

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Sanbornton Town Office
573 Sanborn Road
Sanbornton, NH
3.28.2022 – 5pm

The Board of Selectmen convened in regular session. In attendance were: Selectboard Chair Jim Dick (remote, in at 5:20), Selectman Bob Lambert, Selectman Brandon Deacon and Town Administrator Trish Stafford. Those in attendance recited the Pledge of Allegiance.

1. Public Comment

a. Road complaints – Sean Goodwin stated that he is a resident of Cram Rd and this is the most severe mud season he has seen; he requested that a management plan for the dirt roads is discussed at the next meeting. He stated that dirt has been moved to create a berm in the road which has made it so that the water cannot escape. Nancy Stock of Perkins Rd stated that she would also like a management plan discussed; she cannot receive mail and her neighbors have turned down their heat for fear of running out of propane and not being able to get a delivery truck to their home. Selectman Lambert stated that the BOS is in communication with the Highway Dept Director Johnny Van Tassel and he has been active in trying to find solutions and this will be discussed at the next meeting.

2. New Business

a. Police/Fire Dept PAFs – Police Chief Steve Hankard explained that two officers are leaving this week as mentioned at the last meeting; he is requesting a pay increase for the one remaining patrolman, Adam Morton, and is looking into sending him to firearms training. He will have increased workload due to the vacancies and is currently at a grade 15, step 1 but should be moved to a step 5. Selectman Bob Lambert made a **motion** to accept the PAF for Adam Morton to move from grade 15, step 1 to grade 15, step 5 effective April 3rd. Selectman Brandon Deacon **seconded** the motion and the motion passed unanimously.

Fire Chief Paul Dexter requested a PAF change for Caitlin Beattie as she has met her 6-month probationary job requirements in only 4 months. Selectman Bob Lambert made a **motion** to accept the PAF for Caitlin Beattie to move to grade 11, step 4. Selectman Brandon Deacon **seconded** the motion and the motion passed unanimously.

b. ZBA re-appointment – Selectman Bob Lambert made a **motion** to approve Paul Dexter as member to the ZBA with a term expiring March 2025. Selectman Brandon Deacon **seconded** the motion and the motion passed unanimously.

Selectman Lambert made a **motion** to allow Chair Jim Dick to participate remotely at 5:20. Selectman Deacon seconded the motion and the motion passed unanimously.

c. Vault storage quote – Town Clerk Julie Lonergan provided a quote from Donnegan Systems for a file storage system for the vault in the new town office building. She explained that this needs to be ordered as soon as possible as there is a long lead time. Selectman Lambert made a

motion to approve the Donnegan Systems quote for \$11,629.48 to be paid from a CRF to be determined and to authorize Trish Stafford as a signer for the contract. Selectman Deacon **seconded** the motion and the motion passed unanimously with roll call votes as follows:

Dick/Yes; Lambert/Yes; Deacon/Yes

Julie noted that there is an issue with parking at the town offices and she would like two spaces designated for customers only plus the handicapped space. Trish stated that the town office employees were not aware that there would be a training at the fire station last week and therefore there were not enough spaces for the town employees to park; she requested that if there is a scheduled event at the fire station that the town office is notified beforehand.

d. 369 Philbrook Rd – Trish explained that Kendall and Albie Fioravante reached out about their interest in the town-owned property located at 369 Philbrook Rd #1 which abuts their property. The Town has owned this since 2011 and it was taken by tax deed but has multiple deteriorating buildings and is not structurally sound. Chair Dick stated that he agrees this should be sold and put back on the tax roll; he stated that this does not need to go to Town Meeting because the BOS is authorized to sell property on the Town's behalf. He noted that some research will need to be done to see how much investment the Town already has into the property before listing it or doing a sealed bid process. Kendall Fioravante noted that their driveway already crosses the property in question through a deeded easement.

e. Town Park Committee Report – Barbara Whetstone, Colleen Longo and Patty Kasparian provided a report of the Town Park Committee. Barbara stated that the short-term goals for the park is to provide picnic tables as there is currently no seating at all. Trish asked if these would be ADA accessible; Barbara responded that some of the styles are, and the coated-metal styles cost around \$1,000 each. Amanda Pellisier added that she has talked to Johnny Van Tassel and he has agreed that his department can help with cementing the picnic tables into the ground and chaining them. Chair Dick asked where the money for the picnic tables would come from; Barbara responded that there was a playground trust fund established many years ago that still has money in it as well as a Recreation CRF. Selectman Lambert suggested that Trish research which funds could be used and what the total amount is so that the committee knows how many picnic tables they can buy.

Patty explained that the committee would like to see plantings instead of a berm when you enter the Town Park; she stated that they would start small but would be able to block the view of the transfer station in 5 years. Chair Dick stated that he would like to see a more detailed plan incorporated in the Master Plan update rather than making piecemeal improvements to the Town Park. Colleen stated that she would just like seating addressed for this summer as she knows the detailed plan will take more time; she and other committee members are interested in joining the Master Plan Committee. Barbara added that a building is a long-term goal of the committee; Selectman Deacon stated that a formalized plan would be good to have in case the BOS decides to spend some of the SLFRF funds (from COVID relief) on the Town Park.

f. 31 Bay Rd, Redneck Restorations – Warren Clement spoke on behalf of the property owner; he explained that he met with the Planning Board two weeks ago regarding the non-compliance

of this property. A variance and site plan need to be obtained to continue operating Redneck Restorations and a surveyor is bringing in an updated site plan tomorrow so that this can be on the PB agenda for April 21st. Trish stated that she received an email today that said the owner's lawyer is serving an eviction notice to the tenant. Warren provided a list of dates of all action taken in regards to this process to update the BOS. Selectman Deacon stated that he already let Steve Laurin know at the PB meeting that he feels Steve should continue doing what he has to do in terms of code enforcement regardless of any steps the owner is taking, as this has already been going on for over a year.

3. Old Business – none

4. Town Administrator's report – Trish provided an Admin Assistant/Finance Clerk job description for the BOS to review. Members saw no issues with the description as written. She is looking for this position to be part-time at 25-30 hours per week which would allow for the person to receive sick/vacation benefits; it is currently budgeted for \$23.18 per hour, grade 14, step 4.

Trish stated that the BOS had approved abating the Dulac Land Trust taxes for just the building at Tax Map 20/Lot 13 for 2017-2020. Dulac Land Trust Treasurer Catherine Davis has requested an abatement of the land for 2017 as well, as it was classified then as tax-exempt. Chair Dick stated that he would be in favor of abating the land taxes but without interest as there was no interest abated for the building taxes and he would like to remain consistent. Chair Dick made a **motion** to approve the refunding of 2017 property taxes for Tax Map 20/Lot 13 in the amount of \$1,870. Selectman Lambert **seconded** the motion and the motion passed with roll call votes as follows:

Dick/Yes; Lambert/Yes; Deacon/Abstain

Trish provided a letter sent by Michelle Jackson and John McCarvill about the mud issues on Tower Hill Rd. They are requesting a road repair plan which must be provided in response within 72 hours of receipt of the letter per RSA 231:91. Trish stated that Johnny has been notified; Chair Dick stated that the road needs to be posted immediately to notify people of the hazard as well. Trish will respond to Michelle.

Trish explained that Recreation Director Amanda Pelissier has found a candidate, Lorraine Pelissier, to be a beach cleaner; Trish stated that an exemption is being provided as normally the employees should not have supervision over a relative. Julie Lonergan noted that she has supervised a relative before as Recreation Director but the Town Administrator signed that person's time sheets; Trish stated that she will sign the time sheets for Lorraine.

Selectman Lambert made a **motion** to approve the PAF for the new beach cleaner at grade 5, step 6 for \$13.15 per hour. Selectman Deacon **seconded** the motion and the motion passed unanimously with roll call votes as follows:

Dick/Yes; Lambert/Yes; Deacon/Yes

5. Select Board Reports – Chair Dick stated that he has spoken with Johnny Van Tassel several times a day about road work; there have been equipment breakdowns and he is hiring extra trucks and buying more material to help with dirt roads. Selectman Deacon stated that he suggested at the last PB meeting that a checklist for applicants applying for building permits is created so they know who to contact for what, timelines, etc. He stated that he has seen multiple applicants think they are ready to start building but still have further steps to take in the application process and those steps need to be spelled out better. Selectman Lambert stated that he has spent some time with the new Welfare Officer and she is currently working on getting her office hours posted for the public and still learning the role.

6. Select Board signatures – The BOS signed a tax yield and Veterans Tax Credit Application. Also signed were checks for Pike Industries for \$5,820.88 and Morton Salt for \$7,882.62.

7. Approval of minutes – Selectman Lambert made a **motion** to approve the draft minutes of 3/16. Chair Dick seconded the **motion** and the motion passed unanimously with roll call votes as follows:

Dick/Yes; Lambert/Yes; Deacon/Yes

Meeting adjourned at 7:24m. The next meeting is scheduled for Wednesday, April 13th at 5:00.

Respectfully submitted,

Audry Barriault, Secretary

Selectboard Clerk: _____
Approval Date 4.13.2022

(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.)