

GILFORD BOARD OF SELECTMEN'S MEETING
March 25, 2015
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, March 25, 2015, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides, Richard Grenier and Dale Chan Eddy. Also present was Town Administrator Scott Dunn.

Staff members in attendance included Finance Director Geoff Ruggles, Fire Chief Steve Carrier, Police Chief Anthony Bean Burpee, Police Lieutenant Jim Leach, DPW Director Peter Nourse, DPW Operations Manager Mia Gagliardi, DPW Highway Superintendent Brian DeNutte, Director of Planning and Land Use John Ayer and Executive Secretary Sandra Bailey.

1. **Non-Public Session – 6:00 P.M.** – Selectman Grenier moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II, (a)(d)(e) to discuss pending litigation, sale of real estate and dismissal, promotion or compensation of any public employee. Selectman Eddy seconded. Motion carried on a roll call vote with all in favor. Present were Gus Benavides, Richard Grenier and Dale Chan Eddy. Also present was Town Administrator Scott Dunn.

Selectman Grenier moved to exit non-public session at 6:40 p.m. and seal the minutes. Selectman Eddy seconded. Motion carried on a roll call vote with all in favor.

2. **Non-Meeting**

- 2.1. **Discussion of collective bargaining agreement strategy [per RSA 91-A:2,I,(a)]**

3. **Pledge of Allegiance** – Vice-Chairman Benavides led the assembly in reciting the Pledge of Allegiance and read the rules of the meeting.

4. **Selectmen's Organization**

- 4.1. **Election of Officers** – Selectman Grenier moved to elect Gus Benavides as Chairman. Selectman Eddy seconded. Motion carried with Selectman Benavides abstaining.

Selectman Eddy moved to elect Richard Grenier as Vice Chairman. Chairman Benavides seconded. Motion carried with Selectman Grenier abstaining.

Selectman Grenier moved to elect Dale Chan Eddy as Clerk. Chairman Benavides seconded. Motion carried with Selectman Eddy abstaining.

- 4.2. **Liaison Assignments** – Selectman Grenier moved to approve the following liaison assignments:

AFSCME Negotiation Team – Gus Benavides and Scott Dunn

Airport Commission Representative – Dale Chan Eddy

Airport Commission Representative Alternate – Gus Benavides

Budget Committee Representative – Richard Grenier

Budget Committee Representative Alternate – Gus Benavides

Capital Improvement Planning Committee Representative – Richard Grenier

Capital Improvement Planning Committee Representative Alternate – Dale Chan Eddy
 Drug & Alcohol Task force – Richard Grenier
 Historic District & Heritage Commission Representative – Gus Benavides
 Historic District & Heritage Commission Representative Alternate – Dale Chan Eddy
 Planning Board Representative – Dale Chan Eddy
 Planning Board Representative Alternate – Gus Benavides
 TEAMSTERS Negotiation Team – Richard Grenier and Scott Dunn
 Community Corrections Planning Committee Liaison – Richard Grenier

Selectman Eddy seconded. Motion carried with all in favor.

4.3. Meeting Schedule – The Board concurred to continue holding their meetings on the 2nd and 4th Wednesdays of each month at 7:00 p.m.

4.4. Goals & Objectives – Chairman Benavides stated that each year the Board compiles a list of goals and objectives for the coming year and a copy of the 2014 goals and objectives has been provided for the Board’s review. He further asked Board members to submit their ideas for goals and objectives to Town Administrator Dunn so that they can be finalized at the April 8th meeting. Selectman Grenier stated that he would like to review which of the 2014 goals have been met and the Board concurred to take care of this at the April 8th meeting.

5. Announcements/Presentations

5.1. Chairman Benavides stated that vacancies are available for residents to serve on various boards and committees.

6. Review/Approval of Minutes

6.1. Selectman Grenier moved to approve the minutes of March 11, 2015, as presented. Selectman Eddy seconded. Motion carried with Selectman Eddy abstaining.

