

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

November 13, 2018

Town Offices

The Board of Selectmen convened in regular session on Tuesday, November 13, 2018 at 9:00 a.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

Election & Registration - TA Ambrose noted this budget will see a decrease due to the number of elections in FY '20. Chair North stated she thought that the directive was to shift the pay matrix by a 2% COLA and not shift each position by a step, unless there was justification because she was confused with some of the narratives. TA Ambrose offered to print a copy of the memo that went out. Selectman Olmstead stated the Board can cut all of the budgets with the exception of Library. TA Ambrose read the memo and noted the same directive was given at a department head meeting. Chair North stated the TA's salary, for example is grade 19, step 8 for FY '19 budgeted. TA Ambrose replied that it is grade 19, step 9 and asked what she was referencing. Chair North stated it was on the Selectmen's page of the website. TA Ambrose stated the confusion is because that is the current grade and step for FY '18, not FY '19. TA Ambrose noted that the Treasurer's position is confusing because it is an elected position. Chair North replied yes but the Board was told to assign everyone a grade & step, even though some of the positions are stipends. Chair North made a **motion** to approve budget 4140 at \$4,599 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Town Clerk & Tax Collector - TA Ambrose stated the increases for the Deputy position is related to certifications and an increase in hours for peak work times throughout the year and certifications also for the TC/TC. Chair North stated if you look at the grade and step, it doesn't calculate out to what it is now on the matrix. TA Ambrose stated last year the Deputy was at grade 13, step 1 (\$17.69). Chair North replied that is where the confusion is because the position is budgeted for grade 12, step 3 (\$17.72). TA Ambrose stated each certification (two total) has been given an increase of fifty cents in the past and one of the increases is budgeted for this year. TA Ambrose pulled the new hire PAF to verify the original grade and step, which was grade 12, step 1 (\$16.95). Chair North noted it was a different person. TA Ambrose replied yes, the initial grade & step was given at the recommendation of the TC/TC and moved to grade 12, step 2 after probation & certification, which is budgeted for grade 12, step 3 for FY '20 with two certifications. TC/TC moves to grade 16, step 2 with one certification (3rd year). Selectman Olmstead made a **motion** to approve budget 4151 at \$116,598 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Planning & Zoning - Chair North stated the only thing is the amount of hours the

Planning Assistant is working, even though the Board has approved the Planning budget. TA Ambrose replied 25 hours with a step increase. Chair North asked how the Board should move forward with the increases? Selectman Olmstead replied we take out the step increase, or we take out the COLA or we could let everything go through. TA Ambrose noted it would be easier to take out the step increases versus removing the COLA since all salaries submitted from departments are based on the COLA. Selectman Olmstead stated the intent was to move the whole pay matrix forward and keep the employees at the same grade & step. Chair North replied the problem is that some positions have obtained certifications, others have new employees, etc. and so some have been increased.

The Board discussed the Library budget. Selectman Olmstead stated Director Haigh will need to ask the Trustees if they would be willing to make some changes. Chair North noted the Board can only recommend or not recommend the Library budget to the legislative body by statute. Director Haigh stated the Trustees have shown great willingness to work with the Board and the Budget Committee to keep things consistent. Selectman Olmstead asked if the Board should start at the beginning of the budget to remove the step increases. Chair North replied yes. Executive Administration only has the COLA, so it is all set.

Financial Administration - Chair North made a **motion** to reapprove budget 4150 without the step increase at \$73,942 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Assessing - Selectman Olmstead made a **motion** to reapprove budget 4152 without the step increase at \$76,806 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Planning Board - Selectman Olmstead made a **motion** to reapprove budget 4191 without the step increase at \$42,248 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

Police Department - Chair North stated the final expenditures from 2017/2018 for salaries are not shown and the Board reorganized the salaries in July of 2018, so the requested final figures are inaccurate. Chair North noted that some of the funds were moved from salaries down to the contracted services line for the prosecutor, plus some of the over expended overtime funds from 2018 were used in that reorganization. The Board reviewed the grade and step for each position in accordance with the department's approved PAFs. Chair North stated the Board will need to recalculate this budget and the overtime line has increased but she has no questions in the other areas of the police budget. TA Ambrose and Chair North to compare adjusted figures at a later date.

Fire Department - The Board reviewed the proposed grade and step increases for FY '20. Chair North stated the budget spreadsheet doesn't calculate correctly and will need to be redone, so it is more transparent. Selectman Olmstead stated the column additions are incorrect for both 2019 and 2020. TA Ambrose stated the overtime is included in the totals.

Highway Department - The Board reviewed the grade and step for each position in accordance with the department's approved PAFs. Chair North stated the temporary line has been decreased and she wants to make sure that it is picked up in the Transfer Station's budget. Chair North asked if the hired snow removal/trucking line should be reduced because the department is now at full staff. Chair North asked about the gasoline line, vehicle maintenance, small tools and the hire snow removal will check with the Highway Director. TA Ambrose will invite the Highway Director to the Board's meeting tomorrow. They will also discuss salaries at that time.

Transfer Station - Chair North suggested the Board change the grade and step of the Transfer Station Manager who is currently at a grade 12, step 3. Selectman Olmstead stated the position should go up one line on the spreadsheet because it says assistant. Chair North replied he should at least be at a grade 15 or 16 because he is the Manager with managerial duties at 40 hours per week. Selectman Olmstead stated grade 15, step 1 (\$42,994) would be appropriate for the position. Chair North stated the Board will need to check on winter maintenance with Manager Razinha for his recommendation.

Enforcement - Zoning & Health - TA Ambrose stated this budget has a step increase for the Health Officer. Selectman Olmstead recalled placing the position on the pay matrix. Chair North stated the Zoning Enforcement Officer works three hours a week and TA Ambrose replied that it is budgeted at four hours a week. Chair North made a **motion** to reapprove budget 4411 without the step increase at \$6,978 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Culture & Recreation - The Board reviewed each position by grade & step. Chair North stated the Board will need to ask the Recreation Coordinator about some of the steps proposed because a few of them were just changed with PAFs plus the positions were renamed. TA Ambrose stated the figures that are in the Town Report would be accurate for last year. The Board reviewed the PAFs, had a question about the calculation of the professional services line and the department's reimbursement. The Board will also meet with Coordinator Lonergan tomorrow night.

Library - Chair North stated two of the positions (Page/Assistant) have been budgeted for more hours and step increases have been provided for in this budget. Chair North noted that the Board cannot change this budget but either recommend or not recommend. Director Haigh replied the Trustees provided a line by line budget and detailed narrative sheets. The Board will request that the Library Trustees attend their meeting on November 28th, to review their proposed FY 20' budget.

2.0 Other Business - The Board agreed to start tomorrow's BOS meeting at 4 p.m.

3.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 11:52 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
11/13/2018 BOS **Approved Minutes**

be held on **Wednesday, November 14, 2018 @ 4:00 p.m.** at the **Sanbornton Town Offices.**

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 11/28/18 _____
Selectmen's Clerk