

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*April 4, 2018*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, April 4, 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 – Debra Schneckloth for Planning Board Alternate** - Ms.

Schneckloth explained that she has attended a few of the Planning Board's meetings and they announced that they were looking for interested candidates, so she expressed her interest and they voted to recommend her to the Select Board. Selectman Olmstead made a **motion** to appoint Debra Schneckloth an alternate on the Planning Board with a term ending March 2021. Chair North **seconded** the motion and the **motion passed unanimously**.

**3.2 Non-Public Session under RSA 91-A:3 II (b)** - Selectman Olmstead made a **motion** to go into non-public session at 5:13 p.m. Chair North **seconded** the motion. Selectman Salatiello was opposed. The Motion passed. Roll call vote, Salatiello – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 5:19 p.m. Chair North announced that a decision was made to hire Corey Getman for the Highway Department at Grade 10, Step 1. Selectman Olmstead made a **motion** *not* to seal the minutes of the non-public. Chair North **seconded** the motion and the **motion passed unanimously**.

**3.2a Highway Department Update** - Director Van Tassel reported that the new F350 truck has been purchased and is completely equipped. Director Van Tassel noted he added the extended warranty for a total of \$48,169. The Board agreed to move forward because the cost would still be under the approved \$50K. Director Van Tassel explained that truck #3 has had its turbo replaced (\$6,200 total) and suggested keeping the truck through the summer until the September auction. Chair North made a **motion** to approve \$4,750 dollars in additional repairs to truck #3, the DPS filter and the step on the passenger's side. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**3.3 Fire Chief – Ambulance Billing Collections, Alarm Quotes** - Chief Dexter explained that he has come up with two different companies that deal with uncollected ambulance billing, First Financial Resources (30% fee of funds collected) and Gragil Associates (25% fee of funds collected) but has found that most Towns in the area use First Financial Resources, so that is who he is recommending. Chief Dexter noted he

would also like permission to sign the contract on behalf of the Town. Selectman Olmstead made a **motion** to have Chief Dexter sign the First Financial Resources contract for collection of outstanding ambulance bills. Chief Dexter provided a brief explanation of the process. Chair North **seconded** the motion and the **motion passed unanimously**. Chief Dexter explained that there is no funding for the fire alarm/security system upgrades until July 1st but he would like to schedule the work now and sign the proposals from Capitol Alarm Systems, with the funds to come from the Facilities Maintenance CRF. Chair North replied it is the first time she has seen some of the proposals and one of them seems higher in price. Chief Dexter stated the originals were rough estimates. Chair North stated she would like to review all of them again. The BOS agreed to wait to sign the proposals.

**3.4 Personnel Policy Updates** - TA Ambrose provided the Board with recommended changes to the Personnel Policy's Sick Leave Bank Policy and changes to vacation leave, annual time, overtime and holiday pay to reflect the two new full-time firefighters because they work 12 hours days. Selectman Olmstead made a **motion** to adopt the changes made to the Personnel Policy. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**3.5 Monthly Expenditure Report - March** - TA Ambrose and the BOS reviewed.

**3.6 Non-Public Session under RSA 91-A:3 II (c)** - Selectman Olmstead made a **motion** to go into non-public session at 6:36 p.m. Selectman Salatiello **seconded** the motion, the **motion passed unanimously**. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:03 p.m. Chair North announced that a decision was made to provide assistance to the Zoning Board and reinstate the Clerk's position and job description with support and direction if needed. Chair North made a **motion** to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.7 Non-Public Session under RSA 91-A:3 II (c)** - Selectman Olmstead made a **motion** to go into non-public session at 7:06 p.m. Chair North **seconded** the motion, the **motion passed unanimously**. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:55 p.m. Chair North announced that a decision was made to waive the interest & fees for Tax Map 22, Lot 14.002 for 2015 if the property taxes are paid in full by the end of April 2018. Selectman Olmstead made a **motion** to seal the minutes of the non-public. Chair North **seconded** the motion and the **motion passed unanimously**.

#### **4.0 Other Business**

**4.1 General Assessing Contract July 2018 and CAMA & Tax Systems** - TA Ambrose provided the Board with the general assessing contract (\$28,000 dollars) from Cross Country Appraisal for 7/1/18 through 6/30/19 and the agreements from Avitar of New England for the conversion, one for assessing (\$9,900 dollars), one for tax collection (\$9,900 dollars) and on for the utility billing system (\$4,900 dollars). TA Ambrose noted the Board will want to wait for further information to finalize the Avitar agreements and they can utilize the \$20K budgeted plus the remaining \$1K from the revaluation contract for that purchase. Chair North made a **motion** to approve the General Assessing Contract 7/1/18 through 6/30/19 not to exceed \$28K. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**4.2 Town Hall Rental Application** - The Board reviewed the application from the Recreation Department requesting to use the Town Hall for free sewing classes on 4/10 and 4/12 for preparations, then 4/19, 4/26, 5/24 and 5/31 for the classes. Selectman Salatiello made a **motion** to approve the rental and waive the rental fee contingent upon the availability of the Town Hall Steward. Chair North **seconded** the motion and the **motion passed unanimously**.

**4.3 Plaque for Flag Donations** - TA Ambrose stated a resident would like to donate a flag and have his son's name placed on the plaque in the Town Office's lobby. TA Ambrose to check with Karen Ober regarding the donation amount.

**4.4 Milfoil and Phosphorus Reduction CRF** - TA Ambrose reported the funds are in a money market account and can be accessed at any point.

**4.5 RSA 91-A - NHMA Webinar** - Scheduled for April 11, 2018 from 12-1 p.m. Chair North and TA Ambrose will register for the webinar.

## **5.0 Selectmen's Reports**

**5.1 Winnisquam Watershed Network (WWN) - Request for Funding** - Selectman Salatiello explained that he talked to Don Foudriat regarding milfoil and he said that the funds were supposed to go to NH DES. Mr. Foudriat has attended the meetings of the WWN, who are connected to the NH DES and he has suggested the Town fund the request at \$5K. Chair North made a **motion** to provide \$5K in funding to the WWN for milfoil. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**5.2 Winnisquam School District's Formula Committee** - Selectman Salatiello stated he has spoken with Nina Gardner who would like to remain Sanbornton's citizen representative on the committee and she recommended Selectman Olmstead be the other representative. Selectman Olmstead will contact Nina Gardner to discuss the committee further, if he is not interested then Chair North will attend.

**5.3 Transfer Station Operations Manual** - Chair North reported the manual is still being updated.

**5.4 Update on the work of the Budget Committee** - Chair North provided an update.

**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 Indian Ledge Services Acceptance of Proposals** - Selectman Olmstead made a **motion** to have the Board's Clerk sign the amended contract for \$1,660 dollars. Chair North **seconded** the motion. The **motion passed unanimously**.

**6.2 Board Meeting: 3/21/2018** -The Clerk signed.

## **7.0 Review & Approve Minutes**

**7.1 BOS Meeting 3/28/18 draft** - Members of the Board reviewed the draft meeting minutes of March 28, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of March 28, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

## **8.0 Donations**

**8.1 Katy North – Countertop, estimated value \$50** - Selectman Salatiello made a **motion** to accept the donation of the countertop from Katy North. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**8.2 Sue Hankard – Sewing Material for Recreation Department, estimated value \$25** - Selectman Olmstead made a **motion** to accept the donation of sewing materials from Sue Hankard. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**9.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 8:47 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 11, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist

Approved on 4/11/18 \_\_\_\_\_  
Selectmen's Clerk