

SANBORNTON BOARD OF SELECTMEN'S MINUTES

May 13, 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 –

Audit of 2019 – Jennifer Dorr, Manager from Vachon Clukay & Co., gave an overview of the audit regarding risk based & high-risk areas, payroll, cash disbursements and receipts, deposits, procedures, tested transactions such as cash disbursements, proper steps taken and found no deviations. Payroll had issue with timecards as far as consistency of use. Took consideration of past and present Tax Collector's and turnovers. Recommendations were noted such as timeliness of deposits and tax lien process. Questions and answers were discussed on various items such as Transfer Station scales & fee schedule, as well as, timecard process for lunch time. BOS appreciated Jen's time for explaining.

Rep Tim Lang Update – Reopening Task Force, passed 7 proposals this week regarding lodging industry, gyms, golfing, beaches, etc. Guidelines are being looked at regarding public concerns and the public's health with the Governor's goals in mind on testing and watching metrics. Federal money was received to cover COVID expenditures to pay for any expenses incurred. Chief Dexter asked about stipends for hazard pay. Governor's Officer For Emergency Relief and Recovery (GOFERR) money for costs incurred directly related to COVID. Town could use to drawdown their costs and may be used for labor expenses for first responders. Summer programs driving ranges and rentals for outdoors was passed unanimously. Long term care issues are slowing down the process and taking a lot of time at DHHS. Summer camps and day camps guidance is expected next week from the task force.

Mask Order- Slectman Olmstead asked if the Town needed to consider a Mask Order as some other municipalities were doing. Chief Dexter & Chief Hankard discussed this issue

prior to this meeting and said people are taking this seriously and are wearing masks. They agree that it's not a good idea to create an "order" and enforce as it may involve constitutional rights. Encouraging the use vs. mandating it due to potential legal matters would be a better idea. Selectman Salatiello also opposed to mandatory masks. Selectman Olmstead suggested writing up a statement that we are behind the idea of face mask wearing but not enforcing it.

First Responder Stipend- Chief Dexter brought up two items. One is the acceptance of the CARE Act funding for emergency management services. This is a federal grant provided through Medicare to cover ambulance services. The 2019-2020 amount of \$2,489.58, was designed to offset costs for response to COVID-19 calls. The second part is for any purchases for COVID-19. Selectman Salatiello mentioned it was a good idea to put it into the revenue fund. Selectman Olmstead made a **motion** to accept the funding under RSA 21-P:43 for emergency management purposes in the amount of \$2,489.58 from the CARES Act due to the COVID-19 pandemic and to authorize the funding to be used to off-set all costs incurred by the Fire & Rescue Department in mitigation efforts of the pandemic, and to include any write off's of ambulance billing pertaining to COVID-19 ambulance responses. Selectman Salatiello **seconded**. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion** passes to accept the funds.

The second item is the acceptance of First Responder Stipend funding. Chief Dexter discussed the stipends of \$300 weekly for full time firefighters/EMS providers, \$150 weekly for part time (per diem) and on-call firefighter/EMS providers and \$50 weekly for on-call firefighters with no EMS licensure. This was for 8 weeks starting May 4th to June 30th. The town would be responsible for the tax portions such as Medicare and Social Security, etc. Chief Hankard mentioned this would also apply to those eligible within the Police Department. Selectman Olmstead made a **motion** to accept the funding under RSA 21-P:43 for emergency management purposes in the amount of \$30,657.14 from the CARES Act due to the COVID-19 pandemic and to authorize the funding to be used to pay weekly stipends to the Fire & Rescue Department eligible members and Police Department eligible members based on the state of NH's guidance document. Selectman Dick **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously and funds are accepted. Selectman Dick suggested meeting to discuss the amount needed for reimbursements for the taxes etc, that the town needs to pay in their portion of the stipends.

Highway Updates – RFP-Director Johnny Van Tassel said there are 4 bidders: Pike Ind, \$249,875, Bryant Paving \$270,750, GMI \$237,160, and R&D Paving \$264,389. Director Van Tassel recommends GMI which is the lowest bid for the paving of Huber Drive. Selectman Salatiello and Selectman Dick both agree with GMI. Selectman Dick made a **motion** to approve the bid to GMI for \$237,160 to pave and overlay Huber Drive and authorize Director Van Tassel to sign the contract on behalf of the town. Selectman Salatiello **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously.

