

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
October 11, 2017  
7:00 PM  
GILFORD TOWN HALL**

**1.0 NON PUBLIC SESSION**

At 6:00 pm, Selectman Benavides made a motion to enter into non-public session to discuss conveyance of real property, personnel issues and negotiations with respect to collective bargaining pursuant to RSA 91-A:3, II, and RSA 91-A:2, I; seconded by Selectman Grenier. Motion carried on a roll call vote with all in favor; (3-0).

Town Administrator Scott Dunn discussed tax deed waivers for six properties. The property owners have begun to make regular payments on back taxes. Town Administrator Dunn is recommending the Board approve and sign the deed waivers as presented. Discussion ensued. Selectman Benavides made a motion to approve and sign deed waivers for Rogers, Merrefield, Drew, Rowson, Daigle, and Taylor; seconded by Selectman Grenier and passed with all in favor; (3-0).

Scott Dunn said the Town would be receiving a new plow truck but the driver to be assigned that vehicle is a cigarette smoker. The Board requested a future agenda item to prohibit employees from smoking in Town vehicles.

At 6:58 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).

**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, Police Lieutenant James Leach, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**3.0 ANNOUNCEMENTS/PRESENTATIONS**

Chairman Eddy read the rules of the meeting.

**4.0 REVIEW/APPROVAL OF MINUTES**

4.1 Selectmen Eddy asked if there were any changes to the 09/27/17 minutes. There were none. Selectmen Benavides made a motion to approve the minutes of September 27, 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 September 25, 2017 through October 6, 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 personnel issues; seconded by Selectman Grenier. Motion passed with all in favor; (3-0).

## **6.0 APPOINTMENTS**

6.1 Carole Hall, Conservation Commission Chair discussed the matter of establishing a Town Forest Fund as voted at the 1981 Town Meeting (but was never established). There was discussion on how both Wilson and Weeks Forests have already had timber harvested since the 1981 vote. Those monies must have gone back into the general fund at the time. Ms. Hall said that money has been expended out of the Conservation fund for two studies completed in 2017. Ms. Hall asked if the Conservation could be reimbursed for those two studies in the FY 2017 budget. They would then budget money in the FY2018 budget to do more studies. Town Administrator Scott Dunn said as soon as we have monies from a Town Forest Harvest, the fund will be activated and the monies would be put into and establish the Forest Management Fund. In 2017, there have been zero monies from timber harvesting in the Town forests. Discussion ensued. The Conservation will submit a request for the FY2018 budget process for seed money in the FY2018 budget (\$5,000 to \$7,000). Selectman Benavides made a motion that the Conservation Commission be allowed to budget up to \$7,000 for technical assistance related to Town forest management in FY2018 as a line item in the budget; seconded by Selectman Grenier and passed with all in favor; (3-0).

## **7.0 OLD BUSINESS**

### 7.1 Class VI Highway Designation - Bellows Row (off Terrace Hill Road):

Town Administrator Scott Dunn prepared a draft Class VI Highway Designation for Bellows Row (off Terrace Hill Road). Administrator Dunn also informed Mr. John Morgenstern of this pending consideration based on his request to voice his concerns to the Selectmen and he responded with a letter that was presented to the Selectmen. Discussion ensued. The Selectman agreed to postpone discussion on this matter until a public hearing is held on the 10/25/2017 meeting.

7.2 Potter Hill Road Reconstruction: Town Administrator Scott Dunn said this is the last road project planned for 2017. Administrator Dunn said the construction plan developed for the benefit of Mr. Kiedaisch was not a long-term solution to the problem and may create an unsafe road hazard. It was agreed to postpone this project until a suitable replacement plan can be worked out with Mr. Kiedaisch. Town Administrator Scott Dunn also met with Mrs. Murakami who does not want to see an unpaved road at the end of her driveway where the project terminates. Discussion ensued. The Selectmen said that they would like to leave that plan as is.

7.3 Sign Committee: Town Administrator Scott Dunn has not had any luck finding a realtor representative on the committee, but not from lack of trying. Administrator Dunn would like to move forward with the committee (4 members). The Selectmen concurred.

## 8.0 NEW BUSINESS

8.1 Storm Water Drainage System – Smith Cover Road: Town Administrator Scott Dunn was notified of drainage problems on property owned by the Glendale Yacht Club. The GYC discovered a sinkhole near a catch basing so they had a camera inspect the subsurface system. They found one collapsed pipe and one that is partially clogged. Administrator Dunn explained in detail the history on this property and the drainage concerns. It should be assumed that this drainage system is a Town responsibility because the original drainage study was done by the Town but there are no easements or any record of the Selectmen approving the construction that took place around 1982. Town Administrator Scott Dunn suggested that the Board authorize the emergency repair work to be done at Town expense and that the Town pursue obtaining an easement. The Selectmen concur with Administrator Dunn's recommendation.

8.2 Driveway Permit - 72 Chestnut Drive: Selectman Benavides recused himself from this matter. Town Administrator Scott Dunn explained that the property owner installed a 12 inch driveway culvert without a permit, but the Town's minimum road standards require a 15 inch pipe. It was noted the property owner claimed he was told by DPW that a permit would not be necessary. Discussion ensued. Selectman Grenier made a motion to require the installation of a 15" pipe and an after the fact driveway permit; seconded by Selectman Eddy and passed, (2-0).

8.3 Belknap Mountain Road Closure for Halloween: Upon review of a memo from Police Chief Ben Burpee, Selectman Benavides made a motion to approve the temporary road closure for motor vehicles on Belknap Mountain Road between Potter Hill Road and the Imagination Station from 5pm to 8pm on Tuesday October 31 for trick or treating; seconded by Selectman Grenier and passed with all in favor; (3-0).

8.4 Unanticipated Revenue – Flexible Spending Accounts Surplus: Selectman Benavides made a motion to accept \$627.54 as unanticipated revenue from Health Trust and to allow the expenditure of that amount for employee wellness programs; seconded by Selectman Grenier and passed with all in favor; (3-0).

8.5 Property Tax Interest Abatement Request: Selectman Benavides made a motion to deny the request made by Amanda Keller on behalf of Finethy Real Estate for a refund of \$120.44 for interest due to a late tax payment; seconded by Selectman Grenier and passed with all in favor; (3-0).

8.6 Disposal of Surplus Property – Sandy Fill at Recycle Station: The Town is in the process of removing the mound of sandy materials along the Gilford and Laconia border. The staff would like to give this material away to anyone who wants to come and get it. Discussion ensued. Selectman Benavides made a motion to declare this material as surplus and to allow free pick up for anyone interested; seconded by Selectman Grenier and passed with all in favor; (3-0).

8.7 Tree Cutting on Town Property – Potter Hill Road: A property abutter called the Town and asked for permission to cut trees on Town property for a better view. The trees were cut with permission from the DPW, but no clean up or removal was done. The property owner said she was not told that she would be responsible for any clean-up costs. Discussion ensued. The Board said since this was the Town's error that we will send a crew out to pick up the mess.

## **9.0 OTHER BUSINESS**

Town Administrator Scott Dunn submitted 3 price quotes for winter sand and recommended the Board accept the low bid of \$7.77 per ton delivered from Nutter Enterprises of Belmont. Selectman Benavides made a motion to accept the Nutter Enterprise bid for winter sand at \$7.77 per ton delivered; seconded by Selectman Grenier and passed with all in favor: (3-0).

## **10.0 PUBLIC INPUT**

Chairman Eddy asked for public input. There was none.

## **11.0 SELECTMEN'S ISSUES**

Selectman Benavides asked the Police Chief about some recent vehicle break-ins at the Locke's Hill Trail. Police Chief Bean Burpee said that investigations are underway along with increased patrol in the area and outreach to the public.

## **12.0 ADMINISTRATOR'S REPORT**

Town Administrator Scott Dunn gave his Administrator report of the following activities:

- Memorial bench to be installed at Glendale next week
- Town will be purchasing diesel fuel from NH-DOT for \$2.00 per gallon
- Liberty Hill coal tar site is being looked at as a possible future Town Cemetery
- The IRS penalty the Town previously paid has been refunded in full
- The Rowe House Roof Project is complete
- Town Hall Landscape plan should be presented at the next meeting
- Tough Mudder event is returning to Gunstock on 09/22 and 09/23/2018
- TA Dunn has met with two companies regarding converting streetlights to LED
- As of 07/01/2018, the legislature voted that #2 fuel will be illegal and will need to convert to low sulfur diesel
- The Police Department is doing their Beards for Charity Drive in October
- Attended a site visit to the Derry transfer station that was designed by the same firm under contract to the Town
- Old Lakeshore Bridge – bids will be solicited in the fall 2018 with an estimated cost of \$1,000,000
- Roadwork is scheduled to begin on Belknap Mountain Road on 10/16/2017 then moving to Potter Hill Road
- TA Dunn expressed his concerns of the current phone system and the need for a new telephone system,
- Alex Wallace, Eagle Scout has completed interior renovations on the warming hut


## **13.0 NEXT MEETINGS**

The next Selectmen's regular meeting will be Wednesday, October 25, 2017 at 7pm.

## **14.0 ADJOURN**

With no further business to come before the Board, Selectman Benavides made a motion to adjourn at 8:03 pm; seconded by Selectman Grenier and passed with all in favor; (3-0).

Respectfully submitted,

  
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Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 25<sup>th</sup> day of October, 2017.

Attest:

  
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Selectman Richard Grenier, Clerk