

**TOWN OF GILFORD  
BOARD OF SELECTMEN  
MEETING MINUTES  
May 13, 2020**

**1.0 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 J. Kevin Hayes.

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

**2.0 ANNOUNCEMENTS/PRESENTATIONS**

Chairman Eddy read the rules of the meeting and announced that all Town Offices and the Recycle Center will be closed Monday May 25, 2020 in observance of Memorial Day. The Library will be closed from Saturday May 23, through Monday May 25, 2020 in observance of Memorial Day.

**3.0 REVIEW/APPROVAL OF MINUTES**

3.1 Selectman Benavides made a motion to approve the minutes of April 22, 2020 as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

3.2 Selectman Benavides made a motion to approve the minutes of May 1, 2020 as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

**4.0 CONSENT AGENDA**

Selectman Benavides made a motion to approve the items previously signed during the period 04/20/20 through 05/08/20 as listed (attached hereto), seconded by Selectman Hayes and passed with all in favor; (3-0).

**5.0 PUBLIC HEARING**

5.1 Appropriation of Unanticipated Funds - USDHHS Covid-19: Chairman Eddy read the public hearing notice and opened the public hearing at 7:04 pm. Town Administrator Scott Dunn explained the grant monies were automatically deposited into the Town's checking account in the amount of \$10,143.91 as a grant from the U.S. Department of Health & Human Services for ambulance expenses related to Covid-19 issues. Chairman Eddy opened the public hearing. There was no public testimony and no written comments were received so the Chairman closed the public hearing. Selectman Benavides made a motion to accept the U.S. Department of Health & Human Services grant in the amount of \$10,143.91 as unanticipated revenue and to authorize the expenditure of those funds, off-budget, for their intended purpose, seconded by Selectman Hayes and passed with all in favor; (3-0).

**6.0 CORONAVIRUS PANDEMIC BUSINESS**

6.1 Emergency Responder Grant

Governor Sununu has authorized the allocation and expenditure of CARES Act flex funds to provide incentive stipends to Police Officers and Firefighters in the amounts of \$300 per week for F/T employees and \$150 per week for P/T & On-Call employees for the period May 4, 2020 through June 30, 2020 (8.4 weeks). The Town has submitted the application form and it is anticipated that we will be receiving \$95,760. The only unfunded liability will be for social security taxes, (\$3,000+/-); however, these may be reimbursed under the separate CARES act funds that have been allocated to the Town (see next agenda item).

It was the consensus of the Board to schedule a public hearing to accept these funds at the next meeting on May 27, 2020.

#### 6.2 CARES Grant:

The Town has been notified of its eligibility to receive up to \$171,200 in CARES act fund reimbursements. It is anticipated that these funds can be used to pay social security costs attributable to the emergency responder stipends (as noted above). In addition, the Town will be seeking reimbursements for some costs already incurred consisting of about \$1,000 spent by DPW on sanitation supplies and dispensers, and \$2,000 (+/-) for the TC/TC Plexiglas. The Town is also looking to spend about \$1,000 for Plexiglas at the Library, and \$21,025 for 5 electrostatic disinfectant sprayers (1 for Town Hall/PD, 1 for Library, 1 for Fire Station, 1 for Parks & Recreation and 1 for DPW).

It was the consensus of the Board to schedule a public hearing to accept these funds at the next meeting on May 27, 2020 and to approve the expenditure of \$21,025 for the five disinfectant sprayers.

#### 6.3 Memorial Day Parade/Observances

It was the consensus of the Board to cancel the parade this year due to Covid-10 and the need to comply with the Governor's stay-at-home orders. The Board will attend a ceremony to honor the nation's war dead, but there would be no formal ceremonies or marching.

