

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

December 5, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 5, 2018 at 4:30 p.m. at the Town Offices. In attendance were Selectman John Olmstead, Selectman Tom Salatiello (arrived at 5:19 p.m.) and Selectman Katy North. Town Administrator, Katie Ambrose 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 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.

3.2 Board & Committee Appointments: Historic District Commission, Alternate – Sam Swartz - Mr. Swartz provided the Board with a brief background of his historical knowledge and ties to the community. Selectman Olmstead made a **motion** to appoint Sam Swartz to the Historic District Commission until March 31, 2019. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Mr. Swartz.

3.3 Non-Public Session under RSA 91-A:3 II (a) - Selectman Olmstead made a **motion** to go into non-public session at 4:37 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 4:49 p.m. Chair North announced that while in non-public the Board decided to grant Stephen Laurin's request for a leave of absence from January 1st through January 28th. Selectman Olmstead made a **motion** to seal the meeting minutes. Chair North **seconded** the motion and the **motion passed unanimously**.

3.4 Library Trustees – FY 20 Budget Discussion - Director Haigh, Carol Raymond, Grita Olmstead, Jim Dick, Paula Grassie and Christine Hobby were all present. Chair North stated the direction that was given to Department Heads was to leave employees at the same grade & step in the pay matrix and give the matrix a 2% COLA but the Library budget has increased grades & steps plus calls for additional hours. Chair North noted that the Board has questions regarding line item 330 Bookkeeping/Accounting and line item 565 Computer Software plus the increase in hours for the Library Assistant (+2 hours a week) and the Library Page (+3 hours a week). Trustee Raymond explained that the additional hours would allow for coverage at the Library when people are absent or they are holding events. Trustee Raymond stated line 330 is a contracted position and line 565 is part of their computer maintenance program. Chair North stated due to the

statutory requirements of RSA 202, this budget “is what it is” and goes to the floor at Town Meeting but the BOS votes to either recommend or not recommend. Chair North stated she would not be voting in favor of recommending this proposed budget because all of the other departments have not received grade/step increases based on potential merit increases. Trustee Dick replied on September 5th the directive was given to allow for the 2% COLA with justification and the Trustees have always tried to keep their budget fair & equitable. Chair North explained that a merit pool is not allowed through the opinion of the Town’s Attorney plus DRA and it is not that our employees are not valued or don’t deserve merit raises. Chair North stated the Board has removed all grade/step increases from all of the Town’s other department budgets and will look to provide for merit raises in FY 2021. Selectman Olmstead noted the Town had a 50% turnover rate in employees last year and the main reason given at their exit interviews was money, so the Board is trying to stop this from happening. Trustee Raymond stated the Transfer Station Manager was recently moved to a grade 15 and the Trustees would like to see the Director valued at the same grade. Trustee Dick added the Director manages four employees and conducts their performance evaluations, so they would like to see the position valued equitably. Chair North stated the Transfer Station Manager’s hours were increased to fulltime and the position’s responsibilities were increased upon his hiring but his increase was held for a year. Chair North asked the Trustees if they would be reworking their proposed budget and come back to the BOS. The Trustees agreed. Trustee Dick informed the Board of an emergency repair to one of the Library’s windows and noted they would be increasing their budget by \$1K to cover the repair. Chair North replied the funds should come out of the Facilities Maintenance & Repair CRF and not the Library’s operating budget. Chair North asked the Trustees to send a request to the Board so they can vote to be reimbursed from the CRF. Trustee Raymond replied she would send along a quote for the repairs.

4.0 Other Business

4.1 Police Department Budget Review - Chief Hankard provided a new sheet with adjusted salaries for 2020. TA Ambrose will be asked to adjust the Police Department’s budget spreadsheet for next week’s BOS meeting.

4.2 Merit Pool - The Board reviewed a memorandum dated 11/29/18. Chair North stated the merit pool is not permissible but the two options provided are; 1) Budget for the merit increases within the salary lines of the budget and 2) Establish a merit based increase policy which outlines that step increases are based on performance and are not guaranteed just because they are budgeted for. Selectman Salatiello stated he feels creating the pay matrix took a long time but they did a great job and the matrix should allow for increases based on performance. Chair North stated merit increases would need to be added to the salary line in the budget. Selectman Olmstead added merit raises should be provided for certifications or good performance and COLA is across the board, so when there is no COLA implemented then merit increases should be considered. Selectman Olmstead stated he would love to give both the COLA and merit increases but is too much of a burden for the taxpayers. Chair North stated the Town has conducted a revaluation this year, signed the road bond for Lower Bay and potentially will be entering in to another bond agreement for the Town buildings, so everything needs to be considered. Selectman Olmstead noted that the employee’s salaries need to stay close to

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market value, so we do not fall behind again.

4.3 Memorandum of 2018 Annual Report - AS Rollins reported that the 1st Memo for departments, boards, committees and commission to provide their 2018 reports went out today. The submission deadline is January 9, 2018.

5.0 Selectmen's Reports

5.1 Tax Rate - Chair North stated there seems to be some confusion regarding the setting of the tax rate, the fund balance was \$1,229,861 dollars and the Town retained \$945,076 dollars (8% retained) and added \$284,785 dollars to the existing overlay balance making the total \$291,025 dollars for abatements. Chair North explained that if the overlay funds are not used then they will be returned to the fund balance. Chair North noted she would check with TC/TC Plamondon and TA Ambrose regarding the taxes that were uncollected after the fiscal year ended.

5.2 Update on the work of the Budget Committee - Chair North provided an update.

6.0 Signatures

6.1 Board Meeting: 11/13/2018, 11/14/18 and 11/14/18NP -The Clerk signed.

6.2 PAF - Selectman Olmstead made a motion to approve the PAF for Michael Lewis as a per-diem firefighter/EMT at grade 11, step 1 effective Tuesday, January 1, 2019. Chair North **seconded** the motion and the motion passed unanimously.

6.3 Tax Warrant - Chair North made a **motion** to approve the tax warrant at \$5,450,465 dollars. Selectman Olmstead **seconded** the motion and the motion passed unanimously.

7.0 Review & Approve Minutes

7.1 BOS Meeting 11/28/18 draft - Members of the Board reviewed the draft meeting minutes of November 28, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of November 28, 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 5:55 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, December 12, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 12/12/18 _____

Selectmen's Clerk

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