

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

September 28, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 28, 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. **Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.
2. **Public Comment** - None at this time.
3. **Business**
 - 3.1 Swearing in of the newly appointed Selectman** - TC/TC Davis swore-in Katy North for a term effective September 21, 2016 until March of 2017.
 - 3.2 Fire Department - Fee Schedule** - The Selectmen were provided a copy of the proposed fee schedule. Chief Dexter stated this was tabled when it was first presented and he is bringing forward again to have for code enforcement because currently the Town doesn't charge for any inspections (i.e. woodstoves, fire alarms, oil/propane tanks, etc.) Chief Dexter stated we are one of the only communities that does not charge for these services and taxpayer money is used when we could be generating revenue. Chief Dexter noted he would like to hold another Public Hearing and asked if the Town needed to because it was advertised but with a different Select Board in place. Selectman Olmstead made a **motion** to take the discussion off the table. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Selectman Ober stated she would like to see another Public Hearing because the fee schedule does not solely effect taxpayers but others like contractors, builders, etc. Chief Dexter noted that most contractors add these fees to their prices, so they are making out. The Public Hearing will be held on October 26, 2016 @ 6:00 p.m.
 - 3.3 Personnel Plan - Tuition Reimbursement & Telephone Use Policies** - *Tuition Reimbursement* - Chief Hankard stated he was approached by an Officer on bringing the tuition program back, the line is still there but no one had used it for years and the old policy was very vague, so he has drafted a new one using language from surrounding communities. Town Counsel has reviewed the draft and that is what is in front of the Selectmen tonight. Chief Hankard noted this program helps retain employees and is a benefit. The Board will review the proposed policy for comment next week. TA Ambrose noted this will also be presented at the next Department Head meeting. *Telephone Use Policy* - TA Ambrose recommended that this also be amended to reflect the State's "Hands Free" Law. There was a brief discussion on how "Blue Tooth" devices are allowed but not in all of the Town's vehicles.
 - 3.4 Bid Opening for Hunkins Pond Road /Tower Hill Road shim & overlay** - Pike Industries, GMI Construction and Porter Paving all bid on the project but Pike Industries was the low bidder at \$73,128.75 dollars. Selectman Ober made a **motion** to award the bid to

Pike Industries in the amount not to exceed \$73,128.75 dollars, to shim overlay Hiunkins Pond Road and Tower Hill Road. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.5 Hazard Mitigation - FEMA Meeting Re: Winnepesaukee Watershed map -

Selectman Ober informed the Board that she attended this meeting and Towns have until December to make changes to the map plus identify flood areas. Selectman Ober stated she did not have the information needed at the meeting and passed along the materials she received at the meeting to TA Ambrose, Chief Dexter and Chief Hankard.

3.6 Assignment of Officers - Election of Chairman - Selectman Ober made a **motion** to appoint Selectman Olmstead the Chairman. Selectman North **seconded** the motion and the **motion passed unanimously**. *Clerk* - Selectman Ober made a **motion** to appoint Selectman North the Board's Clerk. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Ober noted she is already the Board's Vice Chairman.

3.7 Selectmen's Representatives & Recording Secretaries for Boards/Committees - The Board reviewed an e-mail from Attorney Boldt and Danielle Flory dated September 26, 2016. TA Ambrose explained that legal counsel is recommending not to have a Selectman serve on the Budget Committee, the Capital Improvements Program Committee and the Conservation Commission as a Recording Secretary or volunteer, due to incompatibility of offices or a possible conflict of interest. Selectman North requested permission to serve on the Conservation Commission as a volunteer clerk and will resign as an alternate and also not serve on the Budget Committee or CIP Committee as Recording Secretary. Selectman North noted she understands the appearance of conflicts of interest and is trying to make the transition to Selectman as seamless as possible. Selectman Ober made a **motion** to have Selectman North be the Selectmen's Representative to the Budget Committee. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman North explained that it is not mandatory to have a Selectmen's Representative on the Conservation Commission. The Board agreed it would be okay for Selectman North to be a volunteer Clerk on the Conservation Commission. Selectman North noted she would help out the other board/committee until a replacement could be found for both and not vote on any meeting minutes.

4. Other Business

4.1 Fire Alarm System at Highway Garage - TA Ambrose stated this issue was tabled last week, so she could look at funding through the Town Building Repair & Improvement CRF. The Board reviewed the Report of Trust Funds and the detail statement of accounts for #4194-430. Selectman Ober suggested the request be sent to the Trustees of the Trust Funds. TA Ambrose to forward the recommended bid information to the Chair of the Trustees. Chief Dexter suggested negotiating with Capital Alarm to monitor all of the Town's buildings for a better price. Selectman Ober made a **motion** to go with Capital Alarm at \$13,900 dollars for installation with annual fees for monitoring at \$312 dollars and an inspection cost of \$195 dollars to be added to the operating budget, with the pending request to the Trustees. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.2 Statistical Update (Revaluation) - TA Ambrose stated Assessing Assistant Jutton has reviewed the bid and recommended the Board move forward with Cross Country Appraisal Group (CCAG). Selectman Ober made a **motion** to award the assessing and revaluation bid to CCAG, in the amount of \$33K. Selectman Olmstead **seconded** the motion and the **motion**

passed unanimously.

4.3 Security System (cameras plus alarms) at the Transfer Station & Town Park -

Coordinator Loneragan reported that another break in took place last Friday at the Town Park & Transfer Station. TA Ambrose informed the board that Capital Alarm has provided an amended proposal for the Transfer Station security system. Director Bordeau noted his crew could dig the trench and purchase the conduit, to save some money. Chief Hankard noted the alarms & cameras will not stop thieves but they will be notified when it is happening, if the cameras are good then they could prosecute but we need to look at the cost and the cost of what we are protecting. Selectman North suggested a storage pod to secure the Town's investment because the cameras could be tampered with or destroyed and feels this is an extreme solution for the snack shack but has a different opinion when it comes to the Transfer Station. Coordinator Loneragan urged the Board to make a decision to protect the Town's investment and noted they did not have these problems when there was a presence at the Town Park. Coordinator Loneragan explained the recreation program provides activities to 100+ kids and adults but the ones who are not involved are the ones doing this. There was a brief discussion regarding motion sensors. Selectman Ober suggested moving the gate and leaving enough room for people to walk in on either side. Selectman North suggested posting hours with "no trespassing" past a certain time. Lynn Chong asked if the Town has ever offered a reward for information? Chief Hankard replied not typically but we could and noted a system of some sort would help decrease our response time. Selectman North noted she would like to see cameras at the Transfer Station with an alarm system and a pod at the Town Park. Selectman Ober noted one of the cameras at the Transfer Station could be pointed at the gate of the Town Park. TA Ambrose to get an amended proposal from Capital Alarm and check on pricing for a pod. The DPW crew will move the gate and put up additional signage.

4.4 Holden Engineering - Lower Bay Road project - TA Ambrose reported that the State has reviewed the contract and a completion schedule has been attached. After a brief review, the Board agreed the schedule would not be sufficient for the 2017/2018 budget. TA Ambrose to send the contract back to Holden to be updated and conformed with the State.

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

4.6 Job Description Reviews & Organizational Chart - TA Ambrose provided an amended organizational chart, which will be reviewed by departments heads tomorrow. Chief Hankard offered to amend some of the Police Department's job descriptions for next week. The Board was provided the Fire Department's job descriptions for review and discussion next week also.

5. Selectmen's Reports

5.1 Joint meeting of the Planning Board & Selectmen - Selectman Olmstead and Selectman Ober provided a report on the joint meeting of the Selectmen and the Planning Board regarding how to proceed with Economic Development.

5.2 Thank you - The Board thanked the Department of Public Works for removing the lilac bushes at the corner of Tower Hill Road and Hunkins Pond Road.

5.3 Presentation on the Opioid Crisis - The Harmony Grange is hosting a presentation on the "Opioid Crisis" @ 7:00 p.m. at the Town Hall presented by Deputy Riley of Laconia.

6. 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 MS-1 - Selectman Olmstead made a **motion** to authorize the MS-1. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.2 Enhancement Management Service - Agreement for ambulance billing services - The Board signed the agreement.

6.3 Termination letter - ComStar ambulance billing - The Board signed the letter.

7. **Review & Approve Minutes**

7.1 9/7/16 approved Selectmen's minutes - Members of the Board reviewed the previously approved meeting minutes of September 7, 2016 with an amendment to item #5.3. Selectman Ober made a **motion** to accept the amended meeting minutes of September 21, 2016. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.2 9/21/16 draft Selectmen's minutes - Members of the Board reviewed the draft meeting minutes of September 21, 2016. Selectman Ober made a **motion** to approve the draft meeting minutes of September 21, 2016 with a spelling change. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

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

9. **ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 8:19 p.m. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

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

Respectfully submitted,
April Rollins, Administrative Specialist