

SANBORNTON BOARD OF SELECTMEN'S MINUTES

July 8, 2020

Town Offices

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

Selectman Olmstead made a **motion** to authorize Selectman Tom Salatiello to participate via teleconference. Selectman Dick **seconded**. All in favor, ayes have it. **Motion** carries.

Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

Public comments–

David Dolan had a question about tax card for Lot 3-34, which lists the property as common land. He complained that the property has improperly been posted “No Trespassing” and the sign is not in compliance with land use regulations. As common/Town land, he doesn't believe anyone except the Board can post the property. The lot provides access to Plummer Pond, and he wants to be able to access the water. He requested the Police Dept take a look at it and remove the signs so the beach can be used. Residents are telling people to stay off the beach. TA Stafford said the Assessing Assistant was looking into that today on Huber Drive. TA Stafford will notify the Police Dept.

New Business –

Highway Dept-Gravel Roads-Highway Director Van Tassel requested the use of money from line item 4909.000 to rebuild crowns, super elevate, drain water to ditches quicker and add other fines to the gravel in the roads. Proposed price is \$50,000. Additional trucking is “as needed” basis using line item 4312.380. Selectman Salatiello asked if this was budgeted at Town Meeting or brought up at the Budget Committee meeting; as he thinks it should go through the proper channels and planned in advance and not an afterthought in the future. Selectman Dick noted that the BOS did not ask Highway Director Tassel to provide his budget with that level of detail, but certainly could in the future. Selectman Dick made a **motion** to authorize the Highway Director to spend up to \$50,000 from line 4909.000 to re-crown and re-grade as much as can be done with that amount. Selectman Olmstead **seconded** it. Roll call vote. Selectman Dick, aye, Selectman Olmstead, aye, Selectman Salatiello, aye. All in favor, ayes have it. **Motion passes.**

LRPC Energy Purchase – TA Stafford said that the LRPC isn't going to be providing our energy this year and will end in November. There was a discussion between BOS and TA on what the options were as to who would provide our energy. TA Stafford will reach out to a few people but thinks it's worth looking into. Selectman Dick requested to get quotes from the 3 options and revisit.

Old Town Hall Rental – Received a request from Dawn Gaudreau to rent the Town Hall for approximately 20 local artisans on a weekly basis to begin July 22 from 3-8 pm. Selectman Dick and Selectman Salatiello like the idea of local involvement. An insurance waiver was

discussed and will be required by the artisan group. The Board warned the applicant that there may be Town events that will impact the availability of the hall, and that they would be worked on a case-by-case basis. Selectman Olmstead made a **motion** to approve the rental application for the Old Town Hall of \$25 a month for use on Wednesdays from 3-8 pm. Selectman Dick **seconded**. Roll call vote. Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. All in favor, ayes have it. **Motion passes.**

Selectman Salatiello left the meeting at 5:50 PM.

Atlantic Broadband Request –

TA Stafford said the attorney for the Town is still working on the franchise agreement with Atlantic Broadband. The attorney mentioned that there may be a way to expand the coverage to underserved areas as part of the Broadband infrastructure expansion grant if there are underserved school children living in those areas. TA Stafford reached out to the Winnisquam Regional School District in hopes of identifying anyone who isn't able to get cable internet to their home. Because it would seem that the agreement from 2018 is still not reaching completion; Selectman Dick said it's a great idea but concerned with the overall cost and it seems that we do not have the amount of money in the budget to do this if the broadband funding doesn't come to fruition. Further discussion ensued on the pros and cons. BOS feels that the Town would not be able to assist with this endeavor at this time. TA Stafford will reach out to the Town Attorney and update with the BOS concerns.

Old Business-

Town Office Schedule – TA Stafford said they've been operating with a modified schedule the last few weeks and continues to be functioning well. It was decided that all staff will be in Town Offices starting Monday, July 13th but the building would still be closed to the public. Those needing to meet in person can call to make appointments on Monday, Wednesday or Friday's with Planning/Zoning and the Assessing Assistant. The Town Clerk/Tax Collector's office will still process business through the side window to the extent possible depending on the weather. They have opened the lobby on rainy days, keeping only two people at a time in the lobby while practicing social distancing and wearing the appropriate PPE.

Town Administrator's Report –

WRHS Payment Schedule-TA Stafford discussed the payment schedule for FY 20-21 with the BOS. Selectman Dick said that the School Budget Committee and School Board has been trying to reduce the amounts to \$1.40 per \$1,000.

Belknap County Conservation District- TA Stafford discussed a press release that the BCCD will be coming out with and also will be going out the abutters as well. It concerns the restoration project for Black Brook. The BCCD will perform restoration on the sections where they obtain approval from the property owners. This will help restore the natural habitat for the Eastern Brook Trout.