#### 6.4 Public Facilities & Customer Services

The Town Administrator provided the Board with an update as follows:

- The Fire Department has relaxed it's closed for public entry policies.
- The Library is now offering curbside pickup of its materials.
- The DPW is moving from two shifts working every other week, to having all crew members work every day using staggered shift start times. They are in the process of seeking Union consent.
- No changes have yet been made to customer services in the Town Hall, TC/TC Office, Police Department or DPW. Depending on the orders from the Governor, but it is hoped the TC/TC office and DPW office will re-open by June 1.
- The public restrooms at Glendale will be open as of Friday, May 15 with signage to indicate the restrooms will be sanitized once a day and people should use them at their own risk.
- We have opened the tennis courts but not the playgrounds or basketball courts. People are, however, utilizing these facilities, but the Town was not enforcing the Governor's order other than posting the facilities as closed.
- The Town Hall remains closed to all outside groups and most Town Boards & Committees have been meeting very infrequently using electronic participation to the greatest extent possible.
- Buildings & Grounds (with help from a Parks & Recreation Program Assistant) remains focused on daily sanitization of all Town offices, work surfaces, doorknobs, hand railings, the elevator, and restrooms.

- In preparing to open the Town is not planning to put out any picnic tables or the swim raft this year.
- Parks & Recreation is constantly monitoring the various orders issued by the Governor in attempting to determine how it will be possible to offer summer programs.
- We are all very hopeful a coronavirus vaccine will soon be available so life can get back to normal.

## **7.0 APPOINTMENT(S)**

### **7.1 Meghan Theriault - Director of Public Works Departmental Update**

Ms. Theriault gave the Board an update on activities in the various divisions of DPW, including Administration, Solid Waste, Highways, Sewer, Vehicle Maintenance and Buildings & Grounds. She also presented charts showing recycling activities with quantities of materials, bales, tipping fees and transportation costs

## **8.0 OLD BUSINESS**

### **8.1 Potter Hill Road Improvements**

Following a discussion and additional input from Gary Kiedaisch, Selectman Hayes made a motion to not allow a proposed retaining wall to be less than 3 feet from the edge of pavement, but to allow the width of the pavement to be narrowed to 19 feet in front of the barn, seconded by Selectman Benavides and passed by a vote of 2 to 1 (Selectman Eddy opposed).

### **8.2 Award Finance Contract - Self-Contained Breathing Apparatus Lease/Purchase**

Selectman Benavides made a motion to award the financing contract for a SCBA lease purchase agreement to the low bidder Bank of New Hampshire at an annual interest rate of 2.125% for a 5-year term and to authorize the Finance Director to sign all necessary loan documents, seconded by Selectman Hayes and passed with all in favor; (3-0).

### **8.3 2020 Road Improvements**

Following a discussion with Ms. Theriault on the list of road projects for this year, Selectman Benavides made a motion to approve the road improvement list for 2020 as presented on the condition that any surplus funds, if available, be allocated for Glenridge Way drainage improvements, seconded by Selectman Hayes and passed with all in favor; (3-0). Selectman Hayes asked Ms. Theriault to be mindful of the Town's cash flow issues when scheduling projects over the course of the year.

## **9.0 NEW BUSINESS**

### **9.1 Award Bids/Contracts for DPW Equipment**

#### **(a) Cold Asphalt Planer**

It was the consensus of the Board to hold off on this purchase until the tax receipts for the first issue are better known.

#### **(b) Vehicle Lift**

The Board members agreed this item was a safety necessity. With that in mind, Selectman Hayes made a motion to approve the purchase of a Model PKMC-18-4-BO portable lift from All Seasons Equipment Inc. for \$41,490 as the 2<sup>nd</sup> lowest bid but best deal for the Town, seconded by Selectman Benavides and passed with all in favor; (3-0).

### 9.2 National Public Works Week Proclamation

Selectman Benavides made a motion to sign and adopt a proclamation acknowledging May 17-23, 2020 as National Public Works Week, seconded by Selectman Hayes and passed with all in favor; (3-0).

### 9.3 Citizen Petition for Road Improvements

It was noted a petition was received to do roadwork on Irish Setter Lane, Bridget Circle and Shamus Drive as soon as possible. Several Board members indicated they had inspected those roads and noted they were in rough shape, but not scheduled to be worked on in 2020 and the road budget for this year was fully obligated. The Board asked the Town Administrator to draft a response acknowledging the petition on their behalf.

### 9.4 Household Hazardous Waste Letter of Commitment 2020

It was noted that \$8,646 (plus \$300 for advertising) was approved in the FY20 budget for household hazardous waste day. Selectman Benavides made a motion to approve and sign the letter of commitment for the 2020 household hazardous waste collection program to be held on July 25, 2020 seconded by Selectman Hayes and passed with all in favor; (3-0). The Board requested an agenda item at the next meeting to discuss Island Clean-Up Day which is typically held on the same date as household hazardous waste day.

### 9.5 Purchasing Policy Waiver – Police Cruiser Equipment

The Board reviewed a memorandum from Chief Bean Burpee that outlined the yearly approach (with cost estimates) to outfit the new police cruisers. Selectman Benavides made a motion to approve the waiver of the Town's purchasing policies to allow for the payment of up to \$25,000 as budgeted to fully equip two new police cruisers by Ossipee Mountain Electronics as a sole source vendor, seconded by Selectman Hayes and passed with all in favor; (3-0).

### 9.6 Acceptance of \$50 Gift Certificate Donated to TC/TC Office

Selectman Benavides made a motion to authorize the acceptance of an unsolicited \$50 gift certificate to be used by the TC/TC staff, seconded by Selectman Hayes and passed with all in favor; (3-0).

## **10.0 OTHER BUSINESS**

Chairman Eddy read a proclamation declaring the week of May 15<sup>th</sup> as National Peace Officers Memorial Day. Selectman Benavides made a motion to approve and sign the proclamation, seconded by Selectman Hayes and passed with all in favor; (3-0).

## **11.0 SELECTMEN'S ISSUES**

Selectman Benavides offered praise to the DPW Director for her willingness to respond to citizen inquires.

## **12.0 ADMINISTRATOR'S REPORT**

Town Administrator Scott Dunn provided the Board with an update as follows:

A new sewer pipe flush system has been installed in the Police Station with a goal of eliminating back-ups due to low pressure water fixtures and flat pipes. It was hoped this will eliminate the need to tear up floors and do any excavation.

Three new cameras and a recording system were now in operation at the Glendale Facility.

The Winnepesaukee Advisory Board was still working to develop a new allocation formula based upon actual usage and exploring the methods to create a new regional entity to run the system

other than the State of New Hampshire. All indications are the new formula will result in Gilford paying more because the actual use was much higher than the formula that was developed in the early 1980's.

The Town was in the process of updating its Emergency Operations Plan.

The Glendale Committee was meeting next week.

Tax bills will be mailed on May 18, 2020 and payment is due on July 9, 2020.

The US Census Bureau was asking for Gilford residents who had not yet completed the census survey to do so on line.

The right turning flight traffic system at the Laconia Airport was now in effect.

It was suggested the Board discuss the Board discuss the status of Old Home Day at the next meeting on May 27, 2020.

The FY19 financial audit was almost complete and results should be available soon.

The Solid Waste Center would soon be accepting credit card payments on site as a convenience to residents.

Lastly, Mr. Dunn noted the Town was contributing \$17,000 towards improvements to Potter Hill Road to improve access to Mr. Kiedaisch's barn so it would not be accurate to say the Town was doing nothing to help him with this problem.

### 13.0 NEXT MEETING

The Chairman announced the next meeting of the Board of Selectmen will be Wednesday, May 27, 2020 at 7pm.

### 14.0 PUBLIC INPUT

There was none.

### 15.0 ADJOURN

Selectman Benavides made a motion to adjourn the meeting at 8:10pm, 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 27<sup>TH</sup> day of MAY, 2020.

Attest:



Selectman Kevin Hayes, Clerk