

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
January 13, 2016  
GILFORD TOWN HALL**

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

At 6:10 PM, Selectmen Richard Grenier made a motion to enter into non-public session pursuant to RSA 91-A: 3, II (a), (b), (c) and (d) to discuss employee compensation; hiring of public employees; matters that may adversely affect someone's reputation; pending litigation; seconded by Dale Chan Eddy. Motion carried on a roll call vote with all in favor; (3-0). Present were: Selectmen Gus Benavides, Richard Grenier, Dale Chan Eddy and Town Administrator Scott Dunn.

Police Chief Anthony Bean Burpee forwarded his recommendation to hire Kimberly Orr as a Patrol Officer at a pay rate of \$20.10 with a start date of 01/31/16. Discussions ensued. Richard Grenier made a motion to approve; seconded by Dale Chan Eddy and passed with all in favor; (3-0). Public Works Director Peter Nourse forwarded his recommendation to hire A. Scott Weeden as a Mechanic at a pay rate of \$21.98 with a start date of 01/25/16. Discussions ensued. Richard Grenier made a motion to approve; seconded by Dale Chan Eddy and passed with all in favor; (3-0). The Public Works Director also provided information on DPW Mechanic Wages. There was discussion. It was the consensus of the Board to take no action. Other matters were discussed but these minutes were sealed as noted below.

**2.0 NON- MEETING**

Richard Grenier made a motion to come out of non-public session and take a recess to allow for the Board to have a non-meeting under RSA 91-A:2, I,(a); seconded by Dale Chan Eddy and passed with all in favor; (3-0).

**3.0 PLEDGE OF ALLEGIANCE**

At 7:00 PM, Chairman Gus 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, Police Lt. James Leach, Police Lt. Kris Kelley, Department of Public Works Director Peter Nourse, Department of Public Works Operations Manager Mia Gagliardi, Parks and Recreation Director Herbert Greene, Town Clerk Tax Collector Denise Gonyer, Department of Land Use Director John Ayer, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**4.0 ANNOUNCEMENTS/PRESENTATIONS**

The Chairman read the rules of the meeting and then noted:

- 4.1 All Town Offices and the Public Library will be closed on Monday, January 18, 2016 for Martin Luther King Day
- 4.2 There will be a Public Hearing on Town Budget on January 14, 2016 at 7 pm at the Gilford High School.
- 4.3 The Town Meeting Deliberative Session will be on Thursday, February 4, 2016 at 7pm at Gilford High School

**5.0 REVIEW/APPROVAL OF MINUTES**

**5.1 December 16, 2015 - Public & Non-Public Sessions**

Richard Grenier made a motion to approve the 12/16/2015 minutes as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## **6.0 CONSENT AGENDA**

### **6.1 Approval of Previously Signed Documents (12/14/2015 through 01/08/2016)**

Richard Grenier made a motion to approve the items previously signed during the period 12/14/2015 through 01/08/2016 as listed (attached hereto); seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### **6.2 Sealing of the Non-Public Minutes**

Richard Grenier made a motion to seal the minutes of the non-public session held on this date as they pertain to discussions on matters that may adversely affect someone's reputation and pending litigation; seconded by Dale Chan Eddy and approved; (3-0).

## **7.0 APPOINTMENTS**

### **7.1 Parks & Recreation Director Herb Greene – Department Update**

Parks & Recreation Director Herb Greene presented his semi-annual department report to the Selectmen. Mr. Greene started with facility updates followed by a re-cap of the Gilford Beach Season. Selectmen Benavides asked about the possibility of staffing the beach prior to Memorial Day weekend. Mr. Greene indicated that staff was an issue at that time of the year but that he could look into and see if he can come up with options. He also noted this was not budgeted. Mr. Greene announced that this past October, his department was awarded the Clarence B. "Willie" Shellnut Award for Program Excellence during the New Hampshire Recreation and Park Association (NHRPA's) Annual Conference and Awards Ceremony for their Kettle Curling program. Mr. Greene reviewed the Summer/Fall/Winter programs and outlined the many Upcoming Winter Programs. There was discussion and the Selectmen thanked Mr. Greene for his detailed update and commended him and his staff on receiving the program award.

### **7.2 Town Clerk Tax Collector Denise Gonyer – Presidential Primary Update**

Town Clerk Tax Collector Denise Gonyer reported the Primary Presidential Election will be held Tuesday, February 9, 2016 from 7am to 7 pm at the Gilford Youth Center. Ms. Gonyer informed the Board that it was 100<sup>th</sup> anniversary of the NH Presidential Primary. In recognition of that, the State checked with all Town Clerk Offices in the State to see if any of them have their secret ballot box dating back to the 1800's. The Town of Gilford does in fact still have theirs, and Ms. Gonyer said it would be on display on voting day. There will be some changes taking place on voting day this year including the use of cameras and she and her staff have been attending trainings in preparation. Lastly, Ms. Gonyer announced that absentee ballots are available at the town Clerk Tax Collectors Office up to Election Day.

### **7.3 Attorney Patrick Wood**

Attorney Patrick Wood thanked the Board for allowing him time on the agenda on behalf of his clients Richard and Patricia Bagley and the Locke's Hill Road issue. Attorney Wood noted there was very little official documentation pertaining to the discontinuance of the portion of Locke's Hill Road that is no longer in use today, but considered to be a Class VI Highway. However, the section of road that splits his client's property is now overgrown with trees and is not usable as a road. His client was unable to submit a timely petition to completely discontinue this section of road, so he was asking the Selectmen if they would agree to insert a warrant article. Due to the last minute nature of this request, the Town Administrator and the Public Works Director have not had an opportunity to do any research or conduct a field inspection so they recommended that the Selectmen decline to proceed. After some additional discussions, Richard Grenier made a motion to deny the request, seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## **8.0 OLD BUSINESS**

### **8.1 FY 2016 Budgets**

Town Administrator Scott Dunn said that the last vote that the Selectmen took on the budget was for \$12,546,201. This has been updated to include the most recent recommendations of the Selectmen and

the Budget Committee. The ratification of the Police Union contract has a cost associated with it for 2016 of \$2,351. This makes the new budget number \$12,548,552. There is currently a difference between the Selectmen's recommendation and the Budget Committee of \$35,686 attributable to the merit pay (1.5%) for non employees. Richard Grenier made a motion to adopt the Budget Committee's budget (\$12,512,866) for discussion; seconded by Dale Chan Eddy. Richard Grenier amended that motion to include the \$2,351 for the Union contract costs; seconded by Dale Chan Eddy. Discussion ensued; motion passed with all in favor; (3-0). Town Administrator noted that the default budget has been reduced by \$1,536 based on the new heating oil prices and recommends that the Board approve the new default budget in the amount of \$12,056,142. Richard Grenier made the motion to reduce the default budget by \$1,536 making the new default budget number \$12,056,142; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## 8.2 2016 Annual Town Meeting

- a. Draft Warrant Dates and Times -Town Administrator Scott Dunn presented a DRAFT #1 Warrant and it was the consensus of the Board to keep the times and dates as is.
- b. Budget Warrant Articles – Administrator Dunn presented the Budget Warrant Articles DRAFT Warrant #1A starting with Article #10 which is for \$2,351 in 2016 and \$2,413 in 2017 for the Teamsters Collective Bargaining Unit. Richard Grenier made a motion to add the \$2,351 into the first year and the \$2,413 into the second year of the Teamsters contract; seconded by Dale Chan Eddy and passed with all in favor; (3-0).
- c. Acceptance of Petition Warrant Articles – (#23 - #28) Chairman Benavides reiterated that these are for the outside agencies and every year the Boards votes not to recommend. This allows the voters the choice to vote to approve or reject. Richard Grenier made a motion to not recommend Articles #23 through #28; seconded by Dale Chan Eddy and passed with all in favor; (3-0). Town Administrator Scott Dunn pointed the Selectmen back to article #9 to point out that the new number that they voted on tonight will be inserted. The board has no recommendations on Articles 29 or 30.
- d. Wood Road Discontinuance – The Board visited 7 roads in 2015 and Wood Road was recommended to be discontinued from Class V to Class VI Highway. This will now go the voters at the 2016 Town Meeting. Richard Grenier made the motion to approve and sign the notification letter dated 01/13/2016; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## 8.3 Conveyance of Tax Deeded Property

Town Administrator Scott Dunn presented two Quitclaim Deeds to the Board. These properties were both being sold back persons with a legal interest in the properties. Richard Grenier made a motion to approve and sign the two Quitclaim deeds as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## 8.4 Governors Island Speed Tables

This item was tabled.

## 8.5 Timber Hill Farm Site Plan Approval (RSA 676:4, (c), (1))

On behalf of his clients, Andy and Martina Howe, Attorney Patrick Wood, explained the Plan Site Approval Application and the applicable laws that apply to act on the application. Pursuant to NH RSA 676:4, (c), (1), Attorney Wood respectfully requests the Board of Selectmen issue an order directing the Planning Board to act on the application within 30 days. Discussion ensued. Chairman Benavides asked for any public input. There was none. Richard Grenier made a motion to approve and sign the letter as drafted to direct the Planning Board to make a decision as required by RSA; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## 8.6 Teamsters Collective Bargaining Agreement

The Teamsters membership has voted to ratify the Union Contract. The Selectmen need to vote to ratify as well. Richard Grenier made a motion to ratify the Teamsters Contract as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## 9.0 **NEW BUSINESS**

### 9.1 Waiver of Minimum Road Standards – Driveway Setback – 71 Blueberry Lane

Attorney Philip Brouillard was present on behalf of his client Barbara J. Moss to ask for a Waiver of Minimum Driveway Standards and explained the request. Public Works Director Peter Nourse recommends approval. There was discussion. Richard Grenier made the motion to grant the waiver as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### 9.2 2015 Annual Report

Town Administrator Scott Dunn is looking for a consensus of the Board for the Dedication, Cover Photo and Selectmen's narrative report for the 2015 Annual Report. Administrator Dunn recommends a photo of the new Police Department as the Cover Photo. Richard Grenier made a motion to accept the Dedication, cover photo and narrative report as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### 9.3 Police Department Standard Operation Procedures

Police Chief Anthony Bean Burpee submitted three updated SOP's (Standard Operating Procedures) for the Police Department. SOP 205 – Fitness Center, SOP 306 – Privacy Rights of Department Property and SOP 307 – Trunarc Handheld Narcotics Analyzer. Richard Grenier made a motion to approve Police SOP 205, 306 and 307 as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### 9.4 Appointment to Lakes Region Planning Commission

Town Administrator Scott Dunn presented an appointment form for Mr. John Ayer to be re-appointed to the Lakes Region Planning Commission. Richard Grenier made a motion to re-appoint John Ayer as a Commissioner to the Lakes Region Planning Commission for a term to expire on 04/30/2019; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### 9.5 FY2015 Budget Transfers

Finance Director Geoffrey Ruggles presented his recommended budgetary transfers for FY2015 totaling \$159,000 and reviewed in detail. Discussion ensued. Richard Grenier made a motion to approve the FY2015 budget transfers as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### 9.6 Town Hall Water Pressure Repairs

Town Administrator Dunn explained that the Town Hall has had to deal with minor inconveniences attributable to low water pressure for quite some time. This has been exacerbated since the completion of the new Police Station due to low volume fixtures. Administrator Dunn obtained a quote from the police station HVAC contractor to replace the pressure booster pump/tank for \$3,938. Gilford Well also looked at the issue and suggested a commercial water softener instead to replace the residential unit and increase the pipe size. The cost would be \$2,950 to put in the new water system versus a pressure booster pump and Town Administrator Dunn recommends approval and funding through the Building and Maintenance Capital Reserve Fund. (This won't increase pressure but rather keep it at the correct pressure consistently). Richard Grenier made a motion to award the bid to Gilford Well for \$2,950 and to fund out of the Building and Maintenance Capital Reserve Fund; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

## 10.0 **OTHER BUSINESS**

Town Clerk - Tax Collector Denise Gonyer explained to the Board that her credit card system does not meet required Federal compliance; she needs to do an upgrade to the router that has the fire wall in it. The current router does not support the needed security and the hardware needs to be replaced. This is

an unexpected expense that was not budgeted in the 2016 budget and Ms. Gonyer questioned whether it could be added. The cost could run anywhere between \$2,500 - \$3,000. Town Administrator Dunn and Finance Director Geoffrey Ruggles both stated that this was not a planned expense in the IT budget. Mr. Ruggles also went on to say that the board cut his computer obsolescence upgrades by 5 computers and if the IT budget has to absorb this expense it will cut 5 more and Mr. Ruggles will not be able to keep up with the replacement. Ms. Gonyer said the upgrade has to be done by June 2016. Discussions ensued. Richard Grenier made a motion that the requested funds come out of the Town Clerk Tax Collectors New Equipment Budget; seconded by Dale Chan Eddy and passed with all in favor; (3.-0).

**11.0 PUBLIC INPUT**

Chairman Benavides asked if there was any public input. There was none.

**12.0 SELECTMEN'S ISSUES**

Selectmen Eddy asked Administrator Dunn to make sure when the VFD pump is installed that they check for radio interference. Selectmen Grenier met with Herbert Greene to discuss the Stonewall Park, this is ongoing and he would keep the Board updated. He also asked Ms. Gagliardi if they were going to cover the radar sign for the winter. Answer was yes. Selectmen Benavides thanked Per Nurse and the DPW staff for their hard work on keeping the roads in good condition during the recent storm.

**13.0 ADMINISTRATORS REPORT**

Town Administrator Scott Dunn reported that one camera and 1 microphone are not working in the meeting room; he had a few companies come out to take a look and provide quotes. Administrator Dunn is still working on the minimum roads standards. They are also exploring options for getting lighting in the Police Station parking lot and they are still waiting for the telephone contractor to come in a fix some issues they are still having with the Police Department Phone System. Administrator Dunn is also working on a summary based on a request from Selectmen Eddy regarding the Police Station Project and hopes to have it ready for the next Selectmen's meeting. Town Administrator Dunn said that the Board of Selectmen will need to sign the Warrant by January 25<sup>th</sup> (prior to their next meeting) and asked when they would like to schedule a meeting to do so. Discussion ensued. The Board will meet on Friday, January 22, 2016 at 4:00 pm for the signing of the Final Warrant, etc.

**14.0 NEXT MEETING**

The next regular Selectmen's meeting will take place on Wednesday, January 27, 2016 at 7:00 PM.

**15.0 ADJOURNMENT**

Richard Grenier made a motion to adjourn the meeting at 8:20 PM; seconded by Dale Chan 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 \_\_\_\_\_, 2016.

Attest:

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