

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

February 13, 2019

Town Offices

The Board of Selectmen convened in regular session on Wednesday, February 13, 2019 at 4:30 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello (left around 7 p.m.), Selectman Katy North and Selectman John Olmstead (arrived at 4:45 p.m.). 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 Non-Public Session under RSA 91-A:3 II (a) - Chair North made a **motion** to go into non-public session at 4:36 p.m. Selectman Salatiello **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North – aye and Olmstead-arrived late. The Board reconvened the public session at 4:58 p.m. Chair North announced that while in non-public the Board agreed to schedule another non-public session to discuss a complaint received. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

4.0 Selectmen's Reports

4.1 Update on the work of the Planning Board - Selectman Olmstead provided an update.

4.2 Town Website - Selectman Salatiello stated for the record, a road complaint was posted to the “We Love Sanbornton” social media site. Selectman Salatiello explained that the word needs to get out that the “We Love Sanbornton” social media site is **NOT** an official website of the Town, so people are aware. Residents with concerns or questions should contact the corresponding department, the Town Office #286-8303 or visit the Town's website www.sanborntonnh.org.

4.3 Boyer Property - Selectman Olmstead reported that a complaint was received regarding the Boyer property having a water problem. Director Van Tassel replied it was a frozen culvert but it has been taken care of.

5.0 Authorization Signatures: Payroll and Accounts Payable Register

5.1 Board Meeting Minutes: 1/30/2019 -The Clerk signed.

5.2 Audit Representation Letter - Selectman Olmstead made a **motion** to have the Chair sign the audit representation letter. Chair North **seconded** the motion and the **motion passed unanimously**.

5.3 Letter from the NH Department of Revenue - The Town's median ratio is 100% and the Town's equalization ratio is 99.9%.

5.4 Primex Report for the Highway Garage - The Board took under advisement.

5.5 Annual Report of the Budget Committee - The Board reviewed the Budget Committee's amended annual report. The Chair of the Budget Committee will be asked to

contact the Chair of the Selectmen for further amendment.

6.0 Review & Approve Minutes

6.1 BOS Meeting 2/6/2019 - Members of the Board reviewed the draft meeting minutes of February 6, 2019. Selectman Olmstead made a **motion** to accept the draft meeting minutes of February 6, 2019 with changes. Chair North **seconded** the motion and the **motion passed unanimously**.

6.2 Joint Meeting of the BOS & BC 2/7/19 - Members of the Board reviewed the draft joint meeting minutes of February 7, 2019. Selectman Olmstead made a **motion** to accept the draft joint meeting minutes of February 7, 2019 with changes. Chair North **seconded** the motion and the **motion passed unanimously**.

7.0 Business

7.1 5:30 PM *Public Hearing* - Bond in the approximate amount of \$4,998,120 for the construction of a new town office building connected to the old Town Hall, renovations to the old Town Hall and site, the conversion of the current Town Office building to a Police Station and the conversion of the current Life Safety Building to a Fire Station - Chair North opened the Public Hearing at 5:30 p.m. and announced that the Town Office's meeting room has met capacity, so the Public Hearing would be moved to the Town Hall. The Public Hearing was reconvened at 5:43 p.m. Chair North stated those who wish to speak need to identify themselves and everyone should be treated with respect & courtesy throughout the hearing. Chair North read the public notice for the bond hearing aloud. Chair North stated they would be reviewing the Town Building's timeline, building designs and a comprehensive plan. Keith McBey, President and Evan Mullen were present from Bonnette, Page & Stone (BPS).

