

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

March 28, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, March 28, 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 was also present.

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

2.0 Public Comment - None at this time.

3.0 Business

3.1 Appointment – Debra Schneckloth for Planning Board Alternate - Tabled until next week.

3.2 Terry Rasp – Winnisquam Watershed Network - The Selectmen were provided with copies of the Winnisquam Watershed Network's letter to the Selectmen dated 3/20/18, the Lake Winnisquam Watershed Milfoil Management Funding Request and the Long-term Variable Milfoil Management Plan. Mrs. Rasp explained that the Board was looking for a plan and this one goes through 2023, to reassess the lakes and schedule for testing/treatment or hand pulling with divers. Mrs. Rasp stated there is an area at Black Brook that will be looked at this year while they partner with other watersheds in the area. Mrs. Rasp stated September is the next time that treatments will be applied because less people will be using the lake and it gives them more time to secure funding. Mrs. Rasp noted that residents would be sent notification before treatments take place, so people know not to consume the water. Mrs. Rasp explained that Jay's Marina and Sunray Shores are prime target areas because they are northerly feeders of the lake. Mrs. Rasp stated they have \$31K in committed funds to date, they have established a weed watcher program, applied for moose plate grant funds, printed & distributed educational materials and have some volunteers. TA Ambrose asked how much more funding was needed? Mrs. Rasp replied \$25K and they have not received a commitment from Laconia yet. The Board reviewed the capital reserve fund (CRF) for milfoil/phosphorus and determined that there is \$15K in the account as of 6/30/17 with an additional \$5K to be deposited in 2018 and 2019. Chair North suggested contacting the Trustees of the Trust Funds to see how the funds are invested before making a commitment. The other Selectmen agreed.

3.3 Fire Chief – Vehicle Repair - Chief Dexter explained that he took Car #1 for an oil change a few weeks ago and when they looked under the vehicle they noticed that the rocker panels are rotting out, the vehicle is seven years old with 45,000 miles on it. Chief Dexter stated Hanser Auto Body is willing to do the repairs for \$3K and requested that the funds come out of the vehicle repair & refurbish CRF. Chair North made a **motion** to waive the bid process and sole source the work to Hanser Auto Body. Selectman

Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to allow the repair work on Car #1 which shall not exceed \$3K with the funds to come from the vehicle repair & refurbish CRF. Chair North **seconded** the motion and the **motion passed unanimously**.

3.4 Quotes for Safety Upgrades at Town Facilities - The Board reviewed quotes for safety upgrades at the Town Office and the Transfer Station from Indian Ledges, Granite State Glass and Moonlight Computers. Selectman Salatiello stated he would be abstaining from voting. Selectman Olmstead made a **motion** to accept the bid from Granite State Glass for lexan glass plus the glass in the door of the TC/TC's door at \$1,590 dollars with the funds to come from the town building improvements CRF. Chair North **seconded** the motion and the **motion passed**. *Selectman Salatiello abstained*. Selectman Olmstead made a **motion** to approve the quote from Indian Ledge Services to replace the countertop and reinstall the door at the Assessing Office in the amount of \$1,920 dollars with the funds to come from the town building improvements CRF. Chair North **seconded** the motion and the **motion passed**. *Selectman Salatiello abstained*. Chair North made a **motion** to accept the quotes from Moonlight Computers for DVRs, cameras and setup in the amount of \$565 dollars at the Town Office and \$545 dollars at the Transfer Station. Selectman Olmstead **seconded** the motion and the **motion passed**. *Selectman Salatiello abstained*. TA Ambrose was asked to price out a smartphone for the Transfer Station Manager.

3.5 Highway Department Director – Truck Driver/Equipment Operator Position - Director Van Tassel reported that the department's newest employee, Marc Chandonnet, has given his resignation. Director Van Tassel explained that he would like to utilize the Transfer Station's Attendant and offer him the vacant position. Director Van Tassel and the Board discussed the person obtaining their CDL license within 12 months. Selectman Olmstead made a **motion** to accept the resignation of Marc Chandonnet effective 3/29/18. Chair North **seconded** the motion and the **motion passed unanimously**. The Board will schedule a non-public and review a P.A.F. next week. The Board asked Director Van Tassel to contact Underwood Engineering and ask them to attend a BOS meeting. The Board gave Director Van Tassel permission to advertise the replacement of truck #3 (chassis) with a deadline of April 10th and advertise for equipment with a deadline of April 17th. Director Van Tassel informed the Board that he an estimate to reclaim & repair Hermit Woods Road in the amount of \$85,600 dollars from GMI Asphalt and there is \$135K in the highway block grant account remaining. Chair North made a **motion** to move forward with the Hermit Woods Road estimate in the amount of \$85,600 dollars from GMI and waive the bid process. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Director Van Tassel explained that the flatbed F550 was supposed to go to the Transfer Station but it needs to go to auction in accordance with the warrant article, so his department has an F250 (truck #6) that can be given to the Transfer Station after repair of the rust and then he can purchase a new F350 at around \$50K. Chair North made a **motion** to have the Highway Director repair truck #6 and send it to the Transfer Station for buildings & grounds maintenance then purchase an F350 with a plow up to \$50K from the highway block grant, to accomodate the sander purchased last year. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

3.6 Franchise Agreement Advisory Committee - TA Ambrose stated the Board tabled

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this last week but discussed this committee being comprised of four members, an Ex-Officio and an alternate. TA Ambrose offered to advertise for membership to the committee and issue a press release. Chair North made a **motion** to establish a Franchise Agreement Advisory Committee for 12 months consisting of four members, an Ex-Officio and an alternate, to review the Town's franchise agreements for broadband and internet with recommendations to the BOS. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to amend the previous motion to reflect term expirations of March 15, 2019. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

3.7 Old Town Hall Rental Application - Selectman Olmstead made a **motion** to approve the Town Hall rental application from the Library to hold a presentation about black bears by Ben Kilham on May 3, 2018 and to waive the fees. Chair North **seconded** the motion and the **motion passed unanimously**.

3.8 Website Feature of the Month - The BOS discussed placing new employees as feature of the month.

3.9 Non-Public Session under RSA 91-A:3 II (c) - Selectman Salatiello stated at some point he would like to have a conversation regarding non-public sessions because he can't tell if what is being discussed has any merit, so he will be voting no and feels the Board should be cautious with non-publics held to a minimum. Selectman Olmstead made a **motion** to go into non-public session at 7:13 p.m. Selectman North **seconded** the motion. Roll call vote, Salatiello – nay, North– aye and Olmstead–aye. The Board reconvened the public session at 7:55 p.m. Chair North announced that no decisions were made. Chair North made a **motion** to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed**.

4.0 Other Business

4.1 General Assessing & Revaluation Contracts - Chair North made a **motion** to sign the general assessing contract for December 1, 2017 through June 30, 2018, not to exceed \$10,800 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair North made a **motion** to sign the Update Contract 2018 (revaluation), not to exceed \$38K. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the Cross Country Appraisal Group invoice in the amount of \$3,175 dollars which is dated 3/25/18. Chair North **seconded** the motion and the **motion passed unanimously**.

4.2 Town Compensation Spreadsheet - TA Ambrose to complete for the Board's review at a future meeting.

4.3 Review of 8/7/2001 Cioffi v. Sanbornton et al Court Order - TA Ambrose reported that she has followed up with the NHMA on 91-A training (2 hours) and it is \$550 dollars regardless of the number of attendees.

4.4 Forrester Agreement - TA Ambrose reviewed changes made to the agreement suggested by Legal Counsel. Chair North made a **motion** that the BOS recommend approval of the Town Forrester Agreement with Jon Martin to the Conservation Commission. Selectman Salatiello **seconded** the motion and the **motion passed unanimously**.

4.5 E-mail from the Solid Waste Committee - NRRRA Conference will be held on May 20th and 21st in Manchester. TA Ambrose noted putting names on used oil is not

statutory but is a best management practice. TA Ambrose stated the committee has implemented two new policies regarding attendance and a task protocol.

5.0 Selectmen's Reports

5.1 Selectmen's Meeting Guidelines on Meeting Agenda - The guidelines will be added back on the agenda.

5.2 Transfer Station Operations Manual - Chair North stated corrections still need to be made before adoption.

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: 3/14/2018 -The Clerk signed.

7.0 Review & Approve Minutes

7.1 BOS Meeting 3/21/18 draft - Members of the Board reviewed the draft meeting minutes of March 21, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of March 21, 2018 with changes. Chair North **seconded** the motion. The **motion passed unanimously**.

8.0 Non-Public Session under RSA 91-A:3 II (c) - Tabled until next week.

9.0 Donations - None at this time.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:50 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, April 4, 2018 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved on 4/4/18 _____
Selectmen's Clerk