

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

January 2, 2019

Town Offices

The Board of Selectmen convened in regular session on Wednesday, January 2, 2019 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

2.1 Moment of Silence - Selectman Olmstead asked all those in attendance to observe a moment of silence in honor of Health Officer Bill Tobin, who passed away yesterday. Selectman Olmstead announced that Mr. Tobin's services would be this Sunday at the Northfield Railroad Station from 1 p.m. to 3 p.m.

3.0 Business

3.1 Police Chief – \$7,178 Grant Acceptance for Computer Tablets – Chief Hankard stated they will upgrade their tablets with a more current version through the Emergency Management Performance Grant and there will not be a “soft match” due to prior expenses incurred by the department but if there are, the funds will come from the Special Detail Fund. Chair North made a **motion** that the Board of Selectmen, in a majority vote, accept the terms of the Emergency Management Performance Grant as presented in the amount of \$7,178.00 dollars for the purchase of electronic tablets for the Town's Emergency Operations Center. Furthermore, the Board acknowledges that the total cost of this project will be \$14,356.00 dollars, in which the Town will be responsible for a 50% match (\$7,178.00 dollars). Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.2 Monthly Expenditure Report – November - TA Ambrose reviewed with the BOS.

3.3 Deputy Health Officer Position - Tabled until next week.

4.0 Other Business

4.1 Library Trustees – FY 20 Budget Discussion - Tabled until 6:30 p.m.

4.2 Inspection Report for 369-1 Philbrook Rd - The BOS reviewed an asbestos report from Lakes Region Structure Technology LLC that indicated two positive areas with asbestos. The Board asked TA Ambrose to get quotes for removal of the asbestos because the property is town-owned.

4.3 Water Quality at the Town Buildings - TA Ambrose reported that the water at the Town Office and the Life Safety Building was very brown/orange, so she had it tested and is waiting for the results.

5.0 Selectmen's Reports

5.1 Supplemental Warrant - Selectman Salatiello stated the supplemental warrant was not given to the Tax Collector, so no monies were collected and it was an error made by the Town (in 2003). Selectman Salatiello stated he feels if it is on the meeting agenda then it should be reflected accurately because two properties should have been charged the 10% penalty for Current Use which is not the current Assessors fault. TA Ambrose added that no fees were charged because the Town couldn't by State Law.

5.2 Planning Board Meeting 1/3/19 - Selectman Olmstead stated he would be addressing Andy Sanborn's concerns and the Public Hearing for the Solar Ordinance will be taking place. Chief Dexter suggested contacting the Town Hall Steward in case the meeting room hits capacity.

6.0 Other Business Continued

6.1 Library Trustees – FY 20 Budget Discussion - Carol Raymond, James Dick and Director Haigh were present. Carol Raymond explained that the proposed budget's step increases have been removed but the request for additional hours has been included plus the pay matrix was used. Director Haigh added the Program Coordinator was overlooked last year so that position has been adjusted, as well as the Library Technician. Selectman Salatiello stated some things have an impact that you can't see in the budget, there were private donations for programs made by one of the Trustees which requires more staff time and the Library is important to the community and one of the most impressive things the Town has. Carol Raymond noted the Director has been underpaid and should be moved to a managerial/equal pay position (grade 15, step5). Chair North made a **motion** to recommend budget 4550 at \$149,823 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.2 Personnel Administration - TA Ambrose stated there will be a few more employees (\$4,500 per employee) taking the payments in lieu of medical insurance and recommended increasing the line from \$3K to \$18K to budget for the four that will qualify. Selectman Olmstead made a **motion** to reapprove budget 4155 at \$795,525 dollars. Chair North **seconded** the motion and the **motion passed unanimously**.

7.0 Authorization Signatures: Payroll and Accounts Payable Register

7.1 Board Meeting: 12/12/2018 -The Clerk signed.

7.2 Abatements - Selectman Olmstead made a **motion** to waive \$12.57 in interest for tax map 4, lot 10. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to waive \$2.19 in interest for tax map 4, lot 13. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to adjust the value of tax map 4, lot 3 to \$97,985 dollars. Chair North **seconded** the motion and the **motion passed unanimously**. The fourth abatement was returned for further clarification.

7.3 PAFs - Selectman Olmstead made a **motion** to approve the PAF for an increase to the Planning Assistant position to grade 16, step 1 (\$21.67 per hour) effective August 20, 2018. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the PAF for an increase to the Zoning Enforcement Officer position to grade 15, step 2 (\$20.77 per hour) effective August 20, 2018. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead

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made a **motion** to approve the PAF to hire Audry Barriault to the ZBA Clerk position at grade 13, step 2 (\$18.13 per hour) effective January 3, 2019. Chair North **seconded** the motion and the **motion passed unanimously**.

7.4 Quarterly Tax Form 941 - Chair North made a **motion** to approve the quarterly tax form 941. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

8.0 Review & Approve Minutes

8.1 BOS Meeting 12/19/2018 - Members of the Board reviewed the draft meeting minutes of December 19, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of December 19, 2018 with changes. Chair North **seconded** the motion and the **motion passed unanimously**.

9.0 Donations - None at this time.

10.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 6:21 p.m. Selectman Salatiello **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:05 p.m. Chair North announced that while in non-public the Board made no decisions. Selectman Olmstead made a **motion** to seal the minutes of the non-public. Chair North **seconded** the motion and the **motion passed unanimously**.

11.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 7:07 p.m. Chair North **seconded** the motion and the **motion passed unanimously**.

12.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, January 9, 2019 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 1/9/19 _____
Selectmen’s Clerk