

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*April 18, 2018*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, April 18, 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 Solid Waste Committee Appointments – Andy Sanborn, Lynn Chong, Robert White & Jeff Burns** - Selectman Olmstead made a **motion** to appoint Andy Sanborn as an Alternate member on the Solid Waste Disposal Committee with a term expiring March 31, 2019. Chair North **seconded** the motion, the **motion passed unanimously**. Selectman Olmstead made a **motion** to appoint Jeff Burns as a member on the Solid Waste Disposal Committee with a term expiring March 31, 2021. Chair North **seconded** the motion, the **motion passed unanimously**. Chair North made a **motion** to appoint Lynn Chong as an alternate & Robert White as a full member both on the Solid Waste Disposal Committee with terms expiring March 31, 2019, as recommended by the Solid Waste Disposal Committee. Selectman Olmstead **seconded** the motion, the **motion passed unanimously**. Andy Sanborn was sworn-in by TC/TC Davis and the remaining appointments will be sworn in at a later date.

**3.2 Transfer Station Manager – Concrete Pad & Phone** - Manager Razinha provided the Board with the projected costs (\$7,445 dollars) to install the concrete pad at the Transfer Station and noted that another course of blocks has been added to the original design of the single bunker. Manager Razinha explained that the Highway Department has offered to help and the NRRA is looking for a container to put the steel in because there will be **no** “picking” during the pad’s installation. Chair North made a **motion** to approve \$7,445 dollars in supplies for the installation of the concrete pad at the Transfer Station with the funds to come from the Facilities Maintenance & Repair CRF. Selectman Salatiello **seconded** the motion, the **motion passed unanimously**. Manager Razinha asked where the Board was on their review of the Operating Plan? Chair North replied TA Ambrose has it currently but some changes have been recommended and questions need to be answered, then it can be reviewed at a future Selectmen’s meeting and finalized. Chair North made a **motion** to move forward with the \$45 dollar a month landline phone with a 3-year plan plus the \$50 dollar a month standalone cell phone plan. Selectman Salatiello **seconded** the motion, the **motion passed unanimously**. TA Ambrose stated she is still checking on the \$35 dollar line at the Town Hall.

**3.3 E911 Change of Address Request** - Selectman Olmstead made a **motion** to approve the voluntary change of address (Tax Map 8, Lot 24) for 211 Mountain Road to become 231 Mountain Road. Chair North **seconded** the motion, the **motion passed unanimously**.

**3.4 Highway Director – Bid Award for RFP # SHD 2018-03, Road Bonds for Timber Intents, Contract for Chapman Road Bridge Replacement, TAC Representative** -

Director Van Tassel provided the Board with a sheet of the bids received on the equipment and recommended the Town move forward with H.P. Fairfield because they met the specifications plus offered an option for a dry valve. Chair North made a **motion** to move forward with H.P. Fairfield at \$70,004 dollars (\$68,504 in equipment and \$1,500 for the dry valve). Selectman Salatiello **seconded** the motion, the **motion passed unanimously**. Director Van Tassel noted the project is under budget by \$22K. Chair North stated the Board has had some questions regarding the road bond process when a timber intent is filed. Director Van Tassel explained that the Assessing Assistant notifies him when an intent is received and then he contacts the forester or the logger to find out where they plan to access the property. Director Van Tassel stated if they plan to make a new access point, a temporary driveway permit is issued and at that time they are notified of the road bond requirements. Chair North asked if the requirements are documented? Director Van Tassel replied yes on the driveway permit and he could start noting them on the intent to cut. Chair North stated the Selectmen would like that. Selectman Olmstead stated Lower Bay Road is all muddy at the entrance of the logging operation and feels they are ruining the road and they should be bonded for at least 6 months which causes them to be more aware of the road but if the road is paved then it should definitely be bonded. Director Van Tassel noted the temporary driveway permit policy has a rating system whether or not to bond the road but the Town can ask for repairs without the bond in place. The Board asked Director Van Tassel to review the temporary driveway permit and provide any recommendations. The Selectman signed the contract with M.A. Bean Associates LLC for the replacement of the Chapman Road Bridge with a change to the date of July 1, 2018. Chair North made a **motion** to recommend the appointment of Highway Director Van Tassel as the Town's Transportation Advisory Committee (TAC) Representative. Selectman Olmstead **seconded** the motion, the **motion passed unanimously**. Director Van Tassel reported a problem with a culvert on Weeks Road due to water and will keep the Board posted.

**3.5 Eversource Petition for Pole License** - Director Van Tassel was asked to review the road location of the pole petition for Bay Road, pole #41-0628 and send the Selectmen a memo next week.

**3.6 Town Office Cleaning Quotes** - TA Ambrose explained that the Town's cleaning company lost the key to their dumpster and they were taking the Town's trash to another location, so she has obtained three quotes for a new company to provide those services. Selectman Olmstead made a **motion** to hire Clean Day LLC to clean the Town Offices. Chair North **seconded** the motion, the **motion passed unanimously**.

**3.7 Town Clerk/Tax Collector** - The Board reviewed a letter of resignation from TC/TC Davis that will become effective 6/1/2018 due to medical issues. TC/TC Davis requested that a non-public session be scheduled for next week in order to discuss a plan moving forward.

#### **4.0 Other Business**

**4.1 Well Water Contamination – 127 Burleigh Hill Rd** - TA Ambrose informed the Board that approximately \$10,500 dollars in funding is needed for the well replacement, there is \$7K from vacant positions and \$3K in the Vehicle Repairs line both in the Transfer Station's operating budget. TA Ambrose explained that she is waiting for confirmation from DRA of which line to charge the funds to.

#### **5.0 Selectmen's Reports**

**5.1 Belknap County Economic Development Council (BCEDC)** - Selectman Salatiello suggested Craig Weisman or Doug Rollins be contacted, to see if they would be interested in serving on the BCEDC.

**5.2 Pathway between the Central School and the Library** - Selectman Salatiello informed the Board that Faith Tobin would like to volunteer to create a pathway between the Central School and the Library. Chair North suggested the Conservation Commission be consulted regarding the land because there may be wetlands present.

**5.3 Update on the work of the FTNS Emergency Services Cooperative** - The Board reviewed an update from Karen Ober.

**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: 4/4/2018** -The Clerk signed.

**6.2 Resignation of part-time Transfer Station Attendant** - Selectman Olmstead made a **motion** to accept the resignation of Kathleen Driscoll as of 2/24/18. Chair North **seconded** the motion, the **motion passed unanimously**.

#### **7.0 Review & Approve Minutes**

**7.1 BOS Meeting 4/11/18 draft** - Members of the Board reviewed the draft meeting minutes of April 11, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of April 11, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

**8.0 Donations - Charles Wyman - \$25 Flag Donation** - Selectman Olmstead made a **motion** to accept the \$25 dollar flag donation from Charles Wyman. Chair North **seconded** the motion, the **motion passed unanimously**.

**9.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 7:09 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, April 25, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist  
4/18/2018

Minutes

**BOS Approved**

Approved on 4/25/18

\_\_\_\_\_  
Selectmen's Clerk

4/18/2018  
Minutes

**BOS Approved**