

# SANBORNTON BOARD OF SELECTMEN'S MINUTES

January 8, 2020 – 5pm

## Town Offices

The Board of Selectmen convened in regular session; in attendance were, Selectman Tom Salatiello, Selectman Jim Dick and Selectman John Olmstead; Town Administrator, Trisha Stafford was also present.

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

### **New Business**

***Police Department Time Off Requests*** – Chief Hankard presented the board with a memo to asking the Board to allow for an extension for use of their unused personal time. Selectman Olmstead made the **motion** to allow the requestors to use up existing personal and or vacation time by May 1, 2020. Selectman Dick **seconded**; all in favor, motion passes.

***Fire Department Request*** - Chief Dexter presented the board with a Personal Action Form that reflects a firefighter's new completed AEMT training. He will be moved to labor grade 12 step 1 to reflect his new position title. **Motion** made by Selectman Olmstead; to move Firefighter Mussey to labor grade 12 step 1 effective January 5, 2020. **Seconded** by Selectman Dick. All in favor; motion carries.

Chief Dexter also presented the Board of Selectman with a proposal for adjustments to the ambulance billing rates. Chief Dexter is recommending a 5% increase on all ambulance billing services. This will better align Sanbornton with other departments around the area and Chief hopes to evaluate the rates yearly for consistency. **Motion** made by Selectman Dick to increase the billing rates for ambulance services 5% as of February 1, 2020. **Seconded** by Selectman Salatiello. All in favor; motion carries.

Chief Dexter presented the Board with the Fire Department's year end statistics on transports and where the bundled billing rates came out to as opposed to how much money was actually received.

***Town Clerk's Office Update*** -The Town Clerk/Tax Collector Julie Lonergan presented the Board of Selectmen with elected officials' openings for the next town elections. She also notified the Board that she met with the Tax Collector from Mason and went over and set the lien dates for the year as well as all the deed dates. Selectman Olmstead informed her of trainings for elections; Julie is planning on attending. She also reassured the Board that she thinks she will all set for ballot clerks for elections and will have the Transfer Station Manager Nate Douglass help her set up the Old Town Hall for Elections. Selectman Olmstead offered to help set up as he has assisted in previous years. Julie asked the board for their input on how much interest she should be waving. She is currently charging interest for this tax billing. The Board agreed that it made sense to waive interest below \$1.00 just because of the cost of postage for mailing the delinquent notice. At the next meeting Julie will provide information

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on what other towns due and formally request approval from the Board to waive interest below a set amount.

The Town Clerk/Tax Collector informed the Board and TA that she needed to go into non-public session for the remainder of the update. **Motion** to enter non-public at 7:11pm under RSA 91A:3 C made by Selectman Olmstead; **Seconded** by Selectman Dick. **Roll call vote** to enter non-public; Salatiello, Absent; Olmstead, Yes; Dick, Yes. Town Administrator Stafford and Town Clerk/Tax Collector Julie Lonergan were also present. A discussion was held about tax deeds. No votes were taken. **Motion** to seal the minutes was made by Selectman Olmstead, **seconded** by Selectman Dick. **Roll call vote** to seal the minutes; Salatiello, yes; Olmstead, yes; Dick, yes. Motion passes. **Motion** to leave non-public session at 7.32pm made by Selectman Dick, **seconded** by Selectman Olmstead. All in favor, motion carries.

**Committee Appointments** – The Historic District Commission has recommended Sam Swartz as a full member to the Historic District Commission to replace the outgoing Jim Dick. **Motion** made by Selectman Olmstead, **Seconded** by Selectman Dick. All in favor; motion carries. Selectman Olmstead then read Sam Swartz the Oath of Office and swore him in.

