

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
AUGUST 26, 2015  
GILFORD TOWN HALL**

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

At 6:30 PM, Selectmen Grenier made a motion to enter into non public session pursuant to RSA 91-A: 3, II (a) and (d) to discuss personnel issues and pending litigation; seconded by Dale Chan Eddy. 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 the non public session at 6:57 PM and seal the minutes; seconded by Selectman Eddy and passed on a roll call vote with all in favor; (3-0).

**2.0 PLEDGE OF ALLEGIANCE**

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

Staff members in attendance were: Finance Director Geoff Ruggles, Fire Chief Stephen Carrier, Deputy Fire Chief Bradley Ober, Police Chief Anthony Bean Burpee, DPW Operations Manager Mia Gagliardi, Public Works Director Peter Nourse, Library Director Katherine Dormody, Assistant Librarian Kayleigh Mahan, Board of Fire Engineers Chairman Bill Ackerly, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**3.0 ANNOUNCEMENTS**

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

3.1 Belknap County Public Safety Day is September 5, 2015 from 10 AM to 2 PM at Gunstock Recreation Area.

3.2 The Town will hold a public auction on tax deeded properties at the Town Hall on September 19, 2015 at 10:00 AM in the 1<sup>st</sup> floor conference room. There are four properties to be auctioned.

3.3 Ms. Susie Baird, a Representative for Liberty Mutual Insurance came to the podium for a presentation and acknowledgement of the Fire Mark Award to Gilford Firefighter Nick Proulx. Ms. Baird gave the background on the event that occurred on Easter Sunday in Massachusetts when a snowmobiler went through thin ice. Without hesitation, firefighter (off duty at the time) Nick Proulx grabbed a canoe, headed onto the thin ice and rescued a 20 year who would have died if not for his heroic efforts. Ms. Baird was present to commend and recognize Mr. Proulx for his bravery in this life saving act and she presented him with an award. Fire Chief Stephen Carrier, Deputy Fire Chief Bradley Ober, Fire Department Staff along with Town staff was present to congratulate Mr. Proulx. Selectmen commended Firefighter Proulx and acknowledged the caliber of employees that work for the Town.

#### **4.0 REVIEW/APPROVAL OF MINUTES**

##### **4.1 August 12, 2015**

Chairman Benavides asked the Board members if there are any amendments to the minutes as presented. There were none. Richard Grenier made a motion to approve the August 12, 2015 minutes as written; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

#### **5.0 CONSENT AGENDA**

##### **5.1 Approval of Previously Signed Documents (08/10/2015 through 08/21/2015)**

Richard Grenier made a motion to approve the items previously signed during the period of August 10, 2015 to August 21, 2015 as listed (attached hereto); seconded by Dale Eddy and passed with all in favor; (3-0).

#### **6.0 APPOINTMENTS**

##### **6.1 Katherine Dormody, Library Director**

Katherine Dormody, Library Director came before the Board to give her semi-annual Department Manger Report. Ms. Dormody introduced the Assistant Librarian Kayleigh Mahan to the Board. Ms Dormody reported that online renewals are up 54% over last year and they added 71 new cards for the month of July. They welcomed a new Library Assistant who is working part time at the moment but will go to full-time status by the end of September when they lose an employee who is moving. The repairs from the ice damage over the winter have been completed at the Library and now they are just waiting for improvements to the roof so that they won't get an ice dam again in that area. Ms. Dormody reviewed the September schedule to show the many events that are planned. Lastly, the new automation system is working very well. Chairman Benavides then asked Ms. Mahan to share a little bit about herself and her back ground. Selectmen thanked Ms. Dormody and Ms. Mahan.

##### **6.2 Geoffrey Ruggles – Finance Director**

Finance Director Geoffrey Ruggles gave the Board the monthly financial reports for the period ending July 2015 along with previous year's comparison. Mr. Ruggles reviewed the revenues, expenditures, property taxes and cash flow. The property tax collections rebounded in July. Collections for the current year were 95.8%; up nearly one percent over last year. Payments on delinquent taxes were also up nearly \$20,000 over collections last July. Cash levels have dropped below last year's levels with the Police Station addition and road construction projects in full swing however; there should be sufficient funds to cover expenses until tax bills are mailed. Selectmen thanked Mr. Ruggles for the update.

#### **7.0 OLD BUSINESS**

##### **7.1 Rowe House Stewardship Plan**

Town Administrator Scott Dunn presented the final plan as approved by LCHIP, Thompson-Ames Historical Society and the Public Works Director and is recommending approval and authorization to sign. Richard Grenier made a motion to approve the Benjamin Rowe House

Stewardship Plan as presented and to authorize the Town Administrator to sign; seconded by Dale Eddy and passed with all in favor; (3-0).

## 7.2 FY2016 Budget Presentations/Schedule

Town Administrator Dunn is looking for the Board to establish its date for all-day budget reviews. It was the consensus of the Board to meet on Thursday, September 24, 2015 for their budget work session from 8 am to 5 pm.

## 8.0 NEW BUSINESS

### 8.1 Town Engineering Services

Public Works Director Peter Nourse reviewed his memo and recommendations on the Selection of Town Engineering Services. There were 8 firms that responded to the RFP and 5 were selected for various disciplines. Mr. Nourse is recommending multiple vendors as listed. Mr. Nourse stated that the approach of having multiple firms for the Town to use is superior to having one Town Engineer. Richard Grenier made a motion to accept the recommendations of the Public Works Director contingent upon a mutually acceptable negotiation of fees per project basis; and further contingent upon approval of the Board of Selectmen for any contracts in excess of \$5,000; seconded by Dale Eddy and passed with all in favor; (3-0).

### 8.2 Proposed 2016-2025 Road Improvement Program

Public Works Director Peter Nourse presented the Proposed Gilford Pavement Program and explained the goals and some of the constraints in detail. Mr. Nourse indicated that this is a robust program and it is his goal to also crack seal 15 miles of roads per year. Discussion ensued. The Selectmen commended Mr. Nourse for a great job. Richard Grenier made a motion to approve the 2016-2025 Road Improvement Plan as presented; seconded by Dale Eddy and passed with all in favor; (3-0).

### 8.3 Police Department SOP's

Town Administrator Scott is recommending the Board approve the various Police Department SOP's as presented. Richard Grenier made a motion to approve the Police Department SOP number 304-A NCIC Wanted Persons, 304-B NCIC Validations, 304-C NCIC Usage and 305 Protective Orders, as presented; seconded by Dale Eddy and passed with all in favor; (3-0). The Board thanked Police Chief Anthony Bean Burpee for the work on updating these SOP's.

### 8.4 Request from Mason Conservation Commission – Northern Pass Opposition

Town Administrator Dunn explained that a package of materials has been submitted by Mr. Bob Dillberger of the Mason Conservation Commission. It was his understanding that the Gilford Conservation Commission took no position on this request. Discussions ensued and it was the consensus of the Board that they would not take a position or have the Town be involved.

### 8.5 NH-DOT Notice of Sale of Access Point

Town Administrator Scott Dunn gave the Board an overview on the letter from the State for the Sale of Access Point in Gilford and recommends that the Town declines the NHDOT offer to purchase a parcel of land, being a portion of Tax Map 213, Lot 94, and to direct the Town

Administrator to notify NHDOT of this decision. Richard Grenier made a motion for the Town to decline the NHDOT offer to purchase a parcel of land, being a portion of Tax Map 213, Lot 94, and to direct the Town Administrator to notify NHDOT of this decision; seconded by Dale Eddy for discussion; passed with all in favor; (3-0). It was noted that this outcome would facilitate the renewed private development of Airport Plaza.

#### 8.6 Utility Pole Petition & License – Stark Street

Town Administrator Dunn recommends approving the pole license for pole #331/21 1/2 as presented. Richard Grenier made a motion to approve the pole license as presented; seconded by Dale Eddy and passed with all in favor; (3-0).

#### 8.7 Request for Sewer Abatement

The Selectmen reviewed a request for a sewer abatement as explained by Town Administrator Scott Dunn. Richard Grenier made a motion to deny the request; seconded by Dale Eddy and passed with all in favor; (3-0).

### 9.0 OTHER BUSINESS

There was none.

### 10.0 PUBLIC INPUT

Chairman Benavides asked for any public input. There was none.

### 11.0 SELECTMEN'S ISSUES

There was nothing new to report.

### 12.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn updated the Board on the Police Station construction project and the need to tie heating pipes to the existing system. Upon further review, they have found that the system pipes are extremely corded and they have some leaks. Mr. Dunn is alerting the Board for the 2017 budget for improvements to replace the water pipes. In addition, the Town has been informed the old generator has too much capacity and will be too expensive to reuse at the DPW as previously planned. He will most likely be recommending the Board declare this unit as surplus to be sold, but doing so will mean there is a need to budget for a new DPW generator in FY2016. Today was the last day that the Town Beach has lifeguards and the last community Band show will be at Old Home Day. The Town received a refund payment of \$126,455.85 from the Health Insurance Trust, but there will need to be a public hearing (for the retirees portion) and Board approval of credits given back to existing employees.

### 13.0 NEXT MEETING (September 9, 2015)

### 14.0 ADJOURNMENT

At 7:59 PM Richard Grenier made a motion to adjourn the meeting; seconded by Dale Eddy and passed with all in favor; (3-0).

Respectfully Submitted,

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Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

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Selectmen Dale Channing Eddy, Clerk