

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

February 15, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, February 15, 2017 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. **Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.
2. **Public Comment** - None at this time.

3. **Business**

3.1 Department of Public Works Update

3.1a Lower Bay Road Paving Project Phase I - Bid Selection - TA Ambrose provided the Selectmen with a one page hand out of the Lower Bay Road paving project's bidders. GW Brooks was low bidder at \$663,641 dollars. Director Bordeau explained this proposed project would pave from Leavitt Road to Black Brook Road, which is near the State's portion for mobilization purposes. Director Bordeau informed the Board that GW Brooks is a family owned business and the Belmont DPW Director had nothing but good things to say about their work. Selectman Ober asked where the other \$63K was going to come from because there has only been \$600K appropriated for the roads. Director Bordeau replied there is \$30K in the highway block grant and \$67K in the capital outlay. Selectman Ober noted the capital overlay funds was supposed to be for other projects and suggested the project scope be reduced. Selectman North asked if GW Brooks would tell Director Bordeau how far the \$600K would get the Town because we do not want to cut the DPW budget too close plus there is still mud season. Director Bordeau expressed concern with not making enough progress by cutting the project short. Selectman Ober replied it had been years since the Town did anything to the roads but now we have a good five years' worth of progress to the main roads, so now we are looking at the extremities. Selectman Ober stated the worst part of the road is from Earl Leighton's field to Black Brook Road plus the hill. Selectman Ober suggested doing the Leavitt Road section (hill) in the spring if there is enough funds left over then continuing on with the project after June. Director Bordeau replied that may just work and he would discuss the project further with GW Brooks.

3.1b Budget - Director Bordeau reported that the sand and salt funds are almost gone, the Town is in the red by \$15K. Director Bordeau noted the hired snow removal will also be over by \$300 dollars next week but there is \$21K left in the overtime line and the vehicle repairs line is running low at \$4,759 dollars. Director Bordeau and the Selectmen reviewed the remaining expenditures in the DPW budget. There was a brief discussion regarding removing the snow from the Town Building's roofs. Director Bordeau and Fire Chief Dexter to evaluate.

3.2 Town Hall Steward - Bathroom Heat - Steward Ober explained that he contacted Rymes around Christmas time to service the gas heater, which needed a part and they still have not come back. Steward Ober recommended that electric baseboard be installed. Chair

Olmstead made a **motion** to remove the existing gas heater in the bathroom and replace it with an electric baseboard. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.3 Solid Waste Disposal Committee (SWC) Policies & Procedures Review - The Board reviewed the existing SWC Policies & Procedures. Selectman North stated they need to be reworked to fall in line with the new job descriptions and organizational chart. Selectman Ober made a **motion** to amend the SWC Policies & Procedures as discussed and approve as newly written. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose to amend for signature next week.

3.4 Policy - Board/Committee Meetings on Important Town Dates - TA Ambrose provided the Selectmen with a proposed "Policy Regarding Meetings on Important Dates". A few recommended changes were made. Selectman Ober made a **motion** to accept the "Policy Regarding Meetings on Important Dates" with the changes. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose to amend for signature next week.

3.5 Monthly Expenditure Report - January - The BOS and TA Ambrose reviewed.

4. Other Business

4.1 Budget update - TA Ambrose stated the budget hearing was held last night and she has the 2017 Town Warrant for the Board to sign. Selectman North added the Budget Committee will hold another meeting to sign the MS-737 and vote on the bottom line budget. Administrative Specialist (AS) Rollins stated the words "signatures are on file" have been placed on the MS-737 form in the Town Report, so it could be printed. AS Rollins noted the Town Report was sent out today.

4.2 Town Meeting Preparations - TA Ambrose asked the Board to consider who will deliver the prayer for Town Meeting. The Board will discuss all other preparations at a future meeting.

4.3 Town Office - Closure - The Town Office will be closed on February 20th in observance of President's Day.

4.4 Thornton & Associates - Wage Classification Study - TA Ambrose reported that the survey has been extended until February 24th.

5. Selectmen's Reports

5.1 Volunteer Policy - Selectman North informed the Board she has a draft of the Volunteer Policy and asked if they would like a brief description & scope for each committee plus all of the applicable statutes. Chair Olmstead and Selectman Ober agreed that is a great idea. BOS to review next week.

5.2 Division of Motor Vehicle - Server update - TC/TC Davis stated her office would be open Friday, 2/17 and Tuesday, 2/22 but she would not be able to process any motor vehicle transactions but would be conducting other business.

5.3 Policy for "Interfering with Town Business on Town Property" - There was a brief discussion regarding creating a Policy for "Interfering with Town Business on Town Property" due to recent complaints, as well as past complaints.

5.4 Town Administrator - Selectman Ober stated she would like to go on the record because there were comments made about the Town Administrator not being present at the Budget Committee's Public Hearing. Selectman Ober stated the entire Select Board was in

attendance and the Town Administrator works for the Selectmen and was not asked to attend. Selectman North added historically the Town Administrator has not attended the budget hearing, the only time they have was when the Town Administrator was a resident.

5.5 Town Building Maintenance - The Selectmen will request a prioritized list of each of the Town's Building's need from Department Heads, in order to start looking at a funding schedule. TA Ambrose to follow up with Department Heads.

5.6 Lakes Region Planning Commission - Commissioner Appointment - Selectman Ober took the Oath of Office with her term to expire on 3/16/2019

6. **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.
7. **Review & Approve Minutes**
 - 7.1 **BOS 2/8/17 draft** - Members of the Board reviewed the draft meeting minutes of February 8, 2017. Selectman Ober made a **motion** to accept the draft meeting minutes of February 8, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.
8. **Donations** - Selectman North made a **motion** to accept the donation of sympathy cards from Karen Ober, in the amount of \$8 dollars. Chair Olmstead **seconded** the motion and the **motion passed**. Selectman Ober abstained.
9. **ADJOURNMENT** – Chair Olmstead made a **motion** to adjourn the meeting at 7:25 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.
10. **NEXT MEETING(S)** – The Board will hold a **Public Hearing** on **Tuesday, February 21, 2017 @ 5 p.m.** at the Town Office, regarding petitioned Warrant Article #12. *TC/TC Davis suggested an alternative meeting place be prepared, in case the Town Office reaches capacity.* The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, February 22, 2017 @ 5 p.m.** at the **Town Offices**.

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.sanbortnonnh.org or are on file with the Town Clerk.)