Truck Lease – DPW Director Van Tassel requested approval from BOS for Truck #1- Liberty Truck trade in with a 5-year lease agreement with Tax Exempt Leasing Corp, trade in amount of \$17,500.00 plus 5 annual payments of \$29,999.39 for a total of \$159,304.00. Selectman Dick was concerned that this was not included in the capital outlay for 2021 and

there is no money in the budget to make payment for this in 2021. Next year's payment will be discussed as we did not budget for next year's payment. Perhaps a Warrant Article may be needed for next year. Both Selectman Salatiello and Selectman Olmstead agreed with this selection. Selectman Dick made a **motion** to authorize Director Van Tassel to enter into a financing agreement for 5-year lease with Tax Exempt Leasing Corp for a total of \$141,804.00 along with a trade in and 5 annual payments of \$29,999.39 at 2.89% interest with funding to come from Line 4902.315 DPW Truck #1 lease. Selectman Salatiello **seconded**. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. Director Van Tassel also asked for permission to transfer the old truck and title to them. TA Stafford offered to take care of the matter. Selectman Dick made a **motion** to authorize the transfer of title of Truck #1 Liberty Truck to Tax Exempt Leasing Corp in the amount of \$17,500.00 and authorize TA Stafford to sign the title on the Town's behalf. Selectman Olmstead **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously.

Class VI Roads - Director Van Tassel wanted BOS to be aware of someone blocking off and obstructing Class VI roads. These roads are not allowed to be travelled on from Dec 1 to June 1 unless they are a property owner, but they cannot be blocked. There have been some complaints and he wanted the BOS to be made aware of this situation.

Casella Contract-Transfer Station Manager Nate Douglass and BOS discussed their contract with increased pricing. Selectman Dick said that we need to have a conversation on the prices we charge. Selectman Dick said that Casella offers the best price for the Town and all BOS agreed. Selectman Dick made a **motion** to accept the contract from Casella for the collection and recycling services for the Sanbornton Transfer Station effective July 1st. Selectman Olmstead **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. TA Stafford will prepare the documents.

Manager Douglass also wanted to discuss the re-opening plan and the shortage of help at the Transfer Station and asked BOS for ideas on increased coverage on a temporary basis. Transfer Station will have increased business once single stream ends. Discussion ensued. TA Stafford mentioned if there might be funds available from COVID-19 and thought that this would be considered essential. Selectman Dick agreed and asked Manager Douglass to prepare his request for increased hours. Selectman Salatiello agreed to increase hours and submit the request to cover the costs for reimbursement. TA Stafford asked Manager Douglass if he had any other costs that were to be incurred due to COVID-19 and provide that information to her.

Old Business-none

Town Administrator's Report – TA Stafford mentioned Health Trust will be hosting a benefit informational session on Friday and Monday. Information has been sent out to all employees. Also, the previous police cruiser has now been painted and is available for employee use. It is being kept at the Highway Garage to free up parking spaces at the Town Office. We have been using the mail sorter and stuffer quite a bit and would like to keep using it for the rest of the calendar year. Town Clerk Lonergan said they are sending out a large amount of mail. She is tracking the cost of usage and will get a price and discuss increasing fees to cover the cost. There was a brief discussion about the Tax Warrant for the Town; it starts at the assessing level and then goes to the Tax Collector for mailing. The Tax

Collector would like to have taxes due on July 7th, 2020. Julie thanked Nate Douglass for installing the overhang and shelf outside the Town Clerk/Tax Collector window. He did a nice job and it has been helpful for the town people utilizing the town services.

Selectboard Reports-

Selectman Olmstead- Has been asked by the Old Home Day Committee to consider the given pandemic; they will be scaling back the 250th celebration; hopefully they will be able to use the funds for next year's Old Home Day celebration.

Selectman Dick – Reported that the Building Construction Committee met with Chief Hankard to go over the needs and requirements for the Police Department. The Historic District Commission also held a public hearing to consider the Bodwell Farm proposal; which was approved. Selectman Dick offered to help the Planning Board Assistant with teleconferencing and holding a public hearing.

Selectman Salatiello – Reported that he heard people were having a difficult time getting property tax information. Selectman Dick said there was an appropriation made in the FY21 budget for the expansion license for people to access the information themselves. Currently; people will need to ask the assessor for the information until then.

Selectboard Signatures - Completed signatures on Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for May 9, 2020.

Review & Approve Minutes- Members of the Board reviewed the BOS meeting draft minutes of April 29, 2020. Selectman Olmstead made a **motion** to accept the draft meeting minutes of April 29, 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 7:22 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 27, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices and/or teleconference.

Respectfully submitted,
Sue Smith, Administrative Specialist

Selectboard Clerk: _____
Approval Date 5.27.2020

(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 or are on file with the Town Clerk.)

