**TOWN OF SANBORNTON**

**MEETING OF THE BOARD OF SELECTMEN**

Old Town Hall

19 Meeting House Hill Rd

Sanbornton, NH

**11.9.2022 – 5pm**

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

**1. Public Comment –** None

**2. New Business**

**a. Fire Dept PAFs –** Fire Chief Paul Dexter explained there has been a resignation of a full-time firefighter but he would like to stay on as an on-call employee. Selectman Jim Dick made a **motion** to accept the PAF for Justin Coleman to change status from a full-time firefighter to on-call employee at grade 12, step 1 effective 11/10/22. Selectman Brandon Deacon **seconded** the motion and the motion passed unanimously.

Chief Dexter stated that he has found a replacement for the full-time firefighter position who is a current per-diem employee. Selectman Dick asked when she will have her AEMT certification; Chief Dexter responded that this is usually reviewed after a year but they will review at the six month period instead. Selectman Dick made a **motion** to approve the PAF for Louise Bishop as full-time firefighter/EMT starting at labor grade 12, step 2 with a start date of 11/10/22. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Chief Dexter stated that Laurie Miller has completed her one-year probationary period. Selectman Dick made a **motion** to approve the PAF for Laurie Miller for successful completion of her one-year probationary period with a pay increase to labor grade 13, step 2 effective 11/6/22. Selectman Deacon **seconded** the motion and the motion passed unanimously.

**b. Police Dept PAFs/purchase requests–** Police Chief Steve Hankard stated that the PAFs are for the same amounts discussed at the recent BOS/Budget Committee meeting; Ray Masse made some changes because they were off by a few cents. Selectman Dick made a **motion** to accept the new pay matrix for the Town that incorporates 22 labor grades. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to approve the PAF for Steve Hankard for a pay increase to grade 22, step 7 effective 11/6/22. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to approve the PAF for Kevin MacIntosh for a pay increase to grade 21, step 5 effective 11/6/22. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to approve the PAF for Justin Howe for a pay increase to grade 20, step 5 effective 11/6/22. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to approve the PAF for Adam Morton for a pay increase to grade 17, step 3 effective 11/6/22. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to approve the PAF for Cal Di Nitto for a pay increase to grade 14, step 5 effective 11/6/22. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to approve the PAF for Ben Davis for a pay increase to grade 16, step 1 effective 11/6/22. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Chief Hankard explained that Warren Thompson was previously with the department as a full-time officer for three years and would like to come back as part-time. He will need to complete a PT test but is still certified. Selectman Dick made a **motion** to approve the PAF for Warren Thompson as part-time officer at grade 15, step 5 effective 11/20/22. Selectman Deacon **seconded** the motion and the motion passed unanimously. Warren was then sworn in.

Chief Hankard stated that when the new police cruiser is outfitted he will use it, and his existing car will go to Ben Davis. Selectman Dick asked about the timeframe for the outfitting and Chief Hankard responded that it will take three months but the timing is good because Ben will not be able to drive on his own for several months after he graduates in two weeks.

Selectman Dick made a **motion** to authorize the purchase of a 2021 Ford Police Interceptor SUV in the amount of $35,434.85 from Colonial Municipal Group with funds to come from line 4210.629, Equipment Purchase, to be reimbursed from the Police Equipment CRF. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to authorize the purchase of set-up costs for equipment and outfitting of a 2021 Ford Police Interceptor SUV through Ossipee Mountain Electronics in the amount of $178,584.40, with $14,865.15 to come from the Police Equipment CRF and $3,719.25 to be paid through the Police Special Detail Fund. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to authorize payment of $3,419.35 to Ossipee Mountain Electronics for upgrade of a 2024 Ford Police Interceptor SUV, Car 4, for a prisoner seat, computer docking station and mounting system with funds to come from the Police Special Detail Fund. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to authorize payment of $3,090 to Kustom Signals Inc. for two radar units for the 2021 and 2024 Ford Police Interceptor SUVs with funds to come from the Police Special Detail Fund. Selectman Deacon **seconded** the motion and the motion passed unanimously.

