

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 18, 2020

Town Office

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

Selectman Olmstead-As Chairman of the Sanbornton Board of Selectman, I am declaring that an emergency exists and I am invoking the provisions of RSA 91.A:2 sub 3.b federal, state and local officials have determined that gatherings of 10 people or more poses substantial risk to our community in this continuing effort to combat the spread of COVID 19 virus. In concurrence with their determination, I also find that this meeting is imperative to the continued operation of the Town of Sanbornton government and services which are vital to the public safety and confidence during this emergency. As such this meeting will be conducted without a quorum of this body physically present in the same location. This is in accordance with Governor Sununu Emergency Order 12 and Executive Order 23 and 202004.

Roll call attendance:

John Olmstead, Chairman of Selectboard, home with no one else present
Jim Dick, Vice Chairman of Selectboard, home with no one else present
Tom Salatiello, Clerk of Selectboard, Sanbornton Town Office with TA
Trish Stafford, Town Administrator, Sanbornton Town Office with Tom Salatiello

Public Comment

Terri Rasp asked the Board to authorize the Trustees of the Trust Fund to issue the check to the Winnisquam Watershed for their continued milfoil mitigation of the watershed in the amount of \$5,000. The amount was approved at a previous meeting. Selectman Olmstead made a **motion** to approve. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

New Business –

Fire Grant Award – Chief Dexter asked for a vote from the Selectman to accept a grant from the New Hampshire Dept of Safety, Homeland Security and Emergency Management for \$74,971.00 as an Emergency Management Performance Grant. This amount represents a maximum of 50% of approved eligible activities. The remaining 50% match is to be supplied as the Town of Sanbornton's share. This item was previously voted on and approved by the BOS at the October 14, 2020 meeting. Selectman Olmstead made a **motion** to accept the grant EMPG-S award under RSA 21-P:43. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Change Order – Chief Dexter also asked for a change order with BPS, (PCCO #002 – Additional Break Room Scope) to continue the process and the current work. He is requesting the BOS to approve the acceptance of the Change Order in the amount of \$41,942

for the grant renovations to the Town’s Emergency Operations Center and to allow Fire Chief Dexter to sign the Change Order with BPS. Selectman Olmstead made a **motion** to approve and accept the Change Order in the amount of \$41,942.00 and allow Chief Dexter to sign. Selectman Salatiello **seconded** the motion. **Roll call**- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Old Town Hall Rental Request –Selectman Olmstead said two applications were received for Old Town Hall rentals. First was practice session request for Moulton’s Band Ensemble looking for a practice area for the winter. Selectman Olmstead made a **motion** to approve with no charge. Selectman Dick **seconded** the motion. **Roll call**- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously.

Second request was from the Recreation Commission to hold their meetings there rather than the Highway Garage. Selectman Olmstead made a **motion** to approve the use with no charge. Selectman Dick **seconded** the motion. **Roll call**- Selectman Salatiello, yes, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes** unanimously

Tax Rate Setting – The Sanbornton Board of Selectman were presented with the following table for the tax rate setting discussion:

UFB Offset Amount	Resulting Tax Rate	Change from Current Rate	Remaining UFB as % Total Operating Cost
\$0	\$20.83	\$1.61	16.91%
\$100,000	\$20.65	\$1.43	16.10%
\$150,000	\$20.55	\$1.33	15.70%
\$200,000	\$20.46	\$1.24	15.29%
\$250,000	\$20.36	\$1.14	14.89%
\$300,000	\$20.27	\$1.05	14.48%
\$350,000	\$20.18	\$0.96	14.08%
\$400,000	\$20.08	\$0.86	13.67%
\$450,000	\$19.99	\$0.77	13.26%
\$480,000	\$19.93	\$0.71	13.02%

Selectman Dick discussed the Tax Rate Setting/Offset Options for 2020-2021. Current tax rate is \$19.22, Town valuation is \$532,120,102, total operating cost is \$12,326,916, unassigned fund balance as of 6/30/2020 is \$2,085,056 and recommend the overlay of \$50,000. The new preliminary tax rate from DRA is \$20.74 – an increase of \$1.52. Selectman Olmstead made a **motion** to apply \$350,000 from the fund balance to off-set the 2020-2021 tax rate and another \$50,000 to the overlay for a final tax rate of \$20.18 per \$1,000 assessed value. Selectman Dick **seconded**. **Roll call** Tom Salatiello, yes, Jim Dick,

yes and John Olmstead, yes, **motion passes** unanimously.

Old Business –

Leighton Letter – Selectman Dick reiterated the issue of Mr. Leighton doing work on a Class VI road which was brought up at a previous meeting. A letter was drafted for the Highway Director to grant permission for all Class VI road maintenance, in accordance with RSA 236. Selectman Dick made a **motion** to allow Highway Director Van Tassel to approve Class VI road maintenance on behalf of the Town., **seconded** by Selectman Olmstead. **Roll call** Tom Salatiello, yes, Jim Dick, yes and John Olmstead, yes, **motion passes** unanimously. Once the letter is finalized it will be sent out to Mr. Leighton granting him permission by the Town of Sanbornton to perform necessary maintenance on Old Brown Rd to maintain the road in a passable condition with restrictions in accordance with RSA 236:10.

COVID Office Procedures – TA Stafford asked about updating procedures in the Town Office with the COVID cases rising. Town Clerk Julie Lonergan said there will be new office hours to limit exposure, by appointment only and employees wearing masks when they are not in their offices. Selectman Dick asked if employees should be working remotely and TA Stafford said for now will continue to come into the office. Selectman Olmstead mentioned investigating the installation of air purification systems like the one being procured for the Library.

