

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

July 11, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, July 11, 2018 at 4:30 p.m. at the Town Offices. In attendance were Selectman Tom Salatiello (arrived late), Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

1.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 4:33 p.m. Chair North **seconded** the motion. Roll call vote, Salatiello – absent, North– aye and Olmstead–aye. The Board reconvened the public session at 6:04 p.m. Chair North announced that two items were discussed, two performance evaluations were conducted and one PAF was signed for the Fire Chief as an increase to a grade 19, step 7. Selectman Olmstead made a **motion** to seal the minutes of the non-public. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

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

3.0 Public Comment - None at this time.

4.0 Business

4.1 Appointments – James Dick & Timothy Cline for Historic District Commission - Selectman Olmstead made a **motion** to appoint James Dick as a member to the Historic District Commission with a term ending March 31, 2021. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to appoint Timothy Cline as a member to the Historic District Commission with a term ending March 31, 2020. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in James & Timothy.

4.2 Attorney Patrick Wood – Tax Map for Skyline Drive - Attorney Wood explained that he is here tonight on behalf of Ken & Christine Nicholls that own property on Upper Bay Road (Tax Map 16, Lot 12) and provided the Board with a copy of the statute regarding tax maps, plus the tax card for the property. Attorney Wood stated Tax Map 10, Lot 131 abuts the Nicholls property and is shown on two different tax maps. Attorney Wood provided the Board with a letter he wrote to the Town in March of 2017 and sent it to the Town Administrator. Attorney Wood explained that there was a boundary line adjustment between the Fillmores and the Nicholls where land was added to the Nicholls property in 1974 but then there was a subsequent plan for Skyline Drive (1979) that took some of the Nicholls' land away. Attorney Wood requested that the Selectmen adjust the Town's tax maps to show the Nicholls property correctly. TA Ambrose replied

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essentially the same piece of property was deeded to two owners and the Town's previous Municipal Assessor advised, at that time, this is a civil issue. TA Ambrose stated the Board should not be comfortable with changing the tax maps unless there is a ruling from the Court. Selectman Olmstead stated he agrees that the Town should have a ruling first because if it was changed then either party could say, this is what the Town is using. Chair North stated she was in a very similar situation eighteen years ago and had to go to court before any changes could be made. Attorney Wood asked if the Board would have their Attorney, Chris Boldt review and advise of a process. The Board asked TA Ambrose to consult the Town Attorney and get back to Attorney Wood.

4.3 Brian Gallagher – Belknap County Discussion - Brian Gallagher thanked the Board for placing him on the agenda and announced that he would be running for Belknap County Commissioner, which is a contested race. Brian Gallagher stated the position is a two year commitment and the county represents five percent of the Town's tax rate. Brian Gallagher expressed concern with the temperament, conflict and confrontation of the current County Commissioners which is not good for the communities of Sanbornton, New Hampton and Meredith. Brian Gallagher stated he understands budgets and brings some mechanical pieces to the table, he hopes the other representatives come in to reintroduce themselves and stay in touch with the Town. Brian Gallagher stated in 2015 an eight million dollar bond was approved and they were asked to lock into an interest rate because they were so low at that time but they didn't which will now cost millions more. Selectman Salatiello suggested the nursing home's meal operations be looked at due to a letter that was sent to the local papers. Selectman Salatiello added there was also a letter saying the nursing home was in debt and is losing money because Medicaid was never billed. Brian Gallagher replied yes, Medicaid was taken in as a receivable and a lot of money was lost. The Board thanked Brian Gallagher for meeting with them.

4.4 Recreation Coordinator – Personnel Action Form - Coordinator Lonergan explained that she would like to hire a temporary part-time Beach Attendant because the Lifeguard has been out and someone is needed to clean Winnisquam Beach. Chair North made a **motion** to approve the hiring of Riley Durling at grade 4, step 3, \$10.11 dollars an hour. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.5 Highway Director - Quote for Grader Repairs and Guardrail on Johnson Road - The Board reviewed an email from Director Van Tassel. Selectman Olmstead made a **motion** to approve the service quotation for the grader from Milton CAT, in the amount of \$19,085.43 dollars. Chair North **seconded** the motion and the **motion passed unanimously**. Selectman Salatiello made a **motion** to award the guardrail bid for Johnson Road to M.A. Bean Associates. Chair North **seconded** the motion and the **motion passed unanimously**.

4.6 Fire Chief – Private Road Sign Discussion, Building Alarm Quotes - Chief Dexter and the Board reviewed estimates from Capital Alarm Systems from January 31, 2018 for the Life Safety Building, the Town Office, the Highway Garage and the Library. Chief Dexter explained that there is a small increase because of materials and that the Library is not scheduled for installation until 2020. TA Ambrose stated the total is \$19,150 dollars and the CIP request was for \$18,300 dollars but monitoring & testing is to come out of the operating budget. Chair North made a **motion** to approve the estimates from Capital Alarm Systems for the Life Safety Building, the Town Office and the Highway Garage,

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to come from the Town Building Improvements CRF plus the \$360 dollars and \$240 dollars for monitoring to come from the operating budget. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chief Dexter offered to contact the Library. Chief Dexter stated sometime in 2015/2016 there were some issues with the E 9-1-1 addresses and problems with locating homes, due to confusion when responding and no numbers on the homes but now there is a Town Ordinance that requires that homes be numbered. Chief Dexter explained that Gammon Way was the pilot for the signs and the Selectmen suggested that the Planning Board be consulted, shared driveways have been addressed and are being renamed and renumbered. Chief Dexter stated he is using the blue signs so they are not confused with a Town road but the issue with the Historic District Commission is all his fault, he would have never considered it. Chief Dexter explained the blue sign assigned to the Historic District is for a shared driveway which currently only has one house but there are three building lots. Chief Dexter stated he posted an explanation to “Facebook” and had a big response. Chair North replied the blue signs do not say “private way”, so people from out of state or seasonal residents ask.... Can I drive down there? Chief Dexter replied that he is more than willing to add “private way” to the current signs. The Board concurred this should be done.

4.7 Police Chief – Call Time Policy - Chief Hankard stated the State Police have been covering the 2 a.m. to 6 a.m. shift but he received an email from them stating they will no longer be doing the midnight shift. Chief Hankard explained that there was a Call Time Policy until 1996 that allowed for a 4-hour shift but the Officer would only get paid for 1-hour unless they respond to a call. Chief Hankard stated he would like to take the funds out of his part-time line as a temporary fix until the State Police get their numbers back up. Chair North made a **motion** to allow Chief Hankard to adopt the Call Time Policy. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.8 Transfer Station Annual Facility Report - TA Ambrose explained that the Solid Waste Committee brought to her attention that the Annual Facility Report was due on March 31st and was past due, so the Transfer Station Manager was notified and completed the report but the Board signs the form. Chair North made a **motion** to sign the Transfer Station’s 2017 Annual Facility Report. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.9 Quote for Door Replacement at the Old Town Hall - The Board reviewed a quote submitted by the Town Hall Steward from Indian Ledge Services to remove and replace the rear door at the Old Town Hall. Chair North cautioned that the Town has a policy and should not be sole sourcing projects. Chair North made a **motion** approve the quote from Indian Ledge Services to replace the rear door at the Town Hall in the amount of \$1,700 dollars, funds to come from the Town Hall Restoration & Repair CRF. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

4.10 Open Air Permit Application - Chair North made a **motion** to approve the Open Air Permit application for the Boys and Girls Club of Central NH fundraiser for July 22, 2018. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

4.11 Town Clerk/Tax Collector – Training Budget - TC/TC Plamondon explained that to become a certified TC/TC it is four year process, one week of training per year and she has the break out of the costs but only has \$1,100 dollars in the training budget. TC/TC Plamondon stated there is a scholarship but a vote needs to be reflected in the meeting

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minutes. Chair North made a **motion** to sign the letter to the Scholarship Committee reflecting that the TC/TC's budget for fiscal year 2019 does not have enough funding for the certification/training. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

5.0 Other Business

5.1 Tax Maps – Property Owners Names - Selectman Salatiello stated he received a call from Bill Whalen with concerns about removing the names from the Town's tax maps because he feels the information is important to provide to the community and the information is on the property record cards just not on the maps. Chair North agreed that it is easier to reference when trying to verify abutter information, even though has been a lot of property transfers over the past year. TA Ambrose read RSA 31:95-a and stated that she is unsure the Town has a list of property owners alphabetically, so she would like to verify what is required. TA Ambrose noted the request to remove the names has already gone to Cartographics and she would check where they are with a proof.

5.2 FY 18 Budget Update - TA Ambrose informed the Board that at this point there is \$6,358 dollars left in the budget for FY 18' but there are still some bills that have not come in yet and will keep the Board updated.

5.3 LRPC – Electricity Supply & Propane/Oil Purchasing Updates - TA Ambrose stated one of the Selectmen needs to be available to sign the contract this Friday from 11a.m. to 3 p.m. Chair North offered to come in to sign the contract.

5.4 Chapman Bridge - TA Ambrose informed the Board the project was completed this week.

5.5 Easements for the “Y” Project - Chair North made a **motion** to rescind the encumbrance of funds in FY 2018' for the “Y” project easements, to come from the fiscal year 2019 budget. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. TA Ambrose notified the Board that the work is scheduled for the end of August.

6.0 Selectmen's Reports

6.1 Pre-Construction Meeting for the Lower Bay Road Project (State Owned) - Selectman Olmstead reported that a construction schedule has been provided by Lyman, and explained that the Highway Director is looking at holding off on a topcoat for the current work on Lower Bay Road in case there is any damage from Lyman's truck traffic.

6.2 Franchise Agreement Advisory Committee Update - Selectman North provided an update, next meeting to be held on 7/18/18 @ 6 p.m.

7.0 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.

7.1 Board Meeting: 6/20/18 approved -The Clerk signed.

7.2 PAF - Chair North made a **motion** to approve the PAF for Treasurer Cobb for a stipend increase to grade 9, step 3 effective July 1, 2018. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

7.3 Voluntary Change of Address Form - Chair North made a **motion** to approve. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

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7.4 Holden Engineering & Construction Contracts - Signed by the BOS and notarized by TC/TC Plamondon.

7.5 Vachon Clukay Audit MOU - The Board signed.

7.6 LRPC Household Hazardous Product Collection Program Letter of Commitment - Tabled for further research.

7.7 Deb Plenge - Painting of the Town Office & Town Hall - Chair North made a **motion** to sign the contract with Deb Plenge to paint the Town Offices (\$7,450 dollars) and the Town Hall (\$16,650 dollars), which is to reimbursed from the Facilities maintenance & Repair CRF.

8.0 Review & Approve Minutes

8.1 BOS Meeting 6/27/18 draft - Members of the Board reviewed the draft meeting minutes of June 27, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of June 27, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

8.2 BOS Non-Public Meeting 6/27/18 draft - Members of the Board reviewed the draft non-public meeting minutes of June 27, 2018. Selectman Olmstead made a **motion** to accept the draft non-public meeting minutes of June 27, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

8.3 BOS Meeting 7/3/18 draft - Members of the Board reviewed the draft meeting minutes of July 3, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of July 3, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

9.0 Donations - James Dick – Labor to Paint the Town Signs, estimated value \$100 - Chair North made a **motion** to accept the donation of labor to paint the Town signs. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 9:16 p.m. Chair North **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, July 25, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 7/25/18 _____
Selectmen's Clerk