

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

April 17, 2019

Town Offices

The Board of Selectmen convened in regular session on Wednesday, April 17, 2019 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello, Selectman John Olmstead 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 Fire Chief - Agreement for Hazard Mitigation Plan Update Assistance - Chief Dexter explained that every five years the Town is mandated to update its Hazard Mitigation Plan through Homeland Security and FEMA, whom do all of the grant paperwork and the Lakes Regional Planning Commission (Dave Jeffers) assists with all of the documentation. Chief Dexter stated the Town must have a soft match for the grant in the amount of \$2,500 dollars, which is covered in labor costs. Selectman North made a **motion** to approve the agreement with the Lakes Regional Planning Commission to conduct the Hazard Mitigation Plan update and to have the Board's Clerk sign the agreement. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.2 Keith McBey – Bonnette, Page & Stone - Keith McBey asked the BOS if they would like to keep things going for another year or try a different approach and BPS could help with running a campaign but they can not run it for the Town. Keith McBey stated this project was exciting for them because it covered all of the Town's buildings. Selectman North thanked BPS for doing such a great job of making the plan comprehensive, even with the bad "PR" beforehand but the presentation was "on point". Selectman North explained that part of the problem is that there is a lot of new people in Town that were not part of the process or able to review some of the older studies. Keith McBey replied there was a "Taj Mahal" comment made during the bond hearing and the only thing he could really pick on from the design was the entryway. Selectman Salatiello stated there need to be an honest discussion, he voted against the article because people need to be involved in the process and \$5 million dollars is a lot of money, which is just his opinion. Selectman Salatiello noted he also felt \$700K to renovate for the P.D. was too much and the bond issue was being tied to SB2, to control spending. Selectman Salatiello suggested holding off for a year and asking Nina Gardner & Earl Leighton to Co-Chair a committee by working with BPS, to come up with 3 or 4 different designs. Selectman Salatiello stated he knows the Town needs more space but he is speaking more as an individual. Chief Hankard stated he heard some feedback that people would've voted for the new Police and Fire Departments and so he doesn't think people understand the needs of the Town Office. Selectman North noted that the break down of the costs included the overhead expenses which needs to be explained better. Selectman Salatiello asked what

the cost would be to have BPS involved with the committee and Keith replied he was unsure. Chair Olmstead suggested breaking the project in to three separate projects because he feels that people didn't vote in favor of the bond, due to the combination of the revaluation year and the \$5 million dollar article. Selectman North replied not everyone's taxes went up and she feels that the debt service schedule needs to be explained better. Chief Dexter explained that when other municipal building projects are being proposed, one Police Department is typically estimated at \$7 million and one Fire Department is \$3-\$4 million but this design was for all three buildings. Ray Masse stated he feels that people will give resistance when only given one option is provided and suggested giving tours of the buildings plus provide more options. Chief Dexter noted he would be proposing \$200K in the CIP for showers but the water problems need to be fixed first. Ray Masse stated part of the design will help save the Old Town Hall which he doesn't feel was emphasized enough and the impact on the tax rate was not convincing. Selectman North replied actual figures can not be given but estimates were provided. Keith McBey explained that he could save the Town some money because the groundwork is already done but there may be some design work on Evan's part. Chief Dexter suggested asking people who voted "no" on the article to be part of the committee and if they will not participate then they are part of the problem and not the solution. Selectman North stated this is the first design the Town has ever seen, which was presented shortly before Town Meeting and it is what the Select Board was charged by the people to do. TA Ambrose reported that coincidentally a resident came in to the office today, asking to be part of the committee. Selectman North stated she feels it would be a waste to let the project die. Chair Olmstead stated he feels they need to do something to keep this alive but move in a different direction. Chief Dexter noted that costs never go down, so the plan will be even more next year. Keith McBey replied in his experience costs may increase by 5%. The BOS agreed to table further discussion until next week.

