

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

July 25, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, July 25, 2018 at 4:30 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 – Kenneth Carleton for Full Member to FAAC - Chair North made a **motion** to appoint Kenneth Carleton as a member to the Franchise Agreement Advisory Committee with a term ending March 15, 2019. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Kenneth.

3.2 Treasurer – Year End Special Revenue Fund Review - Treasurer Cobb stated the Emergency Medical Service, Fire and Rescue Apparatus, Equipment Vehicles (Ambulance) Fund has seen an eleven percent increase in revenues this year and has an end balance of \$94,632.15 dollars. Treasurer Cobb reported that the Cemetery Fund has seen an increase in plot sales and ended with a balance of \$16,046.97 dollars. Treasurer Cobb informed the Board the Conservation Fund ended the year at \$9,965.43 dollars but a deposit was made on July 12th in the amount of \$452.81 dollars, so the fund will start at + \$10K. Treasurer Cobb stated the Energy Conservation Fund is still at \$167.47 dollars and the donor intent was for needy people to help winterize their homes. Chair North replied she would check with Welfare Director Van Tassel. The Forest Maintenance Fund has a balance of \$78,087.49 dollars and the Land Use Change Tax Fund has a balance of \$48,030.08, due to a land purchase. The Police Drug Forfeiture Fund has a balance of \$424.30 dollars. Chief Hankard stated the fund needs to stay in place, in case there are any drug seizures. The Police Special Detail Fund has a balance of \$20,866.02 dollars. Treasurer Cobb reported that the Recreation Commission's revenues have increased by \$5K over last year and has an end balance of \$99,349.31 dollars. The Sewer Fund has a balance of \$1,544.23 dollars. Treasurer Cobb stated the Town Hall Restoration Fund shows a \$25K increase but it was deposited erroneously in the account by the Trustees, so the balance is \$4,764.43 dollars. The Board thanked Treasurer Cobb for the update.

4.0 Other Business

4.1 POW WOW - TA Ambrose informed the Board that the Learner's Weekend for the POW WOW is scheduled for this weekend but they do not anticipate over 50 people, so that is why the Board has not reviewed an Open Air Permit application.

7/25/2018
Minutes

BOS Approved

4.2 FY 18 Budget Update - TA Ambrose informed the Board that the Town finished the year with a +\$4K balance.

4.3 Transfer Station Permit Application Update - TA Ambrose reported that the permit is still being reviewed by NH DES.

4.4 Highway Garage Groundwater Monitoring Report Follow Up - TA Ambrose stated she contacted the consulting firm and well number nine was on a figure further into the report.

4.5 LRPC – Electricity Supply Update - TA Ambrose stated the electricity supply contract has been signed with ENGIE Resources at eight cents a kilowatt and the Town should see a savings of \$1,266 dollars. This will go into effect when the current agreement expires in November.

4.6 Winnisquam Watershed Network Milfoil Treatment Payment Coordination - TA Ambrose informed the Board that the Winnisquam Watershed Network would be attending their meeting on August 22nd to accept the milfoil check and get a photo for a press release.

4.7 Boston Post Cane - TA Ambrose explained she added this to the future agenda items because Brenda Connelly (105 years old) passed away this past June. Coordinator Lonergan has offered to help locate the cane and the next resident that would receive the cane. Selectman Salatiello stated John Wilson might be a candidate. TA Ambrose will pass the information along to Coordinator Lonergan.

5.0 Business (Continued)

5.1 5:15 PM *Public Hearing* - to consider closing the class VI portions of Mountain and Wadleigh Roads in Sanbornton to ATV traffic and dirt bikes not registered for the road - Chair North opened the Public Hearing at 5:16 p.m. and read the notice aloud to those in attendance. Chief Hankard explained that the police have enforcement over the OHRV laws but no equipment to access some of the Class VI roads. Chief Hankard stated he has not had any complaints since 2010 and the reason this is being discussed tonight is because of a request from New Hampton to close our side of Mountain Road. Wayne Thayer asked if the police have had to check on ATV problems/reports. Chief Hankard replied there was just the one from 2010 but the other reports could have been reported as vandalism. Gary Connor explained that he uses his ATV on Mountain Road but he goes slow in order not bother any land owners. William Dearborn stated his family has owned property up there since 1966 and they used to be able to drive a car to the property but cannot anymore because the road is naturally wet, so the water bars would have to be replaced every year. Mr. Dearborn informed the Board that someone got stuck and broke into his camp last winter. Mr. Dearborn stated he picked papers from the Town Office showing the Town voted (Warrant Articles) to discontinue the road on August 3, 1873, then on March 13, 1928 the other portion was closed and another vote was taken on March 11, 1987 to discontinue with “gates & bars”. Wayne Thayer stated he owns 90 acres off of Mountain Road and doesn’t feel that ATV’s or dirt bikes are the problem but the big trucks and Jeeps do the most damage. Mr. Thayer stated the first incident was reported to him by a neighbor, trucks had driven up the road and were partying but the second incident, they broke into his camper and stole everything. Mr. Thayer explained that the ATV Club supplied him with signs but they were run over, so he posted “no trespassing signs” but those were also run over. Mr.

