

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

December 19, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 19, 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. The Board held a non-meeting before the public meeting opened at 5:04 p.m.

1.0 Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

2.0 Public Comment - *Lynn Chong Re: Town Report Submission and 250th Anniversary* -

Lynn Chong requested permission to publish a page in the Town's Annual Report, to get the word out on the project she has been working on with other town residents to gather and publish stories about Sanbornton. Chair North replied the Town Report is for official Town business but she wouldn't mind if the information was given out at Town Meeting. Lynn Chong asked if the Board would be establishing a committee for the Town's 250th Anniversary. Chair North asked if this had been discussed by the Old Home Day Committee? Lynn Chong replied yes. Chair North recommended that suggestions be brought back to the Board after the Old Home Day group meets because they have always supported these types of events and the funding is for the calendar year, so funding should be requested in July of 2021.

3.0 Business

3.1 E911 Change of Address Request – Selectman Olmstead made a **motion** to approve the change of address for 86 Woodman Road to 7 Wild Acres Road (private right of way). Chair North **seconded** the motion and the **motion passed unanimously**.

3.2 Fire Overhead Door Maintenance Request - Chief Dexter explained that he has been having problem with the overhead door's cables and salt exposure has created rot on the doors. The Board reviewed two quotes; one for new panels from Overhead Door Options and the other for the installation with hardware from Overhead Door Company of Concord, totaling \$2,244 dollars. Chair North made a **motion** to waive the bid process for the overhead doors at the Fire Department. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to authorize the Fire Chief to replace the overhead door panels in the amount of \$1,033 dollars and pay for the installation & hardware in the amount of \$1,211 dollars, to be reimbursed from the Town Facilities Repair & Refurbishment CRF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chief Dexter requested the Board sign the contracts, in order to lock in to the prices that have been quoted which will be conducted in the spring. The Board signed the quotes.

3.3 Eversource Petition for Pole License - Chair North made a **motion** to grant the pole license to Eversource per plan #9L821667 for Huse Road. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.4 Town Report - The Board discussed the Selectmen's Report, the Dedication and the Town Report cover page.

4.0 Other Business

4.1 Budget Review - TA Ambrose reported that the Library Trustees would be attending the Board's January 2nd meeting to present their budget. Tabled.

4.2 Town Building Design Questions - TA Ambrose asked the Board about climate control for the basement of the old Town Hall, did they want it for certain sections or the entire space. After a brief discussion regarding document storage, the Board agreed the entire basement should be climate controlled. Chair North stated some of the Town Hall Restoration Capital Reserve Funds could be used for the upgrade of the floors & windows of the old Town Hall and that CRF could be discontinued eventually. TA Ambrose stated the basement of the Town Hall/Town Office would be the 3rd floor and a lift/elevator would be needed. The Board reviewed the design plans. Selectman Salatiello suggested the Board start thinking about the potential pushback it may get from residents about this project without education about it because their support will be needed. TA Ambrose replied there will a Public Hearing on the bond which would be a great venue to present the project. Chair North added that the Town has a study that says the buildings are unsafe and the Town's department heads will help support the project, plus the people supported the funds for this building design at last year's Town Meeting. TA Ambrose noted that the Town's long-term debt will be coming off in 2021 for the Highway Garage and 2023 for the ARRA funds. TA Ambrose asked if the Board thinks the kitchen areas should be similar to what the Town currently has, the design has two kitchens (one on the 1st floor and one on the 2nd floor). Chair North suggested one of the kitchen areas be considered a break room. TA Ambrose asked if the Board thinks the kitchen should have a residential oven? The Board agreed this would be okay. The Selectmen also expressed safety concerns with the design of the lobby and asked TA Ambrose to discuss their concerns with BPS.

5.0 Selectmen's Reports

5.1 Public Comment made by Andy Sanborn on 12/12/18 - Selectman Salatiello stated the concerns raised by Andy Sanborn last week in regards to the Planning Board have merit and suggested that Selectman Olmstead speak with them. Selectman Olmstead agreed.

5.2 Petition for Declaration of Emergency Lane - Selectman Salatiello suggested a copy of the handouts be given to Jean Auger for his comments and to reach out to the Town's local Legislators to get the testimony from when the statute was established for a better understanding. Chair North offered to reach out to Representative Fields and Representative Lang.

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

6.0 Authorization Signatures: Payroll and Accounts Payable Register

6.1 Board Meeting: 12/05/2018 -The Clerk signed.

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6.2 PAFs - Chair North made a **motion** to approve the PAF for Teri Jansky following her performance evaluation and the terms of her employment, to increase her to a grade 12, step 4 (\$17.81 per hour) effective November 20, 2018. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to authorize the extension of the Assessing Assistant's personal leave until the end of March 2019. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.3 Casella Glass Hauling Agreement - The Board signed.

6.4 Supplemental Warrant - The Board signed.

6.5 Thank you letters - The BOS signed.

6.6 Library Disbursement - Chair North made a **motion** to authorize the disbursement the Library's 1st payment of \$68,671.50 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.0 Review & Approve Minutes

7.1 BOS Meeting 12/12/2018 - Members of the Board reviewed the draft meeting minutes of December 12, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of December 12, 2018 with changes. Chair North **seconded** the motion and the **motion passed unanimously**.

8.0 Donations - Selectman Olmstead made a **motion** to accept the donation by Michelle Jackson for Christmas Lights (6 boxes) for the Recreation Department with an estimated of value \$12 dollars.

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, January 2, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 1/2/19 _____
Selectmen's Clerk