

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Old Town Hall
19 Meeting House Hill Rd
Sanbornton, NH
12.07.2022 – 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 – Will Ellis explained that he received a check from the Town several months ago but he is not sure what it is for and the invoice number does not match any of his. Trish will look into this.

2. New Business

a. Transfer Station truck update – Shauna Goutier explained that the new truck has arrived on the lot at Grappone in Bow and it still needs to get upfitted with a plow and sander but there is no ETA for that. She stated that some residents have asked if the current truck will be put out to public bid; Grappone should be providing a trade-in value for the truck next week but it currently does not start. Selectman Dick stated that he would not want to turn down the opportunity to trade the truck in and risk putting it out to bid if nobody ends up wanting it. Shauna noted that Upper Bay Electric should be fixing the lights at Old Town Hall very soon.

b. CZC Application Process update – Zoning Enforcement Officer Mark Ledgard explained that he has been working on updating this application along with Fire Chief Paul Dexter. This will now be called an Application to Construct a Structure. He explained the new proposed fee structure; a \$350 flat fee for each dwelling plus \$.30 per square foot for other structures such as a pool or garage. He also included language in the application from the zoning ordinance explaining solar system and wetlands setbacks. Chief Dexter stated that the document explains when a Certificate of Occupancy is needed, for additions such as bedrooms, new one- and two-family dwellings, etc.

Selectman Dick stated that this is an improvement on the existing application but it is still not clear to an applicant when they may need to get site plan approval from the Planning Board. Selectman Dick asked about the definition of a “structure”; Mark responded that a non-structure needs to be moveable by hand. Chief Dexter stated that he tells residents that a structure is anything attached to the ground. Trish noted that she and Mark have been working to update the Subsurface Septic Regulations; those are currently ambiguous and confusing and they should instead mirror the State’s requirements. Selectman Deacon stated that the language in those regulations should cite the Statute by reference but not include the actual language so that it won’t become outdated. Trish will schedule a public hearing for both the fee schedule update and adoption of new Subsurface Regulations.

c. Civic Plus/Clerk Software – Trish explained that the Town’s website vendor offers an add-on program called Civic Clerk that allows for easy creation of agendas that can link to the packets of material that will be discussed during the meeting. The cost for the first year is \$9,090 which includes set-up fees and an optional import of existing documents. The annual cost afterwards would be \$3,675. Ray Masse stated that he thinks it is a benefit to have the same documents available to everyone but it will take time to manage the program. Selectman Dick stated that he is concerned if the program will actually be used by some of the committees.

Mark Brown stated that Belmont and Laconia livestream their meetings and load documents to a Google doc for the public to see; Trish responded that livestreaming is not free and those towns pay for that capability through Atlantic Broadband. Mark stated that having the livestream file available immediately from those towns makes it easy to keep up with what's going on, whereas the audio file from a Selectmen's meeting is not available instantly. Mark asked how much the Town website costs yearly without the Civic Clerk package and Selectman Dick responded that it is around \$5,000. Selectman Dick stated that Mark's point is valid and the Town may not be using all the free options that are available like Google docs. Trish noted that the Town could do its own livestream and she will look into costs for that.

d. LRPC nomination – Selectman Jim Dick made a **motion** to approve Bob Lambert as the Town's representative to the LRPC. Selectman Brandon Deacon **seconded** the motion and the motion passed, with Selectman Lambert abstaining. Selectman Lambert will ask LRPC if it's possible to designate an alternate representative.

e. Outside agency funding requests – The Board reviewed letters from outside agencies requesting funding. Trish noted that Police Chief Steve Hankard sent an email in support of Greater Lakes Children's Advocacy Center and their request for \$1,000; they provide services to children who are victims of alleged abuse. Selectman Deacon noted that he is in favor of supporting those organizations that can demonstrate how their services benefit Sanbornton residents specifically. Selectman Dick agreed and stated that some of the letters that were received do not define this well; he added that providing funding to Dulac Land Trust per their request would not benefit residents directly so he would not be in favor of funding that request.

Selectman Deacon stated that it would be helpful to know how many Sanbornton families have been serviced by First Fruits Food Pantry; they are requesting \$4,000. Trish will ask for this information. Selectman Dick stated that these requests can be formally voted on at the joint Budget Committee/Board of Selectmen meeting.

3. Old Business

a. Welfare guidelines update – Selectman Dick stated that he has not seen any updates on welfare guidelines and thresholds which were discussed at a past meeting. He noted that he is not sure if the guidelines for rent assistance are being followed; these should be based on the Belknap County Fair Housing Index. He asked Selectman Lambert to discuss this with the Welfare Director during their next meeting.

4. Town Administrator's report – Trish explained that key cards now work for the new town office building. Between 9pm and 6am and on weekends the alarm system is armed. The payroll conversion is still on track to happen in January. Trish is now serving as the de facto Health Officer and updating the Subsurface Regulations will make that more manageable. BPS would like to have a meeting before starting work on the new police station next week and she will work on scheduling that with Selectmen and some members of the Building Construction Committee.

5. Selectmen reports – Selectman Lambert explained that requests for assistance from the Welfare Dept are steady; the recent Christmas event put on at the Old Town Hall by the Recreation Dept was well-attended. Selectman Deacon stated that CIP requests have been voted on. The Planning Board has voted to make proposed ordinance changes including the aquifer protection ordinance, eliminating the wattage limit on residential solar systems, and amending the sections regarding gravel pits and campgrounds. The Master Plan Committee will need the forthcoming housing report from LRPC to make more updates.

6. Signatures – In addition to an abatement refund worksheet, notice of intent to cut timber and an already-approved PAF for Caitlin Beatty from the Fire Dept, the following checks were signed:

Wadleigh, Starr and Peters - \$7,902

Irving Oil - \$5,081.64

Belknap County Treasurers - \$656,327

Casella Waste - \$14,852.79

Moonlight Computers - \$5,155.59

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

Meeting adjourned at 7:00pm. The next meeting is a joint Budget Committee/BOS meeting scheduled for Tuesday, December 13th at 6:30pm.

Respectfully submitted,

Audry Barriault, Secretary

Selectboard Approval: _____
12.21.2022