

SANBORTON BOARD OF SELECTMEN'S MINUTES

November 20, 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

Town Clerk/Tax Collector – Town Clerk/Tax Collector Julie Lonergan presented the Clerk/Collector and Election Budget to the BOS. Selectman Dick asked about the plus and minuses on the TC/TC budget. Some of the formulas need to be updated and include what was reflected in the narrative. Selectman Dick asked about the postage line; to include the tax bills; thinking tax bills were separate. TC/TC Lonergan said that includes all the postage subsequent to regular mailings to the State of New Hampshire, to include dog registrations and sewer billing. Selectman Dick asked about the software maintenance, if they are annual costs. TC/TC said that number includes the potential for a tax kiosk. Avitar bills on a rolling year calendar. Julie said the State requires a certain type of printer and hers are at the end of their life, the state is no longer kicking in money for replacement printers.

Selectman Dick asked about the Neopost machine that has not been used and was determined to not be necessary; TA Stafford re-affirmed that we would have to specifically not appropriate the funds for that machine. The official minutes should reflect that the BOS will not appropriate money in the FY21 budget for the Neopost mail machine. TA Stafford had a question on the Information Technology line; if it was for ongoing maintenance on the computers in the TC/TC office. Chair Olmstead asked why the general supply went from \$1,600 to \$200 and if it was cutting the line too short. Julie explained her rationale behind moving the allocations around to better reflect the appropriate lines. She anticipates the lines for next year's budget to be a better reflection of true costs and will come down especially as we better use the computers and applications we have currently.

Selectman Salatiello mentioned it would be helpful to put an ad in the paper to advertise which positions will be coming open for people to file for and what the sign-up process to run for offices.

Motion was then made by Chair Olmstead, to accept and approve the Town Clerk/Tax Collector's FY21 budget in the amount of \$122,493. Selectman Dick **seconded** the motion; **all in favor**, motion carries.

Elections – There is quite an increase to the election budget due to three elections coming up in the next budget cycle. Julie went over what staffing she would need for the elections. She

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looked over what was spent historically and feels that the increase would cover everything and she would be able to stay within the budget. Julie is going to reach out to some of the ballot clerks. Motion to approve the FY21 Election budget at \$10,324 made by Chair Olmstead; seconded by Selectman Dick. **All in favor**; motion carries.

Highway Department – Highway Johnny VanTassel presented his budget to the Selectboard. He noted that he made one change from the budget committee workshop; he added \$1,000 to the crack-sealing line and updated the payroll. Selectman Dick asked Director VanTassel to explain the Highway Block Grant; Director VanTassel said it looks like he is requesting more money than he is actually getting. It comes from the State of New Hampshire; broken down according to how many miles of roads a town has. Sanbornton gets a fair amount of block grant; it went from \$136,000 to \$143,000 due to taking over Lower Bay Road. Selectman Salatiello said that we are required to appropriate the money and then it gets offset, so it is a net zero. Director VanTassel said the \$143,000 has to be subtracted from the overall budget. Director VanTassel said the grant cannot be spent on just anything, it has to be earmarked for the roads specifically or occasionally a piece of equipment to help maintain the roads. TA Stafford asked what happens if it doesn't get used? Director VanTassel said he spends all that money first so that it does not lapse.

Motion from Selectman Olmstead to approve the Highway Department budget of \$954,683 **second** by Selectman Dick. **All in favor**; motion carries.

