

**TOWN OF GILFORD
BOARD OF SELECTMEN
MEETING MINUTES
March 25, 2020**

1.0 6:00PM NON-PUBLIC SESSION

A duly posted, public meeting of the Board of Selectmen was convened in the 1ST Floor Conference Room at the Town Hall at 6:00pm.

The following Board members were present: Dale Channing Eddy, Gus Benavides and Kevin Haynes. Also present was Town Administrator Scott Dunn.

At 6:00pm Selectman Benavides made a motion to enter into non-public session to discuss the compensation of public employees, consideration of written legal opinions and matters that may adversely affect someone's reputation pursuant to the provisions of RSA 91-A:3., seconded by Selectman Hayes and passed with all in favor; (3-0).

The Board discussed a compensation request received from a former employee regarding his NHRS contributions. Town Administrator Scott Dunn explained in detail his findings and employment history relevant to this matter. Lengthy discussion ensued. It was the consensus of the Board to table the matter pending additional information on the cost amount associated with request. The Town Administrator was also tasked with researching Selectmen's minutes and contacting former Town officials to see what they remember.

Town Administrator Scott Dunn presented the legal opinion relative to the Convenient MD Sponsorship sign at the ice rink and a zoning violation. Discussion ensued. Selectman Benavides made a motion to rescind its previous approval of the sponsorship agreement, order the signs removed and refund the \$2,000 donation, seconded by Selectman Hayes and passed with all in favor; (3-0).

The Board reviewed a legal opinion from the Town Attorney relative to the release of the Town Administrator's Performance reviews, and any written reprimands under an a RSA 91-A-3 request. Selectman Benavides made a motion not to disclose those documents as requested upon advice from their legal counsel and to send a letter to Mr. Leandro signed by the Board, seconded by Selectman Hayes and passed with all in favor; (3-0).

Town Administrator Scott Dunn presented a memo from Finance Director Holly Burbank relative to an uncollected debt from a welfare recipient. Selectman Benavides made a motion to void the invoice #1496 as an uncollectable debt from a welfare recipient as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

Police Chief Anthony Bean Burpee joined the meeting to discuss matters that may adversely affect someone's reputation relative to public safety employee issues. No decisions were made.

At 7:00pm, Selectman Benavides made a motion to come out of non-public session, seconded by Selectman Hayes and passed with all in favor; (3-0).

2.0 PLEDGE OF ALLEGIANCE

At 7:00 pm, Vice Chair Eddy 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: Dale Channing Eddy, Gus Benavides and Kevin Hayes.

Staff members in attendance: Town Administrator Scott Dunn, Fire Chief Stephen Carrier, Police Chief Anthony Bean Burpee, Town Clerk-Tax Collector Danielle LaFond and DPW Director Meghan Theriault.

3.0 SELECTMEN'S ORGANIZATION

3.1 Election of Officers – Chair, Vice, Clerk: Selectman Benavides made a motion to elect Dale Channing Eddy as the Chair and Kevin Hayes as the Clerk, seconded by Selectman Hayes and motion passed with all in favor; (3-0). Selectman Hayes made a motion to elect Gus Benavides as the Vice-Chair, seconded by Selectman Eddy and passed with all in favor; (3-0). Selectman Benavides made the following motion for the Board's liaison assignments, seconded by Selectman Hayes and passed with all in favor; (3-0).

- AFSCME Negotiation Team: Gus Benavides & Scott Dunn
- Airport Commission Representative: Dale Chan Eddy
- Airport Commission Representative Alternate: Gus Benavides
- Budget Committee Representative: Kevin Hayes
- Budget Committee Representative Alternate: Dale Chan Eddy
- Capital Improvement Planning Committee Representative: Kevin Hayes
- Capital Improvement Planning Committee Representative Alternate: Dale Chan Eddy
- Historic District & Heritage Commission Representative: Gus Benavides
- Historic District & Heritage Commission Representative Alternate: Dale Chan Eddy
- Lakes Region Public Access: Dale Chan Eddy
- Planning Board Representative: Dale Chan Eddy
- Planning Board Representative Alternate: Kevin Hayes
- TEAMSTERS Negotiation Team: Kevin Hayes & Scott Dunn
- Zoning Board of Adjustment Ex-Officio Alternate Representative: Kevin Hayes

4.0 ANNOUNCEMENTS/PRESENTATIONS

Selectman Eddy read the rules of the meeting and announced free dump days at the Recycling Center will be April 18th & 19th, 2020 (limited to one load per household per day). NOTE: The Board will continue to monitor whether this event will take place on these dates due to the Coronavirus.

5.0 REVIEW/APPROVAL OF MINUTES

Selectman Benavides made a motion to approve the minutes of February 26, 2020 as presented, seconded by Selectman Hayes and passed; (2-0-1). Selectman Hayes abstained. Selectman Benavides made a motion to approve the minutes of March 13, 2020 as presented, seconded by Selectman Hayes and passed; (2-0-1). Selectman Hayes abstained.

