

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*April 1, 2020*

### **Town Offices**

The Board of Selectmen convened the meeting in regular session by teleconference call with the public. In attendance were Selectman John Olmstead, Selectman Tom Salatiello, Selectman Jim Dick, Town Administrator, Trish Stafford and Administrative Specialist, Sue Smith.

*Selectman Olmstead-As Chairman of the Sanbornton Board of Selectman, I am declaring that an emergency exists and I am invoking the provisions of RSA 91.A:2 sub 3.b federal, state and local officials have determined that gatherings of 10 people or more poses substantial risk to our community in this continuing effort to combat the spread of COVID 19 virus. In concurrence with their determination, I also find that this meeting is imperative to the continued operation of the Town of Sanbornton government and services which are vital to the public safety and confidence during this emergency. As such this meeting will be conducted without a quorum of this body physically present in the same location. This is in accordance with Governor Sununu Emergency Order 12 and Executive Order 202004.*

**Roll call attendance:** John Olmstead, Chairman of Selectman, no one else present  
Jim Dick, Vice Chairman of Selectman, no one else present  
Tom Salatiello, Clerk, at his home, wife in other room  
Trish Stafford, Town Administrator, no one else present in the room at home in Gilford, NH

### **Public Comments**

None at this time

### **New Business**

**Atlantic Broadband VoIP Proposal-** Shawn Belanger, Engineer and Amanda Luce, Sales Rep from Atlantic Broadband (AB). AB representatives previously held a meeting to discuss the VoIP Proposal with TA Stafford on the voice over IP systems. Board of Selectman have received copies of the proposal. AB reps met with Trish and Fire Chief and went over the hosted voice solution. Discussed new proposed phone system and the unique features available. Selectman Dick asked if it includes the Transfer Station, response was yes. Chief Dexter asked if it would affect the fire alarm system. Representative said no will not affect that. All training, installing, etc, will be handled by Shawn Belanger. Ray Masse suggested that the phones be purchased vs renting. Selectman Olmstead thanked the representatives for giving their presentation. TA Stafford discussed the price quote of \$590 a month from a current \$560 per month. Selectman Olmstead thinks we should move forward with it for better phones, etc. Selectman Dick noted that it would be an additional \$30 per month for better phones. Selectman Salatiello agrees. Selectman Olmstead made a **motion** to move forward in signing the contract with AB to upgrade phone system. Selectman Dick **seconded**. Roll call vote to approve the motion- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion carries** unanimously. TA Stafford to prepare the paperwork and will act on the Town's behalf. Selectman Dick made **motion** to authorize TA

04/01/2020

BOS **APPROVED** Minutes

Stafford to sign the contract on behalf of the Selectboard. Selectman Olmstead **seconded** Roll call vote – Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. TA Stafford has authority from the BOS to sign the contract.

**Magnesium Dust Control-** Received one quote from Schoenberg Salt & Chemical Co at \$565 per bag for 20 bags for total of \$11,300.00 which is the same price as last year. Highway Director Van Tassel said this is a natural element used in dust control for the roads. Selectman Dick made **motion** to approve the quote from Schoenberg Salt & Chemical for magnesium sulfide \$11,300 with funds to come from the Highway Dept budget line 4312.840. Selectman Salatiello **seconded**. Roll call, Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. Unanimous. Ayes have it **motion carries**. Selectman Dick made **motion** to authorize Director Van Tassel to sign the contract on behalf of the Selectboard. Selectman Olmstead **seconded**. Roll call vote – Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. Director Van Tassel has authority from the BOS to sign the contract.

**RFP Award-** Highway Director Van Tassel discussed contract for self-reclaiming and overlay of town roads. The Town received 3 bids. Director Van Tassel recommended selecting Pike Industries as they were the lowest bid and suggested they award to Pike Industries. Selectman Olmstead has reviewed the 3 bids and concurs with the Director Van Tassel. Selectman Salatiello concurs and made a **motion** to award the RFP to Pike Industries in the amount of \$381,324.00 and ask the Highway Director to sign the contract. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. Unanimous, **motion passes** to award the contract to Pike Industries and allow Director Van Tassel to sign the contract.

Director Van Tassel has money left over from 2020. He has a project that he would like to start at Huber Drive at the end of Drake Road before it gets to the point of repaving. Would like to recommend if Pike would extend the price and have it included in this same RFP. Selectman Olmstead said we would have to amend the RFP. Selectman Dick would like an estimate. Director Van Tassel said rough estimate at \$210,000 – \$220,000 to do Huber Drive. Selectman Dick suggested that adding to existing contract is not recommended as it's a large amount and would like a separate bid. Selectman Olmstead agrees and would like a new RFP separate award and requested another quote for the next meeting. Selectman Salatiello suggested to put on next agenda and bring to Selectman at the next meeting and ask permission to advertise it.

**Life Safety Building Renovations-** Chief Dexter-In moving forward with the renovations, I have reached out to Keith McBey at BPS about the original proposal for the bond issue last year. Would like to move forward with BPS and be ready to go to bid. Selectman Dick- we invested \$50K for the design and plan for this project, so wouldn't be prudent to go through another bid on another design effort. BPS will do the design and will go out with the competitive bid process and get the work done. They will finish the design to put out another RFP. I strongly recommend we go ahead with BPS. Selectman Olmstead seconds that idea and agreed that BPS would be the contractor and agrees with Selectman Dick. Selectman Salatiello agrees with BPS and that they have been very professional and have gone beyond to help us with this effort. Chief Dexter asked for permission to start negotiating with BPS and putting a package together to go to bid July 1<sup>st</sup>.

Selectman Dick made a **motion** for BOS to approve BPS as design agent for the modifications of the Life Safety Building and authorize Chief Dexter to work with BPS to develop a plan to preparing solicitations in July. Selectman Olmstead **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye- unanimous - **motion carries** Chief Dexter granted authority to start working with BPS.

**Health Insurance Documents-** TA Stafford started working with Health Trust, Inc on new benefit package for employees. She had a phone meeting with them on March 23. A decision needs to be made on which prescription drug plan to carry. Rate plans and deductibles were discussed. Ray Masse, Chair of the Health Insurance Study Committee, confirmed that the recommendation approved by the BOS was for Prescription Option 2. TA Stafford will report on more information at next meeting. Health Trust needs applications by June 1, 2020. Selectman Olmstead made a **motion** to authorize TA Stafford to sign the Health Trust contract for the Town of Sanbornton. Selectman Dick **seconded**. Roll call – Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye- **motion carries**. TA Stafford has authorization to sign the contract.

**MS232-** TA Stafford submitted several documents which were voted on previously and need to be signed by the BOS before uploading to portal.

### **Old Business**

**Through Trucking Roads-** Director Van Tassel submitted a list of roads for “No Through Trucking” on trucks over 12,000 GVW unless they have a delivery. Any truck over that and using it for a short cut should be prohibited. Selectman Dick is ok with this list. Selectman Olmstead agrees with the list. Selectman Dick made a **motion** to authorize The Highway Dept to posting on the list of roads provided as no thru trucking. Selectman Olmstead **seconded**. Roll call -Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion carries**. TA Stafford will notify Director Van Tassel on the BOS approval.

**COVID-19 Response Procedures-** For TOS Employees - Selectman Dick asked to put this on the agenda to re-look at the town employee policy with the update of the school closure policy from the state. They have extended the school closure policy till May 4. We agreed earlier that we would continue to pay employees if their jobs were shut down due to virus issues and would look for different ways to allocate duties. TA Stafford: attended a teleconference today but it seemed more for small business employers and no distinction between private or public. I received an email from our attorney about Emergency Order #23. PRIMEX has been good with info on orders related to town government. The Government has given people 80 hours of paid sick leave for COVID 19 related and/or take advantage of FLMA expansion act. Looking for direction from BOS on how to move forward. Selectman Olmstead personally we should continue our policy that we have had through May 4. Selectman Dick suggested the policy we have in place will support employees and keep doing what we’re doing and continue to pay with their normal work hours. Selectman Salatiello thinks it’s good for morale and that we are doing the right thing and I support that. Selectman Olmstead said as good stewards of the town to continue. Selectman Dick made a **motion** to continue the policy established on March 17<sup>th</sup> to continue to pay town employees and look for opportunities to support in other areas until the change of the school extension policy. Selectman Salatiello **seconded**. Roll call vote-Selectman Salatiello, aye, Selectman

Dick, aye, Selectman Olmstead, aye, **motion carries** to continue current policy.

Chief Dexter mentioned the term “essential”. Selectman Dick-discussed putting employees at risk. We will continue to monitor that and take it up in a future discussion. Chief Dexter updated BOS with Emergency Ops Center, response and workforce protection policy and the 14-day quarantine. Every morning we are taking their temperatures and putting policies in place regarding the term “unprotected”. We are setting limitations and sustain our workforce. We have enough PPE for now. BOS applauded the Chief’s efforts. Discussed temporary rentals issue with people coming and going. Unfortunately, it’s something we cannot control at this time.

