

SANBORNTON BOARD OF SELECTMEN'S MINUTES

January 22, 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

Recreation Department New Hire

Recreation Director Amanda Pelissier present a Personnel Action Form to hire Audrey Buddington as a part-time employee for the before and after school care program. Selectman Olmstead made a **motion** to approve the PAF and hire Audrey Buddington as a part-time employee at Pay Grade 5 Step 5, \$116.0 per hour, beginning on 1/27/202. Selectman Dick seconded the motion. There was no discussion and the motion **passed** unanimously.

Tax Deeding, Non-Public Session needed per RSA 91-A:3 II, (c). Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. **Motion** to enter non-public session at made by Chair Olmstead, **seconded** by Selectman Dick. **Roll call vote** to enter non-public session; Olmstead, yes; Salatiello, yes; Dick, yes. Entered non-public at 5:07 PM. TA Stafford, Town Clerk Tax Collector Lonergan, and Welfare Director Van Tassel were also present; reviewed requests on abatement matters, no votes were taken. **Motion** to leave non-public session at 6.54pm made by Selectman Dick, **seconded** by Selectman Salatiello; **roll call vote** to leave non-public session; Olmstead, yes; Salatiello, yes; Dick, yes. **Motion** to seal the minutes made by Chair Dick; **seconded** by Selectman Olmstead; motion **passed** unanimously.

2020 CLG Grant Application – Franz Vail from the Historic District Commission (HDC) updated the Selectmen on an opportunity for another CLG grant in 2020. He said the NH Department of Historic Resources (DHR) had reached out and encouraged the HDC to apply for a follow-on grant to the one received in 2019. This grant would be targeted at an education program to help publicize the results of the survey being conducted this year. Franz explained that the DHR agreed to waive the matching requirement for this grant. He said that they had three types of outreach and education programs planned. Like the 2019 grant, the Town would be required to pay for the work up front, then the State would repay it when the work was complete. Franz requested the Town approve \$4,200 in the FY21 budget to cover the cost of the work. Selectman Dick mad a **motion** to approve \$4,200 for Line 4199.790, seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Chairman Olmstead signed the grant application for the CLG grant on behalf of the Board of

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Selectman Dick made a motion to change the budget for Line 4199, Other General Government, from \$3,735 to \$7,835. Selectman Olmstead seconded the motion. There was no discussion and the motion **passed** unanimously.

Belknap County Conservation District

Donna Hepp and Lisa Morin from the Belknap County Conservation District (BCCD) presented information on some of the programs they are pursuing for 2020. They stated that this was the first project planned in Sanbornton for some time. The specific effort is to improve stream quality and improve the habitat for the Eastern Brook Trout. One part of the effort involves adding “large wood” back into streams, mimicking natural tree fall. This creates cool areas for the fish, reduces stream velocity, and helps reduce the amount of sediment that is carried into Lake Winnisquam. The BCCD and Trout Unlimited have already performed a walking survey of Black Brook and found it suitable for the project. The Town Conservation Commission was involved in the survey, and would be part of any projects going forward.

Donna stated that some of the landowners along Black Brook were concerned about the project causing increased run off. BCCD applied for a Moose Plate grant and obtained funding for Trout Unlimited to evaluate Black Brook for fish passage and the major culverts in the Black Brook watershed. They will also bring in an engineer to look at catchment basins to see what can be done to prevent silting, like we experience at the bridge on Black Brook Rd. The funding would cover the evaluations but there would need to be future funding to actually implement any suggestions. Donna stated that successfully executing one grant tends to increase the odds of receiving follow-on grants to execute the projects. So, while there is no funding now, she was confident that more could be obtained if the Town decided to implement the recommendations from the assessment. Selectman Dick asked that the BCCD make sure that the efforts are coordinated with the Town's Conservation Commission and she said that they would contact Brad Crosby.

Selectman Olmstead thanked Donna and Lisa for the information, and stated that we are looking forward to working with the BCCD on the project.

Special Revenue Funds

Treasurer Karen Cobb provided an update on special revenue funds. She stated that all of the funds were in good shape, especially the Ambulance Fund. She noted that there is some concern about the Sewer Fund. There are three different bills for the sewer: Replacement Fund, Capital Fund, and Operations & Maintenance/Admin Fee. She said we are still waiting on collection of some fees, but the fees only pay a portion of the total cost. She stated that the fees have been received and are in the General Fund, but the auditors want the money to be moved into the Sewer Fund.

