

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*March 20, 2019*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, March 20, 2019 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello, Selectman Katy North and Selectman John Olmstead. Town Administrator, Katie Ambrose was also present.

**1.0 Pledge of Allegiance and Swearing -In** - Those in attendance recited the Pledge of Allegiance. Chair North swore-in Courtney Plamondon as Town Clerk/Tax Collector until March 2020 and John Olmstead as Selectman until March 2022.

### **2.0 Public Comment**

**2.1 Jennifer Holt Re: Handicapped Accessibility at Town Meeting** - Mrs. Holt informed the Board that this is the first time in 22 years that she has been unable to attend Town Meeting due to her disabilities. Mrs. Holt noted that there are only two handicapped parking spaces in the front of the SCS. Mrs. Holt stated she really wanted to be at Town Meeting, in case she needed to address anything that may have come up related to the Solid Waste Committee. Mrs. Holt stated the school was inaccessible to enter, there is not enough parking and has limited bathrooms. Mrs. Holt explained that she was upset that she wasn't there for the discussions on the warrant and is upset because it is very hard for her to talk about her disabilities. Mrs. Holt stated she understands that it isn't always going to be a packed room but the Town has the right to request the middle or high school. Selectman Salatiello replied the first thing he noticed was the parking and these issues will be put on the Selectmen's list for discussion next year, maybe the police can rope off an area. Selectman Salatiello asked that suggestions be sent to the Board and they will work with Jen to resolve the issues. Chair North stated she appreciates that this was brought to their attention and they will look for a bigger venue.

**2.2 Wade Reed Re: Logging Equipment on Knox Mountain Road** - Mr. Reed explained that he had moved his logging equipment in for a small job on Knox Mountain Road because the Highway Director said he would work with him when the roads got posted. Mr. Reed stated the last three mornings have been cold enough for him to move the equipment without damaging the roads but it has not been allowed. Chair North replied the six ton road limit is at the discretion of the Highway Director and unfortunately it is just that time of year. Mr. Reed stated he is not out to destroy the roads, he has been logging for 37 years and this is his livelihood. Mr. Reed noted that another company accessed the road but he was not allowed. Chair North replied the Highway Director makes the determination and she is certain that he will work with Mr. Reed.

### **3.0 Business**

**3.1 Board & Committee Appointments: Conservation Commission, Full Member Reappointment– Doug Sarette** - Selectman Olmstead made a **motion** to appoint Doug

Sarette to the Conservation Commission until March 31, 2022 and have the Town Clerk/Tax Collector swear him in. Chair North **seconded** the motion and the **motion passed unanimously**.

**3.2 Elected Officials Oaths of Office** - The remaining newly elected officials are to sworn-in by the Town Clerk at their convenience.

**3.3 Voting on the Election of Officers & Liaisons** - Budget Committee - Selectman Olmstead, CIP Committee - Chair North, Conservation Commission - Chair North, Planning Board - Selectman Olmstead, Historic District Commission - Selectman Salatiello, Recreation Commission - Selectman Olmstead, Cemetery Trustees - Selectman Salatiello, Space Needs Study Committee - Chair North and Transportation Infrastructure Program Committee - Chair North. Liaisons to departments will be as follows; Police - Selectman Olmstead, Fire - Chair North, Highway Department - Chair North, and Transfer Station - Selectman Salatiello. Selectman Salatiello made a **motion** to appoint John Olmstead the Chair, Katy North the Vice Chair and himself the Clerk. Selectman Olmstead **seconded** the motion and the **motion passed. Chair North was opposed.** Selectman Salatiello recommended that the Town Administrator have a spot on the meeting agenda to bring forth issues and the rest of the Board agreed. Selectman Salatiello stated every Wednesday the Board comes to the meeting and gets a packet, he would like the opportunity to review the information the week prior before making any decisions. Selectman Salatiello asked if TA Ambrose had any recommendations for the Board. TA Ambrose replied she doesn't have any specific recommendations but the Board does have guidelines which she will update. TA Ambrose explained that providing packets ahead of time would be a difficult task due to their existing submission deadlines but they can always table an item for further review.

**3.4 Town Meeting Review** - TA Ambrose stated the Board has a list of suggestions from BPS and there is still funding in this year's budget to utilize their services, so the Board may want to invite them to a future meeting. The Board agreed. TA Ambrose to schedule appointment with BPS. Selectman Salatiello stated Jim Cluett spoke to assessments and his questions were not answered, so he would like for the Assessing Assistant to contact him to explain the process. Chair North recalled the question being, is there extra money and the answer was no. Selectman Salatiello stated there was also a guy that commented on the Town's crack sealing and in his line of work people should be reached out to, so we should be following up with voters and being good stewards of the Town, which people appreciate. TA Ambrose noted that the Board needs to reevaluate the charge of the Health Insurance Study Committee for review of the HRAs. Ralph Rathjen replied the committee can't change the rate of the medical insurance because the Town receives the rates in November. Ralph Rathjen suggested having an open dialogue of the HRAs in May or June which could coincide with the brokerage bid. Ralph and the Board discussed the restructuring of the HISC. Chair North suggested the committee be made up of, one Selectman, one Budget Committee member, two employees and three citizens, which can be addressed at a future Selectmen's meeting.

**3.5 Fire Chief – Voluntary Change of Address, New Hire PAF** - Chief Dexter informed the Board that the three property owners on Steele Hill Road have agreed to name that section Farm Road. Chair North made a **motion** to approve the voluntary change of address for Tax Map 10, Lot 15, Tax Map 10, Lot 12 and Tax Map 10, Lot 11. Selectman Olmstead **seconded** the motion and the **motion passed unanimously. Selectman Olmstead** made a **motion** to hire Conor Foulois as a per-diem FF/EMT at grade 11, step

2, effective 3/31/19. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** that John Kelly receive an increase for receiving his AEMT certification and be moved to a grade 12, step 2, effective 3/24/19. Chair North **seconded** the motion and the **motion passed unanimously**.

**3.6 Personnel Policy – Annual Leave Discussion** - TA Ambrose stated in approximately 2014, there was a section added on page 16 for part-time employees but page 15 says up to ten days for vacation. TA Ambrose stated it's unclear if the part-time employee vacation time rolls over at the end of the year like the full time employees. Her recommendation is to cap the accrual at the ten days but grandfathering the one employee who has already accrued more, since otherwise part-time employees could accrue more leave than full time employees. Chief Dexter noted if changes are being made to the policy, it may a good time to clean up the language from days to hours. TA Ambrose to redraft.

**3.7 Establishment of a Meeting Schedule** - The Board will **not** hold meetings on the following Wednesdays; June 19th, July 3rd, July 17th, July 31st and August 14th.

**3.8 Monthly Expenditure Report - February**- TA Ambrose and the Board reviewed.

#### **4.0 Other Business**

**4.1 Atlantic Broadband** - TA Ambrose informed the Board that she has been receiving complaints regarding a new fee for paper statements from Atlantic Broadband. Attorney, Kate Miller has been notified and is working on finalizing the draft franchise agreement plus the upgrades on Tilton Bridge Road.

**4.2 Escrow Account** - TA Ambrose reported that the Planning Board will be setting up an escrow account, to hire an engineering firm and it will be handled internally, which is the normal process.

#### **5.0 Selectmen's Report**

**5.1 Update on the work of the Recreation Commission** - Selectman Olmstead provided an update.

**5.2 Town Meeting** - Chair North thanked the Highway Department for working tirelessly on the many road issues that are not uncommon this time of year and recognized the Director for the many hours he worked over the weekend, this is a statewide problem not just a Town problem. Chair North thanked the Town's people that voted to increase the FY 20 operating budget for highway by \$15K because the weather is hard to forecast.

**5.3 Bond Article** - Chair North stated it takes a majority vote of the BOS, on January 16th the Board agreed to move forward with the Bond by unanimous vote not just one Selectman, on February 6th the BOS voted unanimously to place the bond article on the warrant, on February 13th the BOS voted unanimously to bring the article to the Legislative Body and on February 19th the bond was discussed further with BPS. Chair North stated at no time was there another Selectman against this article with the exception of Selectman Salatiello, she did not act alone and she personally feels that one of the members lied to the Legislative Body, so the residents made an uninformed decision when voting on the buildings. Selectman Salatiello replied he was asked his personal opinion and if other options were looked at but when he saw the figure of \$5 million dollars, he thought it was too much money and feels there should be more discussion. Selectman Salatiello cautioned Chair North on her responses to the taxpayers.

## **6.0 Authorization Signatures: Payroll and Accounts Payable Register**

**6.1 Board Meeting: 3/6/2019** -The Clerk signed.

**6.2 Thank You Letters** - The Board signed.

**6.3 MS-232** - The Board signed.

**6.4 PAFs** - Approved under agenda item 3.5.

**6.5 Transfer Station - Post Closure Report** - Selectman Olmstead made a **motion** to sign the Transfer Station Post Closure Report of 2018. Chair North **seconded** the motion and the **motion passed unanimously**.

**6.6 Monitoring Contract & Agreement** - Selectman Olmstead made a **motion** to sign the Life Safety Building's central station monitoring contract & agreement. Chair North **seconded** the motion and the **motion passed unanimously**.

## **7.0 Review & Approve Minutes**

**7.1 BOS Meeting 3/13/2019** - Members of the Board reviewed the draft meeting minutes of March 13, 2019. Selectman Olmstead made a **motion** to accept the draft meeting minutes of March 13, 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 7:03 p.m. Chair North **seconded** the motion and the **motion passed unanimously**.

**10.0 NEXT MEETING(S)** – The Selectmen will hold their regularly scheduled meeting on **Wednesday, March 27, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,  
April Rollins, Administrative Specialist

Approved on 3/27/19 \_\_\_\_\_  
Selectmen's Clerk