

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
October 28, 2015
GILFORD TOWN HALL**

1.0 NON-PUBLIC SESSION (6:30PM)

At 6:30 PM, Selectmen Richard Grenier made a motion to enter into non-public session pursuant to RSA 91-A: 3, II (a) to discuss personnel issues and (d) conveyance of real property; seconded by Dale Chan Eddy. Motion carried on a roll call vote with all in favor; (2-0). Present were: Selectmen Richard Grenier, Dale Chan Eddy and Town Administrator Scott Dunn.

Dale Chan Eddy made a motion to exit non public session at 6:45 PM and to seal the minutes; seconded by Richard Grenier and passed on a roll call vote with all in favor; (2-0).

2.0 PLEDGE OF ALLEGIANCE

At 7:00 PM, Vice Chairman Grenier convened the public meeting in the 1st 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, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

3.0 ANNOUNCEMENTS/PRESENTATIONS

Chairman Benavides was unable to make tonight's meeting. Richard Grenier, Vice Chairman will conduct the meeting. Vice Chairman Grenier 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. Belknap Mountain Rd. will be closed to most motor vehicle traffic between Potter Hill Rd and Alvah Wilson Road during trick or treating. (Residents/guests of residents will be able to pass through per the Police Chief).

3.2 The Town Offices/Library will be closed for Veteran's Day on Wednesday, 11/11/2015.

3.3 Belknap County Convention is meeting on 11/02/2015 regarding a Bond request to finance construction of a new Belknap County Community Corrections Facility.

4.0 REVIEW/APPROVAL OF MINUTES

4.1 October 14, 2015 – Dale Chan Eddy made a motion to approve the October 14, 2015 minutes as written; seconded by Richard Grenier and passed with all in favor; (2-0).

5.0 CONSENT AGENDA

5.1 Approval of Previously Signed Documents (10/12/2015 through 10/23/2015)

Dale Chan Eddy made a motion to approve the items previously signed during the period of October 12, 2015 through October 23, 2015 as listed (attached hereto): seconded by Richard Grenier and passed with all in favor; (2-0).

6.0 APPOINTMENTS

6.1 Police Chief Anthony Bean Burpee – Police Department Semi-Annual Update

Police Chief Anthony Bean Burpee began review of his department starting with Personnel updates. The Police Chief is in the process of hiring the 18th Police Officer for his department. The Police Station expansion/renovation is nearing completion. The Police Chief is looking to have a third “Coffee with the Chief” event sometime in November which he would like to conclude with a tour of the new building. The department still has free gun safety kits available to residents who would like them. K-9 Ike became Drug Certified this summer. Police Chief Bean Burpee was picked to be part of Primex’s Leadership Program in 2016. Primex hand selected 10 Chiefs from the area and he was very pleased to be invited as a participant. Police Chief reported the numbers for Patrol activity from January 1, 2015 through October 20, 2015. The Department has been very busy attending to community calls for service along with various activities and programs. The Board asked questions and thanked Police Chief Anthony Bean Burpee for his good work and detailed update.

6.2 Finance Director Geoffrey Ruggles – Financial Update

Finance Director Geoffrey Ruggles gave the Board an update on monthly financials for the month ending September 2015. Revenues were up slightly over last year by about \$68,000, motor vehicle revenues bounced back in September and were up \$43,000 over last year. Overall expenditures were on par with last year, one significant change being the unanticipated architectural services expenses of about \$41,000 in the Administration budget. Modest savings in other areas will more than offset this. Property tax receipts continued strong in September keeping overall collections slightly more than 1% above previous years and cash levels continue to remain below last year’s but should remain adequate through the end of the year. Mr. Ruggles has not received the tax rate from the Department of Revenue Administration (DRA). The Selectmen thanked Mr. Ruggles for his detailed reports and update.

7.0 OLD BUSINESS

7.1 Town Hall Heating System Improvements

Town Administrator Scott Dunn received a quote for \$2,185 to flush and treat the Town Hall Heating System. He is still waiting for a quote from the current Police Station HVAC Sub Contractor. Administrator Dunn is seeking approval to spend up to the \$2,185 to get the project done. Dale Chan Eddy made a motion to authorize the expenditure of up to \$2,185 from the building and maintenance capital reserve fund for Town Hall heating system water improvements; seconded by Richard Grenier and passed with all in favor; (2-0).

