

**APPROVED**

**SANBORNTON BOARD OF SELECTMEN**

**MEETING MINUTES**

**July 20, 2016 – Town office building**

The Board of Selectmen convened in regular session on Wednesday July 20, 2016 at 5PM in the Town Office Building. In attendance were, Chairman Johnny Van Tassel, Selectman John Olmstead and Selectman Karen Ober. Town Administrator Charles Smith was also present and Katy (Wells) North took the minutes

- 1. Pledge of Allegiance** – Those in attendance recited the Pledge of Allegiance.
- 2. Public Comment-** Evelyn Auger addressed the Board of Selectmen with pictures of issues on behalf of a resident on Johnson Road. Mrs. Auger would like the Board to address this and see that something gets done.
- 3. Business-**
  - Non-Public** - At 5:04 pm, Chair Johnny Van Tassel made a motion to enter Non-public session under RSA 91-A: 3 II(c), 2<sup>nd</sup> by Selectman Olmstead. Roll Call Selectmen Van Tassel; Yes, Selectman Ober; Yes, Selectman Olmstead; yes. The public tape was turned off and the non- public tape was turned on. (Others present in this non public were: Chief Paul Dexter, Karen Cobb, Chief Hankard, all in from the vetting committee for the hiring of the new Town Administrator) At 5:30 pm the Board of Selectman returned to public session, the public tape was turned back on. Chair Van Tassel announced the only decisions made in non public were to seal the minutes and to have the vetting committee continue with the interview process for the town administrator position.
  - Chair Van Tassel announced the board members signed letters thanking the other Town Administrators from New Hampton and Tilton for participating in the vetting committee and process of Sanbornton's search for a new Town Administrator.
  - Fire Department Regionalization Study Committee- Oaths/appointments-**Selectman Ober administered the oath of office for the following newly appointed members: Steve Ober, Chief Dexter, Dave Nickerson, Evelyn Auger, Andy Sanborn, Dave Devoy and Roger Grey. The Board discussed the purpose of the committee and what they would like to see them take a look at.
  - Chief Hankard-Police Department Update-** Chief Hankard addressed the Board regarding the town's tuition reimbursement policy. Chief Hankard stated the current policy is vague and he submitted a suggested revision for the Board to review. Chief also stated that line item 4155.950 in the budget is currently funded at \$1 and was dropped down in 2011. Chief requests the Board re-look at the policy and its funding for not only the Police Department but for the town's employees. Chief recommended updating the current town policy that could include being employed for at least a year, up to a \$1000 a year for an employee to be reimbursed, having a B average or better and to restrict the courses paid for to the job

position held with the town. Town Administrator Smith will have town counsel review and get back to the Board with feedback.

Chief Hankard handed out to the Board a crime statistic update. Chief Hankard wanted it noted that although there is a lot going on nationwide with Police Officers, he and his department feel supported by the townspeople with their comments and small tokens of appreciation being left at the station. Chief reported that he has ordered \$1900 of new tactical equipment and there will be a set of gear in every cruiser along with medical kits. He would like to pay for these items as vehicle equipment from the details fund. Selectmen Olmstead made a motion to pay for the above items from the detail fund for vehicle equipment with 1-kit going to each cruiser, 2<sup>nd</sup> by Chair Van tassel; Vote: all in favor-motion passes.

Chief Hankard stated that the Police department has applied for a \$13k 50/50 match for cruiser videos and radar display signs. The DPW and PD will set up key areas in town and a resident has mentioned a possible fundraiser to pay for the 50% town portion.

Chief Hankard updated the Board on the renovations that were approved at town meeting by warrant article. Chief requested that the Board waive the bid policy and allow Dan Chapman to do the work need to renovate the Police Station. Chief Hankard stated that his request was due to the sensitivity of the police station matters/content. Chief states that Dan is a current Firefighter in town also performed the work done in the Fire station section of the building and there would not be the level of supervision needed if Dan was allowed to do the job. There was a consensus of the Board to waive the bid process and get a quote from Dan Chapman for this work before proceeding with the job. Chief reported that the new cruiser is at Irwin's and will need to have the equipment swapped over from the old vehicle to the new one. Chief also reported that he has signed up for a development program class through Primex. Chief informed the Board that there are 2 part time positions open at the Police Department and Chief will be testing soon. Chief stated that the overall moral at the Department is good but they are still being very cautious will all that is going on around the country.

**Transfer Station-Hauling contracts**-David Allen, General Manager of Casella for NH area, Brian Bordeaux, DPW Director and Kevin Austin, Transfer Station Manager met with the Board regarding the hauling contracts between Casella and the town. Mr. Allen stated that currently the Town does not have a signed contract with Sanbornton. Currently the Town pays the non contractual price. Mr. Allen discussed with the Board that by signing a contract in the future the rates could go down slightly, with factors taken into consideration such as length of contract, adding equipment, rental fees etc.

**Solid Waste Committee Update**-Jennifer Holt, Dave Swanay and Bob White of the Committee joined the Board with DPW Director Bordeaux and Transfer Station Manager Austin to continue the conversation about recommendations for our Transfer Station from the Solid Waste Committee. The committee members handed out information to the Board with the committee's recommendations, that included rational of recommendations, and a full briefing from the committees work. The committee members also had a list of suggested vendors to solicit bids for as well as places to apply for grants for such recommendations. (a copy of this briefing can be obtained at the town office and was not voted to be included in the content of these minutes) The board directed DPW Director

Bordeau and Transfer Station Manager Austin to develop and RFP so that when quotes come back the Board will have enough to make a final decision for contracts needed for the town's solid waste needs.

Chair Van Tassel reminded that the contractual renewals needed to be documented so that when they come up for renewal it is brought to someone's attention.

Kevin Austin also discussed the follow-up issues for "EcoSmith" regarding the contract language. After discussion, Selectman Ober made a motion to authorize Kevin Austin, Transfer Station Manager, to sign the contract on behalf of the town upon delivery of the container being place at the Transfer Station, 2<sup>nd</sup> by Selectmen Olmstead, Vote: all were in favor motion passes.

DPW Director and Transfer Station Manager Austin presented the Board with PAF (personnel action form) to hire a new attendant that will put the transfer station at full staff. Selectmen Olmstead made a motion to make an offer to Kathleen Driscoll of employment for the transfer station attendant position at \$10.50 an hour for 30 hours a week, 2<sup>nd</sup> by Chair Van Tassel, Vote: all were in favor motion passes. The Board signed the PAF.

**Laurie Graham-Granite State Carriage Ride Event-** Laurie Graham from the Granite State Carriage Association came to inform the Board that the Association will be hosting a carriage ride event in Sanbornton on 8/21. Ms. Graham stated that she has spoken to the Police Chief, Town Administrator, Town Planner and Recreation Coordinator to let them all know what was taking place. Ms. Graham stated that the Army Core of Engineers will be opening the gates to the flood control area to use the trails to Shaw Cove etc. and the event will start at the Town Park. Ms. Graham gave the Board a packet that described the organization, the carriage ride event and a map as to where the rides would be going. Ms. Graham informed the Board that any cross overs on private land they have obtained land owner's permission and have place a certificate of liability on file with the town. Chief Hankard offered to put the event out via social media and Nixle alert.

**Old Home Day Committee-Lynn Chong-** Lynn reported that things are all set for Saturday the 23<sup>rd</sup>, the Board was riding in a car for the parade, events were all under control and looks forward to another successful Old Home Day.

**HL Turner Group presentation-** Paul Beck and William Hickey from HL Turner Group met with the Board to discuss the report they developed based on their visit to the town buildings. Mr. Beck and Mr. Hickey reported that they also spoke with the employees that use the buildings for facility assessment for consideration in their report. The Board asked Mr. Beck and Mr. Hickey if they could look into what it would take to expand the two buildings in question, (LSB and TO) also the Town Administrator stated it would be beneficial for decision making for a cost analysis with costs included for rebuilding or expanding. Mr. Beck and Mr. Hickey will come up with further information for areas the Board needed to make some future decisions and they will bring this back to the board. It was noted that they were given the site plans at tonight's meeting, for both buildings that will help them in making future recommendations to the Board.

#### **4. Other Business**

**FY '18 Budget-Department Heads-** Town Administrator Smith requested direction from the Board to pass along to the department heads to prepare the FY18 budget. TA Smith stated direction included deadlines, COLA, flat lining budgets etc. Selectman Ober stated that it would be nice to have

the budget to give to the Budget Committee by the very beginning of November. It was the consensus of the Board that increases are kept to a minimum and that raises are not built into the budgets, but if requested they will all be placed in a separate warrant article this year for town meeting. Chair Van Tassel would like to see the step and grade pay matrix system implemented. The Board discussed whether hiring someone to perform this function for the town was feasible. It was also discussed that the Town Administrator will bring back to the department heads that requests go through the Board first as well as any changes during the building of the budget or CIP issues they will also go through the Board before going to the other committees for consideration.

**Board of Selectmen Goals and Objectives monthly summary report-** Town Administrator Smith presented the Board with a summary report of everything that the Board has addressed and or been working on over the last fiscal year. This report includes the status of each item and the impact (or not) to the budget. This report was deemed by the Board as a useful tool for moving forward into the next fiscal cycle.

