

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
November 28, 2018
7:00 PM
GILFORD TOWN HALL**

1.0 NON-PUBLIC SESSION

Selectmen Grenier made a motion to enter into non-public session to discuss matters that may adversely affect someone's reputation and personnel issues [per RSA 91-A:3, II, (a) & (b)]; seconded by Selectman Eddy. Motion carried on a roll call vote with all in favor; (2-0).

Town Administrator Scott Dunn presented the list of ambulance abatements from the Board of Fire Engineers. Discussion ensued. Selectman Eddy made a motion to abate \$5,088.70 in uncollected ambulance bills as recommended by the Board of Fire Engineers; seconded by Selectman Grenier and passed unanimously; (2-0).

Discussion was had regarding the employee evaluation form. It was the consensus of the Board to have the Town Administrator revise the evaluation form to add ½ points for review at the next meeting.

Other matters were discussed, and those minutes were sealed as noted below.

Selectman Eddy made a motion to come out of non-public session and recess the meeting to discuss collective bargaining agreement negotiation strategy [per RSA 91-A:2, I, (a)]; seconded by Selectman Grenier. Motion carried on a call vote with all in favor; (2-0).

2.0 PLEDGE OF ALLEGIANCE

At 7:00 pm, Vice Chairman Grenier re-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 Richard Grenier and Dale Channing Eddy. Selectmen Gus Benavides was absent.

Staff members in attendance: Deputy Fire Chief Bradley Ober, Public Works Director Jason Hayden Sr., Deputy Police Chief Kristian Kelley, Finance Director Glen Waring, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

3.0 ANNOUNCEMENTS/PRESENTATIONS

Selectman Grenier read the rules of the meeting.

4.0 REVIEW/APPROVAL OF MINUTES

Selectman Eddy made a motion to approve the minutes of 11/14/18 as presented; seconded by Selectman Grenier and passed with all in favor; (2-0).

5.0 CONSENT AGENDA

5.1 Selectman Eddy made a motion to approve the items previously signed during the period 11/12/18 through 11/23/18 as listed (attached hereto); seconded by Selectman Grenier and passed with all in favor; (2-0).

5.2 Selectmen Eddy made a motion to seal the minutes of the non-public session held on this date as they relate to matters that may adversely affect someone's reputation and a conditional job offer; seconded by Selectman Grenier and passed with all in favor; (2-0).

6.0 APPOINTMENTS

6.1 Glen Waring, Finance Director Monthly Financial Update: Finance Director Glen Waring reviewed the monthly financial reports stating that revenues are continuing to be slightly above the anticipated amount with total General Fund Revenues collected at 89% thus far, with a few exclusions. He also anticipated that the collected revenues would exceed the estimated revenues by year-end. All departments (with the exception of the DPW street lighting budget) are either on pace, or tracking slightly below the 2018 budget amounts with two months remaining. As of October 31, 2018 total property tax collected is at 95.6% and is within the average collection percentage compared to the last three years. Mr. Waring reported the cash balance continues to be sufficient in order to meet anticipated expenditures, while also allowing the continuation of our current short-term investments as of 11/26/18 to be \$7,410,032 and Operating Cash balance of \$1,218,985. The Board thanked Mr. Waring for his update.

6.2 Jason Hayden Sr., Public Works Director – Semi-annual update: Public Works Director Jason Hayden Sr. said the DPW has replaced 120' of culvert pipe that runs under Harvest Run and along Knollwood that was rotten. They have cleaned and inspected 110 catch basins. The DPW took in 17 tons of demo from the island clean-up day at a cost of \$7,521.66. The DPW crew already responded to three snowstorms before Thanksgiving this year. Construction began on the new facility at the Recycle Center. The Recycle Center started recycling glass in July and has been taking in on average 2 tons of glass a week; that is 48 tons of glass not being sent to a landfill or incinerator at the cost of \$90 per ton for an approximate savings of \$4,320. The big sewer project for 2018 was replacement of the pump stations at Varney Point left and right was completed the end of July. The shop has taken the lead on the brine pilot program by fabricating in house a two-brine application system, for use to test some roads prior to a storm. They have mixed up about 1700 gallons of brine solution for the pilot program. Mr. Hayden complimented the DPW staff; they do a great job during storms. He also gave kudo's to Mike Donovan for his diligent work in separating out aluminum at the recycle center. Mr. Hayden reported Buildings & Grounds continues to provide great service to all the municipal buildings, etc., and Administration continues to provide direction and guidance to all residents and visitors as one of many tasks. Mr. Hayden answered questions and the Board thanked him for the update.

