Following brief discussion, the Board concurred that they would like to see sign-offs from the Department of Planning and Land Use prior to writing any support letters, and these letters could be included in the Consent Agenda.

9.5 Acceptance of Donations – Selectman Benavides moved to accept, with gratitude, a \$200 donation from Laconia Savings Bank and a \$500 donation from the Gilford Police Relief Children’s Fund, for the DARE program. Selectman Hayes seconded. Motion carried with all in favor.

9.6 Alvah Wilson Sidewalk Completion – Final Acceptance – Town Administrator Dunn stated that the sidewalk has been completed, according to the Department of Public Works and SAU #73. They would now like to close out the grant, which requires a vote by the Board of Selectmen.

Following brief discussion, Selectman Hayes suggested that the Board wait until the next meeting to take action, so that the completion of the project can be certified. Selectman Benavides moved to table this matter to the April 13, 2011 meeting. Selectman Hayes seconded. Motion carried with all in favor.

10.0 Public Input – none.

11.0 Selectmen’s Issues – Selectman Benavides wished Chairman O’Brien good luck in his year as Board Chair. Because Mr. Dumais was still not in attendance, he asked to table his appointment to another meeting.

Chairman O’Brien commended Detective Chris Jacques for a recent investigation he conducted that utilized extensive computer research.

12.0 Administrator’s Report – Town Administrator Dunn stated that correspondence from NH DOT has been received regarding the Route 11A/11B intersection, stating that it would be reviewed by April 15th.

Town Administrator Dunn stated that the Memorandum of Understanding with the Winnepesaukee River Basin Project has been presented to the NH DES Commissioner, as well as the Administrative Services Commissioner for approval.

The Cable TV Consortium will meet again next week.

13.0 Next Meeting – Regular Meeting – April 13, 2011 at 7:00 p.m.

14.0 Adjournment – With no further business before the Board, the Board of Selectmen’s March 23, 2011 meeting was adjourned at 8:19 p.m.

Respectfully submitted,

J. Kevin Hayes
Clerk