

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*August 3, 2016*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, August 3, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Johnny Van Tassel, Selectman Karen Ober, Selectman John Olmstead and Town Administrator, Charles Smith was present.

**1.0 Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.

**2.0 Public Comment** - None at this time.

### **3.0 Business**

**3.1 Trustees of the Trust Funds - Alternate Apppointment** - Abigail Mercer informed the Board she is an accountant by trade and has never worked under municipal but there will be some subtleties. Selectman Ober made a **motion** to appoint Abigail Mercer as an alternate to the Trustee of the Trust Funds with a term ending in 2017. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Mrs. Mercer.

**3.2 Zoning Board of Adjustment - Alternate Appointment** - Phillip Mercer informed the Board he has served on the Zoning Board (ZBA) in Hollis. Selectman Olmstead stated the ZBA is currently reviewing an application for a gravel pit and feels someone like you (John) will be good. Mr. Mercer stated he is familiar with RSA 155-E, was a Selectman for eighteen years and also served on a Budget Committee. Selectman Olmstead made a **motion** to appoint Phillip Mercer as an alternate to the ZBA with a term ending in 2019. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Mr. Mercer.

**3.3 Department of Public Works - Director Bordeau - Grader & Loader Repairs,** Director Bordeau presented a "worst case" estimate to repair the Volvo loader's main control valve that has started to seep. Director Bordeau noted the loader would need to be looked over at their shop, which could take 7-10 days. Chair Van Tassel made a **motion** to approve the transposrt of the loader to Chadwick-BaRoss for repairs witht he amount not to exceed \$8K. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Director Bordeau explained that they have been doing the regular services to the grader and have found hydraulic fluid leaking in to the brake apparatus chamber. Director Bordeau presented a "worst case" estimate to repair the grader from Mike Robinson but this work would be done on-site. Selectman Ober made a **motion** to approve the repair work for the grader up to \$3K. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**. **Lower Bay Road project extension,** Director Bordeau explained that he has called C.R. Willeke and Holden Engineering to see where the Town stands on the project because he has not heard anything to date. Director Bordeau stated the funds are avaiable for the 2018 budget cycle, so we need Holden to move a little faster. TA Smith stated Holden is waiting on the archeological report and billables, so all 3rd party information. Selectman Olmstead noted the project would need

to go to bid in February and they assured they could do that. Selectman Ober suggested a letter of concern be drafted because we need to look out for our resident's best interests. Director Bordeau discussed extending the project to Collison Road and have it engineered while they are already there, to save the Town some money. Chair Van Tassel replied a price would be needed first and the project would have to be separate from the State portion. Selectman Ober stated it wouldn't be fair to the taxpayers to do this because of all of the other proposed projects and wants to see Lower Bay Road done in bite size pieces, so the Town has options. There was a brief discussion of the different sections of Lower Bay Road and their condition. Director Bordeau stated he would ask for additional engineering prices. DPW Director Bordeau and the Board discussed that sections of Hunkins Pond Road and Cram Road are prematurely failing, the schedule for crack sealing this year, purchasing or borrowing crack sealing equipment and specifications for a new F-550. ***Transfer Station compactor contract***, After a brief discussion, Selectman Ober made a **motion** to waive the "RFP" requirement for MSW and C&D. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Transfer Station Manager, Kevin Austin will be drafting an RFP to purchase a two yard compactor. Chair Van Tassel noted if the compactor is under \$5K, an RFP will not be needed. The Board reviewed a letter from Joy & John Montgomery thanking everyone who has made the Transfer Station's "Swap Shop" look so great and all of the hard work has not gone unnoticed!

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#### **4.0 Other Business**

**4.1 Town Office gutter installation** - TA Smith provided the Selectmen with two estimates to install gutters with covers at the Town Office, to help protect the building and satisfy some of the drainage recommendations from the building study. The funds for the project would come from the General Government Buildings & Maintenance capital reserve fund. Selectman Olmstead made a **motion** to contract with Central NH Gutter Services, to install gutters at the Town Office not to exceed \$1,687.40 dollars. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

**4.2 TC/TC - Advance Notice of Tax Deeding** - The Board reviewed and took under advisement. A meeting regarding this matter will be scheduled for 8/24/16.

**4.3 Cemetery Trustee resignation letter** - The Board regretfully accepted the resignation of Kaitlyn Van Tassel as a Cemetery Trustee.

**4.4 Expenditure Report - July 2016** - The Board reviewed and took under advisement.

**4.5 Thank you letters to the Selectmen** - The Board reviewed a letter of thanks from the Community Action Program for the Town's 2016 appropriation of \$1,700 dollars.

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

**5.1 Pending Court Case** - Selectman Ober explained that the Selectman will not need the Town Attorney's representation for the pending court case.

**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.

## **7.0 Review & Approve Minutes**

**7.1 7/20/16 draft Selectmen's minutes** - Members of the Board reviewed the draft meeting minutes of July 20, 2016. Chair Van Tassel **motioned** to approve the draft meeting minutes of July 20, 2016 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**7.2 7/28/16 draft Selectmen's minutes** - Members of the Board reviewed the draft meeting minutes of July 28, 2016. Selectman Olmstead **motioned** to approve the draft meeting minutes of June 28, 2016 with changes. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

**7.3 7/26/16 draft Selectmen's non-public minutes** - Members of the Board reviewed the draft non-public meeting minutes of July 26, 2016. Selectman Olmstead **motioned** to approve the draft non-public meeting minutes of June 26, 2016 with changes. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**7.4 5/25/16 Joint meeting with Trustees of the Trust Funds** - Members of the Board reviewed an amended draft of the joint meeting of May 25, 2016. Selectman Olmstead **motioned** to approve the amended draft minutes of May 25, 2016 with a change to the abbreviation "BMP". Selectman Ober **seconded** the motion. Discussion; Selectman Ober stated during the joint meeting an address change was discussed but a decision was not made and the address has been changed on the web-site. There were concerns about individuals picking up the mail that should be retained here at the Town Offices. If the address was going to be changed it should be done after the fiscal year. Vote - All three Selectmen were **opposed, the motion failed**.

## **8.0 Selectmen's Reports - continued**

**8.1 Budget process - Insurance** - Selectman Ober suggested the Board get the new insurance rates for the Health Insurance Study Committee to review before the budget process.

**8.2 August meeting schedule for the Selectmen** - Selectman Ober made a **motion** to go back to weekly meetings. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**. Next week's meeting will start at 4:30 p.m., in order to hold a reception for TA Smith.

**9.0 Non-Public Sessions - Under RSA 91-A:3 II (a)** - Selectman Olmstead made a **motion** to go into non-public session at 7:04 p.m. Chair Van Tassel seconded the motion. Roll call vote, Ober - aye, Van Tassel - aye and Olmstead - aye. TA Smith was also present. The Board reconvened the public session at 7:19 p.m. Chair Van Tassel announced no decisions were made and the board voted to seal the minutes.

**10.0 ADJOURNMENT** - Selectman Olmstead made a **motion** to adjourn the meeting at 7:21 p.m. Chair Van Tassel **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 10, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist

