

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
JUNE 24, 2015
GILFORD TOWN HALL**

1.0 NON-PUBLIC SESSION (6:30PM)

At 6:30 pm, Selectmen Richard Grenier made a motion to enter into non-public session pursuant to RSA 91- A: 3, II, (c) to discuss a matter that may adversely affect someone's reputation; Selectmen Dale Eddy seconded. Motion carried on a roll call vote with all in favor; (3-0). Present were: Gus Benavides, Richard Grenier, Dale Chan Eddy and Town Administrator Scott Dunn.

The Board then recessed the non-public session to convene their public meeting at 7:00 pm. (3-0).

2.0 PLEDGE OF ALLEGIANCE

At 7:00 pm, Chairman Benavides convened the public meeting in the 1st floor conference room and led the assembly with the Pledge of Allegiance to the Flag.

Staff members in attendance were: Finance Director Geoff Ruggles, Public Works Operations Manager Mia Gagliardi, Police Lt. James Leach, Police Chief Anthony Bean Burpee, Deputy Fire Chief Bradley Ober, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

3.0 ANNOUNCEMENTS/PRESENTATIONS

Chairman Benavides read the rules of the meeting and then made the following announcements:

- 3.1 Independence Day Closures for the Town Offices 07/03/15 and 07/04/15. (The library and recycling center will be open Friday July 3rd and closed Saturday, July 4th).
- 3.2 Household Hazardous Waste Collection Day 07/25/15 from 8 AM to NOON
- 3.3 Island Clean up Day 07/25/15 @ Glendale Docks 8 AM – 1PM

4.0 REVIEW/APPROVAL OF MINUTES

- 4.1 June 10, 2015

Chairman Benavides asked the Board if there are any amendments to the minutes as presented. There were none. A motion was made by Richard Grenier to approve the June 10, 2015 minutes as written; seconded by Dale Eddy and passed with all in favor; (3-0).

5.0 CONSENT AGENDA

5.1 Approval of Previously Signed Documents (06/08/2015 thru 06/19/15)

Richard Grenier made a motion to approve the items previously signed during the period of June 8, 2015 through June 19, 2015 as listed; (attached hereto); seconded by Dale Eddy and passed with all in favor; (3-0).

6.0 APPOINTMENTS

6.1 Toby Reynolds, NHDOT - Culvert Replacement Project on Route 11A

Toby Reynolds and Kathy Corliss from the NHDOT did a presentation on two alternate options for road work on Route 11A during replacement of the culvert near the Alton Town line scheduled for September/October 2016 and requested feedback from the Board. The time frame on the closure option would be 2-3 weeks and the time frame for the traffic signal diversion would be 9 weeks. Both the Chief of Police and the Deputy Fire Chief were present and asked questions. The DOT said that there are no Town funds in this project. Discussions ensued. The Board would like to have a public hearing to hear from the residents along with notifying abutters and extending an invitation to the Town of Alton. The proposed date will be Wednesday, August 12, 2015 at 7:00 PM.

6.2 Geoff Ruggles – Finance/Assessing/Technology Department Update

Geoff Ruggles, Finance Director gave an update on the Finance Department, discussing payroll, payables, sewer billing, staffing and the completion of the 2014 audit. In the Assessing Office, they have transferred updated property values to the tax billings system and produced the first half property tax warrant. Lastly, the Windows XP upgrade in the Town Clerk tax Collectors Office has been completed and he is now preparing to upgrade the Windows Server 2003 software on one of the servers.

6.3 Geoff Ruggles – Monthly Financial Report

Mr. Ruggles gave the Board the monthly financial reports for the period ending May, 2015 along with previous year comparison. Mr. Ruggles reviewed the revenues, expenditures, property taxes and the cash flow projection. Tax bills were mailed out a couple weeks earlier this year resulting in an increase of \$700,000 in collections for the month of May.

7.0 OLD BUSINESS

7.1 2015 Road Improvement Plan

Public Works Director, Peter Nourse obtained an estimate of \$87,955 to shim and overlay Tate Road and an estimate of \$59,239 for a shim and overlay on Sagamore Road. He is recommending these projects be added to the 2015 list in lieu of Mountain Drive. If approved, the total estimated expenditure on roads this year will be

\$913,486.33 which should enable the Town to do a little extra work on Salt Marsh Pond Road in the absence of any other unanticipated needs. Mr. Alex Crawshaw, resident of Tate Rd. questioned whether the construction contractor that has been utilizing this road will be held responsible for damage to Foxglove and Barefoot Place. The construction firm is building two houses and ruining the road/shoulder by running their equipment back and forth between the two sites. Mia Gagliardi will reach out to that contractor tomorrow. Ms. Gagliardi also stated that if approved tonight, the work on Sagamore Road will begin tomorrow. Discussions ensued. Selectmen Grenier made a motion to approve the \$87,955 to shim and overlay Tate Road and \$59,239 for a shim and overlay on Sagamore Road. Selectmen Benavides brought up giving notice when such work is to be done. Mr. Crawshaw said that those notifications are very helpful so everyone involved is better prepared; Seconded by selectmen Eddy and passed on a roll call vote with all in favor; (3-0). There was consensus among the Board that they approve any surplus expenditure to determine the best option.

Town Administrator Scott Dunn reported that he received a petition today from the residents of Beacon Hill Rd. Mr. Dunn went and looked at the road and found it to be in relatively good condition. He noted it will be looked at as part of the 10 year road plan update process, but said he did not think it would be put on the list.

7.2 Police Station Expansion Project

Selectmen Grenier made a motion to accept the proposal of Ossipee Mountain Electronics for the purchase and installation of a Synergy 3 Dispatch console in the amount of \$27,620; seconded by Selectmen Eddy and passed with all in favor; (3-0).

Town Administrator Scott Dunn reported that they are still waiting for a proposal for the remainder of the dispatch center improvements from Ossipee Mountain Electronics. This will be tabled until the next meeting.

Selectmen Grenier made a motion to authorize amending the contract with Total Security from \$25,569 to \$31,410. The additional \$5,841 work is described in an "Installation Agreement"; seconded by Selectmen Eddy and passed with all in favor; (3-0). This money (\$5,841) will come from the Police Department budget.

7.3 Dead End Road Discontinuances

(a) Foxborough Road

There was discussion whether to declare the private driveway between Foxborough Rd. and the dry hydrant to be an emergency lane (vs. discontinue). There is a fire pond on that Road. Selectmen questioned whether the fire pond is usable in the winter. Deputy Fire Chief Bradley Ober said that there is not a lot of water in the pond. There was discussion. The Deputy Fire Chief will find out the depth of the pond and research the winter availability issue.

(b) Emerson Road

Town Administrator Scott Dunn suggested the Board vote to submit a warrant article as part of the 2016 Annual Town Meeting to discontinue this highway and the two alternatives to consider. Selectmen Grenier would like this to stay a Town Road. Selectmen Eddy discussed the issue with the present owner trying to sell the property. Discussion ensued. Selectmen Grenier made a motion that no action be taken at this time; seconded by Selectmen Eddy and passed with all in favor; (3-0).

(c) Wood Road

Town Administrator Dunn recommended the Board vote to submit a warrant article as part of the 2016 Annual Town Meeting to reclassify Wood Road from Class V to Class VI in its entirety. Selectmen Grenier made a motion to leave Wood Rd and Bickford Rd. Extension as is (keeping them a class V road); seconded by Selectmen Eddy for discussion. Discussions ensued. Selectmen Grenier withdrew the motion; Selectmen Eddy withdrew his second. Selectmen Grenier made a motion to submit a warrant article as part of the 2016 Annual Town Meeting to reclassify Wood Road from Class V to Class VI in its entirety; seconded by Selectmen Eddy and passed with all in favor: (3-0).

(d) Bickford Road Extension

Selectmen Grenier made a motion to allow this road to continue to be a class V road and leave as is; seconded by Selectmen Eddy and passed with all in favor; (3-0).

(e) Pinecrest Street

Town Administrator Scott Dunn recommends that no action be taken regarding any changes to the highway classification and Town road maintenance activities on Pinecrest Street. There was a consensus of the Board. No action will be taken.

7.4 LCHIP Project Agreement - Rowe House Improvements

Selectmen Grenier made a motion to approve the Project Agreement between LCHIP and Thompson-Ames Historical Society on behalf of the Town of Gilford and to authorize the Town Administrator to sign; seconded by Selectmen Eddy and passed with all in favor; (3-0).

7.5 Laconia Transfer Station MOU

Town Administrator Scott Dunn gave an overview on the history of this MOU agreement. Selectmen Grenier made a motion to approve the Memo of Understanding as written and to authorize the Town Administrator to sign; seconded by Selectmen Eddy and passed with all in favor; (3-0.)

8.0 NEW BUSINESS

8.1 Timberman Outdoor Special Event Application

Town Administrator Scott Dunn stated that an application was received for the 2015, 2016 and 2017 Timberman events. This has been reviewed and approved by all Department Managers. Selectmen Grenier made a motion to approve the Outdoor Special Event for the Timberman Triathlons as presented; seconded by Selectmen Eddy and passed with all in favor; (3-0).

8.2 Utility Pole Petition and License

Selectmen Grenier made a motion to accept the petition and approve the joint pole licenses for FairPoint Communication and Eversource Energy for replacement poles at Smith Cove Road and Roberts Road as submitted; seconded by Selectmen Eddy and passed with all in favor; (3-0).

8.3 Acceptance of Donations

Town Administrator Scott Dunn explained the reason that this \$3,900 check from Meadowbrook Farm, LLC is being presented as a donation is due to the fact that the MOU agreement between Town of Gilford and Meadowbrook Farm, LLC happened in May, making this \$3,900 revenue unanticipated for the 2015 budget. Every subsequent year, this will be included in the budget. Selectmen Grenier made a motion to accept the \$3,900 donation from Meadowbrook and to authorize the expenditure of those funds for their intended purpose of the Kimball Road pavement improvements; seconded by Selectmen Eddy and passed with all in favor; (3-0).

8.4 Acceptance of Police Forfeitures

The Board asked Police Chief Anthony Bean Burpee, to give an overview on information regarding the drug forfeiture money. Selectmen Grenier asked if there were restrictions and the Police Chief indicated he has a list. Selectmen Grenier made a motion to accept \$31,394.75 in drug forfeiture revenues and to authorize the expenditure of \$41,215.49 in total drug forfeiture revenues for their intended purpose as presented; seconded by Selectmen Eddy and passes with all in favor; (3-0).

8.5 Unlicensed Dog Warrant

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

8.6 Tax Map Update Contracts

Selectmen Grenier made a motion to approve and sign the CAI Technologies Tax Map Update contracts in the total amount of \$4,500 as presented; seconded by Selectmen Eddy and passed with all in favor; (3-0).

9.0 OTHER BUSINESS

There was none.

10.0 PUBLIC INPUT

There was none.

11.0 SELECTMEN'S ISSUES

Selectmen Grenier reported that the jail planning committee (for which he is the liaison) has formed a new committee; he has not been able to make the last few meeting but plans to. He attended the Solid Waste Committee Meeting with the Northeast Resource Recovery Association today. It was very informative. The Solid Waste Committee is looking into making changes in the removal of recyclables to cut down on costs.

Chairman Benavides asked the Deputy Fire Chief to come forward. With the recent boating fatality and with summer starting, he would like him to give a quick public safety update. Deputy Fire Chief Bradley Ober's advice to the public was to always wear their life jackets. The water temperature is still very cold. In addition, single person boating is not a good plan. Chairman Benavides then asked Police Chief Anthony Bean-Burpee to report on Motorcycle week. Police Chief said it went very well, there were no actual accidents in Gilford; there was one fatality in Gilmanton. There was a good proactive police force that meshed well with the public for a successful and safe event. The Chief also reported that Meadowbrook has been good thus far with minimal arrests. Meadowbrook has been working very closely with the Police Department. Lastly a reminder that the hands free law goes into effect on July 1, 2015.

12.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn announced that an Eagle Scout did some signage work at the Sarah Peck Park across from the library and it looks great. Administrator Dunn received a call from a tenant at the Airport regarding a tax deed; after returning calls, he has not had any response. Lastly, Administrator Dunn announced that the Executive Assistant was elected to the Safety Committee by her peers.

13.0 NEXT MEETING

Wednesday, July 8, 2015 at 7:00 pm.

1.0 NON-PUBLIC SESSION (6:30PM) continued

At 8:50 pm, Selectmen Richard Grenier made a motion reconvene the non-public session pursuant to RSA 91- A: 3, II, (c) to discuss matters that may adversely affect someone's reputation; Selectmen Dale Eddy seconded. Motion carried on a roll call

vote with all in favor; (3-0). Present were: Gus Benavides, Richard Grenier, Dale Chan Eddy and Town Administrator Scott Dunn.

Selectman Grenier made a motion to exit non public session at 9:05 PM and to seal the minutes; seconded by Selectman Eddy and passed on a roll call vote with all in favor; (3-0).

14.0 ADJOURNMENT

At 9:05 PM Richard Grenier made a motion to adjourn the meeting; seconded by Dale Eddy and passed with all in favor; (3-0).

Respectfully submitted,

Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the _____ day of _____, 2015.

Attest:

Selectmen Dale Channing Eddy, Clerk