

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
June 22, 2016
GILFORD TOWN HALL**

1.0 PLEDGE OF ALLEGIANCE

At 7:00 pm Chairman Grenier convened the public session of the Board of Selectmen in the 1st floor conference room by leading the assembly with the Pledge of Allegiance to the Flag.

Board members in attendance were: Selectman Richard Grenier, Selectman Dale Chan Eddy and Selectman Gus Benavides.

Staff members in attendance were: Finance Director Geoffrey Ruggles, Deputy Fire Chief Bradley Ober, Public Works Director Peter Nourse, Police Lieutenant James Leach, Library Director Katherine Dormody Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

2.0 ANNOUNCEMENTS/PRESENTATIONS

The Chairman read the rules of the meeting. Chairman Grenier announced Hazardous Waste Collection will be on July 30th from 8:30 AM to Noon at the Public Works Garage; Island Clean Up Day at the Town Docks will also be July 30th from 9:00 AM to 1:00 PM; All Town Offices will be closed on Monday, July 4th in celebration of Independence Day. The Library will be closed on Saturday, July 2nd through July 4th.

3.0 REVIEW/APPROVAL OF MINUTES

3.1 June 8, 2016 Minutes

Dale Chan Eddy made a motion to approve the June 8, 2016 minutes as written; seconded by Gus Benavides and passed with all in favor; (3-0).

4.0 CONSENT AGENDA

4.1 Approval of Previously Signed Documents 06/06/16 through 06/17/16

Dale Chan Eddy made a motion to approve the items previously signed during the period of June 6, 2016 through June 17, 2016 as listed (attached hereto); seconded by Gus Benavides and passed with all in favor; (3-0).

5.0 APPOINTMENTS

5.1 Library Director – Katherine Dormody – Semi Annual Department Update

Library Director Katherine Dormody said overall circulation has been up each month for 2016. The Library has been on the new automated system for a year now so moving forward, it will be easier to identify trends in library borrowing. Online renewals have been up significantly all year as well as wifi usage. The Library Trustees goal for this year is to provide more library outreach services. They have done many activities with all the schools and provided weekly theme-related books to 4 daycares/preschools and had multiple story time sessions at the Village preschool. They also partnered with Gilford Rotary to provide home delivery to 6 homebound patrons. Three large pine trees between the library and garage were removed. Ms. Dormody reviewed upcoming events including the race this Saturday at 8:30 am to kick off the summer

reading program and also provided the July 2016 kids and adult activity calendars. The Board thanked Ms. Dormody for her update.

5.2 Finance Director Geoffrey Ruggles – Monthly Financial Update

Mr. Ruggles presented the May financial highlights starting with revenues. Overall revenue for the month of May declined slightly, but YTD revenues continue to be above last year by about \$113,000. Roadwork costs from last year caught up to this year's expenses resulting in a reduction of overall expenses by about \$194,000. This reduction is due to the fact that deposits to the Capital Reserve accounts did not have to be made in March this year. Police expenditures increased due to being fully staffed and the Fire Departments were down due to reduced overtime/payroll costs. Property taxes slid down a bit in May and cash balances continue to run about \$250,000 below last year's level; tax bills have gone out in the mail and levels are on the upswing. The Selectmen thanked Mr. Ruggles for his detailed report.

5.3 Howard Epstein – Sagamore Road Complaints

Mr. Epstein represented the residents of Upper Sagamore Rd. which, in their opinion, is in desperate need of repaving. The paved portion of the road is narrow, there are washouts/breakups and the shoulders are unraveling. Mr. Epstein indicated it is a safety hazard for two cars to travel on the road at the same time, for pedestrians or for emergency vehicles. Mr. Epstein showed pictures of the road and asked why in June of 2015 they were told it would be done; now it is on the schedule for 2018. The Selectmen indicated that many of the roads in Gunstock Acres are in bad condition; the Town has been diligently working on them over the past few years. There is a road improvement plan that the Town is following that was created based on a number of variables. Public Works Director Peter Nourse explained the projects planned for 2016 and where the DPW was at in the road improvement schedule. Lengthy discussions ensued. At 7:50 PM Selectmen Gus Benavidez made a motion to accept public input at this time in the meeting; seconded by Dale Chan Eddy and passed with all in favor; Residents of Sagamore Drive Ms. Laurie Anderson (#208), Mr. Roger Andrews (#260) Mr. Tom Phillips (#112), Ms. Thelma Phillips (#112), all spoke in support. Mr. Alex Crawshaw also spoke on behalf of the Gunstock Acres Village Water District. Public input concluded at 8:10 PM. It was the consensus of the Board to put this item on their July 27, 2016 meeting agenda. This gives the Public Works Director time to finish a few large projects (minus Mountain Drive) and reevaluate how much money has been expended. It was also the consensus of the Board not to remove any roads from the plan for 2016. Town Administrator Scott Dunn also indicated there may be some surplus funds in the Sewer/Recycle Center line items. The Selectmen invited residents of Sagamore Road to attend the 07/27/16 meeting for an update.

6.0 OLD BUSINESS

6.1 2016 Wage Schedule

Town Administrator Scott Dunn discovered a few errors in the wage schedule that was approved on June 8, 2016 with an effective date of January 1, 2016. These changes have no effect on the minimum and maximum amounts. If approved as amended, the new wage schedule will not result in any additional wage changes that were not previously planned. Discussion ensued. Dale Chan Eddy made a motion to approve the amended 2016 Wage Schedule as presented with an effective date of January 1, 2016; seconded by Gus Benavides and passed with all in favor; (3-0).

7.0 NEW BUSINESS

7.1 Driveway Construction/Alteration Permit Application – Lockes Hill Road (Class VI)

The Department of Public Works received a request from Mr. George Wilmot to construct a 2nd driveway to his property. The second driveway will be located on the Class VI part of the Road behind a gate. Mr. Wilmot was present and spoke to the Selectmen. Discussion ensued. Dale Chan Eddy made a motion to approve the driveway permit for a 2nd driveway off the Class VI portion of Lockes Hill Road, contingent upon mutual agreement being signed by the home owner and Town Administrator to be recorded at the Registry of Deeds as otherwise provided in RSA 674:41; seconded by Gus Benavides and passed with all in favor; (3-0).

7.2 Pole License Petition – Cumberland Road

Dale Chan Eddy made a motion to approve and sign the pole license as presented; seconded by Gus Benavides and passed with all in favor; (3-0).

7.3 CAI Technologies Tax Map Update Contracts

Dale Chan Eddy made a motion to approve and sign the contract with CAI Technologies in the amount of \$4,000 for tax map maintenance; seconded by Gus Benavides and passed with all in favor; (3-0).

7.4 SOP 502 – Police Department

Dale Chan Eddy made a motion to approve SOP 502 Use of Force as presented; seconded by Gus Benavides and passed with all in favor; (3-0).

7.5 2016 Unlicensed Dog Warrant

Dale Chan Eddy made a motion to approve and sign the Unlicensed Dog Warrant as presented; seconded by Gus Benavides and passed with all in favor; (3-0).

7.6 Acting Highway Foreman Position

Town Administrator Scott Dunn reported that in the past, DPW has relied on volunteers to serve as a crew chief in the absence of the Highway Superintendent. This process became problematic over the years. Administrator Dunn gave the Board a copy of the Fire Department SOP for Temporary Service out of Rank (TSOR) as a model. This TSOR would only be when the Highway Superintendent was absent. This will all be done in house, although Administrator Dunn did state for the record that they could hire 5 more employees and still have plenty to do; resources are limited. Discussion ensued. Dale Chan Eddy made a motion to approve the establishment of an Acting Highway Foreman as presented and to authorize an in-house posting to solicit candidates; seconded by Gus Benavides and passed with all in favor; (3-0).

7.7 DPLU Copy Machine Lease Purchase

Town Administrator Scott Dunn said the purchase of a wide format printer is a budgeted item. Planning and Land Use Director, John Ayer sent this recommendation to the Board after extensive research. Discussion ensued. Dale Chan Eddy made a motion to authorize the lease purchase of an HP DesignJet T1300 wide image copy machine from Imtek Reprographics of Nashua, NH for \$13,055 over a 3 year term with estimated monthly payment of \$404.71 and a \$1 buyout, with a 2 year extended warranty for an additional \$1,950 to be paid up front as a lump sum; and to authorize the Town Administrator to execute the necessary contracts; seconded by Gus Benavides and passed with all in favor; (3-0).

8.0 OTHER BUSINESS

There was none.

9.0 PUBLIC INPUT

Taken earlier in the meeting (5.3); nothing further.

10. SELECTMEN'S ISSUES

Selectmen Dale Chan Eddy and Gus Benavides had no items to report. Selectman Grenier reported that for the fourth of July weekend, he will make several trips to Glendale to check on the trash. With the addition of more containers, etc, this should prove to be much better than last year after the holiday weekend. Selectman Grenier also asked about long pants vs. shorts for DPW and live streaming meetings. No decisions were made.

11.0 ADMINISTRATORS REPORT

Town Administrator Scott Dunn briefed the Board that a new generator will need to be purchased for the Radio Tower atop Mount Rowe. They need a permanent emergency generator and will start searching/seeking bids. Administrator Dunn was asked to sit on an interview panel for the hiring of a DPW Director for the Town of Moultonborough. There has been a complaint about the front doors at Town Hall not being handicap accessible via handicapped buttons. As this is a public building, it is something that the Town will budget for in 2017. A resident named Kris Lowe offered to donate flowers for in front of the Police Department and will also be plant them. The Police Department is very appreciative. The Selectmen were very pleased to hear this; they would like to send a thank you to Ms. Lowe expressing their appreciation.

12.0 NEXT MEETING

The next Selectmen's meeting will be on Wednesday, July 13, 2006 at 7:00 PM.

13.0 ADJOURNMENT

Selectman Eddy made a motion to adjourn the meeting at 8:32 PM; seconded by Selectman Benavides and passed with all in favor; (3-0).

Respectfully submitted,


Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the 13th day of July, 2016.

Attest:


Selectman Gus Benavides, Clerk