

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Sanbornton Town Office
573 Sanborn Road
Sanbornton, NH
2.2.2022 – 5pm

The Board of Selectmen convened in regular session. In attendance were: Chairman John Olmstead, Selectman Bob Lambert, Selectman Jim Dick and Town Administrator Trish Stafford. Those in attendance recited the Pledge of Allegiance.

1. Public Comment

a. Perkins Road paving – Resident of Perkins Rd Peter Sandstrum explained that he would like to look for federal and/or state grants to pave Perkins Rd; he stated that there were a few weeks last spring where the road was so muddy that an emergency vehicle would not have been able to pass. He believes paving the road would save money in the long run; Highway Dept Director Johnny Van Tassel was in attendance and added that he doesn't have issues with this although it would become a faster road if it were paved.

Selectman Jim Dick stated that Peter can research grants and bring his findings to the Selectmen but he cannot apply for grants in the Town's name. A public hearing would be needed if the Selectmen agreed to have the road paved. Selectman Dick added that the Highway Dept used a new treatment on Perkins Rd in the fall but it hasn't been through a mud season yet; Peter stated that there was already one day of melting recently and the treatment didn't seem to help.

b. Candidate's Night – Andy Sanborn stated that he would be interested in hosting a Candidate's Night before the March election and would like the use of the Old Town Hall as a service to the voters; the Board agreed to this at no cost. Andy plans to schedule this for either February 18th or 25th. Town Administrator Trish Stafford stated she will still have the Old Town Hall rental forms completed although the fee will be waived. Andy stated that he plans to have the event available via Zoom as well.

2. New Business

a. Committee appointments –The Planning Board voted to recommend Patricia Barrlett as an alternate member at their last meeting. Patricia explained that she currently works at BAE and also does real estate and is hoping to become more educated with land use issues by serving as an alternate. **Chair Olmstead made a motion** to appoint Patricia Bartlett as alternate member on the Planning Board with a three-year term to expire February 1st, 2025. **Selectman Dick seconded** the motion and the **motion passed unanimously**.

Chair Olmstead made a motion to appoint Maya Hardcastle as member on the Town Parks Committee with a one-year term to expire February 1st, 2023. **Selectman Dick seconded** the motion and the **motion passed unanimously**.

b. Septic approval complaint – Joan Meckel explained that she purchased land on Hueber Drive and the Health Officer signed off on her septic design last year, but Steve Laurin informed her that she will need a zoning variance in order to obtain a building permit. Selectman Dick stated that the plan itself may be satisfactory but the placement of the septic system does not conform to the Town's zoning

requirements which is why a variance would be needed. ZBA Clerk Audry Barriault stated that she had sent the instructions for applying for this variance back in August 2021 in response to an email from Joan. Joan stated that she didn't see that email. Audry stated that she will forward it again and if the application is received by next Tuesday she will fit her in on the agenda for this month's ZBA meeting.

c. Dulac Land Trust tax issue – Trustees for Dulac Land Trust Katherine Davis, Phil Menard and Andy Sanborn were in attendance. Treasurer for the trust Katherine Davis explained that the Dulac Land Trust is a 501c3 organization whose purpose is to promote Native American culture. She stated that there is a parcel on this property that was never legally subdivided and a caretaker has been living on the property; two separate tax cards exist for the land but according to the Assessing Assistant Terri Jansky the building should be tax exempt as it is part of the non-profit. The trustees are requesting an abatement for taxes charged on this building from 2017 to 2021.

Selectman Dick explained that RSA 76:16 states that a property owner has until March 1st of the tax year to apply for an abatement and so a retroactive abatement isn't possible. Katherine stated that she is in the process of applying for this year's abatement. Selectman Dick stated that he is sympathetic to the issue of the previous taxes charged but the RSA is clear on when abatement requests have to be filed; Trish stated that she will look into this further to see if there is a mechanism by which the past taxes could be abated.

d. Library trustees request – Library trustees Dave Adams, Carol Raymond and incoming Library Director Rebecca Mateyk were in attendance, as well as departing director Marcia Haigh. Carol explained that Marcia has been doing the role of bookkeeper for the library whereas many public libraries have a separate person to do payroll for their staff. The trustees are hoping that the Town's finance officer can take this over now that there is a new director at the library. Carol stated that there are currently three employees to do payroll for but it could be as many as seven; the library would have to change its bi-weekly pay schedule to weekly so as to follow the rest of the Town.

Trish stated that she has discussed this issue with DRA and new lines would need to be created for personnel, and the rest of the Town and the library having separate tax ID numbers is something to consider. She added that she would be concerned that the library has its own personnel policy; Carol responded that the trustees will soon be discussing having the library's personnel policy match the Town's.

Rebecca explained that at her previous position in Kingston, the library was billed for payroll costs by the Town; in Plymouth the Town paid all invoices and payroll for the library. Carol and Dave stated that they would just want payroll to be paid by the Town; Trish stated that she would be more comfortable with doing accounts payable and payroll rather than just the payroll.

Selectman Dick stated that he is concerned with the timing of the transition of library finances from the library to the Town, as the current Treasurer is not running for that position again. Trish added that there is also a transition of the payroll system the Town uses right now, followed by an audit in August, but she will ask other Town Administrators how they handle library finances in their own municipalities.

Marcia noted that most of the transition would be on the library's side, and it would need to happen at the end of a quarter due to NH Retirement. Selectman Dick requested a list of exactly what would need to happen in the transition and when.

e. Town Clerk request for storage – Town Clerk Julie Lonergan explained that the storage area for records at the Old Town Hall is not heated, there are mice in the boxes and the boxes are very heavy due to absorbing moisture. There are also items blocking the storage area. She is hoping that there will be room to move these items for storage in the current police station once the station moves to the town office building. Selectman Dick stated that the PD won't be moving soon and suggested possibly doing climate controlled storage paid monthly.

3. Old Business – None

4. Town Administrator's report – Trish stated that the final installment of the Lower Bay Rd reimbursement has been received in the amount of \$787,900. The BOS has also received a petitioned warrant article for discontinuing Old Johnson Rd in accordance with RSA 231:43, and the Town's attorney has advised that abutters are notified. There was also a petitioned warrant article submitted related to a change in the zoning ordinance, but this cannot be done by petitioned warrant and instead must be done through the Planning Board.

Trish explained that Steve Laurin has sent two cease and desist notices to Allan Michael LLC regarding his business on Bay Rd but has not received a response; he has drafted a third notice which will have a monetary impact. The Selectmen had no issues with sending this notice.

5. Select Board Reports – Chair Olmstead explained that he has received a letter from Alfonso Law Offices who are representing Ralph Rathjen in his request for a forensic audit of the Welfare Dept. Chair Olmstead stated that a request about the welfare lien process was made by Ralph last year and the BOS did look into this and presented their findings to him. Selectman Dick stated that the BOS is not obligated to perform an audit just because they have received a request for one.

Welfare Director Melanie Van Tassel stated that this letter makes numerous mentions to the need for an audit but the Welfare department already gets an audit every fiscal year, and those auditors have not given any reason for a forensic audit. She also noted that she simply authorizes expenditures from the budget and submits those with supporting documentation to the finance officer to pay. Melanie stated that she is requesting the support of the Town's legal counsel in regards to this letter but if the attorney says there is no basis for an audit and responds that way then she is satisfied with that. She noted that it is unfortunate that only one citizen is bringing up allegations of mismanagement of funds but all taxpayers have to pay for Town counsel now because of it.

Selectman Lambert asked if there is a monthly report that Melanie provides related to Welfare Dept activity; she responded that it was agreed that she would provide quarterly updates. Selectman Dick stated that other departments provide updates more regularly but that is because they have more activity.

Selectman Dick provided an update on the new town office building and stated that the windows are on a 20-week wait. He also stated that he has provided the final warrant and other documents to Audry for creation of the Town Report.

Selectman Lambert thanked Johnny Van Tassel for the excellent work of the road crew.

6. Non-public meeting – **Selectman Olmstead made a motion** to enter non-public session at 7:36pm under the provisions of RSA 91- A:3, II (L), consideration of legal advice. **Selectman Dick seconded the motion** and the **motion passed unanimously**.

Chair Olmstead made a motion to return to public session at 8:01pm. **Selectman Dick seconded the motion** and the **motion passed unanimously**. During non-public session, a discussion regarding legal advice took place and no votes were taken.

7. Select Board signatures – The BOS signed a land use change tax request, intent to cut timber, a PAF for the new Transfer Station employee, and a transfer to the Ambulance Fund.

8. Approval of minutes - Chair Olmstead made a motion to approve the draft minutes of 1/19. **Selectman Dick seconded the motion** and the **motion passed unanimously**.

Chair Olmstead made a motion to approve the draft minutes of 1/5. **Selectman Dick seconded the motion** and the **motion passed unanimously**.

Meeting adjourned at 8:13pm. The next meeting is scheduled for Wednesday, February 16th at 5:00pm.

Respectfully submitted,

Audry Barriault, Secretary Pro Tem

Selectboard Clerk: _____

Approval Date 2.16.2022

(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 website www.sanborntonnh.org or are on file with the Town Clerk.)