

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

August 22, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, August 22, 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 Check Presentation to the Winnisquam Watershed Network - The Board presented Lisa Eggleston, President of the Winnisquam Watershed Network with a check for \$5,000 dollars to help with milfoil eradication, per the Town appropriation.

3.2 Winnisquam Watershed Network – Winnisquam Water Quality - President Eggleston stated the new lake association for the Winnisquam watershed was started about a year ago and all five of the surrounding Towns have contributed funds plus they have received a state grant. The goal is to reduce the amount of milfoil and prevent it from spreading. President Eggleston explained that the Town of Meredith was working with UNH and the Sanbornton Bay Association was working with DES to monitor milfoil and the lake's water quality but until they got involved they were not comparing data. President Eggleston reported that phosphorus levels are down but there are still some concentrated areas and the water clarity issues are due to runoff or road salt practices. President Eggleston stated they want to work with Towns to draft Watershed Management Plans and they have concerns about Black Brook. President Eggleston asked if the Town uses rock salt and Director Van Tassel replied yes or a salt/sand mix. President Eggleston explained that in terms of water quality, sweeping the roads is important because some of the lake's roads do not have formal drainage systems. There was a brief discussion regarding the drainage system on Doctor True Road. Director Van Tassel explained that he used to be able to stand in the culvert on Black Brook Road but it is now half full of sediment, he has contacted DES and is waiting to hear back from them. President Eggleston offered to help and discussed the potential reestablishment of the fishery. President Eggleston informed the Board that nine tributaries are being monitored this year and divers hand pulled milfoil from Chapman Brook because it empties near Jay's Marina. The Board thanked President Eggleston for meeting with them.

3.3 Fire Chief – Drain Project Change Orders - Chief Dexter reported that the grate project took place a few weeks ago and the project was more complicated than originally thought due to varying width sizes of concrete, so there were some overages. Chief

Dexter explained that the drains were completely clogged and he thanked Director Van Tassel for his help getting the catch basin cleaned out. Chair North made a **motion** to approve the drain project change orders for Al Brock in the amount of \$3,282.50 dollars, to be reimbursed out of the Facilities Maintenance & Repair CRF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve the bill from Rowells in the amount of \$283.75 dollars, to be reimbursed out of the Facilities Maintenance & Repair CRF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.4 Highway Director – Highway Positions - Director Van Tassel explained that in the past the Board has discussed a mechanic position, which he would like to add to the Truck Driver/Equipment Operator job description and utilize the position for all of the Town's vehicles. Chair North asked if this would include heavy equipment and Director Van Tassel replied it would depend on the person. Chair North asked if there was an approximate number of hours for the mechanic part of the position? Director Van Tassel replied it would include oil changes, brake jobs, etc. which the person would schedule with other departments and track going forward. Chair North asked if there was enough funding to modify the position. Director Van Tassel replied he needs \$14K and feels the Town could save quite a bit on service fees because we will only be paying for the parts. TA Ambrose offered to forward the current job description to Director Van Tassel for amendments and then it will be reviewed by the BOS on 9/5/18. Andy Sanborn agreed this was a great idea for capital improvement program. Director Van Tassel provided a quote to install strobe lights on Truck #6. Chair North made a **motion** to waive the three bid requirement. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to authorize Director Van Tassel to purchase a strobe light bar for Truck #6 from Ossipee Mountain in the amount of \$2,766 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

3.5 Speed Limit on Lower Bay Road - The Board reviewed RSA 265:63 - Alteration of Limits. TA Ambrose stated a Public Hearing is not required however an engineering or traffic investigation can be determined by the local authority and she is following up on one question regarding section IV of the statute with DOT, to see if the road is an extension of a state highway. Chair North noted that acceptance of the road is at least two Town Meetings out. TA Ambrose noted that another concern is if there is adequate signage and Chair North replied there is not. Director Van Tassel stated dropping the speed limit to 30 mph would help but once the road is fixed, speeding may continue to be an issue. Chief Dexter suggested that TA Ambrose check with Chief Hankard because he thinks data can be obtained from the digital sign. Chair North made a **motion** to have Director Van Tassel and Chief Hankard conduct a traffic study and do an investigation on lowering the speed limit on Lower Bay Road. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.6 Conservation Commission Chair - Trail from Central School to the Library - Brad Crosby asked if the Board would be willing to let the Conservation Commission move forward with the trail project (426 feet long total) which has been approved by the School District and the Church. Chair North requested a copy of the meeting minutes from the School District showing the vote and a written MOU signed with the Church. Brad Crosby stated the trail will be 14 feet wide from the corner of the parking lot along the chain link fence to the Library entrance and the Conservation Commission is

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requesting that Director Van Tassel be the overseer of the project. Brad Crosby noted that the Conservation Commission and the Snowmobile Club would be donating time plus equipment. Chair North requested something in writing from the Snowmobile Club, so the Selectman can accept the donation. Brad Crosby explained that some fill will be needed which can be taken out of the forest maintenance fund but he is hoping that Pike Industries will donate the fill. Chair North replied the Board will need an estimate for the donations. The Board will meet with Brad again on 9/12/18.

