

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

May 16, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, May 16, 2018 at 4:30 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello (arrived late), Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

1.0 Non-Public Session under RSA 91-A:3 II (b) - Selectman Olmstead made a **motion** to go into non-public session at 4:38 p.m. Chair North **seconded** the motion. The Motion passed. Roll call vote, Salatiello – absent, North– aye and Olmstead–aye. The Board reconvened the public session at 4:44 p.m. Chair North announced that a decision was made to hire Shauna Goutier for the part-time Transfer Station Attendant position at Grade 5, Step 2, effective 5/26/18. Chair North made a **motion** *not* to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

2.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Salatiello made a **motion** to go into non-public session at 4:49 p.m. Chair North **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:17 p.m. Chair North announced that a decision was made to schedule a non-public session on Monday, May 21, 2018 at 1:00 p.m., to discuss a personnel matter. Selectman Salatiello made a **motion** to seal the minutes of the non-public. Chair North **seconded** the motion and the **motion passed unanimously**.

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

4.0 Public Comment

4.1 Richard Grant Re: Complaint - Mr. Grant thanked the Selectmen for all of their efforts in helping to resolve the issues he was having with his neighbors, who have now hung curtains and may change the greenhouse's hours of operation.

4.2 Melanie Van Tassel Re: Benefit for Amanda Reneau - Mrs. Van Tassel explained that she would like to hold a benefit, as a private citizen, for Amanda Reneau who recently was diagnosed with bone cancer and is the wife of part-time Officer Thomas Reneau. Mrs. Van Tassel stated the barbeque benefit will be scheduled for July 7th from 11:00 a.m. to 3:00 p.m. and she would like it to be held at the Town Park. There will be a cornhole tournament and an auction. Mrs. Van Tassel stated she has discussed the park's availability with Recreation Coordinator Lonergan and there are no conflicts for that date. Mrs. Van Tassel requested approval for the event beforehand in order to apply for insurance which the Police Relief Association has offered to pay the fees. The Board agreed unanimously this would be okay, as long as the Town Hall Rental application

reflects the change in venue.

5.0 Business

5.1 Transfer Station Manager - Purchasing Approval & Grade/Step Discussion -

Manager Razinha stated he would like to discuss the grade and step his position is being paid due to the increase in managerial responsibilities/workload compared to his previous position. Chair North asked Manager Razinha if he would like to have this discussion in public or non-public session and he replied public session. The Board reviewed his personnel action form (PAF). Chair North stated this is out of the order that was discussed during the hiring process, the position was a grade 9, step 9 and was moved to a grade 12, step 1 with a review date of June 11th and a potential raise budgeted for in 2019 based on the pay matrix. Selectman Olmstead agreed the appropriate time for this is next month. Manager Razinha asked if volunteers need to be residents because he feels they should be. Selectman Salatiello replied he would prefer they be residents. Chair North stated it should be the manager's purview but this issue should be addressed in the volunteer's handbook. Chair North made a **motion** that the Selectmen amend the volunteer policy, to say that volunteers must be residents of Sanbornton to volunteer for the Town. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to approve the estimate from Ellis Electric for new lights to be installed in the amount of \$1,110 dollars, to be expended from the Building Improvements CRF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the estimate from Robert's Boiler & Furnace for all of the town buildings in the amount of \$1,625 dollars, to come out of line 4194.390. Chair North **seconded** the motion and the **motion passed unanimously**.

5.2 Treasurer – Special Revenue Fund Review - Treasurer Cobb provided the Board with reports of the special revenue funds from July 2018 to June 2018. Treasurer Cobb stated there is nothing unusual, the ambulance fund has a lot of money in it because the funds haven't been transferred for the new ambulance purchase yet. Treasurer Cobb reported that recreation has transferred all of the money they transfer to the town for the year and cemetery has deposited some funds from plot sales. Chair North explained that the Town previously voted to transfer the Conservation Commission's remaining operating funds to the Conservation Fund. Treasurer Cobb replied she would find the paperwork and start transferring those funds going forward.

5.3 Old Home Day Representatives - Brad Crosby was present on behalf of the Old Home Day Committee and asked if the Highway Department could put a roadway behind the Library? Chair North stated the Old Home Day Committee is not an entity of the Town and last year there was an argument over mowing the field, so there needs to be a recommended plan. Brad Crosby asked if there could be a trail installed in the southwest corner from the School to the Library. Chair North explained there are wetlands and she would find the documents that were filed from the State. Brad Crosby asked if the Board would be opposed to stocking trout in the pond next to the Town Office for a fishing derby. Highway Director Van Tassel stated there is a large amount of poison ivy. Chair North noted the Town is working on restoration of its recreation pond.

5.4 Police Chief – Department Head Update & Hiring of Sixth Officer - Chief

5/16/2018

BOS Approved

Minutes

Hankard informed the Board that Tracy Trammel, who spent 19 years as a part-time Officer in Sanbornton, is a certified Officer in Louisiana and this state will need to vote to accept his certification before he can be hired. Chief Hankard noted he will still need to complete the law package and agility test when he returns sometime in mid-July. Chief Hankard suggested starting Tracy at grade 15, step 5 which is less than what was budgeted in the warrant article. Selectman Salatiello made a **motion** to accept the Chief's recommendation to hire the 6th Officer at grade 15, step 5. Chair North **seconded** the motion and the **motion passed unanimously**. Chief Hankard noted he would also be offering 2 weeks' vacation and the accrual of his personal days after 6 months. Chief Hankard provided the Board with the Operation Safe Detail form and the BOS signed. Chief Hankard stated he has been busy with "ALICE" training for the School District for the children, parents and staff and hopes to hold another training for the Town once the safety upgrades are complete. The Board reviewed crime comparison sheets. Chief Hankard reported that Officer Boisvert received a merit award from the Laconia P.D. for arresting a dangerous individual.

5.5 ATV Use on Mountain Road - TA Ambrose stated she was contacted by the New Hampton Town Administrator and they have a sign for restricted ATV use on the New Hampton end per the order of their BOS due to problems with private property being vandalized plus wetlands being damaged. Chief Hankard stated Captain Walsh of Fish and Game said they would supply the town with signs and recommends that if the Town is going to restrict one then we should restrict all motorized vehicles. Bruce Harvey, from the snowmobile Club, replied if the signs are put up on the trails then they will be taken down or vandalized and he is surprised that Fish and Game said to restrict all motorized vehicles. Jody Slack stated the club gets permission to do trail maintenance and the Town should post signs so it is the same as New Hampton plus add Wadleigh Road to that list. Mr. Harvey suggested getting an opinion from Legal Counsel because he is pretty sure that the Town cannot restrict regular vehicles from a Class VI road. Chief Hankard will check and bring back next week.

5.6 Highway Director – Follow Up Discussion on Road Evaluation, Driveway Regulations, Truck Financing - The Board reviewed the proposal from Underwood Engineering. Chair North stated the proposal is almost the same as the January 23, 2017 report but with a little more detail and the figure of \$75K was decided upon at the joint meeting of the Selectmen and the Budget Committee. Chair North stated the road evaluation will give the Town a road maintenance plan for the Highway Director to implement. Selectman Salatiello replied if the evaluation was a small amount of money then he would feel this would be a great value but to spend this amount of money for a study that will probably sit on a shelf. Selectman Salatiello noted he had a problem with the prior Select Board and feels the money could be spent on road repairs instead of the study. Chair North noted the language in the warrant article says "choose" so the board's hands wouldn't be tied and funds could be used for road repairs. Director Van Tassel noted the evaluation will be a great back up document for road requests. TA Ambrose stated the Town has received two copies of the General Services Agreement and the Engineering Services Request. Chair North recommended legal counsel review the agreement and Director Van Tassel review the scope of work. Director Van Tassel provided the Board with a new draft of the Driveway Regulations for review and noted he would be submitting the document to the Fire Chief and the Planning Board as well.

