

**GILFORD BOARD OF SELECTMEN'S MEETING**  
**December 3, 2014**  
**Town Hall**

The Board of Selectmen convened in a regular session on Wednesday, December 3, 2014, at 7:00 p.m., at the Gilford Town Hall, 47 Cherry Valley Road, Gilford, NH. Selectmen present were John O'Brien, Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn.

Staff members in attendance included Finance Director Geoff Ruggles, Director of Public Works Sheldon Morgan, DPW Operations Manager Mia Gagliardi, Highway Superintendent Brian DeNutte, Police Chief Anthony Bean Burpee, Police Lieutenant Jim Leach, Fire Chief Steve Carrier and Executive Secretary Sandra Bailey.

- 1. Non-Public Session – 6:30 P.M.** – Selectman Benavides moved to enter non-public session at 6:00 p.m., pursuant to RSA 91-A:3, II, (a) to discuss personnel matters. Selectman Grenier seconded. Motion carried on a roll call vote with all in favor. Present were John O'Brien, Gus Benavides and Richard Grenier. Also present was Town Administrator Scott Dunn.

Selectman Benavides moved to exit non-public session at 7:00 p.m. and seal the minutes. Selectman Grenier seconded. Motion carried on a roll call vote with all in favor.

- 2. Pledge of Allegiance** – Chairman O'Brien led the assembly in reciting the Pledge of Allegiance.

- 3. Announcements/Presentations**

- 3.1.** Chairman O'Brien read the rules of the meeting and then announced that the Candlelight Stroll will be held on Saturday, December 13, 2014 from 5:00 - 7:00 p.m., with Belknap Mountain being closed to traffic. The snow date is Sunday, December 14, 2014.

- 4. Review/Approval of Minutes**

- 4.1.** Selectman Benavides moved to approve the minutes of November 12, 2014, as presented. Selectman Grenier seconded. Motion carried with all in favor.

- 5. Consent Agenda**

- 5.1.** Selectman Benavides moved to approve the previously signed documents for the period November 10, 2014 through November 26, 2014 as listed. Selectman Grenier seconded. Motion carried with all in favor.

<u>DOCUMENT DATE</u>	<u>DOCUMENT</u>	<u>MAP/LOT #</u>
07/03/14	Change of Status - Dion DeCarli	
08/26/14	Change of Status - K. Horan	
08/30/14	Change of Status - O'Connor	
09/19/14	Change of Status - LeClaire	
10/05/14	Change of Status - Callahan	
10/15/14	Payroll Register	
10/21/14	Change of Status - Ober	
10/23/14	Accounts Payable Manifest	

10/27/14	Change of Status - Polichronopoulos	
10/28/14	Change of Status - King	
10/28/14	Payroll Register	
10/29/14	Payroll Register	
11/03/14	Payroll Register	
11/03/14	Change of Status - Lavery	
11/04/14	Change of Status - Jarvi	
11/10/14	Payroll Register	
11/11/14	Accounts Payable Manifest	
11/12/14	Abatement - Nelson(3)	224-074.003
11/12/14	Veteran's Tax Credit - Cameron	239-003.000
11/12/14	Veteran's Tax Credit - Moody	214-035.000
11/12/14	Veteran's Tax Credit - Callahan	252-016.276
11/12/14	Payroll Register	
11/12/14	NOITC - Carr	202-001.000
11/12/14	Veteran's Tax Credit - Tougas	265-003.000
11/12/14	Veteran's Tax Credit - Zbinden	216-096.100
11/14/14	Tax Collector's Warrant - 2nd Issue 2014	
11/25/14	Payroll Register	

## 6. Appointments

**6.1. Sheldon Morgan – Department of Public Works Update** – Director Morgan advised the Board that DPW Operations Manager, Mia Gagliardi, will be providing the update to the Board.

She began her update by reviewing the three drainage projects that were completed this year – Cat Path, Old Lakeshore Road and Forest Avenue. There is still a little “buttoning up” that needs to be completed in the spring. Also covered in her update were various paving jobs that were completed during 2014.

Operations Manager Gagliardi then reviewed equipment purchases during the year and advised the Board that the construction of the Recycle Center Building is currently underway at Building Trades in Concord.

Brian DeNutte has been doing very well in his position of Highway Superintendent and a Sewer System Technician is in the process of being hired, with the hopes of having the candidate start in early January.

Selectman Benavides thanked the entire DPW crew for working during the recent snowstorm and power outage over the Thanksgiving weekend.

The Board thanked Operations Manager Gagliardi for her update.

## 7. Old Business

**7.1. Solid Waste Fee Schedule Amendment/Schedule Public Hearing** – The Board concurred to hold a public hearing on Wednesday, December 17, 2014 as proposed.

**7.2. FY2015 Budget** – Selectman Benavides moved to recommend a FY2015 budget in the amount of \$12,344,837. Selectman Grenier seconded. Motion carried with all in favor.

Selectman Benavides moved to approve the FY2015 Default Budget in the amount of \$11,554,933. Selectman Grenier seconded. Motion carried with all in favor.

- 7.3. Personnel Policy Amendments** – Town Administrator Dunn stated that the issue of being able to smoke in Town vehicles is still unresolved. For some Department Managers, it is a matter of fairness to other employees working long shifts, as well as creating a very unpleasant working environment. Because of this, he has presented the Board with two alternatives regarding smoking in Town vehicles.

Selectmen Grenier and Benavides stated that they would like to keep their original position to allow smoking in vehicles by DPW employees who are plowing for an extended period, which is part of Draft #2b.

Selectman Benavides moved to approve the Personnel Policy Amendments as presented in Draft #2b, to be effective January 1, 2015. Selectman Grenier seconded. Town Administrator Dunn did point out that if there is a non-smoking passenger in a vehicle, under this amendment, the driver is not permitted to smoke. Motion carried with all in favor.

- 7.4. Police Station Improvements – Construction Contract Award** – Town Administrator Dunn stated that he is looking for the Board to schedule a meeting next week to go over the proposals that were submitted. He has asked the two lowest bidders to come back to the Board with a revised proposal that does not exceed \$1,213,000. The Board concurred to meet on Tuesday, December 9, 2014 at 4:00 p.m. in the Selectmen’s Office.

- 7.5. Road/Traffic Sign Issues – Gunstock Acres** – Chairman O’Brien inquired if the *Stop Ahead* signage was required. Chief Bean Burpee replied that it is an appropriate warning when installing a new stop sign, as well as having a *Yield Ahead* sign for a new yield sign. It adds an additional layer of safety to the intersection. The Board concurred to hold a public hearing on Wednesday, December 17, 2014.

- 7.6. Policy Governing “Written Authorization” for Liquor Licensees** – Town Administrator Dunn stated that the proposed ordinance has been review by two legal firms, both of which have advised that the Town no longer regulate adult entertainment, which is protected by the First Amendment of the Constitution. Rather, the Town needs to focus on written authorization only, which is tied to zoning and fire safety compliance. Since Town Administrator Dunn is still awaiting additional legal feedback, the Board concurred to table this matter.

- 7.7. Regional Animal Control Officer Agreement** – Selectman Benavides moved to approve the Intermunicipal Agreement for a Regional Animal Control Officer as presented, and to authorize the Town Administrator to sign on behalf of the Town. Selectman Grenier seconded. Motion carried with all in favor.

**7.8. Tax Deeded Properties**

(a) Selectman Benavides moved to convey Units 2 and 38 at 343 Old Lakeshore Road to the Old Lakeshore Cooperative, for \$1 each and to sign the deeds as presented. Selectman Grenier seconded. Motion carried with all in favor.

(b) Selectman Benavides moved to accept the bid of \$8,500 from Red Hill Tree & Excavating for the removal and proper disposal of a tax deeded mobile home. Selectman Grenier seconded. Motion carried with all in favor.

## **8. New Business**

**8.1. DPW Director Retirement/Recruitment/Revised Job Description** – Selectman Benavides moved to accept the retirement of Sheldon Morgan as Director of Public Works effective December 27, 2014 with much thanks and appreciation. Selectman Grenier seconded. Motion carried with all in favor.

Selectman Benavides moved to approve the revised job description for Public Works Director, as presented. Selectman Grenier seconded. Motion carried with all in favor.

Brief discussion ensued regarding a hiring panel, with Selectman Benavides recommending that former Selectman Kevin Hayes be invited to participate. Selectman Grenier stated that he would like to serve on the panel and Chairman O'Brien also expressed interest but was not sure if he would be back from vacation in time to do so.

Selectman Benavides asked Highway Superintendent DeNutte if he was aware of the opinion of the DPW crew in having one of them serve on the panel. Superintendent DeNutte stated that he did not know. He further stated that if asked, he would be willing to serve on the panel.

**8.2. Utility Pole License** – Selectman Benavides moved to approve the utility pole license for Morrill Street as presented. Selectman Grenier seconded. Motion carried with all in favor.

**8.3. Request to Cut Timber on Town Property** – Dr. Dion stated that they would like to be able to restore the view that they originally had 14 years ago when they purchased the property. He will have the trees cut by a local contractor at his own expense. Selectman Benavides stated that he would definitely support this request, but it needs to be handled in an appropriate manner. Selectman Grenier also agreed.

Selectman Benavides moved to accept the request to cut timber on Town property. Selectman Grenier seconded. Chairman O'Brien pointed out that the deed to the Town property has specific language regarding tree cutting. Motion carried with all in favor.

**8.4. Belknap County Commissioner's FY2015 Budget Proposal** – Town Administrator Dunn stated that this is the Commissioner's budget proposal, and he anticipated the final budget will be different than this. Brief discussion ensued.

**9. Other Business** – none.

**10. Public Input** – none.

**11. Selectmen's Issues** – Selectman Benavides and Chairman O'Brien briefly discussed their upcoming travel plans. Chairman O'Brien stated that the only meeting he will miss is

December 17<sup>th</sup>. The Board concurred that it would not be necessary to hold an additional meeting at the end of December.

Selectman Grenier stated that the Jail Planning Committee has been indefinitely suspended.

- 12. Administrator's Report** – The Town has been notified that the Thompson Ames Historical Society has been awarded an LCHIP Grant in the amount of \$26,199 for the Rowe House roof. He will be attending an official ceremony tomorrow.

The position of Truck Driver is currently being advertised, due to a resignation.

There has been no progress with LRPA to meet the criteria that the Board has set in place for funding. However, a copy of the budget has been received.

An ergonomic study has been conducted in the Town Clerk/Tax Collector's Office. Town Administrator Dunn stated that although he has not seen the report, he understands that it contains recommendations for the Town to make some modifications to alleviate problems with repetitive motion.

Town Administrator Dunn has met with RJ Harding of Meadowbrook and learned that it is his intention to come before the Board at a future date to discuss the proposed signage.

- 13. Next Meeting** – December 17, 2014.

- 14. Adjournment** – With no further business before the Board, the Board of Selectmen's December 3, 2014 meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Richard Grenier  
Clerk