

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
October 14, 2015  
GILFORD TOWN HALL**

**1.0 NON-PUBLIC SESSION (6:30PM)**

At 6:30 PM, Selectmen Grenier made a motion to enter into non-public session pursuant to RSA 91-A: 3, II (a) to discuss personnel issues, (c) matters which would likely adversely affect the reputation of any person and (d) conveyance of real property; seconded by Dale Chan Eddy. Motion carried on a roll call vote with all in favor; (3-0). Present were: Selectmen Gus Benavides, Richard Grenier and Dale Chan Eddy and Town Administrator Scott Dunn.

Richard Grenier made a motion to exit non public session at 6:55 PM and to seal the minutes; seconded by Dale Chan Eddy and passed on a roll call vote with all in favor; (3-0).

**2.0 PLEDGE OF ALLEGIANCE**

At 7:00 PM, Chairman Benavides convened the public meeting in the 1<sup>st</sup> floor conference room and led the assembly with the Pledge of Allegiance to the Flag.

Staff members in attendance were: Finance Director Geoff Ruggles, Police Chief Anthony Bean Burpee, Department of Public Works Operations Manager Mia Gagliardi, Public Works Director Peter Nourse, Fire Chief Stephen Carrier, Police Lt. James Leach, Officer James Callahan, Officer Kevin Baron, Retired Officer Charles Hopkins, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**3.0 ANNOUNCEMENTS/PRESENTATIONS**

Chairman Benavides read the rules of the meeting and made the following announcements:

3.1 Trick or Treating in Gilford will be Saturday, 10/31/15 from 5:00 to 8:30 PM

3.2 On behalf of the Board of Selectmen Chairman Benavides presented Officer Charlie Hopkins with a plaque in recognition of his retirement after over 30 years of service to the Town. The Board thanked Officer Hopkins for his many years of service and he was congratulated by his peers.

**4.0 REVIEW/APPROVAL OF MINUTES**

4.1 September 23, 2015 - Richard Grenier made a motion to approve the September 23, 2015 minutes as written; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

4.2 September 24, 2015 - Richard Grenier made a motion to approve the September 24, 2015 minutes as written; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

4.3 October 6, 2015 - Richard Grenier made a motion to approve the October 6, 2015 minutes as written; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

**5.0 CONSENT AGENDA**

5.1 Approval of Previously Signed Documents (09/21/2015 through 10/09/2015)

Richard Grenier made a motion to approve the items previously signed during the period of September 21, 2015 to October 09, 2015 as listed (attached hereto); seconded by Dale Eddy and passed with all in favor; (3-0).

## **6.0 APPOINTMENTS**

### **6.1 Peter Nourse – Director of Public Works**

Public Works Director Peter Nourse gave the Board his semi-annual update on the Public Works Department. The annual roadway pavement program is nearly complete; the last road to be worked on is Liberty Hill which is scheduled to start on 10/19/2015. Various roads throughout the Town have been crack sealed along with the town wide annual line striping. During heavy rains in August, sinkholes emerged in the Patter Hill Road Culvert. This will be replaced this year using surplus pavement funds. Director Nourse also went through the sewer division, recycle center/solid waste, buildings and grounds, etc. The Selectmen thanked Mr. Nourse for an excellent job.

## **7.0 OLD BUSINESS**

### **7.1 Report of the Solid Waste Committee**

The Board was given the final report of the Solid Waste Committee. Selectmen Grenier is the Chair of the Solid Waste Committee. He gave an overview of the report. The committee is asking the Board to consider appropriating \$50,000 in the FY 2016 budget for a consultant to prepare a conceptual plan, investigate permitting issues and develop preliminary cost estimates for a transfer station. The Selectmen asked public Works Director Peter Nourse his thoughts. Mr. Nourse feels that it is definitely worthwhile. Selectmen Grenier read a letter for the record from Mr. Bill Knightly stating that he was skeptical at first, but after serving on the committee he is in full support of a facility and that the Town will be best served by following/implementing the report. Discussion ensued. Richard Grenier made a motion to approve the \$50,000 in the FY 2106 budget as recommended; seconded by Dale Chan Eddy. Selectmen Grenier then amended the motion to include extending the term of the contract of the Solid Waste Committee to 12/31/2016; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### **7.2 Police Station Improvement Project – Change Orders**

