

GILFORD BOARD OF SELECTMEN'S MEETING
June 12, 2013
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, June 12, 2013, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Kevin Hayes, John O'Brien and Gus Benavides. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Staff members in attendance included Police Chief Kevin Keenan, Fire Chief Steve Carrier and Public Works Director Sheldon Morgan.

1. **Non-Public Session** Selectman O'Brien moved to enter non-public session at 6:30 p.m., pursuant to RSA 91-A:3, II, to discuss pending litigation, consideration of the sale of real estate and matters which may adversely affect the reputation of any person. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor. Present were Selectmen Kevin Hayes, John O'Brien and Gus Benavides. Also present was Town Administrator Scott Dunn.

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

2. **Pledge of Allegiance** – The Selectmen recited the Pledge of Allegiance.

3. **Announcements/Presentations**

- 3.1. Chairman Hayes announced that the Board of Selectmen is seeking civic-minded residents to serve as community volunteers on various Boards and Committee.
- 3.2. Chairman Hayes announced that Lakes Region Mutual Fire Aid will be conducting a Statewide Fire & All Hazards Mobilization Plan Functional Exercise on Sunday, June 30, 2013, at the Fire Department Training Site on Kimball Road.
- 3.3. A representative from Senator Kelly Ayotte's office will be at the Town Hall on Wednesday, June 19, 2013 between the hours of 9:30 – 10:30 a.m.

4. **Review/Approval of Minutes**

- 4.1. Selectman O'Brien moved to approve the minutes of May 22, 2013, May 29, 2013, and June 4, 2013, as presented. Selectman Benavides 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 May 20, 2013 through June 7, 2013, as listed. Selectman Benavides seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
02/06/13	Change of Status - Beland	
05/10/13	Accounts Payable Manifest	
05/13/13	Payroll Register	
05/14/13	Payroll Register	
05/16/13	Payroll Register	
05/17/13	TC Warrant - 2013 Property Tax Assessment	
05/20/13	Abatement - Sousa	223-033.031
05/20/13	Abatement - Larrere	217-037.000
05/20/13	Abatement Denial - Wishing Bridge Realty	241-095.000
05/20/13	Abatement Denial - Gagne	224-047.004
05/20/13	Abatement Denial - Gagne	224-047.006
05/20/13	Abatement - Waterway Realty	253-129.000
05/20/13	Abatement - Waterway Realty	267-211.027
05/20/13	Abatement - Scannell	224-075.004

05/21/13	Payroll Register (2)	
05/21/13	Accounts Payable Manifest	
05/22/13	Sewer Abatement - Dohert-Sheldon	252-016.621
05/22/13	Sewer Abatement - Crowley	223-477.000
05/22/13	Sewer Abatement - Comeau	252-016.281
05/22/13	TC Warrant - 2013 Water Rent	
06/01/13	Change of Status - McCarthy	
06/01/13	Change of Status - King	
06/01/13	Change of Status - Meyers	
06/01/13	Change of Status - Bos	
06/01/13	Change of Status - Buckley	
06/01/13	Change of Status - DesMarais	
06/01/13	Change of Status - Gallant	
06/01/13	Change of Status - Zakorchemny	
06/01/13	Change of Status - Tewksbury	
06/01/13	Change of Status - Attar	
06/01/13	Change of Status - Cappello	
06/01/13	Change of Status - DeProspo	
06/01/13	Change of Status - Dobbins	
06/01/13	Change of Status - Hooker	
06/01/13	Change of Status - Kezar	
06/01/13	Change of Status - Rice	
06/01/13	Change of Status - Menton	
06/01/13	Change of Status - O'Brian	
06/01/13	Change of Status - Phelps	
06/01/13	Change of Status - Tropsf	
06/08/13	Change of Status - Kloetz	

6.0 Appointments

6.1 Sheldon Morgan – Department of Public Works Update – Director Morgan provided the Board with an overview of what has transpired over the past several months within the Department of Public Works, as well as plans for the upcoming summer construction season. He began his presentation by providing Board members with statistics on various permits that have been issued, as well as requests for action that were received.

Director Morgan reported that DPW continues to work with Alex Crawshaw, of the Gunstock Acres Water District, to ensure that their construction schedules are compatible. He further stated that this year, the Town has allowed Gunstock Acres Water District to apply a high quality cold patch on roads that are not scheduled for rehabilitation.

The Sewer Division remains busy and to date, has replaced approximately 25 meters with new rebuilt ones. Director Morgan stated that scheduling mutually agreeable times with homeowners to make the replacements has been problematic, but they are making progress.

The Highway Division is very busy at this time of year with seasonal roadside mowing, culvert replacements, tree maintenance, gravel road grading, shoulder work and assisting the Cemetery and Parks and Recreation staff as needed. Plans for summer road projects are being finalized with Wolcott Construction and Busby Construction. This includes Old Lakeshore Road drainage issues that were not originally part of the Road Improvement Plan, as well as figuring out what to do at the bottom of Cat Path.

Extensive discussion ensued regarding the completion of road construction on Governor's Island, which is hampered by the many contractors working on the island. As a result, they are considering performing work on Summit Avenue, which has no other construction work taking place at this time. Town Administrator Dunn added that Edgewater Drive is on the schedule for 2013 and Summit

Avenue for 2014. If Summit Avenue were to be constructed this year, it would just be a matter of changing Edgewater Drive to 2014. In addition, Summit Avenue is rapidly deteriorating.

The Vehicle Maintenance Division continues to work closely with the Fire Department. Director Morgan also pointed out that Mechanic Terry Clairmont has completed an upgrade to the Police Department's gator by fabricating a rear seat.

Selectman Benavides stated that a resident expressed concern to him regarding a stop sign issue on Chestnut Drive. Director Morgan will check on this tomorrow. Brief discussion ensued regarding a drainage issue on Cottonwood Trail. Selectman O'Brien inquired if the Town cuts the grass at the triangle at Routes 11A and 11B, since a resident has the equipment to take care of this. Director Morgan stated that this has been done by both the Town and the State. The Town uses a sickle bar because of the Japanese knotweed. Town Administrator Dunn added that NH DOT has informed the Town that due to budget cuts, they have significantly scaled back their roadside mowing. Director Morgan added that the area will be mowed by Town forces to alleviate any visibility issues at the intersections.

Chairman Hayes asked Director Morgan if the Town maintains the sidewalk area at Potter Hill Road and Belknap Mountain Road, to which Director Morgan replied yes. Chairman Hayes advised Director Hayes that during the Memorial Day parade, there were many positive comments from residents on the appearance of the area.

Brief discussion ensued regarding a water issue on Old Lakeshore Road near the back of the movie theater, as well as the abundance of poison ivy and Japanese knotweed along Gilford's roadsides.

The Board thanked Director Morgan for his update.

7.0 Old Business

7.1 Lakes Region Public Access Membership/Dues – Selectman O'Brien moved to approve the Agreement as presented, and to authorize the Town Administrator to sign on behalf of the Town, and to authorize the payment of dues in the amount of \$21,393.75 (the same as FY2012), with funds to come from franchise fee revenues. Selectman Benavides seconded.

Selectman O'Brien questioned why the letter from LRPA indicates a lower subscriber count than 2012, yet the cost is the same for 2013. Town Administrator Dunn replied that this is due to the subscriber count being arrived at using a different means than was used in 2012, but LRPA decided to level fund the dues. Chairman Hayes asked Town Administrator Dunn if he had any additional information regarding the status of other Towns signing the agreement. Town Administrator Dunn replied that Belmont is undecided, but at this time, he is recommending approval for another year while the LRPA TV Board of Directors continues its efforts in making this a viable business.

A vote on the motion showed that it carried with all in favor.

7.2 Waste Disposal Fee Schedule – Town Administrator Dunn stated that, following the public hearing held last month, it was obvious that residents do not want to see a drastic increase in the fee schedule, which was intended to mirror Laconia's rates. As a result, he is proposing to increase the fee only after you reach the 100 pound limit to \$60 per ton, effective September 1, 2013. He further stated that he has provided the Board with figures on how this increase would affect users.

Selectman Benavides reminded Board members that he made the motion at the last meeting to not approve the proposed fee schedule increase and keep it the way it was, and that was still his position. Selectman O'Brien seconded.

It was clarified that to keep the fee schedule the same as it currently is, the fee for Household Trash should change from \$0.03 per pound back to \$0.015 per pound over 100 pounds (\$60 per ton back to

\$30 per ton). All other items in the proposed fee schedule would remain the same. Town Administrator Dunn noted that the proposed September 1, 2013 fee schedule also updates the fee system that was approved in 1998. A vote on the motion showed that it carried with all in favor.

