

**TOWN OF GILFORD**  
**BOARD OF SELECTMEN'S MEETING MINUTES**  
**September 26, 2018**  
**7:00 PM**  
**GILFORD TOWN HALL**

**1.0 NON-PUBLIC SESSION**

At 6:30 PM, Selectman Grenier made a motion to enter into non-public session to discuss pending litigation per RSA 91-A:3 (e), hiring a public employee per RSA 91-A:3 (b), matters that may adversely affect someone's reputation & conveyance of real property - Welfare Lien Release [per RSA 91-A:3, II, (c) & (d)]; seconded by Selectman Eddy. Motion carried on a roll call vote with all in favor; (3-0).

Town Administrator Scott Dunn explained correspondence he received from an Attorney representing the mobile home park as well as the Town Attorney, regarding a welfare lien release for D. Forbes. Discussion ensued. Selectman Grenier made a motion to accept the offer of \$500 and to sign the lien release for recording upon receipt; seconded by Selectman Eddy and passed with all in favor; (3-0).

Town Administrator Scott Dunn discussed an ongoing legal issue (Crawford v. Planning Board). It was the consensus of the Board to continue to participate.

Town Administrator Scott Dunn discussed his evaluation with the Board.

Discussions ensued regarding the open Deputy Director of Public Works position that has been advertised. Discussion ensued. It was the consensus of the Board to re-advertise this position with a salary range of \$60,000 to \$70,000.

At 6:55 pm, Selectman Eddy made a motion to come out of non-public session; seconded by Selectman Grenier and passed on a roll call vote with all in favor; (2-0).

**2.0 PLEDGE OF ALLEGIANCE**

At 7:00 pm, Chairman Benavides convened a public meeting of the Board of Selectmen in the 1<sup>st</sup> 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., Parks & Recreation Director Herb Greene, Finance Director Glen Waring, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**3.0 ANNOUNCEMENTS/PRESENTATIONS**

Selectman Benavides read the rules of the meeting and announced that the Town Hall offices and Library will be closed on Monday, 10/08/18 in observance of Columbus Day.

**4.0 REVIEW/APPROVAL OF MINUTES**

Selectman Eddy made an amendment, under section 4, to the 09/12/18 minutes. Selectman Grenier motion to approve the minutes of September 12, 2018 as amended; 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 09/10/18 through 09/21/18 as listed; seconded by Selectman Eddy and passed with all in favor; (3-0).

## **6.0 APPOINTMENTS**

6.1 Herb Greene, Parks & Recreation Director - Semi-Annual Dept. Update: Herb Greene, Director of Parks & Recreation reviewed facility updates to include repairs at the beach, the village bandstand and the dugouts at Stonewall Park. There will be a ribbon cutting ceremony at the new dugouts; Mr. Greene publically thanked the Carl Ripken League for all their work on this. Mr. Greene was happy to report that there were no closures at the Town Beach this season due to bacteria. Mr. Greene reviewed the extensive spring and summer programs they offered. Mr. Greene told the Board that 2019 marks the 100-year anniversary of the Old Home Day celebration. The Selectmen expressed their thanks and compliments to the Old Home Day Committee and the Carl Ripken League for all their efforts and hard work; the fireworks display at Old Home Day were fantastic! Mr. Greene discussed upcoming projects, and reported that his department received their new truck. Mr. Greene answered the Boards questions and they thanked him for the update.

6.2 Glen Waring, Finance Director – Monthly Financial Update: Finance Director Glen Waring reported that the payroll checking account is officially closed. There is now one operating account for payroll and payables. Mr. Waring reviewed the monthly financial reports through August starting with revenue. Revenues remain slightly above the anticipated amount; at this time, it is expected that total revenues at the end of the year will exceed estimates. Expenditures remain on pace with the budget amounts through the end of August and Property Tax Collection remains at an average pace at 93.9% or \$15,383,404. Mr. Waring reported that the cash flow balances remain strong, allowing short-term investments as of 09/24/18 to be \$10,577,783 and an operating cash balance of \$327,100. Mr. Waring said that interest revenues are \$78,000 more than anticipated. The Board thanked Mr. Waring.

## **7.0 OLD BUSINESS**

7.1 Pawnbroker & Secondhand Dealer License Application - Gilford Pawn Brokers: Mr. Edward El-Far addressed the Board by asking for a 30-day extension on his license. He has been in the process of installing new software that tracks serial numbers; he has also been working with the Gilford Police Department on a program to help keep track of purchases. The Board asked Police Chief Anthony Bean Burpee some questions. Chief Bean Burpee supports the request for a 30 extension. Mr. El-Far thanked the Police Department for all of their assistance. Discussion ensued. Selectman Grenier made a motion to Gilford Pawn Brokers an additional 30-day extension on the expired Pawnbrokers License; seconded by Selectman Eddy and passed with all in favor; (3-0).

7.2 Hoyt Road Traffic Concerns: Town Administrator Scott Dunn discussed the Police Department's data collected from the covert radar on Hoyt Road. Approximately 3% of the cars are travelling above 35mph (from both directions). Discussion ensued. Selectman Grenier made a motion to deny the request for lowering the speed limit from 35mph to 30 mph; seconded by Selectman Eddy and passed with all in favor; (3-0). Selectman Grenier made a motion to deny the installation of a slow children sign; seconded by Selectman Eddy for discussion. Discussion ensued. Chairman Benavides called the vote. Motion passes; (2-1). Selectman Eddy opposed.

7.3 Route 11-B No Parking Zone - Misty Harbor Resort: Town Administrator Scott Dunn reviewed a request that was submitted for a no parking zone for the area in front of Misty Harbor Resort. He said, they have reconsidered since the last time he met with the Manager of Misty Harbor Resort. Discussion ensued. Selectman Grenier made a motion to have the Town

Administrator draft a letter to NHDOT for the Board to sign; seconded by Selectman Eddy and passed with all in favor; (3-0).

7.4 Sale of Surplus Vehicle: Town Administrator Scott Dunn reported, at the last Selectmen's meeting, the Board authorized the sale of a 2007 Ford Crown Victoria by sealed bid. Since that time, he came across a website (GovDeals.com) that has similar vehicles selling for \$3,000+. Discussion ensued. Selectman Greiner made a motion to rescind the sale by sealed bid decision and authorize the sale by internet auction using GovDeals.com; seconded by Selectman Eddy and passed with all in favor; (3-0).

## **8.0 NEW BUSINESS**

8.1 Personnel Policy Appendix A - Proposed 1/1/19 Wage and Salary Classification Plan: Town Administrator Scott Dunn explained this proposal is in line with the same procedure that was followed in 2016 when the plan was last updated. The Personnel Policies require the Town Administrator to submit an update to the Board every 3 years. A preliminary estimate on the potential cost impact of this plan is approximately \$11,000 for the benefit of three firefighters currently earning below the proposed step 1. Discussion ensued. Selectman Grenier made a motion to adopt the Pay Plan effective January 1, 2019 as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

8.2 HealthTrust Annual Meeting & Board Elections Voting Delegate Designation: Selectman Grenier made a motion to designate the Town Administrator as the voting delegate for the Health Trust Annual Meeting and to approve the authorizing resolution as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

8.3 Appointment - Zoning Board of Adjustment Alternate Member: Selectman Grenier made a motion to appoint Adrianna Antonopoulos as an alternate member of the Zoning Board of Adjustment for a 3-year term to expire April 30, 2021; seconded by Selectman Eddy and passed with all in favor; (3-0).

8.4 NHDOT 10 Year Road Improvement Plan - Project Solicitation: Town Administrator Scott Dunn said LRPC is asking all Boards of Selectmen for input on updating the NHDOT 10 year road plan. Past practice has been to designate the DPW Director as the Town's authorized official. Discussion ensued. It was the consensus of the Board to continue with this past practice.

8.5 Assessing Services Contract Proposal for 2019-2020: Town Administrator Scott Dunn stated he and Mr. Waring met with Marybeth Walker of Corcoran Associates, to discuss and revise the two-year contract proposal for assessing services. They were able to lower the price for 2019 by \$7,000. He also noted 2019 is the year for a revaluation; the cost to do this is well below the market price for other Towns. Selectman Grenier made a motion to approve and sign the two-year assessing services contract proposal as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

8.6 Sewer Fees – Lakeshore Park: Town Administrator Scott Dunn explained Lake Shore Park is in the process of relocating two seasonal homes (same owners using new locations). Normally, the Town's Sewer Ordinance would require the new homes to pay a \$1500 sewer connection fee and the old locations would be required to continue to pay the quarterly administrative sewer charges. Discussion ensued. Selectman Grenier made a motion to waive the sewer connection fees on the two new homes and waive the quarterly administrative charges on the two old homes, provided that any re-connections to the sewer system at the old locations will require payment of the sewer connection fees; seconded by Selectman Eddy and passed with all in favor; (3-0).

**9.0 OTHER BUSINESS**

There was none.

**10.0 PUBLIC INPUT**

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

**11.0 SELECTMEN'S ISSUES**

Selectman Grenier asked Jason Hayden, Public Works Director about the pedestrian crossing sign that was placed in front of the Village Store. Mr. Hayden will look into this tomorrow.

**12.0 ADMINISTRATOR'S REPORT**

Town Administrator Scott Dunn reported that Kimball Castle has sold to Patrick & Melissa Starkey. The Town Hall insulation project has started and will take about two weeks to complete. Town Administrator Dunn attended the Cemetery Trustees meeting to discuss the concerns Ms. Leach expressed at the last Selectmen's meeting. Town Administrator Scott Dunn, Finance Director Glen Waring, Police Chief Anthony Bean Burpee and Deputy Police Chief Kristian Kelley had a great meeting at Mainstay today regarding systems security. The new building is scheduled to arrive at the transfer station on 10/31/18. The Selectmen's budget books will be ready by Noon on Friday in anticipation of the all-day budge work session on 10/02/18.

**13.0 NEXT MEETING**

The next meeting of the Board of Selectmen will take place on Wednesday, October 10, 2018 at 7pm.

**14.0 ADJOURN**

With no further business to come before the Board, Selectman Grenier made a motion to adjourn at 7:45 pm; seconded by Selectman Eddy and passed with all in favor; (3-0).

Respectfully submitted,

  
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Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 10<sup>th</sup> day of October, 2018.

Attest:

  
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Selectman Dale Channing Eddy, Clerk