

**TOWN OF GILFORD  
BOARD OF SELECTMEN  
MEETING MINUTES  
April 22, 2020**

**1.0 6:30PM NON-PUBLIC SESSION**

A duly posted, public meeting of the Board of Selectmen was convened in the 2<sup>nd</sup> Floor Selectmen's Office at the Town Hall at 6:30pm.

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

At 6:30pm Selectman Benavides made a motion to enter into non-public session to discuss the hiring of public employees, and matters that may adversely affect someone's reputation pursuant to the provisions of RSA 91-A:3, II, (b) and (c), seconded by Selectman Hayes and passed with all in favor; (3-0).

The Board reviewed a memo from the DPLU Director regarding the hiring of a recording secretary. It was the consensus of the Board not to hire Ms. O'Connor @ \$30 p/h.

Town Administrator Scott Dunn explained after many years of service, Clint Phelps indicated he would not be returning as a Glendale attendant. Discussion ensued. Selectman Hayes made a motion to rehire George Landry as a Glendale attendant at \$12.00 p/h, seconded by Selectman Benavides and passed with all in favor; (3-0). Selectman Hayes made a motion to rehire Dee Chitty as a Glendale attendant at \$11.75 p/h. Motion failed for lack of second.

The Board of Selectman had discussion regarding DPW laborers being required to have a CDL based on a request from DPW Director Meghan Theriault to obtain CDL during their probationary period. Discussion ensued. It was the consensus of the Board to approve on a case-by-case basis.

The Board of Selectmen reviewed a spreadsheet showing board and committee members who have indicated their willingness to be re-appointed as well as one person who declined. 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, Chairman Eddy convened a public meeting of the Board of Selectmen in the 1<sup>st</sup> 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, Police Lieutenant Dustin Parent, Planning & Land Use Director John Ayer and DPW Director Meghan Theriault.

**3.0 ANNOUNCEMENTS/PRESENTATIONS**

Selectman Eddy read the rules of the meeting and noted changes have been made due to Covid-19.

**4.0 REVIEW/APPROVAL OF MINUTES**

Selectman Benavides made a motion to approve the minutes of April 8, 2020 as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

## **5.0 CONSENT AGENDA**

5.1 Selectman Benavides made a motion to approve the items previously signed during the period 04/06/20 through 04/17/20 as listed (attached hereto), seconded by Selectman Hayes and passed with all in favor; (3-0).

## **6.0 APPOINTMENTS**

6.1 John Ayer - Planning and Land Use Director - Departmental Update: Planning and Land Use Director John Ayer gave the Board an update on the number of permits that were issued since his last report on 10/09/19. Building permits are up significantly, 107 compared to 83 building permits last year. Fees for the issuance of permits are up by nearly \$6,000 this year. In total 241 permits (all DPLU permits) were issued; 240 same period last year. Things are still good at this time with the Covid-19 a lot of construction/remodel projects are still progressing during these times due to the nature of the work and environment. Mr. Ayer said all in all things are going well during the pandemic. Although they are still open to the public, they have been able to scan and email documents, which is much less risk. It has worked out good. Mr. Ayer answered the Board's questions and they thanked him for the update.

## **7.0 OLD BUSINESS**

7.1 Potter Hill Road Improvements:

(a) Re-alignment Project: Town Administrator Scott Dunn said that Mr. Kiedaisch is asking the Selectmen to waive the DPW requirement to have a 3-foot setback for a new stonewall from the edge of the pavement. Meghan Theriault, DPW Director is opposed to this request and a lengthy discussion with the Board ensued. Ms. Theriault answered the Board's questions. It was the consensus of the Board to table until the next meeting to allow time for the Selectmen to visit/inspect the location.

(b) Request for Crosswalk: The Town received a request last October for a new crosswalk connecting Tannery Hill Road with Potter Hill Road. After a site visit and review, the DPW Director and Town Administrator do not recommend. Ms. Theriault explained her concerns. Discussion ensued. Selectman Benavides made a motion to approve the crosswalk in this location, seconded by Selectman Hayes and passed with all in favor; (3-0).

7.2 Bank of New Hampshire Pavilion - Public Safety MOU.: Town Administrator Scott Dunn presented the MOU developed between the Bank of New Hampshire Pavilion and the Town of Gilford. Discussion ensued regarding the removal of a provision for a surcharge for after-hours Police services. Selectman Benavides made a motion to approve the MOU with the BONH Pavilion as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

## **8.0 NEW BUSINESS**

8.1 Award Bid/Contract for Fire/Rescue Breathing Apparatus: Fire Chief Stephen Carrier is asking the Selectmen to approve a sole source bid to purchase Fire/Rescue breathing apparatus from Industrial Protection Services. Discussion ensued. Selectman Benavides made a motion to waive the Town's purchasing policies as they pertain to sole source bidding, and award a contract for self-contained breathing apparatus for \$225,689 to Industrial Protection Services of Salem, NH, seconded by Selectman Hayes with discussion on the age of the current apparatus, budget, etc. Motion passed with all in favor; (3-0).

8.2 Request for No Parking on Belknap Mountain Road: Town Administrator Scott Dunn explained there are two different opinions on this matter. Discussion ensued. Selectman Hayes made a motion to take no action. Police Chief Bean Burpee will designate one side of the road as no parking with temporary signs (needs to do for safety concerns). The Board concurs.

8.3 Unanticipated Revenues - D.A.R.E. Donations: Selectman Benavides made a motion to accept \$900 in donations for D.A.R.E. as presented with appreciation, and to authorize the expenditure of that amount, off budget, for its intended purpose, seconded by Selectman Hayes and passed with all in favor; (3-0).

