

**TOWN OF SANBORNTON**  
**MEETING OF THE BOARD OF SELECTMEN**  
Sanbornton Town Office  
573 Sanborn Road  
Sanbornton, NH  
**10.12.2022 – 5pm**

The Board of Selectmen convened in regular session. In attendance were: Selectman Jim Dick, Selectman Bob Lambert, Selectman Brandon Deacon and Town Administrator Trish Stafford.

**1. Public Comment – None**

**2. New Business**

**a. Sand bids** – Highway Department Director Johnny Van Tassel explained that he has received three bids for sand and recommends the one from Pike Industries which is the lowest bidder. Selectman Jim Dick made a **motion** to accept the bid from Pike Industries for winter sand for \$10.79 per ton delivered/\$6.34 per ton for pick up and to authorize the Highway Department Director to sign the contract on the Town’s behalf. Selectman Bob Lambert **seconded** the motion and the motion passed unanimously.

**b. Engineering services quote for Dr. True Rd** – Johnny explained that he met with an engineer for a quote on the work needed for Dr. True Rd but suggests a meeting with the BOS and the engineer also. Selectman Dick stated that he does not think Maple Circle or the Vortex system need to be addressed right now but the Board needs to know what it can afford to do with Dr. True Rd. He stated that an RFP should be created asking for engineering services in order to get multiple quotes.

Selectman Deacon stated that the engineer needs to be told what the problem is that needs to be solved, i.e. the mud season issue, and added that the engineer may not think paving is the correct fix. Selectman Lambert noted that the engineer should be able to say if the existing base is in fact ready to be paved or if extensive work is needed to make it ready. Ray Masse added that Winnisquam Watershed Network should be involved somehow and their involvement may make it easier to secure State funding to fix the silt issue in the future. Selectman Dick and Johnny will work on RFP language soon.

**c. Cemetery markers** – Trish stated that the Cemetery Trustees have asked if the Highway Department can install plot markers; this is getting expensive to have an outside company come in to do. Johnny responded that he does not know what is involved in installing markers and Selectman Dick stated that Johnny should speak with Cemetery Trustee Brendan Morrison about it.

**d. Warrant notice** – Trish explained that the warrant notice needs to be signed which states that the Town will be voting on November 8<sup>th</sup> from 7am-7pm.

**e. Moving update** – Trish explained that the file cabinets from Bank of NH are being picked up tomorrow and then the town office will start moving files over. She will put each committees' items in boxes for them to sort through before moving to the new building. She will be putting the old file cabinets outside so that residents can take them but any cabinets remaining after a couple days will be recycled. Trish stated that the anticipated move-in date for the new building is October 24<sup>th</sup> and she will be meeting with the movers on the 17<sup>th</sup>. She and Chief Dexter met with an employee of Capital Alarms to discuss how the new PD station will be configured.

**f. Welfare Dept update** - Welfare Director Siri Gaydos explained that she has been doing an accounting of past assistance vouchers given to residents. She currently has eighteen active clients and two of those are non-financial and receiving budgeting assistance only. Fuel is the most requested type of assistance and she has a few clients who do not technically meet eligibility requirements but they are \$300-\$500 short each month due to inflation so she supplements their rent by that much.

Selectman Lambert asked if those requesting assistance are working or have a hardship and Siri responded that they are, and added that many are working full-time, decent-paying jobs but still cannot make ends meet due to inflation. Some are also disabled or retirees on a fixed income. Selectman Deacon asked if any of the clients receiving relocation assistance are moving because they cannot afford their tax bill and Siri responded No, two clients live in houses that are being sold and another is living in unsafe conditions going into winter. Selectman Dick stated that he has not seen any new liens placed on the clients receiving financial assistance and Siri explained that they are all renters or already had liens.

### **3. Old Business - None**

**4. Town Administrator's report** – Trish explained that she and Peggy in Finance have a meeting scheduled to move forward with the new payroll system. She noted that she received the estimates from HealthTrust for insurance increases next year; a 17% increase for health insurance and a 1.5% increase for dental insurance are projected though the actual increase is unknown.

**5. Select Board reports** – Selectman Lambert stated that the Recreation Department has many activities going on for Halloween and more planned for the holiday season. They are short on coaches right now for the basketball program. He added that he met with Gilford Well and they are going to provide a plan for either a deeper well or an additional well; Trish stated that Amanda Pellisier did find a topographical map of the Town Park. Selectman Dick asked if pulling water from the river for irrigation was discussed; Selectman Lambert explained that this would require a pump house to be put on the Army Corps property which is not feasible. The Town Park Committee is working on getting quotes for buildings at the Town Park as well.

Selectman Dick explained that there is interest from the Building Construction Committee to get a tour of the new building. Selectman Deacon asked if there will be a public grand opening also; Selectman Dick suggested having the building open to the public on the same day as Trunk or

Treat from 2pm-4pm, Sunday, October 30<sup>th</sup> and members agreed. He added that the BOS should plan on being at the existing town office for the next regular meeting.

