

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*May 9, 2018*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, May 9, 2018 at 4:30 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello and Selectman Katy North. Town Administrator, Katie Ambrose was also present. Selectman John Olmstead was absent.

**1.0 Non-Public Session under RSA 91-A:3 II (b)** - Chair North made a **motion** to go into non-public session at 4:35 p.m. Selectman Salatiello **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North– aye and Olmstead–absent. The Board reconvened the public session at 4:52 p.m. Chair North announced that a decision was made to hire Joshua Dow for the Transfer Station Attendant position pending background checks at Grade 6, Step 1, effective 5/17/18. Chair North made a **motion** *not* to seal the minutes of the non-public. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

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

**3.0 Public Comment** - None at this time.

### **4.0 Business**

**4.1 Appointment – Christine Hobby and Donna Schimming for Library Trustee, Alternate Member** - Selectman Olmstead made a **motion** to appoint Christine Hobby as an alternate Library Trustee with a term ending March 15, 2019, per the recommendation of the Library Trustees. Selectman Salatiello **seconded** the motion, the **motion passed unanimously**. Chair North swore-in Ms. Hobby. (Later in the meeting) Chair North made a **motion** to appoint Donna Schimming as an Alternate Library Trustee until March of 2019. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North swore-in Ms. Schimming.

**4.2 Attorney Katherine Miller – Goals & Process for Franchise Informal Negotiations** - Attorney Miller stated the last time she had spoken to the Board was several years ago regarding the renewal of the Town's franchise agreement, which is an old version. Attorney Miller explained that the prime issue at the time was getting service to certain areas of Town. The Board reviewed the 2015 map. Attorney Miller explained that the Board and Metrocast went back & forth about the build out of the system and ultimately Metrocast said "no" based on the home density. Attorney Miller stated Metrocast is now known as Atlantic Broadband and it is the Town's renewal time again, so she wants to touch base on any progress, goals or concerns. Chair North replied no progress has been made. Selectman Salatiello stated a community survey may need to be done and the Town could have charged a 3-5% fee but the Board at that time didn't want

to do that. Selectman Salatiello noted this is a very complicated issue and benefits the Town but unfortunately this is a monopoly. Attorney Miller replied federal & state laws control the franchise, there used to be a lot of small companies but now only a few large ones, it is expensive to get on the poles and most companies choose not to compete. Attorney Miller stated service can only be denied if the Town is in default or if a renewal is provided that is considered unreasonable which is reviewed through economics on a matrix. Attorney Miller noted if they cannot get a certain number of people to sign up then it is considered a bad investment and the Board only controls the cable television piece not internet service, the fees or channel selection. Attorney Miller explained that some of the agreement's language needs to be updated and noted that some Towns use the surcharge fee to fund future build out over time. Chair North stated the Town has established a Franchise Agreement Advisory Committee and has signed the franchise agreement extension with expiration dated 9/14/2018. Selectman Salatiello suggested Attorney Miller meet with the Franchise Agreement Advisory Committee, to get a sense of what the community would like to see. Attorney Miller stated some surveys have been done in the past but there are limitations of what can be done. Andy Sanborn stated all of his neighbors have contacted Metrocast to request service contracts and feels that they are in an insidious violation of the agreement based on the buildout formula. The Board agreed that Attorney Miller should work with the Franchise Agreement Advisory Committee.

**4.3 Fire Chief – Department Head Update & FTNS Collaborative MOU**- Chief Dexter provided the Board with the Fire Department's statistics for January through May. Chief Dexter stated they have been very busy with 166 calls versus 123 calls last year, motor vehicle calls have doubled and they have been to 3 building fires whereas they typically only see one. Chief Dexter stated he included the fire zones in the reports this time and the Winnisquam area is the busiest and 80% of the calls are being handled by the day shift. Chief Dexter reported that the ambulance billing collection rate has doubled due to the staff's accuracy in getting the patient's information, the new ambulance will be "in service" in a few weeks and Car 1 will be back from getting the rocker panels repaired this week. TA Ambrose to send the FTNS Collaborative's MOU to Attorney Mansfield for review. The Board, Chief Dexter and TA Ambrose had a brief discussion regarding the Fire Pond being part of a federal recreation grant in 1967. TA Ambrose noted she has a call into the state to see how the Town can move forward.

## **5.0 Other Business**

**5.1 Planning Board Recording Secretary/Clerk Position** - The Board reviewed an email from Planning Assistant Laurin dated 5/4/18. Chair North stated the job description was changed from Town Planner to Planning Assistant so the clerical duties should be covered under that description because the Recording Secretary does the meeting minutes, the Town no longer has a Town Planner. The Selectmen reviewed the Planning Board's operating budget. TA Ambrose was asked to respond to the Planning Board.

**5.2 Mohawk Trail Riders – Permission to Construct Bridge on Class VI Road** - Jody Slack was present on behalf of the Mohawk Trail Riders and explained that they would like permission to construct a bridge on the Class VI portion of Mountain Road almost to the New Hampton town line. Selectman Salatiello made a **motion** to authorize the Mohawk Trail Riders to construct a bridge on the Class VI portion of Mountain Road

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which is town property. Chair North **seconded** the motion. The **motion passed unanimously**.

**5.3 Avitar Software Proposals** - TA Ambrose provided the Board with the three software contracts from Avitar Associates of New England Inc. TA Ambrose noted some revisions were made due to references of a calendar, not fiscal and explained the difference between the limited configuration versus the expanded configuration. TA Ambrose stated the Town will be purchasing the Tax Collect Internet Kiosk but it will not need to be utilized yet. Chair North made a **motion** to enter in to the three agreements with Avitar Associates of New England Inc. for Avitar Tax Collect System, the Avitar Utility Billing System and the Avitar Assessing System. Selectman Salatiello **seconded** the motion. The **motion passed unanimously**.

**5.4 Patriotic Flags** - TA Ambrose informed the Board that Will Ellis would help the Town put up flags and brackets with his bucket truck. He would charge for installing the new brackets at \$70 dollars per hour. TA Ambrose noted there are only six poles that have lights and none of them are on Sanborn Road, the Board indicated that flags should then be installed on just the six poles with lights per flag etiquette.

**5.5 Lower Bay Road Project - State Owned Portion** - TA Ambrose reported that all of the easements have been secured/finalized to relocate the telephone poles which should be conducted by the utility company next week.

**5.6 LRPC - Joint RFP for Purchase of Oil/Propane** - Chair North made a **motion** that the Town of Sanbornton authorize the LRPC to issue a RFP on the Town's behalf, to take part in group purchasing for oil and propane. Selectman Salatiello **seconded** the motion. The **motion passed unanimously**.

**6.0 Non-Public Session under RSA 91-A:3 II (I)** - Chair North made a **motion** to go into non-public session at 6:56 p.m. Selectman Salatiello **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North– aye and Olmstead–absent. The Board reconvened the public session at 7:04 p.m. Chair North announced that a decision was made to waive the attorney fees and have the payment of the taxes owed as agreed upon paid and any TC/TC fees paid. Chair North made a **motion** to seal the minutes of the non-public. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

## **7.0 Selectmen's Reports**

**7.1 Transfer Station Signage** - Chair North reported they are still working to finalize the signs at the Transfer Station. Selectman Salatiello suggested adding “thanks for your cooperation” to the signs. \_

**8.0 Authorization Signatures: Payroll & the Accounts Payable Register** – The BOS reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

**8.1 Board Meeting: 4/25/2018** -The Clerk signed.

## **9.0 Review & Approve Minutes**

**8.1 BOS Meeting 5/2/18 draft** - Members of the Board reviewed the draft meeting minutes of May 2, 2018. Chair North made a **motion** to accept the draft meeting minutes of May 2, 2018 with changes. Selectman Salatiello **seconded** the motion. The **motion**  
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**passed unanimously.**

**10.0 Donations** - None at this time.

**11.0 ADJOURNMENT** – Selectman Salatiello made a **motion** to adjourn the meeting at 7:33 p.m. Chair North **seconded** the motion and the **motion passed unanimously.**

**12.0 NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, May 16, 2018 @ 4:30 p.m.** at the **Sanbornton Town Offices.**

Respectfully submitted,  
April Rollins, Administrative Specialist

Approved on 5/16/18 \_\_\_\_\_  
Selectmen’s Clerk