

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*October 5, 2016*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 5, 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 Bill Whalen Re: Undesignated fund balance** - Mr. Whalen stated a lot of the time people are talking on the tapes and they do not recognize themselves. Mr. Whalen stated the undesignated fund (surplus) balance was at \$248K, he looked back at the 2014 Town Meeting minutes and feels the public has a right to know where the money is going because there is no paper work. Selectman Ober explained the unreserved fund balance can only be used to offset the tax rate and a certain percentage has to be kept in there. TC/TC Davis stated the amount of the undesignated fund balance is documented in the Department of Revenue's MS forms and those are public information, the percentage is typically 5% of the operating budget and no higher. Selectman Ober noted she has only seen the funds be given back to the taxpayers.

**2.2 TC/TC Davis Re: Chairs for Town Hall w/carrier & fire proof cabinets** - TC/TC Davis explained that \$5K was put aside to purchase two fire proof file cabinets plus \$2K for new chairs (50+) and a carrier for the Town Hall, the funds are in line item 629 under general government buildings. TC/TC Davis stated she has found the fire proof cabinets for a deal of \$989 dollars with shipping for free and would like to use the funds before the offer expires. Selectman Ober replied four of cabinets might as well be purchased then (total \$4,236). TC/TC Davis noted the cabinets are just like the one she has now, which is insulated and will preserve the Town's documents. TA Ambrose noted the line item also includes the copier lease purchase at \$280 dollars, so there is \$6,100 dollars total in the line. The remaining balance (\$1,864 dollars) will be used for chairs and a carrier. Selectman Ober made a **motion** to move forward with the purchase of four fire proof file cabinets. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

### **3.0 Business**

**3.1 Old Town Hall Rental** - Tabled until next week.

**3.2 Future Business Leaders of America** - Thanked the Town for offering to let them use the old Town Hall. They will be meeting at the Laconia Library and may look into the Sanbornton Public Library if needed. There was a brief discussion regarding the Library's lack of staffing and building security.

**3.3 Monthly Expenditure Report - September** - The Selectman reviewed the monthly expenditure report.

**3.4 Budget Review** - TA Ambrose asked if the Board had a preference on how the budget was formatted, some of the budgets are together and some are separate. TA Ambrose noted some of the budgets were received late and she has not had time to

review them. TA Ambrose suggested there be three separate lines for 2017/2018 showing the increase/decrease for the Department request, Selectmen's recommendation and the Budget Committee's recommendation. Selectman Ober noted that changes from Department Heads should come back to the Selectmen without a different figure being presented to the Budget Committee. TA Ambrose stated she has advised Department Heads that raises be a separate narrative or column. The Selectmen will meet Saturday, October 29, 2016 at 9 a.m. to conduct a budget work session.

#### **4.0 Other Business**

**4.1 Personnel Plan - Tuition Reimbursement & Telephone Use Policies** - *Tuition Reimbursement* - The Selectman reviewed the revised tuition reimbursement policy and discussed the approval process going forward, which will be a recommendation from a Department Head to the Selectmen. *Telephone Use Policy* - The State's "Hands Free" law has been added. *Sick Leave Bank* - TA Ambrose noted the Town's new Sick Leave Bank Policy will become effective soon and enrollment forms will be sent out to employees in December. Selectman Olmstead made a **motion** to approve the changes and add them to the Personnel Policy. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**4.2 Job Description Reviews & Organizational Chart** - The board discussed the organizational chart's flow of work and the employee's functions or who reports to who. There was a brief discussion about the Town Planner being an advisory / liaison position, which is now leaned on or relied upon heavily. Selectman North noted the Planner is a part-time position that reports to the Town Administrator and the Selectman, not the Planning Board. Further discussion will take place when the Planner's job description is reviewed. Selectman North made a **motion** to approve the Police Department's amended job descriptions. Selectman Ober **seconded** the motion and the **motion passed unanimously**. The board reviewed the Fire Department's job descriptions and Selectman North offered to forward their recommended changes to Chief Dexter. TA Ambrose stated she would be emailing the DPW's job descriptions for review next week.