Town Administrator Scott Dunn reviewed change order #12 totaling \$17,392.85 for safety code items required by the Fire Department and is recommending approval with the funds to come from Buildings and Grounds account #4194-216. Richard Grenier made a motion to approve change order #12 as presented for \$17,392.85 with funds to come from account 4194-216 as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### **7.3 NH-DOT Discontinuation of State Streetlights**

Selectman Eddy visited the areas where the NH-DOT proposed to turn off street lights. Selectman Eddy submitted a report and explained there are 5 locations along Rt. 11. He discovered that most of the street lights they are proposing to turn off are already non-functional, so there are no issues with these. There was one concern about the need for a light at Sergeants Place. Discussions ensued. Dale Chan Eddy made a motion for the Town to retain and maintain costs of a street light at Sergeants Place. Motion failed for lack of a second.

#### 7.4 NH-DOT Route 11A Culvert

The NH-DOT sent correspondence on their intent to replace the culvert over the West Alton Brook in 2019 and they are asking that the Board to sign off on the conditions that allow the NH-DOT to control traffic on the road during construction. Police Chief Anthony Bean Burpee has no issue with this. Selectman Grenier was concerned that their will be a different Board in 2019 and does not think that they should sign this now. Chairman Benavides asked if it makes a difference if they do not sign now. Answer: No. Town Administrator Dunn will let the NH-DOT know that the Town is still in support of the culvert replacement, but they want to wait until 2018 or 2019 to sign the agreement as presented.

#### 7.5 Traffic Regulation Chapter 39-E

Town Administrator Scott Dunn explained that the Board approved a new stop sign ordinance for 2 stops signs on Belknap Mountain Road at their last meeting. Unfortunately this ordinance was enumerated as Chapter 39-E but should have been 39-F; he is requesting a vote to acknowledge this change. Richard Grenier made a motion to correct the enumeration of the Belknap Mountain Road Stop Sign Ordinance to be changed from Chapter 39-E to Chapter 39-F; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

#### 7.6 2015 Return of Dog Warrant

Police Chief Anthony Bean Burpee submitted the 2015 Return of Dog Warrant and is requesting the Boards acceptance. Richard Grenier made a motion to accept the 2015 Return of Dog Warrant as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

### **8.0 NEW BUSINESS**

#### 8.1 Capital Improvement Plan 2016 – 2021

Town Administrator Scott Dunn presented that final Capital Improvement Plan from 2016 – 2021 as adopted by the Capital Improvement Planning Committee. Richard Grenier made a motion to accept the 2016-2021 Capital Improvement Plan as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

#### 8.2 Disposition of Surplus Property – Highway Grader

The Grader-G-1 was bought in 1976. Public Works Director Peter Nourse said the Town only has 3 miles of gravel roads. The grader is old, has significant mechanical issues and it is not used. It does not make sense to keep this piece of equipment much less put money into. The responsible thing would be to pay a company to grade the roads as they did this year. Director Nourse said that they have a company interested in the grader and coming to look at it. Richard Grenier made a motion to dispose of the 1976 Champion Grader by means of soliciting auction bids on govdeals.com; Mr. Nourse reiterated that a company is interested and coming to look at it; Richard Grenier then withdrew limiting disposal to govdeals.com adding that they would see if there is an offer from the company first; seconded by Dale Chan Eddy as passed with all in favor; (3-0).

