

# GILFORD BOARD OF SELECTMEN'S MEETING

August 8, 2012

Town Hall

The Board of Selectmen convened in a regular session on Wednesday, August 8, 2012, at 7:08 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 present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Staff members in attendance included Police Chief Kevin Keenan, Police Lieutenant Kris Kelley, DPW Director Sheldon Morgan and Library Director Katherine Dormody.

**1. Summer Town Forum (6:00 p.m.) – (separate minutes)**

**2. Announcements/Presentations**

- 2.1. Chairman Benavides announced that the warrant article passed, with no changes, at the Special Town Meeting Deliberative Session, which was held last night at the Gilford High School Auditorium. Voting for the fire engine will take place on Tuesday, September 11, 2012, at the same time as the State Primary Election.
- 2.2. Chairman Benavides announced that there will be a Bicentennial Pot Luck Supper on Saturday, August 11, 2012 at 5:00 p.m., at the Community Church.
- 2.3. The Timberman Triathlon will be held on Saturday and Sunday, August 18 and 19, 2012.
- 2.4. The Gilford Police Relief Association will conduct their drawing for a motorcycle on Monday, August 20, 2012 at 7:00 p.m., in the Town Hall lobby.
- 2.5. NH DOT will hold an Informational Meeting on the Route 11-A/Belknap Mountain Road/Schoolhouse Hill Road Intersection on Wednesday, August 22, 2012, at 7:00 p.m., during the next Selectmen's meeting.
- 2.6. Gilford Old Home Day will be held on Saturday, August 25, 2012.

**3. Review/Approval of Minutes**

- 3.1. Selectman Hayes moved to approve the minutes of the July 24, 2012 meeting as presented. Selectman O'Brien seconded. Motion carried with all in favor.
- 3.2. Selectman Hayes moved to approve the minutes of the July 25, 2012 meeting as presented. Selectman O'Brien seconded. Motion carried with all in favor.

**4. Consent Agenda**

- 4.1. Selectman Hayes moved to approve the previously signed items for the period July 23, 2012 through August 3, 2012. Selectman O'Brien seconded. Motion carried with all in favor.

**DOCUMENT DATE**

**DOCUMENT**

**MAP/LOT #**

04/01/12	Change of Status - Keenan	
05/02/12	Change of Status - Proulx	
05/16/12	Accounts Payable Manifest	
05/18/12	Change of Status - Beaulieu	
06/20/12	Abatement - Toy Box Marine - various (8)	242-136.000
07/01/12	Change of Status - Bredbury	
07/01/12	Change of Status - Stevens	
07/01/12	Change of Status - Leach	
07/01/12	Change of Status - Kelley	
07/11/12	Accounts Payable Manifest	
07/12/12	Notice of Lien	224-046.002
07/16/12	Payroll Register (2)	
07/17/12	Abatement - KRB Realogy Holdings	210-014.200
07/17/12	Accounts Payable Manifest	
07/18/12	Accounts Payable Manifest	

07/20/12	Release of Lien - Bourke	224-074.015
07/23/12	Payroll Register	
07/24/12	Accounts Payable Manifest	
07/24/12	Release of Lien - Broderick	253-263.000
07/25/12	Deed Waiver - Gaudet	224-075.013
07/25/12	Abatement - Lafontaine	242-387.000
07/25/12	Letter regarding 43 Potter Hill Road	
07/25/12	Pawnbroker & Secondhand Dealer License - Byer	
07/26/12	NOITC - Gagnon	227-190.000

5. **Appointments** – none.

6.0 **Old Business**

**6.1 Library Contracted Cleaning Proposals** – Chairman Benavides stated that the Board looks at the possibility of privatizing services if it makes financial sense. He further stated that the cleaning at the Library is currently being done by an outside contractor to lessen the burden of Buildings & Grounds employees. However, it is currently being looked at to be performed on a larger scale. Three bids have been received from private contractors for the cleaning service and it is now up to the Board to decide whether to subcontract the cleaning or have it done by a part-time Gilford employee.

Selectman Hayes stated that because there is little cost difference between the lowest contractor bid and the cost of having a part-time Gilford employee, he recommended that it not be sub-contracted. He would prefer to see the work performed under the direction of the Department of Public Works. Selectman Hayes clarified that the existing cleaning service would not be used and instead, a permanent, part-time employee would be hired.