7. Consent Agenda

7.1. Selectman Grenier moved to approve the previously signed documents for the period March 9, 2015 through March 20, 2015 as listed. Selectman Eddy seconded. Motion carried with all in favor.

| <u>DOCUMENT DATE</u> | <u>DOCUMENT</u> | <u>MAP/LOT #</u> |
|----------------------|-------------------------------------|------------------|
| 02/11/15 | Accounts Payable Manifest | |
| 02/27/15 | Payroll Register | |
| 03/02/15 | Change of Status - Turcotte | |
| 03/02/15 | Payroll Register | |
| 03/02/15 | Abatement - KRB Realogy Holding LLC | various |
| 03/03/15 | Payroll Register | |
| 03/04/15 | Change of Status - Wolfe | |
| 03/09/15 | Payroll Register | |
| 03/11/15 | Change of Status - Carlisle | |
| 03/11/15 | Notice of Lien - Brown & Bears | 212-007.000 |
| 03/11/15 | Current Use Application - Barry | 263-026.000 |
| 03/11/15 | Current Use Application - Barry | 263-025.000 |
| 03/11/15 | NOITE - AP Sanborn Farm | 232-002.001 |
| 03/12/15 | NOITE - Lyman | 228-081.000 |

8. Public Hearing

8.1. Ambulance Service Fee Schedule – Chairman Benavides began by reading aloud the public hearing notice, which includes both the current and proposed rates. Next, Fire Chief Carrier provided an overview of the proposed fee increases, which will keep them in line with Medicare rates. This increase also allows for the rates to rise slightly, without a rate spike. Brief discussion ensued regarding the ambulance billing collection rate.

Chairman Benavides opened the public hearing at 7:13 p.m. and there being no questions or comments, closed it at 7:13 p.m.

Selectman Grenier moved to approve the fee schedule as presented, to be effective April 1, 2015. Selectman Eddy seconded. Motion carried with all in favor.

9. Appointments

9.1. John Ayer – Department of Planning and Land Use Update – Director Ayer began his update by recognizing the recent loss of long-time Planning Board member Polly Sanfacon, who began serving in 1998. He also stated that upon the resignation of Dale Chan Eddy from the Planning Board, he was pleased to see him appointed as the Selectmen's representative to the Planning Board.

After providing an overview of building permit activities, Director Ayer noted that since he generated his written report, five more applications have been received. Hopefully, this is a sure sign of spring. He also highlighted Planning Board activity since October 1, 2014.

Brief discussion ensued regarding the Planning Board's role in the proposed site plan amendment at Lily Pond.

The Board thanked Director Ayer for his update.

9.2. Geoff Ruggles – Financial Update – Finance Director Ruggles began his monthly report for the year ending February 2015 with revenue highlights. Although revenues are down from the same period in 2014, it is largely due to the timing of payments for Cable TV Franchise Fees and Ambulance Fees, which were received this week. In addition, Motor Vehicle revenues have rebounded by \$15,000.

Expenditures are tracking at \$306,000 over the same period last year, due mostly to there being an extra pay week falling within the first two months of the year, the Police Department being nearly fully staffed and the first payment on the Police Station bond. Another increase occurred in Insurances, which are up \$66,000 due to the timing of a payment.

Property tax payments continue to come in strong, as well as delinquent tax collections. Director Ruggles does not anticipate any cash flow issues with the first issue tax bills being mailed out in May.

The Board thanked Director Ruggles for his update.

10. Old Business

- 10.1. FY 2015 Line Item Budget** – Town Administrator Dunn clarified that the 2015 line item budget includes all of the warrant articles approved by the voters at Town Meeting, including the funding for outside agencies. In addition, the line item amounts in the road improvement and asphalt line items, are consistent with the Selectmen’s recommended budget but are different than the amounts recommended by the Budget Committee, but this does not affect the bottom line of the Highway budget.

Selectman Grenier moved to approve the 2015 line item budget in the amount of \$12,402,833. Selectman Eddy seconded. Motion carried with all in favor.

