

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

October 26, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 26, 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 Public Comment

2.1 TC/TC Davis Re: Meeting Minutes - TC/TC Davis stated a few weeks ago she sent out an email to all department heads, boards and committees regarding sending the meeting minutes to her because some of them have gotten a little "lax" in sending them. TC/TC Davis noted the Fire Services Regionalization Committee seems not to be in compliance and she is not receiving minutes but she doesn't have any recourse except with the Selectmen that appoint the members because they are in violation of the RSA. Selectman Ober stated Roger Grey is the committee's secretary. TC/TC Davis stated the minutes can be emailed to her for the record. The Board asked TA Ambrose to draft a letter for them to sign next week.

2.2 Emergency Management Grant - Chief Dexter informed the Board that he has been contacted by the Town's Emergency Management Representative that has notified him, the department has been awarded the grant. Chief Dexter stated he will have the paperwork for the Board next week.

3.0 Business

3.1 Casella Contract - TA Ambrose reported that she forwarded the contract to Casella and they were concerned with the 90-day termination language. Casella has requested that the language be changed to "for just cause". TA Ambrose read the change in the contract. The Board agreed they were okay with the changes. TA Ambrose will re-submit the contract back to Casella to see if they approve.

3.2 Bid opening - Compactor - TA Ambrose stated only one bid was received from Atlantic Recycling Equipment. The cost of the compactor is \$17,090 dollars plus \$2,475 dollars for the installation, which totals \$19,565 dollars. Selectman Ober noted the price doesn't include the panel setup. There was a brief discussion regarding applying for a grant through NH the Beautiful for 25% of the total amount. The Board will forward the bid to the Solid Waste Committee for review and make a decision at a later date.

3.3 RFQ - Winter 16/17 Snow Plowing - Director Bordeau presented the Board with a draft "RFQ" that includes a request for the State bid price and insurance. Director Bordeau explained whoever gets awarded the winter plowing will have the Lower Bay Road route with a potential back-up. Director Bordeau stated he would be sending the "RFQ" out to all of the local contractors, plus put it in the Town's web-site, the NHMA web-site and advertise in the Laconia Daily Sun.

3.4 Cram Road - Shoulder gravel - The Board reviewed a proposal from GMI Asphalt

Paving Specialist in the amount of \$2,500 dollars (lump sum) for shoulder gravel with any curb patch for the project to billed at \$150 dollars per ton. Selectman Ober made a **motion** to authorize GMI Asphalt's \$2,500 dollar lump sum, to supply & install shoulder gravel on Cram Road. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.5 Un-merger of lots - 8 Patriot Lane - The Board reviewed a request from the property owner David Dolan, a subdivision plan, an email from Planner Ward and the Planning Board's meeting minutes dated 10/20/16. TA Ambrose stated jurisdiction falls solely on the Selectmen and the Planning Board has voted to recommend approval, in accordance with RSA 674:39-aa. Chair Olmstead made a **motion** to un-merge Map 3, Lot 63, to lots 3A and 4A and correct the Town's tax maps to reflect this change. Selectmen Ober **seconded** the motion and the **motion passed unanimously**.

3.6 Fund Balance - TA Ambrose stated she has received the preliminary 2016 tax rate from DRA which is \$23.78 per thousand versus the rate of \$24.01 last year. TA Ambrose explained that in order to finalize the tax rate the Board needs to decide how much of the fund balance they would like to use to offset the preliminary rate, this year's unreserved fund balance is \$1,235,428 dollars because of many small factors. DRA recommends that 5% to 17% be kept but the Town's typical standard has been 8%. TA Ambrose stated if the Board agrees to apply \$60,000 dollars of the fund balance to the tax rate, it will drop to \$23.63 per thousand. TA Ambrose explained once the Board decides what to retain then other warrant articles can be created for other projects or maintenance. Selectman North made a **motion** to use \$60K of the fund balance to offset the 2016 tax rate. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

4.0 Other Business

4.1 Job Description Reviews - The Board reviewed changes to the Recreation job descriptions, Town Administrator, Administrative Specialist, Town Planner and Health Officer. Selectman North stated she doesn't feel that the Recreation Coordinator's description is an accurate description of that job and it should be reflected, so if the position was replaced the new person would know the responsibilities. Selectman North noted the changes were supposed to be a collaborative effort. Selectman North stated the other descriptions look fine, as well as the Town Administrator's. Selectman Ober made a **motion** to approve the Town Administrator's job description as amended. Selectman North **seconded** the motion and the **motion passed unanimously**.

5.0 Public Hearing - Fire Department Fee Schedule - The Public Hearing was opened at 6:03 p.m. Chief Dexter explained that he is bringing this back after a year and a half because there are other departments that have fees for things like reports and inspections. Chief Dexter stated he is required by State RSA to inspect things like LP Gas or oil burners and currently there is no charge for those inspections but the fees being proposed are lower than most communities. There was a brief discussion regarding the inspection fees being hidden within the charged costs by a contractor to the homeowner. Roger Grey stated he wrote a letter to the paper and has spoken to the Chief but his article was in error because the fees are being deposited in to the general fund not the ambulance fund, like he thought, so he is okay with it. Mr. Grey expressed concern with additional personnel being needed once the fee schedule is established and if it does then he is not in support of this. Chief Dexter replied he really doesn't know but usually conducts inspections/appointments when he has staff on hand. Chair Olmstead stated this is not increasing the workload, just charging for services. Chief Dexter replied correct, the

forms are all on-line and can be done when the building permit is applied for. Chief Dexter stated he verifies that the contractor is installing things properly, so there are no problems down the road and the homeowner is paying to have a \$25 or \$30 dollar inspection versus hundreds or thousands in damages. Jerry Crosby spoke highly in favor of the proposed fee schedule that would be in accordance with the NFPA guidelines and stated that if the Town does not charge for the inspections then the State Fire Marshall's Office will, by charging a fee. Andy Sanborn stated he is in support of this but feels the Town is not charging enough because there is a visit and then a re-visit. Mr. Sanborn suggested doubling the fees on the schedule. Dave Yeaton asked if the inspections are part of the Chief's current salary? Chief Dexter replied yes but the fees will help off-set that cost to the taxpayers. Earl Leighton asked if the inspections were new. Chief Dexter replied no, they do all of these inspections already and have been for the past four years. Doug Surette asked the Selectmen to confirm the funds would be going in to the general fund. Selectman Ober replied they would be. Will Ellis asked if the Town has any liability and Chief Dexter replied no, the liability stays with the contractor. Selectman North asked if the Board has the authority to adopt new fees. A brief discussion took place on whether or not to place the new fee schedule on the warrant for this year's Town Meeting. TA Ambrose read Warrant Article #18 from the 2011 Town Report. The Public Hearing was closed at 7:04 p.m. Selectman Ober made a **motion** to move forward with the Fire Department's fee schedule for inspections. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman Ober made a **motion** to approve the Fire Department's fee schedule which will become effective January 1, 2017. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

6.0 Other Business, continued

6.1 Job Description Reviews continued - TA Ambrose offered to work with Recreation Coordinator Lonergan on the changes to her job description. TA Ambrose stated the Town Planner's job description has added responsibilities for economic development. Selectman North explained that the Town Planner was a part-time position and is overseen by or reports to the Town Administrator at the direction of the Selectmen. Selectman North read RSA 673:16, which says "may" not "shall". Selectman North stated the Town Planner works in advisory capacity to the Land Use Boards and the position was given a job description in 2006 for the Planning Board, which has evolved over time, if you read the meeting minutes. Selectman North expressed concern because it could be considered 60-hour a week job and the position has branched off into other committees & boards. Selectman North stated if she applied the "hit by a bus" rule, what would the Town need to do to replace that consultation because we have established positions within a position and she is not sure who gave that authorization, the Selectmen didn't. The direction should come from Selectmen to those other committees & boards, which doesn't currently flow and control needs to be brought back to the Board of Selectmen. (Skipped to agenda item 6.3.) Selectman North made a **motion** to add RSA 41:9 and 41:9 a, to the Selectmen's job description. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to approve the TC/TC job description as amended. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to approve the Deputy TC/TC job description as amended. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to approve the Administrative Specialist job description as amended. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Olmstead made a **motion** to approve the Finance

Officer job description as amended. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Selectman Ober made a **motion** to approve the adoption of RSA 41:26 a, 41:26(b), 41:26(c), 41:26(d), 41:26(e), 41:27, 41:28, 41:29 and 41:30, for the Treasurer's position. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Ober made a **motion** to approve the organizational chart as amended. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.2 Selectmen's Representatives - Chair Olmstead made a **motion** to appoint Selectman North as the liaison to the Police, Rep. to the Budget Committee and Rep. to the CIP Committee - Selectman Ober as the liaison to the DPW, Rep. to the Recreation Commission and Rep. to the LRPC - Chair Olmstead as the liaison to the Fire Department, Rep. to the Planning Board, Rep. to the Solid Waste Committee and Rep. to the Historic District Commission. Selectmen Ober **seconded** the motion and the **motion passed unanimously**.

6.3 Holden Engineering - Lower Bay Road project - TA Ambrose reported she has spoken with C.R. Willeke who has concerns with the engineering being over budget (30% equals \$117K of the total engineering costs) and the completion schedule but the State funds are revolving so the schedule could be pushed back. TA Ambrose stated she has a meeting with the State on November 1st then a follow meeting will be scheduled with Holden Engineering, the Town and the State. Selectmen Ober asked if the Board should select another firm. TA Ambrose replied she would check to see if the funds could be encumbered a second time and stated a few items may need to be removed, to reduce the engineering costs. Selectman North stated this is not how the project was presented and feels the Town has been duped because the \$150K is what was approved by Warrant Article to get the engineering done then start the road project at the 80/20 split, just like the "Y" project. Selectman Ober replied the Town may have to start at square one and look at a completion date of 2019. TA Ambrose and the Selectmen will all meet with the State next week.

6.4 Board of Selectmen Operational Guidelines & Handbook - Tabled.

6.5 DPW - Fire alarm - TA Ambrose informed the Board that the Trustees of the Trust Funds have given preliminary approval for funding.

6.6 H.L. Turner - Building Study - TA Ambrose is following up.

6.7 Linda Tate - The Board reviewed a thank you letter to the Police Department.

6.8 TC/TC Davis - Thanked AA Jutton, Roy Clark and Ryan Salmon for all of their help moving the new file cabinets.

7.0 Selectmen's Reports

7.1 Fire Department Regionalization Study Committee - The Board will meet with Steven Cobb, to see if he is still interested in serving on this committee.

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 10/19/16 draft - Members of the Board reviewed the draft joint meeting minutes of October 19, 2016. Selectman Ober made a **motion** to accept the draft meeting minutes of October 19, 2016 without changes. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 Donations - None at this time.

11.0 Non-Public Sessions - Under RSA 91-A:3 II (e) – Chair Olmstead made a **motion** to go into non-public session at 9:18 p.m. Selectman Ober 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 9:40 p.m. Chair Olmstead announced no decisions were made and the board voted to seal the minutes.

12.0 ADJOURNMENT – Selectman Ober made a **motion** to adjourn the meeting at 9:42 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

13.0 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