

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

October 10, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 10, 2018 at 5:00 p.m. at the Town Offices. In attendance were Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present. Selectman Tom Salatiello was absent.

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 Franz Vail, Historic District Commission Chair - Franz Vail stated the Historic District Commission has been revitalized with some new members and he has been appointed the Chairman. Franz Vail explained that he has obtained some of the commission's older documents from Liz Merry and they will be picking up from there. Franz Vail noted they will also be looking to do some public outreach and apply for a "Priority One" grant (\$1,500 dollars) through the Division of Historical Resources, which is a simple community survey drafted by a Historical Architect. Franz Vail stated a letter of intent will need to be sent as the first step. Chair North asked what the grant's timeline is and Franz Vail replied November 26th for the letter of intent. Selectman Olmstead asked when the BOS would know if the grant has been awarded? Nina Gardner replied around March or April of 2019. Franz Vail noted that the commission has two years to complete the grant. Chair North made a **motion** to authorize the Historic District Commission to move forward with a Letter of Intent for a grant and provide a copy to the Selectmen on November 14th. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North stated just because the Historic District is on the National Registry, it doesn't mean all of the buildings are historic.

3.2 Non-Public Session under RSA 91-A:3 II (I) - Selectman Olmstead made a **motion** to go into non-public session at 5:14 p.m. Chair North **seconded** the motion. The Motion passed. Roll call vote, Salatiello – absent, North – aye and Olmstead – aye. The Board reconvened the public session at 5:24 p.m. Chair North announced that while in non-public the Board agreed to contact a professional service for an inspection of property located at 369 Philbrook Road. Chair North made a **motion** to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.0 Other Business

4.1 Employee Appreciation Event Planning - TA Ambrose informed the Board that she spoke with Department Heads and they have suggested one event (versus two) in the Fall

during a weekday and some sort of recognition for all employees since not everyone can always attend (i.e. a card, raffle or prizes to the employees etc.). The Board agreed to hold a luncheon event on November 15th from 12 to 2 p.m. at the Life Safety Building if available. Employees will be asked to RSVP to TA Ambrose.

4.2 WRBP Update - TA Ambrose explained that the town's portion of the charges for this replacement fund goes towards emergencies in the program or large projects. The State statute says that Towns shall collect for the fund 5% of the value of depreciable assets over ten years, which has always been interpreted as just above ground assets and recently the Attorney General's Office has advised that funding should be for below & above ground assets, since this means 5% of a larger assessment it will be an overall increase to the fund and some of the ratepayers in the WRBP. TA Ambrose referred to the last two columns of the spreadsheet and recommended the Town go with the 5% over 10 years so we are in compliance and because it is in the range of what the Town is currently paying. Chair North asked what if some towns choose one formula over the other. TA Ambrose replied the replacement level of \$329K would still be reached. Chair North asked when would the Board know what formula the majority decides on for the FY20' budget process. TA Ambrose replied next week. Chair North made a **motion** to recommend the 5% over 10 years and to go with the O&M formula. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.3 Town Building Concept & Design Process Discussion - TA Ambrose reported that they had a meeting with BPS and an Architect yesterday. Chair North stated they determined that the Police Department would need to be moved first as a priority in the domino effect due to major safety issues. Chair North stated that BPS took pictures of the buildings, will be evaluating the Town's land to make sure it is big enough and review & assess the structural integrity of the Town Hall, in order to come back with some ideas. Chair North noted that Welfare & Recreation have been included because those departments were not a factor in 2015. There was a brief discussion regarding the reestablishment of the Space Needs Committee but the Board has agreed to move forward with the hired professionals. The Town Hall Steward and Department Heads will be asked to meet with BPS in the future when input is needed to move the project along.

4.4 Capital Improvements Program Committee - The 1st CIPC meeting is scheduled for October 22nd at 6:00 p.m. at the Tow Office.

5.0 Selectmen's Reports

5.1 Update on the work of the Recreation Commission - Selectman Olmstead provided an update.

5.2 Speeding on Collieson Road and Leavitt Road - Selectman Olmstead reported that he has received some calls from residents that have concerns with speeding on Collieson & Leavitt, plus Lyman's trucks have been going down Leavitt and they should be going down Collieson. Selectman Olmstead stated he had notified Director Van Tassel but counted three of the trucks today. Chair North suggested a letter be sent on behalf of the Board to Lyman regarding speeding and failure to stop at the signs because the roads are all newly paved. Chair North noted that if there is an immediate safety concern or hazard to any residents then the Police Department should be notified.

5.3 Non-Public Session under RSA 91-A:3 II (a) - Chair North made a **motion** to go into non-public session at 6:12 p.m. Selectman Olmstead **seconded** the motion. The

Motion passed. Roll call vote, Salatiello – absent, North– aye and Olmstead–aye. The Board reconvened the public session at 6:30 p.m. Chair North announced that while in non-public the Board agreed to schedule another non-public session on 10/17/18. Chair North made a **motion** to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

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: 9/26/2018 -The Clerk signed.

6.2 PAFs - Chair North made a **motion** to approve the Chief’s recommended increase for Matt Terry to grade 15, step 1 (\$20.26 per hour). Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve the Chief’s recommended increase for Merrick Weisensee to grade 15, step 1 (\$20.26 per hour). Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.3 Truck 3 & Truck 4 Escrow Disbursements - The BOS signed.

7.0 Review & Approve Minutes

7.1 BOS Meeting 10/3/18 draft - Members of the Board reviewed the draft meeting minutes of October 3, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 3, 2018 with changes. Chair North **seconded** the motion and the **motion passed unanimously**.

8.0 Donations

8.1 Earl Leighton – Services & Material for Catch Basin, est. value \$5,525 -

Selectman Olmstead made a **motion** to accept the donation for the culvert installation from Earl Leighton for the town-owned portion of Lower Bay Road, in the amount of \$5,525 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

8.2 Karen Ober – Fabric for Recreation Programs, est. value \$45 - Selectman Olmstead made a **motion** to accept the fabric donation from Karen Ober to the Recreation Commission, in the amount of \$45 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

9.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 7:01 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 17, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 10/17/18 _____
Selectmen’s Clerk

10/10/2018
Minutes

BOS Approved

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BOS Approved