

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*May 2, 2018*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, May 2, 2018 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello, Selectman John Olmstead 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** - *Andy Sanborn Re: Reinstatement of the Energy Committee* - Mr.

Sanborn asked if the Board could be persuaded to reinstate the Energy Committee with a limited scope and a project proposal of solar panels on the Town's buildings, in order to make electricity to the taxpayers zero. Chair North stated the Board had a discussion with Ian Raymond and Dana Newt a few weeks ago about this very issue. TA Ambrose noted Ian offered to reach out to past members to see if they would be interested in reappointment. Andy replied he would reach out to Ian.

### **3.0 Business**

**3.1 Appointment – James Dick for Library Trustee, Full Member** - Selectman Olmstead made a **motion** to appoint James Dick as Library Trustee with a term ending March 15, 2019, per the recommendation of the Library Trustees. Selectman Salatiello **seconded** the motion, the **motion passed unanimously**. Selectman Olmstead swore-in Mr. Dick.

**3.2 Old Town Hall Rental Application** - Chair North made a **motion** to approve the Town Hall Rental Application for the Old Home Day Committee and the Historical Society for July 21st (Old Home Day) plus waive the fee. Selectman Olmstead **seconded** the motion, the **motion passed unanimously**. Selectman Salatiello thanked Lynn Chong for all of her hard work to keep the Transfer Station's "swap shop" open. Lynn Chong replied thank you and suggested that if any of the Town's other Boards/Committees would like tables at Old Home Day to contact the Old Home Day Committee.

**3.3 Underwood Engineering – Road Evaluation Discussion** - Engineer, Daniel Rochette and Director Van Tassel were present. Engineer Rochette explained that he has been employed with Underwood Engineering for twelve years and has worked on four other road evaluation projects in the towns of Belmont, Northwood and Greenland. Engineer Rochette informed the Board that he brought an example of a final report and it is used frequently for reference. Engineer Rochette explained that the packet goes through the scope of work, the project's goals, a road evaluation budget and includes sample documents. Engineer Rochette stated they would be working with the Town to cater this study to the Town's needs with a focus on road maintenance out 10-15 years. Engineer Rochette explained his firm would start with data collection first then inspection

of roads to produce a summary sheet with “GIS” data and then provide a narrative of recommendations for improvements. Director Van Tassel noted that there will be things that pop up like washouts but the Town should start focusing some money on the gravel roads due to their condition (mud). Selectman Salatiello stated he would like to have this on the meeting agenda for follow up discussion in two weeks from now because this is the first he has heard of this. Chair North replied that funding was established in a Capital Reserve Fund for road evaluation & repair at the 2017 Town Meeting. Engineer Rochette stated this will be a great tool to have and will also help back up budget requests. Andy Sanborn stated this study is exactly what the CIPC wants for road foundations and the other is bridges. Engineer Rochette replied this study doesn’t include bridges. Director Van Tassel noted the State provides the information on bridges. TA Ambrose stated if there are any questions or concerns that arise during the follow up discussion, they can be sent to Engineer Rochette following the meeting.

**3.4 Hawkers & Peddlers Permit Application** - TA Ambrose provided the Board with a Hawker’s & Peddler’s permit application and noted that both the Fire Chief and Police Chief have reviewed the permit. Selectman Olmstead made a **motion** to approve the Hawker’s & Peddler’s permit for Christopher Stevenson to provide financial advising from May 25th through June 25th. Selectman Salatiello **seconded** the motion. The **motion passed unanimously**.

**3.5 Patriotic Flags – New Brackets, Eversource Application, Installation & Removal Services** - Chair North suggested the Board consider displaying half the quantity (10-12) they do now and use flag etiquette, by placing one flag on every other pole with illumination. TA Ambrose will check to see how many poles have lights and then the Board can decide on a bracket type. TA Ambrose provided the Board with a quote for installation and removal services as our volunteer can no longer assist with this project. Andy Sanborn offered to contact someone regarding removal services. Selectman Olmstead made a **motion** to approve the PSNH application to Attach to Poles. Chair North **seconded** the motion. The **motion passed unanimously**.

**3.6 Monthly Expenditure Report - April** - TA Ambrose and the Board reviewed.

#### **4.0 Other Business**

**4.1 E911 Change of Address Requests – New Road Name: Dailey Shore Road** - The voluntary change of address is for properties off of 72 Lower Bay Road, which will now be named Dailey Shore Road. Chair North made a **motion** to approve the application for voluntary change of address for 72 Lower Bay Road to be 5 Dailey Shore Road (Tax Map 18, Lot 34.2). Selectman Olmstead **seconded** the motion. The **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the application for voluntary change of address for 72-A Lower Bay Road to be 10 Dailey Shore Road (Tax Map 18, Lot 34.4). Chair North **seconded** the motion. The **motion passed unanimously**. Chair North made a **motion** to approve the application for voluntary change of address for 72 #1 Lower Bay Road to be 2 Dailey Shore Road (Tax Map 18, Lot 42). Selectman Olmstead **seconded** the motion. The **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the application for voluntary change of address for 72-#1 Lower Bay Road to be 4 Dailey Shore Road (Tax Map 18, Lot 42). Chair North **seconded** the motion. The **motion passed unanimously**. Chair North made a **motion** to approve the application for voluntary change of address for 72-A Lower Bay Road to be

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17 Dailey Shore Road (Tax Map 18, Lot 34.3). Selectman Olmstead **seconded** the motion. The **motion passed unanimously**.

**4.2 Franchise Agreement Advisory Committee Update** - TA Ambrose informed the Board that she has two potential candidates and two more members are needed plus an alternate, so hopefully they get more interested residents. Andy Sanborn offered to serve on the committee. There was a brief discussion regarding having Attorney Kate Miller attend a meeting.

**4.3 Contract for Hermit Woods Road Reclaim & Repave** - Chair North made a **motion** to sign the Hermit Woods Road Reclaim & Repave contract with work to start May 21, 2018. Selectman Olmstead **seconded** the motion. The **motion passed unanimously**.

**4.4 Safety Upgrades at the Town Office** - TA Ambrose reported that new locks have been installed and the glass has been installed in both the Selectmen's office & TC/TC's office windows. TA Ambrose noted there are a few minor changes that still need to be made in the TC/TC's office.

**4.5 Resignation Acceptance** - Chair North made a **motion** to accept the resignation of TC/TC Davis effective June 1st. Selectman Salatiello **seconded** the motion. The **motion passed unanimously**.

**4.6 Complaint - Grant** - TA Ambrose explained that it has been determined that the Grant's complaint could go before the Zoning Board of Adjustment (ZBA) by submitting an Application for Appeal an Administrative Decision. Chair North added the Complaint Policy still needs to be reviewed and the wrong statute is referenced. TA Ambrose noted the Zoning Enforcement Officer did notify the Grants of the appeal process but they insisted upon discussing the issue with the Select Board, so the process has been skewed. Chair North stated the ZBA reviews the permitted use and all of the abutters are notified. TA Ambrose stated she has correspondence to send to the Grants as well as the property owners. Chair North requested permission to meet with the ZBA Chair to discuss their Rules of Procedure and the Clerk's job description to reinstate the position. The Board agreed this would be okay.

## **5.0 Selectmen's Reports**

**5.1 Signs for the Transfer Station** - Chair North made a **motion** to approve the signs for traffic patterns, pets to remain in vehicles, electrical items to have their cords removed and children to be attended at all times. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**5.2 Update on the work of FTNS Cooperative** - The Board reviewed an update from Karen Ober.

**5.3 Anonymous Complaint** - An anonymous complaint has been received by the Town and the Town's policy is not to take action unless the person identifies themselves to make the complaint valid.

**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.

**8.1 Board Meeting: 4/18/2018** -The Clerk signed.

## **7.0 Review & Approve Minutes**

**7.1 BOS Meeting 4/25/18 draft** - Members of the Board reviewed the draft meeting minutes of April 25, 2018. Chair North made a **motion** to accept the draft meeting minutes of April 25, 2018 with changes. Selectman Olmstead **seconded** the motion. The **motion passed unanimously**.

**7.2 BOS Meeting 4/25/18 non-public draft** - Members of the Board reviewed the draft non-public meeting minutes of April 25, 2018. Selectman Olmstead made a **motion** to accept the draft non-public meeting minutes of April 25, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

**8.0 Donations** - Marla & Craig Davis – Rollaway Bed & Mattress, estimated value \$50; Recliner Chair, estimated value \$75; Keurig Coffee Maker, estimated value \$30. Selectman Olmstead made a **motion** to accept the above donations from Marla & Craig Davis. Chair North **seconded** the motion. The **motion passed unanimously**.

**9.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 7:27 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, May 9, 2018 @ 4:30 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist

Approved on 5/9/18 \_\_\_\_\_  
Selectmen’s Clerk