Selectman Dick stated that there have been instances where either department heads or their staff were out to the point where the department was essentially shut down and the Town Administrator was not made aware. Members agreed that Trish should write a policy stating that she needs to be notified during situations like this and send to all department heads.

Selectman Dick stated that he has put together five CIP requests including Town Hall Repair and Restoration, Town Facilities Repair and Refurbishment, Town Building Improvement and Design, Transfer Station, and Highway Department Heavy Equipment. He explained that the Town Building Improvement CRF has been used to pay HL Turner for the work on the new town office and soon the PD. Last year there was no request made to fund that CRF but it needs to start being replenished. There is \$257,000 in the Town Facilities Repair and Refurbish CRF and \$24,000 is for the Transfer Station. He explained that the Fire Department is expecting \$40,000 will be needed to finish the Life Safety building roof and added that each department head needs to give a simple plan with what is needed for their buildings so that money can be saved in a CRF towards those expenses.

Selectman Dick noted that there isn't yet a defined plan for the Town Hall Repair CRF but the CIP request is for \$25,000 and last year the BOS chose not to fund it at all; including FY23 the CRF balance is \$128,000 but he anticipates this will get expended quickly once foundation or electrician work is needed. The Transfer Station CIP request is for \$35,000; \$45,000 was requested the last two years and this request reflects that the new pick-up truck was purchased early. The Highway Department request for \$110,000 will allow for potentially all equipment to be purchased outright versus leased by 2030. Selectman Dick noted that there is no request for Milfoil this year and there is already \$16,000 in that CRF.

Selectman Deacon stated that there should be plans from the Town Park Committee for the funds they need for wells, buildings, etc. Trish added that she is working with Shauna Goutier to develop a contract for landscaping for the town as there currently is not a contract in place. Selectman Lambert stated that he will be moving his CIP liaison duties to Selectman Deacon due to scheduling issues.

Selectman Dick stated that there has been confusion about payroll budgets for FY24. He added that department heads can technically add in what they would like in the Department Request column in the budget spreadsheet but the BOS has stated that department heads shouldn't include step increases. Ray Masse stated that he and Budget Committee Chair Kate Osgood are frustrated because the BOS has not voted on an approach for payroll or merit increases, and he thought department heads were instructed to budget each employee at the same grade and step they anticipate them to be on 6/30/2023 unless there is a qualification gain. He stated that some department heads are budgeting that way but others are budgeting for step increases for all employees.

Ray added that he is also unsure if the library is included in the merit pool and he thought the BOS should approve budgets before the Budget Committee does, and in some cases department

heads are budgeting for wage increases for themselves before this has been discussed by the BOS at all. He stated that there are positions in the town where qualifications can be met in order to get a raise, while other positions do not have these types of opportunities. There is still no plan for how the merit pool will be distributed and time is being wasted reviewing budgets if 50% of the operating budget is payroll.

Selectman Dick stated that he does not think there will be a plan for merit distribution this year. Ray responded that there should be a consultant or someone like a consultant that can be hired to advise on what qualifications deserve raises. Trish stated that she can do this work but has many other responsibilities right now. Ray suggested the next Budget Committee meeting of Tuesday, October 18<sup>th</sup> to discuss the approach and cancelling the PD, Rec Dept and Library reviews that were scheduled for that night. Selectman Dick added that the Budget Committee and BOS may not agree on the approach to wage adjustments or agree to approve certain budgets which is okay.

Selectman Deacon explained that the Historic District Commission has met with Mr. Abbott about a tree planting plan to visually screen his solar array. The Master Plan Committee went over its survey results and most responses were expected; the majority of respondents do not think ground-mounted residential solar systems should be regulated and people were more in favor of cluster development than he anticipated. Resilience Planning met with the Planning Board about the aquifer protection ordinance and a public information session will be held for residents to ask questions about it.

Selectman Dick stated that the BOS wrote a letter to the Planning Board asking them to look at adding gravel pits to their site plan review process but no response has been received. Selectman Deacon stated that he explained to the Planning Board that the best practice is for this to be in the Planning Board's purview instead of the ZBA and there was disagreement from some members. He added that he is unsure why the Planning Board wants to have input on someone selling ice cream from a shed but doesn't want to be involved when someone is excavating acres of earth. Selectman Dick stated that they should provide some type of response either way to the BOS.

**6. Signatures** – A check in the amount of \$500,000 to Winnisquam Regional School District was signed.

**7. Minutes** – Selectman Dick made a **motion** to approve the minutes of 9/28/22. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Meeting adjourned at 7:19pm. The next BOS regular meeting is scheduled for October 26<sup>th</sup> at 5pm. The joint meeting with the Budget Committee is scheduled for October 18<sup>th</sup>.

Respectfully submitted,

Audry Barriault, Secretary

Selectboard Clerk: \_\_\_\_\_

Approval Date 10.18.2022