### **Budget Presentations**

**Transfer Station** – Transfer Station Manager Nate Douglass presented the Selectboard with an updated budget. The changes mostly affected the miscellaneous line. He reduced it from \$7,200 to \$2,800 in anticipation of banding cardboard and bailing. Nate also added some hours in anticipation of overtime. While it adds to the cost now, bailing will come to fruition and the amount we save bailing will offset the costs needed to start bailing cardboard. Selectman Olmstead made a **motion** to accept and approve the Transfer Station FY21 Budget at \$254,560. **Seconded** by Selectman Dick; all in favor, motion passes.

Nate also spoke about the bill of sale for the container trailer he has been pursuing. He has a revised bill of sale that he would like the sellers to agree to which stipulates the terms of the agreement. Selectman Dick made a **motion** to authorize Transfer Station Manager Nate Douglass to sign the revised bill of sale for \$1,800 for container C123299. Funds to come from line 4130.690. **Seconded** by Selectman Olmstead; all in favor, motion passes.

**Executive Administration** – Town Administrator Stafford went over the budgets for FY21. There was discussion around the training lines, the IT equipment and services as well as training for the executive and finance department. It was noted that the line allotted for opting out of insurance has been traditionally under funded and this year it reflects the actual number of individuals currently opting out and reflects the actual cost the town pays per opt out. Discussion was held around the outside agency funding for FY21 and which organization the Board would like to allocate funds to.

**Motion** made by Selectman Dick to approve the Assessing FY21 budget 4152 for \$83,120. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

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**Motion** made by Selectman Dick to approve the Planning Board FY21 budget 4191 for \$51,118. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

**Motion** made by Selectman Olmstead to approve the Zoning Board FY21 budget 4192 for \$2,941. **Seconded** by Selectman Dick. All in Favor; motion carries.

**Motion** made by Selectman Dick to approve the General Government Buildings FY21 budget 4194 for \$113,250. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

**Motion** made by Selectman Olmstead to approve the Cemetery FY21 budget 4195 for \$7,300 **Seconded** by Selectman Dick. All in Favor; motion carries.

**Motion** made by Selectman Dick to approve the Insurance FY21 budget 4196 for \$55,106. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

**Motion** made by Selectman Dick to approve the Other General Government FY21 budget 4199 for \$3,735. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

**Motion** made by Selectman Olmstead to approve the Enforcement FY21 budget 4411 for \$7,145. **Seconded** by Selectman Dick. All in Favor; motion carries.

**Motion** made by Selectman Dick to approve the Health and Community Organizations FY21 budget 4415 for \$8,200; \$2,200 for the Community Action Program; \$4,000 to the First Fruits Food Pantry and \$2,000 to the Franklin VNA. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

**Motion** made by Selectman Dick to approve the Patriotic Purposes FY21 budget 4583 for \$1,000. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

**Motion** made by Selectman Dick to approve the Conservation FY21 budget 4611 for \$2,425. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

**Motion** made by Selectman Olmstead to approve the General Assistance FY21 budget 4441 for \$33,469. **Seconded** by Selectman Dick. All in Favor; motion carries.

**Motion** made by Selectman Olmstead to approve the Fuel Assistance and General Assistance Vendor Payments FY21 budget 4445 for \$59,500 **Seconded** by Selectman Dick. All in Favor; motion carries.

**Capital Improvements Committee** – The Sanbornton Board of Selectmen discussed the Capital Improvements for the FY21 Budget and beyond. Selectman Dick recommended removing the funding recommendation for the Police Department Design Study and the Parks

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and Recreation Building, as they are part of the ongoing Building Construction Committee efforts. He also recommended funding the Life Safety Building upgrades from the Unassigned Fund Balance rather than through CIP. Selectman Dick **moved** to approve the CIP Budget for FY21 in the amount of \$1,367,410. Selectman Olmstead **seconded**. All in favor, motion passes.

### Old Business

**35 Parker Hill Road- Beaver Dam Concerns** – Ulrike Bauer; the owner of 35 Parker Hill Road, came in with Skip Lyle and his “Beaver Deceiver” flow device to talk about previous concerns with the culvert that is getting dammed up and what methods could be used to mitigate the damming without harming the animals. Skip proposes a flow device that will help control the flow of water and eliminate the beaver’s urge to dam up the water. The cost is around \$2,500 and Skip maintains that the success rate is around 100%. The continued maintenance on the flow device is minimal and they are built to withstand the elements and it would reduce the need to continually clean the culvert. The Board of Selectmen would like to engage the Conservation Commission and seek the opinion of the Highway Director.

### Town Administrator’s Report

**Planning Board Memo** – Property on Hermit Lake Road that has a deed restriction that would require the Board of Selectmen to review all of the plans (building, septic, etc.). In the event that the restrictions aren’t met, the deed would revert to the Town of Sanbornton. The issue was raised by a potential buyer for a property with that restriction. The buyer and his real estate agent are concerned that they will not be able to secure a loan with that type of restriction. The title attorney thinks it could be problematic in getting financing or insurance on the property. TA Stafford wasn’t sure if the Town of Sanbornton has adopted RSA 41:14a; and would need to potentially be put on the Warrant for Town Meeting.

**Applications for Recording Secretary** – the Board asked TA Stafford to conduct the first round of interviews and present the best options to the board for approval.

**Town Report** – TA Stafford is compiling all the information for the Town Report; still looking for a dedication. The Board discussed the possibility of dedicating the Town Report to Bill Tobin; or to Bill and Faith Tobin together. It was agreed that the 2019 Town Report would be dedicated to Bill and Faith Tobin in recognition of their years of contribution to the Town. TA Stafford also asked the Board to work on their report as well.

**Solid Waste Committee** – TA Stafford presented the BOS with Robert White’s resignation from the Solid Waste Committee. Selectman Dick made a **motion** to approve Robert’s resignation with regrets. **Seconded** by Selectman Olmstead. All in Favor; motion carries.

**Capital Alarm Update** – The keys are slowly dying out and TA Stafford has inquired with the Capital to see when they are planning on returning.

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### Selectmen's Report

**Chair Olmstead** – Nothing to report at this meeting.

**Selectman Dick** – Building Committee will be meeting on January 9<sup>th</sup>.

**Selectman Salatiello** – Nothing to report this meeting.

### Authorization Signatures: Payroll and Accounts Payable Register

Selectman Olmstead made a **motion** to approve the PAF for Mike Capsalis to bring him up to the proper rate for his Labor Grade and Step from \$20.77 rate to reflect the FY20 Labor Grade 15 Step 2 \$21.19 per hour. **Seconded** by Selectman Dick. All in favor. Motion carries.

The Board signed checks for \$430,000 to the Winnisquam Regional School District, \$6,090 to McClean Trucking and Excavation, \$43,275.26 to Primex, and \$8,626.33 to North East Resource Recovery.

### Review & Approve Minutes

**BOS Meeting Minutes** - Members of the Board reviewed the draft meeting minutes of December 18<sup>th</sup>, 2019 meeting minutes. **Motion** to approve the December 18<sup>th</sup>, 2019 Draft Meeting Minutes, with any corrections, made by Chair Olmstead, **seconded** by Selectman Dick. **All in favor**; motion carries.

**Adjournment** – Selectman Salitello made a **motion** to adjourn the meeting at 9.24p.m. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

**Next Meeting(S)** – The Selectmen will hold their regularly scheduled meeting on **Wednesday, January 22, 2020 @ 5:00 p.m.** at the Sanbornton Town Office.

*(These minutes are in draft form and are subject to review & approval at the next regularly scheduled Selectmen's meeting. Meeting minutes are not official unless they are viewed on the Town's web-site [www.sanborntonnh.org](http://www.sanborntonnh.org) or are on file with the Town Clerk.)*

Selectman's Clerk \_\_\_\_\_  
Approval Date 1.22.2020