

SANBORNTON BOARD OF SELECTMEN'S MINUTES

October 28, 2020

Town Office

The Board of Selectmen convened in regular session and in teleconference: in attendance were Selectman John Olmstead, Selectman Jim Dick, and Town Administrator Trish Stafford. Selectman Tom Salatiello was not present.

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

Public Comment - Mr. Richard Leighton came to the Board with a few concerns. His original concern was that he is trying to get his property unmerged, but he started by talking about abutters complaining that he is cutting trees and taking stumps out improperly to upgrade Old Brown Rd, which is a Class VI road. He said he has been doing maintenance on the road since he bought his property in 2004, and now a neighbor is upset that he is cutting back trees that are along the roadway. The police were called to the scene to investigate. Selectman Olmstead asked if the trees were on his property. Mr. Leighton said they were on a section where the road crosses his neighbor's property. Selectman Dick said this was really a topic for Highway Director Van Tassel, since it involved road maintenance.

His other issue is concerning plot plans and deeds dated back to 1985 on the layout of the road with a 50 ft right of way. One section of his plot plan shows a parcel that is marked as a voluntary merger, and Mr. Leighton believes that is an error. He maintains that parcel should be separate from the rest of his lot. He had a plot plan to present to the BOS. Voluntary and involuntary merging, etc, was discussed at length. Preliminary advice from the Town Planning Assistant is that he may need to apply to the Planning Board for a lot adjustment. Selectman Dick said he understands his frustration, but that the Town can only make decisions based on the information available. There is no way to know if the previous owner of the property intended to merge the plots in 1985, but that's what the deed shows today. Selectman Olmstead said that changes may have to go to the Zoning Board to petition a lot line adjustment or apply for a subdivision to separate that parcel from his property. TA Stafford will follow-up with Steve Laurin and Chief Hankard and get back to Mr. Leighton.

New Business –

Committee Appointments – Steve Cobb, re-appointment to the Zoning Board as an alternate. Selectman Olmstead made a **motion** to approve Steve Cobb for re-appointment to the Zoning Board with term to expire March 2023. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Bob Lambert, for regular appointment to the Capital Improvement Committee. Selectman Olmstead made a **motion** to reappoint Bob Lambert to the Capital Improvement Budget Committee with term to expire March 2021. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Artisan Market – Selectman Dick said the Artisan Group is asking to change the day from Wednesday to Saturday with a time change as well until December. TA Stafford said they will now have to heat the building and discussed charging fees. Selectman Dick said he would not be in favor of changing their fees but to remind the group to turn heat on and off

appropriately. Selectman Olmstead agreed.

Updated COVID Guidance – Chief Dexter submitted an update to the COVID-19 Guidance for Town Employees. Selectman Olmstead and Dick said they did a great job on it. Selectman Olmstead made a **motion** to accept and implement the emergency pandemic workforce protection policy #3 update. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.**

November/December Meeting and Holiday Schedule – TA Stafford said with the holidays coming up asked what the schedule should look like. Selectman Olmstead suggested Nov 4th and 18th for the next 2 BOS meetings and the Budget meeting to Nov 5 and 19 at 2:00 pm. Office closed Nov 25th half day, closed Nov 27 and closed Dec 24. All agreed with these changes.

Tax Collector Julie Lonergan gave us an update-- 611 absentee ballots requested and 538 returned. All is running smoothly (and very busy) in planning for the upcoming election.

Recreation Special Revenue Funds – TA Stafford discussed the issue of what the Recreation Commission is expected to pay back from their revolving fund. Informally, they have been paying back half of their operating budget, as they do get revenue from different programs. Looking at the funds right now, they would be able to reimburse the Town however with little revenue coming in, it will be problematic for the next year's budget. Recreation Director Amanda Pelissier said she has been working on some ideas with the Rec Commission to bring in revenue. Selectman Olmstead said we might want to forego this. Selectman Dick inquired as to where the revenues are in comparison to previous years adding that he doesn't want the Commission to pay so much out of their revolving fund with no revenue coming in to replenish it. This year is an impact to the general fund. Selectman Olmstead will discuss with Recreation Commission at next meeting and if questions ask them to be at the BOS Nov 18th meeting.

Sewer Fund—TA Stafford said that every year, the Winnepesaukee River Basin administration asks the Town to budget an increase as a buffer of 3-5%. Some years the increases haven't been necessary and there is extra in the sewer fund. The auditors would prefer to see the monies collected offset the fees for the Basin Program with no excess. Discussion ensued around the fees for FY22; keeping them the same and potentially lowering the rates for the users of the Basin Program.

NH Municipal Association Conference – To be held Nov 18-20. It will be virtual this year. Selectman Dick, Selectman Olmstead and TA Stafford are planning to attend. Fee is \$65 if paid electronically.

Old Business – none

Town Administrators Report –
10/28/2020

BOS APPROVED Minutes

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Oil/Propane Procurement – TA Stafford said she received information on oil and propane prices. She would like to lock into a rate for oil and propane with Irving. It was 1.135 last year and now it is 1.309 for propane. The oil rate last year was 2.105 and now it is \$1.651. Kerosene will be maintained appropriately. Selectman Dick said that it would be a hassle to change it up and is not worth the trouble.

State of NH Procurement – TA Stafford addressed the outstanding payment due to the Town for the Lower Bay Rd project. Selectman Dick said the two things we need to get are the final invoices from Lyman and Holden, to verify the final totals for the project. The last Holden invoice was \$1,700 below the budgeted amount. With those final invoices and the proof of payment made to the two companies, the Town will be able to request the final payment from the State.

Audit Report – Two points of reference noted in the audit report; mileage and welfare assistance payments. Final report has not yet been received. TA Stafford needs to respond to the auditors in regard to the two items. Standard mileage form and procedures need to be filled out. Selectman Dick said in a welfare case it may be a little vague, but can document days and miles. Regarding the welfare payments, Selectman Olmstead will talk to Welfare Director Van Tassel and provide feedback to TA Stafford.

PAF - Chief Dexter presented a PAF for Mike Lewis as he has completed his certification and licensure as an Advanced EMT and asked to move him to Labor Grade 13, Step 2, \$19.54 to start with pay period beginning 10/25/2020. Selectman Olmstead made a **motion** to approve Mike Lewis PAF. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Selectboard Report's-

Selectman Olmstead had a Planning Board Meeting where the Solar Garden discussion was tabled again. The Planning Board discussed accessory dwelling units and will further the discussion on detached accessory dwelling as well as home occupation descriptions at tomorrow's Planning Board meeting. The Planning Board has been debating on the issue of level 1 and level 2 home occupation descriptions as the Planning Board has not been able to come to a consensus. Selectman Olmstead reiterated that he will bring up the reimbursement topic at the Recreation Commission meeting scheduled for Nov 10th.

Selectman Dick had three; The Building Construction Committee has held one virtual and two in-person meetings presenting the design options for the Town Office and Police Department Buildings. Selectman Olmstead noted all the good things he has heard, giving kudos to the committee and to the progress etc. Selectman Dick said the Committee has been receiving good questions and dialogue; he said there are concerns on location, risk with pond and water issues, and adding more space. He feels that these things can all be addressed. The Committee has gone back to BPS for their thoughts. Another 'in person' meeting at Old Town Hall and 3 more virtual meetings are scheduled between now and Thanksgiving.

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CIP met last week and went over the Highway Dept and Transfer Station CIP requests. Director Van Tassel came in with a lower amount that he normally does based on work he was able to do on the gravel roads and has factored a lot in for next year but leaning toward staying at the same amount and anything he's not anticipating to use, putting it into road and bridge CRF. We know we will need to reclaim and repave some other roads like Hunkins Pond, etc. The CRF for bridges is also designated for roads. If we need it we can spend it, otherwise it can be saved and put toward some larger future projects. He has a good plan on what needs to be done. For Transfer Station, the CIP Committee was very happy with what Manager Douglass had laid out; being able to plan for the life of the infrastructure as well as plan for future purchases and maintenance on equipment.

Health Trust has reached out to us to be part of their presentation at NHMA on affordable healthcare. Ray Masse and Selectman Dick recorded a session on the process we went through. They will participate in a session on Nov 19th for questions.

Selectboard Signatures-

Authorize Payroll, Accounts Payable Registers, Assessing Forms and or PAF's.

Completed signatures on Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for October 21, 2020.

BOS signed checks for the following: \$23,607.40 to Health Trust, \$25,019.72 to NH Retirement System, \$10,000 to Vachon, Clukay and Co.

Approve Meeting Minutes- Members of the Board reviewed the BOS meeting draft minutes of October 14, 2020 with any corrections. Selectman Olmstead made a **motion** to accept and approve the draft meeting minutes with any corrections of October 14, 2020. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Next Meeting(s) – The Board of Selectmen's next meeting will be held at the Sanbornton Town Office on **Wednesday, November 4th, 2020 @ 5:00 p.m.**

Adjournment – Selectman Olmstead made a **motion** to adjourn the meeting at 7:08 p.m. Selectman Dick **seconded** the motion. Ayes have it and the **motion passes.**

Respectfully submitted,

Sue Smith
Administrative Specialist

Selectman's Clerk _____

Approval Date 11.4.2020

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