

# Approved

## SANBORTON BOARD OF SELECTMEN'S MINUTES

*September 14, 2016*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 14, 2016 at 4:30 p.m. at the Town Offices, the board meet a half hour early to hold a farewell reception for Selectman Van Tassel. In attendance were Selectman Johnny Van Tassel, Selectman Karen Ober and Selectman John Olmstead. 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 Doug Surette Re: demolition of dilapidated shed on town-owned property** - Mr. Surette asked for permission to remove a dilapidated shed (8'x8') that is on town owned property because it is in rough shape and is a safety issue, for kids that visit. Mr. Surette noted the shed was part of his property and used to be blocked off by some rocks but has been opened up by a contractor working on the road. Chair Van Tassel made a **motion** to allow Doug Surette to remove the shed on Old Coach Road. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. The BOS agreed that the Town would absorb the cost of the shed being brought to the Town Transfer Station's demo pile.

### **3.0 Business**

**3.1 Conservation Commission Appointment - Alternate** - Doug Surette stated a long time ago Robb Jutton suggested he be part of the Conservation Commission and it has been eating at him ever since. Mr. Surette noted he is an outdoors kind of guy and feels the committee has been doing the right things, in the two meetings he has attended. Selectman Ober made a **motion** to appoint Doug Surette as an Alternate to the Conservation Commission with a term to end on June 30, 2019. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Mr. Surette.

**3.2 Fire Chief Dexter - E-911 Road Naming** - Chief Dexter explained that it was brought to his attention, by Julie Lonergan, that the phone company was having problems with the address of 184 Shaw Hill Road, which is the Transfer Station. Chief Dexter proposed naming the road to the Town Park or assigning a lower number to it. There was a brief discussion regarding turning the Town Park's driveway in to a road, bringing the road/driveway up to Class V standards for acceptance and doing research to locate the abutting property's boundary line. The Board agreed to assign a number to the entrance of the Town Park.

**3.3 Recreation Coordinator, Juliana Lonergan Re: Security Cameras** - Coordinator Lonergan was not present but provided a document as an update. TA Ambrose stated Capital Alarm, Total Security, Fairpoint and Fusion Connect have all been contacted. The internet would have a monthly fee, with wires and conduit needed and an alarm would need a phone line. TA Ambrose informed the board she met with Fusion Connect today, who offers a point to point connection between the (4 cameras) Transfer Station & (3 cameras) Town Park and only power would be needed but some braches would need to

be cleared. They are working on figures. TA Ambrose noted the cameras can have the times set, sensor motions, alert sensors and set the amount of time the recordings are saved. Selectman Ober stated she doesn't want to spend \$5K to monitor a \$2K building. Chair Van Tassel stated he likes the idea of the cameras because an alarm is not going to catch someone driving on the fields. TA Ambrose was asked to check and see if there was an insurance break, if the cameras were installed. TA Ambrose noted one of the cameras would overlook the metal pile and you can interface to watch the camera live. Steve Ober stated vehicles would not be in the Town Park if the gate was closed and thinks the addition of the cameras, would make the problems "case closed". Chief Dexter replied someone would need to close the gate every night and it is a public place. Tabled for further details.

**3.4 DPW Director Bordeau - Cameras** - A new quote to include the Town Park will be requested. **Sand Bid** - Director Bordeau stated the bids are ready to go out. There was a brief discussion regarding the State bid rate. **Power outage** - Director Bordeau informed the Board that there was a power outage over the weekend at the Transfer Station, which enabled them to use the register and the compactor. Chair Van Tassel suggested they come up with a backup plan, in case it happens again. **Lights at the DPW** - Director Bordeau reported that the timer on the lights at the highway garage were messed up and he asked an electrician to look at them because the system is elaborate. It was suggested to replace one fixture and to replace the bulbs with LED lights. Chair Van Tassel suggested placing additional lights in the shed for better visibility & safety. Director Bordeau replied he would get other quotes. **Paving** - Director Bordeau stated he would like to paver shim Tower Hill Road and lump it together with Hunkins Pond Road for a better price per ton because there is approximately \$180K left in the capital overlay & highway block grant. Three RFP's will be provided to the Board. **Equipment Repairs** - Director Bordeau reported that it cost \$6,931 dollars to repair the loader and \$3,949 dollars to repair the grader, which is a quarter of the repairs line in his budget. **Heating system** - Director Bordeau stated the heating system needs to be checked (\$800 - \$1K) but the company that installed it has requested a credit application. TA Ambrose replied municipalities are tax exempt and will contact the company. **Resignation** - One of the Truck/Driver Laborers has tendered a resignation effective Monday. The position will be advertised. **Pesticide Certification** - Director Bordeau explained that it will take substantial time to get the certification and a salary increase would be needed but it would save the Town money.

**3.5 Charlie Chandler (Democrat) - Candidate for State Senate, District #2** - Mr. Chandler thanked the Board for finding some time for him to speak tonight. Mr. Chandler stated the reason he feels this is important is because he sits on the other side of the Selectmen's table where real issues are resolved and he has been involved for 45 years. He has been a Selectman & Moderator in Warren, been a part of the Planning Board & Fire District in Northfield, served in Legislature, the NH Transportation Authority, the Governor's Commission on Disability, was appointed by the Secretary of State to investigate "FSM", has been an Inspector of Elections, part of the Cannon Mountain Advisory Committee, a founder of the Twin Rivers Youth Center and is a retired Attorney. He has four children and eight grandchildren. Mr. Chandler explained that he sees this as important because he knows at some point there will be issues with some of the State agencies and can help solve some of those bureaucratic issues.

**3.6 Long Term Disability Insurance Quotes** - TA Ambrose reported that NEEBCO did a cost analysis and the Health Insurance Study Committee has reviewed the information, the answer was to switch carriers to Mutual of Omaha being preferred at \$11K. TA

Ambrose stated the committee agreed with the broker and noted that the sick leave bank forms will be going out in December of this year.

**3.7 Bid Opening for Sale of Town Property** - TA Ambrose stated no bids were received for Moose Run Drive. Tabled for future consideration. \_

#### **4.0 Other Business**

**4.1 Capital Improvements Program Committee** - Craig Davis informed the board they would like the same people as last year. Himself, Craig Weisman, Julie Lonergan, Andy Sanborn, Nina Gardner, Richard Gardner, Selectman Ober, Katy Wells North and TA Ambrose. Mr. Davis stated the deadline for department heads to submit their requests is October 7th and this year they will be setting some parameters. TA Ambrose offered to check what guidelines other Towns operate under. Selectman Olmstead made a **motion** to appoint the above members. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

**4.2 Primary Election** - Selectman Olmstead thanked TC/TC Davis for organizing and the training she provided for the primary. TC/TC Davis thanked the Selectman and the Selectman "pro-temp" for all of their help, there was some good feedback from residents. There was 724 voters total, which is 33% and was one of the highest turnouts.

**4.3 Holden Engineering - Lower Bay Road** - TA Ambrose reported there is a packet from Holden with pricing for the engineering of Lower Bay Road, plus prices for the sub-contractors and the total is \$117,563 dollars. TA Ambrose explained a letter need to be sent on Town letterhead to the State requesting that Holden be considered as the engineering firm. Selectman Olmstead made a **motion** to move forward with the letter to the State for a contract with Holden. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

**4.4 Board of Selectmen's Operational Guidelines & Handbook** - TA Ambrose provided the first two pages for review and noted the changes will be compiled for a finished product. Selectman Ober requested something be added to show which committees/boards the Selectmen are voting members.

**4.5 Job Description Reviews & Organizational Chart** - TA Ambrose explained an organizational chart has been created but wants to have some input from department heads. Each department head will also be asked to review job descriptions for their employees.

**4.6 Resignation - Johnny Van Tassel** - An official resignation has been received. Selectman Ober made a **motion** to regretfully accept the resignation of Johnny Van Tassel as Selectman, effective at the end of this meeting. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. The Board reviewed four letters of interest and made a decision to interview three of the candidates. Interviews to fill the position will be conducted on Tuesday and Wednesday of next week.

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#### **5.0 Selectmen's Reports**

**5.1 Update on the work of the Conservation Commission** - Selectman Ober provided an update.

**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 Engagement letter - Thornton & Associates** - Selectman Ober made a **motion** to authorize TA Ambrose to sign the engagement letter. Selectman Olmstead **seconded** the

motion and the **motion passed unanimously.**

**6.2 Personnel Policy** - TA Ambrose requested the Board sign the amended Personnel Policy, so it can be distributed to employees for review and signature of the acknowledgement page.\_

**7.0 Review & Approve Minutes**

**7.1 9/7/16 draft Selectmen's minutes** - Members of the Board reviewed the draft meeting minutes of September 7, 2016. Selectman Ober made a **motion** to approve the draft meeting minutes of September 7, 2016 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.**

**8.0 Donations RSA 31:95, \$60 dollars to the Town Hall restoration Fund from the Sanbornton Yogis Group** - Selectman Olmstead made a **motion** to accept a \$60 dollar donation to the Town Hall restoration fund from the Sanbornton Yogis Group. Chair Van Tassel **seconded** the motion and the **motion passed unanimously.**

**9.0 Non-Public Sessions**

**9.1 Under RSA 91-A:3 II (a) & (c)** – Chair Van Tassel made a **motion** to go into non-public session at 7:58 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, Van Tassel – aye and Olmstead–aye. TA Ambrose and Director Bordeau were also present. The Board reconvened the public session at 8:46 p.m. Chair Van Tassel announced no decisions were made and the board voted unanimously to seal the minutes.

**10.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 8:48 p.m. Selectman Ober **seconded** the motion and the **motion passed unanimously.**

**11.0 NEXT MEETING (S)** – The Board of Selectmen's next scheduled meeting will be held on **Wednesday, September 21, 2016 @ 5:00 p.m.** at the **Town Offices.**

Respectfully submitted,  
April Rollins, Administrative Specialist