

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

January 31, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, January 31, 2018 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober, 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 - Fire Chief Dexter Re: Protective Gear Washer - Chief Dexter reported that there was a problem over the weekend with the department's gear washer/extractor and they will be looking to replace it but the estimated cost is \$8K to \$12K. Chief Dexter noted he tried to have someone repair the washer but it is so old that the parts cannot be located. Chief Dexter suggested using funds from the ambulance revenue account with the Board's approval as the expending agents. Treasurer Cobb stated the ambulance account currently carries a balance of \$73K.

3.0 Business

3.1 Deputy Treasurer Appointment - Chair Ober made a **motion** to have the Clerk sign the Deputy Treasurer's appointment form. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Treasurer Cobb swore-in Carol Levesque.

3.2 Special Revenue Fund Reports - Treasurer Cobb, TA Ambrose and the Selectmen conducted a quarterly review of the special revenue funds.

3.3 Highway Director – Grading of Positions - Director Van Tassel explained that he noticed the Operations Manager and the Heavy Equipment Operator are at the same labor grade, he feels the Operations Manager should be at a higher grade due to his supervisory roles. Selectman North stated she agrees because she helped the Operations Manager draft the budget and he didn't want to decide on his own grade/step while he was covering for the Director. The Selectmen agreed to move the Operations Manager position to a grade 16, step 1, which will increase the line by \$1,623 dollars (FICA by \$101 dollars and Medicare by \$24 dollars.). Chair Ober made a **motion** to approve the Highway & Streets budget at \$953,773 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. The Board signed a PAF that is pending Town Meeting approval and a performance review effective 7/1/18. TA Ambrose to amend the Town Warrant and 2019 budget to reflect the change. Director Van Tassel and the Board had a brief discussion regarding the review procedures for logging operations and the bonding process.

3.4 WRBP Update - TA Ambrose explained that the WRBP's last workshop was canceled and will be rescheduled for February 21st or 22nd. TA Ambrose stated Senate Bill #468, is a bill that is trying to deposit revenue into the general fund which is being deemed to be taking away funds from the "rate payer" and the WRBP would be drafting a letter of support to **not** move forward with the bill.

3.5 Town Report Review - Copies of the draft Town Report were provided to the Board for review. AS Rollins updated the Board on which department reports were still outstanding and the timeline to have the reports back in house before Town Meeting. Selectman Olmstead made a **motion** to proclaim this Friday “Super Bowl Friday”, so the employees can wear their jerseys. Chair Ober replied this upset her because discussion took place on the “We love Sanbornton” Facebook site and she was tagged, so she has been receiving comments. Selectman North added the personnel policy is clear, the employees must wear appropriate attire. Chair Ober noted the Town has an employee that wore sports attire every day and no one told him that he couldn’t. ***No second was made, the motion failed.***

4.0 Other Business

4.1 Town Warrant Discussion - AS Rollins asked if the Board would like to include the full language of Amendment #1 which she has discussed with TC/TC Davis. AS Rollins noted the full ordinance language would be in the book for people to reference and just the question would be on the ballot. Selectman North replied she feels this is a good idea, so the original language is printed somewhere and that way people would know if changes are made. TA Ambrose stated Article #1 has been finalized to include the authorization of the long-term & short-term bond and interest, so if it is approved the Town is authorized to take out the bond anticipation notice as well as the long-term bond for the Town’s 20% contribution to the project either next January or June. Article #8 still needs the Budget Committee recommendations. The Board agreed to include language in Article #10 and Article #11 for the highway trucks to go to auction, so the intent is clear and place \$55K in Article #12 as a placeholder based on past design expenses.

5.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman North made a **motion** to go into non-public session at 6:46 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:58 p.m. Chair Ober announced that a decision was made to hold two non-public sessions on February 2, 2018 at 1:00 p.m. Chair Ober made a **motion** to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.**

6.0 Other Business (continued)

6.2 Town Meeting Preparations - The Board reviewed the Budget Committee minutes of 1/24/18. TA Ambrose noted that FICA and Medicare haven’t been removed from the Highway Department’s budget, after the decision not to fund the truck driver position. The Budget Committee’s proposed budget is \$3,922,469 dollars and the Selectmen’s proposed budget is \$4,067,164 dollars. The Board discussed the Invocation, National Anthem, the Pledge of Allegiance and who would be speaking to which warrant article.

6.3 Website Update - TA Ambrose showed the Selectmen the new masthead that had rotating pictures of the Town’s buildings because the pictures that were provided were mostly white, so they were hard to use. The Board agreed that they liked the rotating pictures on the masthead, as long as they could use an unlimited amount. Training is scheduled for the week of March 5th with a go live date of March 12th.

6.4 Old Home Day - The date of July 21st has been set for Old Home Day festivities.

6.5 Power at the Town Office - TA Ambrose informed the Board that there was a car

accident on Route #132 and the Town Office was without power and phones for the majority of the day.

7.0 Selectmen's Reports - None at this time.

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

8.1 Board Meeting: 1/17/2018 - The Clerk signed both sets of minutes.

8.2 PAF - BOS signed earlier in the meeting.

8.3 Letter for Bond Counsel - Chair Ober made a **motion** to have the Clerk sign the letter for bond counsel. Selectman North **seconded** the motion and the **motion passed unanimously**.

9.0 Review & Approve Minutes

9.1 BOS Meeting 1/24/18 draft - Members of the Board reviewed the draft meeting minutes of January 24, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of January 24, 2018 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 Donations - None at this time.

11.0 Non-Public Session under RSA 91-A:3 II (b) - Selectman North made a **motion** to go into non-public session at 8:39 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:43 p.m. Chair Ober announced that no decisions were made. Chair Ober made a **motion** to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

12.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:45 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

13.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, February 7, 2018 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved 2/7/18 _____
Selectmen's Clerk