

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

August 8, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, August 8, 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 – Glenn Frederick for Alternate Member to the ZBA - Selectman Olmstead made a **motion** to appoint Glenn Frederick as an Alternate member to the Zoning Board of Adjustments with a term ending March 31, 2019. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Glenn.

3.2 Recreation Coordinator – New Hire PAFs - Coordinator Loneragan explained that she has two girls that are qualified candidates for the Before & After School Summer Day Camp Assistant Director position (both part-time). Chair North made a **motion** to hire McKayla Shaw as part-time Before & After School Summer Day Camp Assistant Director at grade 5, step 5, effective 8/20/18. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to hire Amanda Pelissier as part-time Before & After School Summer Day Camp Assistant Director at grade 5, step 5, effective 8/20/18. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. ***Benson Auto/Chevy Youth Soccer Program – \$500 check for Youth Soccer, Soccer Equipment, est. value \$910 – Total donation est. value \$1,410*** - Chair North made a **motion** to accept the donation of from Benson Auto in the amount of \$1,410 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Coordinator Loneragan informed the Board that her Lifeguard has resigned and she will be posting "Swim at your Own Risk" signs for the next few weeks.

3.3 Welfare Officer (WO) – Department Update - Selectman Salatiello asked if the BOS are supposed to review the welfare guidelines annually? WO Van Tassel replied she has not reviewed the guidelines with the Board in 15 years and she thinks it's because she is elected and not appointed. WO Van Tassel stated most of the welfare guidelines are statutory (RSA 165:1) but she would be more than happy to bring them in for the Board to review. WO Van Tassel explained that there was an overage in the welfare budget this year due to unusual circumstances, the Town had four people that were impoverished that passed away and it is the Town's responsibility (cremation only) to take care of the internment but a special rate is provided and social security pays \$250 dollars. WO Van Tassel noted all of this happened on the back of a prolonged heating season but she has a spreadsheet that tracks all of her clients that receive fuel assistance. WO Van Tassel

informed the Board that the new Town vendor Pemi River can supply oil to anyone but if the client needs propane, the Town will need to use the company that owns the tank.

3.4 Highway Director – Quotes: Tree Work, Spreader, Truck 4; Hiring Discussion -

The BOS reviewed quotes for truck #4, the truck's equipment, double acting hoist, fenders and a gravel spreader. Chair North made a **motion** to authorize Director Van Tassel to purchase the green F550 from Hillsboro Ford in the amount of \$48,555 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to authorize Director Van Tassel to purchase the equipment from H.P. Fairfield in the amount of \$15,664 dollars. Chair North **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to authorize Director Van Tassel to purchase the double acting hoist (\$3,913 dollars) and the poly fenders (\$500 dollars) from H.P. Fairfield. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the purchase of the Swenson STCC Cross Conveyor from H.P. Fairfield in the amount of \$7,717 dollars. The Board reviewed quotes for the removal of trees on Doctor True Road and the parking lot of the Town Beach. Chair North asked if there were other quotes or if the project is sole sourced? Director Van Tassel replied the quotes were supplied by the Tree Warden and he could check with him, to see if this is the only company in the area but he feels the trees at the beach are a risk. Chair North made a **motion** to waive the 3 bid process in order to remove the trees at the Town's Winnisquam Beach. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Director Van Tassel informed the Board that he discussed reducing the speed limit to 30 MPH temporarily on the town-owned portion of Lower Bay Road with Chief Hankard. Selectman Salatiello suggested the Board hold a Public Hearing. Chair North made a **motion** to allow Director Van Tassel to post a reduced speed limit on Lower Bay Road of 30 MPH from August to November 30th, pending a Public Hearing. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.5 Non-Public Session under RSA 91-A:3 II (b) - Selectman Olmstead made a **motion** to go into non-public session at 6:05 p.m. Chair North **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 6:13 p.m. Chair North made a **motion** to accept the resignation of Aaron Fleury from the Highway Department effective 8/16/18. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a motion to accept the recommendation of Director Van Tassel to move Jason Sirles to the position of Grader Operator at grade 14, step 1, effective 8/20/18. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** not to seal the minutes of the non-public. Chair North **seconded** the motion and the **motion passed unanimously**.

3.6 Old Town Hall Rental Application - Chair North made a **motion** to approve the Town Hall Rental application for Candidates Night on August 30th pending proof of Insurance. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

3.7 Karen Ober – FTNS Collaborative Update - Karen Ober stated that all three Attorneys have reviewed the MOU and the next meeting is on September 25th, so she wants to make sure we are all on the same page because the collaborative will be combining all of the comments into one document. Selectman Salatiello replied that the 8/8/2018

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Select Board rejected the MOU proposal because the Fire Chief already has the authority per statute to do the things he wants to do. Karen Ober stated the Fire Chief cannot deal with purchasing because he wouldn't be dealing with the company directly. Karen Ober noted the MOU was drafted one year ago and would be written in to each department's job descriptions, in case of turn over. Selectman Salatiello noted the MOU cannot bind a board's decision. Chair North replied unless it is an Intergovernmental Agreement and added the Board thought the MOU was badly written, plus there is three different forms of government but we understand why they want to do this. Chair North stated the MOU was presented to us as regionalization and we do not want to start a ball rolling, if it cannot be stopped but the Board agrees with the buying power. Karen Ober replied okay, she just wanted to be sure how to represent the Town. The Board thanked Karen Ober for meeting with them.

3.7 FY 20 Town Compensation - TA Ambrose asked the Board what the budget request timeline should be for Department Heads and noted that the CIP Committee needs to be appointed. TA Ambrose stated the Board's short-term plan was to bring all of the employees on to the pay matrix and then bring everyone up to market gradually. Chair North noted that if the Board decides to give a "COLA" increase then everyone would stay at the same step but the matrix would shift, so we need to make sure that a "COLA" is not given too many times or the matrix will become skewed. Selectman Salatiello stated the Board needs to invest in its Town employees. Selectman Olmstead stated he didn't have a percentage in mind but giving the COLA is one way to shift everyone at the same time. Chair North suggested looking at the 1.5% versus the 2.5% COLA for this year and then for FY 21' look at steps. TA Ambrose stated even though the Board didn't adopt the Thornton Study, it still has useful numbers to get to market and set goals. The Board agreed to discuss this further at a future meeting.

3.8 Campaigning on Town Property Discussion - Selectman Olmstead informed the Board that at a joint meeting he passed out some brochures for people to review and may have violated the policy. The Board disagreed and TA Ambrose noted that the meeting had ended. Selectman Salatiello noted the policy was created so that people could not come in to the Town Offices and campaign. TA Ambrose asked if the Board's meetings should be included? Chair North replied she never understood why candidates would request to be at their meetings because they used to send a letter, which she feels is better practice. TA Ambrose noted it would be different if they were already elected. Chair North stated the policy needs to be revised, to make it more clear and reasonable.

4.0 Other Business

4.1 Follow Up Discussion Re: Public Hearing on 7/25 (closing the class VI portions of Mountain and Wadleigh Roads in Sanbornton to ATV traffic and dirt bikes not registered for the road) - TA Ambrose stated the confusion lies with the wording in the warrant articles, "discontinued with gates and bars" means Class VI. Chair North stated in 1987 the name is New Mountain Road according to the warrant article and there are two roads, one is Class V and one is Class VI. TA Ambrose noted the Selectman may have changed the road name at a meeting. Chair North replied the Board needs to find the first E 9-1-1 changes made back in 2001/2002. Tabled for further research.

4.2 Truck 3 Financing Application - AS Rollins was asked to add the monetary figure of \$82,600 dollars for Truck #3's chassis to the minutes. Chair North made a **motion** to
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revise the Board's vote of 7/25/18 (item 5.3) to reflect the new interest rate of 5.04%.

Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.3 Painting - Town Buildings - TA Ambrose reported that the Town Office would start to be painted next week and the Old Town Hall in two weeks.

5.0 Selectmen's Reports

5.1 Winnisquam Regional School District - Formula Committee - Selectman Olmstead provided an update.

5.2 Joint Meeting of the Land Use Boards - Selectman Olmstead 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 Board Meeting: 7/11/18 approved -The Clerk signed.

6.2 PAFs - Addressed under Recreation, item 3.2.

6.3 Underwood Engineers Agreements - Selectman Olmstead made a **motion** to authorize TA Ambrose to sign the documents that will enter the Town into an agreement with Underwood Engineering. Chair North **seconded** the motion. The **motion passed unanimously**.

6.4 Implicit Transfers - Tabled.

6.5 Audit Governance Questionnaires - Chair North made a **motion** to have the Board's Clerk sign. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.0 Review & Approve Minutes

7.1 BOS Meeting 7/25/18 draft - Members of the Board reviewed the draft meeting minutes of July 25, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of July 25, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

8.0 Donations - Addressed under Recreation, item 3.2.

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, August 22, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 8/22/18 _____
Selectmen's Clerk

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