#### 8.3 Roof Repairs at Department of Public Works

Public Works Director Peter Nourse said there is a leak in the roof; he is concerned because it is coming down through a lamp. Director Nourse contacted 7 companies and only received one response from Cathcart Construction for \$2,050. Richard Grenier made the motion to accept the

quote of \$2,050 to come from the Building Maintenance Capital Reserve Fund; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

#### 8.4 Sewer System Improvements & Funding

Public Works Director Peter Nourse submitted a contract agreement from the Town Engineers for Engineering Service Requests for the Varney Point sewer stations evaluation. Town Administrator Dunn said that after working with the Finance Director, consulting with our Auditors, NH-DRA, and several colleagues, he recommends transferring \$200,000 worth of surplus from the Sewer Fund to the Sewer Maintenance Capital Reserve Fund per RSA 149-I:10, III. If voted, this money will be held in the custody of the Trustees of Trust Funds and be available for expenditure upon approval of the Selectmen. Richard Grenier made a motion to transfer \$200,000 from the Sewer Fund to the Sewer Maintenance Capital Reserve Fund as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0). Richard Grenier made a motion to accept the proposal of Underwood Engineers in the not-to-exceed amount of \$13,370 for the purpose of investigating the current status, identifying required upgrades and determining costs estimates for the two Varney Road sewer pump stations; and to authorize the Town Administrator to sign the Agreement as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

#### 8.5 Request to Expend Police Forfeiture Funds

Police Chief Anthony Bean Burpee is requesting authorization to expend funds from the Police Forfeiture Account totaling \$1,604 for the installation of an exhaust fan in the evidence storage room to keep it properly vented, avoid mold, mildew, odors etc. and keep its contents properly stored. Richard Grenier made a motion to authorize the Police Chief to expend \$1,604 from the Police Forfeiture Account for the installation of an exhaust fan in the evidence storage room; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

#### 8.6 Request - Pancreatic Cancer Proclamation

Town Administrator Scott Dunn explained that a request from Laconia resident S. Legendre came in for securing a Proclamation from the Town in support of "World Pancreatic Cancer Day" Ms. Legendre was hoping the Board of Selectmen would endorse. No motion was made.

#### 8.7 Safety Program Manual – Amendment #4

Administrator Dunn explained Amendment #4 is relative to Commercial Drivers License (CDL) Safety requirements and the need for medical certification cards. Up until now, the Town has not required employees who have a CDL to maintain a medical card. Due to safety reasons, this will now be a requirement of employees to maintain a valid medical card as a condition of employment. Discussions ensued. Richard Grenier made a motion to approve Amendment #4 to the Safety Program Manual as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

#### 8.8 Sewer Abatement

Town Administrator Dunn explained the request from K. Sheppard for relief from his utility bill for water usage the first quarter of the year. Town Administrator Scott Dunn stated that he tried to contact the owner several times to get inside with no luck. Discussion ensued. Richard Grenier made a motion to deny the request as submitted; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

**9.0 OTHER BUSINESS**

There was none.

**10.0 PUBLIC INPUT**

Chairman Benavides asked for public input. There was none.

**11.0 SELECTMEN’S ISSUES**

Selectmen Grenier complimented Public Work Director Peter Nourse and his staff on crack sealing of Town roads. Selectmen Grenier attended the Old Home Day Committee meeting to address the Selectmen’s concerns over fireworks. He is not sure what they want to do yet. There is a meeting on November 4<sup>th</sup> with the company that put on the fireworks; he will keep the Board posted.

**12.0 ADMINISTRATORS REPORT**

Town Administrator Scott Dunn reported that the Town Auction that was held on 09/19/2015 brought \$101,946.90 in proceeds for the Town of Gilford. The Glendale Committee held a meeting and Peter Nourse was elected Chair. It went well and the committee was not opposed to charging a \$5.00 fee for Town decals. A public hearing will need to be held on this. Town Administrator Dunn attended the HealthTrust Summit which focused on the issues surrounding the Cadillac Tax. He also attended a meeting for the Winnepesaukee River Basin Group and noted the State does not want use WRBP funds to study the formation of an independent entity. The Police Department has a new entrance and people will no longer be able to come through the Town Hall to access. Lastly, the corroded pipes in the boiler room will all be replaced next week.

**13.0 NEXT MEETING (October 28, 2016 at 7:00 PM)**

The next Boards of Selectmen’s meeting will be held on Wednesday, October 28, 2015 at 7:00 PM.

**14. ADJOURNMENT**

At 8:20 PM, Richard Grenier made a motion to adjourn the meeting; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

Respectfully Submitted,

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Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

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Selectmen Dale Channing Eddy, Clerk