

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**

**Fire Department New Hire** – Chief Paul Dexter presented the Board with a new hire for the Fire Department. He is recommending Steven Hussy to be a per diem fire fighter AEMT grade 12 Step 1 \$16.86 an hour and after 6 months moved to step 2 at \$17.29 an hour. After that his rate of pay will be determined by town meeting. **Motion** made by Selectman Olmstead to hire Hussy as a per diem fire fighter AEMT at grade 12 step 1 \$16.86 per hour, after 6 months moving to step 2 at \$17.29 per hour and after a year probation moving to step 3 with a rate to be determined; starting on Dec 19<sup>th</sup>, 2019. **Seconded** by Selectman Dick. **All in favor**, motion carries.

Chief Dexter also made mention of an EMT that has completed his training as an AEMT and will be recommending him for a higher rate of pay to reflect his advanced training and will have a PAF for the Board to sign.

**MOU – Budget Committee and Selectboard** – Selectman Dick opened the discussion about the lack of consideration given to bringing on full-time employees. If a new full-time position or if a part-time position is being moved to a full-time, it won't be immediately filled without going to the legislative body at Town Meeting. Selectman Olmstead asked to clarify that it wasn't intended for part-time or seasonal staff; which its not the intent of the MOU. Selectman Salatiello made his opposition to the MOU known. Selectman Dick said that the intent is to maintain transparency and consistency in bringing on full-time employees. Selectman Dick noted that right now the relationship between the BOS and Budget Committee has been better than previous years. TA Stafford offered a suggestion to rework the BOS Operating guidelines to reflect the goals that is more cohesive and that would outline the processes. Budget Committee Member Ray Masse said its more about agreeing to the process and to hold each other accountable for the legislative body. Selectman Dick made a **motion** to authorize the chair to sign the MOU between the BOS and Budget Committee to add full time employees. **Seconded** by Selectman Olmstead. **All in Favor**; Olmstead, aye; Dick, aye; Salatiello opposed, motion passes.

Selectmen Dick also suggested that in part of the budget process we should establish a CRF for employee payouts in retirement and in sick or vacation time if an employee parts service. In order to reduce the liability of funding large payouts. Selectman Salatiello agrees that it has been an issue for a couple years and it has been suggested to establish something.

Selectman Dick brought up the previous budgets and which lines are typically over or under and on the average the last four years we have returned an average of \$262,000 to the unassigned fund balance. The budget committee has asked that in lieu of appropriating money for merit increases, that we use the money that we have under spent the budget to fund the

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merit increases. It wouldn't stop the department heads from getting increases for their employees during the year. Dialog ensued around the benefits and potential pitfalls to the proposal. Selectman Dick made a **motion** that the BOS revises the Dept Head budget to remove the funding for the merit increases but to maintain the ability of the Dept Heads to propose the merit increases, with the funding to be found in the execution of FY21. **Seconded** by Selectman Olmstead. All in favor; Olmstead, aye; Dick, aye; Salatiello, opposed. Motion passes.

**Budget Presentations**

**Transfer Station** – Transfer Station Manager Nate Douglass in addition with Solid Waste committee members Jeff Burns and Dave Swanay. Nate talked about the two different thought processes in the budget proposal; one that is utilizing bailing and one that is keeping with the single stream. Nate talked about his findings in his research of other transfer stations and conveyed his recommendations. The general consensus is to go back to bailing but incrementally. Single stream prices are going up from \$155/ton to \$205/ton. That includes single stream, MSW and C&D. Potentially full out bailing would bring in revenue after a small investment. Dave Swanay talked about the Town of Gilford and the mandatory recycling program they are initiating. Nate thinks the Town is not ready to go full in on bailing; and that it would be best executed incrementally. Nate discussed the numbers that are a known and those that are a best estimate. Selectman Dick asked about what the offset will be; if any, by switching to bailing. Selectman Dick asked about the miscellaneous line and adding to it in the anticipation of switching to bailing. Dave Swanay mentioned grants that may be available from America the Beautiful to help offset the cost of some of the containers. The BOS would like Nate to come back to present a completed budget at the 1.8.2019 meeting.

**Executive Administration** – TA Stafford went over the budgets in Executive Administration lines. The legal expense lines are expected to increase based upon ongoing legal issues. The Planning Board has expressed a need to have their own legal budget; based upon the planning board needs and what the attorney's see coming for the next year, the BOS recommends we keep the legal line at \$33 thousand. TA Stafford also spoke about how the committees had their recording secretary at more of a stipend amount and she changed it to reflect their hourly rates times the number of hours required. She is requesting a part-time finance/administrative clerk, the increase in that budget line reflects the increased hours needed. Selectman Salatiello asked if a part-time person would be enough; TA Stafford is confident if we find the right person, it will be sufficient. TA Stafford spoke about the elected official line. She would like to add in the 2% that was not appropriated in the Treasurer's rate. The amended rate includes the 2% from FY20 and brings that position to current and reflects the Health Insurance Study Committee's recommendation and the COLA. Discussion was held in regards to maintaining consistency within positions. The assessing line increased to add in the expansion pack that would allow the users to print off their own tax cards from the website. Under the financial administration line, there is an upgrade available that would better allow us to track the time off and allow us to track the FSA and opt out payments. She would also like to add in the funding for the HR suite of services in FY21. Discussion ensued around the opt-out and how it should be paid out. TA Stafford is reducing the amount of the employee assistance program as its included with the Health Trust; we have the option of going with a shortened plan however, Trish thinks that given there has been no utilization in 2019 at all, going with the

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December 18, 2019 – 5pm

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shortened policy is not necessary. Primex has sent us correspondence that we are receiving a holiday on our unemployment compensation premium. Trish asked how the BOS wants to proceed with outside agency requests? Given the changes TA Stafford needs to make to the Executive Administrative budgets, the BOS decided to move forward with the agenda.

### **Town Administrator's Report**

Primex notified us that we have an unemployment compensation premium holiday.

The BOS and Town Administrator received a petitioned warrant article from Ron and Kathleen Hilbrunner to pave Dr. True Road and Maple Circle. It was suggested by Chair Olmstead that the TA contact the Highway Director, Town Clerk and NHMA to make sure we are aware of the added costs and can put the petitioned article on the warrant appropriately.

The auditors are just about finished with their audit from the summer; they wanted the TA to talk about their findings and they will finish up with a full report to the BOS. They had concerns with the deposits from the Town Clerk's office, they were concerned with the way the Transfer Station was imposing fees being not consistent and they were concerned with the time sheet reporting from the highway department.

Planning Board Assistant Steve Laurin shared a memo with the BOS about a public hearing to change the flood plan ordinance in order to maintain compliance with the flood insurance.

TA Stafford asked the BOS for their thoughts on the WRBP program and if they wanted to proceed with the due diligence portion of the governance plan as she is attending their monthly meeting on 12.19.2019. The Board agreed to support the WRBP moving into the next phase of the process.

TA Stafford asked the BOS for their approval to allow Chief Hankard to sell the old town vehicle to Rusty's Towing; they are comfortable with the go ahead.

Payroll upgrade; TA Stafford asked the BOS for the approval to upgrade the payroll system in January for \$975, it will help with tracking time off requests. The BOS agrees that the upgrade will be helpful in easing the weekly payroll load.

### **Selectmen's Report**

**Chair Olmstead** – Nothing to report at this meeting.

**Selectman Dick** – Reported on the budget committee.

**Selectman Salatiello** – Nothing to report this meeting.

### **Authorization Signatures: Payroll and Accounts Payable Register**

The Selectboard signed the payroll registers for December 19, 2019. A check for \$9,602 was signed for Morton Salt; a check for Harvard Pilgrim in the amount of \$27,606.22, a check for \$8,860 was signed for Owen's Leasing Company.

### **Review & Approve Minutes**

**BOS Meeting Minutes** - Members of the Board reviewed the draft meeting minutes of December 4th, 2019 meeting minutes. **Motion** to approve the December 4th, 2019 Draft Meeting Minutes, with any corrections, made by Chair Olmstead, **seconded** by Selectman Dick. **All in favor**; motion passes.

12.18.2019

BOS Approved Minutes

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**Adjournment** – Selectman Dick made a **motion** to adjourn the meeting at 8:54p.m. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**Next Meeting(S)** – The Selectmen will hold their regularly scheduled meeting on **Wednesday, January 8, 2020 @ 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](http://www.sanborntonnh.org) or are on file with the Town Clerk.)*

Selectman's Clerk \_\_\_\_\_  
Approval Date 1.8.2020