

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

December 12, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 12, 2018 at 5:00 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 - *Andy Sanborn Re: Planning Board* - Mr. Sanborn explained that the Planning Board (PB) held a non-public last week to discuss a confidential document from the PB's Attorney regarding the qualifications of a draft ordinance and its legal status. Mr. Sanborn stated he cannot think of a single reason why a public document was reviewed in non-public because usually ordinances are reviewed in a public format by Engineers, Lawyers and citizens, so people can make an informed decision. Mr. Sanborn stated he cannot see the benefit of reviewing the public document in non-public and feels it was silly, outrageous and no benefit to the Town. Selectman Olmstead explained that the Attorney was asked some questions and the non-public was held to review her advice. Chair North replied the ordinance is a public document in draft form and she has concerns with what the Lawyer could have said that could've been considered non-public. Chair North stated the vote to seal the minutes of the non-public was out of order. Selectman Salatiello stated Andy has a good point because most Attorneys will argue that most things should be kept public and this is in the public's domain. Chair North added that the BOS was misinformed as to the use of the Attorney and the discussion may not qualify to be sealed under the statute. Mr. Sanborn stated he wants to be able to make an informed decision when he votes and noted that he has filed a 91-A request.

3.0 Business

3.1 Police Chief – Warrant Articles, Vacation Leave – Chief Hankard explained that they have been running short staffed, so he, Lieutenant McIntosh and Sergeant Howe would like to carry over their remaining vacation time. Chair North made a **motion** to allow Chief Hankard, Lieutenant McIntosh and Sergeant Howe, to carry over their remaining vacation time until the end of March of 2019. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chief Hankard informed the Board that he has a candidate going through a polygraph test next week and then he would be coming in to meet with the Selectmen. Chief Hankard stated he has the figures (\$94,307 dollars) to go back to 24/7 coverage in FY 20 but we need another officers, which will fill the seventh officer vacancy. Chair North recalled Chief Hankard providing a timeframe for 24/7 coverage at Town Meeting. Chief Hankard replied ultimately he would like to

attract a certified officer but doesn't want to lock in to hiring non-certified. TA Ambrose recalled Chief Hankard stating that if the officer was not certified then it would take two years to get them on the road. Selectman Salatiello stated he was disappointed the tax rate didn't come down lower and if the Town keeps on spending the rate will spike which will be a problem with the voters, so the Board needs to be careful this year. Chair North stated the Board will take the Chief's figures under advisement because the police station is a safety issue and the Board needs to decide where to put the police officers. Chief Hankard replied sure, he just wanted the figure out there but he agrees. TA Ambrose reminded the Board that they need to set the deadline for department heads to submit warrant articles. The Board agreed on the date of January 11, 2018. Chair North made a **motion** to recommend budget 4210 at \$483,360 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Salatiello referred to the Board's meeting minutes that recommended the 2% COLA with justified step increases and stated that the employees are confused. Chair North provided Selectman Salatiello with the timeline of the implementation of the pay matrix and the methodology that was used. Chair North noted that she was out voted by the other two Selectmen and merit raises were never mentioned. Selectman Salatiello replied the Town's employees are struggling and they should be compensated appropriately. Selectman Olmstead stated we are trying to get there but if we decided to do everything all at once, it would ruin this town. TA Ambrose asked if the Board would like to see a draft Merit Based Policy? The Board agreed this would be a good idea. TA Ambrose noted she would bring back their Compensation Policy to review in conjunction with the Merit Based Policy.

3.2 Town Building Design Questions - TA Ambrose reported that BPS is moving along in their process and they have sent the Town preliminary design plans but the architect has questions regarding the parking. Those in attendance reviewed the design plans for the exterior layout of the parking, the first floor and second floor. The BOS agreed that the gazebo should be relocated with input from the Recreation Coordinator and the existing entrance should be widened.

3.3 Tree Removal - Tree Warden Ober explained that there are three trees that need to be removed but one is on Huckins Pond Road, so there would need to be a brief road closure after the school buses go through in the morning. Chair North made a **motion** to waive the bid process for tree removal on Hunkins Pond Road, Osgood Road and Bayshore Drive. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to hire Top Notch Tree Removal to work with Tree Warden Ober, the Highway Department, the Police Department, the Fire Department and the School District for tree removal on Hunkins Pond Road, Osgood Road and Bayshore Drive, in the amount of \$2,800 dollars. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

3.4 FAAC Final Report Review - The Board will have a non-meeting next week with legal counsel to discuss the Town's strategy. The BOS will review the final report in the interim.

3.5 Petition for Declaration of Emergency Lane - Pursuant to RSA 231:59-a, the Board will hold a Public Hearing on Wednesday, January 9, 2018.

4.0 Other Business

4.1 Budget Review - Covered under item #3.1.

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4.2 Transfer Station Glass Separation - TA Ambrose stated the Transfer Station Manager has gathered the following information; the Town would need rent a 15 yard container for the glass from Casella each month at \$140 dollars plus the hauling to the Lebanon plant would cost \$480 dollars. TA Ambrose stated Manager Razinha is recommending the Town move forward because he still sees a savings. Chair North made a **motion** to authorize the Transfer Station Manger to enter into a contract for glass hauling with the NRRA. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to enter into a contract with Casella at \$140 dollars a month for the container, \$480 dollars for the hauling and the 36 month contract pending Town Meeting approval. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North noted that the Transfer Stations' Operating Manual would need to be updated.

4.3 Delayed Revenue - TA Ambrose stated the Town Treasurer informed her that due to the delay in the tax rate setting there is a delay in revenue, so she will be asking to freeze any discretionary spending.

5.0 Selectmen's Reports

5.1 Historic District Commission - Chair North stated she would be attending the HDC meetings in Selectmen Salatiello's place going forward, to help them with grant documents.

5.2 Capital Improvements Program Committee - Chair North provided an update.

6.0 Authorization Signatures: Payroll and Accounts Payable Register

6.1 Board Meeting: 11/28/2018 -The Clerk signed.

6.2 Legal Services Agreement - Chair North made a **motion** to sign the Legal Services Agreement with Wadleigh, Starr & Peters PLLC, to start July 1, 2019. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

6.3 LTE Cell Service Coverage Maps Contract - Selectman Olmstead made a **motion** to have the Chair sign the LTE Cell Service Coverage Maps Contract. Chair North **seconded** the motion and the **motion passed unanimously**.

7.0 Review & Approve Minutes

7.1 BOS Meeting 12/05/2018 - Members of the Board reviewed the draft meeting minutes of December 5, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of December 5, 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 7:32 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 19, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 12/19/18

Selectmen's Clerk

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