

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

April 27, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, April 27, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober, Selectman Johnny Van Tassel, Selectman John Olmstead and Town Administrator, Charles Smith.

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

2.0 Public Comment

2.1 Ralph Rathjen, Chair of Budget Committee Re: Budget Committee - Mr. Rathjen stated a tentative schedule has been put together for the committee's meetings on the 3rd Tuesday of the month with the exception of a few Thursdays. The Budget Committee would also like to hold joint meetings with the Select Board on November 14th and January 16th. Selectman Ober suggested holding a joint meeting on August 22nd, to go over the budget early before giving Department Heads their marching orders. Mr. Rathjen requested the help of the TA Smith to go over current expenditures and hopes to have some questions ready before the meeting. Chair Van Tassel explained that he would have a problem attending the Thursday meetings but would send one of the other Selectman in his place.

2.2 Fire Chief Dexter Re: Update - Chief Dexter reported that this fire season has been really high and the department has been really strict on issuing permits, the Town has been lucky not to have any incidents. There was a ban but it was lifted due to the snow and the ban could be put back in place by the weekend. Chief Dexter informed the Board that five per-diem candidates were interviewed and three of the candidates will be extended an official offer.

3.0 Business

3.1 Rappointment; Director of the Department of Public Works - Tabled until next week. Bill Whalen stated the DPW Director has been doing an excellent job on the Town's roads.

3.2 RFQ Decision - Lower Bay Road - Five of the engineering firms were interviewed this week under the State's requirements. Chair Van Tassel explained that all of the firms were qualified but Holden Engineering stood out for him with the things they knew and how they would keep the public informed about the project. TA Smith noted Holden would also be creating a web page on their web-site for project updates. Selectman Olmstead stated Holden would notify abutters of any public meetings that are to be held, so they can attend. Selectman Ober explained she was impressed with the amount of research they did and the details regarding the watershed on that road, the communication is impeccable. Bill Whalen stated it sounds like the Town is getting an Engineer plus a project manager. Chair Van Tassel replied yes, they design the project but will be keeping us informed and involved in the project throughout the whole process. Chair Van Tassel made a motion to award the bid for the Lower Bay Road design to Holden Engineering. Selectman Olmstead seconded the motion and the motion passed

unanimously. Marla Davis thanked the Selectmen for all of the time they spent meeting with the engineering firms this week, as a taxpayer it is greatly appreciated.

3.3 Planning Board Reappointments - Evelyn Auger - Selectman Olmstead made a **motion** to reappoint Evelyn Auger, as regular member of the Planning Board until 2019. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

4.0 Other Business

4.1 Board of Selectmen Operational Guidelines & Handbook draft - The Selectmen will review and discuss in two weeks.

4.2 Monthly Expenditure Report - The operating budget is at 17% remaining until June 30th. Selectman Olmstead noted he has asked the Planning Board to add a legal expense line item to their budget. Selectman Ober reiterated that the Planning Board should be requesting use of the Land Use Attorney. Chair Van Tassel agreed because it is not the Planning Board's budget, it's the Selectmen's budget.

5.0 Selectmen's Reports

5.1 Update on the work of the Planning Board - Selectman Olmstead stated the Planning Board (PB) would like jurisdiction over Planner Ward's hours. Chair Van Tassel noted his time sheets are turned into the Town Administrator due to budget constraints. Selectman Ober stated the Town Planner is not a Department Head and the position comes under the supervision of this office and if the position was made a Department Head, it would be accountable to the BOS. Selectman Olmstead explained that his expertise can be used and has been by the ZBA but I am not sure it is going to keep us out of court. There was a brief discussion regarding part-time hours versus full-time hours, in order to cover other tasks like economic development. Chief Dexter urged caution with a Town employee being overseen by volunteer boards. Chair Van Tassel stated the position was created for one board and multiple talents were shown but the funds were coming out of one budget, I do not see the position changing because the Town gave the position 26 hours plus 3 hours for Zoning Enforcement.

5.2 Personnel Action Form - DPW - The Board signed a P.A.F. for a DPW employees six month review.

5.3 Town Hall Rental - Selectman Ober made a motion to authorize the Old Home Day Committee to use the Old Town Hall. Chair Van Tassel seconded the motion and the motion passed unanimously.

5.4 PSNH - Permission to hang flags on telephone poles - Selectman Olmstead made a motion to authorize Chair Van Tassel to sign PSNH's permission letter. Selectman Ober seconded the motion and the motion passed unanimously. TA Smith to contact Mark Thurston.

6.0 Authorize Payroll & the Accounts Payable Register - The BOS reviewed & signed the payroll and the accounts payable register, a copy was made available for public inspection.

7.0 Review & Approve Minutes

7.1 4/20/16 draft - Members of the Board reviewed the draft meeting minutes of April 20, 2016. Selectman Ober **motioned** to approve the draft meeting minutes of April 20, 2016 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

8.0 Non-Public Sessions - Under RSA 91-A:3 II (a) – Selectman Olmstead made a **motion** to go into non-public session at 6:27 p.m. Selectman Ober **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 7:22 p.m. Chair Van Tassel announced no decisions were made and the board voted to seal the minutes.

9.0 ADJOURNMENT – Selectman Ober made a **motion** to adjourn the meeting at 7:24 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 NEXT MEETING (S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, May 4, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist