

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

June 27, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, June 27, 2018 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello, Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

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

2.0 Public Comment - None at this time.

3.0 Business

3.1 Appointment – Mary Ahlgren for Conservation Commission - Chair North made a **motion** to appoint Mary Ahlgren as a member to the Conservation Commission with a term ending March 31, 2021. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Mary.

3.2 Old Town Hall Rental Applications - Selectman Olmstead made a **motion** to allow Melanie Van Tassel, as a citizen, to rent the Town Park for the Reneau Family Benefit on July 7th from 11:00 a.m. to 3:00 p.m. and to waive the rental fees. Chair North **seconded** the motion and the **motion passed unanimously**.

3.3 Quote for Concrete Work for Fire Department Drain/Grate Project - TA Ambrose explained that the Board has already approved the project but have not awarded it yet. Chair North made a **motion** to approve the quote from AW Brock LLC for the purposes of fixing the drains at the Fire Department with the funds to come from the Facilities Maintenance & Repair CRF, not to exceed \$13,130 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.4 Job Description Updates - Selectman Olmstead made a **motion** to approve the Transfer Station Manager job description with the annotated corrections. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the Town Administrator job description with the deletion of the last bullet on the 2nd page. Chair North **seconded** the motion and the **motion passed unanimously**.

4.0 Other Business

4.1 Transfer Station Operating Plan - Selectman Olmstead made a **motion** to approve and put into practice the Transfer Station Operating Plan. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North noted that a copy of the operating plan would be provided to the Town Clerk's Office.

4.2 Commitment Letter for Bond Anticipation Note - Selectman Olmstead made a **motion** to have the Board's Clerk sign the commitment letter from Franklin Savings

Bank. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. TA Ambrose provided the BOS with three copies of the following five documents for signature; Resolution of Governing Board, Signature and No Litigation Certificate with Receipt, Tax Certificate; Bond Anticipation Note No. R-1 and IRS Form 8038-G. TA Ambrose noted the documents need the seal of the Town Clerk and the seal needs to be notarized.

4.3 Lower Bay Road (State-Owned Portion) Construction Contracts - TA Ambrose stated there will be a pre-construction meeting at 10 a.m. at the Town Office on July 11th and the Board will sign the contract that night at their regular meeting. TA Ambrose explained that this project may go late into the season, so they have added dates in the construction schedule for work to go no later than December 1st and recommence in the Spring of 2019. TA Ambrose offered to post notification of the updated schedule and pre-construction meeting on the homepage of the website, so any residents could attend.

4.4 Resignation Letter - Chair North made a **motion** to accept the resignation of Christine Gagne from the Franchise Agreement Advisory Committee. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose to contact Ken Carleton to see if he would be interested in serving as a full member.

4.5 PAF - Town Administrator's Performance Review - Selectman Olmstead made a **motion** to approve the personnel action form to increase TA Ambrose to a grade 19, step 9 effective July 1, 2018. Chair North **seconded** the motion and the **motion passed unanimously**.

5.0 Selectmen's Reports - None at this time.

6.0 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.

6.1 Board Meeting: 6/13/18 approved -The Clerk signed.

6.2 Implicit Transfers - The Board signed the two implicit transfers for the Police Department.

6.3 Performance Review PAFs - Highway Department; Chair North made a **motion** to approve increases for Roy Clark to grade 16, step 1 and Aaron Fleury to grade 14, step 3 effective July 1st. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

7.0 Review & Approve Minutes

7.1 BOS Meeting 6/20/18 draft - Members of the Board reviewed the draft meeting minutes of June 20, 2018. Chair North made a **motion** to accept the draft meeting minutes of June 20, 2018 with changes. Selectman Olmstead **seconded** the motion. The **motion passed unanimously**.

8.0 Donations - *None at this time.*

9.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 5:46 p.m. Selectman Salatiello **seconded** the motion. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the 6/27/2018

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public session at 6:14 p.m. Chair North announced that a decision was made to meet with the remaining Department Heads within the next week to conduct performance evaluations. Selectman Salatiello made a **motion** to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:16 p.m. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, July 11, 2018 @ 4:30 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 7/11/18 _____
Selectmen’s Clerk