

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 4, 2020

Town Office

The Board of Selectmen convened in regular session and in teleconference: in attendance were Selectman John Olmstead, Selectman Jim Dick, Selectman Tom Salatiello and Town Administrator Trish Stafford.

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

Public Comment - None

New Business –

Swearing in Officer Adam Morton – Chief Hankard has selected Adam Morton as a full time Police Officer with the Town of Sanbornton. He has passed an extensive background investigation including a psychological test and polygraph. His starting pay rate will be Grade 14, Step 1, \$20.40 per hour. Upon completion of the NH Full Time Police Academy and attaining certification, his pay rate will go to Grade 15, Step 1, \$21.83 per hour. He will start on November 15, 2020. Chief Hankard hopes to enroll him in the Academy in January. Selectman Olmstead made a **motion** to accept the PAF to hire Officer Adam Morton as new officer for the Town of Sanbornton with a starting pay rate of Grade 14, Step 1, \$20.40 per hour. Upon completion of the NH Full Time Police Academy and attaining certification, his pay rate will be Grade 15, Step 1, \$21.83 per hour. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.** Chief Hankard then swore in Officer Morton.

James Bledsoe – Planning Board Request – Mr. James Bledsoe is in the process of opening up an auto repair shop inside of a business that has been operating as a body shop for the last 12-15 years. He was told that there was no record of the repair shop business going through the planning and zoning process. He went to the Zoning Board and was granted a variance to operate in the commercial district, however he was told that he needed to get a site plan approved by the Planning Board. He is hoping that by coming before the Board that he will be able to get a waiver as to not further prolong opening the business, since the next opportunity to get in front of the Planning Board isn't until December. Steve Laurin, Planning Board Assistant gave some background on the situation stating that on Oct 14 he received a letter from the Department of Safety for a motor vehicle inspection station. They as a routine send a letter to make sure they are a legal operation in the Town at 31 Bay Road. There are 2 things on the record in the last 40 years for businesses at that property, one for a storage area and other for electronics manufacturing in 1978. Steve has researched town files and found nothing, but in last few weeks found that there has been an auto restoration business operating there for the last 15 years. Mr. Laurin advised Mr. Bledsoe that zoning does not allow this and he got a variance and now needs planning board review. Mr. Laurin said this existing business has never been permitted and not been approved by the Town as industrial and should be shut down, but the fact that it has operated so long could cause legal problems. Mr. Laurin suggested Mr. Bledsoe bring this to the Town Selectman for further guidance. Mr. Laurin continued by saying he was not aware of any concerns or issues after checking with Chief Dexter, Chief Hankard and Director Van Tassel. As far as permits, one would be needed for air emissions as its previous permit expired in 2016. As Mr. Bledsoe is

leasing and not the owner, he does not have the extra money for any site plans, etc. Mr. Bledsoe is looking for advice to get his business open. Selectman Dick said Mr. Bledsoe is trying to get the proper approvals but fundamentally it's the owner's business and is operating without a permit. Chief Dexter said that with the Zoning Board, the variance was granted then allowing for the next step to get it on the books. Selectman Olmstead said that we do have a Planning Board meeting this month it's a workshop and asked Mr. Laurin if this could be brought up at that meeting. Mr. Laurin said there's a glitch as an application needs to be submitted no less than 21 days before the meeting, that is a statutory requirement of NH RSA 676:4-i Selectman Olmstead said that to get a jump start on the site plan, he could have a conceptual consultation in telling the Planning Board what steps you want to take at the next meeting. Chief Dexter said current lessor should go through site plan reviewer. Selectman Olmstead said we need the lease owner to jump through the same hoops as Mr. Bledsoe. Selectman Dick said if the auto repair business is legitimate there should be no problem to bring their current operating plan to the Planning Board to be approved. We cannot ignore the fact that there are businesses operating without approval. The Town is not going to shut them down as they have been operating for 15 years with no incidents but have them go through the process and come to the Planning Board with a site plan, etc. TA Stafford said now you have made us aware of this we are allowing you the opportunity to fix it. Selectman Dick said that it's about making everything right. Chief Dexter asked Mr. Laurin about a letter from DES regarding Redneck Restoration – about a permit submitted in 2018 incomplete and with no fee paid for a small quantity generator for air quality and needs to get a new permit. Selectman Dick said that we need to make it right if there are State and environmental requirements and getting the paperwork right on the books and site plan review and approved. Mr. Bledsoe had a question of using the same site plan for 2 businesses and Selectman Olmstead said we can't answer for the Planning Board. Selectman Olmstead said the next step is a conceptual with the Planning Board and asked Mr. Laurin to see if he can get that done. Mr. Laurin said there are 2 different uses – need to get Mr. Bledsoe and Redneck Restoration to both go through the same process to make it legal and documented.

