

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

December 14, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 14, 2016 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 Sanbornton Senior Housing Advisory Group (SSHAG) - Walter Strauch, Gail Morrison, Dick LeClerc, Ian Raymond, Reverend Ruth Martz and Dana Nute were present. Lynn Chong and Tibor Farkas were not present. Gail Morrison explained that the SSHAG started meeting this past Fall and what brought about the meeting was the discussion of all of the other surrounding communities having facilities to offer people to age in place but our Town has never been able to get there. Gail Morrison stated in 2005 the Town turned back property for Senior Housing, there have been surveys and a hearing on its viability, in an effort to get this rolling again. Gail Morrison stated centrality became an issue for things like walking to services and there are several locations in Town that would qualify. Dick LeClerc explained the land qualifies based on acreage (8 acres or more) and the group has not contacted anyone yet but there is some land within the two mile area of the center of the Town's village. Gail Morrison stated they have been looking for assistance and have had discussions with the Laconia Area Community Land Trust's (LACLT) Linda Harvey, which is currently working on a project with Gilford and Sal Stevens-Hubbard has also been very helpful. Dana Nute stated he met with NH Housing today and they have \$30K in grant funds available that could be used for development costs such as surveys, drawings, environmental or historical studies, etc. Reverend Martz explained that she has members of the Congregational Church that would be interested in this and used Richard Currier as an example. Reverend Martz noted transportation would be an advantage because seniors would not need to drive, if they were closer and some of them are from Franklin or Laconia, not exclusively Sanbornton. Dana Nute explained if the housing was under a non-profit (RSA 72:23(k)) then they would pay property taxes but not the School's portion, which would bring \$18K-\$20K to the Town. Bill Whalen stated the last time this was discussed the land was free, so now there is a hurdle for a starting point then you need to find people to live there and who will build it. Gail Morrison explained they need the best site possible, which is critical for tax credits and the LACLT as a partner because the process is very competitive. Gail Morrison stated they are looking at the Bodwell property with the addition of some land from the neighbors because it would be the best location for access to the Church, Library, Town, Post Office, Historical Society and Emergency Services. Selectman Ober stated that land was purchased to protect the access to the Town Hall and put a Town Office complex in that area. Selectman North thanked the group for coming together and bringing Senior Housing before the Selectmen because this is the first time. Selectman North stated the aging elderly population voted this out in 2014, in 2007 a piece of land (2 acres) was land purchased for \$49,500 dollars Tax Map 26.047 specifically to protect the horizon behind the three historical building. Selectman North stated in 2002 the original piece of property purchased was the Tax Map 26.046 known as the Taylor, Morse & Stevenson property. Selectman North noted there are

actually three pieces of land and the Housing & Urban Development funds were discussed during Town Meeting but there was concern over the housing being for 55 year olds and potentially children, which is why the warrant article failed. Gail Morrison stated the group was hoping the Town would donate the land (6.1 acres total). Selectman Ober explained the Board is waiting for the engineering study on the Town's buildings before any decisions can be made. Those in attendance reviewed the list of Town owned properties in the Annual Report. Selectman North noted there were plans when Patsy Wells was on the Board but she can not find the drawings and the plan was to protect the horizon.

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

3.0 Public Comment - None at this time.

4.0 Business

4.1 Trustees of the Trust Funds - Appointment - TA Ambrose stated she has not received responses from Abigail Mercer or Evelyn Auger. Tabled.

4.2 Library Biannual Payment - Selectman Ober made a **motion** to authorize the release of the Library's second half payment, in the amount of \$60, 902 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.3 Fire Chief - Extension of Annual Leave - Chief Dexter requested to carry over 52 hours of annual leave through February of 2017 or he would lose it. Selectman Ober made a **motion** to authorize the Fire Chief to carry over 52 hours of annual leave through February of 2017. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.4 Capital Improvements Program - TA Ambrose provided the Board with the CIP Plan for the years 2018 through 2023. The Selectmen reviewed.

4.5 Personnel Action Form - New Hire - Raymond Dow was present. The Board conducted a brief interview. Chair Olmstead made a **motion** to hire Raymond Dow as the new DPW Truck Driver/Laborer. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.6 Disposal Agreement/Excess Ditch Fill Form - Chair Olmstead made a **motion** to approve the new Disposal Agreement form. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.7 Snow Fence Agreement - Selectman Ober made a **motion** to approve the new Snow Fence Agreement form. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

4.8 Road Maintenance Equipment Purchase - DPW Director Bordeaux requested \$8,100 dollars be used from the highway block grant funds to purchase a Billy Goat leaf vac and a 10' heavy duty trailer to continue maintenance of the Town's paved swales and erosion stone lined ditches. Selectman Ober made a **motion** to approve the purchase of a "Billy Goat" leaf vac and a 10' heavy duty trailer up to \$8,100 dollars from the highway block grant with the stipulation that a sale price be checked on. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

4.9 Highway Garage Heating System - DPW Director Bordeaux reported that there are still issues with the garage's heating system and a different company, besides the installer, has diagnosed the problem and provided a quote. DPW Director Bordeaux stated that the heating system was not installed or labeled correctly. TA Ambrose suggested that the original installer be contacted to correct the issue before hiring a different company,

since that is what the insurance company would do in the event of a claim. Chief Dexter stated the original installer needs to be given the opportunity to fix it then the Town can move forward. TC/TC Davis urged the Board to hire a maintenance person instead of waiting five years to address these kinds of issues, someone is needed on staff now. The Board requested that DPW Director Bordeau contact the company that installed the heating system.

4.10 Snow Removal Ordinance - DPW Director Bordeau stated he would like to post a reminder about the ordinance for safety reasons in the paper. The Board agreed.

5.0 Other Business

5.1 Well Test Results - Hunkins Pond Road - DPW Director Bordeau stated that section of the road will still need to be treated with salt but it could be treated less and a swale cannot be built at this time of year, so in the Spring sure. Selectman Ober suggested testing the well in Feb./March and again in April/May. TA Ambrose was asked to contact the property owners.

5.2 Holden Engineering - TA Ambrose stated Holden will be starting to send out Consultants and on December 20th the Town will need to dig the test pits for the project. TA Ambrose read a memo from Holden on the next steps for the project. TA Ambrose was asked to notify the residents that the Consultants would be in the area reviewing properties and taking pictures. A "NIXLE" alert will also be sent out by the P.D.

5.3 Budget Review - Selectman Ober made a **motion** to approve the Conservation Commission budget at \$1,824 dollars. Chair Olmstead **seconded** the motion and the **motion passed**. *Selectman North abstained*. Selectman Ober made a **motion** to approve section 4902 of the budget at \$34,468 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to approve section 4909 of the budget at \$600,000 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to approve section 4915 of the budget at \$275,000 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman Ober made a **motion** to approve the warrant article for the police cruiser at \$33,000 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

5.4 Job Description reviews - *Zoning Enforcement Administrator* - Selectman North stated she can not find where the Board approved this job description but did find plenty of discussion about it. Selectman Ober made a **motion** to have Selectman North amend the Zoning Enforcement Administrator job description for next week. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. *Town Planner* - Selectman North reported the Planning Board will be reviewing the description then giving it back to us with the addition of economic development, historic preservation, etc. Selectman North noted that the joint meeting minutes of the Selectmen & Planning Board reflect that if extra hours are needed a request should be made to this board but the position has gotten bigger than what it was and it never came back to this table. Selectman North stated the Town Planner's job is advisory not statutory, so if his time goes over the 29 hours it needs to be brought to TA Ambrose or the Selectmen, not the Planning Board.

5.5 Town Report Dedication & Cover - Selectman Ober made a **motion** to accept the estimate from R.C. Brayshaw & Co., Inc. in the amount of \$771.92 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. The report's cover was tabled until next week. Selectman North signed the estimate.

5.6 Board of Selectmen Operational Guidelines & Handbook - Tabled.

5.7 Town Hall Rental form - Selectman Ober made a **motion** to allow Dana Nute of the

Congregational Church the rental of the Town Hall for the assembly of shutters, plus the rental fee is to be waived. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.0 Selectmen's Reports

6.1 Recreation Commission - Selectman Ober reported that the Recreation Commission's meeting was cancelled. TA Ambrose was asked to schedule a joint meeting in January.

6.2 Historic District Commission (HDC) - Chair Olmstead provided an update and noted the Town Planner was discussed. Selectman North replied the Town Planner started attending meetings and scheduling times, the Selectmen never made a motion for him to serve on that commission. The Board reviewed a letter submitted by the HDC. Selectman North stated there was no vote but a need was created out of a vacuum.

6.3 Budget Committee - Justin Barriault has been appointed. TA Ambrose or TC/TC Davis to follow up on the Oath of Office form.

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 Capital Alarm Systems - Monitoring Contract - The Board signed.

8.0 Review & Approve Minutes

8.1 12/07/16 draft - Members of the Board reviewed the draft meeting minutes of December 7, 2016. Selectman Ober made a **motion** to accept the draft meeting minutes of December 7, 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 7:53 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, December 21, 2016 @ 5:00 p.m.** at the **Town Offices**. The Selectmen will **not** meet on **December 28, 2016**.

Respectfully submitted,
April Rollins, Administrative Specialist