

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*September 21, 2016*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 21, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober and Selectman John Olmstead. Town Administrator, Katie Ambrose was also present.

1. **Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.
2. **Non - Public Sessions , under RSA 91-A:3 II (a)** – TA Ambrose noted two items would be covered under subparagraph (a). Selectman Olmstead made a **motion** to go into non-public session at 5:02 p.m. Selectman Ober **seconded** the motion. Roll call vote, Ober – aye and Olmstead–aye. Police Chief Hankard, Fire Chief Dexter and TA Ambrose were also present. The Board reconvened the public session at 5:53 p.m. Selectman Olmstead announced that two department heads reviews were conducted, one Personnel Action Form was approved for a Transfer Station employee to receive an increase from \$15.50 to \$16 dollars an hour and the board voted unanimously to seal the minutes.
3. **Public Comment**
  - 3.1 **Katy (Wells) North Re: Right to Know** - Mrs. North stated she would like to share something with the board in a public meeting. Mrs. North noted TA Ambrose was instructed to post the Selectmen's vacancy on the Town's web-site with a submission deadline of 9/14/16 during the board's 9/7/16 meeting and she has concerns with the process, plus the decision was not documented in the minutes. Mrs. North stated there are five candidates but only three interviews were set up and the board accepted one of the letters of interest late, which also is not documented. Mrs. North stated right-to know is being violated and asked how many times do we need to have this conversation? Selectman Olmstead explained that your (Katy's) interview was scheduled for 5:30 p.m. Mrs. North replied it was a public meeting, she is a resident & taxpayer and had every right to be here. Selectman Olmstead stated you (Katy) showed up at 5:00 p.m. and I asked you to wait in the lobby because I thought it would interfere in the process if you heard the questions that were being asked of the other candidate. Mrs. North replied regardless of the time, it was a public meeting and she should have never been asked to go out to the lobby. Selectman Ober noted the fifth letter of interest came in late on the 14th and the board accepted it. Selectman Olmstead informed Katy he made the decision to interview all five of the candidates. Mrs. North requested that the minutes of 9/7 and 9/14 be changed to reflect those decisions.
  - 3.2 **Lynn Chong Re: Budget request for Old Home Day and the Solid Waste Committee**  
- The Selectmen will review both of these requests during the budget process.
4. **Business**
  - 4.1 **Interviews for Vacancy on Board of Selectmen** - Timothy Lang and David Nickerson were both present. The Selectman asked both of them the same series of questions in order to fill the vacancy of Selectman.

#### **4.2 Fire Chief Re: EMS Billing and Drought Information & Awareness - EMS Billing -**

Chief Dexter explained that he has met with Enhanced Management and finally pulled the trigger on a contract because other Towns have increased their revenue. The rate will go from 9% down to 7.5% in assessment, as well as an increase in the Town's revenue by 8% to 10%. Chief Dexter stated patients will have access through a customer portal on-line, which was not offered before and the department's access will also improve because reports can be produced by dates or by a specific zone. Chief Dexter noted ComStar needs 60 days notice that the Town is not renewing. The new Enhanced Management contract has received Attorney review and comment, the Chief is waiting to hear back from them then he can move forward. Chief Dexter suggested a 12 month contract with automatic renewal for a year or more. Selectman Ober made a **motion** to move from ComStar to Enhanced Management as the EMS billing company, as of October 1st. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. *Drought information & awareness* - The Board reviewed a drought map and recommended measures. Chief Dexter reported Sanbornton is still in the moderate drought area of the map and the National Weather Service is saying we would need 2"- 3" inches of rain every three days for the next 6-8 months to get back what we have lost. Chief Dexter explained that there is an RSA that allows the Selectmen to limit the Town's water usage. Chief Dexter asked that it be reflected in the minutes that the Fire Department **does not** use its apparatus to fill dug wells or artesian wells because it runs a risk of contamination. Chief Dexter stated on the flip side of this, fire danger is low but that could change in the next few months and will keep the board posted.

**4.3 Fire Alarm System at Highway Garage** - The Board reviewed three bids from Capital Alarm Systems, Total Security and Mango Security Systems. Chief Dexter stated usually his recommendation would not be for the low bidder but in this case it is, Capital Alarm at \$13,900 dollars for installation with annual fees for monitoring at \$312 dollars and an inspection cost of \$195 dollars. Chief Dexter stated there may be some emergency grant funds available, if the highway garage was made the 2nd emergency operations center, which would meet their match. Selectman Olmstead asked what would happen if power was lost and Chief Dexter replied there is a back up battery that would last 12-18 hours. TA Ambrose to check and see where the funds are to come from. Tabled until next week.

