

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

August 24, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, August 24, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Johnny Van Tassel, Selectman Karen Ober, 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 Non-Public Session - under RSA 91-A:3 II (c) – Chair Van Tassel made a **motion** to go into non-public session at 5:05 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, Van Tassel – aye and Olmstead–aye. TA Ambrose, TC/TC Davis and OPW Van Tassel were also present. The Board reconvened the public session at 5:47 p.m. Chair Van Tassel announced no decisions were made and the board voted unanimously to seal the minutes.

3.0 Public Comment

3.1 Ralph Rathjen Re: Health Insurance - Mr. Rathjen informed the board that he has agreed to participate on the Health Insurance Study Committee again this year. Mr. Rathjen stated if the Town is still with the same insurance broker, Mike Connelly, from NEEBCO then it would be just for a renewal of the current coverage but if the Town wanted to change brokers then 30 days notice would need to be given. Mr. Rathjen noted the new rates are typically not available until November and a decision will need to be made quickly. Mr. Rathjen suggested discussing the current coverage with the Town's employees, to be sure they are satisfied and then look at the insurance rates. Department Heads will be asked to get feedback from employees.

3.2 TC/TC Davis Re: Storage for permanent records per RSA - TC/TC Davis explained that she was doing some research in the storage room at the Town Hall yesterday and is very concerned because the documents were extremely damp from the humidity. TC/TC Davis noted the documents are permanent records and have to be taken care of. Andy Sanborn suggested a small air conditioner until a more permanent solution is achieved. Selectman Ober asked TC/TC Davis to get an estimate of how many fire proof file cabinets would be needed for all (storage + vault) the documents for a warrant article at Town Meeting this year. Evelyn Auger suggested someone who preserves historical documents be contacted for advise.

4.0 Business

4.1 Request to release non-public minutes of August 10, 2016 - The Board reviewed a 91-A request from Evelyn Auger to release the 8/10/16 non-public meeting minutes, item 6.2. There was a brief discussion regarding RSA 91-A, the unsealing non-public meeting minutes and adding release dates to some of the future non-public sessions. Selectman Ober made a **motion** to deny the request to release the 8/10/16 non-public meeting minutes (item 6.2). Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

4.2 Outside organization funding request - The board reviewed a request from Genesis

Behavioral Health to level fund.

4.3 NHMA Legislative Policy Conference - The conference is scheduled for Friday, September 23, 2016 at the NHMA at 9:00 a.m. in Concord. Selectman Olmstead made a **motion** to designate TA Ambrose the voting delegate of Sanbornton for the conference. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

4.4 Cemetery Trustee - Appointment - The Selectman interviewed Richard Gibbons. Selectman Ober made a **motion** to appoint Richard Gibbons as a Cemetery Trustee until March of 2017. Selectman Ober explained to Mr. Gibbons that if he would like to remain a Trustee, he would need to run to be elected at March Town Meeting. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Richard Gibbons._

