

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*August 7, 2019*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, August 7, 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, Trisha Stafford and Interim Town Administrator, Jim Omara 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**

**A. Health Officer Michael Capsalis – DES Rule Changes** - Health Officer Capsalis explained that there has been an accessory dwelling unit built in Town that usually would require an update to the septic system but the NH Department of Environmental Services (DES) has made an administrative rule change, so that if a three bedroom home goes to a six bedroom the application can be approved as long as it can be absorbed which means the inspection/enforcement is being pushed back onto the Town. Health Officer Capsalis stated he has been inspecting applications from 2012 and the Town will need to make changes to its Zoning Ordinance and offered to work with the Planning Board plus Town Counsel to come up with language for the Warrant. Health Officer Capsalis stated the rule change isn't right and he has concerns with pollution of raw sewage running down the road. Health Officer Capsalis noted that the Town's rules can be more stringent than the State.

**B. Franklin Savings Bank Lease Agreement – SCBA** - Franklin Saving Bank's Ken Sawyer was present to go over the Lease/Purchase Agreement documents for the Self-Contained Breathing Apparatus (SCBA). Chair Olmstead made a **motion** to enter in to the lease/purchase agreement with FSB for the lease/purchase of SCBA units. Selectman North **seconded** the motion and the **motion passed unanimously**. Interim TA Omara stated all of the documents have been reviewed and approved by Town Counsel. The Board signed the lease/purchase agreement and the escrow agreement.

**C. NH Homeland Security- Emergency Mgmt. Performance Grant** - Chief Dexter explained that it is time to update the Town's Local Emergency Operations Plan (LEOP) and the Town has met the threshold through Homeland Security's grant, which will be a soft match of labor and payroll burden. Chair Olmstead made a **motion** that the Board of Selectmen by a majority vote accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000 dollars for the LEOP Update Project. Furthermore, the Board acknowledges that the total cost of this project will be \$8,000 dollars, in which the Town will be responsible for a 50% match (\$4,000). Selectman North **seconded** the motion and the **motion passed unanimously**.

**D. Transfer Station Manager Position – Posting** - Chair Olmstead explained that the Board is anticipating a formal resignation from the Transfer Station Manager. Selectman North stated the resignation needs to be received first with a 30-day end date and the past additional stipulations, so there is no down time.

**E. Town of Belmont ZBA - Notice of Regional Impact** - Chair Olmstead will ask the members of the Planning Board if someone would like to attend. The meeting is scheduled for Wednesday, August 20, 2019 at 6 p.m.

**F. State of NH Highway Block Grant** - The Town has received notification that it will be receiving \$143,063.25 dollars in Highway Block Grant funds this year. Last year, the Town received \$136,000 dollars.

**G. LRPC Electricity Group Purchase** - LRPC has accepted a bid in the amount of 0.074 per kilowatt and the Town is currently paying 0.08 per kilowatt, so there will be a savings. Selectman North noted the Town Administrator has been authorized to sign on behalf of the Board.

**H. Town Auditors - Vachon, Clukay & Co. Contract** - Selectman North made a **motion** to engage Vachon & Cluckay for the Town's 2019 audit. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Salatiello recommended that a meeting be held after the audit to review any findings. The entire Board agreed.

#### **4.0 Other Business**

**A. Historic District Comm. Appointment** - Chair Olmstead made a **motion** to appoint Barbara Whetstone as an Alternate member on the HDC. Selectman North **seconded** the motion and the **motion passed unanimously**. Ms. Whetstone will be sworn-in at a later date.

**B. Municipal Resources Inc. – Service Agreement** - The Board agreed to extend Interim TA Omara's work schedule until the end of August, to help with vacancies and vacations.

**C. Sign Minutes of the Annual Town Meeting** - Interim TA Omara explained that the NH DRA had attempted to get a copy of the 2019 Town Meeting Minutes from the TC/TC without success and the Town is required to submit signed copies to the DRA 20 days after Town Meeting, so the Selectmen's names have been added to the Town Meeting Minutes for signature.

**D. DPW Road Improvement Bid** - Chair Olmstead made a **motion** to accept the low bid of \$508,652 dollars from GMI Asphalt for Woodman Road, Upper Bay Road and Seth Road, as recommended by the Highway Director. Selectman North **seconded** the motion and the **motion passed unanimously**.

**E. Update on Vacant Positions, Selectman, Town Clerk/Tax Collector & Deputy** - Interim TA Omara stated the vacancies are one Selectman, the Deputy TC/TC and the TC/TC but the collective goal is to not shut down the TC/TC's Office. Interim TA Omara suggested the Board consider creating three part-time Assistant TC/TC positions that the Board will appoint. Interim TA Omara noted that the current TC/TC supports the idea of an Assistant. Selectman North stated the Organizational Chart needs to be updated. The Board reviewed a new job description. Selectman North made a **motion** to approve the Assistant TC/TC job description with amendments. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to authorize the Town Administrator to hire for the position of Temporary Part-time Assistant TC/TC, to

be ratified by the BOS on August 21st or as needed to operate the office. Selectman North **seconded** the motion and the **motion passed unanimously**.

#### **5.0 Town Administrator's Report**

**A. Chapman Road Complaint** - Referred to the Highway Director.

**B. Workman's Compensation** - A rebate check was received in the amount of \$2,786 dollars.

**C. 94 Osgood Road - Wetlands Permit** - The permit was denied and the property owner has been referred to the ZBA and the Conservation Commission.

#### **6.0 Selectmen's Report**

**A. Update on the Work of the Planning Board** - Chair Olmstead provided an update.

**B. Pending Tax Deed Properties** - Selectman Salatiello requested an update from the TC/TC's office.

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

**A. Board Meeting: 7/10/2019** - The Clerk signed.

**B. PAFs** - The Board denied a PAF for the Treasurer. Selectman North explained that the increase in funds was for additional hours and a COLA was not budgeted for, the position is paid by stipend.

**C. Police Special Detail Fund Invoice** - The Board signed an invoice in the amount of \$365.22 dollars.

#### **8.0 Review & Approve Minutes**

**A. BOS Meeting 7/24/2019** - Members of the Board reviewed the draft meeting minutes of July 24, 2019. Chair Olmstead made a **motion** to accept the draft meeting minutes of July 24, 2019 with two changes to agenda item 5. Selectman North **seconded** the motion and the **motion passed unanimously**.

**B. BOS Emergency Meeting 7/25/2019** - Members of the Board reviewed the draft meeting minutes of July 25, 2019. Chair Olmstead made a **motion** to accept the draft non-public meeting minutes of July 25, 2019 with one addition. Selectman North **seconded** the motion and the **motion passed unanimously**.

**C. BOS Meeting 8/2/2019** - Members of the Board reviewed the draft meeting minutes of August 2, 2019. Selectman North made a **motion** to accept the draft non-public meeting minutes of August 2, 2019 with one addition. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

#### **9.0 Donations** - Chair Olmstead made a **motion** to accept the donation of an Ergotron Desk to the Sanbornton Recreation Department made by Irene Gosselin in the estimated amount of \$250 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

#### **10.0 ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 6:53 p.m. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**11.0 NEXT MEETING(S)** – The Selectmen will hold their regularly scheduled meeting on  
**Wednesday, August 21, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,  
April Rollins, Administrative Specialist

Selectmen's Clerk \_\_\_\_\_  
Approved 8/21/19