6.0 CONSENT AGENDA

Selectman Benavides made a motion to approve the items previously signed during the period 02/24/20 through 03/20/20 as listed (attached hereto), seconded by Selectman Hayes and passed with all in favor; (3-0).

7.0 OLD BUSINESS

7.1 A Regulation Prohibiting Dogs at Town Baseball Fields: Town Administrator Scott Dunn explained the revised regulation based on feedback received by the Board following their 02/26/20 public hearing. He noted the primary differences. Discussion ensued. Selectman Benavides made a motion to adopt the regulation prohibiting dogs from Town Baseball Fields as amended, to be effective April 1, 2020, seconded by Selectman Hayes and passed with all in favor; (3-0).

7.2 FY2020 Line Item Budget: Town Administrator presented an updated FY2020 line item budget noting the changes for DPW union contract, road improvements and items approved by the voters. The Finance Director has also reviewed. Selectman Benavides made a motion to approve the FY2020 line item budget as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

7.3 Road Improvements at 146/147 Potter Hill Road: Town Administrator Scott Dunn explained the Board had approved making a \$17,000 contribution in 2017 towards a re-alignment construction project on Potter Hill Road for the benefit of Mr. Kiedaisch to improve access to his barn, but at that time, Mr. Kiedaisch did not proceed. Mr. Kiedaisch is asking again for that contribution. Discussion ensued. It was the consensus of the Board to approve conditioned upon the DPW Director's approval of the proposed work.

8.0 NEW BUSINESS

8.1 Award Bid/Contract for Road Improvements & Paving: DPW Director Meghan Theriault is recommending the Board extend its current agreement with Wolcott Construction for another year; they will hold their pricing. Discussion ensued. Selectman Benavides would like to see this go out to bid. Selectman Hayes said he would not put out to bid this year due to the time frame, but agreed for next year. Selectman Eddy concurs. Lengthy discussion ensued. Representatives from Pike Industries were present; Bethany Huckins and Jodie Pelletier asked the Town to consider putting out to bid. In their professional opinion, this time frame is doable for the 2020 work to be done and they could use NHDOT specs. Discussion ensued. Selectman Benavides made a motion to put the Road Improvement Contract out to bid. Motion failed for lack of a second. Selectman Hayes made a motion to award the 2020 Road Improvement Contract to Wolcott Construction in the amount of \$1,700,000 and to go out to bid for 2021; seconded by Selectman Eddy and passed; (2-1). Selectman Benavides opposed.

8.2 Award Bid/Contract for Ambulance Purchase: Fire Chief Stephen Carrier reviewed his request to purchase the new ambulance as approved by the voters. This is paid through the Ambulance Fund. Discussion ensued. Selectman Benavides made a motion to award the bid for a new ambulance to Specialty Vehicle of Plainville, MA in the not-to-exceed amount of \$275,000, seconded by Selectman Hayes and passed with all in favor; (3-0).

8.3 Award Bid/Contract for Purchase of 2 Police Vehicles (with 2 trade-ins): Police Chief Anthony Bean Burpee reviewed his request to award the Police vehicle bid. Police Chief Bean Burpee explained how timing is still an issue for production of these cruisers. The two vehicles he is proposing are available right away and will not last long. He also said that the Town is still waiting on the cruiser that was ordered in 2019. This is an opportunity to get these cruisers in the rotation now. Discussion ensued. Selectman Hayes made a motion to authorize the purchase of one cruiser for now and the other TBD in 2020. Motion failed for lack of second. Selectman Benavides made a motion to award the bid for the purchase of two police interceptor vehicles to Colonial Municipal Group of Plymouth, MA in the amount of \$62,338, to include authorization for the trade-in of the 2014 and 2016 Ford Explorers, seconded by Selectman Eddy and passed; (2-1) Selectman Hayes opposed.

8.4 U.S. Dept. of Justice Equitable Sharing Agreement & Certification: Police Chief Anthony Bean Burpee explained the annual contract. The Police Department has been receiving these Federal funds since 2015 and they are used for various purchases such as a true-narc testing machine, exhaust system in PD for the evidence room (to name a few). Discussion ensued. Selectman Benavides made a motion to approve and authorize the Town Administrator to sign the US Dept. of Justice Equitable Sharing Agreement and Certification as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

8.5 Request to Rename Stonewall Park: The Board reviewed a memo from Parks & Recreation Director Herb Greene regarding a request to rename Stonewall Park after a deceased family member. The Recreation Commission recommended not changing. Selectman Benavides made a motion to deny the request to rename Stonewall Park in memory of David Murray, seconded by Selectman Hayes and passed with all in favor; (3-0).

8.6 Acceptance of Unanticipated Revenues

(a) New Hampshire the Beautiful Grant: Public Works Director Meghan Theriault explained the grant and is recommending purchasing two storage trailers from Tilton Trailer. Discussion ensued. Selectman Benavides made a motion to accept the \$5,000 grant as unanticipated revenue and to authorize the expenditure of that amount, off-budget, for the purchase of two storage trailers from Tilton Trailer, seconded by Selectman Hayes and passed with all in favor; (3-0).

(b) Primex Insurance Claim: Selectman Benavides made a motion to accept a payment for \$3,183.15 from Primex for Library building damages as unanticipated revenue, and to authorize the expenditure of that amount, off budget, for building repairs, seconded by Selectman Hayes and passed with all in favor; (3-0).

(c) Primex Deductible Reimbursement: Selectman Benavides made a motion to accept payment in the amount of \$1,000 from Primex as unanticipated revenue and to authorize the expenditure of that amount, off-budget, for Library tree replacement, seconded by Selectman Hayes and passed with all in favor; (3-0).

8.7 Acceptance of Resignation - Lakes Region Business Park Board of Directors: Town Administrator Scott Dunn received a letter of resignation from Leo Sanfacon. Selectman Benavides made a motion to accept the resignation of Leo Sanfacon as a member of the Lakes Business Park Board of Directors with sincere appreciation for many years of dedicated service and deep regret, seconded by Selectman Hayes and passed with all in favor; (3-0). It was noted there is now a vacancy on the Board and Selectman Benavides volunteered to serve. Selectman Hayes made a motion to appoint Selectman Benavides as an ex-officio member of the Lakes Region Park Board of Directors, seconded by Selectman Eddy and passed with all in favor; (3-0).

8.8 Winter Harbor Yacht Club - Island Decal Request: Town Administrator Scott Dunn explained that Winter Harbor Yacht Club is requesting annual island boat decals. Discussion ensued. Selectman Benavides made a motion to authorize the issuance of four island boat decals to be used by the members of the Winter Harbor Yacht Club at no charge and to authorize the yacht club to purchase up to 10 guest cards for the entire 2020 season, seconded by Selectman Hayes and passed with all in favor; (3-0).

8.9 NH-DOT Culvert Repair: Town Administrator Scott Dunn explained the Town has received a letter from NH-DOT that outlines plans to repair a box culvert across Route 11 near Locke's Hill Road along with a request for any special mitigation efforts. Selectman Benavides wanted Town Administrator Scott Dunn to contact the NH-DOT to ensure no lane closures would take place, as this is a major road. No further input from the Board.

8.10 Request for Sewer Abatement - Brookside Crossing: Selectman Eddy recused himself from this agenda item, as he is a resident of Brookside Crossing. Selectman Benavides made a motion to deny the sewer abatement request as presented, seconded by Selectman Hayes and passed; (2-0-1) Selectman Eddy abstained.

8.11 Award Bid/Contract for Stump Grinding: Selectman Benavides made a motion to award a contract for stump grinding to Cousineau Forest Products of Henniker, NH for \$9,000 to be expended from account # 4324-518, seconded by Selectman Hayes and passed with all in favor; (3-0).

9.0 OTHER BUSINESS

9.1 Coronavirus and Municipal Operations: Town Administrator Scott Dunn reviewed how Town departments are dealing with this pandemic. Selectman Hayes is concerned with the loss of meals tax and car registration revenue, etc. The Town Department Managers are doing what they can to hold back on spending. He also wondered about reducing staff if it becomes necessary. Town Administrator Scott Dunn has been holding regular meetings with Managers to discuss these matters. Town Clerk-Tax Collector Daniella Lafond reviewed numbers and they have been encouraging online registrations, etc. Fire Chief Stephen Carrier, who is the Emergency Management Director, stated he is deeply involved and this is a serious issue. The EOC opened for the first time on March 19, 2020. Selectman Eddy discussed the possibility of live streaming meetings using LRPA-TV equipment.

9.2 Line striping contract: Selectmen reviewed the DPW Director recommendation to renew the line-striping contract for the Town. Selectman Benavides made a motion to award the line striping contract to On-The-Line-Inc. for \$20,000 as presented, seconded by Selectman Hayes and passed with all in favor; (3-0). Meghan Theriault briefed the Board of what has been going on in the DPW relative the Covid-19 and was seeking guidance from the Board. Discussion ensued and the Selectman asked that the Town Administrator be kept in the loop for Department changes/adjustments during these uncertain times.

10.0 PUBLIC INPUT

Mr. Kevin Leandro spoke extensively to the Board about what he felt was inappropriate behavior by some town officials. Mr. Leandro noted he was still waiting for a response to a right to know request for items from Administrator Dunn's personnel file. Mr. Leandro continued to speak and interrupted Selectman Hayes several times. Selectman Hayes made a motion to adjourn the meeting, seconded by Selectman Benavides and passed with all in favor; (3-0). The meeting was adjourned abruptly at 9:05 pm.

Respectfully submitted,



Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 8th day of April, 2020.

Attest:



Selectman Kevin Hayes, Clerk