7/25/2018

BOS Approved

Minutes

Thayer noted he has seen much less ATV use than there has been in the past. Mr. Dearborn estimated that he has spent about \$12K maintaining the road and the snowmobile club has contributed with some of the repairs but when the ATVs tear up the road, it's not fair to us. Mr. Thayer stated this past weekend the trucks ran into the camper and turned it into a sardine can. Mr. Thayer referenced the statutes in the public notice (RSA 215-a:6 IX and RSA 231:21- Gates & Bars) and stated he would like to see the road closed to all wheeled vehicles except with landowner permission, even if it is temporary. TA Ambrose replied legally the Town cannot restrict registered motor vehicles, which is why the notice only concerns ATVs and dirt bikes not registered for the road. Mr. Dearborn asked about the road's classification and TA Ambrose replied to her knowledge it is classified as Class VI, if the road is discontinued then it typically reverts back to the owner(s). Jody Slack stated the Town is not going to be able to stop the one percent. Chief Hankard stated the police could patrol more often. Tara Albert suggested setting up game cameras. Chief Hankard replied we could but sometimes they are not effective in capturing what we would need to prosecute. Brian Williams explained that he agrees with a restriction because he hikes the road with his children and the ATVs are loud, plus they pick up litter all the time. Chair North closed the Public Hearing at 6:05 p.m. Chair North stated the Board will take the matter under advisement and research the road's status.

5.2 Solid Waste Committee (SWC) – C&D Fee Scale - Jen Holt provided the Board with a break out of current disposal costs, single stream monthly costs, activity reports from the NRRRA, some market analysis comparisons and mixed construction & demo pricing plus profit & loss. Jen Holt explained that the SWC has three separate recommendations for the Board because the solid waste market costs keeps increasing and C&D is being grossly under charged. Jen Holt stated they will be proposing a way to decrease the cost of single stream recycling (SSR) and a baling option because they feel the Transfer Station could support itself. ***Option #1*** - Jeff Burns provided proposed price increases and stated other towns are charging \$80-\$150 dollars per ton for their C&D with an average of \$111 dollars per ton which helped inform their proposal, furniture and those types of items seem to be in line for pricing currently. Selectman Salatiello asked if the entire SWC was on board with the idea? Jen Holt replied yes, this has been unanimously voted upon. Chair North stated a copy of the vote in the meeting minutes is needed for the Operations Manual, so it can be at the transfer Station for future reference if anything is adopted. Jen Holt noted that Manager Razinha is also on board with these proposals. ***Option 2*** - Tara Albert stated other facilities have been pulling glass out of their recycling because they are saying there is no market but this is a bad decision. Tara Albert explained that there is a market for glass, Laconia is sending theirs to Wheelabrator but they could say no more glass because it contributes to their tonnage without contributing any BTUs. Tara Albert stated glass is \$83 dollars per ton to throw away and is currently \$133 dollars per ton to recycle and 26% of our SSR is glass, so we are recommending that the glass be pulled out of the SSR and sending it to a "PGA" facility. Tara Albert added the glass processed at a PGA facility can be added to things like pavement or used for roadside ditches, which the Highway Director can decide later if that would be useful and if the facility allows for it. Tara Albert informed the Board that Gilford is establishing a new facility that will cost \$30 dollars per ton to accept glass plus hauling, which will cut the Town's cost by approximately \$9K and weight by +/- 56

7/25/2018

BOS Approved

Minutes

tons. Jen Holt added that there is already enough at the Transfer Station for the glass to be separated. Tara Albert stated SSR has the glass in with the paper and so the Town will now also have a better paper product. Andy Sanborn stated removing the glass will remove a headache for the single stream facility, so it will not bother the Town's current contract. Jen Holt offered to hold some public education sessions for residents to attend.

Option #3 - Jen Holt stated the final recommendation is baling and the SWC has discussed this idea with Manager Razinha, who feels staff wise it is doable but that is a discussion for the Board and Rick. Bob White explained that is hard to track the expenses when everything is combined but the NRRA has track sheets that shows the items separately. Chair North stated the glass is a good start but the baler has been sitting plus there are unknown figures for storage plus staffing/training. Andy Sanborn stated everyone is starting to see a trend, the City of Franklin may not be doing pick-up anymore and the Town of Derry has a 1.7 million dollar budget but they make \$700K annually with 40% of the cost offset by the running of the Transfer Station through sales of cardboard, plastic, cans and sorted glass, the key is source separation which is what the Town was doing 13-14 years ago. Chair North suggested the recommendation be made for fiscal year 2020 with all of the potential costs associated for the operating budget and capital items. Jen Holt requested access to the NRRA reports on their website. TA Ambrose to research the reasoning behind why access was not provided to the SWC by the previous Select Board.

5.3 Highway Director – Truck 3 Financing Application - Chair North made a **motion** to approve the lease/purchase quotes from Liberty International & H.P. Fairfield for Truck #3's chassis in the amount of \$82,600 dollars and equipment in the amount of \$70,004 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to authorize Director Van Tassel to sign the finance application with Key Government Finance (4.76% interest rate) as prepared. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to enter in to the lease/purchase agreement with Key Government Finance plus all other correspondence. Chair North **seconded** the motion and the **motion passed unanimously**.

5.4 Job Description - Zoning Board Clerk/Recording Secretary - Chair North made a **motion** to approve the Zoning Board Clerk/Recording Secretary job description pending the amendment of the ZBA's guidelines. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

5.5 Question from DTC Lawyers - TA Ambrose explained that Attorney Mansfield is the Town's contract attorney and he was recently contacted by Holden Engineering because they would like to use him as general counsel but if a dispute were to arise, he wouldn't be able to represent either side. Chair North expressed concern that we are close to the completion of the Lower Bay Road project (state-owned) and does not foresee any issues but does not want to risk delaying the project if we would have to bring in someone new and educate them. Selectman Olmstead agreed.

5.6 Tax Maps – Property Owners Names & Update on Attorney Wood's Request - TA Ambrose stated the status of the new tax maps was that they were complete and in the mail then received the next day. TA Ambrose stated the quote to fix the names is \$1,500 dollars plus a few full days of staff time. AS Rollins offered to cover the front desk to help with the project, if needed. The Board agreed to move forward with the name

7/25/2018

BOS Approved

Minutes

changes for next year's map updates. TA Ambrose explained that she has heard back regarding Attorney Wood's request and Legal Counsel has said that what was presented is not enough to change the tax maps.

5.7 Town Compensation Spreadsheet - TA Ambrose provided the Board with a compensation spreadsheet which demonstrates the 2018 salaries by position and what was budgeted for FY 2019. The Board asked TA Ambrose to add the date and post to the Town's website.

5.8 WRBP Update - TA Ambrose informed the Board that the WRBP has been busy and held a lot of meetings lately. TA Ambrose stated every five years the Town must supply its Sewer Ordinance to the state and have it certified. TA Ambrose stated the legal counsel hired by the advisory board/communities has produced a "road map" depicting the phases and steps necessary in order to move forward with a municipally owned authority. It contains key decision points so that communities don't have to spend more time or funds than necessary. The next step is to move forward with Phase 1 by paying the Town's share cost of up to \$442 dollars and then we will receive results to move forward with the next step. Chair North made a **motion** to agree to move forward with Phase 1 and to fund at \$442 dollars from the sewer portion of the budget. Selectman Olmstead **seconded** the motion and the **motion passed**. *Selectman Salatiello was opposed*. TA Ambrose noted that in 2005 language was added to the state's rules for inspection of sewer connections by the Town or its agent, so it was likely an unfunded mandate then but we need to ensure compliance now. TA Ambrose stated the Health Officer doesn't feel he would be qualified but it does not happen frequently (typically once a year or less), so she will be checking with surrounding municipalities for a shared services agreement and a fee schedule. TA Ambrose informed the Board that there has been a few instance where household grease was backing up the sewer lines of the Lower Bay Road pump station, which they are still investigating.

6.0 Selectmen's Reports

6.1 SWC Discussion - Selectman Salatiello requested that the Solid Waste Committee's recommendations be discussed again in two weeks.

6.2 Chapman Road - Selectman Salatiello explained that a resident contacted him regarding speeding on Chapman Road. Chief Hankard will be asked to step up patrols.

6.3 School District Formula Committee - Selectman Olmstead stated their first meeting is tomorrow.

6.4 FAAC - The Franchise Advisory Agreement Committee's survey is due by 8/17/18 and their next meeting is 8/24/18 @ 6 p.m.

6.5 Old Home Day - Chair North stated Old Home Day is not a Town sponsored event, it is run by the Historical Society and received several questions regarding liability and Town Departments being involved.

7.0 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.

7.1 Board Meeting: 6/27/18 approved -The Clerk signed.

7.2 Board Meeting: 7/3/18 approved -The Clerk signed.

7.3 PAFs - Chair North made a **motion** to approve the PAF for the Health Officer to
7/25/2018

BOS Approved

Minutes

increase the position to a grade 15, step 2 effective July 1, 2018. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve the hiring of Tucker Paquette as a Firefighter at grade 1, step 2 effective August 1st. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.4 Thank You Letters - Signed by the BOS.

8.0 Review & Approve Minutes

8.1 BOS Meeting 7/11/18 draft - Members of the Board reviewed the draft meeting minutes of July 11, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of July 11, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

9.0 Donations - *Katy North – (2) Reams of Paper, estimated value \$5* - Selectman Olmstead made a **motion** to accept the donation of 2 reams of paper from Katy North. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:52 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, August 8, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 8/8/18 _____
Selectmen's Clerk