

**GILFORD BOARD OF SELECTMEN'S MEETING  
November 28, 2012  
Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, November 28, 2012, at 7:00 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 Finance Director Geoff Ruggles, Police Lieutenant Jim Leach, Police Lieutenant Kris Kelley and Town Clerk/Tax Collector Denise Gonyer.

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)(e)(a) to discuss matters which may adversely affect someone's reputation, pending litigation and employee compensation. 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.

Selectman Hayes moved to exit non-public session at 6:45 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. **Announcements/Presentations**
  - 3.1. Town Administrator Dunn announced that the Town of Gilford received 2<sup>nd</sup> Place in Excellence in Annual Reports for the 2011 Annual Town Report from the Local Government Center.
4. **Review/Approval of Minutes**
  - 4.1. Selectman Hayes moved to approve the minutes of the November 14, 2012 meeting, as presented. Selectman O'Brien seconded. Motion carried with Chairman Benavides abstaining.
5. **Consent Agenda**
  - 5.1. Selectman Hayes moved to approve the previously signed items for the period November 13, 2012 through November 21, 2012. Selectman O'Brien seconded. Motion carried with all in favor.

<b><u>DOCUMENT DATE</u></b>	<b><u>DOCUMENT</u></b>	<b><u>MAP/LOT #</u></b>
09/04/12	Change of Status - Clairmont	
10/17/12	Change of Status - Hanks	
10/19/12	Change of Status - Heney	
10/24/12	Change of Status - Scholbe	
10/29/12	Payroll Register	
10/29/12	Notice of Lien - Cadrette	253-060.000
11/05/12	Payroll Register	
11/13/12	Payroll Register	
11/13/12	Payroll Register	
11/13/12	Accounts Payable Manifest	
11/13/12	Abatement - Hackett	224-081.701
11/13/12	Tax Collector's Warrant - 2012 Sewer Rents	
11/14/12	Sewer Abatement - Gilford Meadows Condo Assoc.	224-081.100
11/14/12	Notice of Lien - Tuquer & Phelps	201-009.106
11/14/12	NOITC - Meadowbrook Farm	various
11/14/12	Abatement - Giguere	201-009.055
11/14/12	DRA Equalization Survey 2012	

## **6.0 Appointments**

**6.1 Denise Gonyer – Town Clerk-Tax Collector Update** – TC-TC Gonyer began by thanking the Board for filling the part-time position within the Department. She inquired if the Board had any questions regarding the recent MRI Study or if they wished to follow up on any of the other recommendations. The Board concurred that they had no desire to discuss the results of the study.

Tax bills have been sent out and sewer bills are currently at the printers. TC-TC Gonyer also reported that in October she was nominated and elected as 2<sup>nd</sup> Vice President of the NH City and Town Clerk's Association and as a result, will be active in the legislative process in Concord.

Chairman Benavides commended TC-TC Gonyer and her staff for their involvement in the General Election and how well organized the entire day was. He also commented on the exceptional turnout for the election and thanked the Department of Public Works for their contributions, as well.

The Board thanked TC-TC Gonyer for her update.

**6.2 Matt Leahy – Special Assistant for Policy & Projects for Senator Jeanne Shaheen** – Mr. Leahy introduced himself and stated that he works for Senator Shaheen out of her Manchester office. He further stated that he is primarily here so that Gilford will know that they have a contact person if they ever need assistance with a matter concerning the Federal government. Chairman Benavides commented that unfunded mandates are a constant source of concern for the Town of Gilford and all NH communities.

Chairman Benavides also suggested that Mr. Leahy reach out to the School District.

The Board thanked Mr. Leahy for coming to Gilford.

## **7.0 Old Business**

**7.1 FY2013 Budget** – Chairman Benavides stated that as we approach the end of the year, the Board needs to finalize some figures in the FY2013 Budget. He commented that the unanticipated expense of replacing the Fire Station roof is currently underway. Because of the impact this project had on the 2012 budget, the purchase of a DPW pick-up truck will be deferred until 2013.

Chairman Benavides also stated that the amount budgeted for the Police communications system has been corrected to reflect a \$35,000 lease payment only in the 2013 budget. He pointed out some of the other potential changes that were recommended by the Budget Committee: elimination of the Moderator's stipend; elimination of coffee purchases and reduction in the budgeted cost of a remote sewer reader.

Selectman Hayes moved to amend the Selectmen's gross budget to \$11,773,345 and to allocate \$441,025 from surplus fund balance. Selectman O'Brien seconded. Chairman Benavides pointed out that this means a net budget increase of \$81,712, which is the actual amount of the increase in retirement expenses over the 2012 budget. Motion carried with all in favor. Town Administrator Dunn commented that this figure would allow the Town to level fund the municipal portion of the tax rate next year.

## **8.0 New Business**

**8.1 Approval of 2013 Holiday Schedule** – Selectman Hayes moved to approve the 2013 Holiday Schedule as presented. Selectman O'Brien seconded. Motion carried with all in favor.

**8.2 Acceptance of Donations** – Selectman Hayes moved to accept the following donations and to authorize their expenditure for the intended purposes:

\$184.28 from cash donations for Cemetery Fund  
\$20 from Ames Farm Inn for the Bicentennial Fund  
\$20 from John & Annie McAuliffe for the Bicentennial Fund  
\$200 from Betty Carr/Hunt Family for the Bicentennial Fund  
\$118 from cash donations for the Bicentennial Fund

Selectman O'Brien seconded and announced the upcoming Candlelight Stroll being sponsored by the Bicentennial Committee on December 15<sup>th</sup>. Motion carried with all in favor.

**8.3 2013 Sewer Rates** – Selectman Hayes questioned if there would be any additional flow rate adjustments from the State of NH. Finance Director Ruggles replied that because the State operates on a July-June budget year, they have already provided rates for the 2013-2014 budget. Because of this, these rates should not fluctuate. The Board concurred to schedule a public hearing for the December 12<sup>th</sup> meeting.

**9.0 Other Business** – none.

**10.0 Public Input** – none.

**11.0 Selectmen's Issues** – Selectman Hayes reported that he attended his first meeting of the Drug and Alcohol Task Force and found it to be very informative with strong representation from various aspects of the community.

**12.0 Administrator's Report** – Town Administrator Dunn reported that the Fire Station roof project is well underway. As the old shingles have been stripped away, they have found no evidence of rotten plywood on the roof. He further stated that there are insulation issues being evaluated and it has been determined that some of the plywood sheathing on the walls is rotted and will need to be replaced. The project also appears to be able to be completed under budget.

Selectman Hayes questioned if some of the insulation issues could be addressed now, since the project is under budget. Town Administrator Dunn replied that yes, some of them could, particularly the ventilation system in the rest rooms and shower rooms. He also stated that the rotten plywood in the walls is being addressed now.

Town Administrator Dunn is also working on Personnel Policy Amendments with Department Managers, a revised Winter Maintenance Policy, pending issues with the NH DOT and the Metrocast Franchise Agreement. He stated that he recently attended an LRPC conference where a presentation was made on the NH DOT balanced scorecard, a tool being used to evaluate their job performance. He further commented that they have spent a lot of money evaluating how they are doing, which might be better spent on roads and bridges. The evaluation also indicated communication as their weakest area.

**13.0 Next Meeting** – Regular Meeting – December 12, 2012 at 7:00 p.m.

**14.0 Adjournment** – With no further business before the Board, the Board of Selectmen's November 28, 2012 meeting was adjourned at 7:30 p.m.

Respectfully submitted,

John T. O'Brien  
Clerk