

**TOWN OF GILFORD
BOARD OF SELECTMEN
MEETING MINUTES
September 9, 2020**

A duly posted, public meeting of the Board of Selectmen was convened in the 1st floor conference room of the Gilford Town Hall at 7:00pm.

The following Board members were present: Chair Dale Channing Eddy, Vice-Chair Gus Benavides and Clerk Kevin Hayes.

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

1.0 PLEDGE OF ALLEGIANCE

At 7:00pm, Chairman Eddy convened the public meeting of the Board of Selectmen and led the assembly in the Pledge of Allegiance to the Flag.

2.0 ANNOUNCEMENTS/PRESENTATIONS

Chairman Eddy read the rules of the meeting.

3.0 REVIEW/APPROVAL OF MINUTES

Selectman Benavides made a motion to approve the minutes of August 26, 2020, as presented; seconded by Selectman Hayes and passed with all in favor; (3-0).

4.0 APPOINTMENT(S)

4.1 Fire Chief Stephen Carrier - Gilford Fire/Rescue Update: Fire Chief Stephen Carrier gave the Board a detailed update on activity levels as compared to last year at this time. April was a record high activity month, and an above average March-June. The Fire Boat has responded to 51 incidents on the Lake thus far for this season. Chief Carrier reviewed some Capital Improvement Projects, to include the forestry truck, the apparatus floor, completion of the Emergency Operations Plan and a new ambulance to name a few. The Fire/Rescue operating budget is in good shape overall. The Chief answered the Board's questions and they thanked him for the update.

5.0 CORONAVIRUS PANDEMIC BUSINESS

5.1 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.

5.2 Town of Gilford Emergency Covid-19 Employee Travel Policy: Town Administrator Scott presented the Board a draft policy for review. Selectman Benavides made a motion to approve as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

5.3 Federal Payroll Tax Deferral: Town Administrator Scott Dunn has received clarification from the NHMA and received input from a few employees requesting this not happen. It was the consensus of the Board not to implement the federal payroll tax deferral.

5.4 **Trick or Treat:** The Board concurred that it is too early to decide. This will be on the next agenda for discussion.

6.0 OLD BUSINESS

6.1 **Traffic Issues - Gilford East Drive:** Town Administrator Scott Dunn reported the problem with traffic back-ups still exists. He spoke with a representative who told him Dunkin Donuts has put in a new system for high volume brewing, is training staff to be more efficient and exploring land acquisition options for long-term solution (potentially). Discussion ensued. The Board would like Administrator Dunn to provide a copy of their original site plan approval to be discussed at the next meeting.

6.2 **Regional Public Health Resource Officer:** Town Administrator Scott Dunn reported that the Partnership for Public Health (PPH) sent a draft for this proposed position. Administrator Dunn forwarded to Primex, our insurance provider, for their legal team to review. Discussion ensued. It was the consensus of the Board to send draft #3 from Primex back to PPH.

7.0 NEW BUSINESS

7.1 **Appointment of Building Inspector/Code Enforcement Officer/Deputy Health Officer:** Selectman Benavides made a motion to appoint Daniel Tousignant as the Building Inspector/Code Enforcement Officer effective November 1, 2020, following a 4-week training period that begins October 5, 2020, seconded by Selectman Hayes and passed with all in favor; (3-0).

7.2 **Acceptance of Unanticipated Revenue - (\$19,874.31) Cares Act Election Funds per RSA 21-P:43:** Selectman Benavides made a motion to accept up to \$19,874.31 in Federal CARES Act grant funds to be used for Covid-19 expenses attributable to the upcoming elections, and to authorize the expenditure of those funds off-budget for their intended purpose per RSA 21-P:43, and to authorize Danielle LaFond, Town Clerk-Tax Collector to sign all applicable grant documents on behalf of the Town, seconded by Selectman Hayes and passed with all in favor; (3-0)

7.3 **Acceptance of Unanticipated Revenue - (\$25) GPD Cell Phone Conversion Rebate:** Selectman Benavides made a motion to accept the \$25 as unanticipated revenue and to let the Police Department use for their monthly ongoing phone lines expenses, seconded by Selectman Hayes; discussion ensued. Selectman Benavides amended the motion to require the money to be spent "off budget", seconded by Selectman Hayes and passed with all in favor as amended; (3-0).

7.4 **Acceptance of Resignation from Zoning Board of Adjustment:** Selectman Benavides made a motion to accept the resignation of Ann Montminy from the ZBA with regret, seconded by Selectman Hayes and passed with all in favor; (3-0).

7.5 **Revised Job Description - DPW Operations Manager:** Selectman Benavides made a motion to approve of the revised job description for the position of DPW Operations Manager as presented, seconded by Selectman Hayes and passed with all in favor; (3-0).

7.6 **Town Beach Concession Stand Repairs:** Selectman Benavides made a motion to approve the "low bid" of Puckett Heating and Air Conditioning in the amount of \$5,000 for Town Beach building repairs, with \$1,500 to come from account # 4521-532 and \$3,500 to come from the Recreation Facilities Maintenance Capital Reserve Fund (the current balance of the RFMCRF is \$49,769), seconded by Selectman Hayes and passed with all in favor; (3-0).

8.0 OTHER BUSINESS

Fire Chief Stephen Carrier is requesting the old SCBA cylinders be donated to the Ashland Fire Department. The Board of Fire Engineers has approved. Selectman Benavides made a motion to approve, seconded by Selectman Hayes and passed with all in favor; (3-0).

Town Administrator Scott Dunn reported the MS-1 total assessment is less than anticipated; discussion ensued on options. The Board concurs with doing a statistical update as the first step.

9.0 SELECTMEN'S ISSUES

Selectman Hayes and DPW Director Meghan Theriault met with NH-DOT for discussions of the intersection at Hoyt Road. Discussions ensued around options, signage, etc.

10.0 ADMINISTRATOR'S REPORT

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

- The Census Bureau has asked to set up a mobile questionnaire tent; Administrator Dunn suggested the Recycle Center. The Board concurs
- WRBP is pursuing the option of forming a commission; this is a work in progress.
- The first CIP meeting will take place next Monday, 09/14/20
- The Town Hall continues to have issues with the air conditioning not working due to bad pipes and corrosion
- Negotiations with the Teamsters Union will start next week; the Board will have non-meetings to discuss as this progresses
- FY2021 budget preparations are underway
- A Pawnbroker in Town is in violation of the Town's license ordinance; next steps will be 1. Police Chief will issue warning. If needed, 2. Close and revoke license.

11.0 NEXT MEETING

The next meeting of the Board of Selectman will be Wednesday, September 23, 2020 at 7pm.

12.0 PUBLIC INPUT

There was none.

13.0 ADJOURN

Selectman Benavides made a motion to adjourn the meeting at 8:00pm; 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 23rd day of September, 2020.

Attest:


Selectman Kevin Hayes, Clerk