

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

October 29, 2016

Town Offices

The Board of Selectmen convened in regular session on Saturday, October 29, 2016 at 9:00 a.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

Executive (4130) - *Line item 135*, Selectman Ober stated the line has too much in it for a back-up but the current Treasurer does get two weeks vacation, so some money to cover that would be good. The line was reduced to \$200 dollars. *Line item 314*, TA Ambrose explained this line is for server replacement and traditionally the funds have come out of different lines, which has all been moved here. Selectman North asked where the two donated laptops were going? TA Ambrose replied one will be used for the server and the other is going to the Fire Department. *Line item 660*, TA Ambrose noted the Board is waiting on a decision on whether the Town car should be decommissioned or not but ever since it passed inspection, it has been being utilized more. *Line item 635*, The Board agreed to keep this line at \$350 dollars. Selectman North made a **motion** to accept this budget at \$116,199 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

Elections & Registration (4140) - Selectman Ober made a **motion** to accept this budget at \$4,749 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

Financial Administration (4150) - *Line item 353*, TA Ambrose informed the Board that the funds were moved to Executive Administration. *Line item 625*, TA Ambrose stated the line now reflects the rental costs for the postage meter. Selectman North made a **motion** to accept this budget at \$118,732 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously**. A few budgets later the BOS took \$10K from the Revaluation budget's assessing line and added the \$10K to the Assessing Assistant/Municipal Assessor line. Chair Olmstead made a **motion** to reapprove this budget at \$129,497 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

Town Clerk & Tax Collector (4151) - *Line item 110*, The Deputy TC/TC line has been increased due to certifications and additional hours. *Line item 390*, This line has been increased for document preservation. Selectman North suggested other documents needing preservation in other departments be looked at as well. TC/TC Davis later explained that she is required per RSA 33-A every 10 years to hard bind the annual reports and any extra funds will be used towards the vital records books. *Line item 550*, Selectman North asked what the increase in printing would be for? TC/TC Davis later stated it is for better notification to residents on various topics. *Line item 629*, Is for the purchase of a new computer. Selectman Ober made a **motion** to approve this budget at \$105,786 dollars. Chair Olmstead **seconded** the motion and the **motion passed**

unanimously. *Line item 566*, TC/TC Davis explained that the increase is part of the new credit card machine but she may also add a Town module, so people can do their own vehicle price quotes which will be a cost savings in staff time. Chair Olmstead made a **motion** to add \$800 dollars to software maintenance contracts. Selectman Ober **seconded** the motion and the **motion passed unanimously.** Chair Olmstead made a **motion** to reapprove this budget at \$106,586 dollars. Selectman North **seconded** the motion and the **motion passed unanimously.** TC/TC Davis thanked the Board for their support.

Revaluation (4152) - *Line item 312*, The Board agreed to drop this line to \$7K because AA Jutton is already doing the work as a certified Municipal Assessor but the Board will discuss the adjustment with him before moving forward on this budget. Selectman North noted a new job description for Municipal Assessor is still being worked on. Total after decrease is \$14,702 dollars.

Legal Expenses (4153) - Selectman North suggested the services of the NH Municipal Association be utilized more for things like contracts, etc. TA Ambrose replied she is comfortable doing that and questions that go to the NHMA need to be generic. *Line item 391*, Selectman North stated these funds will need to be removed if the Lower Bay road project doesn't move forward.

Personnel Administration (4155) - TA Ambrose explained that dental, life and disability were all in one line but are different providers, so they have been broken out in separate lines. *Line item 950*, Selectman Ober suggested the line be reduced to \$5K for the first year and increased next year, if it is utilized. *Line item 210*, TA Ambrose stated the medical insurance quote has not been received yet. Selectman Ober made a **motion** to approve Personnel Administration (4152, 4153 and 4155) at \$586,774 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously.**

Planning Board (4191) - *Line item 120*, Selectman North suggested decreasing the line to one dollar because the Planner is doing this work and the Planning Board has a recording secretary only. TA Ambrose noted some of the lines were increased or added for economic development. Selectman North expressed concern with voting something in that hasn't been approved yet. Selectman Ober noted the Planner's position is hired a higher hourly rate when the Town could hire someone full-time at a lower rate with benefits. *Line item 610*, The Board decreased the line to \$200 dollars. *Line item 825*, The Board decreased this line to \$150 dollars because the Town car passed inspection. *Line item 900*, TA Ambrose stated the actual bill has been received and the line can be changed to \$2,793 dollars. Chair Olmstead made a **motion** to approve this budget at \$43,895 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously.**

Zoning Board (4192) - *Line item 820*, Selectman North stated this line includes training but it is a conflict of interest for the Planner to provide training to ZBA Members. *Line item 110*, TA Ambrose stated funds have been moved from the Health/Enforcement (4411) budget. After a brief discussion the Selectman agreed to leave the funds in the 4411 budget and rename that budget Enforcement only. *Line item 115*, Selectman North stated the line should reflect a clerical (clerk) position because there are some checks & balances needed for zoning issues. Selectman Ober made a **motion** to approve this budget at \$2,443 dollars. Selectman North **seconded** the motion and the **motion passed unanimously.** Total Planning & Zoning is \$46,338 dollars.

Enforcement (4411) - Selectman North made a **motion** to approve this budget at \$5,960 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously.**

General Government Buildings (4194) - *Line item 390*, TA Ambrose reported this line was increased to include the DPW fire alarm. *Line item 629*, Increased for the purchase

of new file cabinets and chairs for the Town Hall. Selectman Ober made a **motion** to approve this budget at \$113,520 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

Cemeteries (4195) - Selectman North made a **motion** to approve this budget at \$5,200 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

Insurance (4196) - Selectman North made a **motion** to approve this budget at \$65,000 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

Other General Government - Budget Committee - Selectman Ober made a **motion** to approve this budget at \$2,160 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

Historical District Commission - Selectman Ober made a **motion** to approve this budget at \$250 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. *Solid Waste Committee* - Selectman North made a **motion** to approve this budget at \$305 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

Capital Improvements Program Committee - Selectman North made a **motion** to approve this budget at \$445 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously**. This budget may need to be revisited later.

Energy Committee - Selectman Ober made a **motion** to approve this budget at \$1 dollar. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

Police Department (4210) - There was a brief discussion regarding retention of the current force. Selectman North made a **motion** to approve this budget at \$437,518 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

Fire Department (4220) - *Line item 115*, Selectman North stated there are no statistics for this line. The Board will request a breakout from Chief Dexter. The Selectman had questions regarding line items 332, 350, 566, 622 and 680. There was a brief discussion about centralized purchasing and taking the issue up with Department Heads.

3.0 ADJOURNMENT – Selectman Ober made a **motion** to adjourn the meeting at 12:10 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.0 NEXT MEETING (S) – The Board of Selectmen’s next scheduled meeting will be held on **Wednesday, November 2, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist