

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*February 5, 2020*

### Town Offices

The Board of Selectmen convened in regular session: in attendance were Selectman John Olmstead, Selectman Tom Salatiello, Selectman Jim Dick, Town Administrator, Trish Stafford and Administrative Assistant, Sue Smith was also present.

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

**Public Comment** - None at this time.

**New Business** – New hire and swearing in of new full time Police Officer, William Seifert, who has an extensive background and comes with experience from New York Police Dept 1998-2000 and was in the U.S. Marine Corps. Police Dept will now be fully staffed. **Motion** made by Selectman Olmstead to hire Police Officer Seifert as labor grade 14 Step 2 (\$19.79 an hour) then labor grade 15, step 1 when certified, to be effective February 16, 2020 for 3-year contract (\$26,500) **Seconded** by Selectman Jim Dick. All in favor, **motion carries**.

**Tree Warden** – Have a letter from Guy Guinta, Jr sending regrets of not being able to be present. He has expressed interest to be the next Tree Warden. Will find out he is still interested and take up at next meeting. Trish will reach out to Doug Surette (recommended by former Tree Warden Steve Ober) to see if he's still interested.

**Hazard Mitigation Plan** – Fire Chief Dexter said its time to revise and update the Hazard Mitigation Plan. Which is done every 5 years. Have just completed our emergency operations plan which is precursor to the Hazard Mitigation Plan. Chief Dexter came to the Board to see which Selectman would like to participate in meetings during the day. He anticipates at 4-5 meetings. Grant is similar to the soft matching Emergency Planning Grant in that there will be a soft match for labor or volunteers at \$25-dollar base rate and track costs. Liaison is Selectman Jim Dick. Dave Jeffers will coordinate meetings.

**Draft Warrant Articles**- Selectman Olmstead thanked Jim for writing those up. Jim stated that he believes they have covered everything that had been discussed over the year as potential articles.

**Article 1** - Budget

**Article 2** - Life Safety Building. Jim noted one change that puts the funding in the Town Building Improvements capital reserve fund. Chief Dexter had raised the point that the timing to get a project started and design done and contract and bids and contracts, solicitations-- to get could run up against the stops within this fiscal year. Putting the money in in the Building Improvement fund gives us an opportunity to spend as project progresses. Jim noted that the language was reviewed by the Town Attorney and he

approved. The other caveat is for use only on the Life Safety Bldg., which is intended to stick with spirit and to be used only for the upgrades. Selectman Salatiello suggested moving wording around to see if town will vote to appropriate \$175,000 the towns unassigned fund balance so it's consistent and Selectman Dick agreed. All agreed.

**Article 3** - Capital outlay straight out of the budget.

**Article 4** - Cruiser

**Article 5** – Expendable Trust for the Employee Severance Benefit- TA was able to get report --- as of July 1 2019, the Town's liability for current employees was \$167,353. Discussion was that \$30,000 was the right amount to start with and given that amount of liability, The Budget Committee thought that was a good glide path to be on. Selectman Salatiello's concern is \$30,000 is a lot to start with in capital reserve fund- might be a better idea to start with smaller amount. Selectman Dick said we have 7 employees that are over \$10,000 each, and even though it is unlikely they would all leave at once, it is something we have to plan for.

**Article 6**- Transfers to the Capital Reserve Funds based on BOS and CIP recommendations.

**Article 7** – Amend to solar energy tax exemption and presented last year the exemption had a \$10,000 cap on it to get credit. Selectman Dick has written it so not to have any cap. There is no penalty for installing a system, and people with non-working systems are not getting a bonus. We have been giving exemptions based on purchase price and they're getting full credit for that system regardless of condition. DRA says that has to stop. This is not an option to change but by keeping it at the full assessed value we are not going to penalize anybody. The recent DRA audit report reflected numerous failures due to not being in compliance.

**Article 8** - Sale of town owned property- small lot 2/3-acre Plummer Lake/Moose Run Drive came in a tax deed on 2013 and went to Conservation Commission as conservation land. They don't see any value in it. Conservation Commission is recommending that the town put it up for sale, assessed value at \$3,000.

