

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

July 24, 2019

Town Offices

The Board of Selectmen convened in regular session on Wednesday, July 24, 2019 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello, Selectman Katy North and Selectman John Olmstead. Interim Town Administrator, Jim O'Mara was also present.

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

2.0 Public Comment- Andrew Sanborn. Mr. Sanborn's intention for approaching the Board was to suggest that the CIP be included among those who will be a part of the Building Committee, which is being put together to assist in the progress of town facilities. Selectman North nominated Mr. Sanborn to be a member of the Building committee. Mr. Sanborn agreed to be on the Building Committee.

3.0 Business

3.a Treasurer's report – Special Revenue Funds- Ambulance fund has \$165,520.96 – a 75% increase over last year's balance. Cemetery sales generated one sale and interest in existing funds. Conservation fund shows last year's deposit of \$452.81 from the budget. This year's deposit was \$730.88 and will be reflected into July's statement. Forrest maintenance fund just had interest. Police/Drug Force has nothing other than interest. Police Detail fund was lower due to a transfer to the general fund for grant spending. The state gave the money in July, so that transaction went back to the other fund. Recreation is at 10% higher. Last year's balance was \$99,349.00 and this year's balance is \$109,000. Land Use (LUCT) had more activity this year. Four families sold off land this year. Sewer fund hasn't had any deposits in recent years, but this year there was a deposit made per the auditors. There is a current balance of \$16,000. More adjustments to be made in coming years. The intention of this balance is to offset rate increases in coming years. No change in Town Restoration Fund other than interest. Energy Conservation fund was closed out.

3.b Deputy Clerk/Tax Collector's Resignation- The BOS received a letter of resignation from Irene, stating that her last day will be August 5th and she will be taking four personal days prior to her last day. Selectman North made a motion to accept Irene Gosselin's letter of resignation. Selectman Olmstead seconded the motion. The motion passed unanimously. Selectman North proposed that Irene be offered an exit interview. Selectman Olmstead suggested an emergency meeting for this intention if the employee agrees on the exit interview.

3.c Courtney Plamondon Town Clerk/Tax Collector- Discussion- Courtney expressed her concern about the Tax Collector's office operations in the coming week due to Irene's resignation and the personal days she is taking, along with an out-of-state commitment Courtney has, may require her to close the office next week (week of July 29, 2019). Courtney explained that she would be able to seek a temporary accommodation from the NH DMV, since the operation of the town office requires an individual who is

appropriately certified and trained using the programs that the Town of Sanbornton has to run their office. Courtney asked for approval from the BOS to acquire such an individual with the knowledge that the individual may not be a resident of Sanbornton. The State of NH DMV would offer this accommodation due to these extenuating circumstances as well as the fact that this will serve as temporary assistance/accommodation. Selectman North asked Courtney to take the voted budget into account as far as pay rates for this individual and Irene's replacement, once found, as well as along with the certification they hold. Selectman North stated that Courtney would be seeking a suitable candidate to fill Irene's position and once that individual is found, Courtney will make a recommendation and forward the name to the BOS for final approval. Selectman Salatiello expressed his concern and discontent about how the office was running and individuals being left alone to run the office. He also reported that deposits had not been made in a timely manner, which caused some financial issues. He suggested that Courtney has not managed the office appropriately.

Courtney replied that Irene is leaving to continue her previous career, which was in education. Selectman North made a motion to authorize the Town Clerk/Tax Collector to appoint someone (who may be a non-resident of Sanbornton) for the position of Interim Deputy Town Clerk/Tax Collector for the week of July 29 to August 2, 2019. Selectman Olmstead seconded the motion and it was passed unanimously. Selectman North also made a motion to authorize Selectman Olmstead to sign any relevant hiring forms for the interim individual that will be accommodating customers in the Sanbornton Tax Collector's office during the week of July 29, 2019. Selectman Olmstead seconded and the motion passed unanimously.

3.d Recreation Department: Selectman Olmstead reported that Riley Durling from the Sanbornton Recreation Department has submitted her resignation from her position. Selectman North made a motion to accept the resignation and Selectman Olmstead seconded the motion. The motion passed unanimously. The part-time position will be filled by Alec Snow, beginning July 25, 2019. He will start at pay grade 4, step 2, which is \$10.06 per hour. Selectman North made a motion to authorize Julie Lonergan to hire Alec Snow and Selectman Olmstead seconded the motion. The motion passed unanimously.

3.e Life Safety Building Roof Repair: Fire Chief Dexter reported that he met with Affordable Steele Roofing to finalize the contract to make repairs in Life Safety Building. The start date is going to be in October 2019. One signature was required to proceed with the order. The (already authorized) order was validated by a Selectman's signature.

3.f DPW Bids: Director Johnny Van Tassel approached the BOS pertaining to Requests for Proposals (RFP's) that he has submitted. The RFP's include Bid #SHD 2019-01 reclaim, fine grade and paving Lower Bay Road, Apron on Hues Rd., Woodman Rd from Lower Bay Rd. to Steele Hill Rd., and Seth Rd. from Woodman to the end (the circle at the end will be turned into a cul-de-sac); SHD 2019-02 for a replacement plow truck in the Town Fleet; SHD 2019-02.1 for a request for bids on equipment to be installed on a five-ton municipal plow truck. Monies have been allotted for these items already in the budget. Bids will go to Director Van Tassel and he will forward them to the BOS. No motion was made, as these items were already approved during the last town meeting. Furthermore, Director Van Tassel explained that Bellemore Septic, Sewer, & Drain has been contracted in the past to clean the catch basins in the town. Fees are charged per hour, plus travel time. Permission was asked to hire them once again this year at an estimated \$2,200 fee, not to exceed \$3,000 (#4312) for this service. Selectman Olmstead made a motion to authorize Bellemore Septic, Sewer, & Drain to clean the catch

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basins in the Town of Sanbornton, not to exceed \$3,000 in charges. Selectman North seconded the motion and it passed unanimously.

Director Van Tassel reported that the backhoe requires new tires. He suggested that the tires be purchased through Northeast Tire at the cost of \$2,257.50. The last tires lasted six years. Selectman North made a motion to authorize Director Van Tassel to purchase new backhoe tires from Northeast Tire for \$2,257.50. Selectman Salatiello seconded the motion and it passed unanimously.

Furthermore, Selectman North made a motion to authorize the hire of GMI paving for the paving work slated to be done on Drake Rd. from NH Route 132 for the amount of \$55,854.00. Selectman Olmstead seconded and the motion passed unanimously.

3.g Transfer of Funds:

I. Police Detail Fund- for the amount of \$182.61.

II. Ambulance Fund- for the amount of \$451.41.

3.h Sanbornton 250th Celebration- Sestercentennial: This will be in 202 and handled by the Old Home Day Committee and will be incorporated with next year's Old Home Day. Justin Bariault spoke on behalf of the Old Home Day Committee. Tentative date has been set for July 11, 2020. There was a discussion about having fireworks, possibly using Primex on behalf of the 250th Celebration, but funds will have to be raised for this. A fishing derby was also mentioned. Rerouting the parade (in reverse of this year's parade route) was discussed. The discussion ensued and more details will be brought to the BOS no later than the September deadline, when the budget will be discussed.

4.0 Other Business

4.a Employee Health Insurance: T.A. Omara reported that Jim Dick from the Health Insurance Committee relayed the information that the Health Insurance Committee has firmly supported moving the plan year from a January to December plan year to a September to August plan year, taking advantage of the .33% increase on employees health insurance. Selectman North made a motion to change the plan year for the town employee health insurance to a September to August plan year from a January to December plan year, with a premium increase of .33%. Selectman Olmstead seconded the motion and it passed unanimously. T.A. Omara stated that this plan is the same exact plan that the employees are currently on and they will not see any type of impact on their insurance plan.

4.b Restoration of Involuntarily Merged Lots NH RSA 674:39aa: Resident Dennis Rechcygl had three lots involuntarily merged by the Town of Sanbornton and has requested that they be un-merged to their original status of three lots per RSA 674:39-aa entitled "Restoration of Involuntary Merged Lots." Selectman North made a motion to restore lots for the current property owner Dennis Rechygl for Tax Map 1, Lot 16 and be un-merged as previously stated by the owner under RSA 674:39-aa. Selectman Olmstead seconded the motion. The motion passed unanimously.

