

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*April 15, 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 Selectboard, no one else present  
Jim Dick, Vice Chairman of Selectboard, no one else present  
Tom Salatiello, Clerk of Selectboard, no one else present  
Trish Stafford, Town Administrator, no one else present

**Public comments-**none

### **New Business – Short Term Rentals – Executive Order #27**

Selectman Olmstead discussed the EO as it related to COVID-19. Governor Sununu has restricted hotels and other lodging providers to provision of lodging for vulnerable populations and essential workers. Also, online reservations shall be suspended, and lodging providers shall post a prominent notice on their web platforms to advise potential guests that reservations for lodging in New Hampshire, as allowed by this Order, shall be accepted by phone only. Selectman Dick didn't think this was a problem. He spoke with Chief Hankard and Steele Hill and others are closed down. Known places of business are in compliance. We will be vigilant and aware of ongoing advertisements regarding rentals, etc. Selectman Olmstead suggested putting this into our Plans and Procedures Manual addressing this issue.

**Fire Truck Replacement-** Copies of drawings, photos and info were provided by Chief Dexter. Chief Dexter has spent the last 10 months building the specifications for the replacement of the engine. With the COVID 19 going on, we didn't want to put this out any further in time as it takes a year to build a fire truck. We received 2 specs/2 bids. In going through them, his recommendation is to go with E-ONE products out of VT for the replacement. They are \$12,000 higher than the lower bidder, but we find it has a lot of positives with the E-One engine. It has a lot more storage capacity for equipment. We are close to doubling the compartment space that we have now. We have previously dealt with E-One, they built our tanker in 2012 and am comfortable with awarding the bid to them. Selectman Olmstead mentioned E-One offers on-site service where the other company does not. Chief Dexter said E-One also has a field maintenance van. Regular preventive maintenance will be available from a remote standpoint. Chief Dexter also provided a

sample motion. He also mentioned a performance bond that will be in the name of the Town if the company goes out of business. Payment of the truck was also previously discussed with Megan Farkas, Trustee of the Trust Funds. The plan is to make payment within the next month. Selection Olmstead made **motion** to approve the purchase of the E-One Typhoon X Stainless Steel Pumper and take advantage of the pre-payment discount of \$11,500 which will include a performance bond, to trade in the current Engine #3 and to award the bid to Desorcie Emergency Products, LLC, in the amount of \$508,669 to come from the Fire Truck Capital Reserve Fund. Furthermore, due to the COVID-19 restrictions underway at this time to approve Chief Paul Dexter to sign all the appropriate documentation for the purchase to move forward. Selectman Salatiello **seconded**. Roll call, Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. **Motion passes** by unanimous vote. Selectman Dick made **motion** to direct the Treasurer to move the \$80,000 scheduled for the Fire Truck CFR by April 24, 2020, in order to facilitate the purchase. Selectman Olmstead **seconded**. Roll call vote – Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. **Motion passes** by unanimous vote.

**Huber Drive RFP**- BOS received a copy of the RFP to shim and overlay Huber Drive. Director Van Tassel has money left over from 2020 that he would like to use for this project. BOS gave permission to Director Van Tassel to put it out to bid.

**Earned Time Payout**- Chief Hankard proposed and requested earned time payout for hours that potentially would be lost (use or loose) for 3 officers. The Police Dept was down to 4 certified officers until early 2020, making it difficult for them to use their earned time off. Due to COVID-19 issues, it is even more challenging to use time off. Chief Hankard requested payout for 3 officers for a total of \$6,409.94. Also Chief Dexter would like a payout in the amount of \$1,507.68 for his hours. Total payout would be in the amount of \$7,917.62. There is money in their budgets to cover this amount. Chief Dexter suggested looking into changing the policy regarding vacations and compensation at a later date. Selectman Dick made a **motion** to authorize payment of \$7,917.62 to cover annual leave that would have been lost due to COVID-19 for Chief Hankard, Lt. McIntosh, Officer Morton and Chief Dexter. Selectman Olmstead **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. TA will check with other Town employees to see if any others are in this situation. PAF's will be generated for these actions.

**Old Business**-none

**Town Administrator's Report** – TA Stafford and Selectman Dick discussed a complaint and a series of recommendations received from Karen Bordeau on the conditions of Knox Mountain Rd during mud season. Director Van Tassel had done work there previously. Ms. Bordeau had sent in these suggestions a year ago under the old administration, however, the current BOS was not aware of her complaint. Selectman will respond to her with any progress. BOS appreciates her input and some of that work is already in the works. Selectman Salatiello suggested meeting with Ms. Bordeau and providing her with an update to follow up with her concerns. Selectman Dick will coordinate with the Highway Director to provide her with responses to the points she raised.

The Atlantic Broadband update is coming along very well. They have been on site working

on it after hours.

TA Stafford spoke with Highway Director Van Tassel on lifting road bans and doing some grading.

TA Stafford is working on an impact survey for NH Municipal Association survey to look at what impact COVID 19 has had on us. What extra work (OT) or funds we are expending, etc. What additional IT expenses to support government functions remotely. Also, the impact of rooms and meal taxes and revenue with the knowledge it will be impacted. Selectman Dick said that it's input for the Governor's Office.

**Selectboard Report's**- The first Planning Board meeting is Thursday night by teleconference. Once this pandemic is over, we should put something together for the people that work for the town such as an appreciation luncheon and have it catered. BOS agreed to discuss at a later point perhaps this summer.

**Selectman Salatiello** – none at this time. Mentioned kudos to the Governor for doing a good job during this pandemic. BOS all agreed.

**Selectman Dick** – Building Construction Committee meeting last Thursday-virtually. We are continuing to work with BPS on options and they are being very responsive. We don't want to lose momentum on this. Historic District Commission approved an application to paint a house on Tower Hill Rd. Almost complete with the grant writing and submitted shortly.

**Selectboard Signatures** - Completed today in Town Hall-- Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for April 11, 2020.

**Review & Approve Minutes**- Members of the Board reviewed the BOS meeting draft minutes of April 1, 2020. Selectman Olmstead made a **motion** to accept the draft meeting minutes of April 1, 2020 with any corrections. Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. **Motion passes** unanimously.

**Adjournment** – Selectman Salatiello made a **motion** to adjourn the meeting at 6:03 p.m., Selectman Dick **seconded** the motion. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. Ayes have it and the **motion passes**.

**Next Meeting(s)** – The Board of Selectmen's next regularly scheduled meeting will be held remotely on **Wednesday, April 29, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices and/or teleconference.

Respectfully submitted,  
Sue Smith, Administrative Specialist

Selectboard Clerk: \_\_\_\_\_  
Approval Date 4.29.2020

*(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.)*

04/15/2020

**BOS APPROVED** Minutes