- 10.2. Request for Religious Property Tax Exemption – Arbo Ministries** – Selectmen Benavides stated that before this request can be considered, a letter needs to be sent to the Arbo’s requesting additional information. The Board concurred with sending out the letter as drafted by the Town Administrator.

- 10.3. Lakes Region Public Access TV Membership** – Town Administrator Dunn started by stating that he is not sure of how to interpret the recent Town Meeting vote that defeated the proposed payment plan to LRPA. He further stated that having this revolving fund in place would have made the process more consistent with NH legal practices. Without the revolving fund, the Town would need to fall back on their past practice of taking funds from the Metrocast revenues and then paying the LRPA dues.

Selectman Eddy stated that LRPA has been going through a re-structuring process over the past several months. He foresees less funding than in the past but is hopeful that the organization will be able to continue to grow and thrive. Selectman Grenier stated that he supports paying the fee to LRPA since they have made great strides and deserve another year to continue moving forward.

Selectman Grenier moved to accept the cable television franchise fee revenue in the amount of \$99,036.30 and pay the LRPA dues in the amount of \$21,393.75 from that revenue source in accordance with the Town’s past practice. Selectman Eddy seconded. Motion carried with Selectman Eddy abstaining.

11. New Business

- 11.1. Acceptance of Donation – D.A.R.E.** – Selectman Grenier moved to accept a \$100 donation from Winnepesaukee Driving School with appreciation and to authorize the expenditure of that amount for its intended purpose. Selectman Eddy seconded. Motion carried with all in favor.

- 11.2. Approval of Job Description – Executive Assistant** – Selectman Grenier moved to approve the job description for the position of Executive Assistant, as presented. Selectman Eddy seconded. Motion carried with all in favor.

- 11.3. Petition and Pole License – Cotton Hill Road/Sand Hill Road** – Selectman Grenier moved to approve the pole license as presented. Selectman Eddy seconded.

Motion carried with all in favor.

- 11.4. Request for Change in DPW Staff Hours** – DPW Director Nourse explained to the Board that he is proposing that the work schedule for the Operations Manager and Receptionist be changed to 7:30 a.m. – 4:00 p.m., reducing the lunch hour to one half hour, rather than a full hour. He further stated that he does not foresee any negative impact upon Town residents since they typically conduct business with the Department in the early part of the day.

Director Nourse also provided the Board with the results of a recent survey completed that illustrates the work hours of Public Works Departments in neighboring communities.

Chairman Benavides expressed concern with this proposal, only because he would like to see Town departments open as many hours as possible for the public. Selectman Grenier moved to approve the new DPW administration hours by changing from 8:00 a.m. to 5:00 p.m. to 7:30 a.m. to 4:00 p.m. with a 30-minute lunch break, effective April 13, 2015, on a 6-month trial basis. Selectman Eddy seconded. Motion carried with all in favor.

- 11.5. Request to Construct New Public Works Facility Snow Plow Sign** – DPW Director Nourse explained his proposal to construct a new Public Works facility snow plow sign. This proposal calls for the use of a vintage 1935 “VEE” snow plow to be positioned, painted and lit. Selectman Grenier inquired about the cost of the project, to which Director Nourse indicated most of the work would be completed in-house, with the exception of the electrical work. The Board concurred to table this matter, pending the receipt of additional information from Director Nourse regarding the cost of the project.

- 11.6. Request for Letter of Support – Route 11 Roadway Improvements (State TIP)** – Director Nourse stated that the Board wrote a letter of support in 2011 and, at this time, he is requesting an updated letter of support to LRPC. If the Route 11 improvements are added into NH DOT’s 10-year, construction would commence in either 2025 or 2026. He also provided the Board with details of how the State proposes to improve the Route 11 corridor between Alton and Gilford.

Selectman Eddy expressed concern with the feasibility of widening the travel lanes in some portions of the roadway, given the close proximity to buildings. Director Nourse commented that this is the reason why making improvements to this portion of Route 11 has not moved forward in the past.

Selectman Grenier moved to approve signing the letter in support of NH DOT road improvements for Route 11 as presented. Selectman Eddy seconded. Motion carried with all in favor.

- 11.7. Annual Lakes Region Household Hazardous Waste Collections – 2015** – Selectman Grenier moved to approve the annual LRPC Hazardous Waste Collection commitment letter as presented. Selectman Eddy seconded. Motion carried with all in

favor.

11.8. Tree Removal Contract – Selectman Grenier moved to accept the low bid of \$6,250 from Chippers of Meredith, and to authorize the expenditure of \$2,400 from the Lincoln Park Trust Fund, with the balance to come from the DPW tree removal account, conditioned upon receipt of a certificate of insurance and a signed Town contract. Selectman Eddy seconded. Motion carried with all in favor.

11.9. Disposition of Surplus Vehicles – Town Administrator Dunn stated that he is proposing that the Town reduce the size of the fleet by one vehicle. He elaborated that the vehicle commonly known as “DPLU 2” is rarely used and basically sits in the parking lot. If approved, Town Administrator Dunn proposed transferring the Police 2010 Crown Vic to Parks & Recreation and disposing of the 2007 and 2003 Crown Vic’s.

Brief discussion ensued regarding disposing of the vehicles by the most profitable means through the dealership and/or taxi cab companies. He expressed concern with selling them to the general public.

Chairman Benavides asked Town Administrator Dunn for the cost of the vehicle sitting in the parking lot, since he is concerned that someone may need use of a vehicle once it has been disposed of. Town Administrator Dunn indicated that there is the cost of gasoline, oil, tires, inspection, license plates, etc. However, having only been used approximately six times last year, he does not feel it is justification to keep the car.

Selectman Grenier moved to make the vehicle transfers as recommended by Town Administrator Dunn, but retain the “DPLU 2” vehicle. Selectman Eddy seconded. Motion carried with Selectman Eddy voting no.

12. Other Business – Town Administrator Dunn stated that having been recently voted into the office of Selectman, Chan Eddy has resigned his position as a regular member of the Planning Board. In addition, there is one alternate member of Planning Board, Carolyn Scattergood, who is willing to serve as a regular member.

Selectman Grenier moved to accept the resignation of Chan Eddy as a member of the Planning Board and to appoint Carolyn Scattergood as a regular member of the Planning Board. Selectman Eddy seconded. Motion carried with all in favor.

13. Public Input – Norm Silber of 243 Mountain Drive asked for an update on the status of the NH DOT approval that is necessary for upgrading the shopping center on Route 11. Chairman Benavides responded that when this matter was first brought before the Board, a letter was written to NH DOT in support. In addition, Gilford’s State representatives came to a Selectmen’s meeting and promised their support. Town Administrator Dunn provided an update for Mr. Silber, where it is his understanding that the project is progressing in a much more favorable manner.

14. Selectmen's Issues – Selectman Grenier stated that he attended the Jail Planning Committee meeting that was held last night. The old Planning Committee has been disbanded in its entirety and a new consultant has been hired. He also brought up the proposed Solid Waste Advisory Committee. Town Administrator Dunn advised Selectman Grenier that the resolution signed by the Board calls for between 5-7 members. It would appear that the Committee now has four potential members since staff members are considered to be serving in an advisory capacity.

15. Administrator's Report – Town Administrator Dunn advised the Board that a presentation is planned for the next Board meeting regarding the proposed Lily Pond Park. He also advised them that he foresees their involvement focused on whether or not a Conservation Easement on the property should be amended to accommodate the park.

Construction has commenced on the new police station this week and it was determined that the area has ledge. Changes are also being made in the locations of both employee and departmental parking spaces.

16. Next Meeting – April 8, 2015

17. Adjournment – With no further business before the Board, the Board of Selectmen's March 25, 2015, meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Dale Chan Eddy
Clerk