

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

November 16, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, November 16, 2016 at 3:30 p.m. at the Town Offices, in order to hold a work session with Holden Engineering and on the Town budget. The regular meeting will start at 5:00 p.m. In attendance were Selectman Karen Ober (arrived at 3:55 p.m.), Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

1.0 Holden Engineering Re: Lower Bay Road project - Peter Holden was present. TA Ambrose stated the Town's Attorney has been sent the revised contract but did not have enough time to review it before the start of the meeting. Peter Holden explained the same contract without the changes was sent again. Peter Holden provided the Board with an explanation letter stating what was changed in the contract, which was the cost and the project's scope. Copies of the full contract were also provided for review. Peter Holden stated the revised budget is at \$103,429.26 dollars and may be over the \$150K but it is not going to be close to the original \$180K. Selectman North asked if the bulk of the engineering work would be done under the \$103K. There was a brief discussion about the 30% contract being the completion percentage of the engineering plans, which has nothing to do with the project's funding. Peter Holden replied yes, they would like to move a little faster, even though the State has a set process/schedule. Peter Holden noted he feels once the plans are reviewed they will be turned around by the State pretty quickly. TA Ambrose asked if the Board wanted to wait for the Attorney's comments. Chair Olmstead replied yes and for Selectman Ober to be present for a decision. The Board thanked Peter Holden for meeting with them tonight. TA Ambrose stated she has an update on the encumbrance question, the funds do not qualify. The auditor thought that they did because warrant articles can be carried forward for one additional year, but that only applies to Special Warrant Articles. TA Ambrose referenced RSA 32:7, 32:7-a and 32:7 V. TA Ambrose stated by the NH DRA's definition it does not qualify. TA Ambrose explained the funds cannot be moved forward because it was not a Special Warrant Article and did not receive a 2/3rds majority vote, so the funds would need to be reappropriated. Selectman North stated the funds are sitting in the general fund because they lapsed, so they should be taken back out instead of bringing it back to the people again. TA Ambrose noted a separate warrant article will not be needed for reconstruction in FY 2019'. At the end of the meeting the Board reviewed the Attorney's comments regarding the contract. Selectman North made a **motion** to approve the Holden Engineering contract with the Attorney's changes and to send the contract to the State for C.R. Willekes' approval. The Board hopes to sign the contract on 11/22/16. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

2.0 Culture & Recreation (4520) - TA Ambrose stated she had emailed Coordinator Lonergan the Board's budget questions. *Line item 115* - Coordinator Lonergan explained that her staff works during the day and for the Before & After School program, so she has moved the funds where they should be and there is a difference of \$160 dollars. Selectman North stated the Assistant to the Coordinator is a new position. Coordinator Lonergan explained that starting January 1st, her position will no longer be

exempt and if she goes over the 40 hours a week, overtime will be needed and she wants to be sure that she is in compliance with the Fair Labor Standards Act (FLSA). Selectman North noted there was an extra pay period last year and it shouldn't be carried over. The Board reviewed a letter from Attorney Mansfield regarding overtime. Coordinator Loneragan explained the Assistant Coordinator would only work as needed at \$10 dollars an hour. Selectman Ober suggested changing the line to say "coverage" or temporary labor. Selectman North stated the new lines could not be added and the Board could do implicit transfers as needed but feels the overtime line should be removed or \$1 dollar should be placed in that line. Selectman North asked if numbers could be added to each of the positions. TA Ambrose replied she would check with the Finance Officer because they have to be programmed into the software. Coordinator Loneragan noted she could use compensatory ("comp") time. AS Rollins noted there are no provisions in the personnel policy for comp time, there are only provisions for annual, sick and personal leave. Selectman North read the overtime policy and noted a comp time policy is needed. Selectman North noted that just because comp time has been practiced, doesn't make it okay. *Line item 390* - The Board reviewed RSA 485-A:24 I & II and the draft Background Check Policy and Procedures. Coordinator Loneragan explained the background checks are for staff, volunteers (coaches & assistant coaches) and officials, anyone that deals with kids. She uses a company called SSCI that has a two day turnaround time and keeps a log of all the information. Coordinator Loneragan stated the checks are done annually because people do not always tell you when they do things. Selectman North referred to RSA 485-A:24 II (f). Coordinator Loneragan replied we could ask those who have had a background check elsewhere within the last 12 months to share the results with their consent. The line was decreased to \$1,525 dollars. *Line item 689* - Coordinator Loneragan stated some of the signs have come up missing, so they need to be replaced. *Line item 825* - Coordinator Loneragan stated she has been tracking her mileage and did use the Town car the other day, once it was available but sometimes a truck is needed to move equipment. Selectman Ober stated the line has gone from zero to double. Coordinator Loneragan replied if someone takes her place, she wouldn't be doing them or the Town any favors. The Board will fund this line at \$500 dollars. Selectman North noted any transfers of funds should come to the Selectman first then the Finance Officer. Chair Olmstead made a **motion** to approve this budget at \$110,423 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