Selectman Dick stated 674:44-3e allows for waivers to be granted in cases where in the opinion of the Board compliance with the regulations, would place an unnecessary burden on the applicant. Theoretically, the Planning Board could vote tomorrow night (11/5) to waive the 21 day application period and hear the case on Nov 19. If this is put to the Planning Board tomorrow, we could reduce this to 12 days and bring his application forward. The 21 day requirement doesn't impact anyone except the Town staff – the abutters still get the same 10 day notification. Need formal application by this Friday with waiver requests and also notify Redneck Restoration. If permits needed, that would be a part of Planning Board approval. Mr. Bledsoe thanked the Board for their help.

Highway Spreader Quote – Selectman Dick said this is not currently in the Highway Department budget but said Director Van Tassel has a plan. Director Van Tassel said the pick-up truck spreader works good in parking lots but the spinner but does not have much control. He needs a spreader that has two controls. He provided 3 quotes for a new spreader. The plan would be to give the old spreader to the Transfer Station to be used on the pickup truck. Nate Douglass said that would make his work easier (he currently plows the parking lots for the Highway Department) and it would help him with salting the Transfer Station. Request to purchase from HP Fairfield for a total of \$5,381.00 with funding to come from 4312-629 and 4312-630. Selectman Olmstead made a **motion** to approve the purchase from

HP Fairfield for \$5,381.00 for a 317 HPF spreader package with funds to come from Line 4312-629 for \$2,500 and balance from line 4312-630. Selectman Salatiello **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Capitol Contract – Selectman Dick made a **motion** to accept and sign the contract to Capitol Alarm Systems for Life Safety Building and Town Office in the amount of \$360.00 per year. Selectman Salatiello **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Committee Appointment – Application from Kate Osgood for appointment to the CIP as a regular member. Selectman Olmstead made a **motion** to approve and accept Kate Osgood to the CIP with term to expire in 2023. Selectman Salatiello **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Resignation: Selectman Olmstead received an email from Lakes Region Planning Commission (LRPC) Representative Ian Raymond as he has resigned. Selectman Dick made a **motion** to accept Ian Raymond's resignation as Sanbornton's LRPC Rep with regret. Selectman Salatiello **seconded** the motion. All in favor, ayes have it. **Motion carries.**

KUDO's on Voting: Selectman Dick and Olmstead wanted to thank Manager Douglass, Tim Lang and Julie Lonergan and others for doing a great job on the voting Tuesday. Best run polling place and received high marks from the AG's Office!!

On another subject, Selectman Dick mentioned the issue brought up at a previous meeting regarding Mr. Leighton on Old Brown Road, Class 6 road. Selectman Dick would like to close the loop and advise him of the proper way to maintain the Class VI road, and write him a letter authorizing him and giving him the same criteria as the Highway Department on what can be removed with and without permission from a property owner. Will ask Director Van Tassel and get the right language and send Mr. Leighton a letter.

Another topic was brought up regarding Maple Circle and Dr. True Road. They received estimates for paving the 2 roads – it's in the \$500,000 range to do both. Selectman Dick said there were discussions on some options, not to take away from the work Director Van Tassel is trying to do but perhaps pave one this year and one next year. There are environmental reasons to do this regarding the run-off into the lake. Selectman Salatiello asked if they are going to consider a warrant article. Director Van Tassel said it's possible but it doesn't necessarily have to be a warrant article but would recommend public hearings. Selectman Dick said this issue has not been forgotten regarding the Hilbrunner's and maybe Director Van Tassel can build it into the budget.

