

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

March 21, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, March 21, 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 were also present.

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

3.1 Elected Officials Oaths of Office – The meeting started by the swearing in of Tom Salatiello by Selectman John Olmstead. All remaining elected officials were sworn in by John Olmstead as a group. Sworn officials included Kate Osgood elected to the office of Budget Committee, Paula Grasse and Grita Olmstead were elected to the office of Library Trustees, Carrie Coldwell was elected to the office of Cemetery Trustee, Cheryl Anderson was elected to the office of Supervisor of the Checklist and all elected officials signed their oaths. Selectman North encouraged all newly elected officials to complete training on the NHMA website. TA Ambrose referenced the volunteer policy on the Selectman's page on the Town's website as a good resource for newly elected officials, as well.

2.0 Public Comment – Charles Flanders approached the BOS with clarification questions on Article 9, which reflects funding roadwork on Lower Bay Road. Mr. Flanders asked for clarification on what "repair" meant in the article. He also asked about the status of the project and whether or not it has been approved and going forward. Johnny Van Tassel, Highway Department Director was asked to approach the BOS to help answer the questions that Charles Flanders had, which included whether or not the project has been approved and awarded, of which Mr. Van Tassel answered yes, and that GMI was awarded this project. Another question was if there is a final sign off before it is awarded or has that been done. Selectman North stated that GMI has already been awarded the contract. Mr. Flanders asked if the funding part of the piece was discussed at the town meeting. Selectman North confirmed that it is subject to approval at the town meeting. Mr. Flanders mentioned that he had an additional list of questions that he brought with him and offered to leave with the BOS and have them answer at a later time. He asked if there are any further bid documents and if the whole project is based on the RFP. Mr. Van Tassel replied that the project was large, but simple and the Highway Department would do a lot of the prep work and that it would be more so road repairing than rebuilding. Selectman North clarified the details of which road(s) entailed Article 9, which were the town-owned portion of the one sixth mile from Lower Bay Road, from Upper Smith Road, to Leavitt Road and to repair Collieson Road, Ellis Farm Road, and Skyline Drive, to complete that section of town. Mr. Flanders stated that his concern was more on the RFP, than with Article 9. TA Ambrose clarified that there will be a contract prior to the project starting. Mr. Van Tassel stated that payment is done upon completion

of work. Selectman North stated that the bid has been awarded, but the contract has not yet been signed and that specific details will be addressed in the contract. Mr. Flanders stated his concern about the bid changing once the contract has been fine-tuned. Selectman North stated that should there be a change that will affect the bid, a change order form will be submitted. Mr. Flanders stated his concern about bids without specs and without processes and specs could cause a change order. TA Ambrose suggested that Mr. Flanders and Mr. Van Tassel arrange a meeting at a later date, prior to the signing of the contract to continue their discussion. All parties agreed. Selectman Salatiello asked Mr. Flanders for his suggestions and his reply was to add more detail such as specs in the RFP. Selectman Salatiello suggested that they both take a ride so that Mr. Flanders could get a concise visual of the project's location and other information. A question arose about whether or not the state portion of the road has been awarded and Selectman North's reply was yes and that it was not the same contractor.

3.0 Business

3.2 Voting on the Election of Officers & Liaisons - TA Ambrose referenced the Selectman's Guidelines on voting for the officers for the title of Chair, Vice-Chair and Clerk. Selectman Olmstead made a motion to elect Tom Salatiello as Clerk for 2018-19 BOS and Selectman North seconded the motion. Selectman Tom Salatiello asked to clarify what a Clerk does and TA Ambrose referenced the Selectman's Guidelines and read the responsibilities of the Clerk. The motion passed unanimously. Selectman Olmstead made a motion to elect Katy North as Vice-Chair for the 2018-19 Sanbornton BOS. Katy North replied that she would prefer to hold the title of Chair, rather than Vice-Chair. Selectman Olmstead stated that another motion needs to be made in this regard. Kathy North made a motion that she be elected as Chair for 2018-19 Sanbornton BOS. Selectman Tom Salatiello seconded the motion. The motion passed, Selectman Olmstead was opposed. Selectman North made a motion to elect John Olmstead Vice-Chair for 2018-19 BOS, second by Selectman Salatiello. All were in favor and the motion passed. Liaisons for boards and committees followed and then department liaisons. Committees and appointed liaisons are as follows: Budget Committee (Selectman North), Capital Improvements Committee (Selectman North), Cemetery Trustees (Selectman Salatiello), Historic District Commission (Selectman Salatiello), Planning Board (Selectman Olmstead), Recreation Commission (Selectman Olmstead), which according to Selectman North, are all statutory. Chair North made a motion to appoint the previously referenced liaisons to selected committees. Selectman Olmstead seconded the motion and the motion passed unanimously. Chief Paul Dexter of the Sanbornton Fire Department mentioned that a liaison should to be appointed for the Franklin Tilton Sanbornton Fire Collaboration Group, of which Chair North offered, but would ask Karen Ober if she would still be interested in continuing to serve as liaison as a citizen. TA Ambrose asked about a liaison for the Conservation Commission and Selectman North offered. Chair North made a motion to amend the previous motion to include the Conservation Commission. Selectman Salatiello seconded the motion and the motion passed unanimously. Representation for the Departments followed. Selectman Olmstead offered to be liaison to the Police Department, Selectman North offered to be liaison the Highway Department and Transfer Station, and Selectman Salatiello offered to be liaison to the Fire Department. Selectman North made a motion to accept the assigned representations. Selectman Olmstead seconded. The motion passed