On another subject, TA Stafford said the issue with the signs on the island in Hermit Lake have been taken care of. Most items have been removed and need to have a boat to bring the larger remaining items back. TA Stafford ordered permanent signs to put up and should be posted in the next few days.

TA Stafford noted the Library asked the Transfer Station Manager to do an RFP for their roof. Selectman Dick said that Library Trustees are responsible for any interior issues and the Town's responsibility for external issues including the roof. Roof replacement would be on the old portion. The TS Manager's role in this project was discussed. This will be further discussed at the next meeting.

TA Stafford inquired about the ability to request transfers from the Trustees of the Trust Fund as they occur and not waiting until the end of the budget cycle. This will help the Finance Director to have a more accurate picture of the bottom-line budget number.

TA Stafford noted a letter to the editor of the Laconia Daily Sun that thanked Terri Jansky for her help in getting the Avitar system updated so the full property card is available online to users.

Town Clerk/Tax Collector Julie Lonergan gave the BOS a tax collector update. Taxes were due yesterday and to date have collected almost 92% with more coming. Discussed current liens and notices. She noted that next Wednesday night, July 15th, that the Town Clerk/Tax Collector's office will resume their Wednesday evening hours. They are going to stop sending out the monthly renewal notices. Selectman Dick inquired as to how closing the year went with the TC/TC and Finance office; and suggested that next year they close at noon or the entire day on July 30th to be allowed to focus on closing out the year. Julie mentioned that while it was a time crunch to get it all done, they ended the year clean with no money going into the new year and that Avitar has been wonderful with the support they provided the town in that process. Selectman Dick questioned if they could bridge BMSI to Avitar to generate reports, budget documents, etc and find out the capabilities. Julie also updated the BOS that the State is providing all the PPE and updated guidance for the upcoming election season.

Selectman Olmstead swore in Julie Lonergan as Town Clerk/Tax Collector for the Town of Sanbornton effective March 2020 to March 2023.

Selectboard Report's- Selectman Olmstead commented upon the hearing the Planning Board had in regards to Lobster Connection's site plan approval that did get approved. He believes the abutters were satisfied and their questions/concerns were answered. They are allowed to put the tent up for the remainder of this year for outdoor seating. They will need to come back in January for a new, permanent site approval. Currently there is not a site approval for the building, just the tent which will be surrounded by an 8ft fence. Last Thursday the Planning Board met again but were unable to convene as there were not enough Planning Board members present. The Selectboard Representative is unable to step in to chair the Planning Board meeting so the alternates couldn't get seated. Selectman Olmstead noted that Recreation Commission meetings will now be held in person at the highway garage.

Selectman Dick reported that the flags went up in the Town Square area and thanked Justin Barriault for his assistance. The Building Construction Committee will meet again the week of July 13th and they are still on track to get a series of recommendations to the Board for consideration late August early Sept.

Selectman Dick asked about the status of the Cares Act reimbursements. TA Stafford has been collecting the info and there was a discussion on potential reimbursements. Selectman Dick received an email while in the meeting tonight on grant and actual reimbursement requests for the money. We have until Sep 15 to submit but they are highly recommending we get the grant applications done.

The request for bids for the town property map 3 lot 25 went out today. TA Stafford she has received several requests for information on it.

Selectman Dick mentioned updating the Volunteer Policy Manual. Specifically looking into the tenure on CIP Committee appointees and how long it is for. TA Stafford suggested we update all to be consistent.

Selectman Salatiello – none

Authorization Signatures-

Payroll & the Accounts Payable Register - Completed signatures on Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for July 1, 2020.

BOS signed a check to Winnisquam Regional School District for \$775,000.00.

Approve Meeting Minutes- Members of the Board reviewed the BOS meeting draft minutes of June 24, 2020 Non-Public and Regular Sessions. Selectman Olmstead made a **motion** to approve the draft meeting minutes of June 24, 2020 Non-Public Session with any corrections. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion passes.**

Selectman Olmstead made a **motion** to approve the Sanbornton Board of Selectman's meeting minutes for June 24, 2020. Selectman Dick **seconded**. All in favor, ayes have it. **Motion carries.**

Adjournment – Selectman Olmstead made a **motion** to adjourn the meeting at 7:22 p.m., Selectman Dick **seconded** the motion. Ayes have it and the **motion passes.**

Next Meeting(s) – The Board of Selectmen's next regularly scheduled meeting will be held at the Town Office on **Wednesday, July 22, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices.

Respectfully submitted,
Sue Smith, Administrative Specialist

Selectman's Clerk _____
Approval Date 7.22.2020

(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.)

07/8/2020

BOS APPROVED Minutes