Old Business – none

Town Administrators Report –

Steele Hill Mediation - TA Stafford requested to **go into non-public session** and conference with the Town Attorney. Selectman Olmstead present, Salatiello present, Selectman Dick present. Selectman Olmstead entered a **motion** to enter into non-public. Selectman Dick **seconded**. RSA 91-A:3.21 consideration of legal advice provided by legal counsel either in writing or orally to one or more members of the public body even where legal counsel is not

present. Roll call vote to enter into non-public session, Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead yes. **Entered into non-public session at 6:35 pm.**

Returned to public session at 7:00 pm. Selectman Olmstead made a **motion** and seconded by Selectman Tom Salatiello to authorize TA Stafford to represent the Town of Sanbornton in the Steele Hill vs Town of Sanbornton abatement mediation. All in favor, **motion** passed no other decisions were made. Selectman Olmstead made a **motion** to seal the minutes. **Seconded** by Selectman Dick. Render proposed action ineffective. Roll call vote to seal the minutes, Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes. All in favor, ayes have it. **Motion carries.**

Selectboard Report's-

Selectman Olmstead attended an emergency Rec Commission meeting on Monday on how much money they were going to give back to the Town of Sanbornton. He was able to give them the good news (that the Town Selectman decided at the last Board meeting) that due to the circumstances of this year where they weren't able to run programs etc, the Town Selectman decided to not hold them to the 50%. All were happy and thanked the Selectboard. Also discussed was the daycare programs and was decided that in two weeks we will suspend the program. Rec Commission is sending a flyer to parents on interest in January and will revisit then. Rec Director will look at the numbers and putting together something in the way that she will be able to pay back some amount. We are paying out \$1,000 a month to maintain staff and taking in \$157-200 a month. A unanimous vote decision by the Rec Commission.

We have a Planning Board meeting tomorrow night and will discussing the Bledsoe and Redneck issue so they will know what is coming up.

Selectman Dick had four public Building Construction Committee meetings on design, three in person and one virtual. Low attendance, but good questions and modified proposal for a stand-alone building. We have more presentations to go, four virtual and one in person. Keeping in mind how it will affect the taxes. We may do a poll at the beginning of January to see how people feel about it. We received new numbers from BPS with a detailed cost estimate and will look at that tomorrow night. Selectman Salatiello said going forward, he hopes people understand that this makes the departments more efficient with services from Town employees than the current infrastructure. Selectman Dick said that at less than 1% interest, there will never be a better time to do this. However, there is a valid concern about the taxes.

CIP had a meeting on Monday, although Selectman Dick was not able to attend. Chief Hankard attended and discussed equipment like radios, tasers and setting up a CRF to put money aside so we don't get hit in one year for that. The other was the Fire Dept and Chief didn't have any specific requests this year and just continuing to put the money into his CRF.

Selectman Salatiello clarified a few prior issues/discussions/meeting notes concerning the Welfare Director regarding administrative guidelines. He said we should have guidelines that we can follow. Selectman Dick said, just to be clear, we do have guidelines that were approved in 2003. The problem is they have not been updated. We have them and those are the ones we should be using now. That was one of the things that the Welfare Director agreed

to that she would look at updates. The Welfare League and NHMA will be doing a new one next week at the conference and she will help incorporate and that we will approve and that will be the rules governing the program. Selectman Olmstead said that audit question #2 needs an answer and will get together with Welfare Director for a response.

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 28, 2020.

BOS signed checks for the following: \$6,250.00 to Town of Tilton, \$42,153.95 to Industrial Protection Services.

Approve Meeting Minutes- Members of the Board reviewed the BOS meeting draft minutes of October 28, 2020 with any corrections. Selectman Olmstead made a **motion** to accept and approve the draft meeting minutes with any corrections of October 28, 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 18th, 2020 @ 5:00 p.m.** Board of Selectman meeting to review departmental budgets on **Thursday, November 12th @ 2:00 pm** and another on **Thursday, November 19th @ 2:00 pm.**

Adjournment – Selectman Salatiello made a **motion** to adjourn the meeting at 7:28 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 11.18.2020

(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.)