Selectman O'Brien agreed that this would be a good choice based on security reasons. He further agreed that if the costs are similar, why have the work done outside of Town staffing. Chairman Benavides, who stated he is a proponent of privatizing more functions within the Town, thinks that hiring a private contractor is more cost effective. He cited several reasons why this would be a better option than hiring an employee.

Town Administrator Dunn stated that the proposed contract for cleaning is structured for 30 days notice if the Town ever wishes to terminate the agreement. He also pointed out that the Library Trustees would prefer to see the cleaning performed by an employee, rather than a private cleaning service. Chairman Benavides further stated that as it has been the case in the past, sometimes the Board is able to negotiate a lower cost with a private contractor. Library Director Dormody stated that it was the opinion of the Library Trustees that an employee of the Town would take the job more seriously, whereas a contractor would only do exactly what is laid out to be done.

Selectman Hayes moved to hire a 20 hour per week, part-time custodian, for cleaning the Library. Selectman O'Brien seconded. Motion carried by a vote of 2-1 with Chairman Benavides voting no.

**6.2 Ten Year Road Improvement Forecast 2012 - 2021** – Following brief discussion on how it was compiled, the Board concurred to table the approval of the Ten Year Road Improvement Forecast to the August 22, 2012 meeting, allowing them additional time to review it.

**6.3 Request for Fee Adjustment – Kelsey's at the Grant** – Selectman Hayes moved to deny the request from Kelsey's at the Grant to have their fee for Live Entertainment reduced. Selectman O'Brien seconded. Motion carried with all in favor.

**6.4 Gamestop Pawnbroker & Secondhand Dealer License Application** – The Board concurred to table this application since no new information has been received from the applicant.

**6.5 DPW Backhoe Equipment Purchase** – Selectman Hayes moved to authorize the purchase of a thumb attachment for the recently purchased CAT 420E backhoe, in the amount of \$5,950.00 from the Highway Equipment Capital Reserve Fund. Selectman O'Brien seconded. Motion carried with all in

favor.

## **7.0 New Business**

**7.1 Cartographics Software Support Contracts** – Selectman Hayes moved to approve the Public Works Information Manager software contract with Cartographic Associates in the amount of \$500 and GIS data software contract, also in the amount of \$500.00 per year, as budgeted. Selectman O'Brien seconded. Motion carried with all in favor.

**7.2 FY2013 Budget Preparation – Schedule/Goals & Objectives** – Chairman Benavides stated that the Budget Committee Chair has set a date of Thursday, October 4, 2012 for the presentation to the Budget Committee. He further stated that he thinks that Tuesday, September 18, 2012 would be an appropriate time for the Board to meet with Department Managers to review their budgets. Town Administrator Dunn stated that one Department Manager has indicated their non-availability on that day, to which Selectman Hayes recommended that the Deputy attend the meeting with the Board instead.

Town Administrator Dunn reiterated that his intention is to submit a budget that will decrease the tax rate, while increasing the amount spent annually on road improvements.

**7.3 Copy Machine Replacement** – Selectman Hayes moved to authorize the lease purchase of a Sharp MX753 copy machine at a monthly rate of \$338.16 per month, plus service and maintenance at a cost of \$0.006 per page for 39 months from Seacoast Business Machines. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to authorize the Town Administrator to sign the lease purchase documents and further, to authorize the transfer of \$4,200 from account number 4141-102 (TC/TC Part-Time Wages) to account number 4132-216 (Admin. Contracted Services) per RSA 32:10 to pay for the MRI staffing study previously approved (@\$2,200) and for 5 months of copy machine expense (@\$2,000). Selectman O'Brien seconded. Motion carried with all in favor.

**7.4 Application for Reimbursement to Towns & Cities in which Federal and State Forest Land is Situated - 2012** – Selectman Hayes moved to sign the NH DRA – Form PA16 for reimbursement of state forest lands. Selectman O'Brien seconded. Motion carried with all in favor.

**8.0 Public Input** – Bill Johnson was in attendance to advise the Board that he is seeking election as a State Representative at this year's election. He also introduced Sandy Mucci and Kate Miller, who are fellow Democrats from Meredith, and also running for election. He added that Lisa DeMartino, also a resident of Gilford, is a Democrat who could not be here tonight but is running for election.

Kate Miller stated that she was opposed to the recent redistricting but is interested in learning more about issues facing the Town of Gilford. She served one term in 2008 and was responsible for starting the Belknap County Conversations. Her major concern is the impact of financial downshifting on towns within NH.

