

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*September 18, 2019*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 18, 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.

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

**2.0 Public Comment** - None at this time.

### **3.0 New Business**

#### **A. Transfer Station Manager Interviews – Non-Public Session per RSA 91-A:3, II (b)**

- Chair Olmstead made a **motion** to go into non-public session at 5:03 p.m. Selectman Dick **seconded** the motion. Roll call vote, Salatiello – aye, Dick– aye and Olmstead–aye. The Board reconvened the public session at 6:39 p.m. Chair Olmstead announced that BOS unanimously voted to make an offer to one of the candidates tomorrow. Selectman Dick made a **motion** to seal the minutes of the non-public session. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

**B. Town Hall Steward/Tree Warden Resignation** - Steve Ober stated he has really enjoyed being the Town's Tree Warden and the budget for tree removal has increased from \$5K to \$20K over the past seven years, which is an accomplishment. Steve Ober recommended Doug Surette as his replacement due to his employment background with Eversource, he knows the process and has expressed interest. Steve Ober explained that he should have proposed a separate warrant article at last year's Town Meeting to jack up the Town Hall to pour a foundation because the entire project was voted down and that space will be very useful. Chair Olmstead thanked Steve Ober and Karen Ober for all that they have done for the Town. Selectman Dick noted that there are other individuals interested in the position, and the Town should advertise it to ensure everyone gets a chance to be considered. Selectman Salatiello noted the reason for the resignation(s) is because the Obers have sold their home and relocated. Chair Olmstead made a **motion** to accept Steve Ober's resignation as Tree Warden and Town Hall Steward with deep regret. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

**C. Capitol Alarm Security System** - Chief Dexter explained that updating the fire/security systems started at the Highway Garage then the year after was the Town Office and this year it is the Library's turn to expend funds from the capital reserve budget, which were included in the FY20 budget. Selectman Dick stated the proposals have increased by approximately \$3K. Chief Dexter replied yes, the original proposals are from three years ago, so a small increase was expected. Chair Olmstead made a **motion** to

approve the proposal from Capitol Alarm Systems to install a new fire alarm system in the amount of \$15,300 dollars with the funds to come from the Building Improvements CRF, line #4915.100. Selectman Dick **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to approve the proposal from Capitol Alarm Systems to install a new security system in the amount of \$1,200 dollars with the funds to come from the Building Improvements CRF, line #4915.100. Selectman Dick **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to have the Board's Clerk sign the proposals. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

**D. Highway RFPs** - Chair Olmstead made a **motion** to authorize Highway Director Van Tassel to proceed with advertising the two bids for winter plowing and one bid for winter/spring sand with one change to the date. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

**E. Northern N.E. Telephone** - Chair Olmstead reported that he has been served with a summons from Northern N.E. Telephone regarding the taxes on telephone poles due to the Town denying an abatement request. This has been referred to the Town Attorney.

#### **4.0 Old Business**

**A. Treasurer's Request for a 2% COLA Increase** - Selectman Salatiello stated the Board had previously denied the Treasurer's request for a 2% COLA increase but he would like to revisit the request next week. TA Stafford to get a copy of the letter.

**B. 2020 Budget Process** - Chair Olmstead asked how the Board would like to proceed with the budget for Departments Heads, to have them prepared by the end of October and meet on the weekend. Selectman Salatiello suggested meeting with the Budget Committee. AS Rollins stated the Board typically will go over Department Head requests then provide the proposed budget to the Budget Committee then the Board usually has a joint meeting to go over any discrepancies. TA Stafford explained that she went to a training this morning for budget & finance and they suggested that the meetings be held jointly so they can hear the reasoning. Selectman Dick replied he likes that idea because it raises the level of communication and saves both Boards some time. The Board asked TA Stafford to reach out to the Department Heads regarding the submission of their proposed budgets.

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

**A. Capital Improvements Program** - TA Stafford stated members of the CIP Committee are looking to start the CIP process and they are looking for the request sheets from Department Heads. AS Rollins replied Selectman North was the person that usually handled the paperwork for that committee and the members are assigned to each department for review to make a recommendation to the BOS.

**B. Meet & Greet** - Is scheduled for 1:00 p.m. at the Library on 10/1/19. Flyers are being distributed.

**C. NeoPost - Inserter Folder Machine Lease Payment** - TA Stafford stated she has received the lease payment schedule from NeoPost that was arranged by TC/TC Plamondon, which is quite expensive (\$7,800 dollars) and didn't receive BOS approval.

TA Stafford explained that she is going to try and return the machine with the Board's authorization. Selectman Salatiello stated this was a very irresponsible thing to do and was not authorized to make the lease/purchase according to the Town's policy because this was not budgeted for either. The Board agreed to return the machine.

**D. Non-Public Session per RSA 91-A:3, II (c)** - Chair Olmstead made a **motion** to go into non-public session at 7:26 p.m. Selectman Dick **seconded** the motion. Roll call vote, Salatiello – aye, Dick– aye and Olmstead–aye. The Board reconvened the public session at 7:45 p.m. Chair Olmstead announced that BOS discussed a personnel matter and no decisions were made. Selectman Dick made a **motion** to seal the minutes of the non-public session. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

## **6.0 Selectmen's Report**

**A. Laconia Daily** - Selectman Salatiello stated he was very disappointed with recent articles in the sun which were not factual and encouraged residents to come to the Town or request an open forum for the proper information.

**B. Auditors - TC/TC's Office** - Selectman Dick explained that the Selectmen's Office needs to schedule for the Auditors to come in to issue the "re-committal" letter so TC/TC Lonergan can proceed with her duties. TA Stafford replied that she would follow up with the Auditors.

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

**A. Board Meeting: 9/4/19** -The Clerk signed.

## **8.0 Review & Approve Minutes**

**A. BOS Meeting 9/11/2019** - Members of the Board reviewed the draft meeting minutes of September 11, 2019. Chair Olmstead made a **motion** to accept the draft meeting minutes of September 11, 2019 with corrections. Selectman Dick **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 8:05 p.m. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

## **11.0 NEXT MEETING(S)** – The Selectmen will hold their regularly scheduled meeting on **Wednesday, September 25, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,  
April Rollins, Administrative Specialist

Selectmen's Clerk \_\_\_\_\_  
Approved 9/25/19