

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

December 23, 2020

### Town Office

The Board of Selectmen convened via Zoom: in attendance were Selectman John Olmstead, Selectman Jim Dick 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 where social distancing cannot be maintain 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 2020-04 and 2020-23.*

**Roll call attendance:** John Olmstead, Chairman of Selectboard-no one present in the room  
Jim Dick, Vice Chairman of Selectboard, no one present in the room  
Trish Stafford, Town Administrator  
Tom Salatiello, not present

**Public Comment** - None

#### **New Business** –

**Tilton Business/MOU** – regarding residents using Tilton bus services. Item moved to next meeting Jan 6, 2021.

**Budget Review – Executive Administration/CIP** - Selectman Dick discussed budget Line 4155 Medical Insurance. There was an issue with the way the Flexible Spending Account was being administered by Health Trust where they misapplied the employee matching contribution and it had to be modified due to the error. Last year it was in as \$10,500. This year it will drop down to \$1,500 which should more than cover it and this includes the rate increase. However, not yet ready to finalize Line 4155. TA Stafford is waiting for information from NEEBCO on life and disability insurance, and will send an email requesting info to resolve.

**Winnepesaukee River Basin Waste Water** - The outstanding question was the revenue vs appropriation. It was put in the budget so it can be spent, but getting the offsetting revenue from the sewer bills will pay for this. When it ends up in the budget it has a zero impact on the tax rate by the revenue the Town is receiving. Selectman Dick made a **motion** to approve the Waste Water Budget Line Item 4326 for FY 2022 for \$48,170. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello-not present, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes**.

**Capital Outlay** – Input from Capital Improvement Planning Committee-Line 4902-Vehicle purchases and lease payments for FY 2022, \$48,000 for Police Dept replacement for police truck, \$39,000 for lease to own payment for Chief Dexter for SCBA's, Line 200 expendable trust fund to cover our liability to cover vacation and sick time that are owed to employees for those who leave employment. Last year \$30,000 was put in and were at a liability of \$167,000 and now were down to \$161,000. TA Stafford is working on updating the personnel policy and this could reduce it even more. Recommend putting in \$20,000 this year which is about a third of the liability, then figure out other ways to reduce that amount. Line 4902 payment for Highway Dept equipment. For Truck 1, somehow last year it was left out. The truck itself was approved in FY 2020 for lease purchase, and first years payment was approved but last year in the budget process it was missed and is why there was no payment last year and why the amount jumps up this year. There is a plan to fix it and not have to give the truck back. The grand total under 4902 is \$216, 653. Selectman Dick made a motion to approve the budget for Machinery, Vehicles and Equipment Line 4902 for \$216,653. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, not present, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes**.

**Improvements Other Than Buildings Line 4909**, --Town roads maintenance the same as the last few years. Selectman Dick made a **motion** to approve the Budget Line 4909 for FY 2022 in the amount of \$600,000. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, not present, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes**.

**Operating Transfers Out – To Capital Reserves Line 4915** – Town Building improvement, the \$160,000 includes \$135,000 that was the payment for the highway garage bond which is now retired so that \$135,000 does not add anything to the tax rate, plus \$25,000 investment fund that was normal amount put in --discussed reducing the Facilities Repair and Refurbishment to \$50,000 this year. Milfoil- discussed not putting into the CRF this year and making the payment out of the capital reserve fund. Same with Old Town Hall repair and restoration, started putting \$25,000 back in but there is no steward or plan so the idea was to defer the payment this year and find someone to help us with a work plan. Fire truck Line 300 payment went up \$10,000, however, Chief Dexter has a specific plan for investments in CRF leading up to the next replacement. Heavy equipment CRF continuing the same \$35,000 that was put into the fund last year. Working with Johnny for a plan for all the capital replacement needs for FY 2023. Fire Truck repair and refurb same for Chief Dexter's plan. Bridges and road construction last year CIP upped it to \$150,000. This year, agreed to bring it back down to \$100,000 There is one bridge on the red list, it's safe but doesn't meet all the states requirements. There is enough money there to address things, \$50,000 reduction in order relieve the pressure on capital investments. The new one added this year is the Transfer Station, the CRF already exists. This \$45,000 will help with the capital equipment plan, the backhoe, forklift and other major equipment for a total of \$490,000 for Capital Reserve Funds. Selectman Dick made a **motion** to approve the Operating Transfers Out – To Capital Reserves Line 4915 for FY 2022 in the amount of \$490,000. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, not present, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes**. Selectman Dick wanted to add to the record that this is a decrease of almost \$20,000 in capital outlay

compared to last year. CIP made good choices on where to cut back and relieve budget pressure.

Selectman Dick said on Line 4130, that TA Stafford got the RFP out and will award the bid in January 22<sup>nd</sup> and at that point can finalize the 4130 budget and other one is line 4155 and TA Stafford will work with NEEBCO to get an updated quote. The Budget Committee has been through everything that was sent to them and are in good shape for the budget hearing.

**Outside Agency Requests** – The BOS has received 4 requests for community grants: 1-First Fruits Food Pantry requesting \$4,000, 2- Lakes Region Mental Health Center requesting \$5,000, 3-Laconia Area Center Community Action Program of Belknap-Merrimack Counties requesting \$2,200, and 4-Franklin VNA & Hospice requesting \$4,000. Last year’s grants given out totaled \$8,200. Selectman Dick mentioned that all are doing a great job in assisting local residents. Selectman Olmstead suggested same level of support as last year. There are many of people out of work, etc, and the need is great. Requests and amounts were discussed. Selectman Dick made a motion to award the following grants in the Health and Community Programs Line Item 4415: 1- First Fruits Pantry, Line Item 4415.900 for \$3,000, 2- Franklin VNA Line Item 4415.901 for \$2,000, 3-Lakes Region Mental Health Center Line Item 4415.902, for \$3,000, and 4- Laconia CAP Program Line Item 4415.600 for \$2,200 for a total of \$10,200. Selectman Olmstead **seconded** the motion. Roll call-Selectman Salatiello, not present, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes**.

**Other Culture and Recreation** Line 4589, Moulton’s Band and Old Home Day. Last year’s amount was \$2,250 plus \$1.00 to Old Home Day. BOS would like to fund it the same for FY 2022. Selectman Dick made a motion to approve \$2,200 for Moulton’s Band and \$1.00 for Old Home Day, Budget Line 4589 for a total of \$2,251 Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello-not present, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes**.

**Review of Snow Storm Response** – Selectman Dick thought that with the recent storm, some lessons learned could be had regarding safety aspects and the challenges that the Town faced. Plans from all Depts were in place even for emergency situations, but there was nothing anyone could do to respond to a storm that had nearly three times the snowfall predicted The Highway Director had made arrangements for some additional hired trucking to assist, but there aren’t very many resources of the kind that are needed that can be hired to help. Rest assured that the Town is doing very well, however, incidents do happen but are dealt with in pulling resources from several areas. The Highway Department is to be commended for its response, with the staff putting in 20-30 hours straight to clear and maintain the roads. It may not have been as fast as some people wanted to see, but this was a unique storm. If the Town had received the 15 inches that was predicted, there would have been no problems. The Town cannot size the Highway Department staff with people and equipment for a “storm of the century” event. Selectman Dick pointed out that some residents were concerned about access for emergency vehicles. He pointed out that plans are in place – and have been used in the past – for Police, EMS, and Highway to coordinate if they get a call to an area that hasn’t been cleared yet. Chief Dexter and Chief Hankard agreed that system works well and, while it wasn’t needed this storm, it would have worked if a situation had arisen, Selectman Dick also noted that not just anyone can be hired to assist with plowing, especially on the gravel roads. They can be dangerous and require someone

with knowledge of the road itself. We did receive an offer late in the evening of the storm from the Town of Bedford to provide plowing support, but what they could provide and when it would be available wouldn't have been very helpful – because at that point the Highway Department was finishing some of the gravel roads. So while the offer was greatly appreciated, it wasn't accepted because it was the wrong kind of assistance at the wrong time. Selectman Olmstead said kudos to all the Departments involved. Chief Dexter would like all concerned to continue working in the storms with safety in mind as well as COVID concerns. Chief Hankard said all did a great job even though there were complaints. Police, Fire and Highway are in constant contact during these situations. They did a great job keeping main arteries open even though some residents were concerned and frustrated.

**Old Business** – none

**Town Administrators Report** –

**CCAG Cyclical and Revaluation Contracts-** TA Stafford received 2 assessing contracts - one is for the yearly cyclical and other is for revaluation for 2023 looking to getting the contracts signed. Selectman Dick suggested looking for contract bids and seeing what is out there. The assessing services are expensive and not sure the Town is getting the best value and favor deferring this until a later date. Our contract expires on June 30, 2021. Suggest contacting other towns to see their satisfaction with who they are doing business with and perhaps putting in an RFP. Selectman Olmstead agreed with exploring other options soon. Selectman Dick said there are two parts to the revaluation one is the actual evaluation of the property that are on a 25% per year basis. There's a lot of work that needs to be done such as state metrics, look at surrounding towns. Anyone doing the annual portion properly should be able to do the revaluation work. TA Stafford will check with our towns regarding this and will let the BOS know the results by February 2021.

**Leave Time Policy** – TA Stafford discussed new payroll processing and doing accruals of vacation, sick and personal time automatically. Request the BOS consider the way time is being accrued as they are in different points in time and a bit cumbersome and would like to consider switching the way that time is accrued. TA Stafford presented updated employee manual with the changes. Subject was discussed in extensive detail on how leave time is accrued, used and more. Selectman Dick suggested adding words such as “the Town does not use compensatory time and employee schedule's will be managed and overtime authorized when required.” Chief Dexter suggested having the Department heads meeting as a management team. Selectman Dick suggested clarifying the definition of sick time and the accrual, the compensatory time, personal days and setting the start date to July 1<sup>st</sup> to move it along for TA Stafford to go forth in updating the policy manual. TA Stafford agreed that the rest of the policy decisions should be a management team effort. Selectman Dick made a **motion** to approve the changes to the personnel policy that TA Stafford proposed for sick leave, compensatory time with his addition and the personal days and defer the vacation changes until convening department heads for a larger discussion. Selectman Olmstead **seconded** the motion. Roll call- Selectman Salatiello, not present, Selectman Dick, yes, Selectman Olmstead, yes, **motion passes**.

**Amendment to 12.2.2020 Minutes Request** – TA Stafford received correspondence from Attorney, Warren Lake, regarding property on Plummer Hill. He is asking the BOS to change the wording in the meeting minutes from “note on the deed” to read “note on the

plan.” He is requesting the BOS reconsider changing the notes in the minutes. Selectman Dick states that it was in the motion and that the clear intent was there and correct and both Selectman Dick and Olmstead agreed that there are no changes necessary. No vote was taken.

On another note, Chief Dexter expressed thanks to TA Stafford for setting up the new Zoom accounts.

**Selectboard Report's-**

Selectman Olmstead had a Planning Board meeting and it was the first time with Zoom and the meeting went fairly well. The drawings could be seen, etc. Thanks to Jim Dick for setting it up.

Selectman Dick – The Building Construction Committee is eager to brief the BOS on their progress as everything is going well. The Budget Committee has been meeting and making their way through all the budgets that the BOS have passed over and making good progress. The Budget Committee did set budget hearing dates, primary date of Feb 2nd and secondary date of Feb 9th in case of technical difficulty and they will be Zoom meetings. Will talk on January 6<sup>th</sup> when the Building Committee comes back to us with recommendations on when a bond hearing might be if a project comes forward.

**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 December 16, 2020.

**Approve Meeting Minutes-** Members of the Board reviewed the Board of Selectman meeting draft minutes of December 9, 2020 with any corrections. Selectman Olmstead made a **motion** to accept and approve the draft meeting minutes with any corrections. Selectman Dick **seconded** the motion. Roll call- Selectman Dick, yes, Selectman Olmstead, yes, Selectman Salatiello, not present. All in favor, ayes have it. **Motion carries.**

**Next Meeting(s)** – The next Board of Selectmen's meeting is **January 6, 2021 @ 5:00 pm** and will be a Zoom meeting.

**Adjournment** – Selectman Olmstead made a **motion** to adjourn the meeting at 7:01 p.m. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, not present, Selectman Dick, yes, Selectman Olmstead, yes, Ayes have it and the **motion passes.**

Respectfully submitted,

Sue Smith  
Administrative Specialist

Selectman's Clerk

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Approval Date 1.6.2021

12/23/2020

**BOS APPROVED Minutes**

*(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](http://www.sanborntonnh.org) or are on file with the Town Clerk.)*