

**TOWN OF SANBORNTON**  
**MEETING OF THE BOARD OF SELECTMEN**  
Sanbornton Town Office  
573 Sanborn Road  
Sanbornton, NH  
**4.25.2022 – 4pm**

The Board of Selectmen convened in regular session. In attendance were: Chairman 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. Committee appointments** – Selectman Jim Dick made a motion to reappoint Sam Swartz as regular member of the Historic District Commission with a term expiring March 31, 2024. Selectman Brandon Deacon seconded the motion and the motion passed unanimously.

**b. Fire Dept PAF** – Selectman Dick made a motion to approve the PAF for Patrick Goodwin as part-time, non-certified probationary member of the Fire Dept at labor grade 5, step 1 effective April 24, 2022. Selectman Deacon seconded the motion and the motion passed unanimously.

**c. Town Park Committee** – Barbara Whetstone of the Town Park Committee asked for direction for applying for SLFRF funds as discussed at the last meeting. Selectman Dick explained that the Town will be doing the application but needs to know details for the design of the building, parking lots, irrigation, etc. Trish Stafford suggested that the Committee looks at rec buildings from other towns to get ideas; Chief Dexter stated that there will be specific fire codes to meet if the meeting room in the rec building has a capacity of more than 50 people. Barbara stated that the playing fields should also be updated and there should be a multi-purpose court for different sports also.

Trish stated that she will get in touch with Capital Well about doing an assessment at the Town Park to determine what improvements are needed for water. Selectman Dick suggested having Amanda Pellissier use the Rec Commission’s Facebook page to recruit volunteers who may have expertise in design and may be willing to help with the initial plans, but ultimately an RFP for a formal building design will be needed.

Colleen Longo asked if there is potential for security cameras at the Town Park; Trish explained that a camera at the road access is possible if there is an immediate need but in order to have cameras in the park itself there would need to be WiFi.

**d. Fee updates for ZBA** – ZBA Clerk Audry Barriault asked for a fee schedule update for ZBA abutter notices; multiple applications are coming in each month and it is getting cumbersome to explain the process for certified mail or to fix mistakes that applicants make with the envelopes.

The Planning Board currently charges \$10 per abutter for their applications and the Planning Board Assistant does the mailings himself; Audry would like to do the same and suggested \$8 since the mailings are slightly cheaper for ZBA. Selectman Dick stated that he would like to price to be consistent across both boards. He added that there is no line item for this in the current ZBA budget, so the money will be going to the general fund.

Selectman Dick made a **motion** to direct the ZBA to adopt a notification process for hearings whereby notices are sent by the Clerk and fees of \$10 per abutter notice are paid by the applicant. Selectman Bob Lambert **seconded** the motion and the motion passed unanimously.

### **3. Old Business – None**

**4. Town Administrator's report** – Trish explained that she was contacted by iWork, the company that provides software that the Highway Dept uses for planning and billing out jobs; iWork asked if the Town is interested in their permitting software that could be used by code enforcement, for contractor notifications and CZC permits, etc. This would allow all departments to know where an application stands and know the next steps are. The cost is \$3,750 and the set-up fee would be waived as the Highway Dept already uses it. Members agreed that they would like to explore this further.

Trish stated that she and Finance Officer Peggy Petraszewki reviewed proposals from Paychex, ADP and Checkmate for payroll services. She is interested in Checkmate because they are local and the Town would have a dedicated rep; the cost would be \$6,000 and the current system from BMSI is \$2,500 however the service is not good. Selectman Dick stated that he is in favor of a new system even if it's more expensive because it will reduce workload and provide better information to employees but the Board needs to decide how to pay for it. Trish stated that there may be monies in the IT line; she will speak with Peggy and look at the budget closer and report back.

Trish was contacted by the Winnepesaukee River Basin Program; the Town is required to file a CMOM report annually related to its sewer lines and is severely out of compliance. WRBP has offered to help the Town update its ordinance related to sewers as it is outdated and in conflict with current State regulations.

Trish has talked with Welfare Director Siri Gaydos about NH MAAP software which would connect to the State's social security system; this would allow her to see if people are already in the system and receiving aid from other organizations when applying for assistance. She noted that she has also received a 91-A request regarding the gravel pit on Johnson Rd and will respond.

**5. Select Board reports** – Selectman Deacon explained that he attended last week's Planning Board meeting where Chair Andy Sanborn reiterated that road issues are in part a Planning Board issue and suggested limiting development on dirt roads as one solution to the mud problem. The Redneck Restorations application was denied by the Planning Board because it was incomplete, and the tenant has been served with an eviction notice for May 2<sup>nd</sup>. Selectman

Deacon added that he did not get a chance to ask Pierce Rigrod from DES about the water quality issues around Maple Circle but will make a note to do so.

Selectman Lambert stated that Welfare Director Siri Gaydos attended State training last week and is still getting situated in her new role. The Rec Department's Easter egg hunt went well and they continue to plan more programs.

Related to road issues, Chief Dexter noted that Poplar Rd is an example of a subdivision approved by the Planning Board on a road that used to service 4 homes and now services 9 without any impact fees being collected. He stated that the onus should be on the developer to bring a road up to standard in order to handle added traffic.

**6. Select Board signatures** – The Board signed a denied application for an Elderly Exemption; the applicant exceeds asset and income limits.

The Board signed a check for BPS in the amount of \$239,924.99 for the new town office building, for HealthTrust in the amount of \$22,233.38 for insurance, and Irwin Motors for a new FD command card in the amount of \$41,561.

**7. Approval of meeting minutes** – Selectman Dick made a **motion** to approve the BOS minutes of 4/13/22 with corrections. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Meeting adjourned at 6:04pm. The next meeting is scheduled for Wednesday, May 11<sup>th</sup> at 5:00pm.

Respectfully submitted,

Audry Barriault, Secretary

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

Approval Date 5.11.2022