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

4.0 Public Comment

4.1 David Adams - Library Trustee Re: Pay Matrix - Mr. Adams asked why the Library staff is not included in the pay matrix study, which will help with the budget process. Selectman North recalled the discussion was that RSA 202 states the Library is the hiring authority for its staff but agrees they should be included in the study. Selectman Ober stated Thornton is being paid per position for the study. Selectman North made a **motion** to add the five Library job descriptions to the study with the understanding that the Library Trustees decide on those salaries. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

4.2 Ralph Rathjen Re: Health Insurance - Mr. Rathjen stated they met with Mike Connelly, the Town's Broker at NEEBCo. and provided the Board with the entire contract, plus a comparison of two options against the current plan. Mr. Rathjen explained there will be an increase in the deductible which will cost the Town additional

funds for reimbursement to the employee but will still work out to be a cost savings. The Health Insurance Study Committee is recommending the \$5K deductible plan. Selectman Ober asked if the employees would still be covered by the same doctors? Mr. Rathjen some will but all of the employees are not all in the same tier. Mr. Rathjen stated the broker also recommended paying the \$150 Copay for Ambulatory Surgery Center because it could be more costly to the employee if they go to the hospital versus using the low cost provider. Selectman Ober made a **motion** to go with the Harvard Best Buy HMO LP 5000 plan at \$240,934.80 dollars less the 2% premium tax exemption. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose stated once a final figure is received she can make adjustments to the budget.

5.0 Business

5.1 Recreation Background Check Policy & Procedures, Recreation's job descriptions and Recreation Commission reappointment - The Board and Coordinator Loneragan reviewed the new policy. A few changes were recommended. Selectman Ober asked if the Library has a policy in place as well. Marla Davis replied she would get that information to the Board. Coordinator Loneragan to amend the policy and bring it back to the Board. Selectman Ober made a **motion** to approve all of the Recreation job descriptions. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to reappoint Joel Smith to the Recreation Commission until 2019. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

5.2 RFQ Winter Plowing Services - Director Bordeau presented the Board with Brad Laughy's insurance information and driver's license. Director Bordeau stated this will be the first time the Town will have a truck with a wing and sander versus just a plow truck. Director Bordeau noted the truck will stay at the DPW and they will be called in at the same time as the DPW crew is. Selectman Ober made a **motion** approve Laughy Enterprises for winter snow plowing services. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

5.3 Transfer Station - Thanksgiving week schedule, 2017 Holiday schedule and Compactor bid - After a brief discussion it was decided that the Transfer Station will be open for half the day on 12/24/16 and 12/31/16. A 2017 holiday schedule will be posted on the Town's web-site, at the Transfer Station and at the Town Office. The Board authorized Director Bordeau to use the part-time Attendant for snow shoveling and discuss the installation of snow fences with some property owners. Selectman North reported the grant for the compactor is 20% and not 50%. Manager Austin noted it would be six weeks before the compactor is installed and the total does include an electrician. Selectman North made a **motion** to use all of the Transfer Station Equipment CRF (except one dollar) and the Town Improvements CRF for the rest of the \$19,565 dollars to purchase the compactor, to be reimbursed by NH the Beautiful at 20% and those funds go back in to the Town Improvements CRF. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

5.4 Public Hearing - Emergency Management Performance Grant - Chair Olmstead opened the Public Hearing at 6:03 p.m. Chief Dexter explained the grant's contract requirements and who would be used as vendors, once the equipment is received. Chair Olmstead opened the hearing to public comment at 6:15 p.m. Police Chief Hankard stated he feels the trailer and emergency message board will be great tools and serve the Town well. DPW Director Bordeau asked how big the message board is? Chief Dexter provided pictures and stated the sign is a pretty good size. Chair Olmstead closed the public comment portion of the hearing at 6:18 p.m. and announced that this would remain open

until 7 p.m. Chair Olmstead made a **motion** that the Town of Sanbornton's Board of Selectmen, in a majority vote, accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$30,741 dollars for the purchase of an emergency management trailer, traffic control equipment and an emergency message board. Furthermore, the Board acknowledges that the total cost of this project will be \$61,482 dollars, in which the Town will be responsible for a 50% match (\$30,741 dollars consisting of in-kind match from previously emergency - related equipment). Selectman Ober **seconded** the motion and the **motion passed unanimously**. The Board signed the grant paperwork and TC/TC Davis notarized them.

5.5 Pay Matrix - Selectman Ober made a **motion** to approve the pay matrix with a 1.5% cost of living adjustment and for today's date to be added. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

5.6 Shooting Range on Poplar Road - Complaint - A complaint was received about people shooting at the old shooting range. Chief Hankard is going to check on the cost to purchase signs. TA Ambrose to check with Attorney Boldt on where this stands.

6.0 Other Business

6.1 Job Description Reviews - Municipal Assessor, Selectman North explained the new description was created with AA Jutton and has all of his current responsibilities included. Selectman North noted the Revaluation section of the budget needs to be changed to the Assessing department. Chair Olmstead made a **motion** to approve the Municipal Assessor job description. Selectman Ober **seconded** the motion and the **motion passed unanimously**. TA Ambrose to adjust the organizational chart. Deputy Health Officer, Selectman North made a **motion** to approve the Deputy Health Officer's job description, by referencing RSA 128:6 a and RSA 128:7. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

6.2 Thornton & Associates - Selectman Ober made a **motion** to take the funds from 4196.000 with the overage to come from 4155.800. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.3 Alternate Library Trustee - Chair Olmstead abstained from voting. Selectman Ober made a **motion** to appoint Grita Olmstead as an Alternate member of the Library Trustees until 2017. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.4 BOS Operational Guidelines & Handbook - Selectman North offered to combine the code of ethics from the handbook and the code of conduct from the personnel policy.

7.0 Selectmen's Reports

7.1 Update on the work of the Capital Improvements Program Committee - Selectman North provided an update.

7.2 Meeting date & time changes - Selectman North expressed concern with the regularly scheduled dates and meeting times being changed to suit one member, plus the Town Administrator's schedule was not considered and winter is almost here. The Selectmen authorized TA Ambrose to adjust her schedule as needed to attend nightly meetings. This issue will also be addressed on the back of the Town Report.

8.0 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.

9.0 Review & Approve Minutes

9.1 11/5/16 draft - Members of the Board reviewed the draft joint meeting minutes of November 5, 2016. Selectman Ober made a **motion** to accept the draft meeting minutes of November 5, 2016 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

9.2 11/9/16 draft - Members of the Board reviewed the draft joint meeting minutes of November 9, 2016. Selectman North made a **motion** to accept the draft meeting minutes of November 9, 2016 with changes. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

10.0 Donations - None at this time.

11.0 ADJOURNMENT – Chair Olmstead made a **motion** to adjourn the meeting at 7:48 p.m. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

12.0 NEXT MEETING (S) – The Board of Selectmen’s next scheduled meeting will be held on **Tuesday, November 22, 2016 @ 1:00 p.m.** at the **Town Offices**, to review the rest of the budget.

Respectfully submitted,
April Rollins, Administrative Specialist