

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*September 25, 2019*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 25, 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. Holden Engineering** - Peter Holden was present and he provided the BOS with a spreadsheet of the Lower Bay Road project's expenses (estimated versus actual) that is under budget by \$74,566.55 dollars. Peter Holden explained that since the project was resumed in the Spring there was an increase in the engineering costs of \$23,868 dollars. Peter Holden provided the BOS with an amendment to the original contract. Chair Olmstead made a **motion** to approve the amendment to the engineering portion of the contract up to \$25K. Selectman Dick **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to have the Selectmen's Clerk sign the amendment. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

**B. Town Clerk Tax Collector's Office Update** - TC/TC Lonergan reported that the Auditors have sent her the "recommittal" warrant so she can start doing business. The BOS signed the recommittal warrant and it was stamped with the Town Seal. TC/TC Lonergan explained that she would be starting data entry of property liens with the help of Deb from Mason. TC/TC Lonergan stated this year's budget has the purchase of a new cash register in it which will not be necessary due to the Avitar program and the funds will be used to offset the cost of a new computer for the Assistant TC/TC. TC/TC Lonergan noted she would like to start collecting boat registration fees which is a one time setup fee of \$500 dollars to build the program in Avitar. Selectman Salatiello replied he supports this idea because the Town will be receiving the revenue instead of another community which will need to be communicated to our residents, as well as other surrounding communities that may not offer that service. TC/TC Lonergan stated she would be sure to advertise that the Town will be accepting boat registrations. TC/TC Lonergan explained she will also be requesting a tax collection/sewer question kiosk through Avitar in the FY21 budget, which is a one time setup fee of \$750 dollars. TA Stafford reported that the only way to get out of the NeoPost lease purchase for the inserter/folding machine would be not to appropriate funds next year, so the Town will need to pay for the machine for one year. Selectman Salatiello replied this was an unauthorized purchase by an Elected

Official and asked if the insurance company could recuperate the costs. TA Stafford replied the BOS may want to consider the exposure. TC/TC Lonergan noted she hasn't had time to compare whether or not it would be cheaper to use the machine versus utilizing a company as the Town currently does.

**C. Committee Appointments** - Chair Olmstead made a **motion** to recommend the reappointment of Ian Raymond as the Town's LRPC Representative for another four years. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Ray Masse has been appointed a full member on the Budget Committee, to fill Dave Nickerson's vacancy. Selectman Dick noted that the Budget Committee has the statutory authority to appoint members. Chair Olmstead swore-in Ray. TA Stafford reported that Sam Swartz has been recommended to be a full member from an alternate position on the Historic District Commission and they are checking on Barbara Whetstone as an alternate.

**D. Treasurer's Rate** - TA Stafford recommended that since the Treasurer's 2% COLA increase was not appropriated at Town Meeting or included in the operating budget that the Treasurer be considered for a 2% COLA in the next budget cycle and going forward the position be included in any wage adjustments consistent with all of the other elected officials. The BOS agreed with the recommendation.

#### **4.0 Old Business** - None at his time.

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

**A. Town Building Construction Committee** - Chair Olmstead made a **motion** to appoint Kenneth Carleton to the TBCC. Selectman Dick **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to appoint Selectman Dick to the TBCC, as the Selectmen's Representative. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. TA Stafford to organize their first meeting.

**B. Trustees of the Trust Funds - Resignation** - TA Stafford informed the BOS that Abigail Mercer has resigned from the TOTF because she is moving out of Town. Chair Olmstead made a **motion** to accept the resignation of Abigail Mercer from the TOTF effective 10/6/19 with regret. Selectman Dick **seconded** the motion and the **motion passed unanimously**. TA Stafford to advertise the vacancy.

**C. NH Municipal Association Conference** - Will be held on November 13th and 14th at the Radisson in Manchester. Contact TA Stafford if you are interested in attending.

**D. 2021 Proposed Budgets** - Selectman Dick suggested level funding wages in the budget until the BOS can do an initial review then provide guidance after the joint meeting with the Budget Committee for step increases and COLA, so we are not backing figures out.

**E. MS-1** - AA Janksy has completed the MS-4 which is needed to set the tax rate. The BOS reviewed and signed the MS-1.

**F. Posting of Minutes & Agendas** - TA Stafford stated she would like for each Board/Committee/Commission to be able to post their own minutes & agendas because it is a lot of back and forth. The BOS agreed.

**G. Human Resources Forms/Personnel Policy Changes** - TA Stafford informed the BOS that she will be looking to add some HR forms to the website for the employees and she will also be proposing some changes to the Personnel Policy.

## **6.0 Selectmen's Report**

**A. Update on the work of the Budget Committee** - Chair Olmstead proposed holding the joint meeting with the Budget Committee on Saturday, October 19th at 9 a.m.

**B. Update on the work of the Health Insurance Study Committee** - Selectman Dick provided an update.

**C. Update on the work of the Planning Board** - Selectman Salatiello provided an update.

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

**A. Board Meeting: 9/11/19** -The Clerk signed.

**B. PAF** - Chair Olmstead made a **motion** to approve the PAF for Nathan Douglass as the new Transfer Station Manager at grade 15, step 1, effective 9/21/19 with a six month review. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

**C. Quarterly Tax Form 941** - Chair Olmstead made a **motion** to have the Board's Clerk sign the form 941 quarterly tax return. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

## **8.0 Review & Approve Minutes**

**A. BOS Meeting 9/18/2019** - Members of the Board reviewed the draft meeting minutes of September 18, 2019. Chair Olmstead made a **motion** to accept the draft meeting minutes of September 18, 2019 with corrections. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

## **9.0 Donations** - None at this time.

## **10.0 ADJOURNMENT** – Selectman Salatiello made a **motion** to adjourn the meeting at 6:44 p.m. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

## **11.0 NEXT MEETING(S)** – The Selectmen will hold their regularly scheduled meeting on **Wednesday, October 2, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,  
April Rollins, Administrative Specialist

Selectmen's Clerk \_\_\_\_\_  
Approved 10/2/19