

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*March 18, 2020*

### **Town Offices**

The Board of Selectmen convened in regular session: in attendance were Selectman John Olmstead, Selectman Tom Salatiello, Selectman Jim Dick, Town Administrator, Trish Stafford and Administrative Specialist, Sue Smith were also present.

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

**New Business** – Meeting was held by teleconference call with the public. Discussed ways of taking precautions for COVID-19. The Transfer Station cannot separate glass, etc, so all recycling will be single streamed. All bags need to be tied and closed.

Tim Lang, has public hearing on ZBA application for Solar Garden. Talked him through the policy we adopted. His intention is to do an online version of charts and maps. We should hold a hearing online. However, online conferences are having their challenges. Selectman Olmstead asked TA to check with NHMA legal for non-public meeting vs face to face. Possibly phone conferencing. Tax Collector is drafting a letter for residents on the changes such as keeping the door locked and scheduling appointments. Will post a sign and look into a wireless doorbell. Write a Press Release for the Laconia Daily Sun and put on website, social media, etc.

TA Stafford-Rob from Cross Country-taking direction from towns, protocol is knocking on doors with no entrance—outdoor only. Selectman Dick-Any impact on holding off on the assessments? Maybe we should put this on-hold for a few weeks. TA Stafford-Finance Director and Treasurer working on remote access to log in from home. All payroll and timesheets need to be in Town Office by 9:00 am. Treasurer Karen will be in Wednesday for signatures and deposits. Selectman to sign on Wednesdays and Thursdays Peggy will distribute.

TA Stafford received guidance from the Town Attorney with Right To Know requests. These will be delayed and will notify all departments. Selectman Olmstead thanked Selectman Dick on the write up. Selectman Dick says it's good for safety and keeping the town business open to the public. Tax Collector Julie has the most traffic. Police and Fire Dept's have new protocols on face-to-face, with no effect on emergencies or permits. Will mail changes for safety. The 911/211 will still be used for emergency calls. We will send to Salmon Press. As it continues to evolve, we will notify the public.

**Reorganization** - Selectman Olmstead – We need to reassign positions within BOS, have 30 days to elect a Chairman, Co-Chairman and Clerk. Selectman Dick-it's fine the way it is. Selectman Salatiello is pleased with all in their current positions as they have done an excellent job governing the town with the same values and are very positive. Selectman Salatiello made a **motion** that Selectman Olmstead be Chair Person, Selectman Dick be Vice Chair Person and Selectman Salatiello be Clerk. Selectman Dick **seconded the motion**. Any discussion of the motion. All those in favor. Ayes have it. **motion carries**. The slate of

officers for this coming year will be John Olmstead as Chairman of the Board of Selectman, Jim Dick as Vice Chairman of the Board of Selectman and Tom Salatiello as Clerk of the Board of Selectman.

TA Stafford asked if any changes should be made for the Boards or Committees that BOS sit on. Selectman Olmstead said no changes are needed. Selectman Dick has no problems with what they are. Selectman Olmstead agreed that the liaison positions will stand.

Selectman Dick mentioned that in talking with Melanie in Welfare that there is no BOS liaison. Selectman Olmstead offered to be liaison. TA Stafford asked who the liaisons were for other departments. The Selectman mentioned which ones they are on. TA Stafford asked if there should be liaison for the Transfer Station. Selectman Olmstead suggested asking Transfer Station Manager what his thoughts were.

Fire Chief Dexter on teleconference call mentioned the Health Officer position. He suggested that we may want to find a fill in. We can talk about it at a later date. TA Stafford said outstanding issues have been taken care of. Selectman Dick wanted to see if there is a stipend available. Maybe have someone in title at least. TA Stafford will check what the Chief's status is with the State.

**Old Business** - TA Stafford is working with Atlantic Broadband on getting a re-quote on the voice override IP systems. I have the Underwood engineering books and requested a PDF for the website. Selectman Dick suggested we look down the road and have them come in and present the study and how the town can take advantage of it once the virus issues calm down and have a face-to-face meeting.

Selectman Dick-no thru truck restrictions, deliveries only signs. DPW Manager will get the list of road bans. Winnepesaukee River Basin deadline has been pushed to a later date. Selectman Salatiello-we should ask the Town Attorney to look at the original document and see what the changes are. My concern is that we are being asked to take financial responsibility for something that wasn't intended in original document. TA Stafford-they are asking us to update the Town Sewer Ordinance. Selectman Dick said TA Stafford talked with Franz Vail, from DES to help us interpret this. He may have someone interested in volunteering at the meetings. Selectman Salatiello-the State has a responsibility to step up and going back to original agreement will help. TA Stafford-the State pushed out an MOA that they wanted everyone to sign. I believe that the changing of the governance came from the community members at the WRB.

Selectman Olmstead- is going to continue working on the Continuity of Operations Plan and make a list of a backup plan if sickness strikes any members and Mission Statements.

**Town Administrators Report** – TA Stafford had mentioned a few things earlier in the meeting with Cross Country and the Payroll.

**Selectman's Report-**

**Selectman Olmstead**-Planning Board meeting was cancelled.

**Selectman Salatiello** – any mechanism in helping elderly with food/reaching out in town churches? Selectman Dick said bus drivers are helping with deliveries of food and

homework in other towns but not in Sanbornton. No specific coordination at this point. Welfare Representative is working with First Fruits Pantry and the Winnisquam School District and will be available to help anyone in need.

**Selectman Dick** – had a Historic Commission meeting and public hearing for a siding change on a house that was tabled. Samples of colors were shown. Next meeting in April. Cancelled Building Construction Committee Meeting but will have a meeting on April 26<sup>th</sup>. For future meetings under a state of emergency, there should be someone available physically and all others can be by phone. We need to set an example for this situation.

**Authorization Signatures: Payroll & the Accounts Payable Register**

The Board signed a check for Harvard Pilgrim Healthcare for \$29,005.13. The Selectboard signed payroll registers for March 14, 2020.

Town of Sanbornton Board of Selectman swore in Juliana Lonergan to Town Clerk/Tax Collector from 3/11/2020 to 3/20/2023.

**Review & Approve Minutes**- Members of the Board reviewed the BOS meeting draft minutes of March 4, 2020 with any corrections. Selectman Olmstead made a **motion** to accept the draft meeting minutes of March 4, 2020. Selectman Dick **seconded** the motion, all in favor, ayes have it and **motion carries**.

Selectman Olmstead made a **motion** to approve 2020 town meeting minutes of the Town of Sanbornton of March 11, 2020 with any corrections. Selectman Dick **seconded** the motion, all in favor, ayes have it and the **motion carries**.

**Adjournment** – Selectman Salatiello made a **motion** to adjourn the meeting at 6:17 p.m., Selectman Dick **seconded** the motion, all in favor, ayes have it and the **motion carries**.

**Next Meeting(S)** – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, April 1, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices and/or teleconference.

Respectfully submitted,  
Sue Smith, Administrative Specialist

*(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.)*