

SANBORNTON BOARD OF SELECTMEN'S MINUTES

December 9, 2020

Town Office

The Board of Selectmen convened in teleconference: in attendance were Selectman John Olmstead, Selectman Jim Dick, Selectman Tom Salatiello and Town Administrator Trish Stafford.

Selectman Olmstead-As Chairman of the Sanbornton Board of Selectman, I am declaring that an emergency exists and I am invoking the provisions of RSA 91.A:2 sub 3.b federal, state and local officials have determined that gatherings of 10 people or more poses substantial risk to our community in this continuing effort to combat the spread of COVID 19 virus. In concurrence with their determination, I also find that this meeting is imperative to the continued operation of the Town of Sanbornton government and services which are vital to the public safety and confidence during this emergency. As such this meeting will be conducted without a quorum of this body physically present in the same location. This is in accordance with Governor Sununu Emergency Order 12 and Executive Order 2020-4 and 2020-23.

Roll call attendance: John Olmstead, Chairman of Selectboard, no one else present
Jim Dick, Vice Chairman of Selectboard, no one else present
Tom Salatiello, Clerk of Selectboard, no one else present
Trish Stafford, Town Administrator, no one else present

Public Comment - None

New Business –

Library Budget Review – Marsha Haigh, Director, Library Trustee, stated that the Payroll Line is down from last year due to using 52 weeks vs.53 weeks due to leap year, and other increase is due to the Retirement Line up \$2,500 and \$2,470 is from retirement. Changes were made last year to reduce a few lines and increases are in elevator inspection for 5-year load test, other items that have gone up are up are eBooks and other materials 20% incorporated into the budget request. All three Selectman, Salatiello, Dick and Olmstead are pleased with what the Library has done so far. Kudos to Marsha and Library crew for keeping everyone as safe as possible. David Adams also was pleased with all the work Marsha has put in. Selectman Dick made a **motion** to approve the Library Budget Line 4500 FY 2022 in amount of \$164,363.00. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Highway Dept Review – Director Johnny Van Tassel mentioned his budget included step increases and retirement. He took \$10,000 out of Tree Line this year while he comes up with a more detailed execution plan. Otherwise, the budget is almost the same as last year another than minor adjustments. Selectman Salatiello asked if Director Van Tassel was considering putting some money into the budget for the next 3-4 years to do the project at the Maple Circle area at the Bay and wondered if Director Van Tassel was in agreement with that. Selectman Dick mentioned it was going to be done with the roads budget for the highway. Dr

12/9/2020

BOS **APPROVED** Minutes

True Rd will be done next year and in the following year they will finish Maple Circle. Selectman Dick talked to the Heilbronnens and they are pleased with the plan.

Selectman Salatiello said he has not heard of any complaints about road maintenance and the Highway Dept is in pretty good shape with projects lined up for next year. Director Van Tassel said sand/salt budget is doing pretty good so far. Selectman Dick said he is doing a great job as well as he is down with non-salary budget. Director Van Tassel wants to come up with a tree maintenance plan for next year. Selectman Dick made a **motion** to approve the Highway Dept Budget Line 4312 FY 2022 \$975,978. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Selectman Dick made a **motion** to approve the Town Roads/Bridges Budget Line 4313 for \$1,100 FY 2022. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Selectman Dick made a **motion** to approve the Street Lighting Budget Line 4316 for \$3,000 FY 2022. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Transfer Station Budget Review – Manager Nate Douglass said there was a significant change from last year’s budget due to tonnage and trucking. Step increases were added as well as retirement. Phone Line 4341 was increased to match what last year’s billing was. Hired Equipment and Trucking is increased due to a new contract which started July 1 and will increase 4.5% yearly for the next several years. Contract Services is the big one and due to extra tonnage, this year. He thinks that in the future it may go back down but tonnage is going the wrong way right now from a cost perspective. Line 590 has an increase of \$2,000 which reflects the additional cost to dispose of electronics and other hazardous material. That Line has been neglected prior in the past and should be watched closely in the future. Line 629 has been increased for buying a backpack blower for Transfer Station and using money toward lawn care, landscaping and would be a one-time cost then back to previous figure next FY. Equipment Maintenance and Repair Line 630, significant one-time cost on backhoe tires. Propane and Vehicle fuel is budgeted low but should be adequate. Diesel is right on with Line 636. Line 660 one-time cost with new fenders for the truck. Line 684 increase due to uniforms \$8 per week to supply employees with proper attire so they aren’t ruining their own clothes on the job. In summary the budget is up 25% over last year, driven mostly by the hauling and tonnage charges. Selectman Salatiello commented that Nate is very conscientious and doing well with the budget and the Town should be happy with the services and the Crew. Selectman Dick said if you look at budget and increases that are driven by Casella and outside companies, total budget increases by \$45,000. Over \$37,000 of that is a from hauling and tonnage, and with one-time cost for backhoe tires and equipment out of that accounts for \$43,000 of the increase - so you are only looking at a 1% increase in budget, which is exceptional. Anticipated revenues were increased for the bag and tags and demo fees on Oct 1. That will help offset some of his increased costs and predict \$20,000 due to charging increased fees. If oil is submitted and turns out to be contaminated it could cost up to \$10,000 and difficult to predict. Nate has done a great job in the costs that he can control. Noticeable is an increase in new residents moving to Town that could affect things and others driven by outside sources. Selectman Olmstead said that with everything

Nate has done and only increase the budget by 1% is commendable. Selectman Dick made a **motion** to approve the Transfer Station budget Line 4324 for FY 2022 in the amount of \$312,498. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Selectman Dick made a **motion** to approve the Landfill Budget Line 4325 for FY 2022 in the amount of \$9,601. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Selectman Dick would like to re-vote minor omission in the Fire Dept Budget for a small \$71 change to get it correct. Selectman Dick made a **motion** to re-approve the Fire Dept Budget Line 4220 for FY 2022 in the amount of \$603,215. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Selectman Dick would like to re-vote minor omission and re-approve the Town Clerk Tax Collector budget reduced by \$3,000 without step increases included. Selectman Dick made a **motion** to re-approve the Town Clerk Tax Collector Budget Line 4151 for FY 2022 in the revised amount of \$132,885. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Selectman Dick noted that tomorrow afternoon session is scheduled for Recreation Dept and Executive Administrative budgets, to propose review but not vote on it tomorrow.

Welfare Update – Melanie Van Tassel provided an update for 10/1/2020-12/01/2020. Christmas will have more contacts that average. Report will also show ebbs and flows throughout the year as well as COVID issues. Selectman Olmstead suggested changing the title of housing concerns to housing assistance. He spoke with Melanie earlier in the day about modifying the format regarding category titles, etc and putting it on Excel format. Selectman Dick agreed and would like to see the totals paid out in each category. Selectman Salatiello stated that comments on expenditures overall would help give Selectman an insight of where the issues and difficulties are and would be helpful as to where the people in the communities are in need of assistance and getting a benchmark in terms of where the needs are. The data submitted is a good start. He went on to say that liens should be put on properties to recoup the money given out for mortgage payments, etc. Melanie stated that by law, liens are placed when it's appropriate and that they are done in non-public session. Renters, veterans and rent-to-own loans is where money cannot be recouped and there is no venue to do that. In some situations such as bankruptcies, foreclosures, reverse mortgages, etc., there would not be any money returned. Melanie said she is always available to the general public to respond to questions or concerns. Selectman Salatiello was encouraged to continue to receive updates from Melanie and does not want to micro manage her budget. Selectman Salatiello asked Melanie to keep the Selectboard up-to-date on concerns as they are available to find residents additional help if needed. Melanie is very pleased to keep the Selectboard as involved as possible with assistance to the Town in this difficult time. Selectman Dick welcomes capturing the amount of interaction in assistance within the Town and also non-monetary referrals to other outside sources. Chief Dexter appreciates the value that is received from the Welfare Office. Kudo's from Melanie and Selectman Olmstead to TA Stafford for her support. Selectman Olmstead also stated that he is liaison for the Welfare

Office and is available to assist at any time.

250th Task Force Request – Selectman Dick said that he received a request from the Sanbornton Congregational Church to participate in placing an ad from the Town in their 250th Commemorative Booklet. Selectman Olmstead thought it would be a nice idea to support the Church. Selectman Dick said it would be a nice gesture as people remember the Church was the Town Meeting Hall before the Old Town Hall was built in 1834 and when separation of Church and State was put in place. Old Town Hall was built at the same time the Church was moved and the first 60 years that's where the Town meetings took place. Selectman Salatiello questioned the issue of separation of Church and State. History shows the buildings were moved to a different location and go back over 200 years ago, the Church was very much a part of the Town government. Also, when the driveway was paved in front of the Town Hall, as well as paved in front of the church and agreed on the paving. The Church paid back their share and covered the cost. Their land crosses Town land. In reference, the Town over the last 250 years interfaced with the Church and the Sanbornton community at large and the ad could tie them both together. Selectman Dick suggested half page black and white ad for \$75 to include history, connection and work in a congratulation for them. Selectman Salatiello said that the Church pastors had been movers and shakers. The Church has very much been tied to the Town and makes a difference being on the forefront and moving the community forward. All agreed that the half page black and white ad for \$75 and funds to come out of the Advertising Line. Asked that they highlight the historical connection between the Town etc. Selectman Dick will contact them.

Old Business – none

Town Administrators Report –

Lakes Region Planning Commission Request- TA Stafford received a request from the Commission requesting a letter of support in their efforts to apply for a USDA Solid Waste Management Grant. Selectman Dick thought it was a good idea to lend support in sending them a letter. Selectman Olmstead and Salatiello agreed.

Selectboard Report's-

Selectman Olmstead had a Planning Board meeting last week and held the first of two public hearings for the two zoning ordinances that are going to be on the ballot in March. Both have to do with accessory dwellings via teleconference. He would like to ask the Selectboard to grant an exception to the remote meetings for the Planning Board. The Planning Board is currently going through the Solar Garden review and the amount and size of the documents they look at, when you reduce the size they become unreadable. The documents could be reproduced but would be costly. It poses a hardship having to meet this way and asking the Board for exemption. Selectman Salatiello agrees with Selectman Olmstead. Selectman Dick understands the inconvenience but does not agree with the in-person meetings and being able to do them safely. Selectman Olmstead said the tables are far away from each other and they wear masks and they are social distancing the entire meeting. Chief Dexter sides with Selectman Dick due to the influx and increases in exposures and feels that this can still be done remotely using Zoom platform as he had a recent meeting remotely with the Solar Garden and things went well and they sent materials by PDF. Selectman Dick thinks that the Planning Board may need technical assistance and that Zoom is the right platform for this

and also agrees with Chief Dexter. Selectman Olmstead said that the next meeting is Dec 17th and will talk to Steve Laurin to set it up to maintain remote meetings.

Selectman Olmstead received a letter from resident Anna McLoon. She has purchased land on Winchester Drive and wanted to build a log home on the outskirts and inside of the Historic District. She would like to know if the Historic District Committee has the authority to tell her what she can and cannot build. She has read the Historic District Commission Standards and Guidelines and it contains a lot of ‘should’s’ and not ‘shall’ or ‘must’. She sent two emails to the Historic Commission and has not heard back. Selectman Olmstead read the NH Planning and Land Use Regulation Guide and under RSA 676.9, Procedures for Approval of Building Permits, under Historic District Commission, it clearly states in para 2, “no building permit shall be issued until a certificate of approval has been filed with the building inspector”. This is the certification of approval of the Historical Building Commission In the case of disapproval, notice of the disapproval shall be binding upon the building inspector and/or duly designated authority and no permit shall be issued. If the Historic Commission does not approve of the plans, they can stop the building permit process. Even our procedures in the Historic District Commission, para d, Architectural Features, “new structures should not introduce architectural features that are inconsistent with other buildings in the area that are of 18th or 19th century federal styles”. It seems like with the RSA, it is up to the Historical Commission to decide. Selectman Dick forwarded the letter to Franz Vail, Chair of the Historic District Commission. He had not received the emails from Ms. McLoon but has reached out to her. The RSA states if denied the appeal would come to the Board of Selectman and upheld by the Commission, however, the guidelines have no enforcement clause. Franz relayed to her that the Historic District Commission would be happy to talk and work with her and get details on where the house will be physically on the property and find ways to mitigate. RSA states, if Historic District Commission denies it, it ultimately goes to the Selectboard to decide and this may not stand up in court. Selectman Olmstead said advice is to talk to the Historical District Commission and work out a solution together that would be appropriate for both parties. Franz will have a conversation with Ms. McLoon.

Selectman Dick – Had a couple of Building Committee meetings. The intent of the Committee is to bring the information to the Board of Selectman for their final recommendation and clarify some details. Presented a brief to the Budget Committee last week. There was very good support from the members for the projects in general on scope, cost and tax impact with final approval on Dec 23.

The Budget Committee met and wanted to say that the Dept Heads have done a great job controlling any growth, and most of them are under 2% growth, Tax Collector is down 3.6%, others are down also and all have done an excellent job. Many Departments have been approved with a few others to follow.

CIP committee has a meeting next week to finalize the total spreadsheet and will come to the Board on the 23rd and look at the capital investments. Good questions and dialogue.

Selectman Salatiello- none

Selectboard Signatures-

Authorize Payroll, Accounts Payable Registers, Assessing Forms and or PAF's.

Completed signatures on Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for December 2, 2020.

Approve Meeting Minutes- Members of the Board reviewed the Board of Selectman meeting draft minutes of November 12, 2020 with any corrections. Selectman Olmstead made a **motion** to accept and approve the draft meeting minutes with any corrections of November 12, 2020. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, All in favor, ayes have it. **Motion carries.**

Members of the Board reviewed the Board of Selectman meeting draft minutes of December 2, 2020 with any corrections Selectman Olmstead made a **motion** to accept and approve the Board of Selectman draft meeting minutes with any corrections of December 2, 2020. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, All in favor, ayes have it. **Motion carries**

Next Meeting(s) – The Board of Selectmen's next meeting is **December 10th at 2:00 pm** for Recreation and Executive budget approvals and will be meeting remotely. The next Board of Selectmen's meeting will be held at the remotely on **Wednesday, December 23, 2020 @ 5:00 p.m.**

Adjournment – Selectman Salatiello made a **motion** to adjourn the meeting at 6:49 p.m. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, Ayes have it and the **motion passes.**

Respectfully submitted,

Sue Smith
Administrative Specialist

Selectman's Clerk _____

Approval Date 12.23.2020

(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.)