

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

May 22, 2019

Town Offices

The Board of Selectmen convened in regular session on Wednesday, May 22, 2019 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello and Selectman John Olmstead. Selectman Katy North was absent. Town Administrator, Katie Ambrose was 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 – Roofing Project & Cold Weather Coats - Chief Dexter explained that the roof will be replaced over the right side of the life safety building or the administration section and noted that the other side of the building still has a couple years' worth of life left in it. Chief Dexter stated the roof will be a combination of shingles and metal with a snow belt which will be reimbursed from the Facilities Maintenance & Repair CRF. Chief Dexter explained that it was challenging to get quotes but recommends Drew's Affordable Steel Roofing out of Laconia. Chair Olmstead made a **motion** to approve the contract with Drew's Affordable Steel Roofing for the Life Safety Building in the amount of \$27,500 dollars, to be reimbursed from the Facilities Maintenance & Repair CRF ~~and to authorize Chief Dexter to sign the contract after July 1, 2019.~~ (Vote to amend taken on 5/29/19.) Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. ~~Chair Olmstead made a motion to approve the request and if permissible encumber the funds not to exceed \$8,500 dollars for thirty new cold weather coats. Selectman Salatiello seconded the motion and the motion passed unanimously.~~ (Vote to rescind taken on 5/29/19.) Chair Olmstead made a **motion** to do an implicit transfer to over expend line #4220.629 firefighting supplies and under expend line #4220.195 in the amount of \$8,500 dollars. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to have the Chair of the Select Board sign the Memorandum Of Agreement (MOA) which is the grant application through Homeland Security for the reprogramming of the Fire Department's radios. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

3.2 Police Chief – Department Head Update & Special Detail Fund Transfer - Chief Hankard provided the Board with the department's statistics for the past three years and noted that Officer Thompson has been doing very well over the past three weeks. Chief Hankard informed the Board that they will have an intern working with them over the summer to achieve a degree in criminal justice. Chair Olmstead made a **motion** to transfer \$6,965 dollars from the police special detail fund to line #4210.629 equipment purchase, to buy two panasonic "Tough Pad" tablets. Selectman Salatiello **seconded** the motion and

the **motion passed unanimously**. Chief Hankard presented his traffic investigation and recommended that the speed limit be changed on Lower Bay Road from 35 mph to 25 mph over public safety concerns and he doesn't see a reason to change the speed limit on Upper Smith Road. Chair Olmstead noted that the speed limit change will need to wait until after the road is turned over to the Town from the state. Chair Olmstead made a **motion** to have the Chair of the Select Board sign the Memorandum Of Agreement (MOA) which is the grant application through Homeland Security for the reprogramming of the Police Department's radios. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chief Hankard noted he will also be pursuing another grant through Homeland Security for body armor which will be a soft match.

4.0 Non-Public Session under RSA 91-A:3 II (c) - Chair Olmstead made a **motion** to go into non-public session at 5:52 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 6:07 p.m. Chair Olmstead announced that while in non-public session no decisions were made. Chair Olmstead made a **motion** to seal the minutes of the non-public. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

5.0 Business (Continued)

5.3 Hawkers & Peddlers Permit Application - TA Ambrose stated an application has not been received to date. Tabled.

5.4 Open Air Permit Application - Chair Olmstead made a **motion** to approve the Open Air Permit application for the Dulac Land Trust's Learner's Weekend on July 20th and 21st plus the POW WOW on August 30th, 31st and September 1st. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

6.0 Other Business

6.1 Merit Based Increase Policy - TA Ambrose provided examples of a Merit Based Increase Policy and the definition of merit pay. The BOS to review.

7.0 Town Administrator's Report

7.1 Legal Services Invoice - TA Ambrose explained that she has received an invoice from the Planning Board's Attorney attending a meeting on April 18th and it wasn't authorized by the Selectmen. TA Ambrose stated the invoice will still be processed but it is against policy to utilize legal services without permission and the line is over budget, so the BOS may not want to authorize anything until July 1st. Chair Olmstead replied he would talk to the Planning Board about legal services at their next meeting.

7.2 Trustee of the Trust Funds Joint Meeting - Chair Olmstead made a **motion** to amend the vote taken on 4/18/18 on the Chapman Road Bridge, to add that the funds are to be reimbursed out of the Road & Bridge Construction CRF. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to amend the vote taken on 1/16/19 for the glass doors quote, to add that the funds are \$300 dollars for Granite State Glass to be reimbursed out of the Facilities Repair & Refurbish CRF. Selectman Salatiello **seconded** the motion and the **motion passed**

unanimously. Chair Olmstead made a **motion** to amend the vote taken on 9/26/18 on the bill from BPS, to add that the funds are to be reimbursed out of the Facilities Repair & Refurbish CRF. Selectman Salatiello **seconded** the motion and the **motion passed unanimously.**

7.3 Notice of Resignation - TA Ambrose announced that she has received and accepted an employment offer letter. TA Ambrose read aloud her resignation letter which notes that her last day will be 6/21/19 and offered to post her position immediately.

7.4 Deadlines for the End of the Fiscal Year - Encumbrance requests are due by June 14th, employee performance reviews are due by June 26th and a non-public session to prepare performance reviews for department heads will be scheduled for June 12th.

8.0 Selectmen's Report

8.1 Update on the work of the Health Insurance Study Committee - Selectman Salatiello provided an update.

8.2 Brook Road - Complaint - Selectman North requested that a road complaint she received on May 16th from Mi'kel Mango regarding Brook Road be stated for the record.

9.0 Authorization Signatures: Payroll and Accounts Payable Register

9.1 Board Meeting: 5/8/2019 - The Clerk signed.

9.2 Lyman Invoice - Chair Olmstead made a **motion** to approve the invoice from Lyman in the amount of \$132,507 dollars. Selectman Salatiello **seconded** the motion and the **motion passed unanimously.**

9.3 Abatements - TA Ambrose stated the Board denied approval of three abatement applications last week, which DRA says is unusual because if the Board disagrees with the Assessor then written comments need to be submitted to them and the Assessor wouldn't be able to defend the Town in Court. Chair Olmstead asked TA Ambrose to get some written comments from Selectman North to provide back to the Assessor. Chair Olmstead made a **motion** to deny the abatement application to reduce the assessed value for Tax Map 0, Lot 2 because the burden of proof is not shown under good cause pursuant to RSA 76:16. Selectman Salatiello **seconded** the motion and the **motion passed unanimously.** Chair Olmstead made a **motion** to deny the abatement application to reduce the assessed value for Tax Map 0, Lot 5 because the burden of proof is not shown under good cause pursuant to RSA 76:16. Selectman Salatiello **seconded** the motion and the **motion passed unanimously.** Chair Olmstead made a **motion** to deny the abatement application to reduce the assessed value for Tax Map 0, Lot 1 because the burden of proof is not shown under good cause pursuant to RSA 76:16. Selectman Salatiello **seconded** the motion and the **motion passed unanimously.** Chair Olmstead made a **motion** to deny the abatement application to reduce the assessed value for Tax Map 15, Lot 91 because the burden of proof is not shown under good cause pursuant to RSA 76:16. Selectman Salatiello **seconded** the motion and the **motion passed unanimously.** Chair Olmstead made a **motion** to deny the abatement application to reduce the assessed value for Tax Map 22, Lot 19.3 because the burden of proof is not shown under good cause pursuant to RSA 76:16. Selectman Salatiello **seconded** the motion and the **motion passed unanimously.** Chair Olmstead made a **motion** to deny the abatement application to reduce the assessed value for Tax Map 11, Lot 56 because the burden of proof is not shown under good cause

pursuant to RSA 76:16. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to grant the abatement application to reduce the assessed value by \$1,000 dollars for Tax Map 15, Lot 64.2. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

9.4 Raffle Request - Chair Olmstead made a **motion** to approve the Laconia Indian Historical Society's request to hold raffles during the year (RSA 287-A:7) starting May 2019. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

10.0 Review & Approve Minutes

10.1 BOS Meeting 5/15/2019 - Members of the Board reviewed the draft meeting minutes of May 15, 2019. Chair Olmstead made a **motion** to accept the draft meeting minutes of May 15, 2019 with changes. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

11.0 Donations - Chair Olmstead made a **motion** to accept the donation from Jim Dick of one (1) Ream of Paper with an estimated value of \$5 dollars. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

12.0 ADJOURNMENT – Chair Olmstead made a **motion** to adjourn the meeting at 7:50 p.m. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

13.0 NEXT MEETING(S) – The Selectmen will hold their regularly scheduled meeting on **Wednesday, May 29, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 5/29/19 _____
Selectmen's Clerk