

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*November 22, 2016*

### **Town Offices**

The Board of Selectmen convened in regular session on Tuesday, November 22, 2016 at 1:00 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 2017/2018 Budget Review**

***Library (4550)*** - Library Director, Marcia Haigh and Library Trustee, Marla Davis were present. Selectman Ober asked what the \$180 dollars in the security line pays for? Director Haigh explained that it is a burglar alarm and only monitors but there are also motion sensors inside that trigger the alarm. Trustee Davis noted it is a 12-month charge for monitoring only. Selectman North asked if any of the positions under line item 115 are new? Director Haigh replied no, they are all existing. Trustee Davis explained the Assistant Librarian has been increased by one hour a week and the part-time coordinator has been increased from 3 hours to 15 hours because the Director cannot work over 44 hours, which would be in compliance with the Department of Labor (FSLA). Trustee Davis stated the services will be the same, the funds are just being reallocated. Selectman North explained the dollar in the overtime would allow the Board to justify moving of the salary funds, if an implicit transfer was needed. Trustee Davis noted the Director gets paid more but the Trustees can move the funds where they are needed, this could be proposed as a lump sum budget. Selectman Ober stated if there was some sort of crisis, the line would be a way to help you. Director Haigh stated anything over the 40 hours could be considered compensatory time. Selectman North asked if the Library has a compensatory time policy because the Town doesn't have one. Director Haigh replied yes, we do. Chair Olmstead stated the overtime line gives the board a way of helping the Library without fringing upon your rights to control those funds but we may never need it. The Board and Director Haigh had a brief discussion regarding the additional headings and the numbering sequence of the Library budget sheet. They recalled it being rearranged to better match up with the Library's Quick Books reports. Selectman North asked about the elevator increase. Director Haigh stated the budget was cut last year (\$4,600 dollars) and they had to make their expenses fit what was approved at Town Meeting, so the goal is to not spend more than \$300 dollars by putting off a battery replacement. Selectman North asked that the explanation pages be amended to reflect the actual requests, so they do not look like increases. Selectman North suggested they be mindful of having a computer replacement schedule ready, in case the question is posed for line item 621. Selectman Ober made a **motion** to approve this budget at \$128,636 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. ***Patriotic Purposes (4583)*** - The Board discussed the flags displayed around Town and how some of them are in need of replacement, how they need to be hung more properly and how to dispose of the old flags. TA Ambrose requested Mark Thurston's contact information. The flags should have been taken down after Veteran's Day. Selectman North offered to research the purchase of new hangers and suggested the Town take the

flags down, if Mr. Thurston cannot. Selectman Ober stated the Grange turned the Old Home day funds over to the Old Home Day Committee under the auspice of the Historical Society, so they are holding the funds in a separate account. Selectman North expressed concern with the Town's funds being held by the Historical Society because it is a separate 501 C3. Selectman Ober stated the Town has contributed towards Old Home day, so they could have use of the Town's grounds and be covered under the insurance. Selectman North stated the funds should have been placed in a Trust Fund or non-lapsing fund. Chair Olmstead asked if the Town was going to sponsor Old Home Day because he thought it was a separate entity. Selectman North replied when she was the Treasurer for the Historical Society, it was her understanding that Old Home Day was a separate function of the Town and has all of the paperwork where it says, Old Home Day was sponsored by the Town of Sanbornton and the Historical Society is not part of the Town then the funds need to come back to the Town. Chair Olmstead stated Old Home Day should be a Town function. Selectman Ober made a **motion** to approve this budget at \$3,250 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

**Debt Service (4711 & 4721)** - The Board discussed the debt schedule and requested dates. Selectman North made a **motion** to approve this section of the budget at \$300,034 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**Capital Outlay (4902, 4909 & 4915)** - TA Ambrose offered to bring figures back from the CIP Committee once available.

**Revaluation of Property (4152) and Financial Administration (4150)** - TA Ambrose suggested the Board revisit the assessing line 4152-312 and the line 4150-111. TA Ambrose state \$14,400 needed for contract. Selectman Ober made a **motion** to reapprove the Revaluation of Property budget at \$22,102 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to reapprove the Financial Administration budget at \$125,621 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**3.0 Update on the work of the Planning Board** - There was a discussion regarding the Planner's job description not being approved to date, various phone calls of concern being received by Selectman North and the Informational Meeting Re: Pete & Gerry's Egg Farm being scheduled without being brought back to the Selectmen for a date that they could all coordinate to attend.

**4.0 Donations** - Chair Olmstead made a **motion** to accept the donation of swags for the Welcome to Sanbornton sign from Back Door Farm, valued at \$50 dollars. Selectman North **seconded** the motion and the **motion passed**. Selectman Ober abstained.

**5.0 ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 2:44 p.m. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**6.0 NEXT MEETING (S)** – The Board of Selectmen's next scheduled meeting will be held on **Wednesday, November 30, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist

