

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Old Town Hall
19 Meeting House Hill Rd
Sanbornton, NH
3.27.24 - 5pm

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

1. Public Comment – Library Trustee Ginny Blackmere spoke on behalf of the other trustees; they are recommending Grace Olson fill the remainder of Michael Gray’s term as he has resigned. Selectman Deacon made a **motion** to accept the appointment of Grace Olson as Library Trustee replacing Michael Gray with a term expiring March 31, 2025. Selectman Carter **seconded** the motion and the motion passed unanimously.

2. New Business

a. Board Re-organization - Selectman Carter made a **motion** to nominate Brandon Deacon as continuing Chair of the Board of Selectmen. Selectman Frederick seconded the motion and the motion passed unanimously.

Selectman Carter made a **motion** to nominate Glenn Frederick as Vice Chair. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Frederick made a **motion** to nominate Ralph Carter as Clerk. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Selectman Deacon stated that having the same BOS representative for both the CIP and Budget Committee would be useful and Selectman Carter agreed. Selectman Carter explained that he has knowledge of the history of the Town Park property and Planning Board and would like to be the BOS rep for those groups; members agreed. He added that he would like the Budget Committee process to be complete by early January so that the information can be posted and available to residents well in advance of voting; he has checked with DRA and they said that they can turn things around quickly at that time since most towns are still in the budgeting process.

Town Administrator Trish Stafford stated that the Town Administrator is supervising the Transfer Station and Recreation managers already so a BOS liaison for these departments may not be appropriate. Selectman Carter stated that any department should be in constant contact with the Town Admin already as part of their job but it is helpful for Selectmen to be aware of any issues. Trish stated that if a BOS member directs a department head to do anything then that has to be done in public session. Selectman Deacon stated that he advises any department head who speaks with him about an issue to let Trish know also.

Members agreed on the following liaison assignments:

Carter - Planning Board, Recreation Commission, Transfer Station, Recreation Dept

Frederick - Budget Committee, CIP, Cemetery Trustees, Fire Dept, Police Dept

Deacon - Conservation Commission, Historic District Commission, Highway

Selectman Carter stated that he would like all boards and committees to keep a tally of excused and unexcused absences of members as well as any training they have attended; this information should be brought forth when there is a membership renewal. He added that he understands these are volunteers but they have made a commitment nonetheless to attend meetings. Selectman Deacon stated that the BOS had discussed requiring attendance records for volunteer land use boards that have an effect on peoples’ property and for any elected

board members. Trish stated that a meeting between the BOS and any board/committee Chairs would be helpful; members agreed; a ZBA member had suggested a general email address for each board.

Selectman Deacon made a **motion** to reappoint Brad Crobsy as member of the Conservation Commission with a term expiring March 31, 2027. Selectman Carter **seconded** the motion and the motion passed unanimously.

Selectman Deacon made a **motion** to reappoint Gail Morrison as member of the Conservation Commission with a term expiring March 31, 2027. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Selectman Carter made a **motion** to appoint Heather Goodwin as member of the Town Park Committee. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Trish stated that the Town Park Committee members will need to be reappointed and she will email them.

Selectman Deacon made a **motion** to reappoint Nina Gardner as member of the Historic District Commission with a term expiring March 31, 2027. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Selectman Deacon made a **motion** to reappoint Sam Swartz as member of the Historic District Commission with a term expiring March 31, 2027. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Selectman Frederick made a **motion** to reappoint Tom Lynch as member of the Planning Board with a term expiring March 31, 2027. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Police cruiser auction - Police Chief Steve Hankard explained that the cruiser that could not pass inspection is heading to the White Farm for auction on May 18th and he will have it towed there a week prior to that.

Selectman Carter made a **motion** to authorize the Police Chief to send the police cruiser to the State auction and to sign the title and any other related documents. Selectman Deacon **seconded** the motion and the motion passed unanimously.

b. Winnisquam River Basin Program update - Ray Korber of KVPartners provided documents to the BOS; he has identified assets in the WRBP (sewer system) that the Town owns and that the State owns. He explained that the State owns all but 3,000 feet of the sewer line; the State owns and operates the pump station as well. He stated that the State may be willing to take over the Town's portion which may be advantageous since Sanbornton does not have the staff or expertise to manage the system.

Ray suggested finding out who is tapped into the sewer line and if they are contributing. Selectman Carter asked about the funding source for the WRBP and Trish explained that it is a pass-through service where the users pay the Town and the Town pays WRBP. Donna Ledgard asked if users pay per number of bedrooms and bathrooms; Trish explained that there are rates for homes, commercial and industrial but not different rates for size of home. Ray stated that the Town may want to update those fees depending on home size.

Ray explained that the Town is required to submit an annual report to the EPA about the status and operation of the assets it's responsible for. Since the deadline is quickly approaching, he suggests that he draft a letter that outlines what the Town is working on, i.e. the asset management plan, financial assessment, etc. to show that work is being done, with a full report being sent the following year. Members were in agreement that Ray should draft the letter and it can be reviewed at the next BOS meeting.

Ray offered to reach out to the State and mention that the Town is interested in them taking over assets and members agreed that he should proceed. Ray stated that the Sewer Use Ordinance needs to be updated also. Selectman Carter stated that he would like to see a monthly report about this issue.

c. FY25 budget - Selectman Deacon stated that the result of the vote at Town Meeting means that the Budget Committee proposed FY25 budget needs to be reduced by 5.1%. An expense report was provided to members; there is 15% left in the budget for this fiscal year, though some CRF reimbursements to lines are not yet complete. He stated that he feels department heads should look at what items may be able to be purchased with funds in FY24. Selectman Carter stated that the items to cut will not include the 6% COLA, as that was promised by the BOS to employees already, and the requirement of a 6% employee share of insurance will also remain.

Trish stated that she needs to enter a new figure into the DRA portal since the one entered previously was rejected at Town Meeting. Julie Lonergan stated that removing 5.1% of the budget for some departments isn't a lot of money and large items will need to be looked at. Selectman Deacon stated that the BOS will coordinate a letter to department heads with a directive about how to reduce their FY25 budgets.

Update on open positions - Members reviewed the draft General Assistance Director job position. Selectman Carter asked about the existing job openings in Town; Trish stated that there is an opening for an Assessing Assistant, Land Use Administrator, and Recreation staff for summer camp. She added that she would like to revise the Land Use Admin posting and then put out an ad of all open positions now that the language in the General Assistance job description is finalized.

3. Old Business

a. General old business - Selectman Deacon asked if there is a Town Facebook page yet; Trish stated that she can have Barb Vaughn work on this when she is back in office. He asked if flags have been purchased yet and Trish stated that she has not purchased these yet but she will soon. Selectman Deacon stated that there needs to be a discussion about payouts of earned PTO; if long-time employees leave and are compensated for unused PTO it will deplete the Employee Severance CRF. There is an upcoming Budget Committee meeting on April 16th which Selectman Frederick will attend. Selectman Carter stated that he will get information to Trish about getting a Wi-Fi thermostat installed in the Old Town Hall.

4. Town Administrator's report – Trish stated that Gilford Well has drilled at the Town Park in preparation for the irrigation system; the bill will be paid then reimbursed by SLFRF funds. Selectman Deacon made a **motion** to authorize the TA to pay Gilford Well \$18,781 for drilling at the Town Park with funds to come from budget line 4520.390 and then to be reimbursed by SLFRF funds. Selectman Carter **seconded** the motion and the motion passed unanimously.

Trish explained that she receives requests to use Old Town Hall; it had been discussed in the past what certain groups should pay. Currently the fee is \$50 in the winter to help offset the cost of electricity and heat, but free for any boards or committees doing business. Selectman Deacon stated that the dollar amount is small but it is still lost revenue to the Town; he is in favor of discontinuing free use unless the group is doing official business, and neither the Old Home Day Committee and Pavilion group are official committees.

Selectman Carter stated that Old Home Day is a celebration of Sanbornton and he considers it a Town function; Selectman Frederick stated that he thinks that the rule needs to be consistent across all groups, and the Old Home Day Committee nor the Pavilion group are official. Members were all in agreement to require rental fees of any non-official group meeting in the Old Town Hall moving forward.

Trish stated that the previous assessor requires a \$75/hr fee to do in-home inspections for property owners requesting abatements. Members stated that Trish should see if there is money in the budget for this before moving forward.

Trish explained that someone is asking for a letter from the BOS that states she is a resident; her condo association is requiring this and they believe she is a seasonal resident, not full-time. This person has registered her vehicle in Sanbornton; BOS members agreed that they will not write a letter and a vehicle registration should serve as proof of residency.

Trish has received an intent to excavate for the gravel pit on Johnson Rd; she has a call in to the State to make sure she has the correct information before proceeding.

5. Selectboard reports – Selectman Deacon explained that there was a recommendation at the recent Planning Board meeting to include the actual language of any ordinance changes that were voted on in the Town Report.

Selectman Carter stated that he has observed NH Broadband stringing new lines for internet service; this will be an option just for NH Co-op customers. He has discussed replacing the bridge on Prescott Rd with Johnny Van Tassel and an engineer will need to be hired for this. He would like to see all bridges standardized to 24 feet wide so that one half of the bridge can stay open for vehicles if repairs are needed. Selectman Carter added that the CRF for Roads and Bridges should be split up. He added that he has talked with Chief Dexter about Chapel Station and suggested that a site plan is done. There will need to be a plan for the runoff from that building as well as tree removal/trimming around the building, and that could possibly be done in this fiscal year.

Selectman Frederick stated that there have been several Fire Dept work anniversaries recently; Mary Baxter, 12 years; Dennis Goulette, 8 years; Ethan Cray, 3 years; Mohammed Sapry, 2 years. The new apportionment formula passed at the School District meeting on March 23rd and he thanked Nina Gardner for her work leading the committee. Over 100 Sanbornton residents attended that meeting.

6. Signatures – A check in the amount of \$28,552.32 to HealthTrust was signed.

7. Minutes – Selectman Deacon made a **motion** to approve the draft minutes of 2/28. Selectman Frederick **seconded** the motion and the motion passed, with Selectman Carter abstaining.

Meeting adjourned at 9:07pm. The next regular meeting is scheduled for Wednesday, April 10th at 5pm.

Respectfully submitted,

Audry Barriault, Secretary

Selectboard Approval: _____ Date: _____