5.0 Other Business

5.1 2016' Special Revenue Funds Summary - The Selectmen were provided an activity report of the Town's special revenue funds from July 2015 through June 2016 for review. **Ambulance Fund** - TA Ambrose stated two of the transfers were signed on 6/29/16 but did not make it to the bank in time, so both are considered "transfers in transit" and will be applied to the 2017 figures. The total is \$237,670.80 dollars. These funds are for purchase of a new ambulance. **Conservation Fund** - TA Ambrose stated there was one donation of \$5K to the Conservation Fund and the total is \$10,544.69 dollars. **Land Use Change Tax Fund** - TA Ambrose stated one hundred percent of the land use change tax should be going to this fund per Town Meeting vote a few years ago. The total is \$67,582.18 dollars. **Forest Maintenance Fund** - The total is \$61,059.88 dollars, with interest accrued only. **Police Special Detail Fund** - TA Ambrose reported there were also two transfers in transit for this fund and the total is \$20,006.55 dollars. **Police Drug Forfeiture Fund** - The total is \$423.58 dollars. **Recreation Non-Lapsing Fund** - TA Ambrose noted half of these expenditures are paid back to the Town. The total is \$62,122.47 dollars. **Recreation Checking Fund** - The total is \$500 dollars. **Cemetery Sales Fund** - The total is \$6,666.28 dollars. **Sewer Fund** - The total is \$1,542.68 dollars. **Town Hall Restoration Fund** - TA Ambrose stated there was \$60 dollars in donations made in June. There was a brief discussion regarding accepting donations. The total is \$4,754.83 dollars. **Escrow Savings Fund** - Treasurer Cobb stated this was established for water quality and suggested this fund be closed with \$187.66 dollars to be deposited in to the general fund. Selectman Ober made a **motion** to transfer \$187.66 dollars in to the general fund and to rescind this vote, if a Town Meeting vote is needed to close the fund. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**. **Energy Conservation Fund** - The Selectmen agreed to keep this fund open, in case the Energy Committee is reactivated. The total is \$167.47 dollars. **Food Pantry Fund** - OPW Van Tassel stated this fund is donations made by residents. OPW Van Tassel offered to purchase items the First Fruits Food Pantry and Sanbornton Congregational Church may need, instead of issuing a check to each. The total is \$541.89 dollars.

5.2 Winnepesaukee River Basin Program (WRBP) - TA Ambrose provide the board with an "Overview" of the WRBP, an e-mail from Brian Sullivan the Director of the Franklin Municipal Sewer Division, an e-mail from Attorney Boldt and the WRBP's "Memorandum of Understanding" (MOU). TA Ambrose stated the sewer is all State owned and referred to the e-mail from Attorney Boldt. TA Ambrose noted there is concern because the Town's Sewer Ordinance does not have anything in it regarding private owners but most say that the State pays for any sewer repairs and then they bill

the owner(s). Selectman Olmstead noted the home owner is usually only responsible up to the "T" intersection. There were also concerns regarding the Town's voting rights, due to the low number of users. TA Ambrose asked for permission to have the Town Attorney follow up with the EPA regarding the appropriate permit process for Town Meeting. Selectman Ober stated the Town could pair up with another community, so there are other options. Selectman Ober made a **motion** to have Attorney Boldt do some follow up on the NPDES Permit. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

5.3 NHMA Workshops - The board reviewed three upcoming workshops being offered.

5.4 Railings at the Town Hall - Selectman Olmstead made a **motion** to approve the quote from East Coast Welding to fabricate & install wrought iron railings on the front steps of the Town Hall, in the amount of \$1,320 dollars. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

6.0 Selectmen's Reports

6.1 Update on the work of the Budget Committee - Selectman Ober provided an update of the last meeting held by the Budget Committee, which was a joint meeting with the Selectmen.

6.2 Update on the work of the Recreation Commission - Selectman Ober provided an update of the last Recreation Commission meeting.

7.0 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.

8.0 Review & Approve Minutes

8.1 8/17/16 draft Selectmen's minutes - Members of the Board reviewed the draft meeting minutes of August 17, 2016. Chair Van Tassel **motioned** to approve the draft meeting minutes of August 17, 2016 without changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

8.2 8/22/16 draft Joint meeting of the Budget Committee & Selectboard - Members of the Board reviewed the draft joint meeting minutes of August 22, 2016. Selectman Olmstead **motioned** to approve the draft joint meeting minutes of August 22, 2016 without changes. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

9.0 Non-Public Sessions

9.1 Under RSA 91-A:3 II (c) – Chair Van Tassel made a **motion** to go into non-public session at 8:03 p.m. Selectman Ober **seconded** the motion. Roll call vote, Ober – aye, Van Tassel – aye and Olmstead – aye. TA Ambrose, TC/TC Davis and OPW Van Tassel were also present. The Board reconvened the public session at 8:53 p.m. Chair Van Tassel announced a decision was made to abate \$446.35 dollars in taxes and the board voted unanimously to seal the minutes.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:55 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, August 31, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist