

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

June 20, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, June 20, 2018 at 5:00 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello, Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

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

2.0 Public Comment - *Bill Whalen Re: Pay Matrix* - Mr. Whalen stated the Board held a public informational session on January 10th on the pay matrix and those minutes indicated there would be salary adjustments (\$48K-\$50K) which would be a separate warrant article but instead those funds were placed in the operating budget, why? TA Ambrose replied the funds were moved based on the recommendations of Town Counsel and the NH Department of Revenue. Chair North added it was also because the Town operates on a bottom line budget. Mr. Whalen asked if the pay matrix spreadsheet by position would be posted to the Town's website because he would like to see where the money is going. TA Ambrose replied the spreadsheet has almost been completely updated and will be posted on the Selectmen's page.

3.0 Business

3.1 Appointment – Brad Crosby for Conservation Commission - Chair North made a **motion** to appoint Brad Crosby as a member to the Conservation Commission with a term ending March 2021. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North swore-in Brad.

3.2 Highway Director – Rake Purchase - Director Van Tassel explained that the rake the department has is 20 years old but is used mostly in the Spring to dry out the roads and push around material. Director Van Tassel stated the rake has pieces falling off of it and he would like to purchase a new rake (8 feet w/ 3 foot wing) that attaches to a plow instead of a pull behind because it will run off hydraulics and be more efficient. Director Van Tassel provided the Board with a quote from H.P. Fairfield and noted that he has the funds in his budget. Selectman Olmstead made a **motion** to approve the purchase of a rake in the amount of \$4,599 dollars with funds to come from an implicit transfer from the Highway Department budget. Chair North **seconded** the motion and the **motion passed unanimously**.

3.3 Underwood Engineering Road Evaluation Discussion - TA Ambrose stated the Town has received the Road Evaluation General Service Agreement and Scope of Work, Director Van Tassel has recommended changes to the scope and the Attorney has redlined the general services agreement. Chair North stated the agreement is for \$66,500 dollars and \$75K was appropriated. Chair North made a **motion** to enter into a contract

with Underwood Engineering for a road maintenance plan for 100 miles of road, to authorize TA Ambrose be the signing agent and Director Van Tassel be the main contact with \$66,500 dollars in funds to come from the Road Evaluation & Repair CRF, as voted in Article #10 in the 2017 Warrant. Selectman Olmstead **seconded** the motion.

Discussion; Selectman Salatiello stated he doesn't feel the Town is spending this money wisely because people like to see their money spent on the roads and this plan will sit on a shelf. Selectman Salatiello suggested having other people that have knowledge regarding the Town's roads give them input or we could have Director Van Tassel, Chief Dexter and Chief Hankard review the roads because they know the roads best. The **motion passed. Selectman Salatiello was opposed.**

3.4 Transfer Station Operating Plan - BOS to review.

3.5 Service Agreement for Town Office Copier - TA Ambrose provided the Board with the Town's copier service agreement because the copier will be paid off next month. Selectman Olmstead made a **motion** to accept the service contract with Toshiba for the copier at \$97.82 a month and 90,000 copies per year. Chair North **seconded** the motion and the **motion passed unanimously.**

3.6 Town Clerk/Tax Collector – Unlicensed Dog Warrant & New Hampton Road Property - Postponed until later in the meeting.

4.0 Other Business

4.1 Agreement from Hoyle, Tanner & Associates for Recordable Easement Plans -

Chair North made a **motion** to enter in to a contract with Hoyle, Tanner & Associates for professional services to produce recordable easements from the "Y" project in the amount of \$3,050 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.**

4.2 Selectmen's Schedule for Court Dates - Selectman Olmstead offered to cover Tuesday and Thursday of next week. TA Ambrose noted that if one of the Selectmen could not make it to court then the Attorney said she could attend in their stead.

4.3 Implicit Transfer Requests - Chair North asked TA Ambrose to check on the Police Department's two requests because they were already approved. Chair North made a **motion** to approve ten implicit transfers requested by Department Heads and reviewed by the Finance Officer. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.** Selectman Salatiello made a **motion** to approve the implicit transfer request from the Fire Chief in the amount of \$5,285 dollars. Chair North **seconded** the motion and the **motion passed unanimously.** Chair North made a **motion** to approve the purchase of a copier from Twin Rivers in the amount of \$6,285 dollars with funds to come from an implicit transfer and funds to come from the 2018 budget. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.**

4.4 LRPC - Oil & Propane Contract - TA Ambrose reported that LRPC has sent the low bidder information, which is Pemi River Fuel. Propane will be \$2.449 per gallon but is currently \$2.729 per gallon and Oil will be \$1.499 per gallon but is currently \$1.541 per gallon. TA Ambrose stated the Town will see a savings and the Board has a 1-year contract for September 1, 2018 to May 31, 2019. Chair North noted that under "price" the dates are from June 1, 2019 through August 31, 2019 and the Board can't approve anything past June 30th. TA Ambrose noted the Library needs to give approval as well and she would contact LRPC/Pemi River regarding the contract dates.