Transfer Station– Transfer Station Manager Nate Douglass went over the Transfer Station Budget to the BOS. Chair Olmstead talked about the changes to the propane; its an increase. Nate went over the contract services; the information he has been getting from the Department of Environmental Services and NRRA that increases are coming and they will be large. Dirty single stream is costly, resulting in an increase of \$30,000. The contract services line is uncertain given the different changes to trucking and Casella's contract. Nate upped the equipment purchase line to \$2,000 to purchase a floor scale so that when or if we start bailing again, we can weigh our own bales to have a tracking system for what we are getting billed for. We would need 1-2 fifty-foot trailers. We would be able to apply for a grant from New Hampshire the Beautiful; but a matching grant might be better spent on a larger purchase. Selectman Dick asked about the fees collected; asking if it went into a general fund? Or if it went into a fund specifically for the Transfer Stations? Nate said it goes into the general fund for the town. Selectman Dick notes that the contract services line will be \$20,000 short at the end of this year and wonders if the additional money in the contract services budget; will it get us through the year? Douglass talked about how some of this will see a cost savings in other areas, and would offset the cost of adding an additional attendant. Solid Waste Disposal Committee member David Sawany said that it looks like a larger number than normal because it has been traditionally under budgeted. Nate is waiting to hear back from NRRA and Casella so he could get some information on numbers for budgeting. Selectman Dick wants to hold off on the Transfer Station Budget until they can meet with Casella. Nate went on to talk about the proposed staffing updates. He would like to have a full-time transfer station manager the schedule and potential rates of pay. It would be around \$27,000 increase but with the hopes of off setting from switching to baling. TA Stafford asked if Nate has checked into what other communities were doing; he said he went to Moultonborough and is planning on a tour of the

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Keene, New Hampshire facility. Nate is looking into where the sale of bags and tags at the Town Offices are being credited to as he is having difficulty reconciling the cost he pays for the bags out of the Transfer Station budget to sell to the Town Office. **Motion** made by Chair Olmstead to table the budget until the December 4th 2019 BOS meeting **seconded** by Selectman Dick. Nate asked to push it to the 12/18/19 meeting. Chair Olmstead amended the original motion to December 18th, 2019 meeting; **all in favor**, motion carries.

Selectman Dick asked Selectman Salatiello what his thoughts were in regards to the space needs for the Transfer Station and Recreation Department; Selectman Salatiello thought some of the money the state had given back to the towns could be used for purchase of an 8x40 foot container for the Recreation Department. Nate noted that he found one for ~\$2,000. Selectman Dick told Nate that if he got information on the trailer and trucking to come back to the BOS meeting on 12.4.19.

Tax Deeding – non-public session per 91-A:3, II (c). *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests and open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Chair Olmstead made a **motion** to enter into non-public session per 91-A:3 II (c) **seconded** by Selectman Dick at roll call vote to enter into non-public session; Olmstead, yes; Salatiello, yes; Dick, yes. Entered non-public at 6:15pm. A discussion about tax deeding was held. Tax Collector Julie Lonergan and Town Administrator Trish Stafford were also present. **Motion** to set the date for deeding five properties for January 24th, 2020 made by Chair Olmstead; **seconded** by Selectman Dick. **All in favor**; motion carries. No other discussion was had. **Motion** to leave non-public session made by Chair Olmstead; **seconded** by Selectman Dick. **Roll Call** vote to leave non-public session at 6:43pm; Olmstead, yes; Salatiello, yes; Dick, yes. **Motion** to seal the minutes made by Selectman Salatiello, **seconded** by Selectman Dick; **all in favor**, motion carries.

Memo from S. Laurin; Planning Board Assistant/Zoning Enforcement Officer - Steve is asking the BOS to sign off on a liability waiver prior to the certificate of zoning compliance has been completed. The property owners of Park View Drive; Ralph and Bethany Lavin need the waiver signed off by the BOS prior to the Planning Board approval so it will not further delay them breaking ground on their garage with a toilet. Steve did provide the BOS with some previous guidance where the BOS has signed off on such waivers in the past. Chair Olmstead noted the board could decide to approve the waiver based upon the Planning Board approval the BOS members could come in on Friday after the meeting for the property owners. Selectman Dick agrees its better this way than signing off the waiver prior to the approval. **Motion** to approve the waiver or liability pending approval from the planning board; for the property on Park View Drive tax map 25 lot 48; **seconded** by Chair Olmstead. **All in favor**, motion carries.

Town Administrator's Report

TA Stafford talked about the tax rate; it has been set at \$19.22/thousand. She needs the BOS

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to sign off on some documents to finish the tax commitment so we can send out the bills. They will be due on 12/27/2019. In the process of sending out the tax bills a small abatement in the amount of \$9.00 needs to be adjudicated. **Motion** made by Chair Olmstead to abate the property at 10 Daley Shore Road; in the amount of \$9.00, **seconded** by Selectman Dick. All in favor; motion carries. The BOS signed the tax levy directing tax collector to collect the taxes \$4,990,137 with 8% interest per annum with the due date of 12.27.2019. Selectman Salatiello asked how much of the fund balance was retained; Selectman Dick said that 12.7% of our fund balance will be retained after putting \$191,000 in to offset the rate. Last year the BOS policy was to retain 10% the previous year was 9.5%. Conversation ensued around tax rate setting. TA Stafford asked the BOS for guidance on how they will handle Thanksgiving and Christmas Eve; Chair Olmstead said that typically the Town Offices close at 12pm on those days. Selectman Dick asked TA Stafford to post the closing dates and times for the upcoming holiday.

Non-Public Session needed per RSA 91-A:3 II, (I). *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even when legal counsel is not present.* **Motion** to enter non-public session at 7.23pm made by Chair Olmstead, **seconded** by Selectman Dick. **Roll call vote** to enter non-public session; Olmstead, yes; Salatiello, yes; Dick, yes. TA Stafford was also present; reviewed legal advice on an abatement matter, no votes were taken. **Motion** to leave non-public session at 7.38pm made by Selectman Dick, **seconded** by Selectman Salatiello; **roll call vote** to leave non-public session; Olmstead, yes; Salatiello, yes; Dick, yes. **Motion** to seal the minutes made by Chair Olmstead; **seconded** by Selectman Dick; all in favor, motion carries.

Selectmen's Report

Chair Olmstead – Chair Olmstead reported on the Planning Board's event venue up for rehearing on 11.18.2019 at 12 Davis Road; the complaint letters were read into the record as well as the "juror standard" in regards to recusal was entered into the record. Will Ellis decided to not recuse himself; Andy Sanborn did recuse himself based upon the "juror standard", Olmstead did not recuse himself. Debra Schneklath and Jody Slack were the other members sitting. The applicants were asked if they wanted to go forward with the hearing with four planning board members. Safety was discussed, parking and lighting with a lighting plan was discussed as well as porta-potty placement and fencing around the portable toilets. Events would be from 9am-10pm with no music playing for longer than 8 hours total. There were two abstentions and two yes votes; guidance from the New Hampshire Municipal Association states that an abstention is not a "no" vote, and that the two voting members of the planning board quorum voted to pass the site plan.

Selectman Dick – Selectman Dick reported on the Building Construction Committee. There was an announcement put out about the committee so people are aware. They are formulating a survey for the committee to see what some of the employees see as issues are. The committee will be meeting with the Police and Fire Chiefs to see the space constraints in the Life Safety Building. The Budget Committee will be meeting in December to work on the BOS recommendations. TA Stafford asked about the outside agency requests; and how it has been handled in the past. Chair Olmstead said that the BOS get all the requests at once and they vote to approve or deny the requests. There should be final recommendations from the CIP committee in December. Selectman Dick made mention that he and TA Stafford were going

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to a Community Block Grant funding update the next morning to potentially get information on grants and alternative funding mechanisms for municipal projects.

Selectman Salatiello – Selectman Salatiello reported that he would not be at the 12.4.2019 BOS meeting due to a previously scheduled medical appointment.

Authorization Signatures: Payroll and Accounts Payable Register

Chair Olmstead announced that the BOS is signing the following check; \$28,627.89 to Harvard Pilgrim Healthcare. TA Stafford reminded the BOS that next week will be a short week and the payroll register will be available Tuesday afternoon for them to sign.

Review & Approve Minutes

BOS Meeting Minutes - Members of the Board reviewed the draft meeting minutes of November 13th, 2019 meeting minutes. **Motion** to approve the November 13, 2019 Draft Meeting Minutes, with any corrections, made by Chair Olmstead, **seconded** by Selectman Dick. All in favor; motion passes.

Adjournment – Selectman Salatiello made a **motion** to adjourn the meeting at 7.54p.m. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

Next Meeting(S) – The Selectmen will hold their regularly scheduled meeting on **Wednesday, December 4, 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 12.4.2019