

**TOWN OF GILFORD
BOARD OF SELECTMEN
MEETING MINUTES
August 26, 2020**

1.0 6:30PM NON-PUBLIC SESSION

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

The following Board members were present: Chair Dale Channing Eddy, Vice-Chair Gus Benavides and Clerk 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 a matter that may adversely affect someone's reputation per RSA 91-A:3, II, (a) and (c); seconded by Selectman Hayes and passed on a roll call vote with all in favor; (3-0).

NOTE: the minutes of the non-public session were sealed by a vote of the Board of Selectmen as noted below.

At 6:55pm, Selectman Benavides made a motion to come out of non-public session, seconded by Selectman Hayes and passed on a roll call vote with all in favor; (3-0).

2.0 PLEDGE OF ALLEGIANCE

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

Staff members in attendance: Town Administrator Scott Dunn, Fire Chief Stephen Carrier, Police Lieutenant Dustin Parent, DPW Director Meghan Theriault and Executive Assistant Angela Bovill.

3.0 ANNOUNCEMENTS/PRESENTATIONS

Chairman Eddy read the rules of the meeting and announced the Town Hall, Recycle Center and all Town Offices will be closed on Monday, September 7th in observance of Labor Day. The Library will be closed from Saturday September 5th through Monday, September 7th. The Library will now be open to the public, Fridays 10-2pm, beginning September 1st, in addition to the current building hours. He also noted paving work on various roads throughout Town started today.

4.0 REVIEW/APPROVAL OF MINUTES

Selectman Benavides made a motion to approve the minutes of August 12, 2020, as presented; seconded by Selectman Hayes and passed with all in favor; (3-0).

Selectman Benavides made a motion to approve the minutes of August 20, 2020, as presented; seconded by Selectman Hayes and passed with all in favor; (3-0).

5.0 CONSENT AGENDA

Selectman Benavides made a motion to approve the items previously signed during the period 07/06/20 through 08/21/20 as listed (attached hereto); seconded by Selectman Hayes and passed with all in favor; (3-0).

6.0 APPOINTMENT(S)

6.1 Kirk Beitler - Gilford School District Update: Superintendent of Schools Kirk Beitler gave the Board a detailed update on retirements, programs, and some of the transitions that are taking place due to Covid-19, food services to name a few. He also thanked Esther Kennedy and Johnathan Dupris for continuing to feed students while schools were shut down. These times have been challenging for families, students and school staff, but they are working diligently and creatively to nurture a learning environment for all children. Superintendent Beitler answered the Board's questions and they thanked him for his presentation and the efforts being made by School employees.

6.2 Marybeth Walker - Town Appraiser Update: Assessing Agent Marybeth Walker gave an overview on activities and processes within the Assessing Department. This includes the cycle inspection process, abatements, and property site visits. Ms. Walker indicated that looking at the market over the last 9 months; they have found that the real estate market has continued to grow in sales prices while the amount of sales is slowing down. Ms. Walker answered the Board's question and they thanked her for the update.

6.3 Everett McLaughlin - Land Conservation Task Force: Everett McLaughlin came before the Board to express his disappointment over the Board's vote to dissolve the Land Task Conservation Force without contacting him before the decision was made. He said that he and the other Committee members felt disrespected, but he also recognized the mission of the Committee had probably been met and they had not had a legal meeting in several years. The Board apologized for not consulting the LCTF. Jack Woodward then spoke to say that Everett was "Mr. Conservation" and had done an outstanding job leading the LCTF.

7.0 CORONAVIRUS PANDEMIC BUSINESS

7.1 Outside Groups at Town Hall: It was the unanimous consensus of the Board to continue to prohibit the use of Town Hall meeting rooms by outside groups.

7.2 Town Facilities: Town Administrator Scott Dunn updated the Board on planned changes to staffing and cleaning procedures for various Town facilities after the Labor Day holiday due to the loss of seasonal workers, decreasing visitations and the Town now having acquired 3 sanitation machines. The Board members had no objections to these adaptations.

8.0 OLD BUSINESS

8.1 Traffic Issues - Gilford East Drive: Town Administrator Dunn reported that the temporary "no parking signs" have not been effective at the Dunkin Donuts and that Police are constantly called to deal with blocked traffic there. Police Lt. Dustin Parent reported there have been at least two accidents (rear endings) as well. Discussion ensued. It was the consensus of the Board to have Town Administrator Dunn contact the business owner and give them three weeks to come up with a plan of how this could be resolved.

8.2 Return of Dog Warrant: Selectman Benavides made a motion to accept the Return of Dog Warrant as presented; seconded by Selectman Hayes and passed with all in favor; (3-0).

9.0 NEW BUSINESS

9.1 Town Hall & PD Floor Cleaning: The Board reviewed a memorandum from DPW Director Theriault pertaining to the solicitation of quotes for a 3 year period to maintain the floors at Town Hall and the Police Department. Selectman Benavides made a motion to approve a 3-year contract with All Brite Cleaning of Gilford, as the low bidder, for \$12,556.80 per year for floor maintenance at the Town Hall and Police Station; seconded by Selectman Hayes and passed with all in favor; (3-0).

9.2 DPW Building Repairs: DPW Director Theriault explained repairs they are having done to the DPW building due to water and air leaks. Some of the work includes removing and replacing some siding, new sill plates, insulation, T-111 panels, and new frames around windows to replace rotten wood. Discussion ensued. Selectman Benavides made a motion to approve the proposed work not to exceed \$16,000 to come from the Building Repair Capital Improvement Fund; seconded by Selectman Hayes and passed with all in favor; (3-0).

9.3 Administrative Code Amendments - Purchasing Policies: Town Administrator Dunn presented some proposed changes to the Administrative Code Purchasing Policies that would increase the spending requirement for purchase orders from \$1,000 to \$2,000 and increase the spending threshold for sealed bids and B.O.S. approval of all contracts from \$5,000 to \$10,000. Selectman Benavides made a motion to approve Amendment #5 to Administrative Code Chapter 22 as presented; seconded by Selectman Hayes and passed with all in favor; (3-0).

9.4 Acceptance of Unanticipated Revenue - \$4,000 NH-DOS Grant for Emergency Operations Plan Update: Town Administrator Dunn reported the Town received a \$4,000 payment to cover the costs of the Emergency Operations Plan update completed this year. Selectman Benavides made a motion to accept the \$4,000 grant from the New Hampshire Department of Safety 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).

10.0 OTHER BUSINESS

Town Administrator Dunn received a request from a resident asking for reimbursement for a tire replacement due to a pothole they hit with their car on Schoolhouse Hill Road. It was noted the pothole has since been fixed. Selectman Benavides made a motion to deny the request; seconded by Selectman Hayes and passed with all in favor; (3-0).

11.0 SELECTMEN'S ISSUES

There were none.

12.0 ADMINISTRATOR'S REPORT

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

- HealthTrust will be issuing a refund to the Town for approximately \$59,282 (some for retirees/remainder to be split 90/10) with the Town portion to be used to offset the tax rate.
- NHDOT will hold a public information meeting on 09/03/20 at 6:00 pm at Town Hall relative to bridge repair projects. More information is posted to the Town website including a Zoom link.
- He was happy to welcome back Ms. Bovill after an extended leave.

13.0 NEXT MEETING

The Chairman announced the next meeting of the Board of Selectmen will be Wednesday September 9, 2020 at 7pm.

14.0 PUBLIC INPUT

Fire Chief Stephen Carrier informed the Board he was contacted today about a road race this coming weekend to see if the road could be closed and if the Town could provide emergency services personnel. The Board took no action in the absence of any formal request and due to the late notice of this information.

15.0 ADJOURN

Selectman Benavides made a motion to adjourn the meeting at 8:27pm; 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 9th day of September, 2020.

Attest:



Selectman Kevin Hayes, Clerk