

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
May 25, 2016
GILFORD TOWN HALL**

1.0 NON-PUBLIC SESSION (6:30 pm)

At 6:30 PM, Selectmen Eddy made a motion to enter into non-public session to discuss matters that would adversely affect someone's reputation per RSA 91-A: 3, II, (c). Motion carried on a roll call vote with all in favor; (3-0), Present: Selectmen Richard Grenier, Dale Chan Eddy, Gus Benavides and Town Administrator Scott Dunn.

The Board discussed an issue with employee evaluations being tardy. The consensus was to have the Town Administrator prepare a letter for the Board of Selectmen to review and sign indicating that the reviews shall be done by June 28, 2016 otherwise they would be done by the Town Administrator.

At 7:00 PM, Dale Chan Eddy made a motion to exit non public session; seconded by Gus Benavides and passed on a roll call vote with all in favor; (3-0).

2.0 PLEDGE OF ALLEGIANCE

At 7:07 pm 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.

Board members in attendance were: Selectmen Richard Grenier, Selectmen Dale Chan Eddy and Selectmen Gus Benavides.

Staff members in attendance were: Finance Director Geoffrey Ruggles, Fire Chief Stephen Carrier, Public Works Operation Manager Mia Gagliardi, Police Lt. Kris Kelley, Police Lt. Jim Leach, Sgt. Eric Bredbury, Police Technical Assistant Kim Horan, 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 Memorial Day Parade will be held on Monday, May 30th at 10:00 AM; Hazardous Waste Collection will be on July 30th from 8:30 AM to Noon at the Public Works Garage; Island Clean Up Day at the Town Docks will also be July 30th from 9:00 AM to 1:00 PM; NHDOT Bridge Work on Route 3/11 By-Pass from June 3 at 6:00 PM to June 6 at 7:00 AM.

4.0 REVIEW/APPROVAL OF MINUTES

4.1 May 11, 2016 Minutes

Dale Chan Eddy made a motion to approve the May 11, 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 05/06/16 through 05/20/16

Dale Chan Eddy made a motion to approve the items previously signed during the period of May 6, 2016 through May 20, 2016 as listed (attached hereto); seconded by Gus Benavides and passed with all in favor; (3-0).

6.0 APPOINTMENTS

6.1 Fire Chief Stephen Carrier – Semi-Annual Department Update

Chief Carrier thanked the Selectmen and Town Administrator for today's Employee Appreciation Breakfast. Chief Carrier reported that the new car (#2) will be here in the fall; the new Polaris Ranger should arrive at the Dealers next week; they will then trade the Argo and return with the new UTV. Chief Carrier reported the Fire Boat that the City of Portsmouth voted to donate to the Town of Gilford will instead be transferred to the Town of New Castle. Selectmen Grenier asked Chief Carrier how he found this out. The Selectmen found it unprofessional that they were not officially notified and Selectmen Grenier asked the other Selectmen if they would concur with him attending a City of Portsmouth Council Meeting and Town of New Castle Selectmen's meeting expressing this. The Board concurs. Chief Carrier updated the Board on some staff changes. Firefighter Nick Proulx has given his resignation. The Selectmen send their well wishes along to Mr. Proulx who has worked for the Town for 9 years. The Chief also discussed Alvah Wilson Fire Pond and dry hydrants, pump testing, the loaner ambulance, fire station maintenance, etc. Discussion ensued and the Board thanked Fire Chief Carrier for the update.

6.2 Finance Director Geoffrey Ruggles – Monthly Financial Update

Mr. Ruggles presented the April financial highlights starting with revenues. Overall this year, revenues are up above last year by nearly \$120,000. Expenditures rose significantly in April to nearly \$595,000 above last year. This is a result of an early start to road work based on the mild winter. Property tax receipts were down a bit in April to just below last year's levels. Due to the increase in expenditures, cash balances fell about \$200,000 below last year's level; this is not a concern and there is still more than sufficient funds available until tax bills go out. Mr. Ruggles answered the Selectmen's questions and they thanked him for the detailed update.

7.0 OLD BUSINESS

7.1 Personnel Policy Amendments

This item was tabled at the 05/25/16 Selectmen's meeting and was put on the agenda to re-visit with all three Selectmen present. Town Administrator Scott Dunn summarized the request of the Personnel Policy Amendments and the Board reviewed. Dale Chan Eddy made a motion to approve the amendments to the Personnel Policies as presented; seconded by Gus Benavides and passed with all in favor; (3-0).

8.0 NEW BUSINESS

8.1 MetroCast Agreement for I-Net

Town Administrator Scott Dunn explained the proposal from MetroCast where they will take over ownership of the existing I-Net system in order for them to maintain compliance with the terms and conditions of their pole rental agreements. Discussion ensued. Dale Chan Eddy made a motion to approve the agreement with MetroCast to transfer ownership of the I-Net as Presented and to authorize the Town Administrator to sign the agreement and bill of sale; seconded by Gus Benavides and passed with all in favor; (3-0).

8.2 DPW Request for Underwater Engineering Inspection of Glendale Docks

Peter Nourse, DPW Director submitted a request for approval for Underwater Engineering Inspection of the Towns' Glendale Docks. Mia Gagliardi, DPW Operations Manager answered the Selectmen's questions. Dale Chan Eddy made a motion to accept the proposal from Underwood Engineers for dock inspections at \$10,500 and authorize the Town Administrator to sign the agreement as presented. There was no second. Motion failed.

8.3 2016 Sewer Rates

Finance Director Geoffrey Ruggles and the Public Works Department have completed their annual review of sewer rate calculations and submitted the proposal for 2016 Sewer rates to the Board based on this. They are proposing the Administrative Rate be reduced from \$16.04 per unit per quarter to \$14.31 per unit per quarter. Discussion ensued. It was the consensus of the Board to accept the new rates as proposed and to proceed with a public hearing at their next meeting on June 8, 2016.

8.4 Proclamation Request for St. Baldrick's Event

Town Administrator Scott done presented a drafted Proclamation based on a request from the Lakes Region St. Baldrick's Annual Event. Dale Chan Eddy made a motion to adopt and sign the Proclamation designating June 4 as St. Baldrick's Day in the Town of Gilford; seconded by Gus Benavides and passed with all in favor; (3-0).

8.5 Police Chief – IACP Conference

Police Chief Bean Burpee submitted a Memo regarding the International Chiefs of Police (IACP) 2016 Annual Conference. Dale Chan Eddy made a motion to approve the attendance of the Police Chief at the International Association of Chiefs of Police Annual Conference in San Diego, CA; seconded by Richard Grenier for discussion. It was the consensus of the Board to table this item until Police Chief Bean Burpee is present.

9.0 OTHER BUSINESS

There was none.

10.0 PUBLIC INPUT

There was none.

11.0 SELECTMEN'S ISSUES

Selectman Gus Benavides has received many compliments and has observed that Kevin Carlisle, the Sewer Technician is a great employee. There has been a lot of positive feedback and the Town is fortunate to hire someone of his caliber.

12.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn is working on behalf of the Lakes Region Business Park Board of Directors to submit a Grant to the State for 80% of funding for the Trails Program. The deadline for submission is June 2, 2016. The radar unit has been installed on Belknap Mountain Road; this is a programmable unit that can switch back and forth from 20 mph to 30 mph depending on the time of day (during school vs. no school etc). Kudos to the Department of Public Works for this unit.

13.0 NEXT MEETING

The next Selectmen's meeting will be on Wednesday, June 8, 2016 at 7:00 PM.

14.0 ADJOURNMENT

Selectmen Eddy made a motion to adjourn the meeting at 7:43 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