

GILFORD BOARD OF SELECTMEN'S MEETING
December 12, 2012
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, December 12, 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 Chief Kevin Keenan, Director of Public Works Sheldon Morgan, Fire Chief Steve Carrier and Parks and Recreation Director Herb Greene.

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)(a) to discuss matters which may adversely affect someone's reputation 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 allocate \$4,950 for lump sum, one-time merit payments to Department Managers as follows:

Director of Planning and Lane Use @ \$750
Library Director @ \$850
Town Administrator @ \$1,000
Director of Parks and Recreation @ \$600
Director of Public Works @ \$1,000
Finance Director @ \$750

And out of fairness, to provide a lump sum, one-time salary payment to the Town Clerk-Tax Collector in the amount of \$750; whereby these payments, along with associated taxes and benefits, are to be disbursed in an expeditious manner from the appropriate line items accounts using anticipated surplus funds from the 2012 budget. Selectman O'Brien seconded. Motion carried with all in favor.

Other matters were discussed which might adversely affect someone's reputation, but no action was taken.

Selectman Hayes moved to exit non-public session at 7:00 p.m. 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. Chairman Benavides presented a Certificate of Appreciation to Trevor Harris of Gilford Well Company for the donation of an irrigation system at Stonewall Park.
 - 3.2. Selectman O'Brien provided a brief overview of the upcoming activities at the Bicentennial Candlelight Stroll to be held this Saturday, December 15, 2012 from 4:00 p.m. to 7:00 p.m.
 - 3.3. The Town Offices and Library will be closed for the Christmas holiday on Monday, December 24th and Tuesday, December 25th. The Library will be open on December 22nd.
 - 3.4. NH DES will hold a public informational meeting on Liberty Hill Coal Tar Waste Removal on Wednesday, January 23, 2012 at 7:00 p.m. at the Gilford Public Library.
4. **Review/Approval of Minutes**

- 4.1. Selectman Hayes moved to approve the minutes of the November 28, 2012 meeting, as presented. Selectman O'Brien seconded. Motion carried with all in favor.
- 4.2. Selectman Hayes moved to approve the minutes of the December 7, 2012 meeting, as presented. Selectman O'Brien seconded. Motion carried with all in favor.

5. Consent Agenda

- 5.1. Selectman Hayes moved to approve the previously signed items for the period November 26, 2012 through December 7, 2012. Selectman O'Brien seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
09/22/12	Change of Status - DeNutte	
10/15/12	Change of Status - Andrews	
11/04/12	Change of Status - Jarvi	
11/19/12	Boat Agent Appointment - Silver Sands	
11/19/12	Payroll Register	
11/20/12	Abatement - Knox Rev. Trust	245-033.000
11/26/12	Change of Status - Powell	
11/26/12	Change of Status - Labarre	
11/26/12	Change of Status - Blake	
11/26/12	Sewer Abatement - 11 Hammond Rd. LLC	204-066.000
11/26/12	Sewer Abatement - Elliott	267-211.026
11/26/12	Sewer Abatement - Metcalfe	224-055.009
11/26/12	Abatement - Opel	221-052.000
11/26/12	Payroll Register	
11/27/12	Accounts Payable Manifest	
11/28/12	Boat Agent Appointment - D. Gonyer	
11/28/12	Boat Agent Appointment - Gator Signs	
11/28/12	Appointment Form - R. Kammeraad	
11/28/12	NOITC - Ames	266-030.000
11/28/12	Abatement - Town of Gilford	253-108.200
11/28/12	Abatement - Town of Gilford	254-010.000
11/28/12	Abatement - Town of Gilford	254-012.000
11/28/12	Abatement - Town of Gilford	212-016.009

6.0 Public Hearing

- 6.1 **Amendments to Sewer Rates Fee Schedule** – Chairman Benavides provided a brief explanation of the proposed amendments to the Sewer Rates Fee Schedule, to take effect as of January 1, 2013. He then opened the public hearing for comments.

Mark Corry, of Intervale Road, spoke as President of the Gilford Meadows Condo Association. He began by asking if the Sewer Fund was self-funding, to which Finance Director Ruggles replied yes. When he began asking for more in-depth statistical information, Finance Director Ruggles suggested that Mr. Corry e-mail these questions to him and he would reply back to him. Mr. Corry then asked where the Town's portion of the sewer system is located. DPW Director Morgan replied that Gilford Meadows portion of the sewer system ends where it connects into the larger pipe on Intervale Road.

Mr. Corry then asked if Gilford Meadows were to meter each individual unit, whose responsibility would it be and would each unit have to pay the \$1,500 connection fee. Following brief discussion, DPW Director Morgan stated that he would like to further review this inquiry and get back to Mr. Corry. Mr. Corry further expressed his concern with being charged 40 Administrative Fees with one connection and one meter being read. He added that they are also considering this because only about two-thirds of their units are occupied on a year-round basis. He does not think that this is fair for seasonal residents.

Mr. Corry reiterated that Gilford Meadows is not opposed to paying their share, but does not think that they should be paying for more of their share. There being no further public comment, Chairman Benavides closed the public hearing at 7:23 p.m.

Selectman Hayes stated that in light of the points brought up by Mr. Corry, he would like to table the matter of the change in the rate schedule to the December 26th meeting. The Board concurred with tabling the matter to December 26th.

7.0 Appointments

7.1 Herb Greene – Parks and Recreation Department Update – Director Greene provided the Board with a review of the activities of the Parks and Recreation Department since the mid-summer. He began by providing statistical data regarding Gilford Beach. He praised the staff for the swimmer assists that they performed during the season. He also highlighted some of the events of the Bicentennial Gilford Old Home Day, held on August 25, 2012.

Next, Director Greene updated the Board on fall activities. Overall, these activities have been successful with excellent participation. Winter programming began on November 30th and December 1st, with the annual Santa Land Program, which had approximately 300 participants over the two days. This program is run in conjunction with the Gilford Youth Center. Youth basketball is also underway.

The Department is also preparing for the upcoming Gunstock Learn to Ski and Snowboard Program, along with cross country ski lessons at Bolduc Park, snowshoe programs, adult curling, a Celtics bus trip and Winter Carnival during February vacation week. In addition, Christine Guthro was recently appointed as an alternate to the Recreation Commission and the Department has seen facility improvements at Stonewall Park and the Ice Rink.

Selectman O'Brien inquired as to where the Department lists all of their activities available to the public. Director Greene replied that their seasonal brochure lists the majority of the activities and this is also available on the Department's website. Selectman O'Brien also asked how many times additional help was needed for medical issues at the Town Beach. Director Greene replied that EMS was called to the beach three times, although only two times were medical and one time was for a small fire in the dumpster. Selectman O'Brien also expressed the appreciation of the Bicentennial Committee for the assistance provided by the Parks and Recreation Department over the past year.

Selectman O'Brien also suggested that measures be taken to alleviate the spacing problem that occurs during the Old Home Day parade. Director Greene stated that there are challenges during the parade to keep groups evenly spaced but is open to suggestions on how to better manage this issue. Brief discussion ensued regarding the upcoming Candlelight Stroll on Saturday night.

The Board thanked Director Greene for his update.

7.2 Geoff Ruggles – Financial Update – Director Ruggles provided the Board with a brief financial update as of November, 2012. Revenues were up by \$37,000 over November of 2011 and expenditures remain at \$277,000 below last year's levels. The Departments with the biggest savings are those that experienced staff turnover. Property tax revenues are down slightly due to the tax bills being sent out later this year. Despite the delayed mailing of the tax bills, cash balances remain better than anticipated.

The Board thanked Director Ruggles for his update.

8.0 Old Business

8.1 FY2012 Budget Surplus Purchases – Chairman Benavides stated that the Board is looking at purchasing items with 2012 surplus funds, so that the amount of taxes to be raised in 2013 could be reduced.

(a) Selectman Hayes moved to waive the purchasing policy bid requirements and authorize the expenditure of \$12,775 for computer upgrade expenses as requested by the Finance Director, to be provided by Mainstay Technologies. Selectman O'Brien seconded. Motion carried with all in favor.

(b) Selectman Hayes moved to waive the purchasing policy bid requirements and authorize the expenditure of \$14,275 for hydraulic extraction tools as requested by the Fire Chief, to be provided by Firematic Supply of Rocky Hill, CT. Selectman O'Brien seconded. Brief discussion ensued regarding the value of keeping the existing tools as back-ups. Motion carried with all in favor.

(c) Selectman Hayes moved to accept the bid of Lakes Region Fire Apparatus of Tamworth, NH in the amount of \$36,459 for repairs to the Engine 4 pump. Selectman O'Brien seconded. Selectman Hayes requested some figures regarding the cost of equipment vs. labor and the warranty on the pump. Chief Carrier will forward this information to Selectman Hayes. Chief Carrier stated that they are hopeful that Engine 4 will go to Lakes Region Fire Apparatus around the first of the year and will remain there for approximately three weeks.

Selectman Hayes then asked what work has been completed so far on Engine 4 by the Department of Public Works mechanics. Chief Carrier responded that the radiator was re-cored, a new heater core was purchased, front and rear springs were purchased and installed, all new brakes were installed, front drive seals installed, slack adjusters installed and the air system has been rebuilt. They are also working on the electrical system. This will alleviate some of the power issues that the truck has experienced. Chief Carrier added that the air system and wiring have slowed the project down because they did not anticipate how involved it would become. There has also been fabrication of cab mounts.

Brief discussion ensued regarding the replacement of the wiring system. Selectman O'Brien inquired about the cost of parts and labor so far. DPW Director Sheldon Morgan replied that as of last week, they have 348 hours of labor invested into Engine 4, which accounts for three mechanics. Parts for Engine 4 currently total \$12,320.11, while the Fire Department also has approximately \$5,000 expended on parts. The motion carried with all in favor.

(d) Selectman Hayes moved to waive the purchasing policy bid requirements and authorize the expenditure of \$4,875 for specialized shelving as requested by the Town Clerk – Tax Collector from Dupont Storage Systems of Berlin, CT. Selectman O'Brien seconded. Motion carried with all in favor.

(e) Selectman Hayes moved to authorize the purchase of a Ford Police Interceptor from Hillsboro Ford in the amount of \$23,524.00, after trade-in, utilizing surplus funds from the 2012 budget. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman Hayes moved to authorize the purchase of a Konica Minolta copier in the amount of \$4,678 from Conway Office Equipment. Selectman O'Brien seconded. Motion carried with all in favor.

Selectman O'Brien moved to authorize the expenditure of \$17,730.05 on vehicle equipment, including radios, for two new police cruisers. Selectman Hayes seconded. Motion carried with all in favor. Motion carried with all in favor.

Town Administrator Dunn stated that he has been working with Metrocast on the Channel 26 Bulletin Board. However, this bulletin board is not connected to LRPA and as a result, Gilford meetings are not being broadcast over Channel 26. In order for this to occur, a special piece of equipment that costs \$1,180 is required and he would like to make with purchase with surplus 2012 budget funds.

Selectman Hayes moved to authorize the purchase of an upgrade of the cable video equipment in the amount of \$1,180 so that a video card can be installed to allow for video pass through. Selectman O'Brien seconded. Motion carried with all in favor.

Town Administrator Dunn also advised the Board that the geothermal system at the Library crashed last week and required some emergency repairs. Design changes in the system are being contemplated so that this sort of crash will be less likely to occur. The Library Trustees will be coming to the next Board meeting with written estimates for repairs and improvements to the geothermal system, in the range of \$5,000 - \$10,000.

8.2 FY2013 Budget Preparations

(a) Selectman Hayes moved to approve a FY2013 default budget in the amount of \$11,113,316. Selectman O'Brien seconded. Motion carried with all in favor.

(b) In reviewing the draft of the 2013 Town Warrant, Town Administrator Dunn informed the Board that they have a number of options available on Budget Question #1, which concerns a lease/purchase agreement for improvements to the public safety radio systems. The Board concurred with the wording proposed by Town Administrator Dunn. He also outlined some potential changes to the funding of the Fire Training Center.

(c) Town Administrator Dunn stated that a letter has been received from the Belknap County Commissioners, who are requesting that the Board acknowledge that they would like to continue with the existing practice of paying for LRMFA through the County budget. The Board concurred with this practice.

9.0 New Business

9.1 Personnel Policy Amendments – Selectman Hayes moved to approve the amendments to the personnel policies as presented. Selectman O'Brien seconded. Town Administrator Dunn provided some brief clarifications to Selectman O'Brien regarding the wording of certain portions of the policy. Motion carried with all in favor.

9.2 Investment Policy – Selectman Hayes moved to approve the amended Investment Policy for the fiscal year 2013 as presented. Selectman O'Brien seconded. Motion carried with all in favor.

9.3 Road Closure Request – Selectman O'Brien moved to authorize the closing of Belknap Mountain Road between the Rowe House and Potter Hill Road, on Saturday, December 15, 2012 from 3:30 p.m. to 7:00 p.m., and to permit a bonfire to be constructed on Town property at the Village Field and tea lights on Town roads. Selectman Hayes seconded. Motion carried with all in favor.

9.4 Establishment of Area Road as a Town Road – Chairman Benavides stated that the Town has received a request from the Gunstock Area Commission to accept Area Road as a Town road. Town Administrator Dunn noted that Bob Durfee, a Gunstock Commissioner, is in attendance at this meeting. Town Administrator Dunn proceeded with stating that the first order of business would be to decide if the Board is interested in accepting Area Road as a Town road. If the Board is not interested in pursuing this matter, the recommendation could be made to the Commissioners that they abandon the project. If the Board is inclined to proceed with the acceptance of Area Road, Town Administrator Dunn will work towards this goal and the process will move forward.

Town Administrator Dunn proceeded to state that Town Counsel has concluded that the provisions of RSA 231:27 are not applicable to this situation and a survey should be prepared as part of the Town acceptance process. Brief discussion ensued regarding whether it is necessary for the request to come from the Belknap County Commissioners or the Gunstock Area Commission.

Mr. Durfee stated that Gunstock has an easement granted from the property owner (Sawyer) in 1936. Selectman Hayes inquired if Gunstock is willing to have a survey prepared to determine the exact location. Mr. Durfee stated that the Commissioners have indicated assisting the Town in the process but no formal vote has been taken. Mr. Durfee recommended that if the Town does take over Area Road that a cul-de-sac should be constructed at the end for ease of snow plow turning. He also stated that Gunstock would be willing to donate the land necessary for such a cul-de-sac.

Selectman Hayes asked if there are any plans for Area Road to become the main access to Gunstock. Mr. Durfee replied that the Gunstock Master Plan does not call for Area Road to be the main entrance. Selectman Hayes expressed that he would like the process to move forward but if a survey is required, that cost be borne by the County. He would also like DPW Director Morgan to complete a review of the road.

Chairman Benavides clarified Selectman Hayes' position that he would like to investigate the cost and see what is involved in this process. Town Administrator Dunn stated that he anticipates the process will include a layout of the road, public hearing and the Selectmen's return of layout. He added that the best way to accomplish this is through a survey. Once the cost has been determined, a formal request will be made to Gunstock to incur these costs.

Mr. Durfee pointed out that Gunstock's right-of-way is prescriptive, in that they have a 50 foot strip going from Route 11-A to the Alpine Ridge property. He also pointed out the approval of a subdivision on Chalet Drive in 1970 by the Town. Town Administrator Dunn stated that locating this subdivision plan may be a good starting point and he will pursue this in the Department of Planning and Land Use office.

Mr. Durfee asked the Selectmen if they would be willing to share the opinion of the Town Attorney with Gunstock. The Board verbally authorized Town Administrator Dunn to share the opinion of the Town Attorney with Gunstock.

10.0 Other Business – none.

11.0 Public Input – none.

12.0 Selectmen's Issues – Selectman Hayes reported that Patrick's Pub recently held "Pub Mania" to benefit the WLNH Children's Auction and raised \$165,000 for them. Selectman Hayes wanted to publicly recognize Patrick's Pub for their continued support of the community.

13.0 Administrator's Report – Town Administrator Dunn stated that he has completed his first draft of a Winter Maintenance Policy, which needs to be reviewed by Director Morgan and Police Chief Keenan. He also stated that the NH DES website contains a lengthy document on what is proposed to take place on Liberty Hill.

14.0 Next Meeting – Regular Meeting – December 26, 2012 at 7:00 p.m.

15.0 Adjournment – With no further business before the Board, the Board of Selectmen's December 12, 2012 meeting was adjourned at 8:35 p.m.

Respectfully submitted,

John T. O'Brien
Clerk