

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

March 27, 2019

Town Offices

The Board of Selectmen convened in regular session on Wednesday, March 27, 2019 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello and Selectman John Olmstead. Town Administrator, Katie Ambrose was also present. Selectman Katy North was absent.

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

2.0 Public Comment

2.1 Thomas Morrison Re: Sap Lines on Old Range Road - Tom Morrison explained that he would like to open a new section of sap lines for maple production and would like permission from the Selectmen to run the lines along the stonewall in the right-of-way (town-owned portion). Tom Morrison stated it is approximately 1,000 feet and he has spoken with Director Van Tassel, who doesn't see a problem with it. Chair Olmstead suggested that a "hold harmless" agreement be signed as well. Chair Olmstead made a **motion** to allow Tom Morrison to run sap lines along the boundary of Map 16, Lot 47 on Range Road. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

3.0 Business

3.1 Jen Holt – Solid Waste Committee Updates - The BOS was provided with a recommendations handout dated 3/27/19. Jenn Holt reported that the committee has decided to attend some educational trainings and they would like to invite the Selectmen to some of those trainings as well, so everyone is on the same page and Manager Razinha agrees. The first training is called "Rethinking Recycling" on May 2, 2019 at DES in Concord. Chair Olmstead offered to attend. The second is called the "Annual NRRA Conference" on Monday, May 20, 2019 and Tuesday, May 21, 2019. Selectman Salatiello replied he would check his schedule in order to attend the conference. The third recommendation was to invite Mike Durfor, Executive Director of the NRRA to a Selectmen's meeting to provide more concise information. The fourth recommendation was to hold a joint meeting of the SWC, BOS and the Transfer Station Manager after the trainings were completed. The fifth recommendation was to contact the Town's "E-waste" vendor regarding disposal of solar panels. Jen Holt noted that Tara Albert has said that this doesn't need to be in the manual because there hasn't been any discussion at DES, so our Town is being proactive and Manager Razinha has been given the information. Jen Holt questioned the SWC's role due to the change in responsibilities at the Transfer Station which now has management and autonomy over the budget, fees, etc. Chair Olmstead replied the committee's original role was to be advisory to the Selectmen, not the Transfer Station Manager, so it hasn't changed and the committee's ideas will still be brought to us. Selectman Salatiello agreed that the committee is advisory but the Selectmen could look

into making them a full-fledged committee again. Jen Holt expressed concern with containers being hauled not full every Wednesday, so the schedule doesn't need to be worried about and feels things could be done more economically. Jen Holt noted that the C&D has been discussed but the committee still feels residents are not paying their fair share. Chair Olmstead stated if the committee's role was going to be changed, it would need to be a warrant article. TA Ambrose suggested a joint meeting in the beginning of June. Selectman Salatiello stated the Board does appreciate all of the SWC's hard work.

3.2 Non-Public Session under RSA 91-A:3 II (a) - Chair Olmstead made a **motion** to go into non-public session at 5:36 p.m. Selectman Salatiello **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North– absent and Olmstead-aye. The Board reconvened the public session at 5:44 p.m. Chair Olmstead announced that while in non-public the Board signed two PAFs one for the Health Officer and one for the Deputy Health Officer. Chair Olmstead made a **motion** to approve Paul Dexter as the Deputy Health Officer at grade 15, step 2 on a per-diem basis effective 3/28/19. Selectman Salatiello **seconded** the motion. Discussion; Chief Dexter stated he would need to start tracking his hours and how would he separate them between his duties? Chief Dexter explained that when he first volunteered for the position he was told there was no funding, so he decided to be a team player and currently he is a salaried employee, he doesn't track the hours. TA Ambrose stated the Deputy position would be on top of the current salary and suggested the Board hold off on a decision, so they (TA & Chief) could come up with an option to bring back to the BOS. Chair Olmstead made a **motion** to rescind his previous motion. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to approve Michael Capsalis as the Health Officer at grade 15, step 2, pending a background check effective 4/5/19. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair 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 Other Business

4.1 Personnel Policy – Annual Leave Discussion - TA Ambrose provided the Board with proposed changes to the Annual Leave section (page 15 and 16) of the Personnel Policy for the part-time employees. TA Ambrose stated the pro-rated language for full-time employees has been removed because it has never been practiced. Language was added that part-time employees do not get to roll over their earned vacation time, it is “use it or lose it” unless prior approval is granted by the BOS and the annual leave will reset on January 1st each year after their first full year of employment because their time doesn't roll over like the full-time employees, so it would create an issue with someone that has an anniversary late in the year. Language has also been added to allow for 15 days of annual leave to be accrued after 10 years of employment, as an incentive. Chair Olmstead made a **motion** to approve the amendments to section #6 of the Personnel Policy. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

5.0 Town Administrator's Report

5.1 Logging Equipment on Knox Mountain Road - TA Ambrose informed the Board that Director Van Tassel has brought to her attention that the Logger has removed his equipment without permission and there is one area of concern in regards to the road that he is monitoring. Selectman Salatiello stated the logger said he had been in business for 37

years, so he should've known and asked if there was a penalty? Selectman Salatiello suggested the landowner be contacted/involved since it's their timber cut. TA Ambrose recommended the Board met with Director Van Tassel and they agreed. TA to schedule.

5.2 Email from Ralph Rathjen Requesting Discussion of Health Insurance Study Committee (HISC) - The Board reviewed. TA Ambrose cautioned the Board that they may be stepping outside of the scope by discussing policy. Chair Olmstead stated he feels that Ralph has his positions mixed up because the Budget Committee is separate from the HISC and this is outside of the scope of the Budget Committee. Chair Olmstead recommended moving forward with meeting with the HISC. Selectman Salatiello stated the Board needs the breakout from the insurance company to review and the employees do not make that much, so he would be reluctant to make changes.

6.0 Selectmen's Report - None at this time.

7.0 Authorization Signatures: Payroll and Accounts Payable Register

7.1 Board Meeting: 3/13/2019 -The Clerk signed.

7.2 Litter Free NH Registration - The Board signed and noted that this is not a Town sponsored event, to contact Justin Barriault.

8.0 Review & Approve Minutes

8.1 BOS Meeting 3/20/2019 - Members of the Board reviewed the draft meeting minutes of March 20, 2019. Selectman Olmstead made a **motion** to accept the draft meeting minutes of March 20, 2019 with changes. Chair North **seconded** the motion and the **motion passed unanimously**.

9.0 Donations - None at this time.

10.0 ADJOURNMENT – Chair Olmstead made a **motion** to adjourn the meeting at 6:31 p.m. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Selectmen will hold their regularly scheduled meeting on **Wednesday, April 3, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 4/3/19 _____
Selectmen's Clerk