**Town office floor and carpet cleaning** - Town Administrator Smith requested that the town office floors and carpets be cleaned as they have not been done in some time. GNC our regular cleaning company has given an estimate for about \$700 for carpets and floors. It was the consensus of the Board that TA Smith move forward to have this done. TA Smith stated that these sorts of issues could be added to the maintenance plan for town buildings after HL Turner is done with their recommendations for future accommodations.

Town Administrator Smith reviewed with the Board a memo received by the Conservation Commission, to the Planning Board, copied to the Board. The memo was addressing opening the line of communications for the land use boards upon receipt of land use applications and exchange of minutes. The Board wanted it noted that they think it is important to share information between these land use boards.

## **5. Selectmen's Reports**

Selectmen Olmstead reported that he has drafted a letter that he presented to the Board for signature tonight. The letter is to the Daily Sun regarding the heading they chose for a recent editorial from resident Bill Whalen. Selectmen Olmstead felt that a correction should be printed to address the title and add an explanation of the law with emphasis on the difference between private and non-public sessions and that the Board is not meeting in any private sessions. The Board discussed the letter and the perception of the public and not having anyone perceive that the Board was having any such secret meetings. There was a consensus of the Board members to sign the letter to send to the Laconia Sun.

Selectmen Olmstead added that the Solid Waste Committee has brought their recommendation forward this evening and it has all been discussed tonight. Selectmen Olmstead added that he did ask that when the committee looked at recycling and single stream that they include information on curbside pickup so that their studies included all areas of solid waste removal.

Selectmen Ober suggested the Board start giving consideration to getting the CIP Committee going as another aspect of the FY18 budget process.

Selectmen Ober reported that she went to the Conservation Commission meeting and discussed the Board's recent request from the resident on Hermit Lake Road. Selectmen Ober stated the commission was not willing to change their decision on the lot and that the commission also stated that the landowner had been before the ZBA who denied them as well as there is no survey on file.

Selectmen Ober stated that maybe if the landowner had a survey and a plan of what they wanted that there would be more discussion, but the ZBA already said no and the Conservation Commission does not recommend the project for water flow reasons or altering access to this town owned parcel.

## **6. Authorization Signatures: Payroll and accounts payable registers**

Payroll and accounts payable register signed, The Board announced they were signing the following checks: Casella Waste for \$5588.64, Harvard Pilgrim for \$18862.77 and Primex for \$61348.00.

Fire Department: Selectman Olmstead made a motion to approve the request to upgrade the rescue tools, money to come from 4220.627 for \$1500 and line item 4220.629 for \$4600 2<sup>nd</sup> by Chair Van Tassel, Vote: all in favor motion passes.

The Board signed two PAF's: Aaron Abbott for advancement to Firefighter Level II Labor grade 7 step 1 for \$11.76 an hour. Ben Downs for advancement to Firefighter Level II Labor grade 10 Step 1 for \$14.39 an hour.

Town Administrator Smith informed the Board that the auditors sent a list of questions for the Board to complete regarding internal controls and financial policies. The Board recognized this as a new request and ask the Town Administrator to contact the auditors regarding this request. The Town Administrator presented the Auditing firm's contract for \$12k fees (same as last year) Chair Van Tassel with a consensus of the board signed the contract for Vachon, Clukay & Company PC for auditing services.

The Board signed a notice of intent to cut for TML 3/178.

The Board discussed the repair of the Town Office front door.

Chair Van Tassel requested that the minutes from 6/22/16 be updated to reflect what the PAF the Board signed stated from the Tax collector.

**7. Review & Approve Minutes**

A. Minutes 07/06/2016- Chair Van Tassel made a motion to approve the minutes of 7/06/16 with corrections, 2<sup>nd</sup> by Selectman Olmstead, Vote: all in favor.

**Non-Public-** At 9:25 pm, Chair Johnny Van Tassel made a motion to enter Non-public session under RSA 91-A: 3 II (a), 2<sup>nd</sup> by Selectman Ober. Roll Call Selectmen Van Tassel; Yes, Selectman Ober; Yes, Selectman Olmstead; yes. The public tape was turned off and the non-public tape was turned on. (Others present in this non public were: Town Administrator Charlie Smith) At 9:56 pm the Board of Selectman returned to public session, the public tape was turned back on. Chair Van Tassel announced the decision was made to seal the minutes since they discussed a personnel matter.

**8. Adjournment-** The meeting was adjourned at 9:57PM

**9. Next Meeting –** The Board of Selectmen are scheduled to meet next Wednesday, August 3, 2016 at 5PM in the Town Office Building

Respectfully Submitted,

Katy (Wells) North