

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

October 3, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 3, 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 Transfer Station Manager – Glass Separation, Fire Extinguisher & Propane Tank Disposal - Manager Razinha explained that the plant in New London is the only place taking glass until the Gilford plant opens but they will only accept deliveries on Fridays and Director Van Tassel has offered to make those deliveries. Manager Razinha stated other items included in the glass category are porcelain and pyrex. Manager Razinha informed the Board he will need to build another concrete pad with blocks but this one will need a roof over the pad to keep the glass clean. The Board asked that Manager Razinha return at an upcoming meeting with quotes and a proposed location for the project. Selectman Salatiello suggested that Peter Drouin be contacted to help with the project. Chair North noted that if any donations are made then estimates would need to be provided for acceptance at a future BOS meeting. Manager Razinha stated the Board recently increased the fees for C&D but he has been keeping track of the charges every month and there is a profit of \$1,085 dollars from January to August. Manager Razinha noted he has also found some errors in the calculations from the SWC. Chair North replied some of the calculations are being done by calendar year and not the fiscal year. Chair North stated the Transfer Station is supposed to break even and not make a profit. Selectman Olmstead made a **motion** to rescind the Board's vote to increase the C&D prices at the Transfer Station and keep the current heavy & mixed demo prices. Chair North **seconded** the motion and the **motion passed. Selectman Salatiello was opposed.** Manager Razinha stated he is unsure what to do with fire extinguishers & propane tanks because the Town will be charged for disposal. Chief Dexter stated he has researched all avenues and found the same charge (\$6 per tank) because the pressure valve has to be dismantled by a certified person before it can be considered scrap due to recent changes in the federal laws. Manager Razinha explained that the NRRRA will pick up the fire extinguishers & propane tanks but arrangements will need to be made and the fee schedule will need to be adjusted. Chair North noted that the Transfer Station Operations Manual would also have to be updated. The Board asked that Manager Razinha come back before the Board at an upcoming meeting with a proposed fee. Chair

North noted the Transfer Station's hours changed on October 1st and they are working to change the website so the hours are easier to find. Manager Razinha replied the new winter hours are Friday & Saturday 7 a.m. to 5 p.m.

3.2 Police Chief – Department Head Update & Tablet Purchase - Chief Hankard provided the Board with a department activity comparison of 2018 versus 2017 and 2016. Chief Hankard stated they have been busy and the deadline to submit applications for the vacant Officer's position closed Friday. Chief Hankard informed the Board that there are seven uncertified candidates and the current Officers will be setting up a PT test & written test while he is out on vacation next week. Recommendations will be given to him for background checks then the candidate will go before the oral board. Chief Hankard reported that the radar sign was used on Lower Bay Road on September 5th through the 18th and he is amazed at the reports it can produce. Chair North asked with the data collected, does he think that it supports lowering the speed limit on town-owned portion of the road? Chief Hankard replied he would like a few more weeks to provide more targeted statistics. Chief Hankard informed the Board that he has moved Trick-or-Treat to Sunday, October 28th, so it can be combined with Trunk-or-Treat and the Fire Department's Pancake Dinner. The events have been posted to the P.D.'s Facebook page and the Recreation Department's page on the official website. Chief Hankard stated the department is participating in "Beard for Bucks" again this year for the Greater Lakes CAC, donations can be made online. Chief Hankard reported the new cruiser is ready but it has been recalled for a programming issue with the instrument structure. Chief Hankard stated he needs to purchase two tablets (\$3K to \$4K each) and is researching potential grant funding through the Emergency Management Division of Homeland Security. Chief Hankard stated the Town's detail rate is behind at \$60 dollars per hour and recommended raising the rate to \$70 dollars per hour (\$45 to Officer, \$25 to Town) to be more aligned with the surrounding communities. Chair North made a **motion** to increase the detail rate of \$60 dollars per hour to \$70 dollars per hour for the Police Department and the Fire Department per the Chief's recommendation. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chief Hankard reported that call-time has been running pretty well and there have been a few calls. Chief Hankard stated there are still some part-time Officer vacancies and he would like to move the current part-timers to the certified rate of \$20.26 an hour. PAFs to be submitted next week.

3.3 Employee Appreciation Event Planning - TA Ambrose to discuss with Department Heads at their monthly meeting and bring suggestions back to the BOS.

3.4 Monthly Expenditure Report - September - TA Ambrose and the Board reviewed.

4.0 Other Business

4.1 WRBP Update - TA Ambrose provided the Board with the WRBP Replacement Fund Estimated Assessment Projections spreadsheet and stated this shows 5% of the replacement value of all depreciable assets to be collected over a 10 year period, which is what has been required by state statute for years but never fully funded. TA Ambrose stated the advisory board is recommending that the communities align the target funding level with state statute, and the communities can divide up the cost the way it has been based on above ground assets (\$5,166 dollars for Sanbornton) or decide to go with the O&M percentage which includes both above & below ground assets (\$2,237 dollars for

Sanbornton). TA Ambrose noted that for some communities the difference between the two allocations is larger, so that will be a deciding factor. Selectman Salatiello stated ever since Article 28A passed the State has been trying to get around paying by getting Towns to agree to funding and he is reluctant to take over the responsibility of this system. Selectman Salatiello asked how many users there were and TA Ambrose replied 200+/- connections TA Ambrose stated that this fund has always been in place for emergencies and large projects and the assessments that were utilized and divided up by the communities has not met the funding requirement and needs of the system. There are multiple large projects that are needed that the fund cannot currently support plus any emergencies. The other work of the WRBP advisory board examining a municipally owned authority was the result of a study that showed it could reduce increases to the rates for ratepayers over time and the decision to pursue that further did not come from the State, it came up from the communities. Selectman Olmstead made a **motion** to table a decision until 10/10/18. **Discussion;** Chief Dexter stated it approximately \$25 dollars per ratepayer, which is small price to pay in case the project funds are needed. Selectman Salatiello stated the Town's charge was to collect the assessed fees, not take it over because then it comes off the State's books and reduces their budget. TA Ambrose replied the towns are not in compliance with the statute and haven't been for years. Selectman Salatiello **seconded** the motion. The **motion passed. Chair North was opposed.**

4.2 Town Building Concept & Design Process Discussion - TA Ambrose stated the Board is still waiting for a contract from BPS but the process going forward needs to be discussed and BPS has requested a preliminary meeting next Tuesday at 1:00 p.m. with a Selectmen's representative at the Town Office. Chair North stated the Board needs to meet with Department Heads, do a site evaluation of the property, review H.L. Turner's report and decide which departments may occupy the new building. Selectman Salatiello suggested appointing a small group of people to work with BPS versus the BOS being the prime drivers of the project because he feels it would resonate better with the Town's voters. Chair North replied that not all department heads are Town residents. Chief Dexter suggested reappointing the members of the Space Needs Committee. TA Ambrose was asked to contact the prior members, to see if they would be interested.

4.3 Letter Re: Tax Map 1, Lot 17 - The BOS signed the letter.

4.4 Underwood Engineering - Underwood Engineering has met with Director Van Tassel and started the road evaluation process and a report should be ready by November.

5.0 Selectmen's Reports

5.1 Update on the work of the FAAC - Chair North provided an update.

5.2 Town Information - Chair North emphasized that Facebook is not an official posting place of the Town.

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: 9/19/18 Approved -The Clerk signed.

6.2 Board Meeting: 9/21/18 Approved -The Clerk signed.

7.0 Review & Approve Minutes

7.1 BOS Meeting 9/26/18 draft - Members of the Board reviewed the draft meeting minutes of September 26, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of September 26, 2018 with changes. Chair North **seconded** the motion and the **motion passed unanimously**.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 6:50 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, October 10, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

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