

TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
October 24, 2018
7:00 PM
GILFORD TOWN HALL

1.0 BUDGET WORK SESSION

A duly posted, public meeting of the Board of Selectmen convened in the Selectmen's Office in the Upper Level of Town Hall at 5:00 PM.

The following Board members were present: Chairman Gus Benavides, Vice-Chairman Richard Grenier, and Clerk Dale Channing Eddy.

Also present was Town Administrator Scott Dunn.

The Board met with Town Administrator Scott Dunn to review the updated budget numbers and the tax rate.

Following a discussion about an \$800,000 reduction in estimated FY-2019 revenues, it was the consensus of the Board of Selectmen to have the Town Administrator make the following budget changes:

- (1) Reduce the merit wage increase from 2.5% to 2%;
- (2) Re-examine all wage and benefit budget figures to ensure accuracy;
- (3) Incorporate the revised DPW Buildings & Grounds and Insurance budget figures as presented;
- (4) Bring FY2018 actual revenues up to date and revise the FY2019 estimates as may be needed;
- (5) Allocate up to \$1,250,000 in surplus fund balance revenues to ensure the estimated FY2019 municipal tax rate will be at the same amount as the FY2018 tax rate.

Town Administrator Scott Dunn will update the FY2019 budget as directed and print new copies for the Selectmen. Administrator Dunn will present these updated budget numbers to the Budget Committee at their 11/01/18 meeting.

2.0 NON-PUBLIC SESSION

At 6:00 PM, Selectman Grenier made a motion to enter into non-public session pursuant to RSA 91-A: 3, II, (a) & (b) to discuss personnel issues; seconded by Selectman Eddy. Motion carried on a roll call vote with all in favor; (3-0).

Town Clerk Tax Collector Denise Gonyer met with the Board to discuss staffing and personnel issues within her department. Ms. Gonyer provided the Board with the several recommendations.

Following a discussion, Selectman Grenier made a motion to approve and sign the separation agreement with Jenn Mooney as presented; seconded by Selectman Eddy and passed with all in favor; (3-0). Selectman Grenier made a motion to approve the appointment of Danielle Lafond as the Deputy Town Clerk Tax Collector at a rate of \$20.42 per hour, effective 10/25/18; seconded by Selectman Eddy and passed with all in favor; (3-0). Selectman Grenier made a motion to approve the pay adjustment for Sandy Beland at a rate of \$18.08 per hour effective

10/29/18; seconded by Selectman Eddy and passed with all in favor; (3-0). It was the unanimous consensus of the Board to allow the Town Clerk Tax Collector to advertise for the hiring of two part-time employees. Ms. Gonyer left the meeting.

At 6:30 PM, Department of Public Works Director Jason Hayden met with the Board to discuss the structuring of the Buildings & Grounds Department and personnel issues. Discussions ensued. No decisions were made.

3.0 PLEDGE OF ALLEGIANCE

At 7:03 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, Public Works Director Jason Hayden Sr., Finance Director Glen Waring, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

4.0 ANNOUNCEMENTS/PRESENTATIONS

Selectman Benavides read the rules of the meeting.

5.0 REVIEW/APPROVAL OF MINUTES

Selectman Grenier made a motion to approve the minutes of 10/02/18 as presented; seconded by Selectman Eddy and passed with all in favor; (3-0). Selectman Grenier made a motion to approve the minutes of 10/10/18 as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

6.0 CONSENT AGENDA

Selectman Grenier made a motion to approve the items previously signed during the period 09/24/18 through 10/05/18 as listed (attached hereto); seconded by Selectman Eddy and passed with all in favor; (3-0).

7.0 APPOINTMENTS

Finance Director Glen Waring reviewed the monthly financial reports starting with revenues. Through September, or 75% of the year, revenue remain slightly above anticipated amount of total general fund revenues collected at 79.5%. Mr. Waring anticipates that the collected revenue will exceed the estimated revenues by year-end. Expenditures remain on pace with the budget amounts through September. Property Taxes are slightly behind pace as compared to prior years at, 94.4% or \$15,475,275. Mr. Waring reported that cash flow continues to be sufficient in order to meet all of the anticipated expenditures. Short-term investments, as of 10/22/18 are \$8,495,454 and an operating cash balance of \$392,830. Mr. Waring answered questions; the Board thanked him for the update.

8.0 OLD BUSINESS

8.1 Pawnbroker License - Gilford Pawnbrokers: Selectman Benavides read an email into the record from Police Chief Anthony Bean Burpee to support granting the Pawnbrokers License for Mr. El-Far of Gilford Pawnbrokers. Selectman Grenier made a motion approve and sign the Pawnbroker's License for Gilford Pawnbrokers to be in effect from October 25, 2018 until October 24, 2019.; seconded by Selectman Eddy and passed with all in favor; (3-0).

8.2 Release Deed: Town Administrator Scott Dunn explained the Release Deed and that the former owner promptly paid all back taxes, penalties and interest upon receiving an eviction

notice from the Town. Selectman Grenier made a motion to approve and sign the release deed as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

9.0 NEW BUSINESS

9.1 NH Highway Safety Grant Funds: Town Administrator Scott Dunn reviewed that since the total amount of the NH Highway Safety Grant Funds exceed \$10,000, it is necessary for the Board to schedule a public hearing per RSA 31:95-b. It was the consensus of the Selectmen to hold this public hearing on 11/14/18 at 7pm.

9.2 Utility Pole License: Selectman Grenier made a motion to approve and sign the Pole License as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

9.3 2019 Boat Agent Appointments: Selectman Grenier made a motion to approve and sign the appointments of Denise M. Gonyer, Darlene Traquair and Carol Downing as 2019 Boat Agents as presented; seconded by Selectman Eddy and passed with all in favor; (3-0).

9.4 Approval of 2019 Town Holidays: Selectman Grenier made a motion to approve the 2019 Town holiday schedule as presented.

9.5 Use of Police Forfeiture Funds: The Board reviewed the memo from Police Chief Bean Burpee. Discussion ensued. Selectman Grenier made a motion to approve the use of \$6,500 in forfeiture funds for the purchase of two 600-watt LED balloon lights to be used for traffic investigations and any other lawful purposes; seconded by Selectman Eddy and passed with all in favor; (3-0).

10.0 OTHER BUSINESS

There was none.

11.0 PUBLIC INPUT

There was none.

12.0 SELECTMEN'S ISSUES

Selectman Grenier gave Jason Hayden and the DPW kudo's for fixing the Alvah Wilson Road drain.

13.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn anticipates receiving the tax rate form DRA, hopefully tomorrow. He also reported that the Glendale Committee met this week and that he will bring a list of proposed amendments to the Board at their 11/14/18 meeting. The Building at the Recycle Center is due to arrive on 10/31/18. The new owners of the Kimball Castle attended the Kimball Wildlife Forest Committee's meeting and indicated they are interested in preserving and restoring the castle, and not tearing it down. The NHMA conference will be from 11/14-11/15/18, many Town employees will participate. At the 11/28/18 Selectmen's meeting, the Old Lake Shore Bridge Engineers will do a presentation on the new bridge.

14.0 NEXT MEETING

The next meeting of the Board of Selectmen will take place on Wednesday, November 14, 2018 at 7pm.

15.0 ADJOURN

With no further business to come before the Board, Selectman Grenier made a motion to adjourn at 7:20 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 14th day of November, 2018.

Attest:



Selectman Dale Channing Eddy, Clerk