

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*April 29, 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  
Sue Smith, Administrative Specialist, no one else present

**Public comments**-none

### **New Business** –

**Planning Board Request** - Debra Schneckloth, Chair of the Planning Board requested approval to ask the Town Attorney for a legal interpretation of “Home Occupation” Level 1 and Level 2 Zoning Ordinance. Selectman Olmstead asked for clarification of the request. Selectman Salatiello seemed to think it was a reasonable request and asked if there was any money in the budget for this. Seeking distinction between Level 1 and Level 2, the BOS discussed the wording of the ordinance. TA Stafford asked if there were any examples of these levels of interpretation. Selectman Dick suggested an interpretation from the attorney should be allowed. Selectman Olmstead has given permission for the Chair of the Planning Board to go to the Town Attorney for more information. Chair Schneckloth also asked about Zoom accounts, capability for site plans and public meetings. Selectman Dick said the service that the Town is using for remote meetings has that capability. However, NHMA may have more info on using it for a public hearing. TA Stafford was sure that there was a way this could be available

**Highway Dept Lease Request** - Director Van Tassel requested approval to rent a mini excavator for some ditch work that the grader is not well suited for. The amount requested for the rental is \$3,250.00 Selectman Olmstead asked questions about the charges. Selectman Dick said it was a great idea and was it coming out of his budget? Director Van

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Tassel said yes. Selectman Olmstead made a **motion** to authorize Director Van Tassel to rent the DX63-3 US10 excavator for a month with the amount not to exceed \$3,250.00 with the funds to come from Line 4312.380. Selectman Dick **seconded**. Roll call, Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. **Motion passes** by unanimous vote.

**Highway Dept Summer Hours**- Director Van Tassel would like to start working 10 hour days from 6:00 am - 4:30 pm, Monday through Thursday, beginning May 4<sup>th</sup>. After a brief discussion, BOS has approved the change of hours.

**Transfer Station Update/New Hire**- Manager Nate Douglass is requesting to hire a new Transfer Station Attendant part-time for 10 hours on Saturdays. Saturdays are very busy now and a third person would make it more efficient. The funding of this position was discussed as well, as it would come from transferring from another line in the budget. Selectman Olmstead made a **motion** to approve PAF for new hire Charles Schneckloth for Transfer Station Attendant, part time for 10 hours per week at Labor Grade 6, Step 1 at \$11.24 per hour, effective May 9. Selectman Dick **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. PAF will be generated.

Next item discussed was an Agreement for Engineering Services from Horizons Engineering in the amount of \$2,550.00 for 2 inspections and report, and a May 2020 Groundwater Data Report. Budget lines to cover expense were discussed. Selectman Dick made a **motion** to authorize the Transfer Station to pay the amount of \$2,550.00 to Horizons Engineering with the funds to come from Line 4325.693 and authorize Manager Nate Douglass to sign the paperwork. Selectman Olmstead **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. TA Stafford asked Manager Douglass to provide a copy for the record.

Manager Douglass brought up the issue of the Casella contract to review and vote on. Selectman Dick clarified the original plan was a bid for services at the Transfer Station and Nate developed an RFP hoping we could get a better price. Casella had given us an unsolicited proposal in January and they are turning it into a contract. We had hoped to get bids to try and reduce the price with Casella. Now that there are COVID-19 issues, it isn't worth the extra effort – and accepting the Casella offer will help avoid a potential price increase if we ask for a new bid. A verbal agreement to accept the contract was given to Manager Douglass. Wheelabrator is not willing to give a proposal at this time, hence putting it on the back burner for now. Selectman Dick said Wheelabrator would be a better option for the MSW because they convert it into energy, but it's not worth waiting for them at this time.

Manager Douglass submitted a new Transfer Station Accepted Items and Price List for approval by the BOS. Discussion ensued. Selectman Dick made a **motion** to approve the updated price list effective May 4, 2020. Selectman Dick **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously.

Manager Douglass said payments can now be taken through the window at the Transfer Station and at the Town Hall. A canopy will be placed at the window at both locations.

