

GILFORD BOARD OF SELECTMEN'S MEETING
November 14, 2012
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, November 14, 2012, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Kevin Hayes and John O'Brien. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey. Excused was Chairman Benavides.

Staff members in attendance included Finance Director Geoff Ruggles, Police Lieutenant Jim Leach, Police Chief Kevin Keenan, Deputy Town Clerk/Tax Collector Jenn Mooney and DPW Director Sheldon Morgan.

1. **Non-Public Session** - Selectman Hayes moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3,II, (c)(b)(e) to discuss matters which may adversely affect someone's reputation, hiring of personnel and 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.
 - 1.1. **Pending Litigation** – Selectman O'Brien moved to approve the stipulation agreement with Wesley Woods as presented and authorize the Town Administrator to sign the agreement. Selectman Hayes seconded. Motion carried with all in favor.
 - 1.2. **Hiring of Personnel** – Selectman Hayes moved to hire Bonnie Malin as a part-time Assistant Town Clerk-Tax Collector at \$13.36 per hour for an average of 22 hours per week, effective November 19, 2012. Selectman Benavides seconded. Motion carried by a vote of 2-1 with Selectman O'Brien voting no.
 - 1.3. **Matters Which May Adversely Affect Someone's Reputation** – The Board concurred to have the Town proceed with extinguishing the public easement at Kimball Castle, upon affirmation of the Kimball Wildlife Committee.

Selectman Hayes moved to exit non-public session at 6:40 p.m. Selectman O'Brien seconded. Motion carried with all in favor.

At this time, Chairman Benavides left the meeting and was excused from the public session of the meeting.

2. **Pledge of Allegiance** - The Selectmen recited the Pledge of Allegiance.
3. **Announcements/Presentations**
 - 3.1. The Town Hall and Library will be closed for the Thanksgiving holiday on Thursday and Friday, November 22 and 23, 2012. The Library will be open on Saturday, November 24, 2012 during its regular hours of 10:00 a.m. to 2:00 p.m.
 - 3.2. Vice Chairman Hayes announced that NH DRA has set the 2012 Gilford tax rate at \$18.30 per \$1,000 of assessed valuation, a 1.4% decrease from the 2011 rate of \$18.55.
 - 3.3. Vice Chairman Hayes offered congratulations to Gilford Fire-Rescue Captain Mike Balcom, recipient of the Fire Instructors & Officers Association of New Hampshire's Fire Officer of the Year.
4. **Review/Approval of Minutes**
 - 4.1. Selectman O'Brien moved to approve the minutes of the October 24, 2012 meeting, as presented. Selectman Hayes 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 October 22, 2012 through November 9, 2012. Selectman Hayes seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
07/14/12	Change of Status - Young	
07/28/12	Change of Status - Gagliardi	
08/11/12	Change of Status - Harris	
09/20/12	Change of Status - Valler	
09/29/12	Change of Status - Buckner	
10/02/12	Change of Status - Petrozzi	
10/12/12	Payroll Register	
10/15/12	Payroll Register	
10/18/12	Release of Lien - Simoneau	224-049.012
10/23/12	Accounts Payable Manifest	
10/24/12	Sewer Abatement - Wildwood Condos	252-016.301
10/24/12	Change of Status & Appointment Form - Nix	
10/24/12	Change of Status & Appointment Form - Kolb	
10/24/12	Change of Status & Appointment Form - Edgar	
10/24/12	Change of Status & Appointment Form - Stinson	
10/24/12	Change of Status & Appointment Form - Tinkham	
10/24/12	Change of Status & Appointment Form - Carey	
10/24/12	Change of Status & Appointment Form - Mooney	
10/24/12	Change of Status & Appointment Form - Bray	
10/24/12	Appointment Form - Guthro	

6.0 Appointments

6.1 Chief Kevin Keenan - Police Department Update – Chief Keenan began his presentation by updating the Board on some recent changes that have taken place. The Department is transitioning to use of “plain language” over the radio frequency, eventually eliminating the use of “10” codes. Chief Keenan further explained that this change is taking place because larger incidents require the involvement of many different agencies and use of the “10” codes is not consistent between agencies.

The Department has also implemented a new patrol schedule, which is intended to provide better coverage and reduce overtime. Officers are now working 12-hour shifts in 2-week rotation that schedules one week at 36 hours and the second week at 44 hours. Chief Keenan spoke favorably of the new scheduling and the officers’ abilities to complete reports within the same shift.

The Department has also undergone the change to narrow band radio. This conversion process has been completed and the number of “dead spots” has not increased. In addition, the Department received eight (8) new portable radios from the State of NH. This results in a huge savings to the Town, at approximately \$30,000 for the radios and programming.

The Department is currently operating at full strength, where two officers have graduated from the Police Academy and are on their own now during patrol, having completed a period with a training officer. In addition, Agbar continues to serve as the primary K-9 officer while Ike continues his training. Chief Keenan commented that Ike’s training is going very well and he is working toward his certification.

As far as the 2012 budget is concerned, Chief Keenan stated that the Police Department’s bottom line looks good, although the overtime line will reflect an over-expenditure of \$10,000 - \$12,000, as a result of vacations, sick time, lengthy investigations and having two officers in the Police Academy. Chief Keenan emphasized that this overage will be offset by savings in other line items.

Chief Keenan proceeded to run through the 2012 budget report, highlighting various line items. He also updated the Board on the status of work being proposed to convert the military humvee to a

police vehicle. The recent promotional exam has been completed but since Chief Keenan has not yet gone over the results with the officers involved, he will update the Board on this at a later date.

In closing, Chief Keenan shared some of the Department's statistics with the Board. Chief Keenan expressed particular concern with an increase in DWI offenses and domestic disturbances. However, he is pleased that there is an increase in participation of the Department's Park, Walk & Talk Program.

Selectman Hayes asked Chief Keenan if he could look into any grant opportunities for obtaining reflective vests for pedestrians and cyclists. Chief Keenan stated that he would look into this for Selectman Hayes.

The Board thanked Chief Keenan for his update.

6.2 Geoff Ruggles – Financial Update – Finance Director Ruggles was in attendance to review the monthly financial reports for the period ending October, 2012. Revenues have decreased, which is primarily due to the sewer bills going out in November, rather than October. Fees for motor vehicle registrations were \$15,000 above last year for the month of October and up \$54,000 for the year. The biggest decline in revenues is in the Highway Block Grant from the State.

Expenditures continue to be below last year's levels by just over \$100,000 for the month and over \$568,000 for the year. This is partially due to an overall decrease in the 2012 budget. The areas with the largest decreases in expenditures continue to be the Highway Department, Public Works and the Fire Department. He anticipates a healthy surplus at the end of the year that can be applied to other expenditures, if need be.

Brief discussion ensued regarding factors that delay the Department of Revenue Administration in setting tax rates for communities.

The Board thanked Director Ruggles for his update.

7.0 Old Business

7.1 Replacement of Sewer Meter Reader – DPW Director Sheldon Morgan stated that he researched the purchase of the sewer meter reader on the Internet and was consistently referred to E.J. Prescott as a sole source provider of this equipment.

Selectman O'Brien moved to waive the purchasing policies and authorize the purchase of a remote sewer meter reader from E.J. Prescott of Pembroke, NH, in the amount of \$5,399.95. Selectman Hayes seconded. Motion carried with all in favor.

7.2 Fire Station Roof Replacement Bid Award – Town Administrator Dunn stated that the Town received four (4) bids for this project, which were opened last Thursday. The low bid was from Whitcher & Whitcher, Inc. of Gilford, for \$33,300. Town Administrator Dunn stated that he checked references for Whitcher & Whitcher and found them to be favorable. He further stated that Mr. Whitcher is confident that he can complete the job for \$33,300.

Selectman O'Brien moved to accept the low bid of Whitcher & Whitcher, Inc. of Gilford for a not to exceed price of \$36,720, to include extra materials if necessary, and to authorize the Town Administrator to issue a notice of award and sign the contract on behalf of the Town, with funds to come from account number 4220-531 (Fire Station Building Maintenance). Selectman Hayes seconded. Motion carried with all in favor.

7.3 Town Clerk-Tax Collector Staffing – Vice Chairman Hayes reported that the study by MRI of the staffing needs of the Town Clerk-Tax Collector's Office has been completed. He further reported that the Selectmen took action in non-public session to hire a part-time employee, who will begin working on November 19, 2012.

8.0 New Business

- 8.1 2013-2014 Lawn Care Maintenance Contract** – DPW Director Sheldon Morgan stated that the new contract has a provision for leaf pick-up in the fall, which would be very beneficial to the Highway crew. Selectman O'Brien moved to accept the low bid and approve a 2-year contract with Dolloff Lawncare at \$5,450 per year plus leaf pick-up at \$850 per year. Selectman Hayes seconded. Motion carried with all in favor.
- 8.2 2012 Road Reconstruction Projects** – Selectman O'Brien moved to authorize a pavement overlay on Labonte Farm Road and Murray Hill Road by Wolcott Construction from the 2012 Road Reconstruction budget in the amount of \$76,369; and to authorize the replacement of two culverts on Valley Drive by Busby Construction per the current road reconstruction contact price based upon time and materials, not to exceed \$16,000. Selectman Hayes seconded. Motion carried with all in favor.
- 8.3 Invitation from Gilford Drug and Alcohol Task Force** – Selectman Hayes volunteered to represent the Board of Selectmen on the Drug and Alcohol Task Force.
- 8.4 2012 Town Report Bid Award** – Selectman O'Brien moved to accept the low bid from Country Press of Middleboro, MA, in the amount of \$3,578.13. Selectman Hayes seconded. Motion carried with all in favor.
- 8.5 Kimball Wildlife Forest Grant Funds** – Selectman O'Brien moved to accept \$600 in grant funds for wildlife restoration at the Kimball Wildlife Forest and to authorize the deposit of these funds into the Kimball Wildlife Trust Fund. Selectman Hayes seconded. Motion carried with all in favor.
- 8.6 2013 Mainstay Technology Support Contract** – Selectman O'Brien moved to approve the 2013 contract renewal for computer technology services with Mainstay Technologies of Laconia, NH in the amount of \$39,000 and to authorize the Town Administrator to sign the agreement on behalf of the Town. Selectman Hayes seconded. Motion carried with all in favor.
- 8.7 Fire-Rescue Grant Application** – Selectman O'Brien moved to apply for a \$335.07 grant from Homeland Security to be used as reimbursement for firefighters training, and to authorize the Town Administrator to sign the application on behalf of the Town. Selectman Hayes seconded. Motion carried with all in favor.
- 8.8 Electricity Supplier Contract** – Finance Director Ruggles stated that in accordance with his revised memo dated today, he is recommending that the Town accept the low bid of NextEra at \$0.07407 per KWH for purchase of electric energy. He added that while many companies slightly raised their prices, NextEra slightly dropped their price.

Selectman O'Brien moved to accept the low bid for municipal electricity supplies upon conclusion of the current contract from NextEra in the amount of \$0.07407 per KWH. Selectman Hayes seconded. Motion carried with all in favor. Selectman Hayes seconded. Motion carried with all in favor.

9.0 Other Business

- 9.1 Denron Plumbing & HVAC Maintenance Agreement – Library Geothermal** – Town Administrator Dunn stated that the Library Trustees have taken the lead in the negotiations with Denron and are recommending that the Town enter into a maintenance agreement with Denron for the Library's geothermal system, in the amount of \$1,905 per year.

Selectman O'Brien moved to award the Library Geothermal Maintenance Contract to Denron Plumbing and HVAC, in the amount of \$1,905.00 per year. Selectman Hayes seconded. Motion carried with all in favor.

9.2 Library Trustee Vacancy – Selectman Hayes announced that a vacancy exists with the Library Trustees since Steve Geer has moved from Gilford and the Library Trustees have recommended the appointment of Robert Kammeraad to fill the rest of his term, which expires in March 2013.

Selectman O'Brien moved to appoint Robert Kammeraad to fill the rest of the term of Steven Geer as a Library Trustee, which expires in March 2013. Selectman Hayes seconded. Motion carried with all in favor.

10.0 Public Input – none.

11.0 Selectmen's Issues – none.

12.0 Administrator's Report – none.

13.0 Next Meeting – Regular Meeting – November 28, 2012 at 7:00 p.m.

14.0 Adjournment – With no further business before the Board, the Board of Selectmen's November 14, 2012 meeting was adjourned at 7:48 p.m.

Respectfully submitted,

John T. O'Brien
Clerk