

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 6, 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.

Public Hearing - Pursuant to NH RSA 31:95-b, III the Sanbornton Selectboard conducted a public hearing to accept and appropriate unanticipated Municipal Aid Funds in the amount of \$31,840.44. Chair Olmstead opened the hearing at 5pm. Selectman Dick referenced the October 16th, 2019 meeting that \$5,000 to be put in the general fund with the remainder of \$26,840.44 to be used to offset the tax rate. Discussion ensued about which budget account line it should be allocated to; it was determined that \$5,000 would be put into 4130.690 with the caveat that it could be transferred at a later date if needed and the remainder to be used to offset the tax rate. **Motion** made by Selectman Dick, Seconded by Selectman Olmstead; all in favor 3-0. **Motion** carried. Chair Olmstead closed the public hearing at 5.15pm after no further discussion.

New Business

Fire Department New Hire - Chief Dexter spoke about the two internal candidates that applied for the full-time opening. Both completed an essay and did oral interviews with a Captain with the Gilford Fire Department, Lt McLoon, Deputy Taylor and Police Chief Hankard participated in the oral boards. Then both candidates met with Chief Dexter and it was decided to offer the position to Mike Lewis, who accepted the position. Chair Olmstead asked about his qualifications as he is working on his advanced EMT license. He will be doing clinicals through November and will start his full-time duties on 12.1.2019 contingent on him completing his advanced EMT license within one year, which is a requirement. Discussion ensued about the pay rate and what will happen if he does not complete the license requirements. Chief Dexter explained the process, scheduling and contingencies to the candidate; how the rates and increases are all based on his successful completion of the license of advanced EMT. **Motion** was made by Chair Olmstead, to promote Michael Lewis as a full-time firefighter II as of December 1, 2019 at Labor Grade 12 Step 1 with the hourly rate of \$16.86. Seconded by Selectman Dick. No further discussion; **motion passed unanimously**.

35 Parker Hill Road – Beaver Dam Concerns – Resident Ulrike Bauer of 35 Parker Hill Road presented her position to the Selectboard in regards to trapping of beavers on her property and the general preservation of the wetlands in the area. She has concerns surrounding humane rehoming of the beaver population and shared her concerns with the Board about her interaction with the trapper the Town has contracted with. She maintains that there is a gentleman; Peter LaPlante, that does humane rehoming and spoke about another method that has helped keep the beaver population in their habitat; she suggested

SANBORTON BOARD OF SELECTMEN'S MINUTES

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Town Offices

flow devices around the culverts/dams to lessen the noise of flowing water so the beavers will not be inclined to dam it up. The cost from a flow device installer is ~\$2,500 and she is requesting the Town of Sanbornton invest in the flow device system that would require minimal upkeep after the initial investment. TA Stafford relayed her conversation with Highway Director VanTassel who maintained the Town of Sanbornton utilizes a fatal/non-fatal trapper named Brian Raposa alternately, we could inquire with the Town of Northfield who have used a flow device in their Knox Pond. Conversation ensued around how the person on Ms. Bauer's property was "belligerent" in her opinion, and she witnessed the trapper pulling snares out the water, which are lethal – not non-lethal – traps. Further discussion was had in regards to how the situation was handled last year by the Highway Department. Selectman Salatiello asked Ms. Bauer what she would like the Town to do, she said she would like at least one flow device installed. The Board decided to table the discussion until they get more information, they did maintain that for right now, the trapper contracted by the Town should stop until further notice.

Committee Appointments – The Board considered Glenn Frederick's application to the Zoning Board of Adjustment from an alternate to a full member to fill the remainder of Melissa Anderson's term to expire March 11, 2020; Chair Olmstead said since Mr. Frederick is not in attendance, he can see the Town Clerk to be officially sworn in. Selectman Dick made the **motion** to approve Mr. Frederick as a full member to the Zoning Board of Adjustment with a term to expire March 11, 2020. Selectman Salatiello seconded the motion. There was no further discussion, and the **motion passed unanimously**.

Employee Review - **Motion** to enter into non-public under RSA 91-A:3 II (a) made by Selectman Olmstead, seconded by Selectman Dick. Roll call vote to enter non-public at Salatiello; yes, Olmstead; yes, Dick; yes, at 5:54pm.

Town Administrator Trish Stafford was also present for the employee review; no votes were taken. **Motion** to seal the records from Selectman Salatiello, seconded by Selectman Dick. Roll call vote to seal the minutes Dick; yes, Olmstead; yes; Salatiello, yes; **motion** to seal minutes carries. Motion to leave non-public session at 6:20pm made by Selectman Olmstead, seconded by Selectman Dick; roll call vote to leave non-public session; Dick; yes, Olmstead; yes, Salatiello, yes, motion carries.

Tax Deeding – **Motion** to enter into non-public under RSA 91-A:3 II (c) made by Selectman Olmstead, seconded by Selectman Dick. Roll call vote to enter non-public session, Salatiello; yes, Olmstead; yes, Dick; yes at 6.28pm.

Town Administrator Trish Stafford and Town Clerk Julie Lonergan were also present. A discussion about tax deeding ensued. No votes were taken. **Motion** to seal the minutes from Selectman Salatiello, seconded by Selectman Dick. Roll vote to seal the minutes; Salatiello; yes, Olmstead; yes, Dick; yes. **Motion passes**. **Motion** to leave non-public session at 6:55pm by Selectman Dick Seconded by Selectman Salatiello. Roll call vote to leave non-public session; Dick; yes, Olmstead; yes, Salatiello; yes, **motion passes**.

SANBORTON BOARD OF SELECTMEN'S MINUTES

November 6, 2019 – 5pm

Town Offices

Town Administrator's Report - TA Stafford had communications with the Department of Revenue about where the town is at setting the Tax Rate. TA Stafford was notified on 11.5.2019 the MS61 which was supposed to be filed with the DRA after Town Meeting was never uploaded. The DRA is also missing forms from the Trustees of the Trust Fund; the MS9 and 10, Meagan Farkas was having difficulty getting her portal to connect to the DRA portal. Meagan is working with Penny from the DRA to fix the issue so as to not further delay the rate setting.

TA Stafford spoke with BMSI about making sure that we are running the most up to date software, looking into making sure we can use the software to determine vacation and sick time accruals as well as make deductions for flexible spending elections.

TA Stafford is also looking into Microsoft Office 365 costs for next years budget. Selectman Olmstead spoke to its positive's attributes.

Selectman Olmstead asked about a letter that was received that day in regards to a complaint from stemming from planning board minutes and a Selectman's reporting to the BOS.

Selectmen's Report Selectman Olmstead did not have any meetings last week to report on. Selectman Salatiello and Selectman Dick did not have anything to report back on. Later on, in the meeting Selectman Dick reported that the adjustments to the pay matrix approved at the Board meeting on 10/30 were made, and the matrix was provided to the Department Heads to finalize their budgets. Selectman Dick mentioned that he was at the Transfer Station and noted there was a lot of Recreation Equipment in the storage area of the Transfer Station; hoping the Rec Director Amanda Pelissier would be able to go through it and determine what is needed and in use.

Authorization Signatures: Payroll and Accounts Payable Register

Selectman Olmstead announces the Selectboard is signing a check for \$13,190 to John Lyman and Sons, Selectman Salatiello asked again why they were signing checks to Wells Fargo? TA Stafford replied that when speaking to the Welfare Director Melanie VanTassel, she maintained that the payments could be for more than one person and she didn't divulge more information. Selectman Salatiello said she should be able to divulge if it was one or more than one account the vendor holds. Selectman Olmstead announces the Selectboard is signing a check for \$26,216.88 to New Hampshire Retirement System as well as \$475,000 to Winnisquam Regional School District, Selectman Dick asked where the numbers to the school district come from – TA Stafford said she would inquire with Peg, the finance director.

Selectman Olmstead had to leave to make a quorum for the Planning Board.

Review & Approve Minutes

BOS Meeting 10.30.2019 - Members of the Board reviewed the draft meeting minutes of October 30, 2019. Selectman Dick mentioned the changes he made to the draft minutes.

11.6.2019

BOS Approved Minutes

SANBORNTON BOARD OF SELECTMEN'S MINUTES

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Town Offices

Motion to approve the 10.30.2019 minutes as amended, seconded by Selectman Salatiello. There was no further discussion and the **motion passed unanimously**.

Selectman Salatiello asked about going to bi-weekly payroll; TA Stafford explained where she was in the research into changing the payroll. A conversation ensued around streamlining processes and procedures as well meeting schedules.

ADJOURNMENT – Selectman Salatiello made a **motion** to adjourn the meeting at 7:34 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 13, 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.)