

GILFORD BOARD OF SELECTMEN'S MEETING
April 13, 2011
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, April 13, 2011, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were John O'Brien, Gus Benavides and Kevin Hayes. 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, DPW Operations Manager Dustin Muzzey, Fire Chief John Beland, Police Chief John Markland, Deputy Police Chief Kevin Keenan, Police Sergeant Jim Leach and Detective Chris Jacques. Also in attendance were Kirk Young, Richard Abbott and Mike Denver from the Department of Public Works.

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

- 1.1.** Selectman Benavides moved to enter non-public session at 6:30 p.m., pursuant to RSA 91-A:3, II (c) to discuss matters which may adversely affect someone's reputation. Selectman Hayes seconded. Motion carried on roll call vote with all in favor. Present were Selectmen John O'Brien, Gus Benavides and Kevin Hayes. Also present was Town Administrator Scott Dunn.

Selectman Benavides moved to exit non-public session at 7:00 p.m. and seal the minutes. Selectman Hayes seconded. Motion carried with all in favor.

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

3. Announcements/Presentations

- 3.1.** Chairman O'Brien announced that NH DOT would be holding an Informational Meeting to discuss the bridge rehabilitation/deck replacement of US 3 Bypass and NH route 11 over NH Route 11-A on Wednesday, April 27, 2011 at 7:00 p.m., during the regular Board of Selectmen's meeting.
- 3.2.** Chairman O'Brien announced that 2011 Residential Spring Cleanup Days would be held from Saturday, April 30, 2011 through Sunday, May 8, 2011 from 8:00 a.m. to 4:00 p.m., at the Gilford Recycling Facility at 150 Kimball Road. It will be necessary to have a current Town sticker in order to participate in this event.

4. Review/Approval of Minutes

- 4.1.** Selectman Benavides moved to approve the minutes of the regular session of March 23, 2011. Selectman Hayes seconded. Motion carried with all in favor.

5. Consent Agenda

- 5.1.** Selectman Benavides moved to approve the previously signed items for the period March 21, 2011 through April 8, 2011. Selectman Hayes seconded. Motion carried with all in favor.

DOCUMENT DATE

DOCUMENT

MAP/LOT #

01/01/11	Change of Status - O'Connor
01/01/11	Change of Status - Baron
01/01/11	Change of Status - Bredbury
01/01/11	Change of Status - Colcord
01/01/11	Change of Status - Craver
01/01/11	Change of Status - Crowell
01/01/11	Change of Status - deSousa
01/01/11	Change of Status - Doris

01/01/11	Change of Status - Feehily	
01/01/11	Change of Status - Harris	
01/01/11	Change of Status - Jacques	
01/01/11	Change of Status - Kloetz	
01/01/11	Change of Status - O'Neill	
01/01/11	Change of Status - Parent	
01/01/11	Change of Status - Stiegler	
01/01/11	Change of Status - VanSteensburg	
01/01/11	Change of Status - Wall	
02/10/11	Change of Status - Tokarz	
02/11/11	Change of Status - S. Mooney	
02/18/11	Change of Status - Stiegler	
03/07/11	Change of Status - Malin	
03/09/11	Change of Status - Crumb	
03/14/11	Land Use Change T.C. Warrant - Lovett	254-074.004
03/14/11	Payroll Register	
03/15/11	Letter - J. Blais	
03/15/11	Letter - M. Crumb	
03/16/11	Accounts Payable Manifest	
03/17/11	Payroll Register	
03/18/11	Tax Coll. Warrant - L/U Change (Reed)	205-025.000
03/21/11	Payroll Register	
03/22/11	Tax Coll. Warrant - L/U Change (Palanchian)	263-036.000
03/23/11	Proclamation - N. Bailey	
03/23/11	Letter to Boston Culinary re: Liquor License	
03/23/11	MS-2 (3)	
03/23/11	Appointment Form - D. Smith	
03/23/11	Appointment Form - A. Howe	
03/23/11	Appointment Form - T. Schrupp	
03/23/11	Appointment Form - T. Drouin	
03/23/11	Appointment Form - L. Routhier	
03/23/11	Appointment Form - D. Hanley	
03/23/11	Appointment Form - D. Sibson	
03/23/11	Appointment Form - J. Gagnon	
03/23/11	Appointment Form - R. Sonia	
03/23/11	Appointment Form - D. Eddy	
03/23/11	Appointment Form - P. Kiely	
03/23/11	Appointment Form - S. Nix	
03/23/11	Appointment Form - J. Jude	
03/23/11	Accounts Payable Manifest	
07/01/11	Change of Status - O'Connor	
03/22/11	Accounts Payable Manifest	

6.0 Appointments

6.1 John Ayer – Department of Planning and Land Use Update – Director Ayer provided the Board with an update on the Department. He stated that the Hannaford project is moving forward and two more units are scheduled to be built at York Village. The State of NH is having antennae removed from the Belknap Mountain Fire Tower and having it placed on a new tower.

All four proposed zoning amendments passed this year and they are already looking at potential amendments for 2012.

Director Ayer recently attended the APA conference in Boston, which was largely focused on sustainability. He also reported that some members of his Department have had some health issues and are grateful for the support of other employees and Town officials.

The Board thanked Director Ayer for his presentation.

7.0 Public Hearing

7.1 Proposed Intersection Improvements – Route 11-A/Belknap Mountain Road/Schoolhouse Hill Road – Chairman O'Brien opened the public hearing at 7:08 p.m. and Selectman Hayes provided members of the public with an overview of the changes proposed by NH DOT. He stated the bottom of Schoolhouse Hill Road has a low canopy tree which needs to be trimmed higher than it currently is and additional signage is being proposed to indicate that there is a stop sign ahead.

There are guard rail issues on the Belknap Mountain Road/Route 11-A side of the intersection which are obstructing visibility. DOT has proposed to replace these guard rails and move them back slightly. The retaining wall adjacent to the Yale property will be moved back and the size of some signage will be increased. It has also been suggested to paint the speed limit directly onto the pavement.

Selectman Hayes stated that a long-term goal is to take out the hump on Route 11-A that is west of the intersection, which will also aid with visibility.

Gwen Cerveny of Bacon Drive cited her son's accident at the intersection several years ago and called on the Board to have a traffic light installed. Town Administrator Dunn stated that this intersection does not meet the State's criteria for a traffic light, which generally costs around \$100K. With the State's ever shrinking budget, it is unlikely that they would provide funding.

Sue Leach of Cat Path commended the Board for going forward with this issue and stated that with her car being low, she must pull well out onto Route 11-A in order to see around the guard rails. Mark Corry of Intervale Road inquired how the guard rails could be moved back with their close proximity to the brook. Selectman Hayes responded that they could only be moved back about 36 inches but it would help with visibility. Mr. Corry recommended that they proceed with changing the grade on Route 11-A west of the intersection.

Town Administrator Dunn stated that he will draft a letter of response to NH DOT for the Board's review.

8.0 Old Business

8.1 Request to Revisit Laconia Municipal Airport Skydiving Proposal – Chairman O'Brien stated that the Board of Selectmen had concerns which were brought forward at the last meeting with this proposal because they have a fiduciary responsibility to oversee the liability and viability factors related to this proposal. The Town owns property adjacent to the Airport, comprised of a recycling facility, fire training center and pistol range. Their concerns with the proposal are not related to the plane or the jump. Selectman Hayes added that the Airport is self-funded through fuel tax and some planes would be prohibited from utilizing Laconia Airport by their insurance carriers if skydiving were an activity. It was the consensus of the Board to not revisit the proposal.

8.2 2011 Selectmen's Goals & Objectives – Chairman O'Brien recommended adding to Goal #9 that the Board would review each Committee with the Chairperson prior to March appointments. He also recommended that Goal #10 include having all evaluations due within a one month time period.

As far as Goal #8 is concerned, he recommended adding that police, fire and emergency dispatch be located under one roof. His last recommendation was to compile more information on outside agencies, so that their funding requests can be better evaluated.

Discussion ensued regarding the outside agencies. Selectman Benavides expressed concern with having this designated as a goal/objective of the Board because he thinks it is the responsibility of the outside agency to pass this information onto the Town. Selectman Hayes stated that it would be an improvement to receive information from outside agencies in a specific format that would include exactly the type of information the Board and Budget Committee are looking for.

Town Administrator Dunn pointed out the dilemma that exists with the present procedure. Outside agencies are required to only submit wording and 25 signatures for a petition warrant article. If the outside agencies were made to be a part of the Selectmen's budget process, they would have more leverage in the type of information they are looking for.

Town Administrator Dunn stated that he will re-write the goals with these suggestions and present them to the Board at the next meeting.

8.3 Alvah Wilson Road Sidewalk – Project Closeout – Chairman O'Brien stated that this matter was tabled from the last meeting. DPW Director Sheldon Morgan advised the Board that he and Selectman Hayes walked the entire length of the sidewalk this morning. Although there are a few maintenance issues, the project came out well.

Selectman Benavides asked Director Morgan if he had any concerns with the outstanding maintenance items. Director Morgan replied that a vegetative mat was applied to help the process of growing grass. Because the sunlight aids in this process, it has been slowed down significantly over the winter with the snow load. Director Morgan stated that he considers this a simple process, in that the mat would need to be removed prior to mowing.

Selectman Benavides moved to accept the sidewalk construction project as complete and authorize the Town Administrator to sign the Certificate of Substantial Completion. Selectman Hayes seconded. Motion carried with all in favor.

8.4 Gilford Village Knolls – Purchasing & Sales Agreement Extension #2 – Chairman O'Brien briefly explained the request made by Gilford Village Knolls to grant a second extension of the existing Purchase & Sales Agreement.

Selectman Benavides moved to approve Extension #2 as presented for a period of seven (7) months beginning April 29, 2011, with an automatic 6-month renewal. Selectman Hayes seconded. Motion carried with all in favor.

9.0 New Business

9.1 Glen Bridge Reconstruction – Project Closeout – Project Engineer Bob Durfee from DuBois & King was in attendance to discuss the closeout of this project. He provided the Board with several photographs of the project, as well as a sample of the material that was used to reinforce the structure. Prior to the reinforcement, the bridge was limited to 14 tons and now has a capacity of 30 tons. Mr. Durfee further stated that this is the first bridge in New Hampshire and New England to use the fiber reinforced polymer to strengthen a bridge.

Mr. Durfee also informed the Board that in an effort to control costs, they enlisted the aid of two UNH graduate students to complete all of the measuring after completion of the project. In addition, his firm will be making a presentation on this new technology at an upcoming national bridge conference.

Selectman Hayes thanked Mr. Durfee for "thinking outside of the box" and completing the project without disruptions to traffic. Director Morgan also thanked Mr. Durfee for his innovative thinking.

Selectman Benavides moved to accept the Glen Bridge Project as substantially complete and authorize the Town Administrator to sign the Certificate of Substantial Completion. Selectman Hayes seconded. Motion carried with all in favor.

9.2 Re-establishment of Highway Superintendent Position – Selectman Benavides moved to table this item. Selectman Hayes seconded. Motion carried with all in favor.

9.3 Lawn Care Maintenance Proposals - Selectman Benavides moved to table this item. Selectman Hayes seconded. Motion carried with all in favor.

9.4 New Vehicle Purchase – Gilford Fire-Rescue – Selectman Benavides moved to accept the lowest bid for a 2011 Ford Expedition in the amount of \$27,429.88 from Irwin Ford, to be paid in four annual installments of \$6,857.47. Selectman Hayes seconded. Motion carried with all in favor.

Selectman Benavides moved to re-assign the 2003 Ford Expedition from the Fire-Rescue Department to the Department of Public Works upon the new Expedition being put into service, and that the Ford Explorer currently used by the DPW Director to be sold as surplus to the highest bidder. Selectman Hayes seconded. Motion carried with all in favor.

9.5 Purchase of Thermal Imaging Camera – Gilford Fire-Rescue – Selectman Benavides moved to waive Article 22-4 of the purchasing policy and to authorize the purchase of a thermal imaging camera from Bergeron Protective Clothing in the amount of \$9,100. Selectman Hayes seconded. Motion carried with all in favor.

9.6 Acceptance of Donation – Selectman Benavides moved to accept a \$250.00 donation from Meredith Village Savings Bank with appreciation, to be used for the Police D.A.R.E. Program. Selectman Hayes seconded. Motion carried with all in favor.

9.7 Mission Statement – Gilford Police Department – Police Chief Markland made a brief presentation to the Board regarding his request to establish a Mission Statement Committee for the Police Department. Chief Markland feels it is imperative that the Department have a formal mission statement established that will guide the Department in serving the citizens of Gilford.

He further stated that he has four (4) volunteers from the Police Department to serve on the Committee and is looking for 3-4 citizens to also serve.

Selectman Benavides moved to allow the Police Department to establish a mission statement committee consisting of four (4) police officers, to be appointed by the Chief, and three (3) civilian volunteers to be appointed by the Selectmen, with citizen applications requested by April 29, 2011. Selectman Hayes seconded. Motion carried with all in favor.

9.8 Request for Abatement – Mitchell Therrien – Selectman Benavides moved to deny Mr. Therrien's request for an abatement. Selectman Hayes seconded. Motion carried with all in favor.

9.9 Assessing Services Contract – Selectman Benavides moved to approve the contract with Corcoran Associates for assessing services in 2011 at a not to exceed amount of \$106,500 and for 2012 at an amount not to exceed \$110,750. Selectman Hayes seconded. Motion carried with all in favor.

9.10 Live Entertainment Permit – Contigiani's Catering – Selectman Benavides moved to approve the Live Entertainment Permit for Contigiani's Catering at Pheasant Ridge Country club for the period 5/14/2011 through 5/14/2012. Selectman Hayes seconded. Motion carried with all

in favor.

9.11 Acceptance of Resignation – LRPA Board of Directors – Selectman Benavides moved to accept the resignation of Barbara Morgenstern as the Town’s representative to the LRPA TV Committee with regret and to authorize the solicitation of a volunteer to serve in her stead. Selectman Hayes seconded. Motion carried with all in favor.

9.12 New Vehicle Purchase – DPW Cargo Van – DPW Operations Manager Dustin Muzzey provided Board members with a brief overview of the bid process for a new Building and Grounds cargo van. He recommended that the Board accept the bid from Hillsboro Ford in the amount of \$18,963, to be paid in five annual installments of \$4,743.97 in 2011 and thereafter in the amount of \$4,318.97.

Selectman Hayes inquired about the timeframe involved for changing over equipment from the old van to the new van. Operations Manager Muzzey replied that it should take approximately a week to change over the radio and the shelving.

Selectman Benavides moved to accept the lowest bid in the amount of \$18,963 from Hillsboro Ford to be paid in five annual installments of \$4,737.97 in 2011 and thereafter in the amount of \$4,318.97. Selectman Hayes seconded. Motion carried with all in favor.

10.0 Public Input – none.

11.0 Selectmen’s Issues – Chairman O’Brien commended Nicholas Bailey of Gilford for recently attaining the rank of Eagle Scout.

12.0 Administrator’s Report – Town Administrator Dunn stated that he and Chairman O’Brien attended the annual Fire Department Awards Ceremony on Friday night.

A recent “Pet of the Week” from the NH Humane Society has been adopted by the Dunn family.

13.0 Next Meeting – Regular Meeting – April 27, 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 7:55 p.m.

Respectfully submitted,

J. Kevin Hayes
Clerk