**4.3 Security System at the Transfer Station & Town Park** - TA Ambrose informed the Board that a 20 foot pod/trailer from Tilton Trailer would cost \$2,500 - \$3,400 dollars used and \$4,495 dollars new or \$75 dollars a month to rent. TA Ambrose noted she looked in to another company but they only rent pods/trailers at \$230 dollars a month. TA Ambrose noted the board needs to decide how long they would like to rent the pod before moving forward. The DPW crew is working on relocating the gate. Andy Sanborn is installing a light at the Town Park. There was a brief discussion regarding solar powered lights on or near the gate for visibility. Chief Hankard suggested the gate be closed. Chief Dexter noted a "supra" box should be installed for access. TA Ambrose stated the funds can be taken from the building maintenance line and then can be reimbursed later from the capital reserve fund. TA Ambrose to check with Recreation Coordinator Lonergan, to see if the 20 foot pod/trailer is big enough.

**4.4 Selectmen's Representatives** - The Board reviewed an email from Attorney Boldt dated October 1, 2016 addressing questions regarding "Commissions". Selectman North recalled a 2006 Court decision involving the Conservation Commission and having to reaffirm a year's worth of decisions because the Selectmen's Representative did vote. TA Ambrose stated the board could appoint an Ex-officio by resolution if they chose so. Selectman Ober stated she would stay on the CIP Committee. Selectman North added she would not be part of the discussion on the CIP Committee and only do the minutes & clerical work. Selectman North is also the liaison to the Police Department. Selectman

North stated she feels the Attorney's response is very contradictory to the Laws. Selectman Ober stated she is on the Recreation Commission and she did not think she was a voting member but if she wasn't at the meeting then they would only have four. Selectman Ober noted she feels the members are looking out for the youth but not the majority of the Town. It was determined that the Conservation Commission was established in 1967. Selectman North explained she was at a meeting where the advice of the Charitable Trust Division was to ask what statute the money for the Recreation building was raised under because the Selectman have not authorized/approved a new building project. The funds would be considered unanticipated revenue. This issue was tabled for further research.

**4.5 Holden Engineering - Lower Bay Road project** - TA Ambrose reported that a new project completion schedule has been proposed but there may be factors that are out of Holden's control, so it's not concrete. The Board agreed the schedule was much better than what was originally proposed. TA Ambrose stated the final bid will need to be complete by the end of this process.

**4.6 Board of Selectmen Operational Guidelines & Handbook** - Tabled until next week.

**4.7 Lakes Region Public Access** - TA Ambrose stated she was contacted by Lakes Region Public Access TV and they would like to discuss channels 24, 25 and 26 with the Selectmen. The board agreed. Selectman Ober noted that there was a decision in 2015 not to pay for the broadcast.

**4.8 Columbus Day** - TA Ambrose reminded the board the Town Offices will be closed on Monday in observance of Columbus Day.

**4.9 Tree Removal on Hale Road & Brook Road** - TA Ambrose informed the board that cutting was approved by the Planning Board at a Public Hearing pending permission from the landowners. \_\_\_\_\_

## **5.0 Selectmen's Reports**

**5.1 Budget Committee** - Selectman North reported that the Budget Committee accepted her resignation and are now advertising for a replacement. They will be contacting other Recording Secretaries in Town, to see if they are interested.

**5.2 Opioid Epidemic Presentation** - The entire Board thanked the Grange for the presentation, they did an awesome job!

**6.0 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.

**6.1 Pike Industries - Shim/Overlay on Hunkins Pond/Tower Hill Roads** - Selectman Ober made a **motion** to have the Board's Clerk sign the contract with Pike, in the amount not to exceed \$73,128.75 dollars, to shim overlay Hunkins Pond Road and Tower Hill Road. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

## **7.0 Review & Approve Minutes**

**7.1 9/26/16 draft Selectmen & Planning Board joint meeting minutes** - Members of the Board reviewed the draft joint meeting minutes of September 26, 2016. Selectman Olmstead made a **motion** to accept the draft joint meeting minutes of September 26, 2016 with changes. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**7.2 9/28/16 draft Selectmen's minutes** - Members of the Board reviewed the draft

meeting minutes of September 28, 2016. Selectman Olmstead made a **motion** to approve the draft meeting minutes of September 28, 2016 with changes. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**8.0 Donations** - None at this time.

**9.0 ADJOURNMENT** – Selectman Ober made a **motion** to adjourn the meeting at 9:14 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

**10.0 NEXT MEETING (S)** – The Board of Selectmen’s next scheduled meeting will be held on **Wednesday, October 12, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist