

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

September 26, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 26, 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 Board & Committee Appointments: Budget Committee – Bob Presby, Planning Board – Jody Slack & Justin Barriault, CIPC Representatives

- TA Ambrose explained that the Budget Committee has recommended the appointment of Bob Presby to fill the vacant position until Town Meeting. Chair North made a **motion** to appoint Bob Presby to the Budget Committee as a member until 3/15/19, per the recommendation of the Budget Committee. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Mr. Presby. TA Ambrose explained that Justin Barriault has resigned as a full member of the Planning Board but is stepping down to an alternate position and Jody Slack is stepping up to the full member position. Selectman Olmstead made a **motion** to accept the resignation of Justin Barriault as a full member from the Planning Board with regret. Chair North **seconded** the motion. The **motion passed unanimously**. Selectman Olmstead made a **motion** to appoint Jody Slack as a full member of the Planning Board until 3/31/2021. Chair North **seconded** the motion. The **motion passed unanimously**. Selectman Olmstead swore-in Mr. Slack later in the meeting for PB and CIPC. Selectman Olmstead made a **motion** to appoint Justin Barriault as an alternate to the Planning Board until 3/31/2020. Chair North **seconded** the motion. The **motion passed unanimously**. Selectman Olmstead made a **motion** to appoint Andy Sanborn as a Citizen's Representative to the CIPC until 3/31/2019. Chair North **seconded** the motion. The **motion passed unanimously**. Selectman Olmstead made a **motion** to appoint Kate Osgood as the Budget Committee's Representative to the CIPC until 3/31/2019. Chair North **seconded** the motion. The **motion passed unanimously**. Chair North made a **motion** to appoint Nina Gardner as a Citizen's Representative to the CIPC until 3/31/2019. Selectman Olmstead **seconded** the motion. The **motion passed unanimously**. The Selectmen will invite Bob Lambert to one of their meetings to discuss the other CIPC Citizen's Representative position. TA Ambrose stated Debra Schneckloth has expressed interest in being the Planning Board's Representative on the CIPC but will not be able to attend meetings on Tuesdays. Chair North suggested that an organizational

meeting be scheduled to make a decision on a meeting day. TA Ambrose was asked to contact Andy Sanborn, so a meeting could be arranged. Selectman Olmstead made a **motion** to appoint Jody Slack as the Planning Board's Representative to the CIPC until 3/31/2019. Chair North **seconded** the motion. The **motion passed unanimously**. The Selectmen's Representative to the CIPC is Chair North, as voted on 3/21/18.

3.2 Keith McBey, Bonnette, Page & Stone (BPS) – Town Building Concept & Design Proposal

Selectman Salatiello stated he is very familiar with BPS and has no issue with the quality. Keith McBey explained that Port One Architects is being brought in because of the size of the project and they like to have a 3-part relationship with the owners, the builder and the architect for easy access to the information & design. Selectman Salatiello stated he is no builder but it makes sense for one company to do the design build and BPS has a great reputation. Keith McBey stated they would be attending meetings/public hearings and having discussions with each department regarding its future goals. Chair North stated this is the first time the Board has seen the project's proposal packet, which they need time to review. Chair North noted that the project's fee is \$47,500 dollars. Selectman Salatiello suggested that Tim Burke from BPS be involved in the project because he is as a resident of Sanbornton. Keith McBey agreed. Chair North stated the next step would be to decide which departments would be in the new building and discuss their needs. Selectman Salatiello made a **motion** to enter into a contractual agreement with BPS in the amount of \$47,500 dollars. Chair North **seconded** the motion. Discussion; Chief Dexter asked if the project's proposal includes the "domino effect" for the refurbishment of the current Town Office (Police) & Life Safety Building (Fire) and Keith McBey replied yes. The **motion passed unanimously**.

3.3 Highway Department Director – Salt Quote - Selectman Olmstead made a **motion** to authorize Director Van Tassel to sign the Morton Salt contract and approve the quote for the 2018/2019 budget season for bulk blizzard wizard at \$73.50 per ton and bulk safe t-salt at \$56.50 per ton. Chair North **seconded** the motion. The **motion passed unanimously**.

3.4 Old Town Hall Carpentry Quote - The Board reviewed an estimate from Indian Ledge Services submitted by the Town Hall Steward to repair rotted siding at the Town Hall. TA Ambrose noted the repairs need to be made so that the painting can be finished. Chair North stated she thought a previous vote was made in regards to the invasives growth behind the Town Hall and would check. Chair North noted that people need to be mindful of the three bid process versus sole source. TA Ambrose replied the Town Hall Steward indicated more quotes were sought but no one else bid due to the time constraints / emergency situation. Selectman Olmstead made a **motion** to approve the quote from Indian Ledge Services to remove & replace the rotted siding (160 linear feet) in the amount of \$550 dollars, which will be reimbursed from the Town Hall Restoration CRF and to waive the bid process. Chair North **seconded** the motion. The **motion passed unanimously**.

4.0 Other Business

4.1 Legal Services RFP - The Board unanimously agreed to hold the bid opening on November 7, 2018 at 5:15 p.m. and to announce their decision on November 14, 2018, so they have ample time to consider the bids. Selectman Olmstead made a **motion** to approve the RFP for Municipal Legal Services for the Town of Sanbornton. Chair North

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seconded the motion and the **motion passed unanimously**. TA Ambrose to post the RFP to the Town's website, the NHMA's website, advertise in the Laconia Daily Sun, the Concord Monitor and inform the Town's current Legal Counsel of the RFP.

4.2 Lyman & Sons - Requisition #2 - Chair North made a **motion** to approve Requisition #2 for Lyman & Sons for the Lower Bay Road project (state-owned portion) in the amount of \$322,982.40 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.3 Revaluation - TA Ambrose informed the Board that the Revaluation's preliminary values will be mailed out next week and hearings with property owners have been scheduled for October 19th, 20th and 22nd at the Town Office unless capacity is exceeded. Informal telephone appointments have been scheduled for October 23rd.

5.0 Selectmen's Reports

5.1 Winnisquam Regional School District Formula Committee - Selectman Olmstead explained that the formula voted is the same as last year (70/30) and suggested contacting your local Legislators after the General Election regarding the state aid portion of the school's funding.

5.2 Update on the work of the Planning Board - Selectman Olmstead provided an update.

5.3 Franchise Agreement Advisory Committee - Chair North announced the FAAC's next meeting is scheduled for October 2, 2018.

5.4 Update on the work of the Budget Committee - Chair North provided an update.

5.5 Keno - Selectman Salatiello stated Keno is not being considered for the Town Ballot.

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: 9/10/18 Approved -The Clerk signed.

6.2 Board Meeting: 9/12/18 Approved -The Clerk signed.

7.0 Review & Approve Minutes

7.1 BOS Meeting 9/19/18 draft - Members of the Board reviewed the draft meeting minutes of September 19, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of September 19, 2018 with changes. Chair North **seconded** the motion. The **motion passed**. Selectman Olmstead abstained.

7.2 BOS Meeting 9/21/18 draft - Members of the Board reviewed the draft meeting minutes of September 21, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of September 21, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

8.0 Donations - Selectman Olmstead made a **motion** to accept the donation from Mohawk Trail Riders Snowmobile Club – Labor for Walking Trail, est. value \$2,500 dollars. Chair North **seconded** the motion. The **motion passed unanimously**.

9.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 6:32 p.m. Chair North **seconded** the motion and the **motion passed unanimously**.

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10.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, October 03, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices.**

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 10/3/18 _____
Selectmen’s Clerk