

GILFORD BOARD OF SELECTMEN'S MEETING
November 30, 2011
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, November 9, 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, Sergeant Jim Leach, DPW Director Sheldon Morgan and Library Director Katherine Dormody.

1. **Non-Public Session – 6:00 p.m.** Selectman Benavides moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II (c)(d)(a) to discuss matters which would likely affect adversely the reputation of any person, the sale of real property and the dismissal and compensation of public employees. Selectman Hayes seconded. Motion carried on a 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.

While in non-public session, action was taken.

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

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.
3. **Announcements/Presentations**
4. **Review/Approval of Minutes**
 - 4.1. Selectman Benavides moved to approve the minutes of the Selectmen's regular and non-public sessions of November 9, 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 November 7, 2011 through November 23, 2011. Selectman Hayes seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
09/23/11	Change of Status - DeNutte	264-007.000
09/28/11	Change of Status - Dinan	266-007.000
11/04/11	Change of Status - Jarvi	
11/06/11	Change of Status - Mini	266-009.100
11/07/11	Payroll Register	
11/07/11	Abatement - Bunker	213-013.202
11/07/11	Abatement - Desisto	224-074.217
11/07/11	Abatement - Duquette	224-046.029
11/07/11	Abatement - Houle	224-074.223
11/07/11	Abatement - Jones	224-074.018
11/07/11	Abatement - McCaffery	224-074.205
11/07/11	Abatement - Menard	267-143.000
11/07/11	Abatement - Walker	224-049.020
11/08/11	Accounts Payable Manifest	
11/09/11	Abatement - Bourke	224-074.015
11/09/11	Elderly Deferral	211-028.000
11/09/11	Sewer Abatement - Betti	216-074.000

6. Appointments

6.1. Stuart Thompson, NH DOT – Rural Signing Improvement Project – Stuart Thompson and Bill Oldenburg presented information to the Board regarding the High Risk Rural Road Program, a federally funded program that focuses on signing improvements on rural roads.

Before beginning his presentation of the Rural Signing Improvement Project, Mr. Oldenburg updated the Board on the improvements to Route 11-A/Belknap Mountain Road, as a follow-up to the road Safety Audit. The State is currently looking at design alternatives, some of which are costly and property impact intensive. There will be a public information meeting on the project, probably around February 2012, with construction proposed for 2013.

Bill Oldenburg stated that 60% of motor vehicle fatalities and high injuries are from vehicles leaving the road. Studies have shown that improved signage reduces these crashes by 20-30%, which is a significant benefit. He briefly reviewed some of the material contained in the packets that were provided to the Board, including the importance of providing consistent advisory signs and improvements in the reflective quality of signage.

Although NH DOT has proposed some Gilford roads to be part of this program, they would like the Town to confirm these proposals make sense. Once the Town and NH DOT have agreed upon the roads that will be part of the program, the signs will be designed and installed, at no cost to the Town. Because the installation of signs will be controlled by NH DOT, two agreements are required – one for the project, with a second one being a Municipal Work Zone Agreement.

Selectman Benavides asked DPW Director Morgan his opinion on the roads selected by NH DOT. Director Morgan replied that some of the suggested roads have limited access, and other roads may have to be added, but he will review the proposed roads and make a recommendation to the Board.

Brief discussion ensued regarding the DOT's signage and safety efforts in Franconia Notch.

Selectman Hayes inquired when the DOT would like this information reviewed by the Town. Mr. Oldenburg replied that it would be helpful to have it done within a month's time so that the project can commence. He also stated that if DOT commits to the project in Gilford, all of the roads that are targeted will receive the improved signage.

The Board thanked Stuart Thompson and Bill Oldenburg for their presentation.

6.2. Katherine Dormody – Library Update – Director Dormody provided the Board with an update on Library usage through October 2011. The data they have compiled indicates that similar door counts, as compared to the previous year, as well as August being the busiest month of the year.

Director Dormody described the State Library automation system upgrade that will take place from December 13-16, 2011, at which time there will be no automation within the Library. She also provided an update on the status of the NH Inter-library Loan Van. Winter reading programs are underway and the winter open house has been scheduled for January 28, 2012. The "Check Out an Expert" program has been doing extremely well and they are looking for ways to expand it.

Director Dormody advised the Board that there have been some theft issues with DVD's and are taking steps to raise awareness on this issue. Brief discussion ensued regarding suggestions on

how to deal with this issue and the staffing situation on various days of the week.

An update on the Library's elimination of the Dewey Decimal filing system project indicated that the Travel section is now being implemented. The next area to be worked on is in the Children's Room.

The Board thanked Director Dormody for her presentation.

- 6.3. Geoff Ruggles – Financial Update** – Finance Director Ruggles reported that revenues continue to be slightly below the same period in 2010, primarily due to decreased revenue from motor vehicle registrations. Expenditures continue to be below their 2010 level, due to the delay in receiving a bill for sewer capital charges from the State. Property tax payments continue above last year's levels with a 97.5% collection rate. This continues to contribute to a positive cash flow situation.

Director Ruggles anticipates ending with the year with approximately \$200,000 in surplus funds. Brief discussion ensued regarding the timing of the second issue 2011 tax bills. Brief delays resulted because of adjustments to assessments and Department of Revenue Administration staff reductions. A press release was issued immediately to the public after confirmation of the 2011 tax rate.

The Board thanked Director Ruggles for his presentation.

7. Old Business

- 7.1. Memorial Triangle –NH DOT Design Proposal** – Town Administrator Dunn stated that this was discussed at the last meeting and the Board wanted additional information regarding sight distances. Since that time, they have learned that sight distances at the existing "T" intersection of 11-A and 11-B are higher than expected. Because of this, he is very encouraged that the numbers will meet AASHTO standards. He further stated that if the Board would like to continue with this project, some engineering would need to be done.

The proposal from Fluet Engineering is necessary to determine preliminary data for the proposed changes to the intersection. Chairman O'Brien expressed concern with the merging aspect of the new intersection, similar to that which exists at the other intersection. He asked Town Administrator Dunn if the engineering contract would figure out the best way for the reconfiguration of the intersection. Town Administrator Dunn stated that the motivation for this contract is to be able to go to NH DOT and ask them to relinquish this section from the State right-of-way. The existing conditions plan that will be received from Fluet Engineering will be the beginning of the process, showing existing conditions.

Selectman Benavides moved to accept the proposal of Fluet Engineering for a not to exceed amount of \$9,200 and authorize the Town Administrator to sign the agreement on behalf of the Town. Selectman Hayes seconded. Motion carried with all in favor.

- 7.2. FY2012 Budget Review** – Selectman Benavides moved to table this matter. Selectman Hayes seconded. Motion carried with all in favor.

The Board concurred to conduct a budget work session on Tuesday, December 13, 2011 at 1:00 p.m. at the Town Hall.

- 7.3. Drainage Issue – Old Lakeshore Road** – Town Administrator Dunn advised the Board that a proposal has been received from Town Engineers, Dubois & King, to design drainage system improvements for Old Lakeshore Road at Gilford East Drive, at a cost of \$5,500.00. This is required by the State in order to proceed with repairs at this location.

Selectman Benavides moved to approve the proposal of Dubois & King to design drainage system improvements for Old Lakeshore Road at Gilford East Drive, at a cost not to exceed \$5,500.00. Selectman Hayes seconded. Motion carried with all in favor.

7.4. Drainage Issue – Cat Path – Town Administrator Dunn stated that in order for the State to intervene with the ponding problem at the base of Cat Path and Route 11-B, the Town needs to develop plans, which can be completed by Dubois & King for \$7,500. These plans are also required by the State of NH DOT. Selectman Benavides moved to approve the proposal of Dubois & King to prepare drainage plans for Cat Path and Route 11-B, at a cost not to exceed \$7,500. Selectman Hayes seconded. Motion carried with all in favor.

7.5. Change Order – Alvah Wilson Bridge Project – DPW Director Sheldon Morgan is requesting a change order in the amount of \$1,660 for the preparation and painting of beams for the Alvah Wilson Bridge Project. He provided a brief explanation of the process involved.

Selectman Benavides moved to approve a change order, not to exceed \$1,660, for the preparation and painting of beams for the Alvah Wilson Bridge Project, to be taken from the Bridge Replair Capital Reserve Fund. Selectman Hayes seconded. Motion carried with all in favor.

8. New Business

8.1. Approval of 2012 Holiday Schedule – Selectman Benavides moved to approve the 2012 holiday schedule as presented. Selectman Hayes seconded. Motion carried with all in favor.

8.2. Mainstay Maintenance Technology Contract – Selectman Benavides moved to approve the 2012 contract with Mainstay Technologies in the amount of \$39,000 as presented and to authorize the Town Administrator to sign the agreement on behalf of the Town. Selectman Hayes seconded. Motion carried with all in favor.

8.3. 2012 Sewer Rates – Review & Schedule Public Hearing – The Board concurred to schedule a public hearing on Wednesday, December 14, 2011 at 7:00 p.m., prior to the adoption of proposed 2012 Sewer rates.

8.4. Approval of Financial Policies – Finance Director Ruggles briefly explained the proposed revisions to Chapter 22 of the Town's Administrative Code, including the fact that fund balances have now been divided into additional categories and it is important that funds be placed in the correct one to comply with GASB Statement 54.

Selectman Benavides moved to approve the annual review of the Town's financial policies and the revisions to Chapter 22 of the Administrative Code as presented. Selectman Hayes seconded. Motion carried with all in favor.

9. Public Input – Susan Leach from Cat Path stated that she objects to the Town creating a Memorial Park at the intersection of Routes 11-A and 11-B. She does not feel that this is a necessity in today's economy and has concern for the poison ivy and increased maintenance that would be incurred.

She also reported difficulty at the Fire Department, where she indicated that approximately 80% of the times she stops by for a burning permit no one is there. She thinks that a person should be in the fire station that can be available to residents for this type of service. She stated that she spoke with Fire Engineer Phil Brouillard, who gave her a very arrogant response.

Selectman Benavides suggested that she speak with Chief Carrier personally to see if this matter could be resolved.

Chairman O'Brien responded to some of her concerns regarding the Memorial Park.

10. Selectmen's Issues – none.

11. Administrator's Report – Town Administrator Dunn recognized the Buildings and Grounds Department for the excellent job they've done decorating the Town Hall for the holidays.

He has recently learned that the Town is underway doing their radio study to see where the repeater system will work.

The Town had significant communications problems last night when there was no phone service available to Police and Fire personnel, due to issues with FairPoint equipment. He explained the effect of this issues and what can be done to avoid them in the future. He pointed out that at no time was the 911 system inoperable.

The Town is monitoring a 2-foot culvert problem on Morrill Street which may result in closing the road, in order to make repairs. This will be further investigated tomorrow.

Town Administrator Dunn has been working with LRPC to complete the RSMS survey, which assesses the condition of the Town's road pavement.

The Lakes Business Park Board of Directors is looking into installing solar lighting for the sign on Hounsell Avenue at Gilford Avenue. The funds for this project will come from their trust fund for improvements and before it is spent, the Board of Directors will be asking for funding approval from the City of Laconia and Town of Gilford.

The Town has recently undergone an increased enforcement effort for off-site signage, which has resulted in displeasure by some of the sign owners.

The Town Administrator continues to work on reducing the 2012 budget and has become a member of the Warming Hut Ad Hoc Committee. The Committee has set a date of March 17, 2012 to lift the existing roof off the building and reconstruct the Warming Hut.

Gilford Village Knolls III has exhausted their attempts for federal funding. This matter will be on the December 14th agenda so that the Board can determine what course of action is necessary for this parcel of land on Potter Hill Road, which currently has a Purchase and Sales Agreement with the Town.

Town Administrator Dunn anticipates having a revised Entertainment Policy for the Board to review prior to the end of the year.

12. Next Meeting – Regular Meeting – December 14, 2011 at 7:00 p.m.

13. Adjournment – With no further business before the Board, the Board of Selectmen's November 9, 2011 meeting was adjourned at 8:28 p.m.

Respectfully submitted,

J. Kevin Hayes
Clerk