8.4 Boards & Committees Re-appointments: Selectman Benavides made a motion to appoint the following, seconded by Selectman Hayes and passed with all in favor; (3-0).

- Carole Hall to the Conservation Commission for a 3 year term
- Larry Routhier to the Conservation Commission for a 3 year term
- Tom Drouin to the Conservation Commission for a 3 year term
- John Goodhue to the Conservation Commission, Alternate for a 3 year term
- Wayne Hall to the Planning Board for a 3 year term
- Jack Landow to the Planning Board for a 3 year term
- Emily Drake to the Planning Board, Alternate for a 3 year term
- Gaye Fedorchak to the Planning Board, Alternate for a 3 year term
- David Smith to the Recreation Commission for a 3 year term
- Everett Peter Allen to the Recreation Commission, Alternate for a 3 year term
- Tracey Blandford to the Recreation Commission, Alternate for a 3 year term
- Lisa Mans-Buckley to the Recreation Commission, Alternate for a 3 year term
- William Knightly to the Zoning Board of Adjustment for a 3 year term
- Andrew Howe to the Zoning Board of Adjustment for a 3 year term
- Richard Sonia to the Historic District Heritage Commission for a 3 year term
- William Bickford to the Historic District Heritage Commission for a 3 year term
- Troy Schrupp to the Historic District Heritage Commission for a 3 year term
- Greg Goddard to the Lakes Business Park Board of Directors for a 3 year term

8.5 Award Bid/Contract for DPW Equipment & Vehicles

(a) Used Roadside Mower: Meghan Theriault reviewed her request for the purchase of a used roadside mower. Only one bid came in from HP Fairfield. DPW currently rents a mower for 2-4 weeks out of the year at a cost of \$6,000 per week.. Discussion ensued. Selectman Benavides made a motion to accept the only bid for \$75,000 from H.P. Fairfield of Hopkinton, NH, seconded by Selectman Hayes and passed with all in favor; (3-0).

(b) Pick-Up Truck w/Accessories: DPW Director Meghan Theriault reviewed information and pricing from Hillsboro Ford for the purchase of a 2020 Ford F550 cab and chassis and HP Fairfield for the upfitting of the F550 as listed. Discussion ensued. Selectman Benavides made a motion to award the bid for a Ford F-550 cab and chassis to Hillsboro Ford using state bid pricing for \$34,717, to include an extended warranty and the trade-in of a 2012 Ford F-550; and to award the bid for a dump body and accessories to H.P. Fairfield for \$64,900. Motion failed for lack of a second. Selectman Hayes expressed his concerns regarding tax revenue given the current Covid-19 circumstances. Town Administrator Scott Dunn reviewed the reserves regarding cash flow. Discussions ensued. It was the consensus of the Board to delay this purchase, and re-visit at their first meeting in July.

(c) Used Forklift: DPW Director Meghan Theriault received three quotes to replace the current 1977 forklift with a new one. She is recommending the purchase from the low bidder, Nitco for a used Yale forklift for \$16,500. Discussion ensued. The Board would like to delay this purchase and re-visit at their first meeting in July.

Ms. Theriault updated the Board on the Road Program after her meeting with Wolcott Construction. Ms. Theriault would like to schedule paving the top coat on Belknap Mountain Road and Liberty Hill Road. Selectman Benavides made a motion to approve the top coat of

Belknap Mountain Road and Liberty Hill Road as recommended by the DPW Director, seconded by Selectman Hayes and passed with all in favor; (3-0).

8.6 CDBG Mortgage Subordination: Town Administrator Scott Dunn said the Town has been asked to subordinate the mortgage note on a CDBG loan for Old Lake Shore Cooperative. He is waiting on official approval from the NH Community Development Finance Office. Discussion ensued. Selectmen asked Town Administrator Dunn if the Town had any liability exposure with the Subordination agreement. Administrator Dunn said there was no risk for the Town. Selectman Benavides made a motion to approve the subordination agreement as presented and to authorize the Town Administrator to sign, conditioned upon approval from the NH Community Development Finance Office, seconded by Selectman Hayes and passed with all in favor; (3-0).

#### 9.0 OTHER BUSINESS

The Board of Selectmen expressed their appreciation to our first responders Gilford Police Department and Gilford Fire/Rescue as well as to all Town employees for their great work through this pandemic.

#### 10.0 SELECTMEN'S ISSUES

There was nothing new to report.

#### 11.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn asked the Board about the Memorial Day Parade for planning purposes. They will wait to hear the update from Governor Sununu on May 4; but the Parade is probably not going to happen this year. Discussion ensued. Town Administrator Dunn reported the Old Lake Shore Bridge would be open next week. The Town received a Covid-19 grant for \$10,143.91. It was the consensus of the Board to hold a public hearing on Wednesday, May 13, 2020 at 7pm relative to the grant. Administrator Dunn briefed the Board regarding Health Insurance rates for the Town. HealthTrust rates for both Anthem plans went down while Allegiant, for Police Union employees went up.

#### 12.0 NEXT MEETING

The next meeting of the Board of Selectmen will be on Wednesday, May 13, 2020 at 7:00pm.

#### 13.0 PUBLIC INPUT

No public members present.

#### 14.0 ADJOURN

With no further business to come before the Board, Selectman Benavides made a motion to adjourn at 8:20 pm, seconded by Selectman Hayes and passed with all in favor; (3-0).

Respectfully submitted,



Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 13<sup>th</sup> day of MAY, 2020.

Attest:



Selectman Kevin Hayes, Clerk