7.2 Contracted Building Maintenance Services

Town Administrator Scott Dunn said that the Department of Public Works received two quotes for contracted janitorial services. The lowest bid came in at \$24,336 and the Selectmen budgeted \$15,000 in FY 2016 for this purpose. Town Administrator Dunn also provided a cost estimate to convert the part time job in buildings and grounds to full time for a total of \$32,423.

Peter Nourse addressed the Board and said this option would be more beneficial in satisfying the need to cover cleaning with the additional square footage of the new Police Station and to assist with the workload of the Buildings and Grounds staff. If made full time, this position could also assist with other duties as needed. There is already \$15,000 budgeted, the Board would need to add an additional \$17,423. There was discussion. Dale Chan Eddy made a motion to add \$17,423 to the FY2016 budget request of \$15,000 in Building Maintenance Services and convert the current part time position to a full time position in Buildings to be offset by reducing the Welfare budget by \$16,000 based on cuts made by the Budget Committee; seconded by Richard Grenier and passed with all in favor; (2-0).

8.0 NEW BUSINESS

8.1 Police False Alarms

Police Chief Anthony Bean Burpee submitted a memo on fire alarm statistics and his desire for the Police Department to enforce the adopted 03/09/2010 Town Ordinance relative to fire prevention code and fines for false alarm notifications. Police Chief Bean Burpee would like to send a letter to all alarmed properties of the Police Departments' intention of enforcing the fines. This will give alarmed property owners prior notification. It is also an opportunity for educational purposes as a refresher to owners of the intention/rules of the ordinance in the hopes of diverting some of the responsibility for false alarms back to the business/residence owners when appropriate. The Board agrees with the need to enforce. It was the consensus of the Board to support as presented by the Police Chief.

8.2 Recycling Center – Used Clothing Container

A request was submitted by Mia Gagliardi to place a used clothing container at the Recycling Center for residents to place used clothing. Dale Chan Eddy made a motion to approve the placement of a charitable used clothing container at the Recycle Center; seconded by Richard Grenier and passed with all in favor; (2-0).

8.3 Compensated Absences Capital Reserve Fund Request

Finance Director Geoffrey Ruggles submitted a memo requesting the allocation of \$7,276.04 from the Compensated Absences Capital Reserve Fund. This is for the payout in the Administration budget of accrued time for the Executive Secretary who retired. Dale Chan Eddy made a motion to approve the expenditure of \$7,276.04 from the Compensated Absences Capital Reserve Fund for the payment of accrued sick and vacation leave as presented; seconded by Richard Grenier and passed with all in favor; (2-0).

8.4 Kimball Wildlife Forest – Cell Tower

Town Administrator Scott Dunn reported he received a letter from a company representing US Cellular proposing to lease a small portion of Locke's Hill Rd. to erect a cellular tower which included their proposed terms. Administrator Dunn shared this information at the last Kimball Wildlife Forest Committee meeting and they were in favor of exploring this option. There are a few factors that need to be considered and Administrator Dunn asked the Board if they want him to look into this further. The Selectmen agreed that it doesn't hurt to explore without committing to anything. It was the consensus to have Town Administrator Scott Dunn look into and report back to the Board.

9.0 OTHER BUSINESS

There was none.

10.0 PUBLIC INPUT

Vice Chairman Grenier asked for public input. Police Chief Anthony Bean Burpee was told yesterday that that the Gilford Elementary School will have their Halloween parade Friday Morning at 9:00 AM (10/30/15) and is requesting that the Board allow the road from the Elementary School to the Gilford Village Store be closed at 9:00 AM for the parade. Dale Chan Eddy made a motion to direct the Police Department to close Belknap Mountain Road from the Gilford Elementary School to the Gilford Village Store from 9 to 10 AM on 10/30/2015 for the Halloween parade as requested by the Police Chief; seconded by Richard Grenier and passed with all in favor; (2-0).

11.0 SELECTMEN’S ISSUES

Selectmen Dale Chan Eddy reported that his broadband research is ongoing; they are looking into providers for universal coverage in the Town or to upgrade to newer technologies.

12.0 ADMINISTRATORS REPORT

Town Administrator Scott Dunn had nothing new to report.

13.0 NEXT MEETING (November 18, 2016 at 7:00 PM)

The next Boards of Selectmen’s meeting will be held on Wednesday, November 18, 2015 at 7:00 PM.

14. ADJOURNMENT

At 7:55 PM, Dale Chan Eddy made a motion to adjourn the meeting; seconded by Richard Grenier and passed with all in favor; (2-0).

Respectfully Submitted,

Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the _____ day of _____, 2015.

Attest:

Selectmen Dale Channing Eddy, Clerk