Manager Douglass mentioned opening up the single stream building to assist with the large volume of throw and go and use the compactor. Swap and shop and clothes will not be open, only throw and go. Residents will go in one way, stay 10 feet back and go out another. Although, we may be ready to open up the metal pile without the ability to “pick” and available for drop off only. Based on the ideas mentioned by BOS, Manager Douglass will reassess.

**Tax Lien Discussion** – Tax Collector Julie Lonergan gave an update for the lien process to begin on July 1<sup>st</sup> and tax deeds September 4<sup>th</sup>. For 2017, there are 15 on the deeds list, and of that there are 6 in question for the deed date. There are 3 on the list held over from last year that may need to be discussed at a later date.

### **Old Business-**

**COVID-19 Updates-** TA Stafford discussed school distance learning and waiting till the Governor decides Friday on the stay at home orders. We should be thinking about a plan for the Recreation Dept and Summer Camp and planning for the summer. Suggestions were made and discussed regarding enrollments, payments and reimbursements. Summer camp is scheduled to start June 29<sup>th</sup>. Selectman Dick suggested a meeting first of next week to discuss the Governor’s updates if required. Selectman Salatiello mentioned how the State is accommodating their own state workers and how well the Governor is managing and leading during the virus. Chief Dexter mentioned the summer program to be used by parents for child care. Selectman Dick thought of the possibility of opening the summer program earlier. Summer camp is totally funded by the parents. Chief Dexter suggested there might be other funding for the summer camp through the declaration of emergency. Selectman Olmstead wants to follow up with the State’s guidance.

Selectman Dick said the MS-737 yearly budget that TA Stafford and Tax Collector Lonergan put together, is prepared each year showing the anticipated revenues for the year and where the shortfalls may be on the rooms and meals tax. This will be a loss of three or four months of revenue. This loss will have to be taken out of the general fund and may impact us and should be watched closely. Tax Collector Lonergan said that the registrations by mail are doing very well. She suggested adding \$1 to the cost of the mailing. Thoughts are to register online in the near future.

**Town Administrator’s Report** – TA Stafford discussed budget expenditures. IT services have been unexpected due to COVID-19. Selectman Dick discussed amounts in various departments. Underwood Engineering Report is now on the website under the Highway Dept web page. TA Stafford also mentioned other updates to the web site. Planning Dept Assistant Steve Laurin has done an FAQ for the website.

Selectman Dick mentioned that we received approval to sell a parcel of property. Bids should be opened by July 1<sup>st</sup>. TA Stafford will follow up on what it entails.

**Selectboard Report’s-** Selectman Olmstead had a Planning Dept Board meeting on April 16<sup>th</sup>. A voluntary lot merger was approved, and cite plan application. Also had a conceptual consultation for ground mounted solar energy system. New England Solar Guard came up

again and asked us to put it off another month until June 18 when they will be coming to the Planning Board. Discussed control of short term rentals and suggested that they should be ready at a later date in putting in a plans and procedures for the town.

Selectman Dick – Had a Building Construction Committee call with Keith McBey. We are continuing to work with options. Regarding the recommendation from Karen Bordeau, took feedback from Johnny and sent it to her. Another item was that letters be sent out to residents on the solar arrays with exemptions and what they will see on their bill. This may alleviate calls to the Town Hall.

Historic District Commission approved an application to paint a house on Tower Hill Rd. Almost complete with the grant writing and submitted shortly.

Selectman Salatiello – Inquired on the status of the petitioned warrant article from the Hilbrunner’s and if the Highway Director has been able to meet with them about the cost of the project they will propose for the next town meeting. Suggested pay out for Town Clerk Lonergan on the 88 hours she is going to lose. TA Stafford will prepare a PAF for her.

**Selectboard Signatures** - Completed signatures on Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for April 25, 2020.

**Review & Approve Minutes**- Members of the Board reviewed the BOS meeting draft minutes of April 15, 2020. Selectman Olmstead made a **motion** to accept the draft meeting minutes of April 15, 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 7:05 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, May 13, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices and/or teleconference. May call a meeting sooner based on what Governor Sununu gives for more guidance.

Respectfully submitted,  
Sue Smith, Administrative Specialist

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

Approval Date 5.13.2020

*(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.)*