

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
December 7, 2016  
7:00 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 personnel issues pursuant to Per RSA 91-A: 3, II, (a) and (b). Motion carried on a roll call vote with all in favor; (3-0). Present: Selectman Grenier, Eddy and Benavides.

Personnel matters were discussed. The Board recessed the non-public session at 6:58 pm in order to enter a public meeting. The Selectmen will reconvene their non-public session after their public meeting.

**2.0 PLEDGE OF ALLEGIANCE**

At 7:00 pm Chairman Grenier convened the public session of the Board of Selectmen in the 1<sup>st</sup> 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 Benavides.

Staff members in attendance were: Public Works Director Peter Nourse, Fire Chief Stephen Carrier, Police Lieutenant James Leach, Town Clerk/Tax Collector Denise Gonyer, Finance Director Glen Waring, Public Works Operations Manager Mia Gagliardi, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**3.0 ANNOUNCEMENTS/PRESENTATIONS**

The Chairman read the rules of the meeting.

**4.0 REVIEW/APPROVAL OF MINUTES**

4.1 November 9, 2016

The Chairman asked if there were any proposed changes to the minutes. Selectman Eddy changed one word in section 6.1. Selectman Eddy then made a motion to approve the minutes of November 9, 2016 as amended; seconded by Selectman Benavides and passed with all in favor; (3-0).

**5.0 CONSENT AGENDA**

5.1 Approval of previously signed documents (11/7/16 through 12/2/2016)

Selectman Eddy made a motion to approve the items previously signed during the period November 7, 2016 through December 2, 2016 as listed (attached hereto); seconded by Selectman Grenier and passed with all in favor; (3-0).

5.2 Sealing of non-public session minutes

There were no motions. The Board will go back into non-public session after the public meeting.

**6.0 APPOINTMENTS**

### 6.1 Public Works Director Peter Nourse - Semi-annual update

Public Works Director Peter Nourse reported that the DPW has completed the second year of the five year road plan. A Lakes Region Planning Commission sponsored program to geo-spatially locate the Town's culverts was completed. The new Sand Shelter has been constructed and it is an impressive building which holds 300 tons of sand. The preliminary design of both Varney Point sewer pump stations was completed with anticipated construction fall of 2017. The Solid Waste Committee came to a consensus on the basic functional characteristics desired for a new recycle center and the engineers are currently working on this. The main boat ramp at Glendale was rebuilt. Plans are in the process for bringing on two part time employees for the Buildings and Grounds department to cover custodial service at the library and Police Department. A proposal for roof replacement of the Rowe House is being reviewed by the Land and Community Heritage Program (LCHIP). If the contract is approved the project could start soon. Mr. Nourse answered the Boards questions and they thanked him for the detailed update.

### 6.2 CMA Engineers - Presentation on Recycle Center/Transfer Station Facility Proposal

Mr. Paul Schmidt, PE from CMA Engineers presented two layouts and cost estimates for the Proposed Solid Waste/Recycle Center facility. These recommendations are based on the need to revisit the original proposed figure to come up with a smaller, simpler facility that would be more cost effective as the original larger building was not recommended by the Solid Waste Committee and Town Officials. Mr. Schmidt reviewed option number one for a total of \$1,121,000 and option number two for a total of \$1,009,000. Discussion ensued. The Board thanked Mr. Schmidt for the presentation. Mr. Kevin Leandro, Vice Chair of the Solid Waste Committee, Vice Chair of the Budget Committee spoke to these numbers (he is also in the business). He believes the numbers are overstated; a compactor could be bought and set up including freight for \$25,000. Basically the recycle center would be a large shed like building with electricity and that the two proposals were over priced including the 15% contingency. Mr. Leandro believes the project can be done for \$784,000. Discussions ensued and Mr. Leandro asked the Selectmen to hold off on this project for another year.

## **7.0 OLD BUSINESS**

### 7.1 Rowe House Roof Replacement Proposal

Public Works Director Peter Nourse said after many attempts to solicit proposals for the roof replacement project, the Town has received one that is worthy of consideration from Energy Shield out of Belmont, NH for \$43,650. Mr. Nourse said they are waiting approval from Land and Community Heritage Program (LCHIP, because they are paying for half) and if it is approved he recommends moving forward to replace the roof. Discussion ensued. Selectmen Eddy made a motion to accept the proposal from Energy Shield of Belmont, NH in the amount of \$43,650 and to authorize the payment of \$10,000 from the Building Maintenance Capital Reserve Fund towards the cost of the project; seconded by Selectmen Benavides and passed with all in favor; (3-0).

### 7.2 2017 Annual Town Meeting Warrant

Town Administrator Scott Dunn gave the Board draft #2 to review. Selectmen Eddy wanted Mr. Dunn to check to make sure that there is no conflict between the proposed noise ordinance and the existing Zoning Ordinance. The Selectmen would also like to change the time in 17.4 (Specific Prohibitions) from 11 pm to 10 pm, same as the Fireworks Ordinance.

### 7.3 FY2017 Budget Recommendations

Town Administrator Scott Dunn gave the Board an up-to-date spreadsheet that shows the recommended FY2017 budget as previously adopted by the Selectmen and the numbers recommended so-far by the Budget Committee. Since these numbers were developed, a few issues have come to my attention for the Board to consider: (1) The dues for NHMA membership has been set at \$9,203, but the budget was based on an estimate of \$9,000 so the Board may wish to consider adding \$203; (2) The Town Clerk Tax Collector is requesting an additional \$600 be added to the printing account and (3) a Town Employee has switched from the Direct Contribution retirement

system to NHRS and this will change the Town's contribution rate from 6% to 11.18% which will result in a budget shortfall of \$3,858; (4) \$500 for the mapping account which would be short; the budget was based on \$1900 but needs to be adjusted to \$2,400. Town Administrator Dunn is still awaiting numbers for the HVAC system in the Town Hall along with numbers for the Recycle Center (two uncertainties at this time). Discussion ensued. Selectman Eddy made a motion amend the bottom line of the FY17 budget from \$15,097,196 to \$15,101,357 (203+600+3858+500); seconded by Selectman Benavides. Selectmen Grenier said that this will not effect the tax rate, but it is still money being spent and would prefer to find money in the budget. Discussion ensued. Chairman called the vote; motion fails; (2-1; Selectmen Benavides voted yes)

#### 7.4 Kimball Wildlife Forest Timber Harvest Contracts

Town Administrator Scott Dunn is recommending a motion be made to approve and sign the Kimball Wildlife Forest Work Agreement and Timber Sale Agreement as negotiated by the Town Forester. Discussion ensued. Selectmen Eddy made a motion to approve and sign the Kimball Wildlife Forest Work Agreement and Timber Sale Agreement as presented; seconded by Selectmen Benavides and passed with all in favor; (3-0).

### **8.0 NEW BUSINESS**

#### 8.1 Lakes Business Park – Purchase & Sale Agreement

Selectman Benavides recused himself from this matter. Town Administrator Scott Dunn explained the Purchase and Sale Agreement for Lot 13 in the Lakes Business Park. Peter Morrissette spoke in support of this purchase as his business has grown and he needs more space. He also provided the Board with a plan/drawing of the proposed building he will construct. Discussion ensued. Selectman Eddy made a motion to approve the Purchase & Sales Agreement for Lot 13 in the Lakes Region Business Park as presented and recommended by the Lakes Business Park Board of Directors; and to authorize the Town Administrator to sign on behalf of the Town; seconded by Selectman Grenier and passed; (2-0). (Selectman Benavides recused himself)

#### 8.2 Renewal of Waste Management Rubbish Removal Contract for 2017

Public Works Director Peter Nourse reviewed his memo along with his recommendation to renew the waste removal contract with Waste Management. This is a one year extension and noted that there is no price increase, just a continuation of services. Discussion ensued. Selectmen Eddy made a motion to approve a 1 year extension contract with Waste Management for municipal waste disposal in the amount of \$13,735; seconded by Selectman Benavides and passed with all in favor; (3-0).

#### 8.3 Acquisition of DPW Tow-Behind Debris Loader

Public Works Director Peter Nourse submitted his recommendation to approve the acquisition of a tow-behind debris loader. Discussion ensued. Selectman Eddy made a motion to authorize the purchase of a Scag TL20W26CHEFI tow behind debris loader from Gilford True Value in the amount of \$6,549 as the low bidder to come from account number 4312-465; seconded by Selectman Benavides and passed with all in favor; (3-0).

#### 8.4 Speed Limit Reductions – Old English Ln, Harvest Run, Knollwood Dr & Aspen Circle

Public Works Director Peter Nourse reviewed his memo requesting a consideration in reducing the posted speed from 30 mph to 25 mph in this neighborhood. Discussion ensued. Town Administrator Scott Dunn said this would require a public hearing. And it was the consensus of the Board to proceed with a public hearing for the speed reduction request as presented. Selectmen Grenier is not in favor of the change.

#### 8.5 Class VI Highway Designation – Mutual Way

Town Administrator Scott Dunn presented a draft document that outlines the circumstances for designating Mutual Way as a class VI Highway. Mr. Dunn also solicited advice of the Town Counsel, and is recommending approval. Discussion ensued. Selectman Eddy made a motion to approve and

sign the Class VI Highway Designation on Mutual Way as presented; seconded by Selectman Benavides and passed with all in favor; (3-0).

#### 8.6 Police Department SOP 408 – Drug Recognition Expert

Selectman Eddy made a motion to approve the Police Department SOP #408 on Drug Recognition Expert as presented; seconded by Selectman Benavides and passed with all in favor; (3-0).

#### 8.7 Memorandum of Understanding – Police Department SRO in the Schools

Selectman Eddy made a motion to approve the School Resource Officer Memorandum of Understanding with the Gilford School District as presented, and to authorize the Chairman of the Board of Selectmen to sign on behalf of the Town; seconded by Selectman Benavides and passed with all in favor; (3-0).

#### 8.8 Tax Abatement Interest Request – Tania Srour

The Board reviewed a request for abatement for \$38.96 for interest from Ms. Tania Srour. Discussion ensued. Selectman Eddy made a motion to deny the request for an abatement of interest as submitted; seconded by Selectman Eddy and passed with all in favor; (3-0).

#### 8.9 Conservation Commission Land Acquisition Approval – 48 Hedgewood Circle

The Board reviewed correspondence relative to a donation of land to be made to the Conservation Commission. Discussion ensued. Selectman Eddy made a motion to approve the acquisition of 0.83 acres at 48 Hedgewood Circle by the Conservation Commission pursuant to the provisions of RSA 36-A:4; seconded by Selectman Benavides and passed with all in favor; (3-0). The Selectmen thanked the Achber's for this generous donation.

#### 8.10 2017 Contract for Tax Lien & Deed Research

Town Clerk Tax Collector submitted the 2017 Contract for lien/deed research and was present to answer the Boards questions. Discussion ensued. Selectmen Eddy made a motion to approve and sign the agreement with Sanders Searches, LLC of Newmarket, NH in the not to exceed amount of \$2,408 for deed and lien research as presented; seconded by Selectman Benavides and passed with all in favor; (3-0).

#### 8.11 Tax Payment & Tax Lien Redemption Form

The Town Clerk Tax Collector submitted a form that would allow her to accept tax payments from people other than the legal owners. Selectman Eddy made a motion to approve the use of the authorization to pay taxes and redeem tax liens at the discretion of the Town Clerk Tax Collector; seconded by Selectman Benavides and passed with all in favor; (3-0).

#### 8.12 Re-appointment of Gayle Cook as TC-TC Office Volunteer Assistant

Town Clerk Tax Collector Denise Gonyer is requesting the Gayle Cook be re-appointed as a Volunteer Assistant Town Clerk-Tax Collector. Discussion ensued. Selectman Eddy made a motion to approve and sign the appointment of Gayle Cook as Volunteer Assistant Town Clerk Tax Collector for the calendar year 2017; seconded by Selectman Benavides and passed with all in favor; (3-0). The Selectmen thanked Ms. Cook and the Town Clerk and staff for their work.

#### 8.13 Flexible Spending Account Year End Settlement

Town Administrator Scott Dunn reported that the Executive Assistant provided a memo regarding the 2015 FSA Year End Settlement as required by Federal Law. Discussion ensued. Selectman Eddy made a motion accept the amount of \$685.29 as unanticipated revenue from flexible spending account surplus and to authorize the expenditure of that amount for wellness program activities; seconded by Selectman Benavides and passed with all in favor; (3-0).

#### 8.14 Special Needs Student Volunteers at Recycle Center

A request was submitted by Gilford High School teacher Scott Hutchinson to allow special need students volunteering at the Recycle Center as part of a fundraiser. Discussion ensued. Selectmen Eddy made a motion to approve fundraising activities for GHS Unified Sports by Mr. Hutchins' class of Gilford High School students at the Recycle Center; seconded by Selectman Benavides and passed with all in favor; (3-0).

### **9.0 OTHER BUSINESS**

Town Administrator Scott Dunn asked the Selectmen to consider closing the Recycling Center on December 24<sup>th</sup> (Christmas Eve) at Noon. The staff will use leave time for the hours closed. It was the consensus of the Board to approve this request. Mr. Dunn also explained that the Timberman Triathlon will no longer be held in Gilford. There have been a few inquiries for other companies that would like to continue this event. One organization is asking to use the Town Beach on 08/19/17 and 08/20/2017 for the event and would like to submit their required "Special Events Application" ASAP. Jan Buitendag, Event Producer is looking to submit the application and request to continue this event. This is the only date that they are able to conduct the event due to other Triathlon event conflicts. The Board of Selectmen wants to take more time to review the information, but it was the consensus of the Board to allow Mr. Buitendag to make a formal application using the Town Beach.

### **10.0 PUBLIC INPUT**

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

### **11.0 SELECTMEN'S ISSUES**

Selectman Benavides spoke in remembrance of former Selectman Dennis Dotten in keeping him and his family in our hearts and prayers. All three Selectmen echoed what a great man Mr. Dotten was. Selectman Grenier attended the Recreation Commission meeting to discuss an alternative to use closing the Beach due to high bacteria count. The Commission was concerned about lifeguards' safety. This is ongoing.

### **12.0 ADMINISTRATOR'S REPORT**

Town Administrator Scott Dunn said that there would be a public hearing on December 21, 2016 for the EMPG grant in the amount of \$21,351. Administrator Dunn also said that he had a meeting with Fire Chief Stephen Carrier and Donna Keeley from Eversource regarding the need to maintain electric service at critical facilities in the Town.

### **13.0 NEXT MEETING**

The next Board of Selectmen's meeting will be on Wednesday, December 7, 2016 at 7:00 PM.

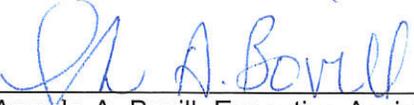
### **14.0 ADJOURNMENT**

Selectman Eddy made a motion to adjourn the public meeting at 8:15 PM and to re-enter into non-public session to discuss personnel issues pursuant to Per RSA 91-A: 3, II, (a) and (b). Motion carried on a roll call vote with all in favor; (3-0). Present: Selectman Grenier, Eddy and Benavides.

Selectman Eddy made a motion to hire Richard Kelley and Betsy Nilges effective 12/01/16 at a pay rate of \$12.50 and 25 h/p/w as DPW Custodians contingent upon successful background check and physical exam; seconded by Selectman Benavides and passed with all in favor; (3-0).

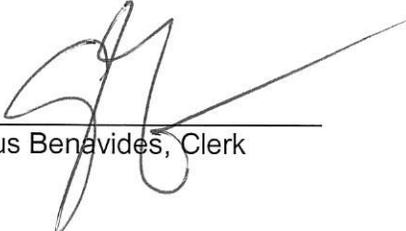
Discussion on personnel issues continued. At 8:55 pm Selectman Eddy made a motion to come out of Non-public session and to seal the minutes with the exception of employees hired; seconded by Selectman Benavides and passed with all in favor; (3-0).

Respectfully submitted,

  
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Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the 21<sup>st</sup> day of December, 2016.

Attest:

  
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Selectman Gus Benavides, Clerk