

SANBORNTON BOARD OF SELECTMEN

MEETING MINUTES

May 25th 2016 – Town Office Building

The Board of Selectmen convened in regular session on Wednesday, May 25th 2016 at 5PM in the Town Office Building. In attendance were Chairman Johnny Van Tassel, Selectman John Olmstead, and Town Administrator Charles Smith. Selectman Karen Ober was absent.

1. **Pledge of Allegiance** – those in attendance recited the Pledge of Allegiance

2. **Public Comment** – no participants signed up for public comment

3. Business

A. Police Department recognition of service: Sanbornton Police Chief Stephen Hankard recognized retiring Sanbornton Patrolman Tracy Trammell. Patrolman Trammell had worked for the town for 19 years from 1997 to 2016. Chief Hankard presented Patrolman Trammell with a plaque thanking him for his service to the town. Patrolman Trammell thanked the Sanbornton Police Department, how great it was to work with the department, and for the residents of Sanbornton. The Selectmen thanked Tracy for his service to the residents of Sanbornton.

B. Department of Public Works / Transfer Station updates:

- i. DPW Director Brian Bordeau gave updates to the Select Board about the department's budget, road improvements, the March Road project, grading the town roads, his 10 year road improvement plan, and DPW staff attending the Road Agents Annual Meeting Demo. The Select Board requested that any further contracts for road improvements be submitted by the end of the fiscal year. The board also asked that the 10yr road plan be submitted in draft form for their review.
- ii. DPW Director Bordeau and the Transfer Station Manager Kevin Austin updated the board on; rules for volunteers at the transfer station, and an upcoming interview of an applicant for the open transfer station attendant position. Manager Austin recommended sending a contractor to pick up the metal pile as it is becoming overflowed. Manager Austin also discussed the future acquisition of a new or used compactor for the transfer station. The board recommended that Austin reference the town's employee Rules & Procedures handbook for the volunteers. Selectman Olmstead is to attend the interview for applicant. DPW Director Bordeau is going to have a contractor pick up the metal pile overflow. Transfer Station Manager Austin is going to research further into the cost analysis of purchasing a compactor and report back to the board.

- C. Board of Selectmen Operational Guidelines & Handbook: the Select Board tabled this item for further discussion at their next board meeting.

4. Other Business

- A. Town Administrator Smith gave the Select Board copies of the May 2016 expenditure report, a copy of the new FLSA rule from the US Department of Labor. TA Smith provided an update on the structural engineer study, discussed temporary staffing for transcribing the board meeting minutes, and the expiring Municipal Resources Inc. (MRI) contract. TA Smith also forwarded two thank you cards from town residents. The Selectmen briefly reviewed and discussed the operating budget line items from the expenditure report. The Select Board requested the Town Administrator reach out to staff that transcribe the meeting minutes from other boards and committees, to determine their interest in temporarily transcribing the Select Board meeting minutes. The Select Board approved Chairman Van Tassel as being the contact person to discuss with MRI on extending the consulting contract for the Town Administrator position.

5. Selectmen's Report – no reports were filed

6. Authorization Signatures:

- A. Payroll and Accounts Payable Registers were signed
- B. The Select Board signed the Town Administrator job description
- C. Chairman Van Tassel signed the previously approved Grader Operator job description
- D. The board signed a Private Right-of Way Acknowledgement and Notice of Limits of Municipal Responsibility form
- E. Two Notice of Intent to Cut forms were signed
- F. Town of Sanbornton Personnel Action Form was also signed for a new per diem hire

7. Review & Approve Minutes – minutes from 5/18/2016 were reviewed but approval was delayed until next board meeting, as Selectman Van Tassel was absent at the 5/18/2016 meeting and Selectman Ober who was present at the 5/18/2016 meeting was absent for this meeting.

8. Adjournment – the meeting was adjourned at 6:45PM.

9. Next Meeting – The Board of Selectmen are scheduled to meet next on Wednesday, June 1st 2016 at 5PM in the Town Office Building.

The minutes were prepared by Town Administrator Charles Smith