

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

April 20, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, April 20, 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 - None at this time.

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3.0 Business

3.1 Parks & Recreation Department - Field Maintenance - Coordinator Lonergan stated the park's fields are in rough shape, and they need to be fertilized but no funds are set aside for this year only next. Coordinator Lonergan suggested using some funds from the grounds & maintenance account (\$10K balance). Selectman Olmstead made a motion to authorize \$886 dollars be spent out of the grounds & maintenance account to fertilize the park's fields. Selectman Ober seconded the motion and the motion passed unanimously. Coordinator Lonergan informed the Board that the New Hampton School will be cleaning up Hermit Beach next week.

3.2 Terry Knowles, Assistant Director - Charitable Trust Unit Dept. of the Attorney General - Terry Knowles and Director, Tom Donovan were present. Terry Knowles stated it is her understanding that the Town has question regarding trust funds. TA Smith asked how the Charitable Trust Unit works? Terry Knowles replied they enforce donor intent, so when someone gives money to the Town a contract is formed between the owner and the Town, with specific designations for those funds. Selectman Ober stated when a request for funds is made, how do we get around the end of the fiscal year. Terry Knowles replied capital reserve funds can be invested in common, as well as the trust funds, so if money is needed for a new fire truck then the money is there. Terry Knowles explained there is a time table for those investments and the Trustees should be discussing those time frames with all the departments involved. TA Smith asked what the parameters were for Charitable Trusts? Terry Knowles replied if it is for perpetual care, the interest only can be spent on that designated trust or lot. Terry Knowles cited RSA 32:5 III - Municipal Budget Laws. Terry Knowles stated the funds have to be used as designated for that grave site. Tom Donovan stated funds can be estimated annually for the care of "x" number of sites. Terry Knowles explained the only way the terms of a trust can have exceptions made is through "Cy-pres" and their unit has a how-to kit for such proceedings through the court. Terry Knowles stated the MS-9 shows \$65K in income and \$19K + for principal, this is all for private cemeteries run by an association correct? Gail Morrison replied yes but there was a request for \$840 dollars and \$500 of that was for insurance. Terry Knowles stated insurance is not allowable under the trust and would be a new case for a judge. Terry Knowles explained typically the trust would be run by a Board of Directors and upon receipt the Trustees would pay out because they are usually registered with our department. Gail Morrison replied they have not

registered. Terry Knowles noted they could also be a non-profit. Marla Davis stated the Library submitted a voucher to the Trustees of the Trust Funds to take the 2014/2015 income because the Library had decided to leave the other funds because they are making some money. Marla Davis stated a check was received for \$1,800 dollars and we didn't cash the check because the funds came from six different accounts and she is not sure how they got the figure. Terry Knowles cites RSA 202-A:22 and stated all of the funds can be requested or left with the Trustees of the Trust Funds. Mr. Beane explained that for the past 10 years he has used a percentage but this year the money was pulled out of a hat and is not sure how it is reported on the MS-9. Terry Knowles stated if the funds are reported on the MS-9 then the figures should be able to be explained. Money can be raised from selling lots. The spreadsheet should show the income and the percentage of interest earned but only this year's funds can be requested not back years. There was a brief discussion regarding the Fireman's Association Scholarship fund, which does not have a restriction on whether donations can be applied to the principal or interest, so they decide which one. Chief Dexter noted this could be changed at Town Meeting. Terry Knowles stated there are three main factors, assets + needs + liquidity.

3.3 ZBA Appointments - Doug Rasp, Steven Cobb & Melissa Anderson (alternate - A brief interview was conducted. Chair Van Tassel made a **motion** to appoint Doug Rasp and Melissa Anderson, as regular members until 2017. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Doug and Melissa. Steven Cobb will be rescheduled to meet with the Select Board.

3.4 Conservation Commission appointments - John Earley, Richard Ayers and Dororthy Banks - Selectman Ober made a motion to re-appoint John Earley until 2019, Richard Ayers until 2017 and Dot Banks until 2019. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. _

4.0 Other Business

4.1 First Financial Resources: ambulance billing collections - Chief Dexter stated First Financial is affiliated with ComStar and they would mostly be trying to collect from uninsured people. Selectman Ober asked if they could pursue collection of the bills for six months and then stop? Chief Dexter replied yes, a four month letter will be sent out with options then a report can go to a credit company like "Expirion", etc. The Board decided to table this for review and decide in two weeks.

4.2 Advertising for Town Administrator Position - Selectman Ober stated she asked for this to be on the agenda because the person would need to be hired by July 1st and they may need to provide 30 days notice. TA Smith was asked to send the current job description for review by the Board then a review committee can be established.

4.3 Sanbornton Police Department - Highway Safety Grants - Selectman Ober made a motion to authorize Chief Hankard to move forward with applying for the Highway Safety Grants. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

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

5.1 Solar exemption - Selectman Olmstead made a motion to approve the acceptance of a solar exemption for Tax Map 20, Lot 12.2C. Selectman Olber **seconded** the motion and the **motion passed unanimously**.

5.2 Lakes Region Household Hazardous Waste Collection program - Selectman Ober made a motion to authorize Chair Van Tassel to sign the agreement letter. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. The available dates & times are listed in the table below, this program is open to all Sanbornton residents.

2016 HHW Collections

July 30th	August 6th
8:30 am - Noon	8:30 am - Noon
Belmont Fire Station	NH DOT Garage, Bristol
Franklin Public Works Garage	Laconia Public Works Department
Gilford Public Works Department	Moultonborough Hwy Garage
Meredith Public Works Department	Ossipee Hwy Garage

5.3 Old Town Hall Rental - May 3rd a presentation will be held by Tim Caverly on the Allagash Trails and on October 4th another presentation will be held by Deputy Fire Chief, Sean Reilly regarding the heroin epidemic. Selectman Ober made a motion to waive the rental fee. Chair Van Tassel seconded the motion and the motion passed unanimously.

5.4 Personnel Action Form - The BOS approved a \$1K salary increase for the Fire Chief for the remainder of FY '16 and another \$1K increase at the start of FY '17. Funds to come from a line item transfer from 4220.190 to 4220.110.

6.0 Selectmen's Reports

6.1 March Road Paving Project - Chair Van Tassel explained that Pike Industries can start with the project's underdrain and will wait to bill the Town until after the fiscal year, this will free up Pike's schedule for their peak season. Selectman Ober made a motion to allow Pike to begin the March Road project at the beginning of May. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.2 Board of Selectmen's Objectives Survey - The Board reviewed the survey results which has now been ranked in order of importance.

6.3 Legal Expenses - TA Smith reported that the legal expenses line in the budget has almost been depleted. TA Smith mentioned the line was shared with the Planning Board. Chair Van Tassel stated they will need to rely on the NH Municipal Association for general questions. Selectman Ober stated the Planning Board usually would come to the Selectmen for permission to utilize their Land Use Attorney.

6.4 Solid Waste Committee Guidelines - TC/TC Davis could not locate any previous guidelines and the current ordinance is dated 1988.

6.5 Personnel Action Form - Grader Operator - Selectman Olmstead made a motion to make an offer to the candidate, with 1-year probation and a six month review pending a background check. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.6 Employee Performance Reviews - The Selectmen were asked to conduct reviews for Department Heads.

7.0 Review & Approve Minutes

7.1 3/16/16 approved(2) - Members of the Board reviewed the approved meeting minutes of March 16, 2016. Selectman Ober **motioned** to approve a revision of section 6.4 from the previously approved meeting minutes of March 16, 2016. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.2 4/6/16 draft - Members of the Board reviewed the draft meeting minutes of April 6, 2016. Selectman Ober **motioned** to approve the draft meeting minutes of April 6, 2016 with changes. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

8.0 ADJOURNMENT – Selectman Ober made a **motion** to adjourn the meeting at 8:14 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

9.0 NEXT MEETING (S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, April 27, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist