

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 30, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, November 9, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober (excused herself at 6:30 p.m.), 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 - TC/TC Davis requested permission to utilize Will Ellis Electric to help set the timer on the lights at the gazebo. The Board agreed this would be okay.

3.0 Non-Public Sessions Under RSA 91-A:3 II (c) – Chair Olmstead made a **motion** to go into non-public session at 5:04 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. TA Ambrose was also present. The Board reconvened the public session at 5:54 p.m. Chair Olmstead announced that a decision was made to schedule another non-public for next week, as a follow-up and the board voted unanimously to seal the minutes.

4.0 Business

4.1 Terracon Proposal for proposed Bull Fish Gravel Pit - TA Ambrose explained that the ZBA has requested a more detailed geological study for the Johnson Road gravel pit because the site is in the Aquifer Overlay Zone and that an earlier study suggested it is low yield but in order to be sure further analysis is needed. TA Ambrose stated the study will be at the cost of the applicant and those funds will need to be deposited into an escrow account before the Selectmen can move forward with signing the Terracon Contract. TC/TC Davis informed the Board that there is lien on the property (+200 dollars) but she is not sure if the Board can hold their feet to the fire, plus the property will also come out of Current Use. Selectman North stated she is **recusing** herself from any decisions regarding Bull Fish. Chair Olmstead made a **motion** to move forward with the Terracon Contract but the contract will not be signed by the Board until \$26,900 dollars is deposited in an escrow account. Selectman Ober **seconded** the motion and the **motion passed**.

4.2 Compensatory Time Policy - TA Ambrose reported that there is a Compensatory Time Policy in the Personnel Policy, plus the Library has provided theirs. Selectman North stated using “comp” time needs to be agreed upon between the Employee and the Department Head, as time used or paid at time and a half. Selectman Ober noted the time needs to be used within twelve months. Selectman North noted the laws gives the accrual amount of time and referred to page #172 of the Knowing the Territory book. TA Ambrose replied it would not hurt to reference the RSA's, as long as we keep abreast of any statutory changes. TA Ambrose was asked to check with the Department of Labor regarding the Fair Standards Labor Act. Tabled until next week.

5.0 Other Business

5.1 Recreation Background Check Policy - Selectman North made a **motion** to adopt the Town of Sanbornton Recreation Commission Background Check Policy and Procedures. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

5.2 Job Description reviews - *Recording Secretary*, Selectman Ober made a **motion** to approve the Recording Secretary job description. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. *Town Planner*, Selectman North stated this job description is a “bare bones” rough draft and what we were given was a run on sentence fivefold. Selectman North stated she has talked to other Towns and discussed the minimum qualifications, which are all different. Selectman North requested permission to meet with TA Ambrose, Planner Ward and Evelyn Auger to discuss the qualifications further. The Board agreed this would be okay. Selectman North noted the Planner doesn’t work for the Planning Board, he works for the Town. TA Ambrose informed the Board that the Zoning Enforcement Officer is the only description left, then Thornton & Associates will take 11 weeks to review.

5.3 Board of Selectmen Operational Guidelines & Handbook - Chair Olmstead made a **motion** to table this until a future meeting. Selectman North explained after reviewing/researching the Code of Conduct section in the Personnel Policy and the Board of Selectmen Operational Guidelines & Handbook, the sections should stay separate. Selectman North **seconded** the motion and the **motion passed**.

5.4 NH Town & City Article “Are You Ready For This” - TA Ambrose stated that the Town Planner has spoken with Jeff Andrews, who stated that the EPA’s MS4 permit would not be applicable to Sanbornton because the Town is not adjacent to an urbanized area.

5.5 Health Insurance - TA Ambrose reported she is waiting for the new enrollment forms and a meeting would be held with the Town’s employees during the daytime.

5.6 Capital Improvements Program Committee - TA Ambrose informed the Board that this budget will be level funded.

5.7 Horizons Engineering - Report on the well at the Transfer Station - The document will be forwarded to the Solid Waste Committee, Health Officer, DPW and Transfer Station Manager.

5.8 Resignation letter from Gail Morrison, Chair of the Trustees of the Trust Funds The Board reviewed the letter and took under advisement. The Board asked TA Ambrose to contact the person who was recommended to fill the vacancy, to see if they are interested.

6.0 Selectmen’s Reports

6.1 Informational Meeting Re: Pete & Gerry’s Egg Farm - Chair Olmstead provided an update and noted that he feels after hearing the presentation that this would be a viable economic option for the Town.

6.2 Update on the work of the ZBA - Chair Olmstead provided an update.

6.3 Update on the work of the CIP Committee - Selectman North provided an update.

6.4 Old Home Day - Selectman North stated the Old Home Day Association was commissioned in 1899 and was never decommissioned, so it is a function of the Town and the money should be returned. Selectman North noted it is used to be a function of the Recreation Commission.

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.

8.0 Review & Approve Minutes

8.1 11/16/16 draft - Members of the Board reviewed the draft meeting minutes of November 16, 2016. Selectman North made a **motion** to accept the draft meeting minutes of November 16, 2016 with changes. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

8.2 11/22/16 draft - Members of the Board reviewed the draft meeting minutes of November 22, 2016. Chair Olmstead made a **motion** to accept the draft meeting minutes of November 22, 2016 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

9.0 Donations - None at this time.

10.0 ADJOURNMENT – Chair Olmstead made a **motion** to adjourn the meeting at 7:37 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 7, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist