

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
July 25, 2018
7:00 PM
GILFORD TOWN HALL**

1.0 NON-PUBLIC SESSION

At 6:00 pm, Selectman Grenier made a motion enter into non-public session to discuss matters that may adversely affect someone's reputation and employee compensation pursuant to the provisions of RSA 91-A:3, II, (a) and (c); seconded by Selectman Eddy. Motion passed on a roll call vote with all in favor; (3-0).

The Board reviewed a welfare lien. Lengthy discussion ensued. Selectman Grenier made a motion to sign and hold onto the lien release until the amount due (\$2,167) is paid in full; seconded by Selectman Eddy and passed with all in favor; (3-0).

Parks and Recreation Director Herb Greene joined the meeting at 6:30 to discuss his annual evaluation. No decisions were made. Mr. Greene discussed lifeguard wage compensation with the Board. Discussion ensued. No decisions were made.

At 7:03 pm, Selectman Grenier made a motion to come out of non-public session; seconded by Selectman Eddy and passed on a roll call vote with all in favor; (3-0).

2.0 PLEDGE OF ALLEGIANCE

At 7:05 pm, Chairman Benavides convened a public meeting of the Board of Selectmen in the 1st floor conference room of Town Hall and led the assembly in the Pledge of Allegiance to the Flag. Board members in attendance: Selectmen Gus Benavides, Richard Grenier and Dale Channing Eddy.

Staff members in attendance: Fire Chief Stephen Carrier, Police Chief Anthony Bean Burpee, Public Works Director Jason Hayden Sr., Finance Director Glen Waring, Planning and Land Use Director John Ayer, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

3.0 ANNOUNCEMENTS/PRESENTATIONS

Selectman Benavides read the rules of the meeting and announced that Household Hazardous Waste Day & Island Clean-up is Saturday, July 28, 2018. Old Home Day will be August 25, 2018, with a parade starting at Town Hall at 10am.

4.0 REVIEW/APPROVAL OF MINUTES

Selectman Grenier made a motion to approve the minutes of July 11, 2018 as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

5.0 CONSENT AGENDA

Selectman Grenier made a motion to approve the items previously signed during the period July 9, 2018 through July 20, 2018 as listed (attached hereto); seconded by Selectman Eddy and passed with all in favor; (3-0).

6.0 APPOINTMENTS

6.1 Glen Waring - Finance Director, Monthly Financial Report and Semi-annual department update: Finance Director, Glen Waring reported that revenues continue to remain on pace as

anticipated through June. Motor Vehicle registrations continue to be above anticipated revenue. Expenditures also continue to remain either on pace, or slightly below through June. The 2018 tax year collection is off to a strong start. Mr. Waring reported that due to the 2018 – 1st tax collection rate, the current short-term investments (as of 7/23/18 \$15,918,746) has resulted in an additional \$50,000 of interest earned more than what was anticipated, while maintaining an operating cash balance of \$585,931.41. The Board thanked Mr. Waring for his update.

Mr. Waring began his semi-annual update with staff updates and training. Mr. Waring highlighted the accomplishments of the Finance and Appraisal Departments to include sewer warrants, property tax warrants, abatements, tax credit applications, yield timber tax, GAVWD annual billing, 2017 Financial Year-End Audit to name a few. The annual IT workstation replacement project is underway – 14 systems have been purchased and will be in place within the next few weeks. Connectivity switches between Town Hall, Fire and DPW Departments are complete along with migrating all Town email to Office 365. Mr. Waring answered the Board's questions and they thanked him for his update.

7.0 OLD BUSINESS

7.1 Town Hall Insulation: Town Administrator Scott Dunn explained the updated quote from Quality Insulation for \$37,480 (up from \$10,480) after a further investigation into the Town Hall issues. Public Works Director Jason Hayden explained he attempted to contact two other companies as well, but had no success. Discussion ensued about waiting to see how the winter of 2018-2019 goes or to do the work now. Mr. Hayden discussed how the existing vapor barrier is almost entirely gone, and it exceeded its lifetime. Lengthy discussion ensued. Selectman Grenier made a motion to accept the quote from Quality Insulation for \$37,480 as presented and to authorize the Town Administrator to sign; seconded by Selectman Eddy and passed with all in favor; (3-0).

7.2 Route 11A - No Right Turn at Cat Path: The Board reviewed a letter that Town Administrator Scott Dunn prepared to the NH DOT requesting they formally establish a "No Right Turn" zone to prevent westbound traffic traveling on Route 11A from turning onto Cat Path. Selectman Grenier made a motion to approve and sign the letter to NH-DOT as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

7.3 Winnepesaukee River Basin Project (WRBP) - Governance Road Map: Town Administrator Scott Dunn provided updated information on the investigation into changing the governance of the WRBP from State owned and operated to a something under the direct control of the WRBP entities. It is estimated that phase 1 of the road map will cost between \$3,500-\$7,600. Four communities are on board to participate thus far. Discussions ensued. It was the consensus of the Board to participate in this project.

7.4 Public Works Staffing: Public Works Director Jason Hayden submitted an outline for a new position to assist the DPW Director in the performance of his duties. Discussions ensued. Town Administrator Scott Dunn asked if the Board wants him to formalize the job description and title for consideration at their next meeting. Answer: Yes.

8.0 NEW BUSINESS

8.1 DPLU Recording Secretary Job Description: Director of Planning and Land Use, John Ayer presented a draft job description for a new position that was included in the FY2018 budget at \$15 p/h for 10 hours per week. Discussion ensued. Selectman Grenier made a motion to approve the job description as presented and to authorize advertising a vacancy for this position; seconded by Selectman Eddy and passed with all in favor; (3-0).

8.2 Tough Mudder Outdoor Special Event Permit: Town Administrator Scott Dunn presented an Outdoor Special Event Application for the Tough Mudder event at Gunstock along with the various Department Manager's recommendations. Selectman Grenier made a motion to approve the outdoor special event permit for the Tough Mudder event at Gunstock on September 22 & 23, 2018 as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

8.3 Appointments - Inspectors of Elections: Selectman Grenier made a motion to sign the appointments of Barbara Casey, Diane Tinkham and Maureen Nix as Inspectors of Elections as appointed by the Democratic Party pursuant to RSA 658:2; seconded by Selectman Eddy and passed with all in favor; (3-0).

8.4 Unanticipated Revenues: Selectman Grenier made a motion to accept unanticipated revenues in the form of fireboat donations in the amount of \$200 from Jane Kneuer and \$2,500 from Ronald Cohen with thanks, and to authorize the expenditure of those funds on the fireboat as intended; seconded by Selectman Eddy and passed with all in favor; (3-0).

9.0 OTHER BUSINESS

Town Administrator Scott Dunn said John Colby of Gilford expressed interest in becoming a member of the Kimball Wildlife Forest Committee. Selectman Grenier made a motion to appoint John Colby to the KWFC with a term to expire 4/30/19; seconded by Selectman Eddy and passed with all in favor: (3-0).

Town Administrator Scott Dunn presented a letter from Harry Bean who is looking to purchase two mobile home units by August 1, 2018, before it goes through the tax deed process. Further, Mr. Bean has requested a tax abatement for past taxes, penalties and interest upon purchase. Discussion ensued. Selectman Grenier made a motion to conditionally approve the abatement of penalties and interest upon the purchase of the two mobile home units as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

Town Administrator Scott Dunn presented a request from Greg Keenan, 25 Gilford East Drive. Mr. Keenan paid the \$1,500 sewer connection fee and, upon further research, discovered it was not feasible to connect. He is now requesting a refund. Discussion ensued. Selectman Grenier made a motion to conditionally approve the refund and waiver of the sewer regulations upon receipt of a State approved Septic system design; seconded by Selectman Eddy and passed with all in favor; (3-0).

Town Administrator Scott Dunn reported that the buyer is due to close on Kimball Castle in August. The potential buyer is asking the Town if he can still keep the same payment schedule of \$2,500 per year instead of paying in full at the closing. Discussions ensued. The Board requested additional information for consideration at the next meeting.

10.0 PUBLIC INPUT

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

11.0 SELECTMEN'S ISSUES

There was nothing new to report.

12.0 ADMINISTRATOR'S REPORT3

Town Administrator Scott Dunn said the Rt. 11B erosion project is moving forward. They have a wetlands permit and will be soliciting construction bids. Administrator Dunn updated the Board

on the three major projects in Town: Recycle Center, Vault Improvements and the Sewer Pump Stations. Town Administrator Scott Dunn also told the Board that there would be an update on road construction projects in Town at their next meeting.

13.0 NEXT MEETING

The next meeting of the Board of Selectmen will be on Wednesday, August 8, 2018 at 7pm.

14.0 ADJOURN

With no further business to come before the Board, Selectman Grenier made a motion to adjourn at 8:00 pm; seconded by Selectman Eddy and passed with all in favor; (3-0).

Respectfully submitted,



Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 8th day of August, 2018.

Attest:



Selectman Dale Channing Eddy, Clerk