

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

October 25, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 25, 2017 at 4:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober, Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

1. **Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.
2. **Non-Public Session under RSA 91-A:3 II (c)** - Selectman Olmstead made a **motion** to go into non-public session at 4:01 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 4:40 p.m. Chair Ober announced that a decision was made to sign two PAFs. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.
3. **Public Comment - Ian Raymond Re: Reestablishment of the Energy Committee** - Mr. Raymond informed the Board that he has spoken with Dana Newt regarding the reestablishment of the Energy Committee and Ian would be happy to serve if that happens. Chair Ober added that the same discussion took place at the last Planning Board meeting. Selectman North asked if the committee's scope would change? Mr. Raymond replied he hopes to continue their past work and serve as an advisory committee for upcoming projects. Mr. Raymond offered to contact the past members (2009) to see if they would be interested in serving again.
4. **Non-Public Session under RSA 91-A:3 II (b)** - Selectman Olmstead made a **motion** to go into non-public session at 4:52 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:18 p.m. Chair Ober announced that a decision was made to hire Corey Getman as the new Transfer Station Attendant and the Board signed a PAF. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Chair Ober **seconded** the motion and the **motion passed unanimously**.
5. **Business**
 - 5.1 **Cemetery Trustee Appointment - Debbie Gibson** - Selectman Olmstead made a **motion** to appoint Debbie Gibson as a member of the Cemetery Trustees until 3/16/2018. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober informed Ms. Gibson that if she would like to remain a trustee, she would need to file for candidacy for March's Town Meeting. Selectman Olmstead swore-in Ms. Gibson.
 - 5.2 **Highway Operations Manager Re: Lower Bay Road** - TA Ambrose explained that after last meeting the Operations Manager and G.W. Brooks were asked to review the rain run off, G.W. Brooks replied that they would like direction because they didn't design/engineer the project so they have liability concerns. Selectman Olmstead stated he has reviewed the area over the past few days and there are leaves in the swale that were there

before the rain, which tells him that the water flow has not been strong enough to move them and the swale is doing its job. TA Ambrose informed the Board that another complaint has been received from residents at 296 Lower Bay Road regarding the driveway. Operation Manager Clark replied he has spoken with Scott about 296 Lower Bay and they are suggesting a drop inlet with a pipe under the driveway to resolve that issue. Chair Ober asked if the same thing could be done at 305 Lower Bay? Operations Manager Clark replied at the top or bottom of the driveway? Chair Ober stated both. Operations Manager Clark replied there is ledge at 305, at least one foot of fill is covering a 12" inch culvert pipe and so there is only 2 feet to work with. Mr. Lawrence stated he watched them excavate 3-4 feet, so there may be enough room. Mr. Lawrence suggested the paved swale be removed then replaced with erosion stone because the land is permeable. Chair Ober suggested repairing near Presby's property and 296 Lower Bay Road then waiting for the new Highway Director to start on 11/6/17 for direction. TA Ambrose was asked to request Change Orders for next week.

5.3 Recreation Department Budget and Job Description Discussion - Coordinator Lonergan provided new backup information for the recreation budget and amended job descriptions. Coordinator Lonergan explained that she has revised the budget with the temporary help funds to come from the top line. The BOS reviewed the amended job descriptions. Chair Ober made a **motion** to approve the amended job description for the Before & After School & Summer Day Camp Assistant Director, which was changed from Assistant Teacher, the Before & After School & Summer Day Camp Counselor with the addition of Before & After School, the Before & After School Assistant and the Beach Attendant/Seasonal Helper which is new. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to recommend the Recreation budget at \$110,481.36 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**.

5.4 Library Trustees - Library Director, Marcia Haigh requested that the Library's budget be part of the Town's operating budget versus being placed on the Warrant. Chair Ober replied the Selectmen have no say on what the Trustees do and we can not direct them to do anything differently. Audy Barriault asked why this was being proposed for this year? Selectman North replied it has been done in the past. Director Haigh stated the Library's budget has not been on the warrant in 15 years and there has been an effort made to meet with the Selectmen & the Budget Committee to make changes before Town Meeting, so this proposal seems different because there is no justification. Chair Ober stated legally no one has the right to change those figures and just because it has been done in the past doesn't make it right. Selectman North added the statute makes it separate, the proposed figures are the Trustees and the Selectmen need to be able to defend those figures. Director Haigh replied she would like to move forward in a collaborative approach with the Selectmen & the Budget Committee. Selectman North replied all of the department will be but the Board can not change the Trustees figures and we (Selectmen) need to be able to explain the pay matrix adjustments. The Board, Director Haigh and the Library Trustees reviewed the backup information for the proposed paymatrix (grade/step) adjustments for the Library's staff. Selectman Olmstead noted the Board is trying to move people gradually on to the pay matrix and increase those steps in two years. The Trustees were asked to correct the position titles to match the job descriptions. TA Ambrose noted the Town is saving 39.3% (\$2,655 dollars) on its electric through the LRPC's supply aggregation contract and she will be checking to see if

the Library was included in that contract, she will update everyone next week. On hold.

5.5 Library/Town Alarm Systems & Monitoring - TA Ambrose explained that the amended service agreement was provided to Total Security and the owner called to say they wouldn't be changing anything the Attorney suggested, so another vendor will be needed. TA Ambrose suggested contacting Capital Alarm because we use them for the Town Offices and the Highway Garage, then the services could be combined and the Board could waive the bid process.

6. Other Business

6.1 FY 19 Budget Review & Discussion - TA Ambrose reported that the Board's budget binders have been updated but she is still waiting for the Police Department's changed budget format. TA Ambrose explained that the Finance Officer was being paid hourly and the remaining funds in that line were to pay for coverage in her absence and will be moving the funds to the Treasurer's line, so the Board has actuals. Selectman North made a **motion** to recommend budget 4150 at \$73,814 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose stated the Executive budget line for the Recording Secretary has been adjusted to reflect the pay matrix adjustment. Selectman Olmstead made a **motion** to recommend \$124,660 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** recommend the Zoning Board budget at \$3,443 dollars, \$600 dollars was added to the advertising line. Chair Ober **seconded** the motion and the **motion passed unanimously**.

6.2 Assessing Department/Selectmen's Office Job Descriptions & Organization - TA Ambrose provided a new job description for the Assessing Assistant to reflect the Board's changes. TA Ambrose explained there is a difference between the Assessing Assistant and a Certified Assessing Assistant, so there will be things that person can't do. Selectman North made a **motion** to approve the amended Assessing Assistant's job description. Chair Ober **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to change the Zoning Administrator back to a Zoning Enforcement Officer. Chair Ober **seconded** the motion and the **motion passed unanimously**. TA Ambrose provided the Board with a quote from Virtual Towns & Schools in the amount of \$5K (payment over 3 years if preferred) for setup, which would take 12-15 weeks and \$1,750 dollars for annual hosting, support and maintenance. The Board will ask the Vice President of Virtual Towns & Schools to come in for a presentation and review information from MA Jutton for discussion next week.

7. Selectmen's Reports

7.1 Update on the work of the CIP Committee - Selectman North provided an update.

7.2 Update on the work of the Planning Board - Chair Ober provided an update.

7.3 LRPC Update - Chair Ober provided an update. TA Ambrose added that she met with a Watershed Association Representative regarding upcoming milfoil projects.

8. Authorize Payroll & the Accounts Payable Register – The BOS reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

8.1 Thank You Letters - The BOS signed.

9. Review & Approve Minutes

9.1 BOS 10/14/17 draft - Members of the Board reviewed the draft meeting minutes of

October 14, 2017. Selectman North made a **motion** to accept the draft meeting minutes of October 14, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

9.2 BOS 10/18/17 draft - Members of the Board reviewed the draft meeting minutes of October 18, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 18, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

9.3 Special BOS 10/23/17 draft - Members of the Board reviewed the draft meeting minutes of October 23, 2017. Chair Ober made a **motion** to accept the draft meeting minutes of October 23, 2017 without changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

9.4 Non-Public Session (10 a.m.) 10/25/17 draft - Members of the Board reviewed the draft non-public meeting minutes of October 25, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 25, 2017 with changes. Chair Ober **seconded** the motion and the **motion passed unanimously**.

9.5 Non-Public Session (2 p.m.) 10/25/17 draft - Members of the Board reviewed the draft non-public meeting minutes of October 25, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 25, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

10. Non-Public Session under RSA 91-A:3 II (a) - Selectman Olmstead made a **motion** to go into non-public session at 8:48 p.m. Chair Ober **seconded** the motion. Roll call vote, Ober – aye, North – recused and Olmstead – aye. The Board reconvened the public session at 8:56 p.m. Chair Ober announced that a motion was made and passed to sign a letter of appeal. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

11. Donations - None at this time.

12. ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:58 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

13. NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, November 1, 2017 @ 4:30 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist