

# DRAFT

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*December 21, 2016*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 21, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober and Selectman Katy North. Town Administrator, Katie Ambrose was also present. Selectman John Olmstead was absent.

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

**2.0 Non-Public Sessions Under RSA 91-A:3 II (a)** – Selectman Ober made a **motion** to go into non-public session at 5:03 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–nay. The Board reconvened the public session at 5:16 p.m. Selectman Ober announced that a decision was made to regretfully place Benjamin Burlingame on administrative leave until further notice and the board voted unanimously to seal the minutes.

**3.0 Public Comment** - None at this time.

### **4.0 Business**

**4.1 Kathleen Driscoll - Sick Leave** - Ms. Driscoll asked if she could cash out her sick leave for the year. Selectman Ober replied the Town does not have a policy in place for paying out for sick leave.

**4.2 Roy Clark - Extension of Annual Leave** - Mr. Clark requested to carry over 40 hours of annual leave because the DPW is under staffed plus it's winter. There was a brief discussion of annual leave being increased on the employee's anniversary date and whether or not it should be given on January 1st. There was also discussion of personal leave not being awarded until after a year, so if an employee starts employment in November the time needs to be used by the end of the year. Selectman Ober made a **motion** to authorize Roy Clark to carry over 40 hours of annual leave through June of 2017. Selectman North **seconded** the motion and the **motion passed unanimously**. TA Ambrose was asked to review the Town's Annual & Personal Leave Policies.

**4.3 Trustee of the Trust Funds - Appointment** - Selectman Ober informed Ms. Mercier that if she would like to remain a Trustee, she would need to file for candidacy for the 2017 Town Meeting. Ms. Mercier explained that she may not be in Town during that time and has TC/TC Davis checking to see if she can file, if she is not present. Selectman Ober made a **motion** to appoint Abigail Mercier as a member of the Trustee of the Trust Fund until March of 2017. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Ms. Mercier.

**4.4 Conservation Commission - Appointments** - TA Ambrose provided the Board with appointment forms for Doug Surette to be a full member until 2019 and Mark Ledgard to be an alternate until 2017. Neither candidates were present and the appointments were tabled.

## **5.0 Other Business**

**5.1 Holden Engineering** - TA Ambrose reported that the digging of the test pits were cancelled by the DPW Director due to inclement weather and Holden will be renting an excavator to dig the pits in January.

**5.2 Audit** - TA Ambrose stated there are still concerns with another level of review for the Treasurer's internal controls. TA Ambrose offered to draft a management response for the Selectmen to review at their next meeting.

**5.3 Job Description reviews - Zoning Enforcement Administrator** - Selectman North stated she has met with PB Chair Evelyn Auger and Planner Ward but this description will need to be reviewed again. Selectman North noted the Town has a Zoning Enforcement Administrator job description and she has taken out some of the redundant language and consolidated it. Selectman Ober stated she would like to see this position more regularly for updates, once every two months. Selectman Ober made a **motion** to approve the amended Zoning Enforcement Administrator job description. Selectman North **seconded** the motion and the **motion passed unanimously**. *Town Planner* - Selectman North stated this job description is on hold and the economic development function need to be done within the 26 hours but the Selectmen need a break-out of the tasks which is noted in the joint meeting minutes between the Planning Board and Selectmen. Selectman North quoted RSA 673:16's first paragraph and noted that the Planner's date of hire is June 15, 2006. Selectman North stated she would review this job description again for amendments. Selectman Ober made a **motion** to amend the Town Planner's job description, so that the position is reporting to the Town Administrator on behalf of the Selectmen and is hired by the Selectmen.

**5.4 Town Report Cover** - Tabled until next meeting.

**5.5 Direct Deposit** - TA Ambrose explained that there was a meeting with Franklin Savings Bank, Finance Officer Petraszewski, Treasurer Cobb & TC/TC Davis this morning and we hope to go live with direct deposit in January but the bank wants it documented that the Selectmen approve moving forward. Selectman North expressed concern with FSB's recent changes and some recent experiences. The Board would like to meet with Treasurer Cobb to discuss the matter further.

**5.6 Meeting Minutes and Posting of Agendas per RSA 91-A** - Selectman North reported that TC/TC Davis is still having problems with receiving meeting minutes from the Fire Department Regionalization Study Committee and there have been repeated violations of RSA 91-A. TA Ambrose read from the last set of meeting minutes, which state there was a discussion for an hour and a half. Selectman North expressed concern with the committee's documentation & procedures, she feels they need to be roped back in by the Board. Selectman North noted the minutes are being drafted of opinion and only reflecting one side of the conversation. TA Ambrose noted other municipalities should not be documenting the Town's minutes, we should be. Selectman North replied even if the meetings are held at different Towns, it is still a meeting and should be posted. Selectman North stated she feels this committee has gone outside the scope that the Selectmen have charged them with and it may be time to disband this committee because they are not doing what was asked of them, they are negotiating and become part of the problem and not the solution. TA Ambrose was asked to schedule a joint meeting on 1/11/17.

## **6.0 Selectmen's Reports**

**6.1 Social Media Policy** - Selectman North stated the Town has a social media policy and it does allow for a "FaceBook" page. Selectman North explained as a Selectman she supports the Town's website because it is official but does not support other social media sites. Selectman North suggested a memo be sent out to Department Heads regarding the policy and a memo be sent out to Elected Officials reminding them of the Town's Code of Ethics.

**6.2 Solid Waste Disposal Committee** - Selectman Ober provided an update.

**7.0 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.

**7.1 Personnel Action Forms** - The Board signed.

**7.2 Audit Representation Letter** - Selectman Ober made a **motion** to have the Selectmen's Clerk sign the audit paperwork. Selectman North **seconded** the motion and the **motion passed unanimously**.

## **8.0 Review & Approve Minutes**

**8.1 12/14/16 draft** - Members of the Board reviewed the draft meeting minutes of December 14, 2016. Selectman Ober made a **motion** to accept the draft meeting minutes of December 14, 2016 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

## **9.0 Donations** - None at this time.

**10.0 ADJOURNMENT** – Selectman Ober made a **motion** to adjourn the meeting at 7:06 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

**11.0 NEXT MEETING (S)** – The Board of Selectmen's next scheduled meeting will be held on **Wednesday, January 4, 2017 @ 5:00 p.m.** at the **Town Offices**. The Selectmen will **not** meet on **December 28, 2016**.

Respectfully submitted,  
April Rollins, Administrative Specialist