

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
April 27, 2016
GILFORD TOWN HALL**

1.0 NON-MEETING (6:30 pm)

1.1 Per RSA 91-A: 2, I (a), the Selectmen discussed strategy and negotiations with respect to collective bargaining.

2.0 PLEDGE OF ALLEGIANCE

At 7:00pm Chairman Grenier convened the public session of the Board of Selectmen in the 1st floor conference room by leading the assembly with the Pledge of Allegiance to the Flag.

Staff members in attendance were: Finance Director Geoffrey Ruggles, Fire Chief Stephen Carrier, Public Works Director Peter Nourse, Public Works Operation Manager Mia Gagliardi, Police Chief Anthony Bean Burpee, Town Clerk -Tax Collector Denise Gonyer, Assistant Town Clerk - Tax Collector Danielle Lafond, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

3.0 ANNOUNCEMENTS/PRESENTATIONS

The Chairman read the rules of the meeting. Chairman Grenier announced the 2016 Residential Spring Clean up is going on now through Sunday May 1st, 8:00 AM to 4:00 PM. More information is available on the Town's website or by calling the DPW at 527-4778. Chairman Grenier read into the record a "Caught in the Act" Proclamation acknowledging Brian DeNutte and Kevin Carlisle of the Department of Public Works with appreciation and gratitude for going above and beyond the call of duty.

4.0 REVIEW/APPROVAL OF MINUTES

4.1 April 13, 2016 Minutes

Dale Chan Eddy made a motion to approve the 04/13/2016 minutes as written; seconded by Gus Benavides and passed with all in favor; (3-0).

5.0 CONSENT AGENDA

5.1 Approval of Previously Signed Documents 04/11/16 through 04/22/16

Dale Chan Eddy made a motion to approve the items previously signed during the period of 04/11/16 through 04/22/16 as listed (attached hereto); seconded by Gus Benavides and passed with all in favor; (3-0).

6.0 APPOINTMENTS

6.1 Susan Laverack – Partnership for Public Health

Lisa Morris and Kathleen Merriam (Susan Laverack was unable to attend) gave the Board of Selectmen a detailed summary on the Partnership for Public Health, Inc. Ms. Morris discussed data on the Health Agencies in the area, discussed the Winnepesaukee Region and Community Health Services to name a few. Kathleen Merriam discussed the Emergency Response Team and the CERT classes that will be coming up in May explaining how this team helps first responders with traffic control, shelters, food and triage to name

a few. Ms. Morris and Ms. Miriam left brochures and posters for the public to take and the Selectmen thanked them for the detailed update.

6.2 Town Clerk -Tax Collector Denise Gonyer – Departmental Update

Danielle Lafond, Assistant Town Clerk - Tax Collector gave the Board an update starting with staffing. Ms. Lafond reported that the TC/TC is currently at full staff. Training has been scheduled in May and June for the annual NHCTCA spring workshop. Ms. Lafond reported the credit card issue of non compliance has been addressed and ASA replacement/firewall security upgrade was completed successfully. The TC/TC office has been busy with elections, dog licensing, boat and car registrations, town stickers, guest cards and island resident stickers. The State of NH-DMV auditing department completed their audit; preliminary results have several stickers that were unable to be tracked. Though there are always a few missing, the audit proved that the state work was 99% accurate. Property taxes were 97% collected for 2015. Ms. Lafond answered the Selectmen's' questions and they thanked her for the update.

6.3 Geoffrey Ruggles – Monthly Financial Update

As a council member; Geoffrey Ruggles gave the Board an update on the Winnepesaukee Public Health Council. Mr. Ruggles gave the Selectmen and members of the public a brochure on the Community Health Improvement Plan and explained in detail the 8 priority areas along with selected goals and example strategies to achieve this. Mr. Ruggles will include future updates as a part of his semi-annual update to the Selectmen.

Mr. Ruggles presented the March Financial highlights starting with revenues. Overall this year, revenues are up \$150,000 with half of that due to \$62,000 in the sale of tax deeded property. Motor vehicles registrations are up along with business license fees. Highway and Vehicle Maintenance expenses continue to be well below last year by about \$62,000 and \$29,000 in large part to milder weather conditions this winter. Property tax receipts were down a bit in March but are still above previous years. Cash balances continue to remain strong with no anticipated shortages. Mr. Ruggles answered the Selectmen's' questions and they thanked him for the detailed update.

7.0 PUBLIC HEARING

7.1 Community Development Block Grant (Gilford Village Knolls III)

Chairman Grenier opened the Public Hearing on the Proposed CDBG Application at 7:39 PM. Ms. Lane provided informational packets for the public. Ms. Donna Lane explained Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for housing and public facilities, up to \$500,000 for economic development, and up to \$350,000 for emergency activities. All projects must benefit primarily low and moderate income persons. Up to \$12,000 is available per planning study grants. The purpose of this Community Development Block Grant funding request is a proposed application to The Community Development Finance Authority for up to \$300,000 in Community Development Block Grant funds. The Town will sub grant the funds to Laconia Area Community Land Trust for site acquisition and preparation of Gilford Village Knolls 3, located at 41 Potter Hill Road. Gilford Village Knolls 3 is a proposed development of 24 units of affordable housing for senior citizens aged 62 and over. This project conforms with Gilford's Housing and Community Development Plan's Goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups (Short-term and Log-term goal)

Chairman Grenier asked for any public comments. Kathleen Miriam asked how many units there were: Answer was 24. Mr. Tony Ferrulo from the Gilford Village Knolls Board of Trustees reported that they are single bedroom units and that as of March, there were 60 people on a waiting list. He is asking for the

Town's support of the grant application. With no further public comments, Chairman Grenier closed the public hearing at 7:45 PM.

Chairman Grenier then opened the Public Hearing on Residential Anti Displacement and Relocation Assistance Plan. Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. Chairman Grenier asked for public comment. There was none. Chairman Grenier closed the public hearing at 7:46 PM.

Dale Chan Eddy made a motion to adopt the residential Anti-Displacement and Relocation Assistance Plan as presented; seconded by Gus Benavides and passed with all in favor; (3-0). Dale Chan Eddy made a motion to approve the submittal of the application and votes to authorize the Chairman to sign and submit the application and to execute any documents necessary to effectuate the CDBG contract and any amendments thereto; seconded by Gus Benavides and passed with all in favor; (3-0).

8.0 OLD BUSINESS

8.1 Personnel Policy Amendments

Town Administrator Scott Dunn presented the proposed personnel policy amendments that he submitted with assistance/input from Department Managers. The amendments include longevity, compensation time for Police Sergeants, Floating holidays, Health Insurance Opt Out, Personal Day and a New Wage Schedule. Selectmen discussed the proposed wage and salary schedule. They would like more time to study this item along with the longevity. Lengthy discussions ensued on the proposed amendments. The Selectmen tabled the proposed 20 step system by consensus. The Selectmen agreed by concurrence with the proposed amendments for Holidays, Personal Days and Health Insurance Opt-Out. The Selectmen also concur with adding Compensation time for Police Sergeants as long as comp time is taken before any other time on the books (per the personnel policy).

8.2 DPW Varney Point Road Pumping Stations – Preliminary Design Agreement

Dale Chan Eddy made a motion to approve the engineering services agreement with Underwood Engineers for the preliminary design of the two Varney Road sewer pump stations as presented for an amount not to exceed \$27,000 to come from the Sewer Maintenance Capital Reserve Fund and to authorize the Town Administrator to sign; seconded by Gus Benavides and passed with all in favor; (3-0).

8.3 DPW – Agreement for Engineering Services

Dale Chan Eddy made a motion to approve the agreement for engineering services with CMA Engineers for the improvements at the Recycle Center in an amount not to exceed \$45,000 and to authorize the Town Administrator to sign; seconded by Gus Benavides and passed with all in favor; (3-0).

9.0 NEW BUSINESS

9.1 NH Humane Society 2016 Contract for Services

Town Administrator Scott Dunn said that he and the Police Chief reviewed the proposed agreement and have no objections. This is renewed annually and they held the current rate for 3 years. Dale Chan Eddy made a motion to approve the 2016 Contract as presented and authorize the Town Administrator to sign; seconded by Gus Benavides and passed with all in favor; (3-0).

9.2 DPW Sand Shed Purchase

Public Works Director Peter Nourse reviewed his memo to purchase a Sand Shed along with detailed background on this request. There were three options that Mr. Nourse reviewed, and he is recommending Option #3 for \$88,450. Dale Chan Eddy made a motion to accept Option #3 as presented and award the bid to RUBB Building Systems for \$88,450 utilizing \$60,000 plus interest from the Capital Reserve Fund and the balance of \$28,406 to come from a transfer from account 4312-544; seconded by Gus Benavides and passed with all in favor; (3-0).

9.3 DPW-Tannery Hill Covered Bridge – State Aid Program

Peter Nourse, Public Works Director explained his recommendation for Tannery Hill Covered Bridge. Originally he was recommending that it be entered into the State Aid Bridge (SAB) Program in support of necessary repairs. Since writing the memo, Mr. Nourse has found out that Tannery Bridge is not eligible. The SAB program is for vehicle bridges only. Mr. Nourse instead recommends an engineer study for abutments on Tannery Bridge. Discussion ensued. This was put on hold for now.

9.4 GFR Request to purchase New Car 2 and New UTV

Fire Chief Stephen Carrier presented his request to the Selectmen for the purchase of New Car 2 and a New Off Road Utility Vehicle as approved in the budget. It is his intent to finance the purchase through AAIG for four years. Chief Carrier explained each new vehicle and how it would be retrofitted. Discussion ensued. Dale Chan Eddy made a motion to approve the purchase of a 2017 Ford Explorer from Hillsboro Ford for \$30,999 and authorize a trade in value of \$2,000 for a total of \$28,999 plus \$8,403.94 for electronic equipment; further to approve the purchase of a 2016 Ranger 6x6 from FB Spaulding Co. for \$19,514.20 and authorize a trade in value of \$3,529.50 for a total of \$15,985 for a grand total for both vehicles of \$53,388 to be financed over four years at 2.98% interest and to authorize the Town Administrator to sign; seconded by Gus Benavides and passed with all in favor; (3-0).

9.5 Acceptance of Fire Boat Donation

Fire Chief Stephen Carrier explained in detail his request for approval to receive a 2006 Metal Craft Fire-Rescue Boat from the City of Portsmouth, NH. Chief Carrier said that this is a very timely opportunity as their current boat is 39 years old and was originally slated for replacement in 2017 at a cost of \$200,000. Although some details need to be worked out, he feels this opportunity cannot be overlooked. Lengthy discussion ensued. It was the consensus of the Board to hold a public hearing on May 11, 2016 at 7 pm for this item.

9.6 Acceptance of Unanticipated Revenues

(a) Dale Chan Eddy made a motion to accept the donation of \$365 from the Lakes Region Conservation Trust and authorize these funds to be deposited into the Conservation Fund; seconded by Gus Benavides and passed with all in favor; (3-0).

(b) Dale Chan Eddy made a motion to accept the \$100 grant from HealthTrust and to authorize the expenditure for health and wellness programs; seconded by Gus Benavides and passed with all in favor; (3-0).

(c) Dale Chan Eddy made a motion to accept the donation of \$500 from the Gilford Rotary Club and to authorize the expenditure for the Drug and Alcohol Task Force; seconded by Gus Benavides and passed with all in favor; (3-0).

9.7 Town Administrator Scott Dunn gave the Board a Pawnbroker & Secondhand Dealer License application from Ms. Kathleen Tognacci at the Gilford Country Store. This is a renewal. Dale Chan Eddy made a motion to approve the License application for Kathleen Tognacci as presented, seconded by Gus Benavides and passed with all in favor; (3-0).

9.8 Finance Director Geoffrey Ruggles presented a memo and explained in detail his request for the Computer Workstation Purchase. Mr. Ruggles is requesting authorization to purchase the new equipment as listed in his memo. There was discussion. Dale Chan Eddy made a motion to approve the purchase of Dell computer work stations as presented for a cost of \$7,323.31 under the State contract; seconded by Gus Benavides and passed with all in favor; (3-0).

10.0 OTHER BUSINESS

There was none.

11.0 PUBLIC INPUT

Susan Leach of Gilford, Cemetery Trustee explained that the Cemetery Trustees are having a hard time recruiting for the Cemetery Caretaker's positions. Ms. Leach believes the problem is the pay. There have already been a few burials at the cemetery and it is more work than Ms. Leach and Ms. Chitty can keep up with. Town Administrator Scott Dunn told Ms. Leach she should have come to him; he can help. There is one interview next week and Administrator Dunn will also attend and offered assistance to the Cemetery Trustees.

12.0 SELECTMEN'S ISSUES

Dale Chan Eddy reported that three residents have expressed their willingness to volunteer on a Broadband Committee; they will meet soon. Gus Benavides had nothing new to report. Selectmen Grenier thanked Peter Nourse for promptly fixing the rough spot on Belknap Mountain and asked if the plow had been given to Seabrook yet. Answer was yes.

13.00 ADMINISTRATORS REPORT

Town Administrator Scott Dunn reported Fire Chief Stephen Carrier is now the President of NH Fire Chiefs Association. The NHDOT will be paving 11A and 11B starting May 9th. SB347 passed the Senate but is waiting for House action. Town Administrator Dunn is now a member of the General Administrative & Governance Committee for the NHMA. The newly formed Lakes Region Municipal Management Association will meet on 04/30/16. Administrator Dunn reported that for Metrocast's I-Net (this is where the Town is connected to the schools) the services will transfer over Fairpoint Poles. Mr. Dunn has been working with DPW on permits; they are trying to simplify to a one form fits all type (driveway, excavation, landscaping). The gutters on the Police Department need to be replaced and Town Administrator Dunn will solicit quotes. Lastly, there was a soil issue (hazardous waste) discovered at Glendale and the DES is working with them to resolve.

14.00 NEXT MEETING

The next Board of Selectmen's meeting will be held on Wednesday, May 11, 2016 at 7:00 PM.

15.0 ADJOURNMENT

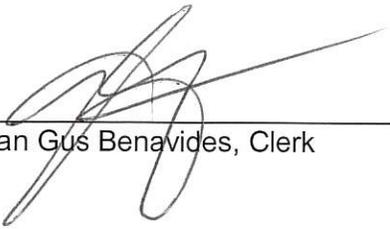
Selectmen Eddy made a motion to adjourn the meeting at 9:05 pm, seconded by Gus Benavides and passed with all in favor; (3-0).

Respectfully Submitted,


Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the 8th day of June, 2016.

Attest:


Selectman Gus Benavides, Clerk