3.7 Open Air Permit Application - TA Ambrose stated the permit has received all of the appropriate approvals by department heads. Chair North made a **motion** to approve the Open Air Permit for the POW WOW on Labor day weekend at the Dulac Land Trust property (109 Osgood Road). Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.0 Other Business

4.1 Interfering with Town Business on Town Property Policy - Chair North made a **motion** to accept the amended policy with the addition next to the word politicking. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

4.2 Review & Approval of Lyman's pay requisition No. 1 - Chair North made a **motion** to approve requisition number one for the Lower Bay Road project (state-owned portion) in the amount of \$121,999.50 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.3 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 reported that the Board was concerned at their last meeting with the legal name of one of the roads and the Town's maps show it as Mountain Road or Old Mountain Road. TA Ambrose stated there is no E 9-1-1 on "Old Mountain Road", so the Board has the option to repost the Public Hearing with a different road name or have another hearing to make the road all Mountain Road then vote on the ATV/dirt bike restriction. Chair North replied there are no homes on that portion of road but there is a lot of land and now that the road name Old Mountain Road has been uncovered, it may need to be addressed. Chair North made a **motion** to not close the Class VI portion of Mountain Road, known as Old Mountain Road and the portion of Wadleigh Road to ATVs/dirt bikes that are not registered. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.4 FY 20 Budget Discussion - The Selectmen agreed that department head's budget submission deadline will be 10/12/18 with services level funded, unless there is justification. The BOS will hold budget work sessions on 10/29 and 11/5 at 9am and to make final determinations on a COLA at the 9/5/2018 meeting. TA Ambrose noted she would be contacting past CIP Committee Members for reappointment.

4.5 Truck 4 Financing Application - Chair North made a **motion** to enter into the lease/purchase agreement with Key Government Finance in the amount of \$68,632 dollars with a 6.9295% interest rate for the purchase of the F550. Selectman Olmstead **seconded** the motion and the **motion passed. Selectman Salatiello was opposed.**

5.0 Selectmen's Reports

5.1 Franchise Advisory Agreement Committee - Chair North reported there is a meeting tomorrow night.

5.2 Update on the work of the Planning Board - 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: 7/25/18 approved -The Clerk signed.

6.2 Implicit Transfers (FY 18) - Chair North made a **motion** to sign the amended implicit transfer for the Fire Department in the amount of \$5,285 dollars to over expend line #4220.621. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the amended implicit transfer for the Fire Department in the amount of \$1,638.23 dollars to over expend line #4220.111. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the implicit transfer for General Government Buildings in the amount of \$23,609.28 dollars to over expend line #4194.430. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the amended implicit transfer for the Transfer Station in the amount of \$2,314.08 dollars to over expend line #4324.110 Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the amended implicit transfer for the Transfer Station in the amount of \$1,855.68 dollars to over expend line #4324.630. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the amended implicit transfer for the Transfer Station in the amount of \$15,517.99 dollars to over expend line #4324.390. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the amended implicit transfer for Executive Administration in the amount of \$1,601.99 dollars and up to \$3,871.99 dollars to over expend line #4130.315. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the amended implicit transfer for Personnel Administration in the amount of \$7,244.26 dollars to over expend line #4155.300. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the amended implicit transfer for Highway & Streets in the amount of \$7,550.58 dollars to over expend line #4312.660. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the amended implicit transfer for Highway & Streets in the amount of \$7,000 dollars to over expend line #4312.690. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

6.3 Truck 3 and Truck 4 Payment Documents - Selectman Olmstead signed.

6.4 Tree Warden - Chair North explained that three bids were not received and she was approached by a qualified resident, who asked why the project was not put out to bid. Chair North made a **motion** to approve the estimates for tree removal on Doctor True Road and Bay Shore Road, in the amount of \$4,500 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to amend her previous motion to waive the three bid requirement. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

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7.0 Review & Approve Minutes

7.1 BOS Meeting 8/8/18 draft - Members of the Board reviewed the draft meeting minutes of August 8, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of August 8, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

7.2 BOS Non-Public Session 8/8/18 - Members of the Board reviewed the draft non-public meeting minutes of August 8, 2018. Selectman Olmstead made a **motion** to accept the draft non-public meeting minutes of August 8, 2018 without changes. Chair North **seconded** the motion. The **motion passed unanimously**.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 7:16 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, September 5, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 9/5/18 _____
Selectmen’s Clerk