unanimously.

3.3 Well Water Contamination- 127 Burleigh Hill Road - TA Ambrose referenced correspondence from the health officer with regard to 127 Burleigh Hill Road, where the water has been tested for salinity and the results are provided, as well as a map stating the location of the well and the health officer's recommendation the results stated a high level of salt. The well water contamination policy was included in the packets given to the BOS. One of the suggestions made by the officer was to not salt the road, but TA Ambrose stated that this would create other issues due to this property being at the base of a hill. Selectman North asked Highway Director Johnny Van Tassel to approach the board, where Jan and Don Noyes, property owners of 126 Burleigh Hill Road were also seated. The well is a dug well about 12 to 14 feet by the brook. Mr. Van Tassel explored several options to minimize salt usage but explained that this particular area is not ideal to do so, due to the fact that it is at the base of a hill. Treating the icy roads with something else would not be ideal financially. TA Ambrose stated that the town has adopted the state's policy for well water contamination. It was unknown as to the year the well was dug. It was mentioned that the house itself, was built in the 1700's and the current owners have resided there for 31 years. TA Ambrose stated that since this well was dug on or after 1965, and does not appear to be located closer than 50 feet to the right of way, that it would be subject to item one under the well water contamination policy, with authorization of use of municipal funds to address the issue with a couple of different options. Selectman Salatiello asked if the salt caused the contamination and Mr. Van Tassel's response was that it was very likely. The results of the test were discussed. Sodium was about double the limit and chloride was 1,000 mg where the limit was 250 mg. Selectman Salatiello asked what the recommendation would be to rectify the issue. Mr. Noyes' response was to have a deep well done. He explained that all the appliances in the house have been replaced and a lifetime water heater only lasted two years and its replacement only lasted nine months. They have gone through seven hot water tanks. There is no dishwasher in the house because of the salt. Selectman Salatiello asked what the protocol is for this. Karen Ober's well issue was brought up and discussed as a comparison. Stephen Benoit, who was an attendee at the meeting as a citizen, mentioned that he had the same issue with his well and the town replaced it. This occurred about three years ago. Stephen Benoit was asked to approach the board and explain his experience with his well replacement. Jane and Don Noyes presented the Board with three bids to replace their well, which included filling the old well in the cost. There is one vendor that the Noyeses favor and they would be willing to pay for the difference in cost that the town will pay, should it be more than the allowance. Selectman Salatiello suggested speaking with the Ober's to hear the process of replacing their well, as they had the same situation occur on their property and follow the same process the Noyes' property. TA Ambrose referenced the policy stating that the state takes samples on a monthly basis generally for a period of at least a year to monitor any fluctuations, but the town has the jurisdiction to make a determination when it is suitable. Selectman North stated they will take it under advisement and make a determination at a later date. Selectman Salatiello suggested asking Bill Tobin for further recommendations to help expedite this process. All were in agreement.

3.4 Establishment of a Meeting Schedule - The BOS reviewed guidelines and town report and confirmed that the BOS will meet Wednesdays at 5. Summer schedules were brought up and meetings in the summer with summer residents as well. The decision was

made to meet weekly on Wednesdays at 5 and possibly earlier if needed.

3.5 Establishment of Goals & Objectives – Selectman North made reference to the item on the agenda titled Future Agenda Items and an item to think about for an upcoming meetings is to have the website feature of the month for the month of April. Also for the complaint process the new Zoning Enforcement Officer is working on the research provided and a recommendation is forthcoming. Selectman North mentioned that she had some ideas with regard to the media relations policy. Selectman Salatiello suggested adding items to have a discussion with Belknap County to address some concerns including a 13% tax rate increase. He also mentioned forming a cable committee to research the cable company, franchise agreement and future possible options. TA Ambrose mentioned that a six-month extension was recently signed to give the board time to work with the attorney to establish guidelines and items up for discussion during negotiations. The Board discussed establishing a Franchise Agreement Advisory Committee which would be in effect for 12 months, renewable terms if needed. Selectman Salatiello suggested appointing a new attorney for the town from previous issues mentioned by citizens. In accordance with the guidelines for forming a committee, TA Ambrose referenced that the committee must have a name, number of members desired, the length of term, the mission of the committee, residency requirements, and the date by which the agency will cease to exist. Selectman North made a motion to establish a Franchise Agreement Advisory Committee, to have 4 members and an alternate plus an Ex-Officio Member, to be in effect for 12 months renewable yearly, to review and recommend changes to the franchise agreement(s) relative to services of cable, broadband and telephonic services and bring recommendations to the BOS. Members must be volunteers and residents of Sanbornton and to appoint Stephen Benoit as a member and the acting Chair for the first meeting. The motion was withdrawn and a new motion was made by Selectman North to discuss further next week. Olmstead seconded the motion. It passed unanimously. TA Ambrose suggested another item for future discussion to be the road evaluation, which Selectman North is following up on.

3.6 Monthly Expenditure Report – The BOS reviewed.

3.7 Town Meeting Review –The BOS agreed that all went well. The fund balance was discussed and clarifying what its purpose is. Selectman Salatiello mentioned that voters are not always aware of what these funds are used for and there is a misunderstanding of what its intent is and for future use, people should be better informed of it. Selectman North suggested that for FY 20, the mileage and repairs for vehicles should be included as requested at Town Meeting. Selectman Olmstead suggested adding the down time of the vehicle, as well, but Selectman North disagreed stating that it would be considered micromanaging.

3.8 Non-Public Session under RSA 91-A:3 II (c): Selectman North and Selectman Olmstead explained the reasons for going into non-public sessions to Selectman Salatiello. A motion was made by Selectman Olmstead to enter into non-public session, seconded by Selectman North. The Sanbornton BOS went into non-public session at 7:15 pm and reconvened at 7:35 pm. A motion was made by Selectman North to seal the non-public session minutes and it was seconded by Selectman Olmstead. All were in favor. A decision was made to deed the property tax map 8, lot 23 if payment was not received by the deadline of March 27th, and to schedule a meeting with the ZBA Chair for next meeting.

4.0 Other Business

4.1 Review of 8/7/2001 Cioffi v. Sanbornton et al Court Order - A discussion about holding a meeting to discuss the specifications of RSA 91-A and protocol or a training session so that all members are familiar with the protocol. A suggestion was made that all Chairs attend this meeting and increase awareness of ramifications of violating this statute due to the fact that several lawsuits have been made in the past.

5.0 Selectman's Report – ZBA and Planning Board need to reinstate the clerk's position or ask if the secretary is able to perform the clerk's responsibilities because many responsibilities fall on the Selectmen's Office and they should not be.

6.0 Authorization Signatures: Payroll and Accounts Payable Register - Signature cards were given so that Selectman Salatiello could sign the manifest. A check was signed for Northeast Research Recovery for \$6,509.16, a check for Grant Stickman's Inc. for \$5,751.40, a check for Harvard Pilgrim Healthcare \$28,242.23,

6.1 MS-232 – Report of appropriations actually voted from the town meeting.

6.2 Thank You Letters – Thank-you letters were signed.

6.3 Board Meeting: 3/7/2018 - Correspondence was received from a resident about wording of the zoning amendment on the ballot, and TA Ambrose mentioned that the wording was written by legal counsel. There were public hearings about this amendment which is an amendment to the existing town zoning ordinance as proposed by the Planning Board.

7.0 Review & Approve Minutes - Selectman Olmstead made a motion that the Sanbornton Board of Selectmen minutes from 3/14/2018 be approved with corrections. Selectman North seconded the motion and it passed unanimously.

8.0 Donations – A motion was made to accept the donation of silk orchids estimated at \$5 from Grita Olmstead by Selectman North, seconded by Selectman Salatiello. The motion passed unanimously. A thank you note will be sent.

9.0 Adjournment - A motion was made to adjourn the meeting by Selectman Olmstead at 8:12 p.m., seconded by Chair North.

NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, March 28, 2018 @ 5 p.m**

Respectfully submitted,
Patricia Katis, Per Diem Recording Secretary

Approved on 3/28/18 _____
Selectmen's Clerk