

Town of Gilford  
Board of Selectmen  
Meeting Minutes  
August 12, 2020

A duly posted, public meeting of the Board of Selectmen was convened at 6:30pm in the Selectmen's Office at the Gilford Town Hall.

Selectmen present: Chairman Dale Channing Eddy, Vice Chairman Gus Benavides, Clerk Kevin Hayes.

Also present was Town Administrator Scott Dunn.

### **NON-PUBLIC SESSION**

Selectman Benavides made a motion to enter into non-public session to discuss the hiring of public employees per RSA 91-A:3, II, (a), seconded by Selectman Hayes and passed on a roll call vote with all in favor; (3-0).

#### **Solid Waste Center Staffing**

The Board reviewed a memorandum submitted by DPW Director Meghan Theriault requesting one new full-time employee (for a total of 4) and reducing the part-time employee hours by changing from year-round to seasonal. Ms. Theriault was present to discuss this matter with the Selectmen. After a brief discussion, Selectman Benavides made a motion to authorize the hiring of a 4<sup>th</sup> full-time employee at the Solid Waste Center and to change the year-round part-time position to seasonal at 25 hours per week for 26 weeks; seconded by Selectman Hayes and passed with all in favor; (3-0). Ms. Theriault then left the non-public session of the meeting.

#### **Health Officer**

The Selectmen discussed whether to proceed with having the new Building Inspector assume the duties of Health Officer or to consider a proposal from the Partnership for Public Health for them to hire a regional Health Officer under contract with the Town. Selectman Benavides made a motion to have PPH submit a proposal to be considered by the Board during a public meeting whereby the Town would agree to a 6 month trial of the regional Health Officer concept at no charge and to have the new Building Inspector serve as the Deputy Health Officer, seconded by Selectman Hayes and passed with all in favor; (3-0).

#### **Building Inspector/Code Enforcement Officer**

The minutes pertaining to the discussion on hiring of Building Inspector/Code Enforcement Officer was sealed as noted below.

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

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

## **PLEDGE OF ALLEGIANCE**

Selectman Benavides led the assembly in the Pledge of Allegiance to the Flag.

## **ANNOUNCEMENTS/PRESENTATIONS**

Chairman Eddy read the rules of the meeting.

## **REVIEW/APPROVAL OF MINUTES**

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

## **CONSENT AGENDA**

### **Sealing of Non-Public Session Minutes**

Selectman Benavides made a motion to seal the minutes of the non-public session held on this date as they pertain to the hiring of a Health Officer and Building Inspector/Code Enforcement Officer, seconded by Selectman Hayes and passed with all in favor; (3-0).

## **CORONAVIRUS PANDEMIC BUSINESS**

### **Free Dump Days**

The Town Administrator noted that he has received several inquiries from residents asking when the free dump days will be held since they were originally scheduled for April 25 & 26, but the Board voted to postpone them on March 25 due to the coronavirus pandemic.

DPW Director Theriault stated she preferred not to have it right now for the health and safety of the staff, but she would carry out the Board's decision if reinstated.

Selectman Benavides said each taxpayer should pay their fair share for demo disposal instead of these costs being paid by all taxpayers. He also noted there were many items the Town accepted for free. Selectman Hayes agreed and said he would support discontinuing free dump days. Selectman Benavides made a motion to permanently cancel free dump days, seconded by Selectman Hayes and passed with all in favor; (3-0).

### **Outside Groups at Town Hall**

It was the unanimous consensus of the Board to continue the ban that does not allow outside groups to use Town Hall for meetings.

### **Town Beach Water Tests**

It was noted that at some point this year, the Parks & Recreation Department received notice from the State of NH (dept. of Environmental Services) that it would not be doing water quality tests at the Town Beach. Previously the State tested 6 times per year for E. Coli and observations of cyanobacteria. Several complaints had been received about the lack of testing. The cost to do these tests was about \$84 each.

Selectman Benavides made a motion for the Town to hire a testing company to do the tests previously done by NH-DES on a weekly basis for the next 4 weeks, seconded by Selectman Hayes and passed with all in favor; (3-0).

## **Miscellaneous**

Chief Carrier noted that State statistics indicated there was currently one resident of Gilford who had tested positive for Covid-19 and that so far a total of 19 Gilford residents had tested positive since March and a total of 60 Belknap County residents had tested positive.

Administrator Dunn said changes were being made at the Solid Waste Center to promote social distancing with signage and pavement markings in response to a complaint that had been received.

## **7.0 APPOINTMENTS**

Library Director Katherine Dormody provided the Board with an update of activities at the Library. She noted the Dewey Decimal System was no longer being used and she praised her staff for the work being done through the pandemic crisis.

DPW Director Meghan Theriault provided the Board with an update on Solid Waste Center activities over the first 6 months of operations. During the course of her presentation, it was the unanimous consensus of the Board to:

- Ensure that user fees adequately cover disposal cost for construction & demolition debris by measuring loads more carefully and recommending fee adjustments if necessary
- Submit a request (with cost figures) to install a scale at the SWC as part of the FY21 budget process
- Ensure that user fees adequately cover the cost of stump grinding by recommending a fee adjustment if necessary
- Continue the practice of not charging for the disposal of fluorescent light bulbs

## **OLD BUSINESS**

### **DPW Loam Pile**

The Board discussed a memorandum from Ms. Theriault that indicated the loam pile is taking up too much space at the Solid Waste Center and there was a lack of any immediate municipal need for this material. Selectman Benavides made a motion to sell loam to the public for \$18 per cubic yard and to allow one free bucket load (3 yards) per Gilford residence, seconded by Selectman Hayes and passed with all in favor; (3-0).

## **NEW BUSINESS**

### **Planning & Land Use Department Copy Machine Lease**

Selectman Benavides made a motion to approve the new 3 year lease of a Xerox C8135H2 copy machine at the Department of Planning & Land Use at a cost of \$2,145 per year, seconded by Selectman Hayes and passed with all in favor; (3-0). It was noted that \$2,500 was budgeted for this purpose in FY2020 and the "old" DPLU machine is being transferred to the Parks & Recreation Department.

## **Sewer Line Repairs**

After discussing a memorandum from Ms. Theriault and concerns about the current work load of the DPW crew in addition to the specialized nature of sewer pipe sleeve installations, Selectman Benavides made a motion to accept the price quote from Eastern Pipe Services in the amount of \$7,550 for sewer pipe repairs on Coach Road and Hazelnut Road, seconded by Selectman Hayes and passed with all in favor; (3-0).

## **Traffic Issues – Gilford East Drive**

Selectman Benavides noted he was always in favor of trying to help, rather than hinder local businesses, but after looking into several complaints about traffic back-ups due to the Dunkin Donuts drive thru the Town needed to address this situation. Administrator Dunn noted Mr. Ayer was attempting to get feedback from Dunkin Donuts management, but in the meantime, he requested the Police Department install temporary no parking signs on Gilford East Drive – which has been done. He said there were other potential solutions using more strongly worded signs. The Board agreed to reconsider this matter at the next meeting.

## **OTHER BUSINESS**

There was none.

## **SELECTMEN'S ISSUES**

Chairman Eddy thanked Administrator Dunn for getting follow-up information on Gilford residents being able to sign-up for Comcast cable television before the end of the year.

## **ADMINISTRATOR'S REPORT**

Administrator Dunn provided the following information:

- He attended a Health Trust Board of Directors retreat on 8/5-8/7 and was impressed with the quality of operations.
- He participated in a meeting with Atlantic Broadband and the Town Attorney as they worked on a resolution to the I-net billing dispute.
- Two boat trailers were removed from the boat trailer parking lot because they did not have permits.
- He would be submitting a proposal for the Board to consider amending the purchasing policies by increasing the threshold for purchase orders (from \$1,000 to \$2,000) and purchase approval by the Board (from \$5,000 to \$10,000) based upon input received from the Department Managers and due to the fact the current limits had been in place for almost 20 years.
- He and the Board Chair participated in a meeting with staff and election official in preparation for the State primary to be held on September 8 as they deal with coronavirus concerns.
- The “low budget” solution for sewer back-ups in the Police Station was fairly effective but had not totally eliminated the problem. Tweaks were still being made to overcome the flat pipes combined with low flow appliances.
- There was a fatality at the Glendale Docks on this date that appeared to be the result of a medical situation.
- During the recent heat wave the Town's air conditioning system was struggling to keep up due to insufficiently funded repairs that were made 3 years ago.

## NEXT MEETING

Chairman Eddy announced the next meeting of the Board was scheduled for August 26, 2020 at 7pm.

## PUBLIC INPUT

Mr. Lee Engelhardt of Timber Lane expressed his appreciation to the Board for agreeing to conduct water tests at the Town Beach. He noted the Town Beach was a treasure and it is well maintained.

DPW Director Theriault thanks the Board for allowing Island Clean-up to proceed with closed parking spaces. She said this event went very well. She also updated the Board on road improvement activities by noting roads to be paved in Gunstock Acres and tree cutting that would take place on Cotton Hill Road beginning on August 13.

## ADJOURN

Selectman Benavides made a motion to adjourn the meeting at 8:07pm, seconded by Selectman Hayes and passed with all in favor; (3-0).

Respectfully submitted,



Scott J. Dunn, Town Administrator

Approved by the Board of Selectmen on the 26th day of August, 2020.

Attest:

  
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Selectman J. Kevin Hayes, Clerk