

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*October 2, 2019*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 2, 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** - Fire Chief Dexter presented one of the new "SCOTT" SCBA units to the Board and explained that the reason the department decided on this design was due to the fact that the thermal imaging unit is detached unlike the other option which had the thermal imaging unit as one piece, so if the entire unit were to break it would be considered out of service and the Firefighters didn't approve of this option. Chief Dexter noted the thermal imaging units are not extra they are part of the package.

### **3.0 New Business**

**A. Highway Department Update** - Director Van Tassel stated his primary reason for attending the meeting this evening is that the road survey has been conducted for the past year and a preliminary report has been received without the drainage piece. Two hard copies have been received with a 10-year road plan and a tentative 20-year plan. Director Van Tassel stated the survey is not a "bible" and doesn't have to be stuck to which leaves room for movement or deviation from the plan. Director Van Tassel explained that a final draft plus two computer programs will be delivered soon. Director Van Tassel noted that he wasn't impressed with the gravel road reconstruction recommendations that the plan prioritizes, even though some of the recommendations will help with future repairs. Director Van Tassel explained that the paving pricing is estimated with contingencies and shows that the roads should be reclaimed & repaved because the overlay & shim will not keep the roads in good condition. Selectman Dick replied the road survey needs to be a living breathing document, so it doesn't sit on a shelf for \$50K. Director Van Tassel replied he agrees and noted that he has started to data enter each of the Town's road's maintenance for tracking purposes. Selectman Salatiello stated Director Van Tassel has the expertise and the help of other department heads, so the Town has the knowledge to fix the Town's roads. Director Van Tassel reported the State bid price has been received for salt from Granite State Minerals at \$56.50 per ton and the prices from Morton Salt will be automatic because two suppliers are needed, in case one runs out. Selectman Salatiello made a **motion** to authorize Director Van Tassel to engage in a contract with Granite State Minerals for winter salt. Selectman Dick **seconded** the motion and the **motion passed unanimously**. Director Van Tassel explained that he has been doing some ditching on the

gravel roads and the Town of Meredith uses a “Billy Goat” (walk behind) blower that blows leaves and sticks out of the ditch before the road gets graded. Right now the cleaning has to be done by hand. He feels his department needs one due to the amount of ditching they do plus the mud in the Spring. Director Van Tassel provided the Board with a quote from Greenland Equipment in the amount of \$2,047.99 dollars. Chair Olmstead made a **motion** to approve the purchase of a Billy Goat F1802 in the amount of \$2,047.99 dollars with the funds to come from line #4312.629. Selectman Dick **seconded** the motion and the **motion passed**. *Selectman Salatiello was opposed*. Director Van Tassel thanked the Board and noted the equipment will save them man hours plus time on the grader. Director Van Tassel reported that Truck #6 has had some repairs to the fender and doors and the insurance company has provided a check after the Town paid the \$1K deductible. Selectman Dick made a **motion** to authorize Hanser to repair Truck #6 in the amount of \$2,580.06 dollars with the funds to come from line #4312.660. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Director Van Tassel explained that the loader’s tires are worn and have gouges in their sides, so replacements are needed. Selectman Dick made a **motion** to purchase four (4) new tires for the loader from N.E. Tire in the amount of \$8,652 dollars with the funds to come from line #4312.660. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**B. Non-Public Session under RSA 91-A:3 II (b)** - Selectman Salatiello made a **motion** to go into non-public session at 5:58 p.m. Selectman Dick **seconded** the motion. Roll call vote, Salatiello – aye, Dick – aye and Olmstead – aye. The Board reconvened the public session at 6:28 p.m. Chair Olmstead announced that a unanimous vote was made to approve a PAF for Dolly Elliott and hire Amanda Pelissier as the new Recreation Coordinator. Chair Olmstead made a **motion** to seal the minutes of the non-public session. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

**C. Committee Appointments** - Andy Sanborn asked about appointments to the CIP Committee due to the budget deadlines. Andy Sanborn recommended the BOS consider alternating 3-year terms for the committee members versus annual appointments. TA Stafford informed the Board that the volunteer appointment form has been updated and is now fillable on the Town’s website. Chair Olmstead stated the Board will discuss a warrant article for this committee’s terms in the near future. Chair Olmstead made a **motion** to appoint Nina Gardner to the CIP Committee. Selectman Dick **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to appoint Andy Sanborn to the CIP Committee. Selectman Dick **seconded** the motion and the **motion passed unanimously**. Chair Olmstead offered to discuss two representatives from the Planning Board at their next meeting. Andy Sanborn offered to contact the committee members to schedule their first meeting. Chair Olmstead made a **motion** to appoint David Perry as an Alternate on the Conservation Commission until March 2021. Selectman Dick **seconded** the motion and the **motion passed unanimously**. TA Stafford offered to reach out to Bob Lambert, if he has no interest then the position will be advertised.

**D. Cell Phone Use Policy/Contract - Cell Phones** - TA Stafford informed the Board that she met with two Verizon Representatives this afternoon and they discussed the current cell phone service plus cost savings. TA Stafford explained the Town is allowed ten numbers on one phone plan, three of the numbers are being moved to the Fire Department

and the Transfer Station currently stands alone, so that will be moved for a savings. The annual total for all of the phones is \$19,285 dollars with each line ranging from \$20 to \$40 dollars per month. Selectman Dick asked about the land-line service. TA Stafford replied they can provide Voice Over IP (“VOIP”) and the Highway Department can be included but Transfer has Consolidated for service, since there is no cable service there. TA Stafford noted that Verizon is getting some figures together for her. Chief Dexter stated phone calls can currently only be transferred between the Town Offices and the Life Safety Building but if we had VOIP service it would reach further and then we will not have to ask the resident/taxpayer to hang up and call another number, plus it will be easier to use. TA Stafford added internet service will also be needed and a booster was suggested for inside the building. TA Stafford stated employees will be able to transfer cell phones to the land-line which is under Atlantic Broadband and expires in August of 2020. Tabled for further information. **Telephone Use Policy** - Selectman Dick stated that text messaging and phone applications should also be included in this policy plus some language for non-exempt employees answering their phone after work hours which could create overtime liability. TA Stafford offered to make changes for the BOS to review next week. Selectman Dick asked if anyone monitors plan usage? Chief Dexter replied he does. TA Stafford replied she feels the usage is under.

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

#### **5.0 Town Administrator’s Report**

**A. Town Car** - TA Stafford informed the Board that the Town Car didn’t pass inspection for several reasons, so it will be taken out of service and traded in for parts. TA Stafford stated one of the retired cruisers will be coming here but we will be without a car for some time. Chief Dexter suggested checking with Chief Hankard to see if a new cruiser could be ordered early, so staff doesn’t have to use their personal vehicles.

**B. Old Town Hall Rental Application** - TA Stafford stated the rental application has been updated and the calendar in the “Outlook” program will be utilized going forward.

**C. FairPoint Lawsuit** - TA Stafford stated the court case is being continued until the Supreme Court makes a decision and there are pending abatements from 2012, 2013 and 2014 that have been “stayed”. TA Stafford informed the Board that the Town’s Attorney is working on the franchise claim from 2012 being revalued. **Non-Public Session under RSA 91-A:3 II (I)**

- Chair Olmstead made a **motion** to go into non-public session at 7:34 p.m. Selectman Dick **seconded** the motion. Roll call vote, Salatiello – aye, Dick – aye and Olmstead – aye. The Board reconvened the public session at 7:41 p.m. Chair Olmstead announced that 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. Municipal Aid** - Selectman Salatiello explained that the Legislature has approved an additional \$40 million dollars in municipal aid and Sanbornton will receive \$70K. TA Stafford asked if a public hearing would be needed and Selectman Saltiello replied it is

automatic.

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

**C. Tilton Senior Center** - Selectman Dick stated he recently visited the Tilton Senior Center which is a great community resource. Selectman Dick encourages residents to take advantage of the programs.

**D. Meet & Greet** - Selectman Dick reported that the Meet & Greet was yesterday which had a great turnout and he feels it was appreciated.

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

**A. Board Meeting: 9/18/19** -The Clerk signed.

## **8.0 Review & Approve Minutes**

**A. BOS Meeting 9/25/2019** - Members of the Board reviewed the draft meeting minutes of September 25, 2019. Chair Olmstead made a **motion** to accept the draft meeting minutes of September 25, 2019 with corrections. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

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

**10.0 ADJOURNMENT** – Selectman Dick made a **motion** to adjourn the meeting at 8:05 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, October 9, 2019 @ 5:00 p.m.** at the Sanbornton Town Office.

Respectfully submitted,  
April Rollins, Administrative Specialist

Selectmen's Clerk \_\_\_\_\_  
Approved 10/9/19