

Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*March 16, 2016*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, March 16, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober, Selectman Johnny Van Tassel, Selectman John Olmstead and Town Administrator, Charles Smith.

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

### **2.0 Business**

**2.1 Elected Officials - Oaths of Office** - TC/TC Davis swore-in John Olmstead as Selectman.

**2.2 Chair of the Board of Selectmen** - Selectman Ober made a motion to appoint Selectman Van Tassel the Chairman of the Board. Selectman Olmstead seconded the motion and the motion passed unanimously.

**2.3 Elected Officials** - Selectman Ober swore-in the following elected officials Katy Wells - Budget Committee, Phil Turner & Judy Gibbons - Cemetery Trustees, Melanie Van Tassel - OverSeer of the Public Welfare, Megan Farkas - Trustee of the Trust Funds, Karen Cobb - Treasurer and Sheila Dodge - Supervisor of the Checklist. All others will be sworn-in by TC/TC Davis.

### **3.0 Public Comment**

**3.1 Lynn Chong Re: Transfer Station's metal pile** - Lynn Chong stated the metal pile at the Transfer Station is still not a pile but the dumpster is full and there is a perfectly used bicycle on top that could have been reused. Lynn Chong noted directional signs for placement of the metal be put up. There are two places for people to put metal. After the Special Town Meeting said to operate like it was before, I am not sure what needs to be done. Chair Van Tassel replied that the Board said they would address the issues at the Transfer Station after Town Meeting because now the results are known and the Solid Waste Committee (SWC) doesn't run the Transfer Station, the committee is advisory. Lynn Chong noted three months have gone by. Chair Van Tassel stated there have been a lot of changes with some growing pains but we will get there. Lynn Chong asked if there would be any changes within the next month? Selectman Olmstead stated there is a new manager at the Transfer Station and he is also new, please give us a week. Lynn Chong replied a week is reasonable but three months is not, its a quarter of the year but she will wait a few weeks. Chair Van Tassel stated he is looking forward to the recommendations from the Solid Waste Committee and if any information is needed Department Heads should be contacted.

**3.2 OverSeer of the Public Welfare (OPW) - Melanie Van Tassel** -OPW Van Tassel explained she would be holding regular office hours, effective immediately, on Mondays & Wednesdays from 8:00 a.m. to Noon, plus taking appointments as needed.

### **4.0 Business continued**

**4.1 Non-Public Sessions - Under RSA 91-A:3 II (c)** – Selectman Olmstead made a **motion** to go into non-public session at 5:29 p.m. Selectman Ober **seconded** the motion. Roll call vote, Ober – aye, Van Tassel – aye and Olmstead–aye. TA Smith, Chief Dexter and Scott Taylor were also present. The Board reconvened the public session at 6:17 p.m. Chair Van Tassel announced no decisions were made and the board voted to seal the minutes.

**4.2 Non-Public Sessions - Under RSA 91-A:3 II (c)** – Selectman Olmstead made a **motion** to go into non-public session at 6:19 p.m. Selectman Ober **seconded** the motion. Roll call vote, Ober – aye, Van Tassel – aye and Olmstead–aye. TA Smith, DPW Director Bordeau and Transfer Station Manager, Kevin Austin were also present. The Board reconvened the public session at 6:44 p.m. Chair Van Tassel announced no decisions were made and the board voted to seal the minutes.

**4.3 Parks & Recreation - Update** - Coordinator Loneragan provided the BOS with an update of upcoming events & activities being offered. Coordinator Loneragan stated the before & after school program is doing very well with 80 kids currently enrolled. Coordinator Loneragan reported that Summer Day Camp brochures are being distributed this week and she is looking to hire swim instructors & lifeguards. A plant & yard sale is being held on May 21st from 9 a.m. to 2 p.m. at the Town Hall.

**4.4 Town Clerk/Tax Collector - Update** - TC/TC Davis stated she is still cleaning up after the elections. TC/TC Davis informed the Board a letter has been sent to DMV requesting the Town go to a one check system. TC/TC Davis hopes to eventually be able to go to a credit card system. Dog licenses are due by April 30th and residents need to provide the most recent rabies vaccination information. TC/TC Davis noted motor vehicle registrations are ahead by \$50K.

**4.5 Public Library - Bids to paint the building's exterior** - TA Smith was asked to follow up on the warranty information provided by the two bidders.

**4.6 Selectmen's Objectives Survey** - TA Smith provided the Board with a 2016 Board of Selectmen objective survey. Selectman Ober recommended adding to the list hiring a new Town Administrator, as TA Smith is still under contract through MRI, which ends in June. Selectman Olmstead recommended adding; changing the Board's meeting time and potentially holding an open discussion night. Further discussion on the survey to be completed next week.

## **5.0 Other Business**

**5.1 March Road Paving Project bids** - Tabled until next week.

**5.2 Transfer Station - Operations Manager (OM), Kevin Austin** - OM Austin expressed safety concerns with the location of the swap shop due to the amount of traffic, not just children could get hurt but adults too. OM Austin informed the Board that a gentleman almost fell into the metal dumpster last week and asked if there should be one attendant for the metal, plus another for the swap shop. There was a brief discussion on the past practices. Selectman Ober explained that the metal should be cleaned up at the end of the week and if she wants to place metal in the dumpster for revenue to the Town, she should be able to at her discretion. Selectman Ober suggested that bigger signs be posted. OM Austin stated he would like to leave things the way they are but would make the signs. Starting April 7th the Transfer Station will be open 3 days a week.

**5.3 Grader Operator - job description** - Director Bordeau provided the Board with a new Grader Operator job description. There are four applicants to date.

**5.4 Employee Direct Deposit** - TA Smith reported that Franklin Savings Bank has offered to host a seminar on employee direct deposit.

**5.5 Zoning Board Resignations** - Selectman Ober made a motion to accept the resignations of Craig Davis and Ralph Rathjen from the ZBA. Chair Van Tassel seconded the motion and the motion passed unanimously.

## **6.0 Selectmen's Reports**

**6.1 Selectmen's Liaisons & Representatives** - Chair Van Tassel will be liaison to the Police Department and the Budget Committee. Selectman Ober will be liaison to the DPW, Recreation, Conservation Commission and Historic District Commission. Selectman Olmstead will be the liaison to the Fire Department, Planning Board - Ex, Officio and Solid Waste Committee. Chair Van Tassel made a motion to appoint Selectman Ober as the Rep. to the Lakes Region Planning Commission. Selectman Olmstead seconded the motion and the motion passed unanimously. A Rep. to the CIP Committee was put on hold.

**6.2 Trustees of the Trust Funds** - TA Smith was asked to schedule a meeting with Terry Knowles regarding the Town's trust funds.

**6.3 Upper Bay Road - 2011** - TA Smith informed the Board that a "mylar" plan from the Upper Bay Road project was not properly recorded by the Town with the Belknap County Registry of Deeds. The proper procedure would be to record the "mylar" with the registry of deeds because the deeds from the project reference the plan. Hoyle & Tanner has quoted the Town \$3,000 dollars to complete the recording, this quote does not include the recording fees of the Belknap County Registry of Deeds.

**6.4 Town Meeting - Discussion Re: Regionalization of Fire Department** - Selectman Ober stated the entire conversation during Town Meeting about the discussion that took place regarding regionalization of the Town's Fire Department was an absolute lie. Selectman Ober explained that she attended the last Tilton-Northfield Fire Commissioner's meeting and questioned what was said, everything was totally misrepresented. Selectman Ober stated County Commissioner Devoy said all it takes for regionalization is a vote but that was not a true statement, it takes years and would cost the Town more not less. Selectman Ober stated there was also a statement made about foreclosures due to high taxes but foreclosures are not public information and the homes were lost because the owners could not pay their mortgage. Chair Van Tassel stated the politics has gotten ridiculous, there has been lying, manipulation and scare tactics without factual information. Chair Van Tassel there has been a lot of distorted information but the Town's demographics are getting older and emergency services are important, everyone matters.

**6.5 Personnel Action Forms** - The Board approved a personnel action form for Firefighter, Megan Howes and Probationary Firefighter, Dennis Paquet.

**6.6 Notice of Municipal Limits** - Selectman Ober made a motion to approve the Notice of Municipal Limits for Brian & Linda Allen, 51-1 Cogswell Road. Selectman Olmstead seconded the motion and the motion passed unanimously.

**7.0 Authorize Payroll & the Accounts Payable Register** - The BOS reviewed & signed the payroll and the accounts payable register, a copy was made available for

public inspection.

**8.0 Review & Approve Minutes**

**8.1 3/2/16 draft** - Members of the Board reviewed the draft meeting minutes of March 2, 2016. Selectman Ober **motioned** to approve the draft meeting minutes of March 2, 2016 with minor changes. Selectman Van Tassel **seconded** the motion and the **motion passed**. Selectman Olmstead abstained.

**9.0 ADJOURNMENT** – Selectman Ober made a **motion** to adjourn the meeting at 8:44 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**10.0 NEXT MEETING (S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, March 23, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist