

**TOWN OF GILFORD  
BOARD OF SELECTMEN'S MEETING MINUTES  
January 24, 2018  
7:00 PM  
GILFORD TOWN HALL**

**1.0 PLEDGE OF ALLEGIANCE**

At 7:00 pm, the Chairman convened the public session of the Board of Selectmen's meeting in the 1<sup>st</sup> floor conference room and led the assembly in the Pledge of Allegiance to the Flag. Board members in attendance: Selectmen Dale Channing Eddy and Richard Grenier. Selectman Gus Benavides was absent.

Staff members in attendance: Police Chief Anthony Bean Burpee, Fire Chief Stephen Carrier, Finance Director Glen Waring, Town Clerk-Tax Collector Denise Gonyer, Public Works Director Jason Hayden, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

**2.0 ANNOUNCEMENTS/PRESENTATIONS**

The Chairman read the rules of the meeting and announced the filing period for Town and School Offices is January 24, 2018 – February 2, 2018. The School Deliberative Session will be Tuesday, February 6, 2018 at 7pm at Gilford High School and the Town Deliberative Session will be Thursday, February 8, 2018 at 7pm at the Gilford High School.

**3.0 REVIEW/APPROVAL OF MINUTES**

Selectman Eddy asked if there were any changes to the minutes. There were none. Selectman Grenier made a motion to approve the minutes of 01/10/18 as presented; seconded by Selectman Eddy and passed with all in favor; (2-0).

**4.0 CONSENT AGENDA**

Selectman Grenier made a motion to approve the items previously signed during the period January 8, 2018 through January 19, 2018 as listed (attached hereto); seconded by Selectman Eddy and passed with all in favor; (2-0).

**5.0 APPOINTMENTS**

5.1 Town Clerk - Tax Collector Denise Gonyer announced the filing period for Town and School Officers is open from 01/24/18 to 02/02/18. Ms. Gonyer said the computer conversion that the TC-TC office, Finance and Appraisal has been going through is working well. It was the first change in 30 years. Ms. Gonyer has been working with Finance Director Glen Waring on reports, reporting, receipts and they have issued the first sewer warrant for 2018. Ms. Gonyer said this was good effort from Finance, Appraisal and Town Clerk Tax collectors Offices. Ms. Gonyer discussed staff training, the new telephone system and new paint at Town Hall. Ms. Gonyer discussed the Budget Committee zeroing out her meeting and dues budget, which is also her training budget and her displeasure with the process of how it was handled. Discussion ensued. Ms. Gonyer answered the Board's questions and they thanked her for the update.

5.2 Finance Director Glen Waring gave an update on monthly financials. Mr. Waring reviewed cash flow and stated that the preliminary 2017 Total revenues are \$5,969,581 as

compared to NH-DRA revised estimated revenues of \$5,926,479 resulting in approximately \$43,000 of unanticipated revenues collected. The preliminary 2018 total operating expenditures are \$14,454,190 as compared to the budgeted expenditures of \$14,865,160, which will result in approximately \$411,000 of operational savings. \$315,000 general fund operational savings and \$95,000 from Sewer Fund Operations. Property tax collection for 2017 was above 95% collected. As of 12/31/17, the Town has also collected \$2,094,665, of deposits towards future taxes. As of 01/23/2018, that number is at \$2,110,577. Mr. Waring answered the Board's questions and they thanked him for the update.

## **6.0 OLD BUSINESS**

6.1 FY2018 Budget: Town Administrator Scott Dunn explained that although he still does not have the final numbers from the Budget Committee, there have been a few small adjustments to the Selectmen's budget and he explained in detail. Revenues for the DPW Excavator (\$50,000) were found in two places and fixed. This fix reduced the estimated "voted from surplus" revenues by \$50,000, which was then offset by adding \$50,000 to the "transferred from surplus" revenue line item. Town Administrator Scott Dunn and Finance Director Glen Waring then found that by adding another \$50,000 to this revenue item, the estimated tax rate dropped below \$5.00. They agreed that by reducing fund balance by a total of \$647,746. Both also felt that the current estimate of 2% growth in the assessed valuation is very conservative so any increases can be offset by reducing the amount to come from fund balance with a goal of only using the amounts actually voted. Discussion ensued. Selectman Grenier made a motion to change the estimated revenues from \$6,163,317 to \$6,213,317 as presented; seconded by Selectman Eddy and passed with all in favor; (2-0).

6.2 FY2018 Default Budget (MS-DBT): Town Administrator Scott Dunn reviewed the 2018 MS-DTB Default budget for 2018 with the Board. Discussion ensued. Selectman Grenier made a motion to establish the Default Budget amount at \$12,648,499; seconded by Selectman Eddy and passed with all in favor; (2-0).

6.3 2018 Annual Town Meeting Warrant: Town Administrator Scott Dunn said the Town Attorney has reviewed the draft warrant and NH-DRA with a few changes made. The Board needs to schedule a meeting after the Budget Committees meeting tomorrow night so that they can sign the warrant. Discussion ensued. The Board will meet on Friday, 01/26/2018 at 4:30 pm. Town Administrator Scott Dunn was also contacted regarding the consideration of adding Keno on the ballot. This was not a citizen's petition but rather an item that came from a meeting the Town Administrator had. It was the consensus of the Board to wait and see what happens and have conversations in 2018 and maybe it might be a consideration (or citizen's petition) in 2019.

6.4 Police K-9 Out-of-State Training: Police Chief, Anthony Bean Burpee provided additional information as requested by the Board for costs associated with out of state K-9 handler training. Selectman Grenier made a motion to approve the out-of-state travel for K-9 training purposes as presented (Jan 26-28, 2018 plus the 42 days of meals, etc.); seconded by Selectman Eddy and passed with all in favor; (2-0).

6.5 Conveyance of Real Property: Town Administrator Scott Dunn presented two quitclaim deeds to the Board. Selectman Grenier made a motion to approve and sign the two quitclaim deeds conveying tax deeded property to the abutters as presented; seconded by Selectman Eddy and passed with all in favor; (2-0).

6.6 \$950,000 Loan Agreement with Bank of New Hampshire: Town Administrator Scott Dunn presented the board with the Government Certificate for signature and approval for

\$950,000. Discussion ensued. Selectman Grenier made a motion to approve and sign the \$950,000 loan agreement with the Bank of New Hampshire for improvements to the Recycle Center as presented; seconded by Selectman Eddy and passed with all in favor; (2-0).

## **7.0 NEW BUSINESS**

Town Administrator Scott Dunn said that he would have an insurance check to present to the Board for approval at their next meeting for the dugout repairs.

## **8.0 OTHER BUSINESS**

There was none.

## **9.0 PUBLIC INPUT**

Chairman Eddy asked for public input. There was none.

## **10.0 SELECTMEN'S ISSUES**

Selectman Grenier discussed that he would like to reinstate the Solid Waste Committee. With the new facility project coming, the committee would be an asset in generating policies fees, and citizen involvement to name a few. Selectman Eddy liked the idea and would like citizen involvement. Town Administrator Scott Dunn will advertise for positions on that committee. Selectman Eddy thanks the Department of Public Works for their work on removing branches, etc. from roadways where the heavy ice brought down tree limbs etc. into roadways.

## **11.0 ADMINISTRATOR'S REPORT**

Town Administrator Scott Dunn reported that the Town's heating and cooling system project along with the telephone system project have been completed. He is happy with both. Administrator Dunn also said that the Department of Public works is still short two drivers and one laborer; they have been short staffed 24/7 and are tired and exhausted. There were ice storms two nights in a row. He encouraged citizens' to apply for the open positions. Town Administrator Dunn also reported the Zoning Board of Adjustment (ZBA) is also in need of alternate members and asked citizens to volunteer.


## **12.0 NEXT MEETINGS**

The next meeting of the Board of Selectmen will be Wednesday, February 14, 2018 at 7pm.

## **13.0 ADJOURN**

With no further business to come before the Board, Selectman Benavides made a motion to adjourn at 7:35 pm; seconded by Selectman Grenier and passed with all in favor; (3-0).

Respectfully submitted,

  
Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 14<sup>th</sup> day of February, 2018.

Attest:

  
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Selectman Richard Grenier, Clerk