Karen also noted that the General Fund has a good balance, with \$4,415,000 as of January. That is up from 2019, but she noted that tax bills weren't due until January 2019 so it's not an even comparison, but there is \$3,795,000 as of today. Selectman Olmstead thanked Karen for

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all of her hard work.

Old Home Day Committee

Justin Barriault updated the Board on the planning efforts for the Town's 250th anniversary in July. He stated that they had a very active committee and they have developed some very good ideas. He explained that this year, Old Home Day will span three days (Fri-Sun) and include more emphasis on family activities. He said one of the events they would like to hold is a fireworks display on Saturday night. Justin spoke with the Town's insurance company, PRIMEX, and obtained a list of approved fireworks operators. He met with the one of the companies, and along with Fire Chief Dexter they assessed the Town Park, which was found suitable for the event. Justin said the fireworks are expected to cost \$10,000 - \$15,000.

Justin also said that the Committee planned to rent large tents to provide adequate coverage for participants in the event of inclement weather. Rental for those tents will be in the \$2,000 - \$3,000 range. He said the Committee has fund raising activities in progress and has a decent amount of money, but not enough to pay for the fireworks and tents along with all the other anticipated expenses. He was asking the Town to provide some funding to help offset the costs of the event.

Selectman Dick said that it had always bothered him that the Town provided no support for Old Home Day. He said that given the importance of this year as the 250th anniversary of the Town, that he felt it would be appropriate to provide some funding this year. He stated this would not imply an annual commitment, but a one-time contribution for this special celebration. Selectman Olmstead and Selectman Salatiello agreed that it would be appropriate for the Town to support it this year. Chief Dexter noted that where he came from in Vermont, his small town had fireworks every year, and it was funded by donation collections from people who came to watch. So it could become a self-funding activity going forward if the Committee was able to collect enough donations, along with their other fundraising efforts.

Selectman Dick made a **motion** to approve \$20,000 for Old Home Day, Line 4589.200. Selectman Olmstead seconded the motion. There was no discussion and the motion **passed** unanimously.

Tax Deeding – non-public session per 91-A:3, II (c). *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests and open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Chair Olmstead made a **motion** to enter into non-public session per 91-A:3 II (c) **seconded** by Selectman Dick at roll call vote to enter into non-public session; Olmstead, yes; Salatiello, yes; Dick, yes. Entered non-public at 8:05pm. A discussion about tax deeding was held. No other discussion was had. **Motion** to leave non-public session made by Chair Olmstead; **seconded** by Selectman Dick. **Roll Call** vote to leave non-public session at 8.28pm; Olmstead, yes; Salatiello, yes; Dick, yes. **Motion** to seal the minutes made by Selectman Dick, **seconded** by

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Selectman Olmstead; **all in favor**, motion carries.

Boston Post Cane

TA Stafford noted that the Town needs to identify the next recipient of the Boston Post Cane as the Town's oldest resident. TC/TC Lonergan will assist with identifying the next recipient. There has been some discussion about presenting the replica cane as part of the 2020 Old Home Day celebration. TA Stafford also noted that the replica cane needs to be obtained from the family of the previous recipient. The topic was tabled for a future discussion.

Old Business

Deed Restrictions on Hermit Lake Rd

Julie Jasys provide the Board with some more information on the reverter clauses on the properties on Hermit Lake Rd. She provided a copy of a waiver that was signed on the property in question when it was sold in 1991. The waiver released the buyer from the conditions of the reverter clause. She stated that her client was still willing to move forward with the purchase if a similar waiver could be signed. The Board agreed to sign a waiver to the reverter clause to let the sale of the property move forward.

Budget Approvals

Selectman Dick said the Town Administrator's budget has been updated and the lines that weren't approved last week are ready for a vote.

Selectman Dick made a **motion** to approve the budget for Executive Administration Line 4130 for FY21 in the amount of \$152, 390. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Olmstead made a **motion** to approve the budget for Financial Administration Line 4150 for FY21 in the amount of \$79,699. Seconded by Selectman Dick. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to re-approve the budget for Assessing Line 4152 for FY21 in the amount of \$82,026. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to approve the budget for Other Culture and Recreation Line 4589 for FY21 in the amount of \$22,250. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to approve the budget for Debt Service Lines 4711-4723 for FY21 in the amount of \$237,339. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to re-approve the budget for CIPC for FY21 in the amount of \$1,357,410. Seconded by Selectman Olmstead. There was no discussion and the motion

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passed unanimously.

Selectman Dick made a **motion** to approve the budget for Police Department Line 4210 for FY21 in the amount of \$505,902. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to approve the budget for Fire Department Line 4130 for FY21 in the amount of \$529,260. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to approve the budget for Recreation Line 4520 for FY21 in the amount of \$123,049. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to approve the budget for Highway & Streets Lines 4312-4316 for FY21 in the amount of \$950,177. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to approve the budget for Landfill Line 4325 for FY21 in the amount of \$10,301. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Selectman Dick made a **motion** to approve the budget for Wastewater Line 4326 for FY21 in the amount of \$48,529. Seconded by Selectman Olmstead. There was no discussion and the motion **passed** unanimously.

Town Administrator's Report

Lower Bay Rd Completion

TA Stafford informed Highway Director Van Tassel that the Town received a letter from Lyman Brothers stating that the final items on the Lower Bay Rd “punch list” are done, and that the final bills for the work and delivering the “as built” plans are being forwarded. Johnny stated that he was satisfied with the work, and that the bills are expected. Selectman Olmstead raised the issue of the speed limit on Lower Bay Rd. Johnny stated that the Town now owns the road, and that it can be addressed after Town Meeting.

Assessing Audit TA Stafford provided a copy of audits by the Department of Revenue Administration of the Town's assessing. The DRA performs spot checks of assessing records to see if they are accurate, and they also check tax abatements to see that they were properly assigned. The Town received failing grades for the abatement audit because the current policy for solar system abatements is not in accordance with the RSA. Selectman Dick stated that there is draft warrant article to change the policy to be in compliance with the RSA. As far as the tax cards, TA Stafford noted that there are some question about the validity of the DRA assessments, and that the review was done in June 2018 and the report was just received. Selectman Olmstead said the report should be sent to our assessing company, CCAG, for their

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review and comment.

Town Report Input TA Stafford provided a copy of the BoS input drafted by Chairman Olmstead. The Board will review and provide any comments at the next meeting.

Pay Grade Change TA Stafford presented a Personnel Action Form to promote Officer Warren Thompson based on his completion of the Police Academy. Selectman Olmstead made a **motion** to approve the PAF for Officer Thompson to promote him Grade 15 Step 1 with an hourly rate of \$20.67 effective December 22, 2019. Selectman Dick seconded the motion. There was no discussion and the motion **passed** unanimously.

TA Stafford also noted that she had two candidates for the Recording Secretary position who were ready to be interviewed. She suggested Friday, January 24, 2020 at 10:00 AM for a non-public session in accordance with RSA 91-A:3 II(b). The Selectmen agreed to the meeting.

Selectmen's Report

Chair Olmstead – Chair Olmstead reported on the Planning Board and the Recreation Commission. He noted that attendance at Rec Department events is up from last year, and that they have had no problem getting referees and officials for sport events.

Selectman Dick – He reported on the Building Construction Committee and the Budget Committee. The public hearing for the budget will be on February 4th with a snow date of February 12th. He also highlighted the Conservation Commission's trout project in collaboration with Sanbornton Central School. Selectman Dick provided a copy of draft warrant articles based on items that had been discussed by the Board. Board members will review and it will be discussed at the next meeting. Selectman Dick also reported that there is an issue with ADA compliance within the Town Offices. TA Stafford will have Nate Douglass look at the issue and come up with some options to address it.

Selectman Salatiello – Selectman Salatiello noted that a letter in the Laconia Daily Sun concerning an increase in the Selectmen's pay. He pointed out that the increase in pay 6 years ago was done on the recommendation of the Budget Committee and the Selectmen had no input on it.

Authorization Signatures: Payroll and Accounts Payable Register

Chair Olmstead announced that the BOS is signing the following check; \$27,606.22 to Harvard Pilgrim Healthcare.

Review & Approve Minutes

BOS Meeting Minutes - Members of the Board reviewed the draft meeting minutes of January 8, 2020 meeting minutes. **Motion** to approve the January 8, 2020 Draft Meeting Minutes, with any corrections, made by Chair Olmstead, **seconded** by Selectman Dick. All in favor; motion **passed** unanimously.

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Adjournment – Selectman Salatiello made a **motion** to adjourn the meeting at 9:50 p.m. Selectman Dick **seconded** the motion and the **motion passed unanimously**.

Next Meeting(S) – The Selectmen will hold their regularly scheduled meeting on **Wednesday, February 5, 2020 @ 5:00 p.m.** at the Sanbornton Town Office. A non-public session will be held on **Friday, January 24, 2020 @ 10:00 a.m.** for an employee hiring discussion.

(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 or are on file with the Town Clerk.)

Selectman's Clerk _____
Approval Date 2.5.2020