4.c Open Air Permit Application: An application for an Open Air Permit was submitted by Nick Grewal, 200 March Rd, Sanbornton, NH. He is putting on a fundraiser for the Boys and Girls Club. This has already been signed off by Police, Fire and Health Officers. Selectman Olmstead made a motion the application made by Nick Grewal for the fundraiser on August 3rd and 4th at 200 March Rd., Sanbornton. Selectman North seconded and it was passed unanimously.

4.d Meeting Schedule: Future BOS meetings are scheduled for July 31st, August 7th, 21st, and 28th. T.A. Omara to cover August 20th and 21st, due to Trish Stafford being on vacation.

4.e Intent to Cut (x2): A supplemental notice has been submitted for Tax map 23, lots 9 and 3 and Tax Map 22, lot 4.

4.f Professional Development Request: Terri Jansky has submitted a request to attend Professional Development by taking the NH Statutes Update Class being held on Friday, November 15, 2019. Selectman North made a motion to approve the professional development request made by Terri Jansky for November 15, 2019. Selectman Salatiello seconded and the motion was passed unanimously.

5.0 Town Administrator's Report: There is correspondence from Terri Jansky regarding the abatement of taxes. Checks were sent out in these amounts however, the statutory interest of 6% was not applied. A supplemental check going out to residents who received their abatement, in the amount of the interest only. The total is \$910.72 in supplemental abatement interest. Selectman North made a motion that the BOS sign the check for the supplemental abatement interest under RSA 76:17a for a total of \$910.72. Selectman Olmstead seconded the motion and it was passed unanimously.

T.A. Omara reported the Trish Stafford has executed the employment agreement and she will begin Monday, July 29, 2019.

The town's proposed amendment to the pilot with NH Solar Garden has been signed and agreed to, and is on file in the Tax Collector's office, the clerk, and it is in the assessing file on the property where this solar garden is going to be, so all are informed. There is also a copy in the Town Administrator's office as well.

NH DES came to Sanbornton a few months ago to take water samples from 11 Weeks Road, our substation for fire, looking for that POF contaminant and did not find any in either location. T.A. Omara also mentioned that the Town of Sanbornton part of the group of communities who are doing bulk purchasing for oil and propane. This group includes eight towns, then Belknap County and Merrimack Valley SAU. The town of Sanbornton is also part of a group of fifteen towns that does bulk purchasing for electricity, three SAU's, as well as the Lakes Region Planning Commission Facility itself. This will help the taxpayers save some money and will be informed of more information this fall.

There one letter of interest from a citizen to be on the Building Committee. This opportunity will be held open for some time.

There are no letters of interest for the Board of Selectman's seat noted Selectman Salatiello. Bill Whalen has expressed interest in fulfilling Selectman North's remaining term upon her departure from the BOS. T.A. Omara requested the Mr. Whalen submit a letter of interest for this.

6.0 Selectmen's Report: Selectman Olmstead reported out from the last Planning Board meeting that the site plan application for Mark Liebl's 12.8 kw ground mount solar array was approved under commercial definition instead of residential.

7.0 Authorization Signatures: Payroll and Accounts Payable Register: Checks were signed for

\$9,349.74 for GMI Asphalt, \$26,446.44 Harvard Pilgrim Health Care, \$9,668.77 for NE Resource Recovery, and \$7876.97 for Southworth Milton Inc.

8.0 Review & Approval of Minutes: Selectman North made a motion to approve the minutes from the BOS meeting on July 10, 2019 with any corrections. Selectman Olmstead seconded the motion and it passed unanimously.

9.0 Donations: There were no donations.

10.0 ADJOURNMENT – Selectman North made a motion to adjourn the meeting at 7:01 p.m. Selectman Olmstead seconded the motion and the motion passed unanimously.

11.0 NEXT MEETING(S) – The Selectmen will hold their regularly scheduled meeting on Wednesday, July 31, 2019 @ 5:00 p.m. at the Sanbornton Town Office.

Respectfully submitted,

Patricia Katis, Recording Secretary (Per Diem)

Approved on 8/7/19 _____

Selectmen's Clerk