

GILFORD BOARD OF SELECTMEN'S MEETING
December 17, 2014
Town Hall

The Board of Selectmen convened in a regular session on Wednesday, December 17, 2014, at 7:03 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn. Excused was Chairman John O'Brien.

Staff members in attendance included Finance Director Geoff Ruggles, Director of Public Works Sheldon Morgan, DPW Operations Manager Mia Gagliardi, Highway Superintendent Brian DeNutte, Police Chief Anthony Bean Burpee, Police Lieutenant Jim Leach, Fire Chief Steve Carrier 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)(b) to conduct an Employee Disciplinary Hearing and discuss the hiring of a public employee. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor. Present were Gus Benavides and Richard Grenier. Also present were Town Administrator Scott Dunn and Executive Secretary Sandra Bailey.

Selectman Benavides moved to exit non-public session at 6:59 p.m. and seal the minutes. Selectman Grenier seconded. Motion carried on a roll call vote with all in favor.

- 2. Pledge of Allegiance** – Selectman Benavides led the assembly in reciting the Pledge of Allegiance.

- 3. Announcements/Presentations**

- 3.1.** Selectman Benavides read the rules of the meeting and then announced that the Town Offices and Library will be closed on Thursday and Friday, December 25 and 26, 2014, for the Christmas holiday.
- 3.2.** Selectman Benavides announced that the Town Offices and Library will be closed on Thursday, January 1, 2015, for New Year's Day.
- 3.3.** The Budget Committee Public Hearing on the School District Budget will be held on Tuesday, January 13, 2015, at 7:00 p.m., at Gilford High School.
- 3.4.** The Budget Committee Public Hearing on the Town Budget will be held on Thursday, January 15, 2015, at 7:00 p.m., at Gilford High School.
- 3.5.** Presentation to Sheldon Morgan – Selectman Benavides stated that DPW Director Sheldon Morgan has given the Town 42 years of dedicated service and is retiring at the end of the year. He asked Director Morgan to come forward and presented him with a plaque commemorating his many years of service.

Selectman Benavides praised the unselfish contributions that Sheldon Morgan has made to the Town of Gilford. Director Morgan thanked him for his kind words and stated he has enjoyed his interaction with the Board and taxpayers of Gilford.

Next, Town Administrator Dunn read aloud a statement from Chairman O'Brien.

4. Review/Approval of Minutes

- 4.1. Selectman Grenier moved to approve the minutes of December 3, 2014, as presented. Selectman Benavides seconded. Motion carried with all in favor.
- 4.2. Selectmen Grenier moved to approve the minutes of December 9, 2014, as presented. Selectman Benavides seconded. Motion carried with all in favor.

5. Consent Agenda

- 5.1. Selectman Grenier moved to approve the previously signed documents for the period December 1, 2014 through December 12, 2014 as listed. Selectman Benavides seconded. Motion carried with all in favor.

| <u>DOCUMENT DATE</u> | <u>DOCUMENT</u> | <u>MAP/LOT #</u> |
|----------------------|----------------------------------|------------------|
| 03/28/14 | Change of Status - J. Mooney | |
| 09/28/14 | Change of Status - Dinan | |
| 10/28/14 | Change of Status - Raper | |
| 11/01/14 | Change of Status - Baron | |
| 11/18/14 | Payroll Register(2) | |
| 11/23/14 | Change of Status - VanSteensburg | |
| 11/24/14 | Change of Status - Labarre | |
| 11/24/14 | Change of Status - Blake | |
| 11/24/14 | Change of Status - Powell | |
| 11/24/14 | Payroll Register | |
| 11/25/14 | Abatement - LWSA (2) | |
| 11/30/14 | Change of Status - Trombi | |
| 12/01/14 | Payroll Register | |
| 12/02/14 | Accounts Payable Manifest | |
| 12/02/14 | Payroll Register(2) | |
| 12/02/14 | Abatement - Deprey | 235-013.000 |
| 12/02/14 | Abatement - Alden | 244-001.000 |
| 12/02/14 | Abatement - Folsom(2) | 244-001.000 |
| 12/02/14 | Abatement - Ieardi | 244-001.000 |
| 12/02/14 | Abatement - Bagley | 264-019.000 |
| 12/02/14 | Abatement - Bean | 228-011.000 |
| 12/02/14 | Abatement - DeCamp | 236-024.000 |
| 12/02/14 | Abatement - Denise | 242-391.000 |
| 12/02/14 | Abatement - Poisson | 242-380.000 |
| 12/02/14 | Abatement - Energy North | 210-002.000 |
| 12/02/14 | Abatement - Energy North | 210-005.000 |
| 12/02/14 | Abatement - Favreau | 242-383.000 |
| 12/02/14 | Abatement - Furnee | 229-062.000 |
| 12/02/14 | Abatement - Furnee | 229-023.000 |
| 12/02/14 | Abatement - Johnson | 242-385.000 |
| 12/02/14 | Abatement - Kelly | 242-390.000 |
| 12/02/14 | Abatement - Lafontaine | 242-386.000 |
| 12/02/14 | Abatement - Lafontaine | 242-387.000 |
| 12/02/14 | NE Forest Foundation | various |
| 12/02/14 | Abatement - Nickerson | 225-004.000 |
| 12/02/14 | Abatement - O'Neil | 208-033.011 |
| 12/02/14 | Abatement - O'Neil | 208-033.012 |
| 12/02/14 | Abatement - O'Neil | 208-033.013 |

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|----------|---|-------------|
| 12/02/14 | Abatement - O'Neil | 208-033.015 |
| 12/02/14 | Abatement - Retirement Time | 254-074.003 |
| 12/02/14 | Abatement - Roux | 208-011.000 |
| 12/02/14 | Abatement - Roux | 230-001.000 |
| 12/02/14 | Abatement - SPNHF | 225-003.001 |
| 12/02/14 | Abatement - Tanner | 201-009.092 |
| 12/02/14 | Abatement - Tigges | 242-388.000 |
| 12/02/14 | Abatement - Timber Island Realty Trust | 220-011.000 |
| 12/02/14 | Abatement - Vervaeke & Bruke | 242-389.000 |
| 12/03/14 | Post-Letters to Candidates (9) | |
| 12/03/14 | 2014 Equalization Municipal Assessment Data Cert. | |
| 12/03/14 | NOITC - Boyd | 263-022.000 |
| 12/03/14 | NOITC - Boyd | 263-024.000 |
| 12/06/14 | Change of Status - Young | |
| 12/22/14 | Change of Status - J. Horan | |
| 12/27/14 | Change of Status - Morgan | |

6. Public Hearings

6.1. Proposed Traffic Regulations – Selectman Benavides opened the public hearing by reading aloud the Public Hearing Notice.

Nick Sceggell of 74 Sagamore Road stated that he read through the notice and, for the most part, agrees with the proposed signage. He asked about the appropriateness of having a 30 MPH sign at Intersection 1 and opined that the stop sign proposed for Intersection 3 could be a yield sign.

Phil Kuc of 13 Auburn Circle stated that he was pleased to see these traffic improvements being made in Gunstock Acres. However, he does think that additional signage is needed as Yasmin Drive and Greenleaf Trail and asked if it could be included in this regulation. He was advised that this change could potentially be made at a future date, but not with this public hearing. Mr. Kuc thinks that the appropriate signage at this intersection would be a stop sign on Greenleaf Trail.

Selectman Benavides asked DPW Director Morgan for his input on Mr. Kuc's suggestion. Director Morgan replied that this signage would be appropriate but also stated that Gunstock Acres is in need of ongoing signage and traffic regulation updates.

There being no further questions or comments, Selectman Benavides closed the public hearing at 7:18 p.m.

Selectman Grenier moved to adopt the proposed Chapter 39-D Traffic Regulations as presented. Selectman Benavides seconded. Motion carried with all in favor.

6.2. Waste Disposal Fee - Selectman Benavides opened the public hearing by reading aloud the Public Hearing Notice.

There being no questions or comments from the public, Selectman Benavides closed the public hearing at 7:21 p.m.

Selectman Grenier moved to adopt the proposed fee schedule, as presented. Selectman Benavides seconded. Motion carried with all in favor.

7. Appointments

7.1. Matt Young – Eagle Scout – Gilford resident Matt Young, a member of Boy Scout Troop 243, described his Eagle Scout Project to the Board. He stated that he has already painted the Library's storage facility building on Potter Hill Road and is looking to further develop Sarah Peck Park, which is located across the street from the Library. His main concern is that the Park lacks a sign and the Gator Sign Shop has agreed to print a sign free of charge upon approval of the Board of Selectmen. He provided the Board with a description of the proposed sign.

Selectman Grenier questioned Matt Young on the durability of the sign, to which he responded that Mr. Gately of Gator Signs has indicated that the sign should last for 25 years. Brief discussion then ensued regarding the possibility of having additional information on the sign regarding the significance of Sarah Peck Park.

Selectman Benavides commended Matt Young for his commitment to scouting and agreed with Selectman Grenier's suggestion to include some historical information with the sign. The Board concurred to support his efforts regarding Sarah Peck Park.

7.2. Geoff Ruggles – Financial Report – Director Ruggles reported that the Town is still in good shape financially and began with a breakdown of revenues through November 2014. He anticipates that overall revenues through the end of the year should exceed estimates by roughly \$300,000.

For the expenditure side of the budget, the Highway budget is expected to be approximately \$85,000 over budget due to weather-related costs last winter and the early weather-related costs for this winter season. Director Ruggles cited the large demand for salt and overtime wages as the primary reason for this over-expenditure.

Delayed mailing of tax bills has not been a concern regarding overall tax collections or cash flow.

The Board thanked Director Ruggles for his update.

8. Old Business

8.1. Police Station Improvements – Town Administrator Dunn stated that three bids have been received for the generator project, with the low bid coming from Hutchins Electric, in the amount of \$47,951.76. He added that \$45,000 of this is being offset by grant funds, leaving the cost to the Town at approximately \$3,000. As a result, he suggested that the Board transfer \$3,000 from the Police Department budget to the Facilities budget, under New Business, and accept the bid from Hutchins Electric, in the amount of \$47,951.76.

Discussion ensued regarding fuel usage and quality. The possibility of utilizing the existing #2 fuel oil tank, rather than a new diesel tank, was considered.

Selectman Grenier moved to award the bid for a generator to Hutchins Electric, at a not-to-exceed cost of \$47,951.76, to include usage of the existing inside fuel tank, if possible. Selectman Benavides seconded. Motion carried with all in favor.

Police Chief Bean Burpee advised the Board that Lt. Kelley has reached out to a security company (Total Security) for an estimate on the cost of the security system. He has not yet heard back from the company but anticipates receiving that information next week. Town Administrator Dunn pointed out that a contract needs to be in place by December 31, 2014, being capped at \$25,569.

Selectman Grenier moved to authorize Police Chief Bean Burpee to enter into a contract, at a not-to-exceed cost of \$25,569, for a security system for the Police Department. Selectman Benavides seconded. Motion carried with all in favor.

9. New Business

9.1. Septage Agreement – Winnepesaukee River Basin Project – Selectman Grenier moved to approve the septage agreement with NH-DES to continue using the Winnepesaukee River Basin Program for domestic septage disposal as presented. Selectmen Benavides seconded. Motion carried with all in favor.

9.2. Warrant Article Request – Bill of Rights Ordinance – The Board concurred to take no action on this request.

9.3. Primex Property and Liability Program Agreement – Town Administrator Dunn stated that this is a three-year agreement. Brief discussion ensued regarding limited options that are available to the Town. He also pointed out that the three-year agreement provides the Town with a maximum 9% increase and because they only entered into a one-year agreement in 2014, the Town has sustained as 12% increase.

Selectman Grenier moved to adopt the resolution to enter the Primex Property & Liability Contribution Assurance Program and to authorize the Town Administrator to sign the resolution and agreement as presented. Selectman Benavides seconded. Motion carried with all in favor.

9.4. Request for Abatement - Pinney – Selectman Grenier moved to deny the request for an abatement. Selectman Benavides seconded. Motion carried with all in favor.

9.5. Airport Plaza Redevelopment Plan – Town Administrator Dunn stated that Steve Smith has written a letter to NH DOT, on behalf of WJP Development LLC, to consider a Route 11 access to the Airport Plaza. The State has denied this request so Steve Smith has asked the Board to consider voicing their support for this project. WJD Development has prospective tenants for the redevelopment of the Plaza, which hinge on the granting of the Route 11 access.

Selectman Benavides stated that he is a proponent of businesses within Gilford and the Airport Plaza needs this redevelopment. He supports writing a letter to NH DOT in support of the Route 11 access. Selectman Grenier moved to approve the draft letter to NH DOT regarding support of the Route 11 access to the Airport Plaza. Selectman

Benavides seconded. Motion carried with all in favor.

9.6. Unanticipated Revenue – Sale of Firearms – Selectman Grenier moved to accept \$2,500 from Martel’s Bait Shop as unanticipated revenue from the sale of surplus firearms and to authorize the expenditure of this money for the purchase of new Police Department firearms and ammunition. Selectman Benavides seconded. Motion carried with all in favor.

9.7. 2015 Town Meeting Warrant – 1st Draft – Town Administrator Dunn advised the Board that this draft includes a number of anticipated petition warrant articles, which have not yet been received. He also pointed out that there is a slight difference between the final recommended amounts of the Board of Selectmen and Budget Committee.

Brief discussion ensued regarding Article 27, which will establish a PEG Revolving Fund.

9.8. Approval of Police Department SOP’s – Selectman Grenier moved to approve the Gilford Police Department Employment Hiring Process and Special & Auxiliary Police Officers operating policies, as presented. Selectman Benavides seconded. Motion carried with all in favor.

9.9. FY2014 Budget Transfers – Selectman Grenier moved to approve the line item transfers totaling \$156,256, as presented. Selectman Benavides seconded. Motion carried with all in favor.

9.10. Town Investment Policy Update – Selectman Grenier moved to approve the updated Town Investment Policy, as presented. Selectman Benavides seconded. Motion carried with all in favor.

10. Other Business – none.

11. Public Input – none.

12. Selectmen’s Issues – Selectman Grenier inquired about the installation of the second radar unit. Town Administrator Dunn clarified that this unit is intended for Town roads only, not State roads.

Selectman Grenier questioned DPW Operations Manager Gagliardi about the apparent power issues with the existing solar unit. She responded that she was not aware there was an issue but will look into it.

Selectman Grenier stated that he is interested in looking into converting the Recycle Center into a Transfer Station for Gilford residents. He would like to see this matter researched to determine the potential value to the Town’s taxpayers. This led to extensive discussion between the Board, Town Administrator Dunn and DPW Director Morgan.

13. Administrator’s Report – The Liberty Hill Clean-up Project will shut down for the winter at the end of this week and will resume in the spring.

Town Administrator Dunn commended the organizers of the recent Candlelight Stroll for their efforts in providing a wonderful community event.

14. Next Meeting – January 14, 2015

15. Non-Public Session – Selectman Grenier moved to re-enter non-public session at 8:16 p.m., pursuant to RSA 91-A:3, II, (a) to deliberate on the Employee Disciplinary Hearing held earlier in the evening. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor. Present were Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn.

Selectman Grenier moved to exit non-public session at 8:44 p.m. and seal the minutes. Selectman Benavides seconded. Motion carried on a roll call vote with all in favor.

16. Adjournment – With no further business before the Board, the Board of Selectmen's December 17, 2014 meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Richard Grenier
Clerk