Sandy Mucci stated that she is interested in learning what Gilford and Meredith can do together at the County level to offset some of the downshifting of costs. She would like to see the two communities appropriately taken care of.

**9.0 Selectmen's Issues** – Chairman O'Brien commented that he has two safety issues that he would like to bring up tonight. He is concerned for the potential for fire in Gunstock Acres from fireworks. In conjunction with that, he has learned that Lakeshore Park has contracted with a fireworks company. While there is not that much of a safety concern with their proximity to the lake, people in Gunstock Acres see that and expect that they can also display fireworks. He asked Town Administrator Dunn to contact Lake Shore Park and find out about their policy on fireworks.

Police Chief Keenan stated that he and Fire Chief Carrier did sign a permit for a fireworks display at Lakeshore Park. It is an annual display and the fireworks are launched from rafts on the lake. Town

Administrator Dunn stated that the issue appears to be that a permit is required for displaying fireworks and that party must be licensed and insured. Selectman O'Brien reiterated his concern that people are not getting permits and in fact, do not know that a permit is required. He continues to have safety concerns and would like to see steps taken to alleviate this problem.

Police Chief Keenan stated that they have received an increasing number of complaints this year regarding fireworks and suggested that the Board may want to address this issue with both Police Chief Keenan and Fire Chief Carrier.

Selectman O'Brien stated that his second concern is vehicles turning right onto Cat Path while traveling on Cherry Valley Road. His specific concern is that with this being such a sharp right-hand turn onto Cat Path, vehicles need to practically come to a complete stop and due to visibility concerns, any vehicle behind the turning vehicle has very little time to react. He suggested that the State be requested to install "No Right Turn" signage on Cherry Valley Road prior to the intersection.

Town Administrator Dunn responded that the Board made this request of NH DOT last year and the request was denied. However, another request could be made to them. Selectman Hayes suggested that this matter be brought before NH DOT when they are here on August 22<sup>nd</sup> for a meeting. Town Administrator Dunn responded that the purpose of the August 22<sup>nd</sup> meeting is to review the findings of the Road Safety Audit conducted on the intersection of Route 11A/Belknap Mountain Road/Schoolhouse Hill Road.

Brief discussion ensued regarding involving Stuart Thompson, who attended an earlier Selectmen's meeting to describe a program aimed at improving traffic signage.

- 10.0 Administrator's Report** – Town Administrator Dunn stated that he received a request for a Bait and Hunt Permit from Dustin Parent for property off of Swain Road that is under a Conservation Easement. Although he originally referred him to the Conservation Commission, they have indicated a concern with baiting bears on this property. After checking with the Town's insurance carrier, they have recommended that the Town not allow anyone to bait bears on Town property. It was the consensus of the Board to deny this request.

Town Administrator Dunn anticipates having the RFP for a heating and plumber contracted completed tomorrow.

Town Administrator Dunn reminded that Board that they have sent two letters to Metrocast regarding the re-organization of the LRPA public access channels and have not yet received any response.

A clearing project at the Kimball Wildlife Forest has recently been completed, and the Town is also working with the Attorney General's Office to extinguish the existing easement on private property, now that the parking area has been developed at the entrance on Route 11.

The bike rack at Glendale has been received and set up. Both Town Administrator Dunn and DPW Director Sheldon Morgan are not satisfied with its current location, so they will be looking at alternative locations.

A meeting will be held next week with the consultant from Belknap Landscaping to review the proposed tree cutting at Lincoln Park. Approximately forty (40) trees will be able to be cut.

A letter to NH DOT requesting that the Town be placed within the State's program to have a T-intersection constructed at Route 11A/11B, as well as to receive a cost estimate, remains unanswered.

- 11.0 Next Meeting** – Regular Meeting – August 22, 2012 at 7:00 p.m.

**12.0 Non-Public Session**

**12.1** Selectman Hayes moved to enter non-public session at 7:52 p.m., pursuant to RSA 91-A:3, II (c) (d) (e) to discuss matters which may adversely affect someone's reputation, the consideration of the

sale/acquisition of real estate and consideration of pending litigation. Selectman O'Brien 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 was Town Administrator Scott Dunn.

While in non-public session, action was taken.

Selectman Hayes moved to seal the minutes and exit non-public session at 9:25 p.m. Selectman O'Brien seconded. Motion carried with all in favor.

**13.0** **Adjournment** – With no further business before the Board, the Board of Selectmen's August 8, 2012 meeting was adjourned at 9:25 p.m.

Respectfully submitted,

John T. O'Brien  
Clerk