

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

January 16, 2019

Town Offices

The Board of Selectmen convened in regular session on Wednesday, January 16, 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 - None at this time.

3.0 Business

3.1 Board & Committee Appointments: Solid Waste Committee – Andrew Sanborn (Alternate), Jennifer Holt, Robert White - Robert White, Jennifer Holt and Andrew Sanborn all expressed concern with the advisory capacity of the Solid Waste Committee not being honored by the Transfer Station Manager or the Selectmen. Chair North thanked the SWC for all of their hard work. Selectman Olmstead made a **motion** to appoint Robert White until March 31, 2022, appoint Jen Holt until March 31, 2022 and Andrew Sanborn as an Alternate until March 31, 2020. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Bob, Jen & Andy.

3.2 Keith McBey, BPS – Town Building Concept & Design Presentation - Keith McBey introduced Evan Mullen of Port One Architects. Keith McBey explained that they are solidifying the program for the Police Department, Fire Department and the Town Offices. Evan Mullen thanked the Board for hosting them this evening and he would try to be brief but will be happy to answer questions. The Town Office staff will be moving to the old Town Hall which will be lifted with an addition on the back, the Police will be moving to the Town Offices and Fire will get upgrades to occupy the entire Life Safety Building. Evan Mullen stated he has been working with both Chiefs and Administration but they also understand that history & culture are important so they are being conscientious of that. The Fire Department will receive small upgrades. The Police Department will have a 1-story addition into the parking lot for a “sally port”, which will provide better security. Andy Sanborn asked if the water issues are going to be addressed because it is not potable. Evan Mullen replied yes, the plan is to separate the systems during the process and this is the conceptual schematic phase. Chair North stated the buildings are unsafe & unsecure which has been discussed for the past 25 years and last year at Town Meeting the voters approved funds to get the design. Andy Sanborn noted there are water problems at the Town Hall as well (Triad system). Chair North replied there is a new well being proposed and the current water issues have been addressed. Evan Mullen stated the plans call for clapboards to match the existing buildings. Steve Ober asked what happens if repairs are needed when the building is lifted. Keith McBey replied there is a 4% contingency worked in to the cost estimates. Andy Sanborn asked if

grants had been searched for to purchase the generator. TA Ambrose replied only if the building was identified as a 2nd emergency operations location. Chair North asked if the cost of the project could be broken up by each project. Keith McBey replied yes but it would cost a bit more on his end. Chair North stated some of the Town's debt service is coming off and this would be going on, plus there are still remaining funds in the capital reserves for some of the repair items but explaining all of this to the taxpayers will be the biggest challenge. Nina Gardner stated the cost will be more with a small bond, so the Board needs to look at this dollar wise because this is not a big project. TA Ambrose stated the Town Office/Town Hall project will cost \$2,715,775 dollars, the conversion of the current Town Office to the Police Department will cost \$852,291 dollars and the upgrades to the Life Safety Building will cost \$104,446 dollars plus the soft costs for all at \$729,516 dollars. Chair North stated the bond would increase the Town's debt by approximately \$100K. Keith McBey noted that the cost estimates do not reflect the bid prices which could be lower. TA Ambrose stated the Board needs to decide to put the buildings on the warrant and bond the whole amount or in phases. Selectman Salatiello stated he has no problem bringing this to the voters but he feels that an adjustment could be made to the future Police Department plans. Nina Gardner replied she feels the timing is right to go for the whole package and the Board has a tight window to work in but the Public Hearing is needed because there is no media to get the word out. Selectman Olmstead added that all of the project should be bonded now because of the good interest rates. Chief Hankard stated when you look at other Police Departments in the area the proposed figure is dwarfed by comparison and he feels it is a really good number. Jen Holt added that the building projects solves other problems with other departments as well i.e. Recreation, Transfer Station, Welfare, etc. The Board of Selectmen agreed to bond the project for the full amount at a 20-year level principal and schedule the Public Hearing on the Bond for February 13, 2018 at 5:30 p.m., with the Selectmen's meeting to start at 4:30 p.m. that night

3.3 Board & Committee Appointments: Budget Committee – Robert Lambert -

Selectman Olmstead made a **motion** to appoint Robert Lambert to the Budget Committee until March 15, 2019. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Mr. Lambert.

3.4 Historic District Commission – Grant Application - Nina Gardner explained that she is here tonight to discuss the Certified Local Government Program grant, in Franz Vail's stead. Nina Gardner stated the HDC is on a path that is correct & proper and the total grant cost is \$3,500 dollars with a zero percent match but some funds will be needed in 2020 budget and reimbursed as revenue in the line item. Chair North replied the funds will need to be in the operating budget so they can be reimbursed. Nina Gardner stated the grant will allow for the Town's historic properties to be surveyed, document the boundaries, educate residents, create an overlay map, etc. Selectman Salatiello made a **motion** to add \$3,575 dollars to the HDC's operating budget. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to reapprove the Other General Government budget 4199 at \$6,810 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to have the Chair sign the CLGP grant application. Chair North **seconded** the motion and the **motion passed unanimously**.

3.5 Old Town Hall Repair Items - The BOS reviewed two quotes from the Town Hall

Steward. Selectman Olmstead made a **motion** to approve the quote from Granite State Glass for the repair of the glass doors at the Town Hall, to be reimbursed from the Town Hall Repair CRF. Chair North **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve the quote to repaint/repair the sign at the Town Hall in the amount of \$600 dollars, to be reimbursed from the Town Hall Repair CRF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.6 Budget Capital Items & Warrant Articles - The Board reviewed the budget's capital items to be placed on the warrant. The total for the transfers to the CRFs is \$285,000 dollars. Selectman Salatiello stated he is opposed to the warrant article for the new police cruiser and the SCBAs for the Fire Department.

3.7 Monthly Expenditure Report – December - The BOS and TA Ambrose reviewed.

4.0 Other Business

4.1 Disposal of Solar Panels - Selectman Olmstead requested that the Solid Waste Committee look into the process & fees that are associated with disposal of solar panels. Chair North agreed and stated there should be something in the Operations Manual and bring back their suggestions to the BOS.

5.0 Selectmen's Reports - None at this time.

6.0 Authorization Signatures: Payroll and Accounts Payable Register

6.1 Board Meeting Minutes: 1/2/2019 -The Clerk signed.

6.2 Lower Bay Road Bond & Corresponding Documents - Chair North made a **motion** to Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.0 Review & Approve Minutes

7.1 BOS Meeting 1/9/2019 - Members of the Board reviewed the draft meeting minutes of January 9, 2019. Selectman Olmstead made a **motion** to accept the draft meeting minutes of January 9, 2019 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 7:50 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 23, 2019 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 1/23/19 _____

1/16/2019
Minutes

BOS Approved