**Article 9** - Petition Warrant Article for paving of Dr. Drew Road and Maple Circle. Selectman Salatiello mentioned that it was not written correctly as there is no appropriation. TA said no corrections or changes are allowed. Selectman Salatiello didn't think it should be on the warrant, and he doesn't want the petitioners to be upset if it fails. He suggested meeting with the lead petitioners to explain the situation and see if they might be willing to withdraw it and try again next year with proper wording. TA Stafford will investigate to see if there is a process to withdraw a petitioned warrant article. Selectman Olmstead said let's see what DRA says about it.

Selectman Dick also presented a Guide to the 2020 Warrant articles. He said the Town is limited by RSA on what goes in the warrant but an option is to present additional information as a guide to voters. We could do it as a handout at Town Meeting, which requires a motion by the Board, and Moderator to approve. The other option is to put it in

the Town Report or put on website. Selectman Olmstead said that would be a good idea then everybody will get a book and in one place. Selectman Dick said it might help reduce the time spent on some of the articles. TA Stafford suggested putting it on the website once completed. Selectman Salatiello said it was a good idea. Selectman Dick said he sent the guide out for comments to Departments/Committees for the articles that impact them. Will update the trust fund discussion to reflect the actual liability for pay outs. By next meeting, we can research more on Article 9 and finalize that. Must post the final Warrant by February 24<sup>th</sup>. Will post and all will have a copy in the Town Report.

Motion made by Selectman Dick for changes to Article 2 to see if the town will vote to appropriate \$175,000 from the towns unassigned funds balance for the purposes of modifying Life Safety Building. Funds will be deposited into the town building improvement capital reserve fund for use only on the Life Safety Building. Selectman Salatiello moves that we adopt the 2020 town warrant. Selectman Dick **seconded**. All in favor aye. Ayes have it. **Motion carried Warrant approved.**

### **Lower Bay Road Speed limit**

Police Chief Hankard discussed the desire to change the speed limit on Lower Bay road between Bay Rd and Upper Smith Rd from 35 MPH to 25 MPH. He explained that they did monitoring of the road using radar and testing on this area and study of speeds in this area. In Chief Hankard's opinion, even cars that are at 35 MPH on some of those curves are at risk. Three accidents went into the water in the last few years. According to RSA 265, the Board of Selectman have the ability to change it. Selectman Olmstead suggested a public hearing, even though it's not required, to try to work with the public and get their input.

Another road is Bay Shore Drive, it's very narrow. Houses don't have parking for their own houses and with foot traffic it's very tight there. It is currently unmarked, which means the speed limit is the default 35 MPH, which is much too fast. Recommendation is 15 mph. Selectman Olmstead recommended including both roads in the public hearing.

The Board agreed to hold a Public hearing on February 19<sup>th</sup> to discuss the speed limits on the two roads.

### **Selectman Pro Tem**

Discussion on coverage for the Presidential primary election. Need 3 people to sign the boxes at the end of the night. Selectman Dick has to leave that evening for a business trip, so he won't be available to sign. A moderator can swear in a pro tem. TA Stafford will contact a few candidates to see if they would be willing to stand in.

Town Clerk/Tax Collector Julie Lonergan brought up a concern of not having a deputy. Gloria is an assistant but does not live in town. If something were to happen and Julie was not available, we have no one who can conduct the Town's business. This is an issue, especially for elections. Julie recommended appointing Irene Gosselin as a Deputy and providing a small stipend. Julie will find money in her budget (\$250) for the remaining fiscal year. She brings some knowledge to the position.

Selectman Olmstead makes **motion** to appoint Irene Gosselin as Deputy Town Clerk for

the period Feb through July 2020 with \$250 stipend, effective Monday, February 10. Selectman Dick seconds the **motion. Motion carries.**

### **Time off Requests**

TA mentioned Amanda Pelissier asked Recreation Committee to use vacation time in April. She takes one vacation a year. Requests pro-rating the leave, since she is a full-time employee now and doesn't earn time off for one year. TA Stafford and Rec Board were OK with it. Selectman could advance vacation time in accordance with policy, and keep track of it so that it is balanced out when she has earned her time off. TA Stafford suggested revamping leave/vacation policy.

### **Old Business**

Selectman Dick said Budget Committee had 2 questions on the Town Administrator's budget. The narrative said IT support was moved into two other lines, but those lines showed no increases. There was also a large line for "Equipment Purchase" under Government Buildings and they wanted to understand what that was for. Upon further research, it was discovered that the IT support line should have had \$3,400 added to it. The Equipment Purchase line was used this year to buy computers but that money for FY21 is now in the proper IT equipment line. TA Stafford recommends reducing that line by \$5,000. The net result is a reduction of the total budget by \$1,600.

Line item 4130 Selectman Dick made a **Motion** to increase line 4130.315 IT Consulting Services from \$1,600 to \$5,000 new total for Executive Administration of \$155,790 Selectman Olmstead seconded **motion. Ayes have it motion carries**

Selectman Dick made a motion to reduce Line 4194.629, Equipment Purchase from \$7,000 to \$5,000. The new total for General Government Buildings will be \$108,250. Selectman Olmstead **seconded. All in favor, motion carries.** FY 2021 budget is done

Town Administrators Report – TA Stafford is due for her 6 month review. Will discuss it at the next meeting.

Capital Alarm is finishing the new key card system. We still need a dedicated outlet and circuit for the system. Waiting on quotes from two local electricians. We also discovered we have a very small electrical panel (100 amp) but we may want to consider an upgrade in the future. , Intent was to give heads/chairs of committee's cards for entry. Doors will automatically lock at night but entry can be gained for meetings with the cards.

TA Stafford has been working on the MS 737 that is part of the warrant and Town Report.

Finally, highway garage door has broken and quote to fix is \$1,900. TA Stafford brought up the previous discussion about increasing the limit for Department Heads to make purchases from their budget without BOS approval. Selectman Salatiello made a **motion**

to increase spending amount from \$1,500 to \$2,500 for Department Heads within their budget. Selectman Dick **seconded**. Ayes have it. **Motion carries**.

Selectman Olmstead asked if we have begun the search for the Boston Post Cane? TA Stafford said the TC/TC will get her the info after the election is over.

**Selectman's Report-**

**Selectman Olmstead-** nothing to report at this meeting.

**Selectman Salatiello** – nothing to report at this meeting.

**Selectman Dick** said official budget is done. There were no issues at the Budget Hearing. The Committee members need to sign the MS 737 when it is done. Bldg Comm met with Keith McBey from BPS. He's going to look at a lot of options for the use of the current Town Office building, including lateral and vertical expansion.

**PAFs** – Selectman Olmstead made a **motion** to approve the hiring of Sue Smith, Administrative Assistant, as Grade 14 Step 4 @ \$20.80 hr. Selectman Dick seconded the motion and the **motion carries**.

**Abatements** – Map Lot 11.056.000.000, refund of \$1,591.82 for 2018 and 2019 for \$1,560.66 for a total of \$3,152.48. Selectman Olmstead made **Motion** to approve. Selectman Dick **seconded**. All in favor and the **motion carries**.

Six new abatements for Veterans Tax Credits were presented. No need to vote as they are eligible under the guidelines.

The Board signed checks for North East Resource Recovery for \$10,202.95, Morton Salt for \$13,078.70, special detail fund from Police Dept for \$365.22.

**Authorization Signatures: Payroll & the Accounts Payable Register**

**Review & Approve Minutes**

**BOS Meeting 01/22/2020 draft** - Members of the Board reviewed the draft meeting minutes of January 22, 2020. Selectman Olmstead made a **motion** to accept the draft meeting minutes of January 22, 2020. Selectman Dick **seconded** the motion, all in favor, ayes have it and the **motion passed**.

**Adjournment** – Selectman Salatiello made a **motion** to adjourn the meeting at 7:02 p.m., Selectman Dick **seconded** the motion and the **motion passed unanimously**.

**Next Meeting(S)** – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, February 19, 2020 @ 5:00 p.m.** at the **Sanbornton Town Offices**.

Respectfully submitted,  
Sue Smith, Administrative Assistant

02/05/2020

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.)*

Selectboard Clerk \_\_\_\_\_

Approval Date 2.19.2020