**c. Transfer Station used oil update –** Transfer Station Manager Shauna Gautier stated that the used waste oil has finally been picked up to be disposed of. She suggested getting a used oil burning furnace to use up the waste oil that residents bring in; there are grants available for this and the furnace could help warm up the workshop area of the big building at the Transfer Station. Selectman Deacon asked how quickly the oil would be burned and Shauna responded that the furnace would use one to two gallons per hour. She has not yet looked into who would do the installation and what it would cost.

Selectman Dick stated that Shauna should continue to research this but there needs to be action now so that residents can start bringing their waste oil to the Transfer Station again. Shauna state that it is $.90 per gallon to dispose of the waste oil, plus transportation. The 300 gallons that were recently picked up totaled $462. Selectman Dick asked if a report was provided by the company after they tested the oil prior to removing it and Shauna stated that they did not provide a report, they only said it was not contaminated. Selectman Deacon stated that residents may be interested in knowing what the EPA guidelines are related to waste oil and waste oil burning furnaces.

**3. Old Business - None**

**4. Town Administrator’s report** – Trish provided the MS-535 to be signed; this is the financial report of the budget. She added that she spoke with DRA and the Town’s representative is still waiting on data from Winnisquam Regional School District before they can provide a final audit report. Selectman Dick stated that the MS-535 compares what was voted on versus what was actually spent from each line.

Trish stated that she has asked for the Town car keys to be returned to her; the car needs to be better maintained and there needs to be better communication about who has the car. Zoning Enforcement Officer Mark Ledgard has let her know that he has been dealing with long wait times between applications being submitted and those actually getting approved. Chief Dexter stated that he has suggested a revised fee schedule with Steve Laurin but the application itself is not intuitive and there are things on it that are not required of all applicants depending on the nature of their project. Selectman Deacon asked if the reason for the lag in getting these approved is due to the applicant not providing the proper information or if the process itself is inefficient. He added that Steve and Mark should be able to anticipate the questions that applicants will have and be ready to provide guidance.

Trish explained that the library has provided information about their Woodman Room meeting space policy. She will be speaking with CivicPlus about updates to the Town website; they have a meeting agenda and minutes module. Selectman Dick will take down the flags in the square and take an inventory of those.

**NON-PUBLIC SESSION**

A **motion** to enter non-public session relative to RSA 91-A:3, II(c) was made by Selectman Dick at 6:36pm and **seconded** by Selectman Deacon. The motion passed unanimously.

A **motion** to leave non-public session was made at 7:05m by Selectman Dick. Selectman Deacon **seconded** the motion and the motion passed unanimously. During the session, two liens were signed and issues related to welfare record keeping were discussed.

**5. Select Board reports –** Selectman Dick thanked Julie Lonergan and all those involved with making the election run smoothly. Selectman Deacon stated that there were some complaints about how dark it was when trying to cross the street but he noticed that one streetlight was burnt out. The back door somehow became locked at the Old Town Hall as well.

Selectman Deacon explained that the Master Plan Committee met last week and discussed the items they want to cover in the Introduction section of the Master Plan. The Planning Board had a conceptual consultation with a landowner about a potential subdivision; he reminded them that the Selectmen asked the Planning Board to be involved in the site plan review of earth excavations but this should not completely replace ZBA involvement. He stated that he is working on a video to highlight the upcoming presentation by Resilience Planning about the draft aquifer protection ordinance on November 17th.

Selectman Dick added that he has spoken with Mark Ledgard about the DES investigation for the land on Taylor Rd; DES did find that an alteration of terrain permit is required and has not imposed any fines but has requested that the alteration of terrain application is submitted.

**6. Signatures –** The following checks were signed: $475,000 to Winnisquam Regional School District, $10,395.54 to Casella Waste, $13,369.45 to Ossipee Mountain Electronics, and $23,802.61 to First National Bank of Omaha.

**7. Minutes –** Selectman Dick made a **motion** to approve the minutes of 10/26/22 with corrections. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Meeting adjourned at 7:16pm. The next meeting is scheduled for Tuesday, November 22nd at 5pm.

Respectfully submitted,

Audry Barriault, Secretary

Selectboard Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Date 11.22.2022