

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Old Town Hall
19 Meeting House Hill Rd
Sanbornton, NH
11.22.2022 – 5pm

The Board of Selectmen convened in regular session. In attendance were: Selectman Jim Dick, Selectman Bob Lambert, Selectman Brandon Deacon and Town Administrator Trish Stafford.

1. Public Comment – None

2. New Business

a. Preliminary tax rate – Trish stated that she received the preliminary tax rate this afternoon; the 2022-2023 rate is \$20.07 and last year was \$18.65. Selectman Dick stated that the unassigned fund balance is at \$1,433,933 and the BOS policy states that the Town will maintain a 10% cushion in this fund; he anticipates the overlay will get lots of use because it is a revaluation year and residents will be submitting abatement requests. He noted that the Town's portion of the overall increase is only \$.45; the school district increased \$1.30. To help offset the tax increase he proposed using \$160,000 of the unassigned fund balance which would take \$.30 off the tax rate.

Ray Masse stated that even doubling the \$50,000 portion to \$100,000 will not make much difference on the 10% threshold. Selectman Dick stated that he thinks many residents will challenge their revaluation amounts and if there are abatements to pay out those will come from the general fund which affects the operating budget. He added that putting in \$100,000 into overlay means the tax rate decrease will be \$.20 versus \$.30 for a total of \$19.87.

Selectman Dick made a **motion** to approve the use of \$160,000 from the unassigned fund balance to offset the 2022/2023 tax rate and to apply \$100,000 of the unassigned fund balance to overlay to bring the retained balance to 9.6%, which is below the 10% policy threshold, with a plan to restore the balance to 10% at the end of FY23. The final municipal tax rate will be \$8.06 per thousand and a total tax rate will be \$19.87 per thousand. Selectman Bob Lambert **seconded** the motion and the motion passed unanimously.

b. Holiday pay for Police Dept – Trish explained that the personnel policy states that employees working on holidays receive 8 hours of straight pay plus 8 hours of time and a half. Chief Hankard is requesting that his officers working on holidays receive 10 hours of time and a half on top of 8 hours of straight pay, since they work 10 hour shifts. Trish stated that the PD still works 40 hours like other departments but schedules officers for 10 hours instead of 8; she does not feel giving them more holiday pay to one department is equitable. She added that other departments do not have the option to work on holidays to get the added holiday pay. Selectman Dick stated that the personnel policy may need to be changed, as the Highway Dept employees are paid for 8 hours of straight pay plus time and a half for only the hours they worked if they are called in on a holiday.

Julie Lonergan explained that 10 hours of time and a half for 11 holidays means that officers would be paid 110 hours of holiday pay over the course of a year while other employees only get paid for 88, even if they all work 40-hour workweeks. Selectman Lambert stated that he thinks the policy needs to be the same across departments and Selectman Deacon agreed, although they both acknowledged the scheduling differences

between the PD and other departments. Chief Hankard stated that the Fire Dept pays 12 hours of holiday pay; Selectman Dick responded that this should be looked at well so that all departments follow the same policy.

Selectman Dick stated that the holiday pay will remain unchanged for the PD and the FY24 budget numbers will need to be voted on again, as the budget includes 10 hours of holiday pay for the officers.

c. Wage adjustment request – Town Clerk Julie Lonergan explained that she had proposed a wage adjustment for her position at a Budget Committee meeting but they had advised her to start with the Selectmen. She is proposing to move to grade 19, step 1 and be treated like the other department heads in regards to pay. She noted that town clerks in other towns are well above her grade and step and she has been successful in getting back taxes paid to the town and developing relationships with property owners to do so. She does not receive sick time or vacation time though she does receive health insurance and retirement benefits.

Selectman Dick stated that Julie has done a remarkable job and has as much or more responsibility than some other department heads. He is in favor of the raise and is prepared to address questions regarding it if they come up at town meeting. Selectman Deacon stated that he is not opposed to the raise. Julie asked if this will be put in the budget or done as a warrant article at town meeting; Selectman Dick responded that it has not been done as a warrant article in the past.

The wage adjustment totals a 19.6% increase, from \$55,000 in FY23 to \$66,000 in FY24.

Julie noted that she is assuming the town can keep its voting machines for 2023 elections. She is researching how much a new machine costs in case it needs to be purchased.

3. Old Business

a. Open air permit process – Selectman Deacon explained that he received an email from Judy Tilton of Compass Classical Academy regarding waiving the open air permit fee for an event. Selectman Dick stated that the application should allow similar events at one location to pay one application fee, as was done with the Dulac Land Trust permit application this past summer, and educational institutions should be exempt. Trish will let Steve Laurin know that the application should be revised.

4. Town Administrator's report – Trish stated that there is a new house bill regarding the veterans' tax exemption so this will need to be re-voted to include services members yet to be discharged. She is working on establishing administrative regulations so that employees are following the proper policies and procedures.

5. Selectmen reports – Selectman Lambert stated that Joel Smith is resigning as Chair from the Recreation Commission and Jax Riendeau will take his place. The Welfare Dept has been receiving requests for heating and food assistance.

Selectman Dick explained that he has received an email from a resident on Bayshore Drive concerned about roadside parking; cars are not able to get completely off the road and he is wondering if big rocks could be placed there to deter parking. He has forwarded the email to Johnny Van Tassel and Chief Hankard and he is not sure if the Town can put anything in the right-of-way as it still belongs to the property owner. Chief Hankard has only received one complaint in the past about this stretch of parking and it was from the same person who wrote the email.

The plow that Johnny was authorized to buy has been received by the Highway Dept. He has not received a final bill for the work on the loader yet but is anticipating the bill to be around \$8,000 instead of \$16,000 and it

is up and running. Johnny is working towards having the fuel tank containment system fixed so that it is in compliance with DES. The fabric and box out work on Hermit Woods Rd is now complete.

Selectman Dick noted that there has been no CZC permit application submitted for a house at 575 Hunkins Pond Rd; a waiver to the 30-day restriction for living in a camper was granted to the landowner in April. Selectman Deacon added that he does not think that area is wide enough or level enough for emergency vehicles to get in. Selectman Dick stated that there does not appear to be any construction started for a hay barn on the property either, and he suggested a letter is sent to the owner reminding him of the waiver extension that expires in December as well as life safety requirements.

Selectman Deacon explained that the Master Plan Committee reviewed proposed changes to the Land Use chapter and discussed final survey results; the survey data has been posted on the website. Trish will link the survey data on the homepage. There was a good turnout for the presentation of the groundwater protection ordinance at the last Planning Board meeting. He suggested that residents take the groundwater protection survey which is also posted on the town website.

NON-PUBLIC SESSION

A **motion** to enter non-public session relative to RSA 91-A:3, II(c) Matters *which discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless the person requests an 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* was made by Selectman Dick at 7:05pm and **seconded** by Selectman Deacon. The motion passed unanimously. The Town Administrator and Welfare Director was also in attendance. There was discussion about an ongoing welfare matter. No votes were taken and no decisions were made.

A **motion** to leave non-public session 7:33pm by Selectman Dick. Selectman Deacon **seconded** the motion and the motion passed unanimously. **Motion** to seal the minutes because it would affect adversely the reputation of any person other than a member of the board made by Selectman Dick, **seconded** by Selectman Lambert. **Roll call** vote to seal the minutes; Dick, yes; Lambert, yes; Deacon, yes. **Motion passed.**

6. Signatures – In addition to payroll checks, the following checks were signed: GMI Asphalt, \$60,655, Donnegan Systems, \$11,629.48, Southworth Milton, \$9,040.26, and Diamond Relocation, \$9,650.

7. Minutes – Selectman Dick made a **motion** to approve the minutes of 11/4/22. Selectman Deacon **seconded** the motion and the motion passed unanimously. Selectman Dick made a **motion** to approve the minutes of 11/9/22. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Meeting adjourned at 7:45pm. The next meeting is a joint Budget Committee/BOS meeting scheduled for Tuesday, November 29th at 6:30pm.

Respectfully submitted,

Audry Barriault, Secretary

Selectboard Clerk: _____

Approval Date 12.7.2022