**Town Administrator’s Report** – TA Stafford had previously mentioned the complaint she received regarding Knox Mountain Rd. We are working remotely from Town Office and Town Clerk is consistently busy, but we are still open for business remotely and with reduced hours and by appointment. Selectman Dick said remote access seems to be going well. TA Stafford said she received the Emergency Act under Executive Order 23. They are allowing municipalities to sign electronically with remote signatures outside of public meetings. The EO states that we need to have public records immediately available. The boards will have to look at that as well. Selectman Dick mentioned the EO will impact some areas of the office. Tax Collector is going to update the method of operation. Selectman Olmstead said things seem to be running smoothly at the Tax Collector’s Office. Selectman Dick requested changing the website and voice mail message on the tax collector hours. Chief Dexter has been receiving good feedback from residents.

**Selectboard Report’s-** **Selectman Olmstead**-nothing to add.

**Selectman Salatiello** –nothing to add.

**Selectman Dick** – Received a complaint from a resident about the conditions on Knox Mountain Road. TA Stafford also received a complaint about the same road. She is aware that people are doing maintenance of this road on their own. Director Van Tassel spoke to those involved and asked them not to do that without his knowledge. Selectman Olmstead said there are other roads that are in need of work as well, however the Highway Dept is doing a good job at maintaining. Repairs could cause more damage during mud season. BOS is pleased with the maintenance of roads so far. Director Van Tassel will follow up on any other concerns residents have.

The Building Construction Committee had a virtual meeting last week on what can be done with the existing Town Office building to accommodate both the Police Dept and the Town Office functions. Talked to Keith McBey from BPS. One plan would add more area around the existing building. The other would add a second story and third option build a new stand-alone Police Dept behind Old Town Hall. We will meet again in a couple of weeks. We want to continue moving forward with the project.

Talked to Transfer Station Manager Nate Douglass today about the honor system for people with no tags. Suggest not handling money to purchase new tags. Nate mentioned having a Demo Day, but how do you pay for it safely? Also, he’s filling up all the dumpsters with regular MSW and recycling, so there’s no room for demo debris. We discussed that Casella was open for business and could take it there. Selectman Olmstead agrees. And lastly, saw a federal grant opportunity for historic renovation through the Dept of Interior and proposing

foundation work for Old Town Hall. Minimum grant is \$250K and maximum is \$750K. It's a longshot and no harm in trying. They give out 7-10 grants per year. Would like to put it together and asked Keith McBey from BPS to get old plans and costs for the grant. Selectman Olmstead and Selectman Salatiello both agree that it's a good idea. Selectman Dick asked Chief Dexter about fire suppression systems. Two proposals 6500 to 7900 sq ft. Do we need it vs do we want to have it? We will address this at a later date.

**Selectboard Signatures:** Completed today in Town Hall-- Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for March 28, 2020.

PAF to move Shauna Goutier to 30-hour position, Labor Grade 6, Step 1. Selectman Dick made **motion** to approve. Selectman Salatiello **seconded**. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. **Motion carries**. PAF is approved.

PAF from Chief Hankard for the termination of Officer Will Seifert. Selectman Olmstead made **motion** to approve. Selectman Dick **seconded**. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. **Motion carries**. PAF is approved.

**Review & Approve Minutes-** Members of the Board reviewed the BOS meeting draft minutes of March 17, 2020 with any corrections. Selectman Olmstead made a **motion** to accept the draft meeting minutes of March 17, 2020. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. **Motion carries**.

Selectman Olmstead made a **motion** to approve March 18, 2020 town meeting minutes of the Town of Sanbornton of March 18, 2020 with any corrections. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. Unanimous. Minutes approved for March 18, 2020. **Motion carries**.

**Adjournment** – Selectman Salatiello made a **motion** to adjourn the meeting at 7:15 p.m., Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. Ayes have it and the **motion carries**.

**Next Meeting(s)** – The Board of Selectmen's next regularly scheduled meeting will be held remotely on **Wednesday, April 15, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices and/or teleconference.

Respectfully submitted,  
Sue Smith, Administrative Specialist

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

Approval Date 4.15.2020

*(These minutes are in draft form and are subject to review & approval at the next regularly scheduled Selectmen's meeting.)*