

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
February 8, 2017  
5:00 PM  
GILFORD TOWN HALL**

**1.0 PLEDGE OF ALLEGIANCE**

At 5:00 pm Chairman Grenier convened the public session of the Board of Selectmen in the 1<sup>st</sup> floor conference room and led the assembly in the Pledge of Allegiance to the Flag. Board members in attendance were: Selectman Richard Grenier and Selectman Dale Channing Eddy.

Staff members in attendance were: Public Works Director Peter Nourse, Police Chief Anthony Bean Burpee, Police Lieutenant James Leach, Fire Chief Stephen Carrier, Deputy Fire Chief Bradley Ober, Finance Director Glen Waring, Parks and Recreation Director Herbert Greene, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**2.0 ANNOUNCEMENTS/PRESENTATIONS**

The Chairman read the rules of the meeting and announced the School District Meeting Deliberative Session will be Thursday, 02/09/17 @ 7 pm @Gilford High School. All Town Offices and the Library will be closed for Presidents Day on Monday, February 20, 2017. The Town Clerk - Tax Collectors Office will have no evening hours on 02/09/17; they will be closing at 4:30pm. There will be a NH Division of Motor Vehicles Service Interruption from 02/17/17 to 01/21/17 during which time motor vehicle registrations would not be processed.

**3.0 REVIEW/APPROVAL OF MINUTES**

Chairman Grenier asked if there were any changes to the minutes. There were none. Selectman Eddy made a motion to approve the minutes of January 25, 2016 as presented; seconded by Selectman Grenier and passed with all in favor; (2-0)

**4.0 CONSENT AGENDA**

Selectman Eddy made a motion to approve the items previously signed during the period January 9, 2017 through February 1, 2017, as listed (attached hereto); seconded by Selectman Grenier and passed with all in favor; (2-0).

**5.0 APPOINTMENTS**

Parks and Recreation Director Herbert Greene presented a facility maintenance update including repairs to cracks in the Tennis Courts, replacement of the floor at the Village Bandstand, and the replacement of the decking boards at the Town Beach bathhouse thanks to a generous donation of materials and labor by Lowes. Mr. Greene was happy to report that the Shoreline Erosion Control project at the Town Beach was completed in October. Mr. Greene reviewed the season re-cap including programs and ice rink conditions. He discussed in great detail the summer, fall and winter programs offered by the Parks & Recreation Department along with the upcoming winter programs. Mr. Greene answered the Board's questions. The Selectmen thanked him and the staff for their hard work and for the detailed update.

## **6.0 OLD BUSINESS**

6.1 Public Works Director Peter Nourse submitted a request for approval of a Master Professional Services Agreement for Stantec Engineering along with a request for approval for Old Lake Shore Road Bridge Reconstruction Task Order Agreement. Lengthy discussion ensued. Selectman Eddy made a motion to approve the Master Professional Services Agreement between the Town and Stantec Consulting Services, Inc. as presented and to authorize the Town Administrator to sign; seconded by Selectman Grenier and passed with all in favor; (2-0). Selectman Eddy then made a motion made to approve the Old Lakeshore Road Bridge Agreement between the Town and Stantec Consulting Services, Inc. as presented for the not-to-exceed price of \$228,300.36 (as approved by NHDOT) and to authorize the Town Administrator to sign; seconded by Selectman Grenier and passed with all in favor; (2-0).

6.2 Town Administrator Scott Dunn presented a CDBG Contract for the Gilford Village Knolls III project. Discussion ensued. Selectman Eddy made a motion be made to approve the CDBG Contract as submitted and to authorize the Chairman of the Board to sign; seconded by Selectman Grenier and passed with all in favor; (2-0).

## **7.0 NEW BUSINESS**

7.1 Town Administrator Scott Dunn presented a written request from Elizabeth Spindel seeking reimbursement of \$17.59 for property tax interest stating that she did not receive a bill. Administrator Dunn stated that the bill did not come back to the Town in the mail. Discussion ensued. Selectman Eddy made a motion to deny the \$17.59 refund request of Ms. Spindel, seconded by Selectman Grenier and passed with all in favor; (2-0).

7.2 Town Administrator Scott Dunn presented a memorandum for acceptance of unanticipated revenues from the HealthTrust for \$600 along with a request for it to be used by the Town's Health and Wellness Committee. Selectman Eddy made a motion to accept \$600 in unanticipated revenues from Health Trust and to authorize the expenditure of this amount by the Health & Wellness Committee in accordance with the intended purposes of the grant; seconded by Selectman Grenier and passed with all in favor; (2-0)

7.3 Town Administrator Scott Dunn gave a detailed overview regarding a Driveway Permit on Valley Drive. During the processing of a driveway permit application, it was discovered the driveway has been constructed on Town property. This property was acquired by a tax deed in 2006 but the Town Administrator stated the Town should have taken this property by a tax deed. Administrator Dunn noted the lot now owned by the Town was once considered common land as part of the original subdivision in 1972 and he showed the subdivision plan. Lengthy discussion ensued. Selectman Eddy made a motion to allow the driveway to be installed at 4 Valley Drive and the Town Administrator is directed to pursue a plan of divesting Town ownership of these buffer strips by conveyance to the abutters for future consideration by the Board of Selectmen; seconded by Selectman Grenier and passed with all in favor; (2-0).

7.4 Town Administrator Scott Dunn gave the Board a letter from Merrill Fay suggesting the Town install a portable toilet at the Town Beach and open the restroom at the Glendale for use by ice fisherman. Administrator Dunn said the estimated cost for one portable toilet is \$159 per month to include 2 cleanings per week which he highly recommended but also noted this was not budgeted. The Board consulted with DPW Director Peter Nourse and Parks & Recreation Director Herbert Greene. Selectman Eddy made a motion to approve this unbudgeted

expenditure and for the money to come from account # 4521-532 for use through April 1; seconded by Selectman Grenier and passed with all in favor; (2-0).

7.5 Town Administrator Scott Dunn explained that the Town's current CAP agreement with Primex for property & liability insurance is scheduled to expire as of 12/31/17. Discussion ensued. Selectman Eddy made a motion to approve the 3 year CAP agreement for 2018 through 2020 with Primex, and to authorize the Town Administrator to sign the agreement as presented; seconded by Selectman Grenier and passed with all in favor; (2-0).

## **8.0 OTHER BUSINESS**

Selectman Eddy discussed Town Warrant Article #11 regarding the Town Hall improvements. It was his opinion that the Board should revisit the \$450,000 figure and reduce it to the \$385,000 as recommended by some members of the Budget Committee. Discussion ensued around the ADA requirement for front doors at Town Hall, the vault improvements and the Police impound yard, all of which were included in the \$450,000 request. Town Administrator Scott Dunn said he had no knowledge of how the \$385,000 figure was derived. No decisions were made.

## **9.0 PUBLIC INPUT**

There was none.

## **10.0 SELECTMEN'S ISSUES**

There was nothing new to report.

## **11.0 ADMINISTRATOR'S REPORT**

Town Administrator Scott Dunn told the Selectmen that he received an application from a resident to be a member of the Recreation Commission, but there is currently no vacancy so the application will be retained for future consideration by the Board when terms expire as of April 30. He then noted the Kimball Wildlife logging project has been completed. Town Administrator Scott Dunn met with the Town Forester who said this project went very well.

## **12.0 NEXT MEETING**

The next meeting of the Board of Selectmen will be Wednesday, February 22, 2017 at 7:00 PM.

## **13.0 ADJOURNMENT**

With no further business to come before the Selectmen, Selectman Eddy made a motion to adjourn the meeting at 5:45 pm; seconded by Selectman Grenier and passed with all in favor; (2-0).

## **14.0 RE-CONVENE FOR SPECIAL MEETING**

The Board reconvened at 9:03pm following the conclusion of the Deliberative Session of the Annual Town Meeting at the Gilford High School Auditorium to discuss amendments made to Articles 11 and 21. It was the consensus of the Board to not change the recommendation of the Selectmen on Article 11. Selectman Eddy made a motion to delete the recommendation of the

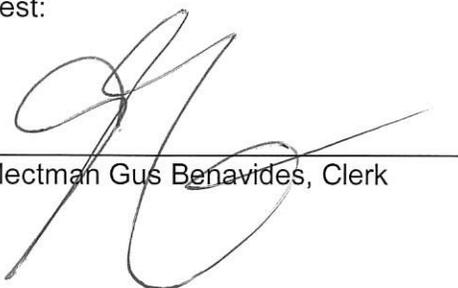
Selectman on Article 21, seconded by Chairman Grenier and passed with all in favor; (2-0).  
Chairman Grenier declared the meeting adjourned at 9:08pm.

Respectfully submitted,

  
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Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the 22nd day of February, 2017.

Attest:

  
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Selectman Gus Benavides, Clerk