

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

November 14, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, November 14, 2018 at 4:00 p.m. at the Town Offices. In attendance were Selectman John Olmstead, Selectman Tom Salatiello 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 FY 20 Budget Discussion - *Highway Department* - Chair North asked about the decrease in the temporary line (\$1K) and noted that the shoveling has been moved under the Transfer Station. Director Van Tassel explained that he advertised the temporary labor position and there was no interest. Selectman Olmstead suggested reducing the line to one dollar and Director Van Tassel agreed. Chair North asked about hired snow removal (lines 380-398) because she remembers that an extra plow route was added last year. Director Van Tassel replied he chose to leave the line level funded because it went over by \$12K last year due to the amount of snow and overtime, so he is hoping that it will go down. Chair North asked if there is enough funding in line 635. Director Van Tassel replied yes, the new truck is diesel and so they only use gasoline for small equipment. Chair North asked if line 660, vehicle repair should be decreased due to the new trucks. Director Van Tassel stated he has added all of the heavy equipment to the line, so he gets a better picture and wants it to remain level funded. Chair North asked about nuts & bolts and the small tools line. Director Van Tassel replied he needs to resupply the nuts & bolts because they haven't been and the small tools have been increased because they are old and/or breaking. Chair North about signs and Director Van Tassel replied that the line would be going over soon, it is used for new reflective signs and delineator posts. Director Van Tassel stated he is holding off on any merit raises until next year. Director Van Tassel stated merit raises are based on performance which can be given or held until the employee get up to "par" and COLA raises are given across the board but if he doesn't include the step raises in his budget then it will not be in line with the pay matrix. Selectman Olmstead explained that the COLA is being given to get the employees closer to market value. Director Van Tassel replied the board is dealing with two different pools of money, even though it only appears to be one due to the way it has been set up. Director Van Tassel and the Board discussed a merit pool to allow for increases. Chair North stated the budget would need a line item for an implicit transfer to whoever the department head signs the PAF for. Director Van Tassel noted that if the department decides the employee doesn't deserve a raise then the funds would lapse (general fund). TA Ambrose offered to crunch the numbers, in order to come up with an

appropriate figure and consult with DRA on where the line would go in the budget. Selectman Olmstead made a **motion** to approve budgets for highway, bridges and street lights at \$933,536 dollars. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead stated there are painted lines on the curves of the road in Belmont and asked if this was something to consider. Director Van Tassel replied the Manual for Universal Traffic Control Devices (MUTCD) says that you cannot have one line painted without the others plus would be expensive (\$250K plus annual maintenance) and it would take approximately a foot away from the road. *Recreation Department* - The Board asked about line 390, water testing. Coordinator Lonergan replied that if any of the water tests come back positive then they will be tested multiple times, so some additional is needed. Chair North asked about the salary for Counselor number three. Coordinator Lonergan replied she would need to check and see what she did. Coordinator Lonergan stated she would get the information to TA Ambrose tomorrow.

3.2 Non-Public Session under RSA 91-A:3 II (b) - Selectman Olmstead made a **motion** to go into non-public session at 4:49 p.m. Chair North **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:02 p.m. Chair North announced that while in non-public the Board agreed to hire James Greene as a Truck Driver/Laborer at grade 12, step 1, pending a positive review and Town Meeting approval an increase to step 2 after six months could be considered. The minutes were not sealed.

3.3 Highway Department Director – Department Update - Director Van Tassel explained that Steele Hill Road has a driveway with water coming out of the woods on to the road, which creates a dangerous condition and he has already discussed the issue with the homeowner. Director Van Tassel requested permission to install a culvert which the property owner would be responsible after it is installed and issue a new driveway permit. Selectman Olmstead made a **motion** to authorize Director Van Tassel to install a new driveway culvert on Steele Hill Road, create a new ditch line and file a new driveway permit. Chair North **seconded** the motion and the **motion passed unanimously**. Director Van Tassel stated the Lower Bay Road (state portion) has been running behind schedule and he has been in contact with Holden Engineering because they were planning to pave on Saturday but the ground is frozen, so the paving should be pushed off until next year. Director Van Tassel informed the Board that the question came up regarding who maintains the road over the winter and he really doesn't want to because the road is a mess, which could damage the Town's plow trucks. Chair North suggested checking the contract. TA Ambrose stated the Town's deadline was November 21st and CR Willeke should be contacted. Chair North stated Director Van Tassel should receive an email to verify what is going on with the project going forward. TA Ambrose asked to be copied on the email.

3.4 Welfare Officer – Welfare Purchasing Discussion - Chair North explained that the Board discussed a credit card policy last week for risk management and internal controls for the Town. OPW Van Tassel replied there are two credit cards that affect her department primarily, the market basket card and the Visa card. OPW Van Tassel stated the market basket card is not used anymore, the Visa card is used for fuel, self-sustaining medications, etc. and vouchers are required for everything. OPW Van Tassel noted she doesn't use the credit card for online purchases. OPW Van Tassel stated she has access to the credit card Monday through Friday when the Finance Officer is at work and the Town

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Administrator can access the card on Fridays in emergency situations which doesn't happen frequently. OPW Van Tassel stated she is comfortable with the current process and thanked the Board for thinking of her. OPW Van Tassel and the BOS agreed that the Market basket card should be closed out.

3.5 Bid Award– RFP # BOS 2018-1 Municipal Legal Services - Selectman Salatiello stated the Town's current legal representation handled things very unprofessionally three years ago and treated the residents poorly during a public hearing and from his viewpoint it is time to switch to a new firm. Chair North stated the current Attorney acts as a Selectmen in his own Town and feels it is a conflict, in her opinion. Selectman Olmstead added that he didn't attend the last two Town Meetings and the "stand-in" Attorney wasn't prepared. Chair North noted that residents were frustrated with the explanations of the warrant articles and some things could've been handled differently. TA Ambrose noted if the Board decides on the other law firm the budget will need to be increased. Chair North made a **motion** that the Town go with Wadleigh, Starr & Peters for FY '20 for legal services in RFP #BOS 2018-1. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.6 Board & Committee Appointments: CIPC, Citizen's Rep – Bob Lambert - Under other business.

3.7 Transfer Station Budget - After brief review, Chair North made a **motion** to reapprove budget 4324 at \$195,731 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.0 Other Business

4.1 Credit Card & Petty Cash Policies - TA Ambrose stated with the holidays plus the additional meetings for the insurance, she has not had the time to finalize a "one-size fits all" policy for all of the Town's credit cards. Chair North stated the Board is trying to manage its risk and they are not trying to penalize anyone. Tabled until 11/28/18.

4.2 Health Insurance Study Committee- TA Ambrose stated the HISC has met over the past two days and talked to the Town's insurance broker. The Board reviewed a recommendation for Health Insurance, Life, Accidental Death & Dismemberment and Short-term Disability. The Town's supplier for Life, Accidental Death & Dismemberment and Short-term Disability has increased and the HISC is recommending a new plan with new carrier Metlife. Chair North made a **motion** to accept the quote from Metlife (\$7,682.40 dollars) for the calendar year 2019 for Life, Accidental Death & Dismemberment and Short-term Disability insurance, with the last six months to be approved pending Town Meeting. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to go with the HISC recommendation of the Harvard HMO Silver 5000 LP plan and to fund the HRA the same as FY '19 for FY '20 with the last six months to be approved pending Town Meeting. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.3 Board & Committee Appointments: CIPC, Citizen's Rep – Bob Lambert - The BOS briefly interviewed Bob Lambert. Selectman Olmstead made a **motion** to appoint Bob Lambert to the CIPC until March 31, 2019. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Mr. Lambert.

4.4 Transfer Station - Holiday Hours - The Board agreed that the Transfer Station would be closed the day after Thanksgiving but open that Saturday, just like last year.

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4.5 Memo from Fire Chief Re: Air Pack Replacement for the CIP - The BOS reviewed. Chair North stated the CIP request is recommending option #2, so the paperwork needs to be redone to reflect the Chief's request and submitted to the CIPC for consideration, so it can then be recommended to the Selectmen.

5.0 Selectmen's Reports

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

5.2 Update on the work of the Historic District Commission - Chair North reported that the HDC would like their budget to reflect \$150 dollars for postage, \$75 dollars for dues and \$75 dollars for professional services. Chair North noted the budget is level funded they are just moving around some of the funds within their budget lines. Chair North stated she would be assisting the HDC with the Certified Local Grant (CLG) application. There was a brief discussion regarding the type of street signs located within the historic district. Chair North offered to have a discussion regarding the signage with the Fire Chief.

5.3 Update on the work of the Recreation Commission - 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: 10/31/2018 -The Clerk signed.

6.2 PAFs - Addressed earlier in the meeting.

6.3 Thank You Letters - Tabled until the next meeting.

7.0 Review & Approve Minutes

7.1 BOS Meeting 11/5/18 draft - Members of the Board reviewed the draft meeting minutes of November 5, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of November 5, 2018 with changes. Chair North **seconded** the motion and the **motion passed unanimously**.

7.2 BOS Meeting 11/7/18 draft - Members of the Board reviewed the draft meeting minutes of November 7, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of November 7, 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 6:59 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, November 28, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

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Approved on 11/28/18

Selectmen's Clerk

11/14/2018

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