

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
March 22, 2017  
7:00 PM  
GILFORD TOWN HALL**

**1.0 PLEDGE OF ALLEGIANCE**

At 7:00 pm Vice Chairman Eddy (acting as the Chairman) convened the public session of the Board of Selectmen's meeting 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 Dale Channing Eddy and Selectman Gus Benavides. Absent: Selectman Grenier.

Staff members in attendance were: Public Works Director Peter Nourse, Police Chief Anthony Bean Burpee, Deputy Fire Chief Bradley Ober, Highway Superintendent Brian DeNutte, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**2.0 ANNOUNCEMENTS/PRESENTATIONS**

The Chairman read the rules of the meeting and announced the Town Meeting results are included in the minutes from the Town Clerk Tax Collector dated 03/14/17 which are also available for viewing on the Town of Gilford's website: [www.gilfordnh.org](http://www.gilfordnh.org). Lastly, Vice Chairman Eddy announced that the Selectmen signed a Proclamation declaring June 3, 2017 - St. Baldrick's Day in the Town of Gilford.

**3.0 REVIEW/APPROVAL OF MINUTES**

Vice Chairman Eddy asked if there were any changes to the minutes. There were none. Selectman Benavides made a motion to approve the minutes of March 8, 2017 as presented; seconded by Selectman Eddy and passed with all in favor; (2-0)

**4.0 CONSENT AGENDA**

Selectman Benavides made a motion to approve the items previously signed during the period March 6, 2017 through March 17, 2017, as listed (attached hereto); seconded by Selectman Eddy and passed with all in favor; (2-0).

**5.0 APPOINTMENTS**

Police Chief Anthony Bean Burpee presented the Board with the Police Department update starting with review of Personnel. Two Police Officers have left and one has retired. Officer Lance Rouse was hired and the Police Department is actively interviewing for the other two open positions. This process is ongoing and the top two candidates will be interviewed for consideration. Chief Bean Burpee reviewed the various continuing education classes that he has or is currently participating in including successfully graduating from Primex's Police Chiefs Development Program, completing and graduating from the Executive Leadership Institute on March 17 and continual participation in the Lakes Region Leadership Program to highlight a few. Chief Bean Burpee highlighted various projects including the use of body cameras and various grants received for the Police Department for Safety related items. Lastly the Chief reviewed the VIPs program, the Police Explorers Program and the A.L.I.C.E trainings that are taking place in

March, April and May for Town employees. The Selectmen thanked the Chief for his update and commended him on his continuing his ongoing growth and education.

**6.0 OLD BUSINESS**

6.1 Sewer Pump Stations Loan Application - Selectmen Benavides made a motion to approve a 30 year loan application through the Clean Water State Revolving Fund for upgrades to the Varney Point Road Sewer Pump Stations in the amount of \$725,000 and to adopt a resolution as follows:

1. That the person holding the position of Town Administrator, currently held by Scott J. Dunn, is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required.
  
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

<b>Position Title</b>	<b>Name</b>
Town Administrator	Scott J. Dunn

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
  
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
  
5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Scott J. Dunn, Town Administrator

6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof; seconded by Selectmen Eddy and passed with all in favor; (2-0).

6.2 Governors Island Speed Tables - Town Administrator Scott Dunn reported that he has received another letter from the GIC Property Manager regarding speed tables. It was the consensus of the Selectmen to table this item until Selectman Grenier is present at their April 12, 2017 meeting.

**7.0 NEW BUSINESS**

7.1 Police Department SOP 701 – Eyewitness Identification Procedures - Selectmen Benavides made a motion to approve Police Department SOP 701 – Eyewitness Identification Procedures as presented; seconded by Selectman Eddy and passed with all in favor; (2-0).

7.2 Police Department Vehicle Bid Award - Police Chief Anthony Bean Burpee presented a memo with request to Award the Police Vehicle bid. Selectman Benavides made a motion to accept the bid of Hillsboro Ford in the amount of \$29,072 each for two Ford police SUV patrol vehicles as presented; seconded by Selectmen Eddy and passed with all in favor; (2-0).

- 7.3 Renewal of Waste Management Contract - Director of Public Works Peter Nourse presented a memo requesting renewal of the Waste Management Contract for 2017 Spring Clean Up and Household Hazardous Waste Day/Island clean up. Selectman Benavides made a motion to extend the 2016 waste removal services contract with Waste Management for 2017 with no price increases; seconded by Selectman Eddy and passed with all in favor; (2-0).
- 7.4 Yield Sign Request on Greenleaf Trail - Director of Public Works Peter Nourse presented a memorandum requesting the installation of a Yield Sign on Greenleaf Trail at the Intersection of Yasmin Drive. Selectman Benavides made a motion to approve the installation of a yield control sign on Greenleaf Trail at the intersection with Yasmin Drive; seconded by Selectman Eddy and passed with all in favor; (2-0).
- 7.5 Renewal of Roadway Striping Contract - Director of Public Works Peter Nourse presented a memo requesting approval for Joint Participation in Laconia's contract for the 2017 Roadway Striping. Selectmen Benavides made a motion to extend the 2016 roadway striping contract with Hi-Way Safety Systems of Rockland, MA for 2017 with no price increases; seconded by Selectman Eddy and passed with all in favor; (2-0).
- 7.6 DPW Lease/Purchase Vehicle Agreement - Director of Public Works Peter Nourse presented a memo requesting approval on the Lease/Purchase Agreement for Buildings and Grounds Pickup Truck. Selectmen Benavides made a motion to accept the state bid price of \$28,819.09 for a 2017 Ford F-250 from Hillsboro Ford for a five year lease purchase in the amount of \$6,395 per year with a \$1 buyout and to authorize the Town Administrator to sign all applicable paperwork related thereto; seconded by Selectmen Eddy and passed with all in favor; (2-0).
- 7.7 Investment Recommendation - Finance Director Glen Waring submitted a memo with his investment recommendation relative to the Towns General Operating bank account. Selectman Benavides made a motion to approve the transfer of \$3 million from the general operating bank account to a Franklin Savings Bank checking account with a sweep agreement earning 0.6% a.p.y. as presented; seconded by Selectman Eddy and passed with all in favor; (2-0).
- 7.8 CAI Technologies Tax Map Updates & Query Contract - Finance Director Glen Waring submitted a memo regarding the contract from CAI Technologies for tax map updating and maintenance for 2017-2018 along with his recommendation. Selectman Benavides made a motion to approve and sign the tax map updating and maintenance contract renewal with CAI Technologies of Littleton, NH in the amount of \$4,000 as presented; seconded by Selectman Eddy and passed with all in favor; (2-0).
- 7.9 Kimball Wildlife Forest Trail Maintenance - Town Administrator Scott Dunn explained the offer he received from Dan Tinkham, President of the Belknap Range Trail Tenders (BRATT's) regarding Kimball Wildlife Forest Hiking Trails and Adopt-A-Trail program. Discussion ensued. Selectman Benavides made a motion to accept the offer for Kimball Wildlife Forest Trail maintenance by the Belknap Range Trail Tenders and send Mr. Tinkham the letter as drafted by the Town Administrator; seconded by Selectman Eddy and passed with all in favor; (2-0).
- 7.10 Resignation of Planning Board Member - Selectman Benavides made a motion to accept the resignation of Norman Silber from the Planning Board effective immediately; seconded by Selectman Eddy and passed with all in favor; (2-0).
- 7.11 Appointment of Planning Board Member - Selectman Benavides made a motion to appoint William Johnson to the Planning Board to fill the unexpired term of Norman Silber; seconded by Selectman Eddy and passed with all in favor; (2-0).

7.12 Fire-Rescue Department EMS Equipment Purchase - Deputy Fire Chief Brad Ober presented a memo detailing the request to purchase a refurbished demo defibrillator, accessories, etc. Deputy Chief Ober adjusted the price to \$23,675.45. Selectmen Benavides made a motion to authorize the purchase of a refurbished demo defibrillator with accessories and an extended maintenance agreement from Zoll in the amount of \$23,675.45 (after trade-in) to come from the Ambulance Services Revolving Fund as presented; seconded by Selectman Eddy and passed with all in favor; (2-0).

## **8.0 OTHER BUSINESS**

Public Works Director Peter Nourse and Town Administrator Scott Dunn presented an offer from Nutter Enterprises to purchase loam and compost materials for their job at Meadowbrook. Discussion ensued. Both Selectmen Benavides and Eddy are not in favor of this proposal and feel it is not a good deal for the Town. The consensus is to not accept the offer.

## **9.0 PUBLIC INPUT**

Vice Chairman Eddy asked if there was any public input; there was none.

## **10.0 SELECTMEN'S ISSUES**

There was nothing new to report at this time.

## **11.0 ADMINISTRATOR'S REPORT**

Town Administrator Scott Dunn reminded that Board that with tonight's approval of the three vehicle bids, the old vehicles will be retained and kept in their respective departments as intended through the budget process. Administrator Dunn will be sending out an RFP for replacement of the front doors at Town Hall as part of the Town Hall Improvements project. The heating and cooling replacement will be scheduled based on the weather in spring. New flooring, sidewalk repairs and landscape will be addressed after these two projects are complete. Town Administrator Scott Dunn told the Board that they are moving forward with the Recycling Center Project and is hoping for an amended engineering contract in time for the next meeting, 04/12/17. The General Manager role will be in house and the specs will be subbed out to others to perform the work. Town Administrator Scott Dunn said he would devote much of his time to this. Town Administrator Scott Dunn sent a letter to property owners in Yale Estates recommending they form a Home Owners Association so the Town can convey the deeded property back to these abutters. Administrator Dunn informed the Board that the Telephone System in Town is very concerning to him. It is old, no longer being supported and they can no longer get parts, maintain etc. and stated that this would be a proposed budget item in the 2018 budget. Lastly, Administrator Dunn said that he would add to the 04/12/17 for the Board to vote on their assignments along with Officers, etc. In addition, a letter was sent out to Board and Committee members in Town asking for their interest in being reappointed etc.

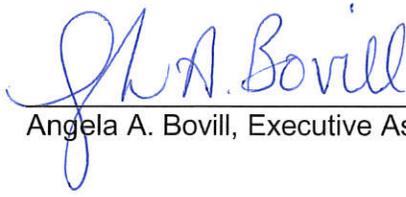
## **12.0 NEXT MEETING**

The next meeting of the Board of Selectmen will take place on Wednesday, April 12, 2017 at 7pm.

## **13.0 ADJOURNMENT**

With no further business to come before the Selectmen, Selectman Benavides made a motion to adjourn the meeting at 7:27 pm; seconded by Selectman Eddy and passed with all in favor; (2-0).

Respectfully submitted,

  
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Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the 12<sup>th</sup> day of April, 2017.

Attest:

  
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Selectman Gus Benavides, Clerk