

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*June 13, 2018*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, June 13, 2018 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello and Selectman Katy North. Town Administrator, Katie Ambrose was also present. was absent. Selectman John Olmstead was absent.

**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 – Jacquelyn Riendeau Recreation Commission Member** - Chair North made a **motion** to appoint Jacquelyn Riendeau as a member to the Recreation Commission with a term ending 3/15/2021. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North swore-in Jacquelyn.

**3.2 Recreation Coordinator - Assistant Director Job Description, Performance Reviews and PAFs** - Coordinator Lonergan explained that she would like to change the job description for the Before & After School & Summer Day Camp Assistant Director, which will now include the word “Site” before Director. The Board reviewed the new job description. Coordinator Lonergan stated she has the funds in her budget for the maximum number of hours but if someone from the school was to apply they wouldn't be able to satisfy the maximum hours per week. Chair North made a **motion** to approve the job description for the Before & After School & Summer Day Camp Assistant Site Director. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Coordinator Lonergan reported that she has completed all of the performance reviews for her staff and provided the Board with PAFs. Chair North made a **motion** to approve the PAF for Karen Ellis to start work as the Beach Attendant on June 18, 2018 and move the position to a grade 4, step 3 for FY 19'. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve the PAF for Hailey Sereni at grade 5, step 5, the PAF for Kayla Langan at grade 4, step 2, the PAF for Lindsey Langan at grade 5, step 5 and the PAF for Dolly Elliott at grade 9, step 7 for FY 19'. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**3.3 Quotes from Hoyle & Tanner Associates for Recordable Easement Plans** - TA Ambrose explained that she has discovered that the easements for Lower Bay Road/Upper Bay Road also known as the “Y” Project were never recorded, so she has been in contact with Hoyle & Tanner. The Board reviewed an estimate to prepare recordable easements in the amount of \$3,050 dollars. Chair North made a **motion** to move forward with entering into an agreement with Hoyle & Tanner for FY 18' funds to

be encumbered for the recording of the easements from the “Y” Project. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**3.4 Old Town Hall Request from Board/Committee** - TA Ambrose explained that she has been contacted by the Planning Board Assistant, who is requesting permission to use the Town Hall for their joint Land Use Boards meeting on August 2nd. The Board agreed this would be okay.

**3.5 Website Statistics** - TA Ambrose provided the Board with the Town’s website statistics.

#### **4.0 Other Business**

**4.1 Rescheduling of Public Hearing for ATV Use on Mountain Road and Wadleigh Road** - TA Ambrose explained that the Public Hearing was scheduled for June 20th but it must be duly noticed under the road layout statute, so 30 days’ notice is needed. The Public Hearing is now scheduled for July 25, 2018 at 5:15 p.m.

**4.2 LRPC Electricity Supply Bids** - TA Ambrose provided the Board with an email from the LRPC indicating that they did not receive any bids that would result in an energy savings, so this is on hold. Chair North suggested the supplier be contacted to renew the Town’s contract, so the rates do not increase and that the Library be notified to do the same.

**4.3 Trustees of the Trust Funds** - TA Ambrose reported that the Trustees met last week and approved all of the vouchers the Town submitted but the voucher for A&B Locksmith came in at \$330 dollars with a \$105 dollars approval from the Selectmen. The Trustees approved the higher amount. Chair North made a **motion** to amend the vote taken on April 11th to a total of \$330 dollars for A&B Locksmith, to come from the Town Building Improvements CRF. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**4.4 Implicit Transfers** - Chair North made a **motion** to approve the implicit transfers requested by Department Heads and reviewed by the Finance Officer. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. —

#### **5.0 Selectmen’s Reports**

**5.1 Flanders Letter Re: 744 New Hampton Road** - Selectman Salatiello stated people feel that the property should be placed back on the Town’s tax rolls because it has been four years. TA Ambrose replied there wasn’t enough information to move forward with properly noticing intent to deed but the Attorneys have some better contact information now. Selectman Salatiello stated this needs to be kept on the Board’s radar because squatters are a concern and suggested a response be sent to the Flanders.

**5.2 Historic District Commission (HDC) Re: Pool** - Selectman Salatiello stated he feels the new property owners have an obligation to respond and all of the new homeowners in the Historic District need to be educated. Selectman Salatiello stated the private road/shared driveway blue signs that have been installed by the Fire Department should have received approval by the HDC. TA Ambrose noted the signs are for E 9-1-1.

**5.3 Compliment on Town’s Complaint Form** - The Board gave kudos to TC/TC Plamondon for the recent compliment regarding her helpfulness and competence!!

#### **6.0 Authorization Signatures: Payroll & the Accounts Payable Register** – The BOS

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reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

**6.1 Board Meeting: 5/30/18** -The Clerk signed.

**7.0 Review & Approve Minutes**

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

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

**9.0 ADJOURNMENT** – Selectman Salatiello made a **motion** to adjourn the meeting at 6:07 p.m. Chair North **seconded** the motion and the **motion passed unanimously**.

**10.0 NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, June 20, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist

Approved on 6/20/18 \_\_\_\_\_  
Selectmen’s Clerk