

**TOWN OF GILFORD**  
**BOARD OF SELECTMEN'S MEETING MINUTES**  
**September 13, 2017**  
**7:00 PM**  
**GILFORD TOWN HALL**

**1.0 NON PUBLIC SESSION**

At 6:30pm, Selectman Benavides made a motion to enter into non-public session to discuss personnel issues and pending litigation pursuant to RSA 91-A: 3, II, (a) and (b). Seconded by Selectman Grenier. Motion carried on a roll call vote with all in favor; (3-0).

The Board discussed the current vacancy in the DPW Director position. It was the consensus of the Selectmen to have the Town Administrator and Selectman Eddy review applications and conduct interviews.

Town Administrator Scott Dunn presented recommendations for the hiring of Town employees. Selectman Benavides made a motion to hire Curtis Arsenault as a Police Officer at \$19.14 per hour effective 09/17/17; seconded by Selectman Grenier and passed with all in favor; (3-0). Selectman Benavides made a motion to hire Patrick Swain as a Truck Driver at \$15.80 per hour effective 09/25/17; seconded by Selectman Grenier and passed with all in favor; (3-0).

At 6:57 pm, Selectman Benavides made a motion to come out of non-public session; seconded by Selectman Grenier and passed with all in favor; (3-0). Other matters were discussed and those minutes were sealed as noted below.

**2.0 PLEDGE OF ALLEGIANCE**

At 7:00 pm, Chairman Eddy 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: Selectmen Dale Channing Eddy, Gus Benavides and Richard Grenier.

Staff members in attendance: Police Chief Anthony Bean Burpee, Fire Chief Stephen Carrier, Parks & Recreation Director Herbert Greene, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**3.0 ANNOUNCEMENTS/PRESENTATIONS**

The Chairman read the rules of the meeting and announced the NH-DOT planned closure of NH Route 11A from 09/11/17 to 09/29/17 for the box culvert replacement project.

**4.0 REVIEW/APPROVAL OF MINUTES**

4.1 Selectman Eddy asked if there were any changes to the minutes. There were none. Selectman Benavides made a motion to approve the minutes of August 23, 2017 as presented; seconded by Selectman Grenier and passed with all in favor; (3-0).

4.2 Selectman Eddy asked if there were any changes to the minutes. There were none. Selectman Benavides made a motion to approve the minutes of September 1, 2017 as presented; seconded by Selectman Grenier and passed with all in favor; (3-0).

## **5.0 CONSENT AGENDA**

5.1 Selectman Benavides made a motion to approve the items previously signed during the period August 21, 2017 through September 8, 2017 as listed (attached hereto); seconded by Selectman Grenier and passed with all in favor; (3-0).

5.2 Selectman Benavides made a motion to seal the minutes of the non-public session held on this date as they pertain to matters that may adversely affect someone's reputation; seconded by Selectman Grenier. Motion carried on a roll call vote with all in favor; (3-0).

## **6.0 APPOINTMENTS**

6.1 Herbert Greene, Parks & Recreation Director gave an update on his department starting with facility updates. The ice rink had an up and down season due to weather, many various repairs were completed at the Town Beach along with painting. There were two closings of the beach this year due to bacteria from heavy rains. The lifeguard staff made seven water rescues. A total of approximately \$4,000 was raised at the Francour/Babcock tournaments. Mr. Greene reviewed the winter, spring and summer programs and the numbers associated with these along with the upcoming fall programs. Old Home Day was a huge success this year. The weather could not have been perfect and that contributed to the crowds/success of the day. The Selectmen also commented on the success of Old Home Day and gave kudos to the staff, volunteers, etc. for such a great day and that the fireworks were great. Recently, Mr. Greene attended the New Hampshire Parks & Recreation Association Conference and Awards ceremony and is pleased to announce that the Gilford Parks and Recreation won the Shellnut Award for Program Excellence for the Junior Picasso Pre-school Art Program. He and his staff were proud to have won this award. The Selectmen congratulated Mr. Greene and his staff and thanked him for the update.

## **7.0 OLD BUSINESS**

7.1 Winter Highway Maintenance - Bellows Row: Town Administrator Scott Dunn explained he received a phone call with a request that he Town plow the road. Administrator Dunn did some research on the matter back to 2003 when The Public Works Director and the Town Attorney concluded that this was a Town road, but should be classified as a Class VI highway due to non-maintenance. The Town has not maintained the road in 14 years. Discussion ensued. Chairman Eddy would like to go look at this and revisit this item on the 09/27/17 Agenda.

7.2 Sign Committee: Town Administrator Scott Dunn reported that they are still waiting for a Realtor to volunteer on the committee. He did reach out to the President of Lakes Region Real Estate. Selectman Benavides said that he could provide a name to Town Administrator Scott Dunn after the meeting.

## **8.0 NEW BUSINESS**

8.1 Stop Sign Ordinance Request – Knollwood & Harvest Run: Previous Public Works Director submitted a memo requesting a stop sign at Knollwood Drive and Harvest Run. Selectmen asked if this was a request from the residents. Discussion ensued. It was the consensus of the Board that no action will be taken until input is received from residents.

8.2 Primex Contribution Assurance Program (CAP) - Workers Compensation: Town Administrator Scott Dunn reviewed the Contribution Assurance Program (CAP) for CY2018-CY2020 for the Workers Compensation Program through Primex. Selectman Benavides made a motion to approve as presented and authorize the Chair to sign; seconded by Selectmen Benavides and passed with all in favor; (3-0).

8.3 Ramblin Vewe Farm Day Temporary Parking Ban: Town Administrator Scott Dunn reviewed the request for a temporary parking ban on Morrill Street. Fire Chief Stephen Carrier explained the events that will take place to warrant the request. Selectman Benavides made a motion to impose a temporary parking ban on Morrill Street from 7am-3pm on Saturday, September 30 between Morgan Way and Boyd Hill as requested; seconded by Selectman Grenier and passed with all in favor; (3-0).

8.4 Acceptance of Unanticipated Revenues: Selectman Benavides made a motion made to accept \$646.99 in unanticipated revenue as a technology grant from MetroCast Communications to be used for the purchase of equipment and software for the government access channel; seconded by Selectman Grenier and passed with all in favor

8.5 Town Hall Hot Water Heater: Town Administrator Scott Dunn received a quote from Spartan Mechanical LLC to replace the Town's oil fired water heater with a 119-gallon hot water storage tank to be fed by the new boilers. Selectman Benavides made a motion to approve the proposal from Spartan Mechanical for \$5,295 to be paid from the building maintenance capital reserve fund; seconded by Selectmen Grenier and motion passed with all in favor; (3-0).

## **9.0 OTHER BUSINESS**

9.1 Ice Rink Building Maintenance – Roof Replacement Contract: Town Administrator Scott Dunn presented a request from Parks & Recreation Director Herbert Greene and the Recreation Commission outlining the need for roof replacement at the Arthur Tilton Ice Rink. Discussion ensued. Selectman Benavides made a motion to approve the roof replacement for \$4,560.00 for the metal roof to come from the Recreation Facilities Capital Reserve as presented; seconded by Selectman Grenier and passed with all in favor; (3-0).

9.2 Winnepesaukee River Basin Program – Advisory Board Appointments: Town Administrator Scott Dunn reported that previous Public Works Director Peter Nourse was the representative on this committee and he is the alternate member. Discussion ensued. Selectman Benavides made a motion to appoint Scott Dunn as the representative and Kevin Carlisle as the alternate representative to the WRBP Advisory Board; seconded by Selectman Grenier and passed with all in favor.

## **10.0 PUBLIC INPUT**

Selectmen Eddy asked for public input. There was none.

## **11.0 SELECTMEN'S ISSUES**

The Selectmen had no new issues to report.

## **12.0 ADMINISTRATOR'S REPORT**

Town Administrator Scott Dunn was pleased to report they have found another water valve at Glendale to utilize and to get the water treated. He received a quote for \$787 to treat the water and is waiting for the Memo of Understanding (MOU) from the State with the conditions of use between the Marine Patrol and the Town. The new Transfer Station design is 60% done. The FY2018 Town budget preparations are underway and the Capital Improvement Committee (CIP) approved the CIP recommendations on 09/12/17. Regarding Town Hall improvements, the new boilers have been installed; the fan coil units will be next. The tile flooring replacement is underway, more than half completed, and the landscaping plan is forthcoming. Town Administrator Scott Dunn said that he received seven tax deeds from the Town Clerk Tax Collect and will be

sending letters out this week to the property owners. Town Administrator Scott Dunn said that he would budget for a new phone system in the FY2018 budget, but asked the Board to consider finding money in the FY2017 budget to complete this year. Recruitment is underway for the positions of Department of Public Works Director and Highway Superintendent. Application deadline is 09/22/17. The warming hut is undergoing repairs as part of an Eagle Scout project. Gilford Home Center donated \$500 to the project. The Selectmen thanked them for the donation. The sewer pump stations are being built now.

### 13.0 NEXT MEETING

The next Selectmen's meeting will take place on Wednesday, September 27, 2017 at 7pm.

### 14.0 ADJOURN

With no further business to come before the Board, Selectman Benavides made a motion to adjourn at 7:35 pm; seconded by Selectman Grenier and passed with all in favor; (3-0).

Respectfully submitted,

  
Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 27<sup>th</sup> day of September, 2017.

Attest:

  
Selectman Richard Grenier, Clerk