

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Old Town Hall
19 Meeting House Hill Rd
Sanbornton, NH
2.14.24 - 5pm

The Board of Selectmen convened in regular session. In attendance were: Selectman Bob Lambert, Selectman Brandon Deacon, Selectman Glenn Frederick and Town Administrator Trish Stafford.

1. Public Comment – Karen Bordeau stated that she is concerned about the sound quality of the Old Town Hall; it is very difficult to hear in the room as well as people trying to dial in via Zoom. Selectman Deacon stated that the Planning Board has used some microphones that the Town owns and he would like there to be an audio system that is simple enough for all committees and boards to use. Trish stated that there was a company that proposed audio solutions last year and she will look into this again.

2. New Business

a. Town Park Committee – Barbara Whetstone stated that she has met with Attorney Bennett who advised her that delineating the Town Park property from the Transfer Station would be the responsibility of the BOS. She prefers that this be a permanent line for the purposes of applying for grants that require an individual lot. Fire Chief Paul Dexter suggested having a subdivision of the property so that there will be no question about the lot lines in the future. Heather Goodwin stated that she is concerned about the width of the driveway to the Town Park and Chief Dexter stated that a site plan would include the access and would be based on occupancy numbers for the park. Nina Gardner stated that people are waiting for months to get a surveyor so it is best to start the process now.

Barbara stated that she would like to see uneven areas leveled and then loamed and seeded; Selectman Bob Lambert stated that a site plan may change where facilities are going to go so the leveling should wait. Selectman Deacon stated that the first step will be a surveyor and from that plan there may be recommendation on where the exact location of facilities will be.

Barbara asked if there is a fund that will allow the committee to accept donations; Trish responded that there is already a Recreation Revolving Fund for this purpose. Attorney Bennett recommended a public hearing to discuss the plans for the park with the public; Trish suggested having that before meeting with a surveyor. Nina suggested waiting until after Town Meeting and tax season to hold a public hearing and others agreed.

Selectman Deacon made a **motion** to allow the Town Administrator to coordinate with the Town Park Committee to formulate an RFP for a surveying company to delineate the park from the Transfer Station including the driveway and to draw a proposed site plan for the park including placement of facilities, parking, fencing, landscaping and proposed open space for future development. Selectman Frederick **seconded** the motion.

Selectman Lambert stated that some companies charge to submit bids. Chief Dexter suggested an RFQ, Request for Qualifications, to find a company that has experience with parks. Patty Kasperian asked if an RFPQ would be possible, with the bid including qualifications. Trish stated that she will work on a draft RFPQ with the committee for the next BOS meeting. Selectman Deacon withdrew his motion.

b. Police Dept reimbursement/grant – Selectman Deacon made a **motion** to request payment from the trust funds in the amount of \$69,947 payable to line 4210.629 for purchase and set-up of a new police cruiser. Selectman Lambert **seconded** the motion and the motion passed unanimously. Police Chief Steve Hankard explained that he has received a grant from the State for body cameras; this is a 50/50 grant that covers the

cameras and associated fees. Selectman Deacon made a **motion** to accept the Dept of Safety Police Body Camera grant in the total amount of \$20,000 spread out over five years for police body cameras for the Town of Sanbornton Police Dept. Selectman Lambert **seconded** the motion and the motion passed unanimously.

c. Fire Dept PAFs – Selectman Deacon made a **motion** to approve the PAF for Cannon Barnaby as Full-Time Firefighter/EMT at labor grade 14, step 1, increasing to step 2 after successful completion of six-month probationary period and increasing to step 3 after successful completion of one-year probationary period with a start date of February 4, 2024. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Selectman Deacon made a **motion** to approve the PAF for Steven Langevin to move to labor grade 15, step 1 due to employee status change and successful completion of probationary period effective February 4, 2024. Selectman Lambert **seconded** the motion and the motion passed unanimously.

d. CivicPlus presentation – Ryan Anderson and Megan Underwood from CivicPlus explained that the current open-source platform the Town uses will be phased out and there is a new state-of-the-art CivicPlus platform that he recommends moving to. The new site would include mass communication tools and robust searching capabilities; migrating all the information from the existing site and consulting services would be included, and the AudioEye service would constantly check for ADA-compliance.

Selectman Lambert asked how many municipalities CivicPlus works with and Ryan responded that they work with about 4500 and 1800 are on the older platform that Sanbornton is using now. Selectman Deacon asked if it will be easier to find information on the new platform. Megan explained that many people find information by searching rather than using links and the search engine is robust. Selectman Lambert asked how cost is determined and Ryan stated that the Town would be receiving a discounted price of around \$37,000 for the first year and \$11,000 as an ongoing yearly cost. The current website cost is \$2,500 per year. Ryan explained that if the Town does not want to use the newer platform, then they would be migrated to a similar system to what it has now.

Selectman Lambert asked what the timeframe is for moving to the new platform and Ryan explained that he would need a contract back ASAP for a start date of July 31, 2024. Selectman Frederick asked if the standard platform is ADA-compliant and Megan responded Yes. Trish asked if some items could be taken off the quote to lower the price and Ryan responded Yes but does not recommend removing some of them, such as hosting.

Trish stated that she was hoping to use the \$20,000 county ARPA funds for a new website but the quote exceeds that. Selectman Deacon stated that the ongoing cost will be about \$1,000 a month for the new platform and he is concerned about changing to a new company where there is a possibility of website downtime, required training, and a different user experience for residents. Selectman Lambert asked what the price difference was between this and the other company that presented last year; Trish responded that it was a cheaper initial cost but the ongoing cost was similar.

Selectman Deacon stated that there should be enough money to cover the initial cost from CivicPlus due to employee vacancies. He would like members to review the proposal closely to discuss at the next meeting and asked Trish to look at what funds are remaining that can potentially be used for this.

e. School Formula – Nina Gardner explained that she and Selectman Frederick sat on the School Formula Committee this year; the proposal at the school district meeting will be for a 70% ADM (Average Daily Membership, or how many students each town has in the district) and 30% EV (Equalized Value) formula, with a 1% increase for ADM/1% decrease for EV each year. This will mean that what each town pays will be more based on the number of students it has in the district and less on what its properties are valued at. Nina noted that 46% of her recent tax bill was due to the school district.

Nina asked if the Selectmen would be in favor of sending letters to residents regarding the formula proposal and reminding them of the district meeting on March 23rd at 9am; the committee can draft the letter but she suggested the BOS writing the introduction. Members were in agreement and will work on this; Selectman Deacon stated that in 2022 the Conservation Commission mailed their newsletter to all mailing addresses in Sanbornton at a cost of around \$1 per envelope.

3. Old Business

a. Social media sites – Selectman Deacon asked if there is an update on setting up social media logins. Trish responded that she has been busy with the warrant but has started building logins for Barb Vaughn to manage.

b. FY25 warrant articles – Selectman Deacon stated that the Budget Committee voted on warrant articles at its public hearing on February 6th and the BOS should take a vote also. Trish stated that the DRA let her know a warrant article with a \$1 placeholder is not needed and the \$1 can just go in the operating budget. Selectman Deacon stated that he does not think there is a need to change that at this point and members agreed.

Article 1 – Operating Budget - Selectman Deacon made a motion to recommend Article 1 for \$5,670,610. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Article 2 – Capital Outlay – Selectman Deacon made a motion to recommend Article 2 for \$1. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Article 3 – Appropriations to Capital Reserve Funds – Selectman Deacon made a **motion** to recommend Article 3 for \$1,596,135. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Article 4 – Appropriate to Expendable Trust Funds – Selectman Deacon made a motion to recommend Article 4 for \$20,000. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Article 5 – Winnisquam Watershed Protection – Selectman Deacon made a motion to recommend Article 5 for \$100,000. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Article 6 – Self-Contained Breathing Apparatus - Selectman Deacon made a motion to recommend Article 6 for \$25,000. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Article 7 - Tax Impact – Selectman Deacon made a motion to recommend Article 7. Selectman Lambert **seconded** the motion and the motion passed unanimously. If passed, the annual budget and all special warrant articles having a tax impact must contain a notation stating the estimated tax impact of the article.

Article 8 – SB2 – Selectman Deacon asked if the BOS are required to take a position on this even if it has no dollar amount. Trish stated that she will check on this with the attorney.

Article 9 – All other business - Selectman Deacon made a motion to recommend Article 9. Selectman Frederick **seconded** the motion and the motion passed unanimously.

c. Town Report update – Selectman Deacon asked if there is anything needed from the BOS to complete the Town Report. Trish stated that they can assist with writing the dedication.

4. Town Administrator's report – Trish received a renewal contract from CAI, the firm that does the Town's mapping. Selectman Deacon made a **motion** to approve the contract for tax map maintenance between the Town of Sanbornton and Cartergraphic Associates, Inc. in the amount of \$2,500 in accordance with the proposal provided on January 31, 2024. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Trish provided an abatement recommendation from Avitar for Tax Map 4, Lot 24. Selectman Deacon stated that he has spoken with the property owner about this as well; Avitar recommends reducing the assessment from \$926,067 to \$696,367. Selectman Deacon made a **motion** to approve the abatement request as filed from Assessing Supervisor Jason Downes to abate Tax Map 4, Lot 24 by the amount of \$229,700. Selectman Lambert **seconded** the motion and the motion passed unanimously.

5. Selectboard reports – Selectman Deacon explained that the Historic District Commission discussed adding setbacks for the district back into the Zoning Ordinance next year; there are currently no setbacks required. The Planning Board has voted in a new Vice Chair, Will Ellis, as the previous Vice Chair has moved. Selectman Frederick stated that he attended the School Formula public hearing last night. Selectman Lambert stated that the Police Dept and Highway Dept are running smoothly and there are currently no major equipment issues.

6. Signatures – The following checks were signed:

\$26,995 to ShinglePro, LLC

\$20,834.84 to Morton Salt

\$9,266 to Eastern Minerals, Inc.

\$9,980.02 to Casella Waste Systems, Inc.

7. Minutes – Selectman Deacon made a **motion** to approve the minutes of 1/17. Selectman Lambert **seconded** the motion and the motion passed unanimously.

8. Non-public session – A motion to enter non-public session relative to RSA 91-A:3, II(c), matters that, if discussed in public, would adversely affect the reputation of someone other than a member of the public body, and relative to RSA 91-A:3, II(l), consideration of legal advice, was made by Selectman Deacon at 8:42pm and seconded by Selectman Lambert. The motion passed unanimously.

TA Stafford was also in attendance and during the session there was discussion of Welfare Dept clients and legal advice regarding ongoing litigation. No votes were taken.

A motion to leave non-public session at 9:15pm was made by Selectman Deacon. Selectman Lambert seconded the motion and the motion passed unanimously.

Meeting adjourned at 9:15pm. To next regular meeting is scheduled for Wednesday, February 28th at 5pm.

Respectfully submitted,

Audry Barriault, Secretary

Selectboard Approval: _____ Date: _____