

APPROVED

SANBORNTON BOARD OF SELECTMEN'S MINUTES

March 7, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, March 7, 2018 at 4:00 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 - *TC/TC Davis Re: Elections* - TC/TC Davis stated the Fire Department has been asked to put out their emergency management sign with the election information and the Town Moderator has agreed. TC/TC Davis explained that she is all set-up for the election and has three poster boards with the proposed Solar Ordinance for viewing. TC/TC Davis noted that she just needs to make some arrangements for Town Reports to be at voting for Tuesday morning. The Highway Department will help with setup, the Selectman decided on their rotating schedule for the polls and the Church will be providing lunch & dinner.

3.0 Business

3.1 Transfer Station Manager – Department Head Update - Manager, Rick Razinha presented the “Swap Shop” rules sign for review by the Board. The Board made a few suggested changes and reviewed the Town’s smoking policy. Selectman North noted that she is still reviewing the Operations Manual and will meet with Rick once she has finished. Manager Razinha asked what the Board would like to do about gifted propane tanks and if toys with batteries are considered electronics. Manager Razinha stated residents leave their used oil and place their names & address on the container but he would like to stop that practice. TA Ambrose replied she would like to check the State’s RSAs to see if that is a requirement. Chief Dexter noted someone should be checking the used oil to make sure it is pure. Manager Razinha noted that Staples & Best Buy will accept used computers / electronics and the Maryland Company will take fire extinguishers but the Town will need to charge \$6 each, plus make sure they are fully discharged. Selectman Olmstead made a **motion** to not accept propane tanks at the Transfer Station but will accept fire extinguishers fully discharged at \$6 dollars each. Selectman North **seconded** the motion and the **motion passed unanimously**. Manager Razinha provided the board with estimates to replace two key fobs with backing plates plus additional key cards. Manager Razinha noted that new solid core doors are on order for the Town Office. TC/TC Davis noted that modifications are being made to her office’s window, which will be reframed for Lexan glass and a speak hole. Chair Ober made a **motion** to move forward with Nate Douglas of Indian Ledge Service for the TC/TC’s office and Selectmen’s office, \$900 dollars in labor and \$486.87 dollars for the three doors to come from the Building Improvements CRF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to move forward with Alan Lock Company for the required materials for the doors in the amount of \$1,908.18 dollars plus shipping to come from the Building Improvements

CRF. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Manager Razinha noted that he is waiting for quotes on cameras, a DVR and outside motion lights for the Transfer Station. Manager Razinha explained that he would prefer the single bunker for the concrete pad and plans to construct it himself and would get pricing from Pearson's Concrete. Manager Razinha noted there would be no metal picking while the bunker is being worked on.

3.2 Old Town Hall Rental Application - Selectman Olmstead made a **motion** to approve the rental of the Town Hall by the Sanbornton Congregational Church on March 18th and March 25th for Prayer walks on a canvas labyrinth and to waive the rental fee but charge \$25 dollars for the heat. Chair Ober **seconded** the motion and the **motion passed unanimously**.

3.3 Andrew Lawrence – Safety & Roadway Improvements on Lower Bay Road - Mr. Lawrence requested that the Selectmen address safety on Lower Bay Road and asked if the Board could do something during the proposed construction project? Mr. Lawrence explained that the 25 mph signs have been replaced with 30 mph signs near the DeMatos, so the residents would like to see the signage increased (pedestrian & animals) and the speed limit reduced to 25 mph with raised & painted crosswalks. Chair Ober replied the Town has been told that they cannot do anything with the speed limits until they own the road. Chair Ober explained that additional costs could not be added to the State project because the bond still needs Town Meeting approval and the Town does not own the road. Judy Robertson stated the emphasis is on safety and they have all had near misses on that road. Selectman North suggested the request be placed on the Selectmen's agenda after the Lower Bay Road project has been completed and then the Board can discuss it with Highway, Fire and Police in the interim. Chief Dexter asked if they could place "no thru trucks" on the road for the time being. Chief Hankard stated he would check to see how the police could enforce the sign.

3.4 5:30 PM *Public Hearing* - Conservation Commission's Proposed Purchase of Tax Map 23 Lot 6-5 - Chair Ober opened the Public Hearing at 5:36 p.m. and read the legal notice aloud. Chair Ober closed the public hearing at 5:39 p.m. Chair Ober made a **motion** to authorize the purchase of Tax Map 23, Lot 6-5 with the involvement of the Legal Counsel for a title abstract and title insurance. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Brad Crosby noted a public hearing still needs to be held with the Conservation Commission. The Board reviewed comments from Attorney Mansfield regarding the forester contract. Selectman North had a follow up question for the Attorney.

3.5 Special Detail Fund - Chief Hankard stated he is looking to spend detail funds on two ballistic vests and one "go bag" of medical gear for the cruisers. Selectman Olmstead made a **motion** to approve \$1,422.94 dollars out of line 4210.629 and \$1,325.90 dollars out of line 4210.629. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.6 Non-Public Session under RSA 91-A:3 II (I) - Selectman Olmstead made a **motion** to go into non-public session at 5:54 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 6:14 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**.

3.7 Review of 8/7/2001 Cioffi v. Sanbornton et al Court Order - TA Ambrose stated the Board has a copy of the court order and the corresponding meeting minutes.

Selectman North suggested a reminder notice be sent out after Town Meeting to various boards/committees per this document.

3.8 Installation of Utility Poles - The Board agreed that Director Van Tassel would handle these determinations going forward.

3.6 Belknap County Economic Development Council - Nina Gardner to attend the BCEDC's annual meeting.

4.0 Other Business

4.1 Election/Town Meeting Preparation - The Board reviewed.

5.0 Selectmen's Reports

5.1 Update on the work of the Recreation Commission - Selectman Olmstead provided an update.

5.2 Update on the work of the Planning Board - Chair Ober provided an update.

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: 2/21/2018 -The Clerk signed.

7.0 Review & Approve Minutes

7.1 BOS Meeting 2/28/18 draft - Members of the Board reviewed the draft meeting minutes of February 28, 2018. Selectman North made a **motion** to accept the draft meeting minutes of February 28, 2018 with changes. Chair Ober **seconded** the motion. The **motion passed unanimously**.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 6:44 p.m. Chair Ober **seconded** the motion and the **motion passed**.

10.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, March 14, 2018 @ 6:15 p.m.** at the **Sanbornton Central School**.

Respectfully submitted,
April Rollins, Administrative Specialist

(These minutes are in draft form and are subject to review & approval at the next regularly scheduled Selectmen's meeting. Meeting minutes are not official unless they are viewed on the Town's web-site www.sanborntonnh.org or are on file with the Town Clerk.)

Approved 3/21/2018

Selectmen's Clerk

3/7/2018

BOS Approved