

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
JULY 22, 2015
GILFORD TOWN HALL**

1.0 NON-PUBLIC SESSION (6:30PM)

At 6:30 PM, Selectmen Grenier made a motion to enter into non public session pursuant to RSA 91-A:3, II, (b) and (c) to discuss the hiring of a public employee and a matter that may adversely affect someone's reputation; seconded by Dale Eddy. Motion carried on a roll call vote with all in favor; (3-0). Present were: Gus Benavides, Richard Grenier, Dale Chan Eddy and Town Administrator Scott Dunn.

At 7:00 PM, the Board recessed the non public session to convene their public meeting; (3-0).

3.0 PLEDGE OF ALLEGIANCE

At 7:00 PM, Chairman Benavides convened the public meeting in the 1st floor conference room and led the assembly with the Pledge of Allegiance to the Flag.

Staff members in attendance were: Sgt. Christopher Jacques, Police Lt. James Leach, Police Chief Anthony Bean Burpee, Parks and Recreation Director Herbert Greene, DPW Operations Director Mia Gagliardi, Public Works Director Peter Nourse, Finance Director Geoffrey Ruggles, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

4.0 ANNOUNCEMENTS/PRESENTATIONS

Chairman Benavides read the rules of the meeting and made the following announcements:

4.1 Household Hazardous Waste Collection Day 07/25/15 from 8:30AM to 12NOON

4.2 Island Clean-Up Day 07/25/15 @ Glendale Docks 9AM – 1PM

5.0 REVIEW/APPROVAL OF MINUTES

5.1 July 8, 2015

Chairman Benavides asked the Board if there are any amendments to the minutes as presented. There were none. Richard Grenier made a motion to approve the July 8, 2015 minutes as written; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

6.0 CONSENT AGENDA

6.1 Approval of Previously Signed Documents (07/06/2015 thru 07/17/2015)

Richard Grenier made a motion to approve the items previously signed during the period of July 6, 2015 to July 17, 2015 as listed (attached hereto); seconded by Dale Eddy and passed with all in favor; (3-0).

7.0 APPOINTMENTS

7.1 Herbert Greene, Director, Parks and Recreation

Parks and Recreation Director Herbert Greene gave the Board a detailed update on his department including a Facility Update which listed ongoing improvement/repair projects, Spring Programs, Summer Programs and upcoming programs being offered. The programs have been very successful with great participation from both youth and adults. Mr. Greene reported that Old Home Day is set for Saturday, August 29, 2015 and this year's theme is "Holidays Throughout the Year". Planning is going well and all are looking forward to a great day. Selectmen Grenier asked who was doing the fireworks; Mr. Greene reported the same company that has been used in the past. Selectmen Benavides commended Director Greene on nearly 10 years of dedicated service as a department manager and is very proud of the strides he has made. This sentiment was echoed by all the Selectmen.

7.2 Geoff Ruggles – Monthly Financial Report

Finance Director Geoffrey Ruggles gave the Board the monthly financial reports for the period ending June 2015 along with previous year's comparison. Mr. Ruggles reviewed the revenues, expenditures, property taxes and the cash flow projection. He reported they are now half way through the budget and everything is looking good on both revenue and expenditure sides. Property tax bills went out early this year; many were paid in May, which brought Junes number down. Delinquent taxes are down as well as motor vehicle registrations. The Board commended Mr. Ruggles for his reports, they are very well done.

8.0 OLD BUSINESS

8.1 Police Station Improvements (Change Order #6)

This item was tabled at the July 8, 2015 Selectmen's meeting for more research to be completed. Selectmen Eddy spoke with the IT and telephone vendors about the difference between Cat 5 vs. Cat 6 cabling. Town Administrator Scott Dunn is told the savings to downgrade from a Cat 6 cable to Cat 5 would be \$300-\$400. The consensus was that it makes sense (for the minimal savings) to go with the Cat 6 for now and future technology needs. Richard Grenier made a motion to approve Change Order #6 in the amount of \$8,848.90 for data and telephone cable installation using Cat 6 as presented; seconded by Dale Eddy and passed with all in favor; (3-0).

9.0 NEW BUSINESS

9.1 CAMA Software Support Contract

Geoffrey Ruggles explained that this proposal from Tyler Technologies is for the CAMA Software Support Contract (in the appraisal department). The Town has utilized this software since approximately 1990. Selectmen Grenier asked if this went out to bid; It did not. Discussions ensued. Richard Grenier made a motion to approve the contracts with Tyler Technologies totaling \$9,440 for assessing data maintenance; seconded by Dale Eddy and passed with all in favor; (3-0). Selectmen would like to see this looked at ahead of the renewal next year and bid out for comparisons.

9.2 Elderberry Drive – “Caution Children” Sign for consideration

Town Administrator Scott Dunn reported the Town received a letter from Mr. Lee Duncan (resident) requesting a “Caution Children” sign for Elderberry Drive. DPW Director Peter Nourse reviewed the site and explained the NH DOT manual regarding signage. It is a dead end cul-de-sac road with approx 6 homes and 10 children in the neighborhood. Chairman Benavides read the letter out loud for the record. Discussions ensued. Richard Grenier made a motion to install the sign as requested; seconded by Dale Eddy for discussion. 2 – No (Grenier & Eddy), 1 – Yes (Benavides). Motion fails. (2-1)

9.3 Quitclaim Deed – Tax Map/Lot # 214-030

Town Administrator Dunn gave an overview on the parcel located on airport property dating back to 1993 and is recommending that the Board approve and sign the Quitclaim Deed. Richard Grenier made a motion to approve and sign the Quitclaim Deed as presented; seconded by Dale Eddy and passed with all in favor; (3-0).

9.4 Schedule Meeting with School Board

The SAU Superintendent, Kent Hemmingway, contacted Town Administrator Scott Dunn to inform him that the School Board cordially invites the Selectmen to attend an upcoming meeting for a general discussion on matters of mutual interest and included a copy of their upcoming meeting schedule. The consensus was to attend the Monday September 14, 2015 at 6:00 PM meeting held at the Gilford Elementary School.

9.5 Expenditure of Police Forfeiture Funds

Police Chief Anthony Bean Burpee is seeking approval for the use of \$9,984.80 from existing Drug Forfeiture Funds for the purchase of a TruNarc device. This is a hand held narcotics identification system which provides rapid identification without having direct contact with substances. Selectmen Grenier asked who the vendor was; Chief Bean Burpee said it was Thermo Fisher Scientific. Richard Grenier made a motion to approve the use of \$9,984.80 from the existing drug forfeiture funds to purchase a TruNarc device from Thermo Fisher Scientific; seconded by Dale Eddy and passed with all in favor; (3-0).

9.6 Pine Grove Cemetery Tree Removal Contract

The Cemetery Trustees are seeking authorization to spend a total of \$10,500 for a tree removal contract with Belknap Landscaping. Selectmen Grenier asked if this was put out to bid. Geoffrey Ruggles, a Cemetery Trustee said that no other quotes were

solicited. There are approximately 30 pine trees that are dead and need to be removed. They pose a threat to the nearby headstones. Discussion ensued. Richard Grenier made a motion to waive the purchasing policy bid requirements and award a contract to Belknap Landscaping in the amount of \$10,500, for tree removal at the Pine Grove Cemetery with \$5,000 to come from the cemetery budget and \$5,500 to come from Cemetery Trust Funds; seconded by Dale Eddy and passed; 2-Yes (Benavides and Eddy) and 1-opposed (Grenier). (2-1).

9.0 OTHER BUSINESS

Public Works Director Peter Nourse is seeking authorization to conduct a traffic investigation at the Belknap Mountain Road and Gilford Glen Road T intersection. There is not a stop sign there and it poses a real hazard. Mr. Nourse would like to research back to previous years, combined with the investigation findings and come back to the Board with his recommendation. Richard Grenier made a motion to authorize staff to review the need for stop sign control; seconded by Dale Eddy and passed with all in favor; (3-0).

10.0 PUBLIC INPUT

Chairman Benavides asked for any public input. There was none.

11.0 SELECTMEN'S ISSUES

Selectmen Grenier asked Town Administrator Dunn for follow up on Ms. Leach's concerns from the last meeting regarding debris. Town Administrator Dunn looked into this and concluded it is a non issue. Selectmen Grenier asked the Public Works Administration how much of the screened compost is left. There is not much. Selectmen Benavides asked the Public Works Administration about a sign that is missing for Morrill Street. Selectmen Eddy echoed the same for Beacon Hill Rd. Mia Gagliardi reported that the DPW just ordered signs and they are on the way. Selectmen Eddy was approached by constituents regarding speed on Belknap Mountain Road and discussed moving the Covert Radar Unit over there for the summer.

12.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn reported the Solid Waste Committee will meet 07/23/15 at 10:00 AM. Administrator Dunn and Public Workers Director Peter Nourse met with the new NH DOT District Engineer. The NH DES said that they will not be able to use Winnepesaukee River Basin Funds to pay for additional studies on the governance of the system. Regarding Solar Radar unit #2, Administrator Dunn informed the Board that they are short handed in the mechanics department, but hope to have this up and running soon. Administrator Dunn was able to sell some surplus telephone equipment using a new municipality website titled GovDeals.Com. The FY 2016 budget process is just around the corner and the CIP process begins after Labor Day. The auction is set for 08/29/15 for 4 Town owned parcels. Administrator Dunn pointed out this is Old Home Day and recommended the auction be rescheduled. He also asked the Selectmen if they intend to set a minimum bid amount. Chairman Benavides asked Town Administrator Dunn to have a list of the parcels including taxes owed, the premium rate for the auctioneers and the assessed values for the next meeting along

with his recommendation for a new date. Mr. Dunn reminded the Board that at their next meeting (08/12/15) there will be a public hearing on the Rte 11A culvert replacement by the NHDOT. Liberty Hill clean up is ahead of schedule and they anticipate being done in September. The Town will be eligible to receive a \$2,145 rebate from the electric company for the new lights in the Police Department. Lastly, Coffee with the Chief is scheduled for 07/30/15 from 6 – 8 pm.

13.0 NEXT MEETING (August 12, 2015)

The next Selectmen’s meeting will be Wednesday, August 12, 2015 at 7:00 PM

1.0 NON-PUBLIC SESSION (6:30PM) continued

At 8:05 pm, Selectmen Richard Grenier made a motion reconvene the non-public session pursuant to RSA 91- A: 3, II, (b) and (c) to discuss the hiring of a public employee and a matter that may adversely affect someone’s reputation; seconded by Dale Eddy; motion carried on a roll call vote with all in favor; (3-0). Present were: Gus Benavides, Richard Grenier, Dale Chan Eddy and Town Administrator Scott Dunn.

Selectman Grenier made a motion to exit non public session at 9:15 PM and to seal the minutes; seconded by Selectman Eddy and passed on a roll call vote with all in favor; (3-0).

14.0 ADJOURNMENT

At 9:15 AM Richard Grenier made a motion to adjourn the meeting; seconded by Dale Eddy and passed with all in favor; (3-0).

Respectfully Submitted,

Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the _____ day of _____, 2015.

Attest:

Selectmen Dale Channing Eddy, Clerk