5/16/2018

BOS Approved

Minutes

Director Van Tassel explained that the new truck's financing through Key Government will be finalized in July and if the interest rate changes, the Town's contract can be adjusted. Director Van Tassel requested permission to start working four 10-hour days this coming Monday and the Board agreed this would be okay. Director Van Tassel stated reclaiming on Hermit Woods Road would start next week. Chair North suggested asking the Fire Chief to place the portable sign, to make residents aware of the road work. Director Van Tassel provided the Board with a dust control handout and asked them to review the information because he may be proposing a purchase in the near future.

5.7 Old Town Hall Rental Application - Selectman Olmstead made a **motion** to approve the Town Hall Rental application for the Sanbornton Congregational Church to hold a yard sale on June 23, 2018 from 7 a.m. to 1:30 p.m. and to waive the rental fee pending the correction of the insurance information. Chair North **seconded** the motion and the **motion passed unanimously**.

6.0 Other Business

6.1 Update on Order to Release Paper Streets from Public Servitude - TA Ambrose stated before Town Meeting a public hearing was held to release paper streets from public servitude and the BOS approved the order with terms, last week all of those terms were met. The BOS signed the documents and everything has been taken care of at the Belknap County Registry of Deeds.

6.2 Franchise Advisory Committee Discussion - The Board reviewed five volunteer interest forms and TA Ambrose will schedule those residents to meet with the Board next week, plus supply them with the Volunteer Policy.

6.3 WRBP Update - TA Ambrose explained that DES is updating their rules because the last revisions were made in 2010 and a letter has been sent to the EPA for approval plus they are looking for Town input then the changes will go to the legislature this Fall. TA Ambrose stated she has concerns with the updates because the Town's Sewer Ordinance is outdated and we are working on it for next Town Meeting. TA Ambrose stated the language tries to make the Town the responsible party for qualified inspections of the sewer connections which is an unfunded mandate. Selectman Salatiello replied the concern is valid and the Town doesn't want to assume more responsibility. TA Ambrose stated the liability for private connections is a legitimate concern but it should be addressed through the ordinance locally and she will be attending a meeting tomorrow. TA Ambrose noted Sanbornton is the only Town in the WRBP without municipal sewer. The Zoning Enforcement Officer will be asked to attend a workshop on Commercial Owners Notification Requirements on June 4th at the Franklin Treatment Facility at 9 a.m.

6.4 Recreational Pond/Park Update - TA Ambrose informed the Board that a representative would be coming to conduct an audit but feels the Town should still be in compliance and the worst case scenario is that the area would need to be relocated.

6.5 Flags - TA Ambrose reported that flags have been ordered and should be here in 2 ½ weeks. Chair North read the US Flag Code.

6.6 Historical Society - TA Ambrose to create link on the Town's website for the Historical Society.

7.0 Selectmen's Reports - None at this time.

5/16/2018

Minutes

BOS Approved

8.0 Payroll & the Accounts Payable Register – The BOS reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

8.1 Board Meeting: 5/2/2018 -The Clerk signed.

8.2 1st Issue Property Tax Warrant - The BOS signed.

9.0 Review & Approve Minutes

9.1 BOS Meeting 5/9/18 draft - Members of the Board reviewed the draft meeting minutes of May 9, 2018. Chair North made a **motion** to accept the draft meeting minutes of May 9, 2018 with changes. Selectman Salatiello **seconded** the motion. The **motion passed**. *Selectman Olmstead abstained.*

9.2 BOS Meeting 5/9/18 Non-Public draft - Members of the Board reviewed the draft non-public meeting minutes of May 9, 2018. Chair North made a **motion** to accept the draft non-public meeting minutes of May 9, 2018 with changes. Selectman Salatiello **seconded** the motion. The **motion passed**. *Selectman Olmstead abstained.*

10.0 Donations - Katy North – Security Sign, est. value \$3, (2) Paper Tray Organizers, est. value \$3 - Selectman Olmstead made a **motion** to accept the donation of Security Sign, est. value \$3, (2) Paper Tray Organizers, est. value \$3 from Katy North. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

11.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:17 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, May 23, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 5/16/18 _____
Selectmen’s Clerk