**4.4 Bid Opening for Statistical Update (Revaluation)** - TA Ambrose reported only one bid has been received from the Town's current assessor Cross Country Appraisal and a letter was submitted by Avitar of N.E., stating the reason they are not bidding is because the Town uses the Vision CAMA system.

**4.5 Rental of the Old Town Hall** - TA Ambrose reported that the State Chapter of Future Business Leaders of America is looking for a new meeting place. They meet about six (6) times a year on Saturdays in November, February and March but have a limited budget. TA Ambrose explained she has located two different rental forms and asked which one is the correct version? Selectman Ober stated it is \$25 dollars for the summer months and \$50 dollars in the winter months. Selectman Ober noted the elections are in November & March, which could be a problem. TA Ambrose was asked to find out approximately how many people are attending the meetings and propose the Library as another option.

## **5. Other Business**

### **5.1 Security System (cameras plus alarms) at the Transfer Station & Town Park** - TA

Ambrose informed the board that they have a large packet of information to review and make comment. A brief discussion took place on the different options being offered and what purpose each would serve. Tabled until next meeting.

**5.2 Board of Selectmen Operational Guidelines & Handbook** - The Selectmen reviewed pages 3, 4 and 5. No changes were made.

**5.3 Job Description Reviews & Organizational Chart** - Two versions of the Town's organizational chart were presented. TA Ambrose offered to rearrange some of the positions in the chart. The Selectmen were provided all of the job descriptions for the Police Department for review. Chief Hankard noted he would also conduct a review before next week.

**5.4 Winnepesaukee River Basin Program (WRBP)** - TA Ambrose reported that she attended the joint meeting with the Advisory Committee and the Governance Committee, where they discussed a change in authority from State owned to community owned and suggested drafting RFQs for the transfer of assets. The Attorney General is being approached and the committee is gathering questions in regards to funding, structure and liability. Selectman Ober asked where the "Co-Permittee" issue stood? TA Ambrose replied she is still waiting to hear back from the EPA.

**5.5 2018-2018 Legislative Policy Conference 9/23/16** - The Selectman reviewed seven floor policy proposals and made a decision to recommend or not recommend. TA Ambrose to report the Board's decisions to the NHMA.

**5.6 DPW - Truck Driver/Laborer** - The employee has rescinded their resignation.

**5.7 Insurance reduction** - TA Ambrose stated the installation of the security cameras on town property will not reduce the current insurance rate.

**5.8 Lower Bay Road Engineering - Holden** - TA Ambrose stated the contract has been forwarded to the State but a contract is needed from Holden. TA Ambrose noted she would like to have a completion of work timeline within the contract and the Town's Attorney will be asked to review it. TA Ambrose noted there may be an overage because thirty percent is needed for the entire scope of the project.

**5.9 Tilton Northfield Rotary** - TA Ambrose has been asked to be a guest speaker regarding the town's projects on October 5th.

6. **Selectmen's Reports** - Selectman Olmstead provided a report on the work of the Solid Waste Disposal Committee.
7. **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.  
**7.1 Highway Safety Grant Agreements** - Selectman Olmsted signed all of the grant paperwork.
8. **Review & Approve Minutes**
  - 8.1 9/14/16 draft Selectmen's minutes** - Members of the Board reviewed the draft meeting minutes of September 14, 2016. Selectman Ober made a **motion** to approve the draft meeting minutes of September 14, 2016 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.
  - 8.2 9/20/16 draft Selectmen's minutes** - Members of the Board reviewed the draft meeting minutes of September 20, 2016. Selectman Ober made a **motion** to approve the draft meeting

minutes of September 20, 2016 without changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

9. **Selectmen's vacancy - appointment** - Selectman Olmstead stated the board had a lot of good candidates apply with each having a wide range of skills and apologized to Mrs. North for his earlier outburst. Selectman Ober made a **motion** to appoint Katy (Wells) North to the vacant Selectmen's seat until March. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.
10. **ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 9:20 p.m. Selectman Ober **seconded** the motion and the **motion passed unanimously**.
11. **NEXT MEETING (S)** – The Board of Selectmen's next scheduled meeting will be held on **Wednesday, September 28, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist