

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 13, 2019 – 5pm

Town Offices

The Board of Selectmen convened in regular session; in attendance were Selectman Tom Salatiello, Selectman Jim Dick and Selectman John Olmstead. Town Administrator, Trisha Stafford was also present.

Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

New Business

Budgets for BOS Recommendation

Library -Marcia Haigh went over the Library's budget along with Carol Raymond and David Adams, Library Trustees. There were no significant changes to the draft budget that was presented during the Budget Committee/Selectboard joint meeting. The current budget presented to the Selectboard included the pay matrix adjustment approved by the Selectboard and a step increase based upon merit. Selectman Salatiello asked if they put any consideration into Sanbornton's 250th anniversary and putting more money into their budget for special events to celebrate. Chair Olmstead said that it would be up to the Library Trustees to determine if they wanted to budget for more. Marcia said that they have spoken with the 250th committee and feel that what they have allocated for the event will be sufficient. **Motion** was then made by Chair Olmstead, to accept and approve the Library's FY21 budget in the amount of \$161,813. Selectman Salatiello **seconded** the motion; all in favor, motion carries.

Fire Department - Chief Paul Dexter updated the previously submitted draft budget to reflect pay matrix adjustment approved by the Selectboard he also made an adjustment to narrative to reflect \$19,000 for vehicle maintenance. Chief made note that he did not include any step increases for the call employees; recommending a step for full-time employees after a successful review. Selectman Dick inquired about the proposed Administrative Assistant step and grade. Chief Dexter said he did update that proposed position's step and grade to encompass the extra duties. He made note that he did present the pilot administrative position to the BOS in April 2019 with no feedback. He went on to detail how he is better able to serve the community with the addition of the Administrative Assistant; he has been able to be out on the road more, enforcing codes and doing inspections. He also outlined the duties of the Administrative Assistant; and how it impacts the rest of the department and her retirement system implications. He also made note of the computer replacement change; he did not change the amount as the schedule would allow for monitor and keyboards and not computers. Selectman Salatiello asked if the addition of the Administrative Assistant would alleviate any issues he had impeding getting payroll into finance timely. Chief Dexter said that it does alleviate that pressure. **Motion** from Selectman Dick to approve the Fire Department budget of \$530,088 **second** by Selectman Salatiello. All in favor; motion carries.

Forrest Fire, Emergency Management and e-911– has been level funded with no adjustments. Chief Dexter went over how mutual fire aid works with member towns and why certain lines have been left open for instances of unanticipated mutual aid working with the State as well as the Department of Revenue. Under the emergency management line; he was

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tracking grant money, and may need to make changes going forward for next fiscal year. The signage fees need to reflect the money outgoing; while we get money back. Selectman Dick made a **motion** to approve the FY21 budget of \$2,023 **seconded** by Chair Olmstead. All in favor, motion carries.

Police Department – The BOS decided to consider the Police Department's Budget as there were no changes to the budget from the joint BOS/Budget Committee Meeting. The only changes were to the wages of the employees. The BOS decided to keep the warrant articles separate as they need to be a vote of the legislative body. There was a **motion** from Chair Olmstead to accept and approve the FY21 Police Department budget of \$513,431, **seconded** by Selectmen Dick and Salatiello, all in favor; motion carries.

Tax Deeding – Tabled until 11.20.2019 meeting.

Old Business

TA Stafford checked with the auditors as to where the unanticipated funds received from the State of New Hampshire were to be put for accounting purposes. It was put into a revenue account; 013353.100 called Other State Grants.

Town Administrator's Report – TA Stafford went over some correspondence from Tara Stewart at 12 Davis Road in regards to complaints she has made with the Selectboard's Representative to the Planning Board, Planning Board meetings held on 11.6.2019 and 11.7.2019; as well as Selectboard Meeting held on 10.30.2019. TA Stafford also had correspondence from abutters; Richard and Clare Mills from 21 Davis Road in regards to the Planning Board Hearing that occurred on 10.17.2019. As well as a subsequent complaint received on 11.12.2019 from Tara Stewart requesting that the BOS appeal the Planning Board's decision to have a rehearing. TA Stafford wanted the BOS to review the complaints and receive feedback and/or resolve on the issues. Stewart is asking the validity of the planning board to have a rehearing. She stated there is not a current statute that allows for a rehearing; that it should have been resolved at the Belknap County Court level; if they decide that process was not followed, Belknap County Court would then throw it back to the Planning Board for rehearing. Tara Stewart said that she believes that the rehearing is due to personal positions of the Planning Board members not the new information posted on the hearing notice. Debra Schneckloth maintained that the Planning Board does have the discretion to rehear it and it is for the benefit of the Town, the applicant and the abutters. She as the Chair of the Planning Board felt the vice-chair should have recused himself; as he chose not to recuse himself it put the hearing in jeopardy. Debra thought in lieu of going to court and after speaking to the planning board attorney, town's attorney and the New Hampshire Municipal Association; that it would be best to settle it at the Town level and save more attorney fees. She referenced a previous hearing where a planning board member who also voted at the Zoning Board recused himself; thus, prompting to re-hear this site plan. Stewart asked why it also stated new information if it was a process issue. Debra Schneckloth went into how and why that new information came to light whilst researching the particulars of the case. There was more discussion around occupancy, state fire and building codes, and site plan reviews. Tara Stewart

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maintains that she was following the process outlined by the Zoning and Planning Boards. That the members of the Planning Board are not following the rules and regulations set forth in their guidelines and she has concerns that an unbiased decision will be rendered. TA Stafford, in response to one of the complaints made by Tara Stewart, maintained that the Planning Board is within its rights to rehear the site plan application. Selectman Dick noted the other timely issue is that of recusal of board members; and it would be at the Planning Board level at that time as it pertains to RSAs 673:14 and 500 A:12. It would be up to the Members to reflect on the intent of recusal and do the right thing; knowing they are formally being put on notice asking for their recusal. Dialog ensued about recusal. Questions around the Planning Board's meeting and whether or not a quorum was needed. TA Stafford can be heard on the tape from 11.6.2019 asking Chair Olmstead to go to the Life Safety Building as he is needed for a quorum; Chair Olmstead noted that a quorum was not needed for him to be there, he needed to be there as the Selectboard Representative and the statute requires a BOS member be present. TA Stafford asked about Mr. Mills' complaint and how it effects the upcoming scheduled hearing; Selectman Dick said that it was appealed inappropriately and should have been brought to the Zoning Board or Selectboard or Superior Court. It was decided that the Planning Board Guidance document will be put on the Town's website for everyone's benefit. It was also decided that all letters to the Planning Board should be read in full for the record. TA Stafford then asked if Tara Stewart's concerns or complaints have been answered; Tara said that no, they have not but there is no process for such complaints.

Selectmen's Report

Chair Olmstead – Finalized the budget for the Recreation Commission; and mentioned that the new Recreation Director will be looking for guidance on a new hire. Chair Olmstead noted that while at the NHMA conference he received information on whether or not the site plan approval goes with the person or the property and it was confirmed that the site plan approval goes with the property not the owners.

Selectman Dick – the Building Committee schedule has been planned out through the end of this year; they are going to look inside town office on Thursday to determine the needs and see the parts that aren't open to the public. The Building Committee is looking to do a survey to see what the community would be interested in as far as building needs for town offices. The Capital Improvement Committee met as well; they looked at the CRFs for projects and the sums of FY21 with the proposed modifications to the Life Safety Building. The CIP committee will recommend the upgrades to the Life Safety Building and then start to build up the CRF for capital building projects in FY22.

Selectman Salatiello – nothing new to report.

Authorization Signatures: Payroll and Accounts Payable Register

Chair Olmstead announced that the BOS is signing the following checks; \$14,207.51 to Granite State Minerals, \$6,613.92 to Pike Industries, \$8,786.52 to Northeast Tire Service and \$633,273 to Belknap County.

Review & Approve Minutes

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BOS Meeting 11.6.2019 - Members of the Board reviewed the draft meeting minutes of November 6, 2019. **Motion** to approve the 11.6.2019 Draft Meeting Minutes, with any corrections, made by Chair Olmstead, **seconded** by Selectman Dick. All in favor; motion passes.

Selectman Dick asked about having other recording clerks come in; TA Stafford said that she has not had the opportunity to look at the job description for the former Recording/Selectboard clerk. Discussion around the scheduling of the BOS meeting dates and times. Selectman Dick said it would be similar to the current summer schedule. Selectman Salatiello said there a lot of things that the Town Administrator can take of the plates of the BOS to lighten the load of the BOS, the Town Administrator and the Department Heads. The Selectboard agreed that starting in December, the Board will meet on the first and third Wednesdays, with adjustments for any month with unusual circumstances like holidays or five Wednesdays. The hours will be updated on the Town website and the sign at the Town Office.

Adjournment – Selectman Salatiello made a **motion** to adjourn the meeting at 7:15 p.m. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

Next Meeting(S) – The Selectmen will hold their regularly scheduled meeting on **Wednesday, November 20, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

(These minutes are in draft form and are subject to review & approval at the next regularly scheduled Selectmen's meeting. Meeting minutes are not official unless they are viewed on the Town's web-site www.sanborntonnh.org or are on file with the Town Clerk.)

Selectman's Clerk _____
Approval Date 11.20.2019