7.3 Concord Regional Solid Waste Cooperative Membership – Town Administrator Dunn stated that it is the recommendation of the DPW Director and himself that the Town remain a member of the Cooperative. He added that the City of Laconia voted this past Monday night to remain a member and, together with the Town of Gilford, they form a solid waste district.

Selectman O'Brien moved to authorize the Town's delegate to the Concord Regional Solid Waste Cooperative to vote in favor of having the Town of Gilford remain a member on 1/1/2015. Selectman Benavides seconded. Motion carried with all in favor.

7.4 Town Hall Improvements Bid Specifications – Town Administrator Dunn stated that the Town is preparing to go out to bid on this project and he needs some direction from the Board. The Board concurred with his suggestion to solicit bids for both a metal and asphalt shingle roof and once received, they will determine which material to use.

There is also a concern from the Buildings and Grounds staff to re-construct asphalt sidewalks, rather than pavers, once the concrete sidewalk is removed. The Board concurred that this item should also receive bids for both materials and they will decide after the bids are received.

Town Administrator Dunn advised the Board that he is concerned that with this year's renovation and the potential for the Police Station renovation/addition in 2014, that upgrades not be made and then undone for the Police Station. As a result, he has modified the Police Station plans so that the addition on the back of the building has been moved and will not make it necessary for the new siding to be removed. This also necessitates the need for the floor plan of the addition to change.

Selectman O'Brien questioned the status of a sprinkler system. Town Administrator Dunn replied that only the addition would need to have a sprinkler system, not the rest of the building.

Discussion ensued regarding the Police Station renovation/addition project. Selectman Benavides asked Police Chief Keenan if he was agreeable with this revision in the plans. Chief Keenan replied that he is agreeable with the best utilization of funds, so that work completed this year would not need to be undone for the Police Station project. However, he stated that he would need to sit down with the Town Administrator and the Board of Selectmen to determine how to best utilize the space within the proposed addition. He further stated that he is agreeable with the architect preparing some rough plans so the he can see the flow within the new space.

Town Administrator recommended that the pine tree at the rear of the building be removed. He also stated that the overall appearance of the Town Hall will resemble the new library, once renovations have been completed. After receiving a cost estimate to replace the front doors of \$8,000, Town Administrator Dunn has advised the architect to reinstall the existing doors and instead, the Town may wish to consider utilizing funds to replace the hallway floor, if available. In addition, the two large arborvitaes at the front of the building will most likely be removed.

7.5 Gilford Outing Club Warming Hut Project – Selectman O'Brien stated that it is unfortunate that the Board must discuss the Warming Hut tonight. However, recent e-mails have renewed his concerns about it. Assumptions have been made by the group who is working on this project and he would like to make it clear that in 2006, the Board never voted to support the project with funds, equipment or employee help. He further stated that we need to move forward with the completion of the renovation and unfortunately, the Town may need to take over the project, as suggested by Chairman Hayes.

Selectman O'Brien moved to have Sarah Anderson head a committee that would complete the work on the Warming Hut, under Town management, to the extent funds are available. Chairman Hayes

seconded and asked about the offer received to complete the work at a “not to exceed” price. Selectman O’Brien cautioned the Board about the process used to solicit this price. Chairman Hayes asked DPW Director Morgan if he had staff and talent available to complete this project, in a billable manner, and if so, how would it affect his summer work schedule? Chairman Hayes further asked him if he would have available staff, if supplemented by prison labor. At this time, Police Chief Keenan offered to check on the availability of skilled prison labor to complete the project.

Director Morgan replied that they do have the talent to complete the construction, but is concerned with maintaining the integrity of the building to remain on the Historic Register. This project would affect their summer schedule, but he feels it could be at least weather-tight with ten days of labor. Selectman O’Brien expressed concern with the available funds only completing the exterior of the building, while interior renovations are still needed as well. Director Morgan replied that it is important to re-use as many materials as possible on the interior renovation.

Chairman Hayes stated that he would like to table this matter for two weeks, to enable Director Morgan and Chief Keenan to work out the details to complete the project with the available funds. Selectman O’Brien withdrew his motion and Chairman Hayes withdrew his second.

Selectman Benavides stated that he supports the efforts of the Anderson family over the past few years. He especially commended Sarah Anderson for taking charge of the project and thanked the donors for their contributions.

7.6 DPW Equipment – Director Morgan reviewed the recent Departmental Equipment Assessment that he prepared for the Board. The chart provided the current mileage/hours, condition assessment from 1-5 and notes of interest on each piece of DPW equipment. He further pointed out that the 2014-2020 CIP Public Works Request included three or four items per year, rather than one or two, in an effort to get caught up on equipment replacements. He also emphasized the importance of maintaining trade-in value on vehicles and equipment.

Selectman Benavides expressed concern with vehicles getting to the point where they have rust. He further stated that with a new employee taking care of these issues, that once rust is detected it should be taken care of immediately. Director Morgan agreed with Selectman Benavides and added that the materials used today help increase longevity. Despite this, he continued, vehicles and equipment do deteriorate, decreasing their trade-in value.

Brief discussion ensued regarding the advantages of rehabbing vehicles. The Board again thanked Director Morgan for his presentation.

8.0 New Business

8.1 Set Date for Summer Town Forum – The Board concurred to hold the Summer Town Forum on Wednesday, August 14, 2013 at 6:00 p.m.

8.2 Appointments for Special Police Officers – Selectman O’Brien moved to appoint Charles Hopkins and Karen Craver as Special Police Officers for the period July 1, 2013 until June 30, 2014. Selectman Benavides seconded. Motion carried with all in favor.

8.3 Acceptance of Donation (Drug & Alcohol Task Force) – Selectman O’Brien moved to accept a donation of \$500 from the Gilford Rotary Club for the Drug and Alcohol Task Force with thanks and to authorize the expenditure of this sum for the intended purposes. Selectman Benavides seconded. Motion carried with all in favor.

8.4 Radio Upgrade Financing Bids – Selectman Benavides expressed concern with dismissing the potential cost savings that the bid of Bank of New Hampshire offers, because they submitted their bid 1½ hours after the deadline and via e-mail, which is not permitted. Town Administrator Dunn clarified that the Town sent out proposals with a deadline and a procedure for submitting bids, which

the Bank of New Hampshire did not follow. He further stated that he agrees with the recommendation of Finance Director Ruggles to disqualify Bank of New Hampshire. Chairman Hayes indicated that the bid of the Bank of New Hampshire would have resulted in approximately \$600 in savings. Selectman O'Brien stated that it would be unfair for the other two banks to allow the Bank of New Hampshire bid. Chairman Hayes added that he thinks the integrity of the bid process is very important.

Selectman Benavides asked Town Administrator Dunn why the bids are not permitted via e-mail, to which he replied that the Town solicited sealed bids, with the intention of opening them at a public event. Any member of the public can observe the bid opening process.

Selectman O'Brien moved to accept the bid of Meredith Village Savings Bank at a fixed APR of 2.09% for five years. Selectman Benavides seconded. Motion carried with all in favor.

8.5 CAMA Software Support Contract – Selectman O'Brien moved to approve the Univers & Web Hosting & Landisc Maintenance Renewal with Tyler Technologies in the amount of \$8,700.00, with \$1,400 to come from account #4151-224 and \$7,300 to come from #4150-224. Selectman Benavides seconded. Motion carried with all in favor.

8.6 Proclamation for Victoria Wood Parrish – Chairman Hayes read the Proclamation aloud. Selectman O'Brien moved to approve the Proclamation for Victoria Wood Parrish, as written. Selectman Benavides seconded. Motion carried with all in favor.

8.7 NH Humane Society Agreement/Fee – Selectman O'Brien moved to approve the agreement as presented, and to authorize the Town Administrator to sign on behalf of the Town, and to authorize the payment of dues in the amount of \$7,000, with funds to come from account #4210-228. Selectman Benavides seconded. Motion carried with all in favor.

9.0 Other Business – Town Administrator Dunn advised the Board that he has received a request from the contractor who is replacing the guardrails for NH DOT at the corner of Route 11-A/Belknap Mountain Road. A wooden rail structure is located adjacent to the driveway on Town property at 2 Belknap Mountain Road, and the contractor would like to replace this with guardrail, at no cost to the Town. Town Administrator Dunn stated that he has consulted with the Superintendent of Schools and Director of Public Works on this matter and is seeking authorization from the Board to allow the guardrail to be installed and to sign an agreement with the contractor.

Selectman O'Brien moved to authorize the guardrail to be installed and for the Town Administrator to sign the necessary form on behalf of the Town. Selectman Benavides seconded. Motion carried with all in favor.

The Conservation Commission has expressed concern with the trails at the Lakes Business Park and Town Administrator Dunn will discuss this at the Board of Directors meeting next Wednesday. Town Administrator Dunn further stated that the plans for the Wetlands Permit for the project provide for conservation easements and a trail system. However, there may not be a legal obligation to construct the trails.

Town Administrator Dunn further clarified that the Conservation Commission has sent a letter to the Mayor of Laconia asking why the trails were not constructed. The first issue to be decided is if the trails should be constructed and it is Town Administrator Dunn's understanding that when the Business Park was developed, there were no funds available to construct the trail system. He added that a Lakes Business Park Trust Fund does exist, which currently has a balance of approximately \$224,000. Also, the Gilford Conservation Fund has a balance of approximately \$340,000.

Town Administrator Dunn stated that he has been unable to locate any documentation on the original bid plans. In addition, he has learned that there is specific language that should be in all deeds when lots are

sold at the Lakes Business Park and he has determined that at least one of the parcels that has been conveyed has no mention of this language in the deed.

Town Administrator Dunn reminded the Board that they recently approved the installation of two streetlights at Meadowbrook, but Chief Keenan has determined that three streetlights are needed. The Board concurred to allow this change from two streetlights to three streetlights.

- 10.0 Public Input** – Denise Beauchaine of 42 Watson Road and Director of LRPA, thanked the Board for their support. She also thanked Town Administrator Dunn for his efforts. In addition, she pointed out that, during the recent process of negotiating with Metrocast, there has been input from towns, Metrocast and LRPA. However, there has been no input from subscribers and as a result, she is recommending that the Board consider the formation of Cable Committee in Gilford, that would allow representation from various Metrocast subscribers. Ms. Beauchaine would like to return the Board at a future meeting with more details on structuring a Committee. Chairman Hayes invited Ms. Beauchaine to attend the July 10th Selectmen’s meeting, to which she agreed.

Dan Griffin of Stonegate Court was in attendance to offer support and thanks to LRPA.

Alida Millham of Belknap Mountain Road also offered support to LRPA. She cited the importance of Gilford residents being able to view programming of Belknap County meetings.

- 11.0 Selectmen’s Issues** – Selectman Benavides praised the Harding family for allowing graduations to take place at Meadowbrook.

Chairman Hayes praised Police Chief Keenan for the professionalism he recently observed with Police Officer Adam Van Steensburg.

- 12.0 Administrator’s Report** – Town Administrator Dunn reported that the Liberty Hill Cleanup is moving forward and a voluminous data report has been compiled on the monitoring wells. He asked the Board for direction on how to proceed with reviewing the report. Chairman Hayes suggested that it be sent to Dan Morrissey for a cursory glance and only spend time on the report, if he feels it is necessary. The Board concurred with this recommendation.

Town Administrator Dunn stated that, to date, he has not received a response from the Society for the Protection of New Hampshire Forests regarding the Town’s request to erect a flagpole at the site of the Warming Hut. Since SPNHF has indicated their support of a 20 foot flagpole, rather than a 40 foot flagpole, he asked the Board for direction on whether or not to revisit the original plan of erecting the flagpole on the Route 11-A/11-B triangle.

At this time, DPW Director Morgan indicated that he just received correspondence from SPNHF that they would permit a 25 foot flagpole at the Warming Hut. Chairman Hayes suggested that Selectman O’Brien and Town Administrator Dunn get together and prepare a plan for the July 10th Board meeting.

FEMA will be reimbursing the Town 75% of \$24,296.48 for costs during Hurricane Sandy.

Town Administrator Dunn advised the Board that Superintendent Kent Hemingway and Greg Goddard of Gunstock will be presenting updates to the Board during the second half of 2013.

Town Administrator Dunn is anticipating that the July 9th negotiations with Metrocast will be the final round of negotiations. After that time, he will present the results to the Board, followed by a public hearing.

Town Administrator Dunn has been approached by CGI, a company that would like to have a video tour link connected to the Town website, at no charge. This tour would include links to local

businesses.

13.0 **Next Meeting** – Wednesday, June 26, 2013 at 7:00 p.m. at the Town Hall

14.0 **Adjournment** – With no further business before the Board, the Board of Selectmen's June 12, 2013 meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Gus Benavides
Clerk