

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

May 30, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, May 30, 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 – Mark Ledgard for Conservation Commission, Full Member -

Selectman Olmstead made a **motion** to appoint Mark Ledgard to the Conservation Commission with a term ending 3/21/2020. Chair North **seconded** the motion and the **motion passed unanimously**. Chair Olmstead swore-in Mark.

3.2 Recreation Coordinator – Lifeguard Position - Coordinator Loneran explained that she would like to change the current Lifeguard's rate of pay because everyone is in desperate need of the position and they have received an offer from another community at a higher rate. Coordinator Loneran proposed moving the position to a grade 4, step 7 (\$11.16 an hour) from grade 4, step 5 and noted she would find the additional funds within the Recreation budget. Chair North made a **motion** to increase the rate of pay the Lifeguard position to a grade 4, step 7 effective June 17th. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Coordinator Loneran stated Bike Safety is being held this Saturday, June 2nd from 1:00 p.m. to 3:00 p.m. at the Life Safety Building.

3.3 Complaint Process - Chair North stated the Complaint Policy process needs to be revised because it has no functionality and she would be working with the Zoning Enforcement Officer, to bring some changes back to the Board.

3.4 Year End Preparation - TA Ambrose stated there a few year end items that the Board needs to prepare for, implicit transfers need to be submitted by Department Heads to the Finance Officer by June 14th for the BOS to review on June 20th. TA Ambrose stated encumbrances need to be voted on and recorded in the Board's meeting minutes, Department Heads will be asked to submit those requests by June 15th for the Board to review on June 20th. TA Ambrose stated performance reviews need to be completed by June for the salary increases in July and the Board will need to conduct Department Head reviews, so a non-public session will be scheduled for June 20th with reviews scheduled during the daytime. TA Ambrose noted that the Board would be reviewing May's expenditure report next week and the TC/TC's budget will need an implicit transfer due to the recent payout of leave time.

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4.0 Other Business

4.1 Quote from Indian Ledge Services - The Board reviewed a quote from Indian Ledge Services in the amount of \$300 dollars to fix the problem with the door at the TC/TC's Office. Selectman Salatiello made a **motion** to accept the quote from Indian Ledge Services in the amount of \$300 dollars, to be reimbursed from the Town Building Improvements CRF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.2 Volunteer Policy Amendment - Selectman Olmstead made a **motion** to approve the amended Volunteer Policy. Chair North **seconded** the motion and the **motion passed unanimously**.

4.3 LRPC Electricity Supply - TA Ambrose stated the LRPC is putting out the bid for electrical supply and a list of the low bidders will be provided to the Town then the Attorney will review the bidder contracts, one of the Selectmen will need to be available on June 11th to sign the contract. Chair North offered to be available and Selectman Salatiello will be her back up.

5.0 Selectmen's Reports

5.1 Current Use Assessments/Rate Change - Selectman Salatiello stated some residents are upset with the increase to their current use assessments but it is because the state's Current Use Board has increased the timber rates. Selectman Salatiello stated people need to be aware the changes are made by the NH Department of Revenue, not the Town of Sanbornton.

5.2 Town Revaluation - Selectman Salatiello suggested that before the revaluation is completed the Board ask the company to come in and clarify the appeal process.

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: 5/16/2018 and 5/22/18 -The Clerk signed.

6.2 Voluntary Change of Address - Selectman Olmstead made a **motion** to approve the voluntary change of address for 38 Steele Hill Road #4 to 14 Grampa Way. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the voluntary change of address for 38 Steele Hill Road #1 to 7 Grampa Way. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the voluntary change of address for 38 Steele Hill Road #3 to 67 Grampa Way. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the voluntary change of address for 38 Steele Hill Road #2 to 34 Grampa Way. Chair North **seconded** the motion and the **motion passed unanimously**.

7.0 Review & Approve Minutes

7.1 BOS Meeting 5/23/18 draft - Members of the Board reviewed the draft meeting minutes of May 16, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of May 16, 2018 with changes. Selectman Salatiello **seconded** the motion. The **motion passed unanimously**.

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The Board recessed at 5:50 p.m. and reconvened the public session at 6:31 p.m.

8.0 Non-Public Session under RSA 91-A:3 II (b) - Selectman Olmstead made a **motion** to go into non-public session at 6:33 p.m. Chair North **seconded** the motion. The Motion passed. Roll call vote, Salatiello – nay, North– aye and Olmstead–aye. The Board reconvened the public session at 6:44 p.m. Chair North announced that a decision was made to hire Irene Gosselin as the Deputy Town Clerk/Tax Collector to work 37 hours a week at Grade 12, Step 1 and move to Grade 12, Step 2 after six months with a positive evaluation and at least two certifications from the State of NH, effective 6/12/18. Chair North made a **motion** *not* to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

9.0 Donations - None at this time.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 6:45 p.m. Chair North **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, June 6, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 6/6/18 _____
Selectmen’s Clerk