

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*September 5, 2018*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 5, 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 Highway Department Director – Truck Driver/Equipment Operator/Mechanic Position, Salt Quote, Quote for Grader Tires** - Director Van Tassel explained that he did some research on the mechanic position regarding pay and labor charges, not enough labor charges were spent to cover the costs. Director Van Tassel thanked the Board for entertaining the idea of the new position and will revisit the idea in the future, if needed. Director Van Tassel noted he would move forward with advertising the Truck Driver/Laborer position. Director Van Tassel informed the Board that he has received a quote for salt from Granite State Minerals (\$56.50 per ton) but is waiting for a quote from Morton Salt, so he can utilize both in case one company runs out. Selectman Olmstead made a **motion** to allow Director Van Tassel to sign the salt contract with GSM for the 2018/2019 budget at \$56.50 per ton. Chair North **seconded** the motion and the **motion passed unanimously**. Director Van Tassel explained that the grader needs new tires and he would like to purchase three new ones, plus use the spare. Director Van Tassel stated next year he would use the best two tires to put on the front of the grader and purchase two new ones. Director Van Tassel noted he uses Northeast Tire because they can drive the grader there. Chair North made a **motion** to authorize Director Van Tassel to purchase three grader tires from Northeast Tire Service, in the amount of \$3,570 dollars. Director Van Tassel noted that the original service quote for the grader came in at \$20K but it has been exceeded by \$3K, so he will be taking the additional funds from the vehicle maintenance line.

**3.2 Fire Chief – Hiring Process** - Chief Dexter stated Daniel Chapman has resigned as a fulltime Firefighter effective 9/15/18 because he has accepted a position with Franklin but he has offered to stay on as a per-diem for us. Selectman Olmstead made a **motion** to accept the PAF for Dan Chapman effective 9/15/18 with deep regret. Chair North **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve the resignation of Dan Chapman from fulltime Firefighter to on-call per-diem at grade 12, step 3 effective 9/16/18. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.3 Old Town Hall Rental Applications** - Chair North made a **motion** to approve the Town Hall rental application from the Sanbornton Congregational Church for the NH UCC Women's Fellowship Meeting on September 22, 2018 from 12-5 p.m. and to waive the fee. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve the Town Hall Rental application from the Library for a community event featuring a doo wop band the "Bel Airs" on October 19, 2018 at 7 p.m. and to waive the fee. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**3.4 Preliminary Audit Review** - TA Ambrose stated the Auditors were here last week and one thing was brought to her attention, the calculation of the Town's fund balance that is given to the State of NH in calculating the tax rate is a snapshot of a rolling balance taken effective June 30<sup>th</sup>. It is calculated by comparing our expenditures with our cash (anticipated revenues vs. revenues actually collected) which a large component of is property taxes. The tax warrant was approximately nine million but approximately seven million was collected as of June 30<sup>th</sup> this year which is considered a loss that gets supplemented by the fund balance. TA Ambrose stated the loss will use up a lot of the fund balance and we won't know more until they provide the MS-535 and tax rate, but the Board will need to look into how this could impact some of the warrant articles that were voted to be funded out of the fund balance.

**3.5 Joint Budget Committee Meeting Preparation** - Scheduled for Monday, September 10, 2018 at 5:30 p.m. at the Town Office.

**3.6 NHMA Legislative Policy Conference** - TA Ambrose will be attending on behalf of the Town. The conference is scheduled for September 14, 2018 at 9 a.m.

#### **4.0 Other Business**

**4.1 FY 20 Budget Discussion** - Chair North stated the Board should decide tonight and adjust the pay matrix for the FY 20' budget. Chief Dexter provided an explanation of how the pay matrix was constructed. Chief Dexter noted that the COLA adjustment would bring everyone closer to market value and the step/merit based raise would be based on performance/justification from the Department Head. Selectman Olmstead stated he would be in favor of the 2% COLA adjustment. Chair North made a **motion** to adjust the pay matrix for fiscal year 2020 by 2% with justification for step increases. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**4.2 Solid Waste Committee Recommendations** - Chair North made a **motion** to approve the C&D mixed and heavy demo fee changes, as recommended by the Solid Waste Committee effective October 1, 2018. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose stated the Transfer Station Manager is ready to separate glass once it has been approved but he will need assistance from the Highway Department with hauling. Chair North recommended that Director Van Tassel be consulted first for confirmation then the Board can move forward. Selectman Salatiello stated the SWC did an excellent with their recommendations and are doing a great job. TA Ambrose explained that she found no real reason not to release the NRRA password to the SWC. Jen Holt asked what the SWC's new charge should be? Chair North replied further researching source separation and a solution for the baling equipment plus what would be needed for certifications, space, functionality and personnel. Jen Holt noted that the recreation equipment is still being stored at the  
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Transfer Station and takes up some of the previous recycling space. Chair North offered to do a walk through of the Transfer Station, to provide a recommendation. TA Ambrose informed the Board that the NH DES has approved the Town's Permit by Notification application and requests.

**4.3 Non-Public Session under RSA 91-A:3 II (I)** - Selectman Olmstead made a **motion** to go into non-public session at 6:27 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 7:19 p.m. Chair North announced that while in non-public session the Board voted to opt in to a class action lawsuit and seek further legal counsel regarding trespassing at 740 New Hampton Road. Selectman Olmstead made a **motion** to seal the minutes of the non-public. Chair North **seconded** the motion and the **motion passed unanimously**.

**4.4 Conservation Commission Re: Recreation Trail** - Chair Crosby has requested to be on the Board's meeting agenda on 9/19/18, which is after their next meeting.

**4.5 Speed Limit on Lower Bay Road** - TA Ambrose reported that the Town doesn't need approval from the Commissioner of the NH DOT to lower the speed limit, the road is not considered an extension of a state highway. Chair North replied then the Town will continue its investigation with the Police Chief and Highway Director.

**4.6 State Primary Election** - Will be held Tuesday, September 11, 2018. TC/TC Plamondon to research how to appoint someone to serve in Selectman Olmstead's absence. The BOS diligently came up with a Selectman pro-tem, even though it is the responsibility of the Moderator.

## **5.0 Selectmen's Reports**

**5.1 Franchise Agreement Advisory 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 Board Meeting: 8/8/18 Approved** -The Clerk signed.

**6.2 Interfering with Town Business on Town Property Policy** - The BOS signed.

## **7.0 Review & Approve Minutes**

**7.1 BOS Meeting 8/22/18 draft** - Members of the Board reviewed the draft meeting minutes of August 22, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of August 22, 2018 with 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 7:57 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 12, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

9/5/2018

**BOS Approved**

Minutes

Respectfully submitted,  
April Rollins, Administrative Specialist

Approved on 9/12/18

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Selectmen's Clerk