

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
September 9, 2015  
GILFORD TOWN HALL**

**1.0 NON-PUBLIC SESSION (6:00PM)**

At 6:00 PM, Selectmen Grenier made a motion to enter into non-public session pursuant to RSA 91-A: 3, II (a) to discuss personnel issues and (b) the hiring of a public employee; seconded by Dale Chan 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 6:55 PM and to seal the minutes; seconded by Selectman Eddy and passed on a roll call vote with all in favor; (3-0).

**2.0 PLEDGE OF ALLEGIANCE**

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

Staff members in attendance were: Finance Director Geoff Ruggles, Police Chief Anthony Bean Burpee, DPW Operations Manager Mia Gagliardi, Public Works Director Peter Nourse, Director of Planning & Land Use John Ayer, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**3.0 ANNOUNCEMENTS**

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

3.1 The Town will hold a Public Auction on tax deeded properties at the Town Hall on September 19, 2015 at 10:00 AM in the 1<sup>st</sup> floor conference room; it will be conducted by The McGlaufflin Group Auctioneers, Plymouth NH. There are four parcels and each will be sold to the highest bidder.

**4.0 REVIEW/APPROVAL OF MINUTES**

4.1 August 26, 2015

Chairman Benavides asked the Board members if there are any amendments to the minutes as presented. There were none. Richard Grenier made a motion to approve

the August 26, 2015 minutes as written; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## **5.0 CONSENT AGENDA**

### **5.1 Approval of Previously Signed Documents (08/24/2015 through 09/04/2015)**

Richard Grenier made a motion to approve the items previously signed during the period of August 24, 2015 to September 4, 2015 as listed (attached hereto); seconded by Dale Eddy and passed with all in favor; (3-0).

## **6.0 PUBLIC HEARING**

### **6.1 Appropriation of Unanticipated Funds – Health & Dental Insurance Refunds**

At 7:06 PM, Chairman Benavides opened the public hearing stating that pursuant to the provisions of RSA 31:95-b, as authorized by a vote on Article 12 of the 1994 Town Meeting; the public hearing is to discuss the acceptance of \$126,455.85 from the New Hampshire Health Trust, Inc. in the form of health and dental insurance premium refunds and expend \$15,616.21 to reimburse retirees for their fair share of premium contributions. The balance of \$110,839.64 shall be deposited into the general fund. In addition, the Selectmen will consider granting health and dental insurance premium credits of \$9,447.08 to current employees as reimbursement for their fair share of the refund amount. Town Administrator Dunn said this is one of the advantages of being a member of the HealthTrust; we receive money back from the Trust in the form of a refund and explained the process from the past few years. Chairman Benavides asked for any public input of the Appropriation of Unanticipated Funds as discussed. There was no public input; Chairman Benavides closed the public hearing at 7:09 PM. Richard Grenier made a motion to accept the \$126,455.85 refund, expend \$15,616.21 for retirees and credit existing employees in the amount of \$9,447.08 as their portion of the refund for health insurance and dental insurance; seconded by Dale Eddy and passed with all in favor; (3-0).

## **7.0 APPOINTMENTS**

### **7.1 John Ayer – Director of Planning and Land Use**

John Ayer, Director of Planning and Land Use gave the Board a statistical update on the number of permits with previous year comparison. There have been 24 permits for single family homes in 2015 as compared to 11 during this same period in 2014. The Planning Board has been working on the Master Plan over the last several months and is taking the approach of doing smaller ongoing updates, non date specific. Mr. Ayer said the Cell Tower Project on Stark Street still has not been done. He has tried to contact the company to find out when it will be done. The permit is good for 6 months. Selectmen Grenier asked about the re-development of the Airport Plaza and the need for accommodating elderly clients who ride on the buses (wheelchair ramps and

unloading capabilities). Mr. Ayer will contact the developer to discuss that need. Chairman Benavides complimented Mr. Ayer (and Mr. Ruggles) and those responsible for the Assessing Town Website, it is very user friendly. Having the tax maps, tax cards, property etc. info online is fantastic. Chairman also expressed his interest/support for having the Department of Planning and Land Use files scanned to digital records. He feels that it would be very helpful moving forward and something that should be planned for in the future. The Selectmen thanked Mr. Ayer for his update.

## **8.0 OLD BUSINESS**

### **8.1 Police Station Improvement Project – Change Orders**

Town Administrator Scott Dunn explained in detail the change orders for the Police Station Project. He was respectfully requesting that the Board approve Change Orders 8 through 12 totaling \$5,782.60 as presented; further that the Selectmen approve to pay for unbudgeted design fees totaling \$41,346 from account #4132-216 (contract services account). Town Administrator Dunn also explained that last week, it was discovered that the piping in the current building is in eminent danger and will need to be addressed in the future. Lastly, the contractor is going to cover the approx. \$4700 worth of underlayment to be installed at no charge to the Town. Richard Grenier made the motion to approve Change Orders 8 through 12 totaling \$5,782.60 and to pay for unbudgeted design fees totaling \$41,346 from account #4132-216 (contracted services) as presented by Town Administrator Scott Dunn; seconded by Dale Eddy and passed with all in favor; (3-0).

### **8.2 Stop Sign Ordinance – Belknap Mountain Road**

Peter Nourse, Public Works Director explained the requests to establish a stop sign on Gilford Glen Road at its intersection with Belknap Mountain Road and establishing a stop sign on Weeks Road at its intersection with Belknap Mountain Road. Mr. Nourse has discussed this with Police Chief Anthony Bean Burpee. They are both recommending these stop signs be installed for public safety. Town Administrator Dunn stated that there is a draft ordinance prepared for the Boards consideration based upon staff recommendations. A public hearing would need to be held to address this item. It was the consensus of the Board of Selectmen to proceed with a public hearing on September 23, 2015.

## **9.0 NEW BUSINESS**

### **9.1 NHDOT 10 Year Transportation Improvement Plan**

Town Administrator Scott Dunn provided correspondence from the NHDOT. They also provided a listing of dates, times and locations of public meetings planned throughout New Hampshire for review of the State of New Hampshire Transportation Ten Year Plan. There is a meeting in Laconia on 10/26/15 at 6:30 PM. Town Administrator Dunn

asked the Board if they want Public Works Director Peter Nourse to go to this meeting to advocate/support on behalf of the Town of Gilford. The consensus of the Board was to have Mr. Nourse participate on behalf of the Town.

## 9.2 Potter Hill Culvert Failure

Public Works Director Peter Nourse is proposing culvert replacement for the Potter Hill Road culvert. The torrential rain last week created sink holes so large that they lost a shovel in one. The headwalls are severely damaged, large voids exist within the stones and fill and after inspection by a professional engineer that indicated that the substructure of the culvert was seriously compromised. Mr. Nourse is proposing to replace this culvert with a pre-cast concrete arch culvert in accordance with the NH Dept. of Transportation's Best Management Practices for Routine Roadway Maintenance Activities, endorsed by NH DES. The culvert has not failed, but it needs attention in the near future and Mr. Nourse would like to replace ASAP. Mr. Nourse has money available in his FY2015 pavement fund that could be used towards this. Discussions ensued. It was the consensus of the Board to allow the Public Works Director Peter Nourse to expend the funds and complete the work as presented.

## 10.0 OTHER BUSINESS

There was none.

## 11.0 PUBLIC INPUT

There was none.

## 12.0 SELECTMEN'S ISSUES

Selectmen Grenier wanted to recognize Gilford Lawn & Landscape for their work in replanting the flowers at the Recycling Center and would like Town Administrator Scott Dunn to send a thank you letter to them.

Selectmen Eddy reported that he is working with the Planning Board on the Broadband initiative to encourage competition in the Town.

Selectmen Grenier said that the Fireworks on Old Home Day (OHD) lasted 52 minutes, people started leaving. This is the second year in a row there have been issues. He has concerns; the board all shares the same opinion on this; it needs to be addressed with the OHD committee. After discussion, it was the consensus of the Board that Selectmen Grenier attends the next OHD committee meeting on behalf of the Board to expressing their concerns. Chairman Benavides stated that this year was the best turn out ever for OHD. It was a lot of fun, and a lot of people, volunteers, employees, etc. came together to make this work. The Selectmen wanted to thank the employees, staff, volunteers, etc for a job exceptionally well done. The Board reiterated that they are in favor of fireworks and want the best possible fireworks show.

**13.0 ADMINISTRATORS REPORT**

Town Administrator Scott Dunn reported that there were 17 Tax Deeds sent out by the Town Clerk/Tax Collectors Office. This is never a pleasant task and of those 17, he has received 4 responses. Town Administrator Dunn reported that the 2016 budget preparation along with the CIP (Capital Improvement Project) is underway and reminded the Board that they have an appointment with the School Board to attend their meeting next Monday, 09/14/15 at 6:00 PM at the Gilford Elementary School.

**14.0 NEXT MEETING**

The next Selectmen’s meeting will be September 23, 2015 at 7:00 PM.

**15.0 ADJOURNMENT**

At 7:55 PM, Richard Grenier made a motion to adjourn the meeting; seconded by Dale Eddy and passed with all in favor; (3-0).

Respectfully Submitted,

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Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

\_\_\_\_\_  
Selectmen Dale Channing Eddy, Clerk