3.3 Non-Public Session under RSA 91-A:3 II (b) - Selectman North made a **motion** to go into non-public session at 5:55 p.m. Selectman Salatiello **seconded** the motion. The Motion passed. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 6:04 p.m. Chair Olmstead announced that while in non-public the Board made no decisions. Selectman North made a **motion** to seal the minutes of the non-public. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

3.4 Health Insurance Study Committee Discussion - Selectman North stated the HISC's appointed employees should be residents of the Town, as a requirement to be a Town Official. TA Ambrose asked if they should be required to fill out the volunteer form. Selectman North replied yes because they are being given a new charge. Selectman North made a **motion** to authorize the HISC to review the HRA in May or June and review plan options for the Health Insurance, Life Insurance & Short Term Disability in the Fall while working with the Insurance Broker with a recommendation to the Selectmen for policy renewal for the next calendar year. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** that the HISC be made up of one (1) Budget Committee Representative, one (1) Selectman, two (2) resident employees and three (3) Citizen's Representatives. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Salatiello agreed to be the Selectmen's Representative on the HISC. TA Ambrose will post the vacancies on the Town's website with a submission deadline of April 30th and reach out to the Budget Committee.

3.5 Insurance Broker Services - TA Ambrose stated she has looked in to other Insurance

Broker's and it seems there are not a lot of them, there is Health Trust or the current Broker. Selectman North suggested keeping the current Broker, to keep things more explanatory at all levels. TA Ambrose noted if the Town were to move forward with Health Trust a Broker wouldn't be needed and she provided samples of health insurance plans which would be on a fiscal schedule not calendar. TA Ambrose stated the Health Trust's rates are higher but the co-pays are lower and they will only fund the HRAs at fifty percent.

3.6 Municipal Records Committee Discussion - TA Ambrose provided the Board with RSA 33-A:3 and stated records are mostly handled by each Department or the TA's Office. TA Ambrose stated records can be kept on PDF A format plus the Town can look for documents that may not need to be retained any longer.

4.0 Other Business - None at this time.

5.0 Town Administrator's Report

5.1 Conservation Commission Re: Resignation of Mark Ledgard - TA Ambrose reported that the Conservation Commission has accepted the resignation of Mark Ledgard and appointed Doug Sarette the Vice Chair. Selectman North made a **motion** to accept the resignation of Mark Ledgard from the Conservation Commission. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

5.2 Back-up to the Finance Officer - TA Ambrose stated the back-up started training but it is not working out at this time, so she is reevaluating what to do next.

5.3 Fire Department - Unit Citation Award - The ceremony will be held on May 19th at the Church Landing, Mills Falls. TA Ambrose offered to register Chair Olmstead to attend.

5.4 Catch Basin Cleaning/Clearing - TA Ambrose stated Director Van Tassel has provided more information regarding the catch basins and he is also following up with Sheila Dodge about Upper Bay Road. The Planning Board has been notified but a site plan is not required for a Home Occupation Level I.

5.5 Annual Solid Waste Facility Report - Has been completed and will be signed by the Transfer Station Manager.

6.0 Selectmen's Report

6.1 P.D. Oral Boards - Selectman North attended the Oral Board for a new Officer today.

6.2 Tower Hill Road - Speed Limit Sign - Selectman Salatiello reported that Warren Lake noticed that there is no speed limit sign on Tower Hill Road. TA Ambrose to contact Chief Hankard.

6.3 Bond Counsel Report - Selectman Salatiello requested a copy of the report from Bond Counsel.

7.0 Authorization Signatures: Payroll and Accounts Payable Register

7.1 Board Meeting: 4/3/2019 - The Clerk signed.

7.2 PAF - Chair Olmstead made a **motion** to approve the PAF for the Deputy TC/TC at grade 12, step 2 per the hiring plan & offer letter, retroactive starting January 1, 2019. Selectman North **seconded** the motion and the **motion passed unanimously**.

7.3 Letter of Support – Black Brook Stream Restoration - The BOS signed.

7.4 Horizons Engineering Agreement - Selectman Olmstead made a **motion** to approve the Horizons Engineering Agreement in the lump sum amount of \$2,800 dollars and have

the Board's Clerk sign. Selectman North **seconded** the motion and the **motion passed unanimously**.

8.0 Review & Approve Minutes

8.1 BOS Meeting 4/10/2019 - Members of the Board reviewed the draft meeting minutes of April 10, 2019. Selectman North made a **motion** to accept the draft meeting minutes of April 10, 2019 with changes. Selectman Salatiello **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 7:10 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Selectmen will hold their regularly scheduled meeting on **Wednesday, April 24, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 4/24/19 _____
Selectmen's Clerk