

SANBORNTON BOARD OF SELECTMEN'S MINUTES

May 27, 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 Comment - Dick Gardner expressed his displeasure over the Planning Board decision to cancel the meeting last minute which in turn resulted in a business application not being acted upon. Selectman Olmstead said there was a site plan review scheduled and drawings of site were not up to par and Planning Board members decided they could not make a good decision and possibly deny the applicant any part of the site plan review or approve something in the site plan that was not understood. It was noted that there were two site plan reviews scheduled that night, and would have set a precedent of having a meeting in the best way that they could, therefore, the meeting was cancelled. Mr. Gardner said the site plans were available in detail on line. Steve Laurin, Planning Board Assistant, attested the concern was of a public hearing with remote access to it and sent emails to the board members which drew discomfort. Concerns centered around adequate access by abutters to the files, and ultimately the board members decided that cancelling the meeting was the prudent thing to do.. After lengthy discussions, the BOS noted the concerns regarding this matter.

New Business

Planning Board/Open-Air Permit- Letter from Bonnette, Page & Stone (BPS) was submitted for discussion, requesting consideration to granting an Open Air Permit to allow the Lobster Connection Restaurant to open an outdoor dining area, since the cancellation of the May 21st Planning Board meeting meant their site plan application was not reviewed. Selectman Olmstead asked TA Stafford if we could we provide a temporary permit for a few weeks? TA was not sure of the length of time. Selectman Dick discussed details of what is

appropriate of open-air tents under the RSA. Mike Capsalis said other restaurants have done it and as long as they have correct sanitation and social distancing issues, he sees no problem with it. Fire Chief Dexter said similar long-term approvals are granted to other venues in Town (Steele Hill, Krebs Farm) to accommodate their summer seasons. Selectman Dick doesn't think the Town's open air permit is appropriate because the RSA that it cites (RSA 286:1) only pertains to shows, performances, and meetings – not dining. Regardless, he agreed that the permit was a good template to make sure all of the applicable health and safety concerns were addressed, and we should come up with a fee structure to cover the cost of the enforcement and sanitation. Selectman Olmstead agrees and would like to see this person open his business. Selectman Salatiello is not pleased with the discussion and concerned about what happened with what the Planning Board did. He mentioned that the Planning Board has an obligation to conduct the meeting and allow the business to open regardless of COVID-19. He strongly supports this business to be approved and open his business with outside bathrooms and follow guidelines as such. Suggest to make a motion to BOS to issue open air permit to this business up until the planning board has its next meeting and have the site plan approved. Selectman Dick agrees with Selectman Salatiello to issue open air permit. Selectman Salatiello made a **motion** to allow Chief Dexter, Police Chief and Health Officer to approve and authorize an open air permit for Lobster Connection with all the safety, sanitary and any other requirements for outdoor dining and sign the contract on behalf of the town without delay and until the site plans are reviewed and approved by the Planning Board. Selectman Olmstead **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. Selectman Olmstead asked Chief Dexter to get in touch with Mr. Connelly from Lobster Connection. Selectman Dick suggested that the Planning Board continue meetings remotely and solve any issues or concerns that inhibit having their meetings.

Cares Act Reimbursements – TA Stafford stated that the first part of the funding request must be sent by June 1. Selectman Dick said he had the information needed. TA Stafford said info can be found on SAM.gov website. TA Stafford has been collecting cost information from Dept Heads for COVID related expenses such as printing, postage, purchases, etc. Selectman Dick made a **motion** to authorize TA Stafford to prepare the appropriate paperwork and sign on behalf of the town. Selectman Olmstead **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously.

Social Media Policy- Selectman Dick received a complaint from a resident regarding a few posts on Facebook related to Highway Department and the Transfer Station. The complaint centered around the fact that the posts requested “No negative comments”, and the resident felt it was inappropriate to put those kinds of restrictions on comments since the tax payers pay for Town services. The complaint went on to request that the BOS address the policy for sharing town information. A lengthy discussion was had on Town web site posts and comments from the residents and the public. Some departments have their own sites and their usage was discussed. TA Stafford provided the policy from the Employee Manual. Some departments have their own FB pages. We should consider the Department pages as official and have oversight of them with contact information posted for follow-up or feedback. TA Stafford suggested that any postings should be linked to the Town sanctioned website so all are consistent. Chief Hankard noted that the Police Department's FB page is a government page and cannot be manipulated the same as Town pages. Selectman Dick recommends he

work with TA Stafford to update the policy manual and have further discussions with Department Heads. Selectman Olmstead suggested that we perhaps separate news media and/or news print and make it a 2-part policy in sections as to what individuals should do when talking to the news media. TA Stafford agreed we could do something like that. TS Stafford offered to look at the policy and discuss at next meeting.

Old Business-none

Town Administrator's Report –Winnisquam Regional School District assessment payment schedule and changes were discussed for FY 19-20. Selectman Olmstead questioned the 2 different amounts on 2019 and 2020 documents. TA Stafford will get in touch with WRSD Administrator for an updated figure.

Treasurer Karen Cobb had given her notice effective the end of July. However, BOS have agreed to adjust her schedule allowing her stay with the Town and sign checks on Thursdays vs. Wednesdays. With this new schedule Karen will continue to stay on with the Town. If any other accommodations are needed, BOS asked that Karen just let them know.

TA Stafford asked to purchase a Zoom tele-conferencing account for the benefit of the Town. Chief Dexter said it would only be \$15 per month. Selectman Dick made a **motion** to authorize the TA to obtain a Zoom account for the Town. Selectman Olmstead **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. TA Stafford will take care of the details.

We are still moving forward with Health Trust Insurance. TA Stafford is available for any questions.

Selectboard Report's- Selectman Olmstead-Planning Board meeting was cancelled. Also, he received a few comments from people regarding the town beach and whether it was a town beach or a state beach. TA Stafford found out that it's a town beach as of 2009. However, since the money to pay for the beach came in part from federal ARRA funds, we cannot restrict usage to just town residents

Selectman Dick – Building Construction Committee meeting this week. Received an email from a resident about a tree that's going over some wires. We will let the electric company know about it. Also heard of fireworks late into the night at Hermit Lake Beach and leaving trash on the beach. Discussion went on for permissible fireworks, or Class C permits, etc. Chief Dexter pointed out that permissible fireworks have to be used on the user's property or with permission of the property owner. Therefore, fireworks cannot be used on any Town-owned property. He encouraged residents to notify the Police Department of any fireworks activity on Town property or after the hours outlined in the Town ordinance.

Selectman Salatiello - none

Selectboard Signatures - Completed signatures on Payroll & the Accounts Payable

05/27/2020

BOS **APPROVED** Minutes

Register. The Selectboard signed payroll registers for May 23, 2020.

Review & Approve Minutes- Members of the Board reviewed the BOS meeting draft minutes of May 13, 2020. Selectman Olmstead made a **motion** to accept the draft meeting minutes of May 13, 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 7:06 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, June 10, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices and/or teleconference.

Respectfully submitted,
Sue Smith, Administrative Specialist

Selectman’s Clerk _____
Approval Date 6.10.2020

(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.)