Frank Thanos asked if BPS are the engineers for the project? President McBey replied no they are the construction management firm and they have partnered with Port One Architects. President McBey explained that they have done many municipal projects with Port One. Evan Mullen stated all of the building designs and cost schedules are on the Town's website, which will be updated as the project progresses. President McBey stated they will be reviewing the drawings of all three buildings and then he would be presenting the timeline/building schedule. Evan Mullen started with the addition to the current Town Office which will become the Police Department. Mr. Mullen explained that there is a 3-phase component to the project, one phase will need to be completed before we can move onto the next phase and they were tasked with providing adequate space and security for the Police Department well into the future. Evan Mullen stated the police will take over the current Town Office which was built in the 1960's like a concrete bunker and will have an addition of a sally port plus a booking area. The sally port creates a space so there will be no interaction with the public or the rest of the department's staff for safety and this is the early stages of the design's development. Don Bormes asked if the holding cells are long-term or temporary? Chief Hankard stated they would not be long-term or overnight, the person would be booked then transferred to jail. Chief Hankard explained that the cells would have toilets and a sink which is a huge safety issue currently because they have to be walked to the bathroom past civilians. Evan Mullen stated there would be fire suppression systems at the proposed Police and Fire Departments to bring those buildings up to code. Linda Salatiello asked what would happen to the parking due to the addition of the sally port? Evan Mullen replied the police

will only take up 5-6 parking spots in the front of the Town Office and Fire Department's parking will remain the same. President McBey explained that the reasoning is that the P.D. will not have as much traffic or be as busy as the Town Office staff. John McCarville asked how many arrests the department has in a year? Chief Hankard replied it depends on the time of year but it is usually for DWIs, arrests, etc. AS Rollins stated arrests in the 2017 Annual Report are reported at 101+. Melanie Van Tassel asked if the building was designed with the future needs of the department in mind, for 30 years from now? Evan Mullen replied yes, it was developed with space needs and future programs in mind. Chief Hankard informed those in attendance that there is a manual on how to build a police department and this design is for 25-50 years, so if we fill the building when we move then it is too small. Ray Masse asked if the State and Primex have reviewed the new plans? Chief Hankard replied not yet. Chair North added the plans are in their infancy stage but the plans will be reviewed by all involved as part of finalizing if approved. Karen Ober asked if the storage/evidence trailer would be going away? Chief Hankard replied he is hoping to give the trailer back to the Town as there would be more space in the new department. Unknown resident asked if there was an alternative to provide a "bare bones" minimum? Chief Hankard stated the engineer looked at making the modifications to the Life Safety Building but the structure itself would not be able to withstand them. Dave Whitham asked where the main entrance would be and Evan Mullen replied it would be the same as it is now. Stuart Dymont asked if an alternate site was considered? Evan Mullen replied they considered the Town Office's needs which dictated the "domino effect" and only left the option of the current Town Office and the Life Safety Building. President McBey noted the Town Office building is an asset to the Town and the Town would keep its control over the building. Chair North explained that in the years past, the Town has purchased the land behind the Town Hall for the purpose of a new town office building and the question was always posed, who moves first? Chair North stated the answer was the Town Office to the Town Hall (addition) then the Police, in order for the Fire Department to receive renovations and all of the other alternatives were not feasible. Stuart Dymont replied it is a great plan but a terrible site for the project. Andy Sanborn asked if the Town built new for the Police Department, what would the approximate additional costs be? President McBey replied \$300K- \$400K. Doug Rasp asked how much the new P.D. is projected to cost? President McBey replied \$852K. Michelle Jackson asked how big the addition was in square feet? Evan Mullen replied 1,200 sq. ft. Michelle Jackson stated she doesn't feel that it should cost that much money because it is slab on grade. President McBey explained that he feels it is a good number (within 3%) and once the project is signed off on then bid out, the bid could be lower and those funds go back to the Town. Melanie Van Tassel stated there is an added expense of building for safety which are things that would not normally be in an average home. President McBey replied correct, this is a commercial project. Linda Salatiello stated she is a member of the Historic District Commission and asked if they would be able to review the plans as well? Evan Mullen replied yes, during the next stage of the project.

Jeff Caira asked if the project could be phased over two years or would the whole thing be dumped on the taxpayers? President McBey replied the Town could phase the project but the economy of scale will be lost but if all three are bid together it will compound the price and make the bid more competitive. TA Ambrose noted that the Town's FY 2019 total debt service is substantially lower than 2015/2016 because the debt for the "Y"

project was paid off, the Transition Bond was paid off in FY 2018, the Highway Garage comes off in 2022 so the debt schedule will be -\$134K annually following that year and the ARRA project is paid off in FY 23 eliminating another \$52k per year. If a town needs to incur long term debt it is important to time it as other debt is eliminated so as not to dramatically affect the tax rate, making this an appropriate time to bond the project. The operating budget in 2015 was \$3,825,700, in 2016 it was \$3,809,821, in 2017 it was 3,778,937, in 2018 it was \$4,009,630 and in 2019 it was \$4,183,034. TA Ambrose also provided those in attendance with the tax rates from 2014 through 2018. TA Ambrose explained that the bond would be level principal for twenty (20) years, the first payment in FY 2020 will be primarily interest in the amount of \$124,953 making the total debt payments for that year \$364K, the payment in FY 2021 would be the year with the highest impact since it is the first principal payment on the bond and the last payment year for the highway garage with a total debt payment at \$685K for that year. The following year the total debt amount would drop to \$535K with no payment for the Highway Garage and a \$10,000 reduction in bond interest which will continue to reduce each year. TA Ambrose explained that the unassigned fund balance is an available option that can offset the tax rate during a spike year such as FY 2021 if the Selectmen choose, and because of the decreasing interest the tax rate impact would decrease by two cents every year through the term of the bond after FY 21. TA Ambrose stated the impact on the tax rate for the 1st payment would be approximately .23 cents in FY 2020, then .84 cents in FY 2021 and decrease by .2 cents every year after that with an estimated interest rate of 4%. TA Ambrose explained what the unassigned fund balance is, what it can legally be used for and explained that the NH Department of Revenue Administration guides that each Town retain a certain percentage of their unassigned fund balance (a minimum of 5% of general fund operating expenses up to a maximum of 17%). Karen Ober noted that the fund balance is made up of other things that come into the Town as revenue such as motor vehicle registrations, so it is not all tax dollars.

Evan Mullen presented the plans for the Fire Department's renovation which includes male and female showers, a bunk room and then minor renovations to the windows/interior. Andy Sanborn asked if the showers are needed? Chief Dexter replied yes, currently the volunteers go to a fire and bring their gear home and if they have showers, they can redress then go home. Andy Sanborn asked if there are water issues? Chief Dexter replied yes, the water smells of sulfur and they just figured out where some of the drainage goes, due to the drains being replaced at the Life Safety Building's bays. Chair North stated the water issues will be addressed as part of the overall project. President McBey stated a cistern will be installed to support both assets, the Police and Fire departments. Chief Dexter noted both buildings are out of code. Doug Rasp how much the renovations for the Fire Department will cost? Chief Dexter replied \$104K, which will create enough space for 30 years and allow for the option of interns / live-ins, etc.

Evan Mullen presented the new 2-story addition to the back of the Town Hall that will have an enlarged parking area on the east side of the building and the building would be raised a few inches to pour a foundation for storage of a cistern for fire suppression plus mechanical units and climate controlled for Town document storage. Evan Mullen explained that the current kitchen will be demolished to create a connection to the

administration building that will have an elevator and stairway. Evan Mullen noted that the Welfare office, which is now in the Town Office kitchen, would have its own secure area for privacy. Terry Rasp asked if the Town has considered going digital with its records? TA Ambrose replied statutorily many of the Town's records have to be kept in perpetuity in paper form. TA Ambrose stated the Town Clerk has confidential papers here at the Town Hall which are not climate controlled and the electrical panel is in that room which cannot be easily accessed since the Town Clerk/Tax Collector has the key, which the Town Hall Steward recently needed access to. TA Ambrose noted the recreation trailers were condemned, so that storage is here, at the Highway Garage and some it at the Transfer Station. Rachel Sargeant stated she would not like to see the addition with vinyl siding or the view of the three buildings impeded upon because it is the historic district. Evan Mullen replied they have been working on that design, to keep the roof line of the addition lower than the Town Hall's roof, the windows will be the traditional six over six style grills which is the classic New England style. Sam Swartz stated he is an abutter to the Town Hall and the addition shouldn't mirror the Town Hall exactly but it should be differentiated. Melanie Van Tassel stated the Town has had various committees try to alter the Town Hall and she likes the proposal of the addition because it will save the Town Hall because if there were no action then the residents would have to decide if we have the Town Hall at all, so she is thrilled we will not be losing it. Evan Mullen stated the proposed addition will be asphalt shingles, clapboards and traditional wood frame with some steel support beams. Will Ellis asked if the foundation would be exposed concrete or granite? President McBey stated they are still discussing salvaging the granite but again it is hard plus expensive to find someone to cut the granite. President McBey stated the addition will cost \$2,715,775 dollars. Craig Weisman asked if a less expensive version was looked at? President McBey replied based on the recommendations of the past studies this was the best solution for the Town, to provide longevity of all of the Town's buildings. Ralph Rathjen expressed concern regarding the maintenance and operational costs associated with a new building. President McBey replied they do not have figures for that but he could research other projects to get some approximate figures. Terry Rasp stated she would be more comfortable waiting for the other debt to come off first.

8.0 Other Business

8.1 Town Warrant - Article #2 - Operating Budget (\$4,219,744 dollars) - Chair North made a **motion** to recommend Article #2 on the warrant. Olmstead **seconded** the motion and the **motion passed unanimously**.

Article #3 - Self-Contained Breathing Apparatus Lease/Purchase (\$52,000 dollars) - Olmstead made a **motion** to recommend Article #3 on the warrant. Chair North **seconded** the motion and the **motion passed unanimously**.

Article #4 - Capital Outlay (\$670,953 dollars) - Olmstead made a **motion** to recommend Article #4 on the warrant. North **seconded** the motion and the **motion passed unanimously**.

Article #5 - Police Cruiser (\$35,000 dollars) - Olmstead made a **motion** to recommend Article #5 on the warrant. Chair North **seconded** the motion and the **motion passed unanimously**.

Article #6 - Transfers to Capital Reserve Funds (\$285,000 dollars) - Chair North made a **motion** to recommend Article #6 on the warrant. Olmstead **seconded** the motion and the **motion passed unanimously**.

Article #7 - Highway Truck Lease/Purchase (\$175,000 dollars) - Olmstead made a **motion** to recommend Article #7 on the warrant. Chair North **seconded** the motion and the **motion passed unanimously**.

Article #8 - Amend the Solar Energy Property Tax Exemption - Chair North made a **motion** to recommend Article #8 on the warrant. Olmstead **seconded** the motion and the **motion passed unanimously**.

Article #9 - Amend the Wood Heating System Property Tax Exemption - Olmstead made a **motion** to recommend Article #9 on the warrant. Chair North **seconded** the motion and the **motion passed unanimously**.

Article #10 - Petitioned Article for Sanbornton NH's "Call to Prevent Nuclear War" Proclamation/Resolution - A recommendation is not necessary.

Article #1 - Bond for Reconstruction and Renovations of the Town Buildings (\$4,998,120 dollars) - Chair North made a **motion** to recommend Article #1 on the warrant with the following statement, "*Passage of this article shall override the 10 percent limitation imposed on this appropriation due to the non-recommendation of the budget committee*". Olmstead **seconded** the motion and the **motion passed unanimously**.

8.2 Town Meeting Preparation – Town Moderator and Town Clerk/Tax Collector - Postponed until next week.

9.0 Donations - None at this time.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 9:05 p.m. Chair North **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, February 20, 2019 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 2/20/19 _____
Selectmen's Clerk