

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

September 19, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 19, 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 - Lynn Chong Re: Anecdotal Stories - Lynn Chong informed the Board that she now has an old fashioned tape recorder and is requesting anecdotal stories about living in Sanbornton from older & younger residents, in order to produce three books (one with pictures) in 2020 for the Town's 250th birthday. Lynn can be reached by phone at #934-6486 or by email at granolalynn@gmail.com.

3.0 Business

3.1 Board & Committee Appointments - TA Ambrose reported that there are no appointments for tonight and some have rescheduled for next week.

3.2 Conservation Commission Chair – Trail from Central School to the Library -

Brad Crosby provided the Board with the meeting minutes from the WRSD reflecting their approval, a letter from the Church and a donation estimate from the Mohawk Trail Riders snowmobile club (\$2,500 dollars). Brad Crosby stated the Conservation Commission voted last night to use \$1,000 dollars from the Forest Maintenance Fund and have obtained an estimate from Colebrook Gravel for 14 yards of gravel, in the amount of \$268 dollars. Brad Crosby noted the trail will not be maintained in the winter months due to plowing (snow banks) and only two passes with a lawnmower will be needed in the summer. Chair North stated the land does belong to the Library, even though there is no deed and suggested a file be made & kept in the Conservation Commission's files at the Town Office plus the MOU. TA Ambrose will also make a file for the Selectmen's Office and can provide copies as needed. Chair North asked if Director Van Tassel agreed to be the overseer of the project and Brad replied yes. Selectman Salatiello made a **motion** to approve the trail project as proposed by the Conservation Commission and commended the Conservation Commission for the work they have done. Chair North **seconded** the motion and the **motion passed unanimously**. TA Ambrose stated the donation can approved next week because it should be posted on the meeting agenda. Selectman Salatiello asked if the trail was going to be dedicated and Brad Crosby replied they have someone in mind.

3.3 Building Maintenance Request Form - TA Ambrose explained that the form has been adapted from the previous Building Maintenance Request form and she has added a line regarding capital reserve funding. TA Ambrose stated the Transfer Station Manager

has asked if he can accept three quotes from department heads along with their requests if they have specialized vendors. The Board agreed this would be okay. Chair North suggested a revision date be added to the form.

3.4 Monthly Expenditure Report - August - TA Ambrose reviewed the August expenditure report with the BOS. Selectman Salatiello asked about the Town's debt schedule and TA Ambrose replied that the Town has two more years to pay off the highway garage. Selectman Salatiello stated the Town will be in a good position to move forward with a new Town Office.

4.0 Other Business

4.1 Cable Franchise Agreement Extension & Audit Questions - TA Ambrose stated Attorney Miller has sent along an extension for the franchise agreement and is requesting a 1-year term (9/14/19) to properly complete it. TA Ambrose added that Atlantic Broadband has responded to the audit questions and Attorney Miller has suggested the Town respond as well. Chair North recommended the FAAC respond to the questions because they have already done a lot of the work. Chair North made a **motion** to sign the 1-year extension held by Atlantic Broadband LLC. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.2 2018 Annual Town Report - AS Rollins reported that she has been contacted by Dan Kenney of RC Brayshaw, who has provided a quote \$35 dollars higher than last year (\$1,658 dollars) due to an increase in the price of paper. AS Rollins asked if the Board would like to bid the Town Report or waive the process. Chair North made a **motion** to waive the bid process for the 2018 Annual Town Report and go with the quote from RC Brayshaw in the amount of \$1,693 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

5.0 Selectmen's Reports - None at this time.

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: 9/5/18 Approved -The Clerk signed.

6.2 Thank You Letters -The BOS signed.

6.3 Groundwater Management Permit Renewal Application -

7.0 Review & Approve Minutes

7.1 BOS Meeting 9/10/18 draft - Members of the Board reviewed the draft meeting minutes of September 10, 2018. Chair North made a **motion** to accept the draft meeting minutes of September 10, 2018 with changes. Selectman Salatiello **seconded** the motion. The **motion passed**. Selectman Olmstead abstained.

7.2 BOS Meeting 9/12/18 draft - Members of the Board reviewed the draft meeting minutes of September 12, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of September 12, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

8.0 Donations - None at this time.

9/19/2018

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9.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 6:08 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 26, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 9/26/18 _____
Selectmen’s Clerk