

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
November 18, 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; (3-0). Present were: Selectmen Gus Benavides, Richard Grenier, 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 Gus Benavides 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 Director Peter Nourse, Fire Chief Stephen Carrier, Planning and Land Use Director John Ayer, Deputy Town Clerk Tax Collector Jennifer Mooney, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

3.0 ANNOUNCEMENTS/PRESENTATIONS

3.1 All Town Offices and the Library will be closed for the Thanksgiving Holiday Weekend on Thursday, November 26th and Friday, November 27th. The Library will be open on Saturday, November 28th from 10 am to 2 pm.

3.2 The 4th Annual Candlelight Stroll Event will take place on Saturday, December 12th from 5 to 7 pm along Belknap Mountain Road and Potter Hill Road.

4.0 REVIEW/APPROVAL OF MINUTES

4.1 October 28, 2015 - Public and Non-Public Sessions

Richard Grenier made a motion to approve the 10/28/2015 minutes as written; seconded by Dale Chan Eddy and passed 2-1. (Selectmen Benavides abstained as he was not present)

5.0 CONSENT AGENDA

5.1 Approval of Previously Signed Documents (10/26/2015 through 11/13/2015)

Richard Grenier made a motion to approve the list of items previously signed during the period of 10/26/2015 through 11/13/2015 as listed (attached hereto); seconded by Dale Chan Eddy and passed with all in favor; (3-0).

5.2 Petition Warrant Article

A petition warrant article dated 11/09/2015 was presented to the Selectmen. No action was taken.

5.3 MetroCast Rate Changes effective January 2016

A letter from MetroCast regarding rate changes effective January 2016 was presented to the Board. This was informational only.

6.0 APPOINTMENTS

6.1 Deputy Town Clerk/Tax Collector Jennifer Mooney - Town Clerk/Tax Collector Semi-Annual Update

Deputy Town Clerk/Tax Collector Jennifer Mooney gave the Board a departmental update on staffing levels, voter photo ID's at the next election, credit card/online transactions and the busy summer season they experienced. Ms. Mooney discussed the Holiday schedule and said the Town Clerk/Tax Collectors Office would like to close their office on Christmas Eve at 12:30 and allow employees to use their time on the books for this. Chairman Benavides reiterated that by closing their office at 12:30, the staff will use their accumulated time on the books for those hours (no holiday pay and no cost to the taxpayer). Discussion ensued. It was the consensus of the Board to approve this request provided employees used accumulated leave. Ms. Mooney went on to report the shelves in the downstairs vault have been repaired/secured and thanked Terry and Roger at Public Works. The Selectmen thanked Ms. Mooney for the update.

6.2 Financial Update – Geoffrey Ruggles, Finance Director

Finance Director Geoffrey Ruggles gave the Board his monthly update on financials for the month ending October 2015. He reported that revenues were up significantly over last year due primarily to a State Highway Block Grant payment that was received early and also from the proceeds of the Town Property Auction. Overall expenditures are up over last year nearly \$439,000. Property Tax bills were sent out in today's mail and are due December 17, 2015 (along with the county portion of those taxes for \$2.2 million). Mr. Ruggles reported that the Town is at 96% for tax collection; that is the best it has been in 3 or 4 years as being paid on time. Cash levels remain below last year's level and with tax bills being mailed should remain adequate until tax revenue starts flowing in. The Selectmen thanked Mr. Ruggles for the update and detailed reports.

6.3 Timberhill Farm – Attorney Patrick Wood

Attorney Patrick Wood who represents the Howe Family, owners of Timberhill Farm, came before the Board to make a request. Chairman Gus Benavides stated this is not a public hearing this was a late item that the Selectmen allowed on the agenda. Attorney Wood thanked the Board for the opportunity. Attorney Wood stated his clients would like permission to fulfill the 8 farm to table events, which they have already contracted in good faith, through July 2016. These contracts were established prior to his client receiving letters from the Code Enforcement Officer and Planning Director and he asks that they be allowed to fulfill while this issue is sorted out. They have a huge financial impact on his client. The Selectmen said this is not the normal process for such a request in this situation. Chairman Benavides asked if he has made this

request to the Planning Board. He said no and the Selectmen suggested that he go back to the Planning Board and request.

There was discussion and it was the consensus of the Board to wait until the ZBA makes their decision. The Selectmen then invited the property abutter who was present to speak. Attorney Joseph Driscoll spoke on behalf of his client (255 Gunstock Hill Rd.), which is the abutter to the Timber Hill Farm property. Attorney Driscoll said he just found out about this item on the agenda this afternoon. He is very concerned with this request and asked that he please be alerted if this item is to be on the agenda again so that they may respond accordingly.

7.0 PUBLIC HEARING

7.1 Town Decal (\$5.00) Fee Ordinance (Amendments to Town Beach and Glendale Facility Regulations)

Chairman Gus Benavides announced that the Selectmen will hold a public hearing pursuant to RSA 41:9-a and RSA 41:11-a on proposed \$5 fee for Town Decals to take effect as of December 1, 2015. The public hearing was opened for public comment at 7:44 PM. Kathy Dumais of Spring Hill Circle said that charging taxpayers for a decal is a slap in the face. Her taxes went up \$200 this year and felt that the Town should find other ways to save money instead. She inquired about a savings on mailing registration reminders to residents. The Selectmen suggested she contact the Town Clerk - Tax Collector to discuss. With no further input, the public hearing was closed at 7:57 PM. Chairman Benavides asked for a motion. No motion was made.

8.0 OLD BUSINESS

8.1 FY2016 Budget Amendments

Town Administrator Scott Dunn presented a copy of FY2016 budget with updated numbers. Including changes based on the final numbers on Unemployment Insurance, Property-Liability Insurance, Worker's Compensation, New Hampshire Municipal Association Dues, Lakes Region Mutual Fire Aid Dues, Health Insurance Rates and a reduction in short-term disability insurance. The net affect of all those changes equals a budget total of \$12,740,709.

The Selectmen's recommended Welfare Budget was reduced by \$16,000 based on the Budget Committee recommendation; however, the Budget Committee reduced the Selectmen's budget by only \$10,500. Richard Grenier made a motion to add \$5,500 back into the welfare housing account; seconded by Dale Chan Eddy and passed with all in favor; (3-0). The Budget Committee has made several budget changes totaling a reduction of \$1,450. Richard Grenier made a motion to approve the budget committee's recommendations for a net reduction totaling \$1,450; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

The Board of Selectmen made a total of \$41,575 in wage cuts. Town Administrator Dunn also told the Board they would need to remove the \$30,000 revenue that was included in the FY2016 revenue budget in anticipation of a Town decal fee. This brings the FY2016 budget total, to \$12,057,677. Richard Grenier made a motion to approve the FY2016 default budget in the amount of \$12,057,677; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.0 NEW BUSINESS

9.1 2016 Volunteer Reappointment request - Gayle Cook

Richard Grenier made a motion to reappoint Gayle Cook as a Volunteer Assistant Town Clerk - Tax Collector for the period January 1, 2016 through December 31, 2016; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.2 Utility Pole License – Schoolhouse Road

Richard Grenier made a motion to approve the Utility Police license on Schoolhouse Road as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.3 Expenditure from Fire Water Supply Capital Reserve Fund

Richard Grenier made a motion to authorize the expenditure of up to \$5,143.40 from the Water Supply Capital Reserve Fund; seconded by Dale Chan Eddy and passed with all in favor; (3-0). Fire Chief Stephen Carrier gave a detailed explanation on this project.

9.4 2016 Holiday Schedule

Richard Grenier made a motion to approve the 2016 Holiday Schedule as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.5 Flexible Spending Account Year End Settlement

Richard Grenier made a motion to accept unanticipated revenue in the amount of \$14.33 to be deposited into the Employee Wellness Fund; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.6 Phone System Safety Net Renewal

Richard Grenier made a motion to accept a phone system maintenance contract proposal in the amount of \$5,616 and to authorize the Town Administrator to sign; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.7 Abatement Request – Old Lakeshore Cooperative Units 18 & 24

The Town has received an abatement request for outstanding property taxes on 2 dilapidated mobile homes, unit # 18 and Unit #24. There was discussion. Richard Grenier made a motion to abate the 2013, 2014, and 2015 taxes, interest and penalties on lots 224-046.024 and 224-046.018 totaling approximately \$1,509.47; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

10.0 OTHER BUSINESS

Town Administrator Scott reported that during construction the Police Department, there were no telephone provisions built into the plans. There were no phone jacks included, no money budgeted to expand and connect the phone system, labor to install etc. Administrator Dunn has received a quote for \$5,414.62. He is requesting the Boards approval to expend funds for this project not to exceed \$5,414.62. Richard Grenier made a motion to expend up to the \$5,414.62 for this purpose as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

11.0 PUBLIC INPUT

Chairman Benavides asked for any public input. There was none.

12.0 SELECTMEN'S ISSUES

Selectmen Dale Chan Eddy wanted to extend thanks to Peter Nourse from resident Ms. Upton for the work on the drainage issue on her property and for the quick response.

Selectmen Grenier is the jail liaison representative and would like to be able to express his opinion (it should be preserved) on the potential removal of the old root storage barn at the county with the Commissioners. All concur.

13.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn reported that he along with Peter Nourse, Mia Gagliardi toured the Gilford Area Village Water District (GAVWD) by Alex Crawshaw and they thanked him. Town Administrator Dunn contacted the company regarding the cell tower as discussed. The first inspection of the Police Department will take place tomorrow. This inspection will develop a final punch list. The Potter Hill Road Culvert Project will begin on 12/01/2015 and the bids for the Rowe House Roof are also due on 12/01/2015.

14.0 NEXT MEETING (December 2, 2015 at 7:00 PM)

The next Board of Selectmen's; meeting will be on Wednesday, December 2, 2015 at 7:00 PM.

15.0 ADJOURNMENT

Richard Grenier made a motion to adjourn the meeting at 8:25 PM; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

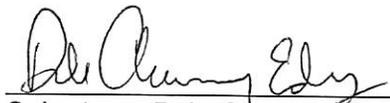
Respectfully Submitted,



Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the 2nd day of DEC, 2015.

Attest:



Selectmen Dale Channing Eddy, Clerk