

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*October 19, 2016*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, October 19, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober and Selectman Katie North. Town Administrator Katie Ambrose was also present.

1. **Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.
2. **Public Comment** – Town Clerk/Tax Collector Marla Davis stated that there are new chairs for the Old Town Hall. She also explained that the threshold is wobbling and not safe and that it needs to be looked at, it could collapse at any time. Selectman Karen Ober stated that there is money in the Restoration/Repair line for this, and TA Katie Ambrose mentioned that the line is under \$10,000. With Candidates Night and election day coming up this needs to be addressed as soon as possible. TA Ambrose will let Steve Ober know so he can gather quotes. Marla Davis also mentioned that lighting needs to be addressed next. Karen Ober asked TA Ambrose to follow up with electrician Will Ellis about looking into modern but historically accurate lighting for the Old Town Hall as they had discussed with him before. Marla Davis stated that the new filing cabinets will be coming to the Town Offices in November as well.

### **3. Business**

**3.1 Casella Waste Contract** – TA Ambrose explained that the service agreement from Casella Waste Systems has been received and changes have been made by the Town Attorney and sent back to Casella for review and approval.

**3.2 Selectmen Email Accounts** – TA Ambrose asked if the Selectmen would like their sanborntonnh.org email addresses posted on the contacts page of the website. Selectmen Ober and North responded yes.

**3.3 CIP Committee Deadlines** – Selectman Ober made a motion to appoint Selectman North as the new BOS representative on the CIPC. Selectman North seconded the motion and the motion passed unanimously. Selectman North asked if the BOS wants the CIPC to explore space needs for the future. Selectman North asked TA Ambrose about a space needs study that was worked on 15 years ago with the purpose of finding new possible spaces for the town offices. TA Ambrose said that she will have to check on this. Selectman North also mentioned the CIPC would like a deadline from the BOS for when they should turn in their final recommendations. She suggested December 2<sup>nd</sup> or 9<sup>th</sup>, and the Board agreed on the 9<sup>th</sup>.

**3.4 Well at Transfer Station/Town Park** – TA Ambrose explained that the Solid Waste Committee expressed concern that the well at the Transfer Station/Town Park is not routinely tested and could have harmful levels of chemicals or bacteria present. The Solid Waste Committee has asked for permission to have it tested. The Board discussed what the well should be tested for. Melanie Van Tassel mentioned that she asked former DPW Director/Selectman Johnny Van Tassel and he said that Horizon Engineering already tests that well, and current DPW Brian Bordeau confirmed this. The results of these regular tests are submitted to the State and kept on file there.

#### **4. Other Business**

**4.1 Job Description Reviews** – Selectman North worked with DPW Brian Bordeau to amend the Public Works job descriptions to make them more uniform and ensuring they accurately describe who reports to whom. She mentioned that all job descriptions should be signed by the employee and go into their employee files. Selectman Karen Ober made a motion to accept the new job descriptions of the DPW and Selectman North seconded the motion. The motion passed unanimously.

Melanie Van Tassel has already reviewed the job description for Overseer of the Public Welfare. Selectman North mentioned that she and Mrs. Van Tassel had discussed the pros and cons of this position possibly becoming an appointed rather than elected position in the future. Mrs. Van Tassel mentioned that, since this is an elected position, “minimum qualifications” is not allowed in the description but “desired minimum qualifications” is what was recommended. She stated that she is worried that the lack of knowledge of future elected official doing this job would become a liability to the Town. Any changes to this position being appointed rather than elected would need to be a warrant article voted on at Town Meeting. Selectman Karen Ober made a motion to accept the job description for Overseer of the Public Welfare and Selectman Katy North seconded the motion. The motion passed unanimously.

Selectman North suggested that the Recreation Coordinator go back to the drawing board for the job descriptions of the Recreation Department. The current job description for Recreation Coordinator does not describe the function of the position or list qualifications/requirements with the phrase “with reasonable accommodations” which is mandated under federal law. It also needs to state that the position reports to the Board of Selectmen. All Recreation employees should also have background checks and this is not clear in the current descriptions.

The job description for the Administrative Specialist needs to be revised to remove duties that that employee no longer performs. TA Ambrose will revise this and bring it to next week’s meeting.

The Secretary job descriptions need to be written separately for each board, as they each reference specific statutes relevant only to each board.

The Board discussed the job description of the Town Administrator and this description will be revised and voted on at the next meeting.

Selectman Ober made a motion to add the phrase “coordinates facility maintenance with DPW or subcontractor” into the previously approved department head job descriptions. Selectman North seconded the motion and the motion passed unanimously.

A job description for the Deputy Health Officer position needs to be created. The Board discussed possibly having the existing Assessing Assistant description changed to Municipal Assessor, since the current Assessing Assistant actually took on the responsibilities of the Municipal Assessor. TA Ambrose will look at other towns’ job descriptions for this position and provide those to the BOS.

**4.2 Thornton & Associates** – The Pay Matrix Study requires other towns to be compared against, and a list of proposed towns was provided to the Board by Thornton & Associates. The Board discussed additional towns to add to the list as well as some deletions and TA Ambrose will submit the final list to Thornton & Associates.

**4.3 Holden Engineering/Lower Bay Road Project** - The Town proposed a revised contract to Holden Engineering for the Lower Bay Road Project. Holden Engineering has accepted the revised contract and it has been forwarded by TA Ambrose to NH DOT for approval. Tree

Warden Steve Ober stated that he will need to be in communication with the engineering firm before the road work begins to discuss possible tree work.

**4.4 BOS Operational Guidelines** - TA Ambrose worked on moving around the BOS Operation Guideline appendices. She will continue working on this for the next meeting.

**4.5 Fire Department Regionalization Study Committee opening** – TA Ambrose notified the Board that Dave Nickerson has submitted a letter of resignation from this committee. The Board voted to accept Mr. Nickerson's resignation with thanks for his service. Selectman Ober stated that she knew Steve Cobb was interested in the committee at one point and TA Ambrose will see if he would like to be a member, replacing Dave Nickerson.

**4.6 Yoga** – TA Ambrose notified the Board that Yoga will be held in the Old Town Hall for the next two weeks as the instructors wait for final approval to hold the classes at the Sanbornton Central School. The Board was okay with this.

**4.7 Town Car** – TA Ambrose notified the Board that the town car, a decommissioned police cruiser, has passed inspection and only required minor parts and work. The Police Chief has mentioned that he will be decommissioning another car soon that could possibly be used as the next town car, used by municipal employees for business functions. Selectman Ober stated that the mileage on the newer police cruiser may actually be higher than that of the town car, so that needs to be kept in mind. TA Ambrose will check with Chief Hankard for his recommendation of which vehicle to keep.

## **5. Authorization Signatures: Payroll and Accounts Payable Register**

Regular payroll checks were signed. In addition, Selectman Karen Ober signed the following:

Check for \$5,354.10 to Casella Waste Management

Check for \$6,931.38 to Chadwick Barrows

Check for \$56,286.72 to Franklin Savings Bank

## **6. Other Business**

**6.1 Conservation Commission** – Selectman North will continue to serve as an alternate member on the Conservation Commission and will take issues to the BOS if needed, but not vote on appointments to the commission.

Meeting Adjourned at 8:05 pm. The next meeting is scheduled for Wednesday, October 26 to be held at the Town Offices.

Respectfully Submitted,

Audry Barriault, BOS Secretary Pro Tem