

GILFORD BOARD OF SELECTMEN'S MEETING
February 26, 2014
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, February 26, 2014, 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 was Town Administrator Scott Dunn.

Staff members in attendance included Finance Director Geoff Ruggles, DPW Director Sheldon Morgan, Acting Police Chief Jim Leach, Acting Deputy Police Chief Kris Kelley and Executive Secretary Sandra Bailey.

- 1. Pledge of Allegiance** – The Selectman led the assembly in reciting the Pledge of Allegiance.
- 2. Announcements/Presentations** – Chairman Hayes began by asking for a moment of silence for Gilford resident Rowland Keith, who recently passed away. Mr. Keith had a strong sense of citizenship and was active in the local community. Chairman Hayes highlighted some of the positions he held, including serving on the Board of Selectmen and School Board.
 - 2.1.** Chairman Hayes read aloud a letter from Fire Chief Carrier, who recognized Lt. Dominic DeCarli for service above and beyond the call of duty and contributing to enhancing public safety throughout the community, and recommended that he receive a “Caught in the Act” award.
 - 2.2.** Chairman Hayes reported that the 2013 Town Reports are now available at the Town Hall, Library and SAU #73 Office.
 - 2.3.** Town Elections and Special Election for Executive Councilor will be held on Tuesday, March 11, 2014 from 7:00 a.m. to 7:00 p.m. at the Gilford Youth Center on Potter Hill Road
 - 2.4.** The Kimball Castle Public Forum has been re-scheduled to April 9, 2014 at 7:00 p.m.
- 3. Review/Approval of Minutes**
 - 3.1.** Selectman O'Brien moved to approve the minutes of February 12, 2014, as presented. Selectman Benavides seconded. Motion carried with all in favor.
- 4. Consent Agenda**
 - 4.1.** Selectman O'Brien moved to approve the previously signed items for the period February 10, 2014 through February 21, 2014 as listed. Selectman Benavides seconded. Motion carried with all in favor.

| <u>DOCUMENT DATE</u> | <u>DOCUMENT</u> | <u>MAP/LOT #</u> |
|----------------------|---------------------------|------------------|
| 08/25/13 | Change of Status - Doris | |
| 10/22/13 | Change of Status - Hewitt | |
| 12/17/13 | Change of Status - Hanson | |
| 01/09/14 | Change of Status - Fabian | |
| 01/23/14 | Accounts Payable Manifest | |
| 01/27/14 | Payroll Register | |
| 01/28/14 | Payroll Register | |
| 02/03/14 | Payroll Register | |

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|----------|--------------------------------------------|-------------|
| 02/10/14 | Payroll Register | |
| 02/11/14 | Payroll Register | |
| 02/11/14 | Accounts Payable Manifest | |
| 02/12/14 | Tax Collector's Warrant - 2014 Sewer Rents | |
| 02/12/14 | Veteran's Tax Credit - Francke | 237-001.000 |
| 02/12/14 | Veteran's Tax Credit - Ray | 203-028.000 |
| 02/12/14 | Veteran's Tax Credit - Cott | 222-062.000 |
| 02/12/14 | Veteran's Tax Credit - Lacroix | 227-148.000 |
| 02/12/14 | Veteran's Tax Credit - Reimers | 227-188.000 |
| 02/12/14 | Veteran's Tax Credit - Gelotte | 252-155.000 |
| 03/03/14 | Change of Status - Lavery | |

5. Appointments

5.1. Geoff Ruggles – Financial and Department Update – Director Ruggles stated that we are starting 2014 on a positive note with revenues up, most notably due to Motor Vehicle Fees. In addition, expenditures are down significantly, due to the retirement the Village Sewer Bond, which previously had a \$235,000 payment due in January. Most departments, with the exception of the Highway Department, were below their expenditures for January 2013.

Property tax collections rebounded in January, with a collection rate of just over 95%. Although cash flow is much lower that it was at this time last year, he does not foresee any problems.

Selectman Benavides commended Finance Director Ruggles for his dedication and positive attitude, specifically citing that he was in the office last Saturday working. He recognized that Director Ruggles is a salaried employee and does not receive any additional pay for working on a Saturday. Town Administrator Dunn added that Director Ruggles has worked for the past several Saturdays. The Board members stated that they appreciate Director Ruggles very much.

Director Ruggles stated that, as of the end of the year, the Department's part-time Account Clerk accepted a position in Public Works and he has been shorthanded since that time. However, Mary Kim Lavery will be filling the position as of Monday, March 3rd.

The Town Auditors will be here the week of April 21, 2014. Next, Director Ruggles provided an explanation of the 5-year State certification process that is taking place in the Appraisal Office. Networking hardware and software have been upgraded to pass compliance testing for taking credit cards in the Town Clerk-Tax Collector's Office.

The Board thanked Director Ruggles for his update.

6. Old Business – none.

7. New Business

7.1. Disposal of SCBA Cylinders – Selectman O'Brien moved to approve the sale of 17 surplus SCBA cylinders to the Town of Bridgewater for the sum of \$1,275, and approve the use of the \$1,275 in unanticipated revenue for the purchase of 5 Scott SCBA masks,

provided that any monetary shortfalls will come from the Fire Department budget. Selectman Benavides seconded. Motion carried with all in favor.

7.2. Y/E 2013 Audit Agreement – Vachon & Clukay & Company – Selectman O’Brien moved to approve the engagement letter with Vachon Clukay & Company, PC to perform the 2013 Annual Audit for the not to exceed price of \$19,000, and to authorize the Chairman of the Board to sign the documents as presented. Selectman Benavides seconded. Motion carried with all in favor.

7.3. Surplus Vehicles – Police Department – Selectman O’Brien moved to authorize the trade-in of two 2009 Ford Crown Victoria police sedans as part of the planned acquisition of two new cruisers upon approval of the 2014 budget. Selectman Benavides seconded. Motion carried with all in favor.

7.4. Highway Safety Project Grant – Selectman O’Brien moved to approve the application for NH Highway Safety Project Grant funds in the amount of \$4,145, with a match of \$2,445 from the DPW budget to be used towards the purchase of a portable radar traffic monitoring unit, and to authorize the Chairman of the Board to sign the documents as presented. Selectman Benavides seconded. Motion carried with all in favor. (Note: actual dollar amounts have been corrected.)

7.5. Lakes Region Planning Commission Representative – Selectman O’Brien moved to appoint John Ayer as a Commissioner to the Lakes Region Planning Commission for a term to expire April 30, 2015. Selectman Benavides seconded. Motion carried with all in favor.

8. Other Business – none.

9. Public Input – none.

10. Selectmen’s Issues – Selectman Benavides wished Happy Birthday to Chairman Hayes.

11. Administrator’s Report – Town Administrator Dunn reported that he received a proposal from Metrocast today, for the Cable Franchise Agreement Renewal and, as a result, asked the Board if they would like to schedule a public hearing at the next meeting. The Board concurred with scheduling a public hearing on March 12, 2014. The Board concurred.

Town Administrator Dunn stated that since funding has not been made available to place the videos of Selectmen’s meetings on the Town website, he would to be able to add audio recordings to the website. He has learned from Mainstay that it will cost \$750 to set up. Brief discussion ensued regarding some of the technical issues involved with placing videos on the website. Chairman Hayes suggested adding the audio recordings to the website now and if funds are available at the end of the year, the website be updated to accept videos.

Town Administrator Dunn stated that although a new roof is in the process of being installed on the Town Hall building, the problem of heat loss forming ice on the roof still exists. In addition, the same problem exists at the SAU Building. He has asked the contractor to submit a proposal of the cost involved to provide additional insulation to eliminate these

issues.

Over the course of the last two snowstorms, the Town had five vehicles involved in accidents and the chimney at the DPW building collapsed again.

The public hearing for the Police Safety Grant, which was originally scheduled for tonight, will be held on March 12, 2014.

In addition to the upcoming Public Forum on the Kimball Castle on April 9th, the Kimball Wildlife Forest Committee is meeting tomorrow to discuss two proposals – whether they would like to find a way to buy the land and merge it back or allowing the land to be sold for private development. In addition, the Conservation Commission will be discussing the possibility of using the Conservation Fund for Kimball Castle, at their next meeting on March 4th.

Another meeting is planned for March 4th with representatives of Gunstock, to discuss emergency management planning. During the last snowstorm, Route 11-A was shut down at the exact time skiers were leaving Gunstock. Because there was no communication, the decision was made to have a meeting to discuss how to handle any future issues.

Another meeting is taking place on March 3rd with Meadowbrook and NH DOT, to discuss their proposed changes to the road.

Today, Town Administrator Dunn attended a class on FMLA at Primex.

12. Next Meeting – March 12, 2014.

13. Adjournment – With no further business before the Board, the Board of Selectmen's February 26, 2014 meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Gus Benavides
Clerk