

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*October 17, 2018*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, October 17, 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** - Andy Sanborn, Resident Re: Solid Waste Committee (SWC) - Mr. Sanborn stated he is not here tonight as a SWC member. Mr. Sanborn explained that he was present in the crowd of the Selectmen's meeting a week ago and the decision the Board made was wrong because of erroneous financial information and the methodology was incorrect. Mr. Sanborn feels a meeting should be scheduled with the parties involved for further discussion and that the Board has shown a lack of respect for the SWC by not including them in the budget process. Mr. Sanborn stated there is a certain kind of management style that will lift volunteers up, so they perform at the highest level and that is what should be exercised.

### **3.0 Business**

**3.1 Board & Committee Appointments: Conservation Commission, Alternate – Sarah Fox** - Selectman Olmstead made a **motion** to appoint Sarah Fox to the Conservation Commission until March of 2021. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Sarah Fox.

**3.2 Fire Chief – New Hire** - Chief Dexter informed the Board that there was only one candidate for the full-time Firefighter/AEMT position, so there will not be an oral board for the hiring process. Chair North stated the current PAF would be guaranteeing an appropriation that hasn't been approved by Town Meeting for FY 20'. TA Ambrose suggested adding language to the PAF stating "pending Town Meeting approval" for the 12 month probationary period. Chair North made a **motion** to hire Kyle Megan as the Fire Department's full-time Firefighter/AEMT effective November 5, 2018, as recommended by the Fire Chief with an amendment to the PAF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.3 Non-Public Session under RSA 91-A:3 II (a)** - 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 5:53 p.m. Chair North announced that while in non-public the Board dealt with a personnel matter. Selectman Olmstead made a **motion** to seal the minutes of the non-public. Chair North **seconded** the motion and the **motion passed unanimously**.

**3.4 Recreation Coordinator – Department Update and New Hire/Position Discussion**

- Coordinator Lonergan stated she has hired two people but they have not been able to provide the hours needed, so she would like to advertise for one more 10-hour part-time position for help in the mornings. Chair North made a **motion** to authorize Coordinator Lonergan to advertise for a part-time child care assistant for 10 hours a week. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Coordinator Lonergan reported that soccer and field hockey are coming to an end, skiing will be starting soon and the tree lighting will be held the first weekend in December (12/2/18). There was a brief discussion regarding the Boston Post Cane Dedication. TA Ambrose will start the planning process and then get back to Coordinator Lonergan on how to proceed. The Annual Halloween Party will be next Saturday (10/27/18) at the Sanbornton Central School from 3-5 p.m., Trunk or Treat will be Sunday from 4:30 - 6 p.m. at the Sanbornton Central School and the Pancake Dinner will be from 4 - 7 p.m. at the Fire Station.

**3.5 Tree Warden - Update** - Warden Ober reported that he has been in contact with Holden regarding the trees on Lower Bay Road because things were not going well, the problem trees have been removed by the tree company but the trees they started with in the summer have only had the limbs removed and are still standing. TA Ambrose noted that Lyman hired the company as part of their contract and another company's information has been provided to them just in case. Warden Ober stated the work at the Town Hall is coming along nice but the rain has delayed the work schedule. Warden Ober informed the Board that the company will have everything picked up for Friday's event and an emergency electrical job was done this week because of a non-GFI outlet, Andy Sanborn installed the replacement. Warden Ober explained that the people repainting the Town Hall are also certified to replace glazed windows, so he would like to get a quote for the CIPC and he is also getting a quote for the jacking up of the Town Hall from Rick Geddes plus concrete work. The Board agreed this is a great idea.

**3.6 Highway Department Director – Winter Sand Bid Award, Winter Maintenance Policy** - Director Van Tassel provided the Board with a spreadsheet of the winter sand bid quotes and noted that he had visited each sand pit to inspect their product. Director Van Tassel suggested the Board vote to award the bid to the low bidder who was Pike Industries. Chair North made a **motion** to award the winter sand bid to Pike Industries at \$8.04 per ton delivered and \$4.59 per ton picked up. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. The Board reviewed the "Town of Sanbornton Winter Maintenance Policy". Director Van Tassel stated the policy will help cover the Town's liability, to protect the Town and explains some of the department's procedures. Selectman Olmstead complimented Director Van Tassel for all of his hard work. Selectman Olmstead made a **motion** to adopt the "Town of Sanbornton Winter Maintenance Policy" with the addition of the date. Chair North **seconded** the motion and the **motion passed unanimously**. TA Ambrose stated concerns were raised last week with Lyman's trucks traveling on Leavitt Road and it had been mentioned to Holden, who then called Lyman to stop using the road and documented the call with email correspondence. The Board decided not to send the letter. Selectman Olmstead asked if some of the culvert cuts on Lower Bay Road could be filled in a little more because of how deep they are? Director Van Tassel replied he would talk to Lyman. Director Van Tassel stated he has put a hold on Lower Bay Road's wearing course due to the cold weather and would be requesting that the joints be grinded for plowing.

**3.7 Non-Public Session under RSA 91-A:3 II (b)** - Selectman Olmstead made a **motion**

to go into non-public session at 6:34 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 6:42 p.m. Chair North announced that while in non-public the Board agreed to hire William McCallister as a Truck Driver/Equipment Operator at grade 12, step 2, pending a positive review and Town Meeting approval an increase to step 3 after twelve months could be considered.

**3.8 Bond Term Selection for Municipal Bond Bank** - TA Ambrose stated she has received information from the NH Municipal Bond Bank (NHMBB) regarding the long term bond of 20% of the Lower Bay state road project. TA Ambrose explained that the Board has a couple of options and needs to decide on a level principal or level debt with a 5-year, 10-year, 15-year or 20-year schedule. TA Ambrose noted the difference is that for the 5-year the Town would pay the least amount of interest but the tax rate impact would be high and the reverse for the 20-year schedule. Selectman Olmstead made a **motion** to go with the NHMBB's 10-year level principal schedule. Chair North **seconded** the motion and the **motion passed unanimously**.

**3.9 November 6th General Election Discussion** - Chair North explained that she had asked for this to be placed on the meeting agenda because a Selectman Pro-tem will need to be ready to cover for Selectman Olmstead or Selectman Salatiello. Selectman Olmstead replied he has been advised that after the first week of his surgery, he should be able to be mobile. TA Ambrose was asked to contact potential Pro-tem candidates and inform the Moderator & TC/TC Plamondon.

**3.10 Select Board Check Signature Policy** - Chair North made a **motion** to waive the check signing policy from three signatures to two signatures for checks above \$5K until the end of November. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

#### **4.0 Other Business**

**4.1 Employee Appreciation Event Planning** - Will be held on Thursday, November 15th from 12 - 2 p.m. at the Life Safety Building. TA Ambrose will be receiving RSVPs for a head count.

**4.2 Budget Process Discussion** - The Selectmen had scheduled two budget work sessions for October 29th and November 5th. Selectman Olmstead made a **motion** to authorize Chair North to reschedule the meetings in case a quorum cannot be reached. Chair North **seconded** the motion and the **motion passed unanimously**.

**4.3 Trail from the SCS to the Library** - TA Ambrose reported that the new trail is not yet complete but is useable at this time.

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

**5.1 School District Formula Committee** - Selectman Olmstead provided an update.

**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: 10/03/2018** -Was signed.

**6.2 Warrant for Ballot** - The BOS signed.

**6.3 Thank You Letters** - The BOS signed.

**6.4 BPS Agreement** - The BOS signed.

**7.0 Review & Approve Minutes**

**7.1 BOS Meeting 10/10/18 draft** - Members of the Board reviewed the draft meeting minutes of October 10, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 10, 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 7:29 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 24, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist

Approved on 10/31/18 \_\_\_\_\_  
Selectmen’s Clerk