

TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
October 26, 2016
6:30 PM
GILFORD TOWN HALL

1.0 NON-PUBLIC SESSION

At 6:30 pm, Selectman Eddy made a motion to enter into non-public session to discuss the hiring of public employees, employee discipline and matters that may adversely affect someone's reputation pursuant to RSA 91-A: 3, II, (a), (b) & (c). Motion carried on a roll call vote with all in favor; (3-0). Present: Selectmen Richard Grenier, Dale Channing Eddy, Gus Benavides and Town Administrator Scott Dunn.

Police Chief Anthony Bean Burpee is requesting authorization to fill a vacant position due to the resignation of James Callahan. Discussion ensued. Dale Chan Eddy made a motion to authorize the solicitation of candidates for the position of Patrol Officer as requested; seconded by Gus Benavides and passed with all in favor; (3-0).

Finance Director Glen Waring is requesting authorization to hire an employee for the part-time Accounting Clerk position in the Finance Office. Discussion ensued. Dale Chan Eddy made a motion to approve the hiring of Marie Mora for the part-time position of Accounting Clerk effective 10/31/17 at a rate of \$13.39 per hour; seconded by Gus Benavides and passed with all in favor; (3-0). Town Administrator Scott Dunn presented a request from Fire Chief Stephen Carrier that the Board of Selectmen abates 15 charges for Ambulance services totaling \$2,673.87. Dale Chan Eddy made a motion to abate 15 charges for Ambulance services totaling \$2,673.87; seconded by Gus Benavides and passed with all in favor; (3-0). Other matters were discussed and those minutes were sealed as noted below.

Town Administrator Scott Dunn presented a request from Fire Chief Stephen Carrier that the Board of Selectmen abate 15 charges for Ambulance services totaling \$2,673.87. Dale Chan Eddy made a motion to abate 15 charges for Ambulance services totaling \$2,673.87; seconded by Gus Benavides and passed with all in favor; (3-0).

At 6:57 pm, Selectman Eddy made a motion to come out of non-public session; seconded by Selectman Benavides and passed with all in favor; (3-0).

2.0 PLEDGE OF ALLEGIANCE

At 7:00 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: Selectman Richard Grenier, Selectman Dale Channing Eddy and Selectman Gus Benavides.

Staff members in attendance were: Public Works Director Peter Nourse, Public Works Operation Manager Mia Gagliardi, Fire Chief Stephen Carrier, Police Chief Anthony Bean Burpee, Finance Director Glen Waring, Highway Superintendent Brian DeNutte, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

4.0 ANNOUNCEMENTS/PRESENTATIONS

The Chairman read the rules of the meeting and announced that Trick or Treat will be 10/31/16 from 5pm to 8:30pm; Belknap Mountain Road will be closed during that time from Potter Hill Road to the Gilford Elementary School Playground. Election Day is Tuesday, November 8, 2016. Polls will be open from 7am to 7pm at the Gilford Youth Center. The Town Clerk-Tax Collector Office will be closed on Tuesday, November 8th for the staff to work at the polls. The Town Hall and all Town Offices will be closed Friday, November 11th for Veterans Day. The Town is currently accepting applications for a vacancy on the Budget Committee – the deadline for submission is Monday, 10/31/16. Lastly, the 2016 tax rate has been set at \$17.95.

4.0 REVIEW/APPROVAL OF MINUTES

4.1 October 12, 2016

The Chairman asked if there were any proposed changes to the minutes. There were none. Selectman Eddy made a motion to approve the minutes of October 12, 2016 as presented; seconded by Selectman Benavides and passed with all in favor; (3-0).

5.0 CONSENT AGENDA

5.1 Approval of previously signed documents (10/10/16 through 10/21/2016)

Selectman Eddy made a motion to approve the items previously signed during the period October 10, 2016 through October 21, 2016 as listed (attached hereto); seconded by Selectman Benavides and passed with all in favor; (3-0).

5.2 Sealing of non-public session minutes

Selectman Eddy made a motion to seal the portion of the non public minutes regarding employee disciplinary action; seconded by Selectman Benavides and passed with all in favor; (3-0).

6.1 Town Clerk Tax Collector Denise Gonyer - TC/TC Department semi-annual update

Town Clerk Tax Collector Denise Gonyer said that the TC/TC Office staff has been attending various training sessions relative to DMV, Vital Records and Elections. Carmen Barreto was hired in June of 2016 and is doing very well. The staff is particularly busy with elections this year. The State Primary election in September had a historic 56% voter turnout and they are anticipating record numbers for the November election in a few weeks. Motor Vehicle revenues are up this year. Property tax bills will be mailed on November 1, 2016 and are due on December 8, 2016. The TC/TC office has received a substantial number of absentee ballots for the November election and Ms. Gonyer explained to process of how to obtain and absent ballot and what is needed in order to qualify. (The State of New Hampshire does not have early voting). The Town Clerk Tax Collector answered the Board's questions and they thanked her for the update.

6.2 Finance Director Glen Waring – Monthly Financial Update

Finance Director Glen Waring submitted the September 2016 financial reports. The revenues through 09/30/16 are down slightly; the third quarter sewer billing process should be completed by weeks end. Overall expenditures in September were down \$55,000 from last year primarily due to capital

equipment purchases; expenditures appear to be at 75% spent for the year. Overall tax receipts are in line with prior years levels at 95.7%. Cash balances are strong and are at levels that will be sufficient to meet anticipated expenditure needs through the end of the year. The Finance Director answered the Board's questions. The Selectmen complimented Mr. Waring on his reports and noted that they are very glad to have him on board.

7.1 Potter Hill Road – Reconstruction & Traffic Concerns

Public Works Director Peter Nourse submitted a memo regarding Potter Hill Road reconstruction options for 2017 with estimates for both pavement and ledge pack from Wolcott Construction. There was discussion relative to going from the culvert to #169 (top of hill) or from #169 to #165. Selectmen Benavides made a motion to use ledge pack for the T-intersection and culvert to No. 169 (no pavement). Mr. Nourse recommends pavement as ledge pack is a temporary fix and more maintenance. Selectman Grenier agrees and suggested paving the T-intersection portion of the road and ledge pack going up to #169 and stop there. Selectman Benavides with drew his original motion and then made a motion to use pavement at the T-intersection and ledge pack to #169; seconded by Selectman Eddy and passed with all in favor; (3-0).

Mr. Nourse then discussed the quoted costs for hard-wired (AC) and solar radar units. The cost for AC is \$3,084 and the cost for solar is \$4,041 (doesn't include shipping) There was discussion of the differences between AC and solar. Selectman Benavides made a motion to purchase a solar radar sign for \$4,266 and to look at data for the best direction to face the unit; seconded by Selectman Eddy who also noted it would be paid for out of the 2016 budget; motion passed with all in favor; (3-0).

7.2 FY2017 Budget Recommendations/Revisions

Town Administrator Scott Dunn received the final rate numbers for insurance purposes and explained the numbers in detail. Also included was the cost of the 2 new sewer pump stations for \$758,000 (needs a warrant article which will be offset by a loan and paid back overtime so there is no tax rate increase by doing this) along with additional money budgeted for electricity for Town Hall and revisions to the technology budgets. Based on these revisions/recommendations, Mr. Dunn presented the updated FY2017 budget totaling \$15,130,164 and noted the estimated municipal tax rate for 2017 will be the same as the municipal tax rate in 2016 (\$5.34). Selectman Eddy made a motion to approve the FY2017 budget of \$15,130,164 as presented; seconded by Selectman Benavides and passed with all in favor; (3-0).

7.3 Personnel Policy Amendments

Town Administrator Scott Dunn submitted a set of revised Personnel Policy Amendments to incorporate the feedback received from the Board at the last meeting. Discussion ensued. The Board would like to add the sentence "The Town's contribution rates are subject to change" under both health and dental (VIII.3 A. and C.) Selectmen Eddy made a motion to adopt the Personnel Policies effective January 1, 2017 as amended; seconded by Selectman Benavides and passed with all in favor; (3-0).

Mr. Gary Kiedaisch asked if he could speak before the Board moved on to new business. Chairman Grenier allowed Mr. Kiedaisch to speak. He thanked the Board for their vote this evening. He wanted to know why the issue of the hump was not addressed. The Selectmen said this was a separate issue that may be discussed another time.

8.0 NEW BUSINESS

8.1 Award bid for Glendale Boat Ramp Improvements

Public Works Director Peter Nourse submitted his recommendation for the rebuilding of Glendale Boat ramp. Selectman Eddy made a motion to award the bid for reconstruction of the Glendale Boat Ramp to PRB Construction in the amount of \$20,250 to come from the Glendale Facilities Capital Reserve Fund; seconded by Selectman Benavides as passed with all in favor; (3-0).

8.2 Eversource Utility License at Lincoln Park

Selectman Eddy made a motion to approve and sign the utility license for Eversource to upgrade the electrical service to Welch Island from Lincoln Park as presented; seconded by Selectman Benavides and passed with all in favor; (3-0).

8.3 Request for Signage at Police Department Parking Lot

Police Chief Anthony Bean Burpee is seeking approval for the installation of 2 signs restricting public access to the area directly behind the Police Station in an ongoing commitment to safety and security of the building. Discussion ensued. Selectman Eddy made a motion to approve the installation of 2 signs restricting public access to the area directly behind the Police Station; seconded by Selectman Benavides. Further discussion ensued and the Selectmen decided they wanted to wait to hear more about the grant relative to this subject. Chairman Grenier called for a vote and the motion failed; (0-3).

8.4 Request for Town maintenance/ownership of Country Village Way

Town Administrator Scott Dunn received an unsolicited request for the Town to engage in a dialogue regarding maintenance of a private road (Country Village Way) that services residents of Brookside Condominiums. They would like to see the Town take more of a role in maintaining this private road. Selectmen asked if there was anyone here to represent Country Village Way. There was not. The Selectmen asked Public Works Director Peter Nourse to give them some insight to the condition of the road. Discussion ensued. Selectman Eddy made a motion for the Town not to consider ownership or the responsibility for maintenance of Country Village Way; seconded by Selectman Benavides and passed with all in favor; (3-0).

8.5 Request for Off-Site Directional Sign in Town right-of-way – Bank of NH Pavilion

This item was tabled at the request of the applicant.

8.6 2017 Boat Agent Authorizations

Selectmen Eddy made a motion to appoint Denise Gonyer, Donna Gately, Mark Mello, Carol Downing, and Darlene Traquair as Boat Agents for 2017; seconded by Selectman Benavides and passed with all in favor; (3-0).

8.7 Requests for Elderly Tax Exemption Increase

Town Administrator Scott Dunn said the Town has received a letter of request from Claire Morel to decrease the amount of assets required to be eligible for an elderly exemption. It was her understanding that this has not been revisited in many years. Mr. Dunn presented a comparison with

other communities in Belknap and Carroll counties; most have the same limits as Gilford. Discussion ensued. Selectmen Eddy made a motion not to submit a warrant article to adjust the income levels for elderly tax exemptions; seconded by Gus Benavides and passed with all in favor; (3-0).

8.8 Request for Sewer Bill Abatement – Brookside Crossing Homeowners Association

Selectmen Eddy recused himself from this matter as his Mother is a resident of Brookside. Town Administrator Scott Dunn said the Town received a request for an abatement of sewer bills from Brookside Crossing Homeowners Association. Mr. Dunn has spoken with Kevin Carlisle, Sewer Technician and gave the Board his recommendation. Discussion ensued. Selectman Benavides made a motion to approve the abatement of 100,000 gallons for the most recent sewer bill only, in the amount of \$595 as recommended; seconded by Selectman Grenier and passed; (2-0-1) (Selectman Eddy abstained).

8.9 Determine November/December Selectmen's Meeting Dates (due to Holidays)

It was the consensus of the Selectmen to hold their regularly scheduled November meeting on Wednesday November 9, 2016, cancel the meeting scheduled for November 23, and reschedule the December meetings to the first and third Wednesdays of the month.

8.10 2017 Town Holiday Closure Approval

Selectman Eddy made a motion to approve the list of 2017 Holidays as presented; seconded by Selectmen Benavides and passed with all in favor; (3-0).

9.0 OTHER BUSINESS

There was none.

10.0 PUBLIC INPUT

Mr. Jeff Dutton of Potter Hill Road stated he would like the Selectmen to leave the road as it is and only maintain from #169 to the Village and to use the savings towards the new fire truck.

State Senator Andrew Hosmer thanked the Board for the letter they sent him relative to the New Hampshire Retirement System (NHRS) and the downshifting from the State of New Hampshire.

Ms. Sandra McGonagle of Potter Hill Road thanked the Board for their vote and Mr. Peter Nourse for the time that he has put into this item. Ms. McGonagle is also the Town Moderator and asked the three Selectmen to be present at 7 am on Election Day to ring the bells.

Ms. Lisa DiMartino is running for election as a State Representative and also thanked the Board for the letter regarding the NHRS and the importance of restoring the 35%.

Mr. Timothy Sullivan stated the rooms and meals tax that we lost (or is misused) at the State needs to be restored.

11.0 SELECTMEN'S ISSUES

The Selectmen asked for everyone to please get out and vote on Tuesday, November 8th from 7 am to 7 pm at the Gilford Community Youth Center.

12.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn said the Glendale Committee met last week and discussed many various options and he will have correspondence for the Board at the next meeting. The letter the Board wrote regarding NHRS was mailed to all candidates running for office to represent the citizens of Gilford and the press. Two trees were removed by the DPW staff in the back lower parking lot. A sign was placed at the Glendale comfort station stating that the water was not safe to drink, but he isn't sure why the State of NH did that because a test earlier this summer indicated the water was safe to drink. A bid was put out to obtain bulk propane pricing for the Town; however, the deadline was yesterday and no bids were submitted.

13.0 NEXT MEETING (November 9, 2016 at 7:00 PM)

The next Selectmen's meeting will take place on Wednesday, November 9, 2016 at 7 pm.

14.0 ADJOURNMENT

With no further business to discuss, Selectman Eddy made a motion to adjourn at 8:30 pm; seconded by Selectman Benavides and passed with all in favor; (3-0).

Respectfully submitted,



Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the 9th day of November, 2016.

Attest:



Selectman Gus Benavides, Clerk