6.3 Dave McNamara, P.E. - Old Lakeshore Road Bridge Replacement Update: Mr. Dave McNamara from Stantec went through his power point presentation for the Old Lakeshore Road over Gunstock River Bridge No. 106/099 project in detail. Mr. McNamara reviewed the project agenda, limits, description, alternatives analysis, natural resources, historic integrity, schedule and construction. The Board of Selectmen asked various questions relative to mitigation, abutters and state bridge aid to name a few. The Selectmen also asked Deputy Police Chief Kristian Kelley about possible detour on Henderson Road and enforcement. Discussion ensued. The Chair asked if there were any public comments. There was none. There is no action needed at this time. The Board thanked Mr. McNamara for his presentation.

7.0 OLD BUSINESS

7.1 FY 2019 Budget & Draft Annual Town Meeting Warrant: Town Administrator Scott Dunn reported that the Budget Committee has completed the review of the Town's operating budget and approved a recommended amount of \$13,712,117, which, is \$510 different from the Selectmen's budget. Administrator Dunn explained to get to this final number, the Budget

Committee eliminated \$600 from DPLU for Technical Services to do off-site sound checks around Meadowbrook and they added \$90 to the Library postage account. Discussion ensued. Selectman Eddy made a motion to accept the changes made by the Budget Committee to equal the Town's operating budget of \$13,712,117; seconded by Selectman Grenier and passed with all in favor; (2-0). Town Administrator Scott Dunn also gave the Board a new version of the draft warrant articles, which includes the Budget Committee recommendations (for Article #4 and Article #6). It was the consensus of the Board to accept Articles #4 and #6 as amended.

8.0 NEW BUSINESS

8.1 Closing of Belknop Mountain Rd for Candlelight Stroll (12/8/18 4:45pm-7:15pm): Town Administrator Scott Dunn presented a request from Library Director Katherine Dormody for closure of Belknop Mountain Road for the Candlelight stroll. Selectman Eddy made a motion to close Belknop Mountain Road to motor vehicles on December 8, 2018 from 4:45pm to 7:15 pm for the annual Candlelight Stroll; seconded by Selectman Grenier and passed with all in favor; (2-0).

8.2 Potter Hill Road Sidewalk Design Proposals: Town Administrator Scott Dunn received two proposals from Steven J. Smith & Associates for the Potter Hill Road sidewalk. The first one was very extensive, and Administrator Dunn asked Mr. Smith to revise. Discussion ensued. Selectman Eddy made a motion to accept the proposal from Steven J. Smith & Associates for the not to exceed price of \$2,000 and to authorize the Town Administrator to sign; seconded by Selectman Grenier and passed with all in favor; (2-0).

9.0 OTHER BUSINESS

Town Administrator Scott Dunn explained since to vote was taken at their 11/14/18 meeting; he has been made aware of certain IRS regulations relative to the vote to refund Lance Rouse \$1,000. Discussion ensued. Selectman Eddy made a motion to rescind the vote from 11/14/18 to return \$1,000 FY2017 FSA funds to Lance Rouse with the remaining \$81.57 to go towards the Health and Wellness Fund; seconded by Selectman Grenier and passed with all in favor; (2-0). Selectman Eddy made a motion to deposit the \$1,085.57 into the Health and Wellness Fund; seconded by Selectman Grenier and passed with all in favor; (2-0).

Town Administrator Scott Dunn has three closing documents that need to be signed for the sale of a lot at Lakes Region Business Park. Discussion ensued. Selectman Eddy made a motion to duly authorize the Town Administrator to sign the documents relative to Lakes Region Business Park sale as requested by the buyer's mortgage company as presented; seconded by Selectman Grenier and passed with all in favor; (2-0).

10.0 PUBLIC INPUT

There was none.

11.0 SELECTMEN'S ISSUES

The Board of Selectman commended the Public Works staff for the handling of the last snowstorms and thanked Deputy Police Chief Kelley, Deputy Fire Chief Ober, Glen Waring and Jason Hayden for their attendance at the Selectmen's meetings.

12.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn explained an issue with the vote taken regarding the lease purchase agreement with Franklin Savings Bank for the Recycle Center Project. Apparently, they are saying that it does not meet the lease agreement verbiage that was in the warrant article. Administrator Dunn said that the Town's Attorney is working on this.


13.0 NEXT MEETING

The next meeting of the Board of Selectmen will take place on Wednesday, December 12, 2018 at 7pm.

14.0 ADJOURN

With no further business to come before the Board, Selectman Eddy made a motion to adjourn at 8:03 pm; seconded by Selectman Grenier and passed with all in favor; (2-0).

Respectfully submitted,



Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 12th day of December, 2018.

Attest:



Selectman Dale Channing Eddy, Clerk