

**TOWN OF SANBORNTON**  
**MEETING OF THE BOARD OF SELECTMEN**  
Sanbornton Town Office  
573 Sanborn Road  
Sanbornton, NH  
**3.16.2022 – 5pm**

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

**1. Public Comment – none**

**2. New Business**

**a. Selectboard Re-Organization** – Selectmen’s Representatives to boards and committees were assigned. Selectman Dick will stay on the Budget Committee and Selectman Lambert will stay on CIP and Recreation Commission. Selectman Deacon will serve on Planning Board and Historic District Commission. Selectman Dick will liaise with Highway and Transfer Station, Selectman Lambert will move to Police and keep Welfare, and Selectman Deacon will take the Fire Dept.

Selectman Bob Lambert made a **motion** to nominate Selectman Jim Dick as Chair. Selectman Brandon Deacon **seconded** the motion and the motion passed unanimously. Chair Dick made a **motion** to nominate Selectman Lambert as Vice Chair. Selectman Deacon **seconded** the motion and the motion passed unanimously. Chair Dick made a **motion** to nominate Selectman Deacon as Clerk. Selectman Lambert **seconded** the motion and the motion passed unanimously.

**b. Draft Financial Statements** – Jennifer Door from the Town’s auditing firm provided an overview of draft financials. She explained that a review of financial procedures was tested and everything looked good; there was an adverse opinion provided regarding health insurance as a separate actuary evaluation for that is recommended, but she noted that most small towns do not opt to do that. Jennifer added that there is one material weakness in the preliminary report which is the tax entry in the general fund. Town Administrator Trish Stafford asked what the Town can do to make sure that the auditor’s report is back in time to get in the Town Report; Jennifer responded that there has been a backlog at the firm due to working remotely during COVID but this should be resolved moving forward. She suggested giving the firm a deadline that the auditor’s report is needed by and they will accommodate.

**c. Highway Dept Overview** – Selectman Dick asked Highway Dept Director Johnny Van Tassel for an overview on how the Highway Dept is running in regards to equipment, personnel, materials, etc. Johnny explained that there is nothing significant to report and there have been a few hot spots on dirt roads that he has brought stone to including Perkins Rd. He stated that he understands that some residents want stone to fix the mud issues but it hurts the road in the long run and really should be mixed with gravel instead of being placed on top of it. The travel of

large trucks to and from to drop the stone in certain places can hurt the rest of the road. He stated that the dirt roads have been manageable so far because of cold nights but that may change in the coming days. Selectman Dick asked if there is enough stone available; Johnny responded that there is some stone stored at the Transfer Station and at the Highway Garage but can get more when needed from certain vendors as long as they're open.

Selectman Lambert asked if the new mud signs on dirt roads is helping to keep heavy trucks off the road and Johnny responded that he usually gets phone calls asking if it's okay to pass with a heavy truck and he will grant permission depending on conditions.

Nancy Stock explained that she lives a mile in on Perkins Rd and she has to walk through the woods in the morning to get to her car as it is impassible and the condition has been on the decline in the last decade. She stated that she came to the Selectmen with her concerns last year and the problem is still there; Johnny stated that the road has been reclaimed and he thinks it has held up better than in past years. He added that there is more traffic with more delivery trucks than there used to be which causes more road damage. Donna Ledgard stated that she also lives on Perkins Rd and the conditioned worsened from this morning to this afternoon.

Johnny stated that there are 40 miles of dirt roads in Town and mud season has always happened, and some of the proposed fixes will make roads worse, such as cutting trees let more sunlight in which melts the road too quickly. He stated that he is trying different solutions but isn't sure if the solutions are worth it for the expense. Ray Masse stated that the Town paid over \$70,000 for an engineering study of the roads in Sanbornton and that study should be used to prioritize road maintenance. Johnny stated that the engineering study suggested adding 5 inches of material for Perkins Rd.

Karen Bordeau stated that she disagrees with Johnny about stone on dirt roads and stated that residents want stone because that means they can get home. Johnny responded that some residents complain that the stone pops tires; Mark Ledgard stated that a popped tire is minimal compared to the damage of the mud to a vehicle. He added that geofabric was used on Perkins Rd 25 years ago and it worked.

Selectman Lambert stated that there will not be a solution to Perkins Rd right now because mud season has already started but he would like to look at the engineering study in detail and adding stone may be the only solution for now. Mark Ledgard asked if a sign can be put up to keep delivery trucks on certain roads and Johnny responded No, he can only limit big trucks that are 6 tons or over. Selectman Dick asked the Johnny have an engineer look at Perkins Rd right now so they can see the issues firsthand and he responded that he will reach out; Ray Masse suggested trying to use the engineer that created the road study.

**d. Fire Dept Requests** – Fire Chief Paul Dexter explained that he was given a May delivery date for the new FD car but it may be late depending on supply chain issues; the radio vendor has a 12 to 16 week wait for radios but the Chief would like to order these now and will not pay for them until they arrive. The old car will be disassembled for auction. Chair Dick made a **motion** to approve the purchase of 3 radios for Car 1 for \$7,736.25 from the Ambulance Fund. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Chief Dexter explained that he has researched ways of bringing in employees and enticing them to sign up for shifts, and one way would be to give them a homey space at the fire station to wait for calls. He would like to purchase three recliners for this space which would be in the kitchen and would come from the existing budget since he does not need to use funds to outfit a new firefighter. He has found a vendor that specializes in fire station furniture and each recliner is \$1,099 plus a \$200 set-up fee. He stated that other volunteer departments have had success with adding a space like this.

Selectman Deacon asked if there is a plan to expand beyond the kitchen for this purpose and Chief Dexter responded No. Selectman Lambert stated that he is in favor of this if it gets people to work for the FD. Chair Dick made a motion to approve \$3,499.97 for the purchase of three recliners from account 4220.629 – Fire Fighting Supplies. Selectman Lambert seconded the motion and the motion passed unanimously.

**e. Transfer Station Electronics** – Transfer Station Manager Shauna Goutier explained that she has spoken with North Coast Services, a company which would pick up the recycled electronics from the Transfer Station that Universal Recycling Technology currently takes. She has compared the costs between both companies and feels that NCS is less expensive and they also take ionized smoke detectors which URT does not, and they also pay a small amount for cell phones. Chair Dick asked if there is a contract with URT and Shauna responded No, and she does not think there would be one required for NCS either but she will double check. She has discussed this with the Solid Waste Disposal Committee and she did not have the price sheet at that time but they were okay with switching companies also. Chair Dick stated that he doesn't see an issue with switching but asked Shauna to verify if there will be a contract or not.

Shauna stated that she cannot find the contract for the glass dumpster but it has not been used in 2 years and to use it again would save \$2,400 a year, but she doesn't think it's worth it. Many people put lids or plastic bags in the glass dumpster which can't be recycled and then need to be removed by staff, the dumpster is hard to plow around and having the window open where the dumpster is now would allow more sunlight in the recycling building especially during power outages. She stated that the SWDC has also discussed bailing cardboard or separating out just metal cans; she stated that using existing equipment to put cans in the backhoe and then dumping in the metal pile would be easier than buying containers for cardboard. She stated that she will talk to her staff about the metal process. Chair Dick asked what the percentage is of metal cans in single-stream recycling and Shauna responded that it was around 5.5% in 2016. Shauna added that the Town would be paying more to separate recyclables than it does for single-stream right now.

**f. Swearing in Overseer of Public Welfare Officer** – Sigrid Gaydos was sworn into this position with a term expiring March 2025. She was provided with paperwork that she will go over with Trish tomorrow. Chair Dick stated that the BOS is requesting an audit of the Welfare Dept including liens and finances and would like to see an update every month with expenditures of assistance so that the Selectmen can get an idea of trends or issues in the community. Trish added that Sigrid will need to establish a schedule when she will be available in the office.

**g. Committee Appointments** – Chair Dick made a **motion** to approve the volunteer application for Jennifer Holt for Solid Waste Disposal Committee with a term expiring March 31, 2025. Selectman Dick **seconded** the motion and the motion passed unanimously.

**h. Donation** – Chair Dick made a **motion** to accept a \$100 donation from Janet Robitaille which will be put in Miscellaneous Revenue. Selectman Lambert **seconded** the motion and the motion passed unanimously.

### **3. Old Business – none**

**4. Town Administrator’s report** – Trish explained that the Finance Officer has grouped together the bills for the new town office building; \$15,488 should be paid back to the Town from account 4915.100 – Building Improvement Capital Reserve Fund. Chair Dick made a **motion** to request this payment from the Trustees of the Trust Funds to reimburse expenses for the new building. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Trish explained that there will be a 5.4% increase for health insurance but a slight decrease in dental rates. Health Trust asked if the Town would like to increase the allotment that employees allow for FSA; currently they are limited to \$2,000 per year but federal limit is \$2,850. She stated that she doesn’t feel it’s worth it given that it is difficult to use; Chief Dexter and Shauna echoed this. Chair Dick stated that Health Trust should come in to explain the FSA process and Trish responded that she will reach out.

Trish stated that she has training scheduled for next week to learn how to use the SLFRF portal where requests can be made to use the \$330,000 funds that were given to the Town as part of COVID relief. She will send the list of eligible uses of this funding to the Selectmen to come up with ideas for how to spend it.

There will be a Dept of Safety audit next week. Trish also stated that she needs to enter the Town warrant information into the State’s portal.

**5. Select Board Reports** – Selectman Lambert explained that he met with the Recreation Commission last night and was impressed at the number of programs they’re offering; there will be a daytime and nighttime Easter egg hunt on April 16<sup>th</sup>.

Chair Dick stated that he spoke with the SWDC and let them know that they should be proactively bringing any issues to the BOS and can schedule a meeting with the BOS through Trish if needed. At the Budget Committee meeting last night Kate Osgood was elected Chair and Ray Masse was elected Vice Chair. Scheduling meetings with the Fire and Police Depts was discussed so that the BC can hear about their staffing issues in detail. Data and analysis of sand and salt, tree removal plans and road plans was also discussed and a memo will be sent to Johnny asking for this. Chair Dick also noted that the CIP Committee will be directed to work with department heads on determining the appropriate amounts CRFs should be funded at.

**6. Select Board signatures** – The BOS signed payroll checks and a check for BPS in the amount of \$253,573.44 for the new town building.

**7. Approval of minutes** - Chair Dick made a **motion** to approve the draft minutes of 3/2. Selectman Lambert seconded the **motion** and the motion passed unanimously.

Meeting adjourned at 8:19pm. Due to scheduling conflicts amongst members, the next meeting is scheduled for Monday, March 28<sup>th</sup> at 5:00.

Respectfully submitted,

Audry Barriault, Secretary

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

Approval Date 3.28.2022

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