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5.0 Selectmen's Reports

5.1 Doomsday Assessment on Yield Tax - Selectman Salatiello made a **motion** to assess doomsday on the yield taxes for Tax Map 16, Lot 32. Selectman Olmstead **seconded** the motion and the **motion passed**. *Chair North abstained.*

5.2 Private Road Signs - Selectman Salatiello suggested the Board discuss the signs with the Fire Chief in two weeks. Chief Dexter explained that the Historic District Commission was not on his radar, he went with blue signs for private and green for the town-owned roads. Selectman Salatiello stated he would like to discuss the changes and the process.

6.0 Authorization Signatures: Payroll & the Accounts Payable Register – The BOS reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

6.1 Board Meeting: 6/6/18 approved -The Clerk signed.

6.2 Library - Disbursement - Chair North made a **motion** to release the 1st half of the Library's disbursement on July 1st, in the amount of \$68,671.50 dollars. Selectman Salatiello **seconded** the motion and the **motion passed**. *Selectman Olmstead abstained.*

6.3 Performance Review PAFs - Fire Department; Chair North made a **motion** to approve increases for Fred Archambault to grade 7, step 5, Aaron Abbott to grade 6, step 6, Kier Gabour to grade 10, step 3, Mary Baxter to grade 7, step 2, Ken Carleton to grade 11, step 10, Dan Chapman to grade 11, step 9, Virginia Chapman to grade 9, step 2, Alberta Dobsa to Grade 6, step 2, Ben Downes to grade 12, step 2, Megan Howes to grade 10, step 2, John Kelly to grade 10, step 2, Anna McLoon to grade 13, step 2, Dennis Paquet to grade 7, step 2, Ray Smith to grade 13, step 2, Scott Taylor to grade 17, step 2, Louis Loutrel to grade 13, step 3, Duncan Philips grade 13, step 3, Mark Bitetto to grade 12, step 2 and Ryan Donnelly to grade 11, step 2 effective July 1st. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. **Police Department;** Chair North made a **motion** to approve increases for Cal Dinitto to grade 13, step 2 and Shane Morton to grade 15, step 1 effective July 1st. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. **Executive Administration;** Chair North made a **motion** to approve increases for Peg Petraszewski to grade 13, step 2, April Rollins -Administrative Specialist to grade 13, step 7 and April Rollins - Recording Secretary to grade 14, step 9 effective July 1st. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. **Highway Department;** Chair North made a **motion** to approve increases for Roy Clark to grade 16, step 1 and Aaron Fleury to grade 14, step 3 effective July 1st. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

6.4 Tax Maps - Chair North made a **motion** to approve the request to remove the names of property owners from the Town's tax maps and only use the tax map & lot numbers. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.5 Montessori School - Chair North made a **motion** to deny the 2018 exemption for 748 New Hampton Road. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.0 Town Clerk/Tax Collector – Unlicensed Dog Warrant & New Hampton Road

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Property - Chair North made a **motion** to approve the 2018 warrant for unlicensed dogs. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TC/TC Plamondon stated the status of the Morgan property is that someone has not paid the taxes since June of 2014 (\$14K in back taxes), the owner passed and the status has been in limbo trying to identify the owner to notice but now the Attorney has a contact. TC/TC Plamondon suggested holding off until August to deed the property. The BOS agreed. Mr. Fleming urged the Board to act on this property due to an increase of undesirable activity. The Police Department will be asked to increase patrols.

8.0 Review & Approve Minutes

8.1 BOS Meeting 6/13/18 draft - Members of the Board reviewed the draft meeting minutes of June 13, 2018. Chair North made a **motion** to accept the draft meeting minutes of June 13, 2018 with changes. Selectman Salatiello **seconded** the motion. The **motion passed**. *Selectman Olmstead abstained.*

9.0 Donations - Michelle Syms – Desk, estimated value \$40 - Chair North made a **motion** to accept the donation of a desk. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 7:27 p.m. Selectman Salatiello **seconded** the motion. Roll call vote, Salatiello – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:10 p.m. Chair North announced that a decision was made to meet with Department Heads within the next week or so to conduct performance evaluations. Selectman Olmstead made a **motion** to seal the minutes of the non-public. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

11.0 ADJOURNMENT – Selectman Salatiello made a **motion** to adjourn the meeting at 8:14 p.m. Chair North **seconded** the motion and the **motion passed unanimously**.

12.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, June 27, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 6/27/18 _____
Selectmen’s Clerk