

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

November 5, 2018

Town Offices

The Board of Selectmen convened in regular session on Monday, November 5, 2018 at 2:30 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 Business - Budget Work Session

Executive Administration - *Elected Officials* - Chair North asked if the Deputy Treasurer was included on the step and grade scale. TA Ambrose replied the position is included in explanation sheets at a grade 9, step 3 and was funded out of the same line for training plus coverage. Selectman Olmstead made a **motion** to approve budget 4130 at \$125,538 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Financial Administration - This budget includes a 2% cost of living adjustment (COLA) and is up 5% overall. Chair North made a **motion** to approve budget 4150 at \$74,981 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Assessing - This budget is up 5%. TA Ambrose stated yes, pending positive review and the revaluation funds have been removed, as well as the new software purchase and conversion fees not needed for FY 20'. Selectman Olmstead made a **motion** to approve budget 4152 at \$77,815 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously (not needed)**.

Legal Expense - Chair North made a **motion** to approve budget 4153 at \$26,002 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Personnel Administration - Chair North asked when the medical insurance comes in and TA Ambrose replied the new rates come in this week. Tabled for review by the Health Insurance Study Committee.

Planning & Zoning - The Board agreed to leave the training line at \$600 dollars. Chair North made a **motion** to approve budget 4191 at \$43,019 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve budget 4192 at \$2,807 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve budget the Planning & Zoning budgets at a total of \$45,826 dollars. Selectman Olmstead **withdrew his motion**.

General Government Buildings - TA Ambrose stated the biggest increase is line 430 at

\$5,400 dollars for repairs and maintenance due to higher demand. Chair North asked for an estimate of how many fire proof cabinets & chairs (Town Hall) the equipment purchase line would cover. Two fire proof cabinets (\$2,469) and eighty-eight chairs last year. Selectman Olmstead noted the Town got a deal on last year's purchase. Chair North suggested decreasing the line to \$7K. TA Ambrose replied that line also includes the copier service contract (\$100 a month). Selectman Olmstead stated he doesn't think that many more chairs are needed because there is funding in the FY 19' budget, so twenty-five additional chairs may be enough. The Board agreed not to purchase more chairs and drop the line to \$6,500 dollars. Chair North made a **motion** to approve budget 4194 at \$110,000 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Cemeteries – The Board reduced line 396 to \$4,000. Selectman Olmstead made a **motion** to approve budget 4195 at \$4,200 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Insurance - Selectman Olmstead made a **motion** to approve budget 4196 at \$52,000 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Other General Government - Chair North suggested tabling this section of the budget because the Historic District Commission had discussed doing a mailing, so additional funds may be needed for postage. More information regarding the SWC's postage line increase will be requested.

Police Department - The Board tabled this budget for further review.

Fire Department - The Board tabled this budget for further review.

Forest Fire Control/Emergency Management/ E-911 - Selectman Olmstead made a **motion** to approve budgets 4290, 4291 and 4292 at \$2,023 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Highway Department - The Board tabled this budget for further review.

Transfer Station - Selectman Olmstead made a **motion** to approve budget 4324 at \$188,869 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Sanitation - Chair North made a **motion** to approve budget 4325 at \$10,301 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Wastewater - Chair North made a **motion** to approve budget 4326 at \$58,166 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Enforcement - Selectman Olmstead made a **motion** to approve budget 4411 at \$7,141 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

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Health & Community Organizations - Selectman Olmstead made a **motion** to approve budget 4415 at \$8,750 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

General Assistance - The Board agreed to increase the mileage line to \$1,500 dollars due to increased home visits for all aspects of the job plus the increased mileage reimbursement rate. Selectman Olmstead made a **motion** to approve budgets 4441 and 4445 at \$91,358 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Culture & Recreation - The Board tabled this budget for further review.

Library - Chair North noted that the proposed salary increases are not what the Board gave as a directive. The Board and Director Haigh had a brief conversation regarding the pay matrix and how it was being applied to the FY 20 budget. The Board tabled this budget for further review.

Patriotic Purposes - Selectman Olmstead made a **motion** to approve budget 4583 and budget 4589 at \$3,251 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Conservation - TA Ambrose reported that a new line was added for community outreach and education, in the amount of \$500 dollars. Chair North stated she would like hours needed for the recording secretary noted on the back up sheets because it hasn't been changed since 2016 and noted the reason the line looks fully expended is because it is deposited in to the conservation fund at the end of the year. TA Ambrose replied it averages out to three hours per month. Chair North stated the line would then be \$1,004 dollars. The Board tabled this budget for further review/information.

Debt Service - Selectman Olmstead made a **motion** to approve budgets 4711, 4721 and 4723 at \$239,440 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

2.0 Other Business - The Board signed the MS-1.

3.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 4:33 p.m. Chair North **seconded** the motion and the **motion passed unanimously**.

4.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, November 7, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

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Approved on 11/14/18

Selectmen's Clerk

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