

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

September 11, 2019

Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 11, 2019 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello, Selectman Jim Dick and Selectman John Olmstead. Town Administrator, Trisha Stafford was also present.

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

2. Public Comment - None at this time.

3. New Business

A. Oath of Office - Chair Olmstead swore-in Jim Dick as the newly appointed Selectman.

B. Lower Bay Road Certificate of Completion - TA Stafford explained that Holden is almost finished with the state-owned portion of Lower Bay Road, so they have forwarded the Town a Certificate of Substantial Completion along with a small punch list of items to be completed and once the certificate is signed the 1-year warranty starts. Chair Olmstead made a **motion** to have the Clerk sign the Certificate of Substantial Completion form. Selectman Dick **seconded** the motion and the **motion passed unanimously**. Chair Olmstead noted that the next step will be for the Town to take over the road's maintenance.

C. Town Building Construction Committee Volunteers - Selectman Salatiello made a **motion** to appoint Nina Gardner, Steven Cobb, Brendan Morrison and Chuck Flanders to the TBCC. Selectman Dick **seconded** the motion and the **motion passed unanimously**. One employee representative (who is also a resident) is still needed.

D. Cease and Desist Order - TA Stafford explained that Planning Assistant Laurin had issued a "cease & desist" on August 7th to Randall & Cindy Howe (tax map 15, lot 14.1) regarding the use of temporary RVs. TA Stafford reported that Mr. Howe called on September 3rd and wasn't aware of the violation but documentation has been received that the person has vacated the premises, so the problem has been remedied.

4. Non-Public Session under RSA 91-A:3 II (a) - Chair Olmstead made a **motion** to go into non-public session at 5:16 p.m. Selectman Salatiello **seconded** the motion. Roll call vote, Salatiello – aye, Dick – aye and Olmstead – aye. The Board reconvened the public session at 5:34 p.m. Chair Olmstead announced that BOS approved a PAF for the termination of a Firefighter. Chair Olmstead made a **motion** to seal the minutes of the non-public session. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

5. Old Business **A. Perambulation** - TA Stafford stated she has found Joanne Dover's contact information but it was late today, so she will have an update for the BOS next week.

B. Selectmen's Board/Committee/Commission Assignments - After a brief review of the Board's current assignments, Selectman Dick agreed to take over as the Selectmen's Representative to the CIP Committee and the Conservation Commission. Selectman Dick will also be the liaison to the Fire Department. Selectman Dick noted he has sent formal resignations to the Health Insurance Study Committee and the Historic District Commission. It was agreed that he would transition to be the Selectmen's representative to those bodies, taking over from Selectman Salatiello. The BOS agreed to wait to appoint a representative to the Town Building Construction Committee. Selectman Salatiello offered to cover the Planning Board's meeting on September 19th and Selectman Dick offered to cover the Budget Committee meeting on September 23rd.

6. Town Administrator's Report

A. PAF form - TA Stafford informed the Board that the PAF is not in compliance with the Department of Labor because there should be a signature line for the employee and she will have changes for the Board to review next week.

B. Transfer Station Manager Vacancy - TA Stafford provided the applications received to date for the vacancy of Transfer Station Manager (4 total). Fire Chief Dexter suggested the Board reconsider the position's job description because he feels that building projects should be handled by the Department Head and general building maintenance can be handled by the Transfer Station Manager. Chief Dexter added that some of the projects can be very time consuming which could be more than the position can handle. The Board agreed to review the job description and later in the meeting, Chair Olmstead made a **motion** to approve the amended Transfer Station Manager job description. Selectman Dick **seconded** the motion and the **motion passed unanimously**. TA Stafford to forward new job description to all of the applicants for review.

C. Resignation - Budget Committee - Dave Nickerson has resigned from the Budget Committee. TA Stafford to advertise on the Town's website, Town Office and Post Office. **D. New Employee "Meet and Greet"** - Will be held on October 1st at 1:00 p.m. at the Library and is open to all residents.

7. Selectmen's Report

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

B. Meetings with Department Heads - Selectman Saltiello stated when department heads meet with the Board they should stick to what is on the agenda, so the Board is prepared for the discussion that night but he does understand that there are emergency situations.

C. Tree Warden - Resignation - Selectman Saltiello stated he would like the tree warden vacancy on the future agenda items and suggested that Curt Beaupre be considered for the position.

D. Spending Limit - Selectman Saltiello stated the current \$1,500 dollar spending limit for department heads to request approval from the BOS should be considered for an

increase to \$2,500 dollars because they are all fiscally responsible.

E. State Funding - Selectman Saltiello stated he has spoken with Don Foudriat about the WRBP, who reminded him that the State owns 75% of that infrastructure and the concern is that they want the Town's to pick up the costs which is a substantial cost to the taxpayers. TA Stafford reported that she attended the WRBP this morning and they are looking to change the legislation so that is one Town one vote and not weighted like it is currently. The WRBP has a maintenance fund and if any of the funding is used then that Town would have to pay in, which is contradictory to pooling the funds and is an anomaly.

8. Authorization Signatures: Payroll and Accounts Payable Register

A. Board Meeting: 8/28/19 -The Clerk signed. **B. Abatement Application** - Chair Olmstead made a **motion** to grant an abatement in the amount of \$25K for Tax Map 22, Lot 19.3 owned by Anthony Giunta. Selectman Saltiello **seconded** the motion and the **motion passed unanimously**.

9. Review & Approve Minutes

A. BOS Meeting 9/4/2019 - Members of the Board reviewed the draft meeting minutes of September 4, 2019. Chair Olmstead made a **motion** to accept the draft meeting minutes of September 4, 2019 with corrections. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Selectman Dick abstained.

10. Donations - Chair Olmstead made a **motion** to accept the donation of a floating dock in the estimated amount of \$500 dollars from Mark St.Gelais. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

11. ADJOURNMENT – Chair Olmstead made a **motion** to adjourn the meeting at 6:36 p.m. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

12. NEXT MEETING(S) – The Selectmen will hold their regularly scheduled meeting on **Wednesday, September 18, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,
April Rollins, Administrative Specialist

Selectmen's Clerk _____
Approved 9/18/19