Town Administrators Report –

Health Insurance – TA Stafford is looking for feedback on any issues or concerns with the health insurance to relay back to the HealthTrust. If any employee or dependent would like to reach out to her; they can do so by email or phone.

TA Stafford submitted the final reimbursement for the general election GOFFER grant today and we should be getting \$4,046.42 which should be received soon.

BOS Correspondence – TA Stafford presented the Board with a letter from Mr. Ralph Rathjen regarding the Welfare Department; his letter outlined the concerns he has noticed with the liens that may or may not have been placed on general assistance recipients' properties as required by NH RSA 165:28. The Selectboard will take a look and see if things are being done correctly. Copy of the letter was sent to Welfare Director. Selectman Olmstead is trying to reach her and set up a time to meet with her to discuss the response to the auditors and the welfare guideline updates. Mr. Rathjen was participating in the meeting and stated that one of his concerns was timely treatment of the situation to ensure no potential revenue was lost. He would like to see proof that the liens have been properly placed, both going forward and on properties for recipients of previous general assistance, even if that means hiring outside assistance from a forensic accounting firm. Selectman Dick said that the Board is looking into the issue with the Welfare Director, and he agreed that if there are any lapses on past payments, they must be corrected. He said that it is too early to make a decision regarding outside assistance because the existence of a problem hasn't even been verified yet. He noted that Welfare Director Van Tassel will be meeting with the Board more frequently – starting in December – to provide regular updates on her administration of the general assistance program. He said he spoke to Melanie about another issue and she mentioned Mr Rathjen's letter, and agreed that she would verify all the liens have been properly placed. Selectman Salatiello has concerns with other Selectman having private

conversations or meetings with the Welfare Director; maintaining that they should be done publicly as she is an elected official. He also questioned the legality of making mortgage payments that include escrow for taxes, stating that the Town would essentially be paying itself for the taxes due. He went on to say that TA Stafford has been a great asset to the Board regarding this issue and should not have to go through years of transactions and documents. It is the Welfare Director's job to do that. Selectman Dick said that the Welfare Director agrees and has said she will perform the necessary reviews and report back.

Selectboard Report's-

Selectman Olmstead has not attended any recent meetings.

Selectman Dick had four public Building Construction Committee meetings on design, etc. Public attendance has been low, but those citizens who did participate have asked very good questions and provided useful suggestions. There is one more virtual presentation scheduled on 11/19.

Selectman Dick also noted that he and Ray Masse participated in the HealthTrust session at the NHMA Annual Conference on designing health care plans. The presentation was taped but they participated in the Q&A session afterwards.

The Budget Committee will be meeting on 11/23 to go over the Police and Fire Department budgets.

Selectman Dick brought up the Board submissions for the Capital Improvements Planning Committee for FY22. He recommended the Board consider the following:

Town Building Improvement & Design CRF: \$160,000. That includes \$135,000 for a future building/renovation project that is equal to the amount of the expired bond on the Highway Department garage, which is already in the tax rate and will not add anything to it. The other \$25,000 would be a new appropriation for upgrades to the Town facilities.

Old Town Hall Restoration/Repair CRF: \$20,000. That is \$5,000 less than last year, but without an Old Town Hall Steward there is currently no one to plan and direct any projects. The reduction will help reduce the total capital outlay, which was a large part of the tax increase this year.

Milfoil Reduction CRF: \$0. The account current has \$25,000 and the amount spent every year is \$5,000. Rather than add an additional tax burden, he recommended spending down the account this year.

Town Facilities Repair CRF: \$50,000. This represents a \$15,000 decrease from previous years. The account balance is healthy and there are no major projects planned. Selectman Dick would like to work with Nate Douglass and the Department Heads to come up with a comprehensive plan for building maintenance (roofing, HVAC, exterior painting, etc.) in order to have a better idea of the funds needed going forward. This year's appropriation would include \$12,000 earmarked for the projects on the Transfer Station CIP plan for the buildings, bulkhead and concrete apron.

There was a discussion of the proposals and the Members agreed to submit them to the CIPC. The actual appropriation will be voted upon as part of the budget approval process once the CIPC submits its final recommendations.

Selectman Salatiello had nothing to report.

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 November 11, 2020.

Approve Meeting Minutes- Members of the Board reviewed the BOS meeting draft minutes of November 4, 2020 with any corrections. Selectman Olmstead made a **motion** to accept and approve the draft meeting minutes with any corrections of November 4, 2020. Selectman Dick **seconded** the motion. **Roll call** Tom Salatiello, yes, Jim Dick, yes and John Olmstead, yes, **motion passes** unanimously.

Next Meeting(s) – The Board of Selectmen's next meeting will be held remotely on **Wednesday, December 2, 2020 @ 5:00 p.m.** Board of Selectman meeting to review departmental budgets on **Thursday, November 19th @ 2:00 pm.**

Adjournment – Selectman Salatiello made a **motion** to adjourn the meeting at 6:28 p.m. Selectman Dick **seconded** the motion. **Roll call** Tom Salatiello, yes, Jim Dick, yes and John Olmstead, yes, **motion passes** unanimously.

Respectfully submitted,

Sue Smith
Administrative Specialist

Selectman's Clerk _____
Approval Date 12.2.2020

(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.)