

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*September 12, 2018*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, September 12, 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 Brendan Morrison & Cliff Mills, Congregational Church Treasurer – Water Filtration System** - Chair North stated the BOS has received his letter and they have concerns with how the proposal will interface with the MOU agreement (aka Triad System). Mr. Morrison explained that a few years ago they recognized the need for water quality and looked to have a filter installed in the church, the library already has one so this would add one for the Town Hall. Mr. Morrison stated there was no interest in 2016 to install a water quality filter at the Town Hall, so they installed one at the church. Mr. Morrison explained how the current system works. Mr. Mills explained that the demand has increased and the bladder tank had a leak so it wouldn't hold pressure. Mr. Morrison stated they want to relocate the Town Hall's line and then it would also have filtered water. Chair North stated the MOU needs to be updated with anything new plus cost /maintenance sharing which should be reviewed every five years. Mr. Morrison replied he agrees the MOU should be updated and noted it is a salt system. Selectman Olmstead asked if system complies with EPA standards and Mr. Morrison replied he is not sure, they would need to have it tested. Mr. Morrison explained that the original MOU was based on the usage of one hundred parishioners which is approximately half that number now but now the Library's usage has picked up. Chair North replied the MOU was drafted before the addition to the Library and we will need to get suggested changes to the MOU from the Lawyer. TA Ambrose suggested waiting for the water analysis and a quote before changing the MOU with the Attorney's advice. The Board agreed.

**3.2 Highway Department Director – Winter Sand Bid** - TA Ambrose reported that the invitation to bid on winter sand is the same as last year (that had received Attorney review) but has been updated for the current year. Chair North made a **motion** to approve the Invitation to Bid for winter sand #SHD 2018-5. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.3 Legal Services Procurement Process** - TA Ambrose stated 2014 was last time legal services was bid and she wouldn't recommend the past format. TA Ambrose provided the Board with a sample "RFP" that would include the sealed bid process. Selectman

Salatiello expressed concern with the current legal services and past treatment of the Town's residents during public hearings. Chair North asked if there was any way to retain Attorney Kate Miller, who is fully involved with the Franchise Agreement Advisory Committee. TA Ambrose replied it may be something that could be included as part of the terms, but she would have to get an outside opinion. Selectman Salatiello suggested the Town bid for a firm that specializes in municipal law only and doesn't deal with private clients. TA Ambrose expressed concern with limiting the Town's options because some law firms over the years have absorbed others. Chair North recommended TA Ambrose move forward with personalizing the RFP. The entire Board agreed.

**3.4 Town Building Concept & Design** - TA Ambrose stated the Town approved Article #12 and the land near the Old Town Hall has been discussed and the example was based off of Center Harbor's Town Offices. The TA had met with BPS at the request of the Board before Town Meeting to help inform the warrant article as they had worked on the Center Harbor project, they would subcontract an architect and provide a scope. TA Ambrose noted the Board needs to move forward because winter and Town Meeting is approaching. Chair North asked what the process is? TA Ambrose replied the Board can send out a RFP or sole source in this situation. Selectman Olmstead stated he would not be opposed to sole source the project to BPS. Chair North stated this would be an exception to the rule because the Town has utilized them in the past. Chair North made a **motion** to waive the three bid process and invite BPS to a Selectmen's meeting to discuss the Town Building Concept & Design. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

#### **4.0 Other Business**

**4.1 Court's Decision: David C Beane et al v Town of Sanbornton** - TA Ambrose reported that Mr. Beane was awarded \$150 dollars in damages and was denied payment of Attorney's fees.

**4.2 Non-Public Session under RSA 91-A:3 II (I)** - Selectman Olmstead made a **motion** to go into non-public session at 5:47 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 6:01 p.m. Chair North announced that while non-public session the Board decided to continue increased patrols at 740 New Hampton Road and are sensitive to the recent complaints but are working diligently to contact the legal owners. Selectman Olmstead made a **motion** to seal the minutes of the non-public. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**4.3 Private Road Signs** - TA Ambrose reported that the word "private" has been added to the blue road signs by the Fire Department.

**4.4 Painting of the Town Buildings** - TA Ambrose reported that the repainting of the Town offices has been completed but there was rot on the window sills & siding which were sealed and it should last 3 years. The Transfer Station Manager is working on gathering quotes to address the issue.

**4.5 Toshiba** - TA Ambrose stated that from this point going forward Toshiba will be supplying toner and service for the desktop printers at the Town Offices, which will be a savings.

#### **5.0 Selectmen's Reports**

**5.1 Update on the work of the Planning Board** - Selectman Olmstead provided an

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update.

**5.2 School Formula Committee** - Selectman Olmstead provided an update.

**5.3 Welfare Guidelines** - Selectman Salatiello reminded the Board they still need to review the welfare guidelines.

**5.4 Energy Fund** - Chair North reported that the funds left in the Energy Conservation Fund should be used to offset replacement LED light bulbs purchased for the Town Hall, in the total amount of \$300 dollars.

**5.5 State Primary Election** - Chair North thanked Jim Dick, Judy Rich, Steve Ober and Karen Ober for showing community spirit and filling in at the elections, as Selectmen Pro-Tem.

**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: 8/22/18 Approved** -The Clerk signed.

**6.2 Ford F550 (Truck #4) Escrow Documents** - The BOS signed.

**6.3 Horizons Engineering Change of Scope** - The BOS signed.

## **7.0 Review & Approve Minutes**

**7.1 BOS Meeting 9/5/18 draft** - Members of the Board reviewed the draft meeting minutes of September 5, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of September 5, 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 6:34 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 19, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist

Approved on 9/19/18 \_\_\_\_\_  
Selectmen’s Clerk