

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**July 9, 2014**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, July 9, 2014, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were John O'Brien, Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn.

Staff members in attendance included Finance Director Geoff Ruggles, Fire Chief Steve Carrier, DPW Operations Manager Mia Gagliardi, Police Chief Anthony Bean Burpee, Town Clerk/Tax Collector Denise Gonyer and Executive Secretary Sandra Bailey.

1. **Non-Public Session – 6:00 p.m.** Selectman Grenier moved to enter into non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II, (d)(e) to discuss consideration of the sale or acquisition of real property and threatened litigation. Selectman Grenier seconded. Motion carried on a roll call vote with all in favor. Present were John O'Brien, Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn.

Selectman Grenier moved to exit non-public session at 7:00 p.m. and seal the minutes. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor.

2. **Non-Meeting** [Per RSA 91-A:2, I, (a)]
  - 2.1. **Collective Bargaining Agreement Negotiations** – will be held at the conclusion of regular meeting.
3. **Pledge of Allegiance** – Chairman O'Brien led the assembly in reciting the Pledge of Allegiance.
4. **Announcements/Presentations**
  - 4.1. Chairman O'Brien announced that the Hazardous Waste Collection and Island Clean-up will be held on Saturday, July 26<sup>th</sup>.
5. **Review/Approval of Minutes**
  - 5.1. Selectman Grenier moved to approve the minutes of June 25, 2014, as presented. Chairman O'Brien seconded. Motion carried with Selectman Benavides abstaining.
6. **Consent Agenda**
  - 6.1. Selectman Grenier moved to approve the previously signed documents for the period June 23, 2014 through July 3, 2014 as listed. Selectman Benavides seconded. Motion carried with all in favor.

<b><u>DOCUMENT DATE</u></b>	<b><u>DOCUMENT</u></b>	<b><u>MAP/LOT #</u></b>
04/01/14	Change of Status - Chitty	
06/03/14	Payroll Register (2)	
06/08/14	Change of Status - Greene	
06/09/14	Abatement - Tamposi	254-073.000
06/10/14	Payroll Register (3)	
06/11/14	Sewer Abatement - Waite	253-012.000
06/12/14	Account Payable Manifest	
06/12/14	Payroll Register (2)	
06/16/14	Tax Collector Warrant - Yield Tax Levy	234-002.000
06/16/14	Payroll Register	

06/17/14	Sewer Abatement - Tewksbury	252-016.293
06/17/14	Payroll Register	
06/23/14	Payroll Register	
06/24/14	Payroll Register (2)	
06/25/14	Current Use Change Tax Warrant - Blue Sky Enterprises	205-025.000
06/25/14	Current Use Change Tax Warrant - Simpson	252-049.000
06/25/14	NOITE - LePage - Route 11-A	
06/25/14	NOITC - LSP Association	252-016.000
06/25/14	NOITC - LSP Association	252-044.000
06/25/14	MS-5	
06/26/14	Change of Status - Poisson	
07/02/14	Change of Status - Harris	

## 7. Appointments

**7.1. Denise Gonyer – Town Clerk/Tax Collector Department Update** – TC-TC Gonyer reported the success of being able to accept credit cards for payments. In particular, she referred to taxpayers being able to receive cash back percentage in excess of the service fee charged for using the credit card. In addition, many of the on-line services have been enhanced.

The Department has been part of a Plate Release Program through the NH DMV, which eliminates the necessity of having to call DMV for permission to release a plate.

A computer upgrade is currently in process to allow the Department access to voting information and vital records. Staff training is ongoing and the customer count continues to increase.

Property taxes are currently 80% collected, with the bills being due tomorrow, July 10<sup>th</sup>.

Brief discussion ensued regarding the Unlicensed Dog Warrant. Selectman Benavides stated that he received a compliment today for outstanding customer service by Bonnie Malin.

Chairman O'Brien stated that although he originally was not in favor of credit cards, he now supports the use of them and realizes the value to citizens who receive cash back.

The Board thanked Town Clerk-Tax Collector Gonyer for her update.

## 8. Old Business

**8.1. CDBG Project** – Chairman O'Brien inquired regarding the total amount of the grant, to which Town Administrator Dunn replied that it is \$478,000. He then explained the role of the grant administrator. Town Administrator Dunn replied that this person administers the entire grant, following the CDBG guidelines. This includes the appropriate hiring of an engineer, making sure that the project is in compliance with CDBG guidelines, making payments and addressing environmental concerns.

Town Administrator clarified that an advertisement was placed in the Union Leader and invitations for proposals were sent to twelve companies. There was only one response.

Selectman Benavides moved to accept the proposal of Donna Lane in the amount of \$12,200 with the understanding that all of these funds will come from the CDBG program for the benefit of the Old Lakeshore Cooperative and no funds will be obligated by the taxpayers of

Gilford. Selectman Grenier seconded. Motion carried with all in favor.

**9. New Business**

**9.1. Extended Warranty on New Truck #3** – Selectman Benavides moved to approve spending \$5,530 from account #4902-837 for an extended warranty package from Mack Trucks, Inc. for Truck #3. Selectman Grenier seconded and inquired about this item being part of the capital budget. Town Administrator Dunn stated that it is a part of the capital budget. Following brief discussion, DPW Operations Manager Mia Gagliardi stated that going forward, extended warranties will be included in the capital budget requests that are reviewed by the Budget Committee. Motion carried with all in favor.

**9.2. Handicap Parking - Glendale** – The Board concurred to table this matter to a future meeting.

**9.3. Personnel Policy – Proposed Amendments** – The Board concurred to table this matter to a future meeting.

**9.4. Fire-Rescue Grant Application** – Selectman Benavides moved to approve the grant application to NH Department of Safety request for overtime reimbursement and to authorize the Town Administrator to sign the forms as may be necessary. Selectman Grenier seconded. Motion carried with all in favor.

**9.5. CAMA Software Support Contract** – Selectman Benavides moved to approve the annual software maintenance contract with Tyler Technologies in the amount of \$9,000. Selectman Grenier seconded. Motion carried with all in favor.

**9.6. LRPA Fee Schedule** – Selectman Benavides thanked the LRPA Board of Directors and specifically Gilford resident Chan Eddy, for reducing the dues from over \$15,000 last year. Town Administrator Dunn clarified that the funding source for this dues is cable franchise revenues from cable subscribers and not tax dollars.

Selectman Benavides moved to approve this year’s annual dues to LRPA in the amount of \$1,700. Selectman Grenier seconded. Motion carried with all in favor.

**10. Other Business** – Town Administrator Dunn stated that an application was received today from NH DRA for the Town to receive reimbursement for federal and state forest land. Selectman Benavides moved to approve the signing of the Application for Reimbursement to Towns and Cities in which Federal and State Forest Land is Situated 2014. Selectman Grenier seconded. Motion carried with all in favor.

Town Administrator Dunn advised the Board that the State has had legislation enacted recently on the handling of wetlands permits. Previously, the applicant would pay a fee to the Town Clerk, who would in turn mail the application to NH DES. It is now the responsibility of the applicant to see that the application is mailed to NH DES. He further stated that when this new rule came into effect, they did not take into account the fact that most applications are received via mail. This would mean that the applicant would need to be phoned and informed that they must come into the Town Hall and pick up the application. The alternative would be to mail it to the applicant at the Town’s expense.

Town Administrator Dunn is, therefore, looking for authorization from the Board of Selectmen to

be able to recover these mailing costs. He read aloud a suggested motion. TC-TC Gonyer added that this matter went to the legislature earlier this year the Town Clerk's Association was advised that fees were going to remain within the proposed law. She explained the current process that is in place for Wetlands Permits, with discussion ensuing. Town Administrator Dunn added that these permits are public documents and the Town Clerk's office makes them available to the public for viewing. TC-TC Gonyer stated that members of the public frequently come into the office to view these permits. She recommended that the Board consider a flat fee of \$5.00.

Town Administrator Dunn added that there are two other options that could be considered, but are not desirable. The applicant could be advised that they must come in and pick up the application or they could be required to provide a self-addressed, stamped envelope with the application. Further discussion ensued.

At this time, Town Administrator Dunn suggested that the Town offer two options – to enclose a self-addressed, stamped envelope with the application or pay \$5.00 to cover the mailing costs. Selectman Benavides moved to authorize Town Officials to mail public documents, (including Right to Know requests), upon receipt of a \$5.00 flat fee or self-addressed stamped envelope, except when otherwise provided by state law. Selectman Grenier seconded. Motion carried with all in favor.

**11. Public Input – none.**

**12. Selectmen's Issues –** Selectman Grenier stated that he would like to re-address the Fireworks Ordinance, which was passed prior to his taking office, at the August 13, 2014 Board meeting.

Selectman Benavides complimented DPW Operations Manager Gagliardi for the quick and efficient manner in which the Department responded to the heavy rain storm.

Selectman Benavides asked Chief Bean Burpee for an update on Potter Hill Road. Chief Bean Burpee responded that they are waiting to hear when the painting on the road will be done. He added that officers have been performing directed patrols whenever possible. Also, the traffic on Potter Hill Road has subsided due to the fact that school is out for the summer. A radar unit has also been purchased that can be installed on a telephone pole. Brief discussion ensued regarding some of the recorded speeds on Potter Hill Road.

Selectman Benavides stated that he would like the Board to review the situation with traffic on Cat Path at the August 13<sup>th</sup> meeting. He does not think that the traffic situation has improved and wants to consider taking measures similar to those on Potter Hill Road. He also thinks that it is important to hear from the residents of Cat Path. Chairman O'Brien supports having a "No Right Turn" sign on Cherry Valley Road, but Town Administrator Dunn reminded him that NH DOT will not allow that. He suggested that instead, the Board has the authority to install "Do Not Enter" signage at the top of the hill.

Selectman Benavides expressed concern with the condition of the Scenic View Overlook on Route 11. The trees have grown so much that it is no longer a scenic overlook. Town Administrator Dunn stated that NH DOT has no easements for the view or trees and it is private property. He will look into this matter further regarding the ownership of the property and what options might be available for tree trimming.

**13. Administrator's Report** – Town Administrator Dunn advised the Board that it was recently brought to his attention that the Glendale Regulations prohibit the beaching of any registered motor vehicle, but we ask people with personal watercraft to not use the docks and beach them. He suggested that this issue be addressed with the Glendale Committee at the end of the season, so that a recommendation can be made to the Board of Selectmen.

In regards to the recently amended agreement between the Town, Winnepesaukee Yacht Club and Lake Winnepesaukee Sailing Association, Town Administrator Dunn has been advised that although the Winnepesaukee Yacht Club is in favor of it they do not intend to sign it. He further clarified that the most recent agreement had not been presented to the general membership and they do not think that the matter needs to be put in writing.

**14. Next Meeting** – July 23, 2014.

**15. Adjournment** – With no further business before the Board, the Board of Selectmen's July 9, 2014 meeting was adjourned at 7:56 p.m. and a non-meeting was convened.

Respectfully submitted,

Richard Grenier  
Clerk