

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*December 7, 2016*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 7, 2016 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.

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

**2.0 Non-Public Sessions Under RSA 91-A:3 II (a) & (c)** - Chair Olmstead 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–aye. The Board reconvened the public session at 6:37 p.m. Chair Olmstead announced that no decisions were made, a procedural discussion took place during both non-publics to avoid any misunderstanding or disciplinary action and the board voted unanimously to seal the minutes. TC/TC Davis asked if something had changed in the law because the board should be coming out of non-public to announce a decision then going back into non-public under a different subject matter, the process should be transparent so it shows the time of each. TA Ambrose replied she disagrees but would check with the NHMA. TC/TC Davis asked to be copied on the NHMA's response.

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

### **4.0 Business**

**4.1 Trustees of the Trust Funds - Resignation & Appointment** - Selectman Ober made a **motion** to accept with regret Gail Morrison's resignation from the Trustees of the Trust Funds. Selectman North **seconded** the motion and the **motion passed unanimously**. TA Ambrose explained that she received Abigail Mercer's contact information this evening and will be contacting her to see if she is interested in the vacancy. Selectman Ober asked Evelyn Auger if she would be willing to fill the position with her past experience as a Trustee. Evelyn replied she would consider it and get back to the Board.

**4.2 Well testing results for Hunkins Pond Road** - TA Ambrose stated a report has been submitted by Health Officer Tobin recommending that section of road be posted "no salt" and that he observed a change in the road's elevation due to the "Y" project, so a swale may be needed to redirect the flow of water. Selectman Ober stated the Town needs to do something down there because the water all wants to go that way, it needs to be redirected without creating other problems. TA Ambrose asked if it should be posted "no salt"? Selectman Ober replied that section of road can be hard to get up during the winter because it is the start of a hill and suggested discussing this further with DPW Director Bordeau.

**4.3 Town Report Printing, Dedication & Cover** - Administrative Specialist (AS) Rollins explained that last week R.C. Brayshaw contacted the Town because they thought last year's payment was not made but in fact, the check had been misplaced. R.C. Brayshaw then sent an invoice showing a credit of \$898.08 dollars. AS Rollins stated she went back and checked last year's invoice which was \$2,366 dollars, which was the final

figure that included the 25 spiral bound copies and a subsequent invoice was never received. AS Rollins requested that the bid process be waived for this year because she had a great working relationship with R.C. Brayshaw last year, barring the financial mix up. Selectman Ober made a **motion** to waive the bid process for the Town's Annual Report. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. A copy of this year's deceased was provided for a potential "In Memoriam". The Board will discuss the Dedication further next week.

**4.4 November Expenditure Report** - The BOS reviewed.

**4.5 Draft Audit Review** - A copy of the draft Audit Report was provided for review. TA Ambrose stated the audit will be finalized within the next week or two. TA Ambrose called the Selectmen's attention to the Segregation of Duties section, which she feels Vachon & Clukay have the Town's process switched around and there may be a misunderstanding of the Treasurer's role. TA Ambrose noted she would have the Finance Officer and Treasurer discuss the process and internal controls further with Vachon & Clukay, so it gets noted in the audit correctly.

### **5.0 Other Business**

**5.1 Budget Review** - TA Ambrose reported that the Health Insurance figures have been finalized but the \$9,500 dollar deductible per employee has not been addressed and there is an increase of 10%-12% projected on average. The Selectmen had a brief discussion and decided to increase the appropriation from \$340K to \$355K. TA Ambrose stated the Conservation Commission budget has not been voted on either. Selectman North replied she would check with the Conservation Commission's Chairman regarding their budget. Tabled until next week. TA Ambrose noted she would have the Capital Improvements Program next week as well. Selectman North made a **motion** to amend 4155-210 to \$355K, with a new total of \$619,174 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Selectman Ober noted there has been discussion of placing \$1K in the budget for an "AED" at the Transfer Station. Chief Dexter stated there will also be maintenance costs to consider. Selectman Ober stated there has also been discussion of the Recreation Commission not giving back 50% to the Town, if there is no building at the Town Park. Selectman North stated the building would be on Town owned property and would need to be authorized the Selectmen, we have adequate space until the building study is completed.

**5.2 Job Description reviews** - The Town Planner and Zoning Enforcement Officer job descriptions were tabled until next week. Selectman Ober thanked Selectman North for going above and beyond to make all of the job descriptions uniform.

**5.3 Compensatory Time Policy** - TA Ambrose stated the FSLA does not limit the hours of work or define part-time/full-time, so there is no cap and it is determined by the employer. Overtime is paid at time and a half where compensatory time is paid at one hour. TA Ambrose noted the current policy states compensatory time cannot be accumulated over 16 hours. Selectman Ober stated it should say "compensatory time" and not "overtime". TA Ambrose referred to the Federal guidelines which limits when the compensatory time must be used to 26 weeks (6 months). Chief Dexter stated if the policy is written that way then the Town would need to pay out the time at the end of the year. TA Ambrose stated this pertains to hourly employees because it is what we are practicing now and suggested the Selectmen wait on a decision, to see if the new law goes into effect.

**5.4 Board of Selectmen Operational Guidelines & Handbook** - Selectman Ober made a **motion** to accept the Code of Ethics in the Board of Selectmen Operational Guidelines

& Handbook. Selectman North **seconded** the motion and the **motion passed unanimously**. TA Ambrose gave the Selectmen two more pages for review. Selectman Ober made a **motion** to accept the Code of Conduct in the Personnel Policy. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**5.4 Sanbornton Senior Housing Advocacy Group (SSHAG)** - TA Ambrose stated the SSHAG are in the process of becoming a 501(c)(3) and have requested to meet with the Board next week at 4 p.m. The Board agreed this would be okay.

**5.5 Terracon** – TA Ambrose informed the Board that the lien was paid in full but even if it was still unpaid, the Board could still enter into the agreement or make them pay as part of a conditional approval.

**5.6 Shooting Range - Poplar Road** - TA Ambrose stated March 19, 2015 was the last contact the Town had with the Chodkoskis. TA Ambrose explained the Town could not spend any money on the land, reach out to the heirs again, file a Declaratory Judgement Action at Belknap County or move forward with plans for the land. The Board took under advisement.

**5.7 Highway Garage** - The fire alarm is active.

**5.8 Moose Run Drive - Town owned property** - TA Ambrose explained that a few interested parties have come forward and asked if the Board would like to repost the sale of this land. Selectman North suggested waiting until after Town Meeting.

## **6.0 Selectmen's Reports**

**6.1 Update on the work of the Planning Board** - Chair Olmstead provided an update.

**6.2 Update on the work of the Budget Committee** - Selectman North provided an update.

**6.3 Update on the Lakes Region Planning Commission** - Selectman Ober stated their next meeting is not until March.

**6.4 Update on the work of the Fire Department Regionalization Study Committee** - Additional meetings with other municipalities have been scheduled.

**6.5 Skating Rink at Town Park** - Selectmen North stated none of us (the Selectmen) have been approached regarding the skating rink and there needs to be a plan. Chief Dexter noted he would not fill the rink until the Selectmen have given their approval.

**6.6 Old Home Day** - The Board will schedule a meeting with Dave Witham, Darlene Sellars and Lynn Chong to discuss further.

**6.7 Selectmen's Holiday Schedule** - The Board will meet on 12/21/16 but not hold a meeting on 12/28/16.

**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 Approved job descriptions** - The Board signed.

**7.2 Holden Engineering Contract** - The Board signed.

## **8.0 Review & Approve Minutes**

**8.1 11/30/16 draft** - Members of the Board reviewed the draft meeting minutes of November 30, 2016. Selectman North made a **motion** to accept the draft meeting minutes of November 30, 2016 without changes. Selectman Ober **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 9:03 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 14, 2016 @ 4:00 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist