

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*June 10, 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** –

**Fire Department Radio Replacement-** Chief Dexter presented a proposal for new radio replacements as the current ones are antiquated. There are eleven (11) radios needing replacement. He would like to start replacing them and is seeking permission to use surplus money to replace one radio for Car #1. This would be a sole-source request as there are few dealers locally. A quote from Ossipee Mountain Electronics, Inc., would do all the installation and the work for a total of \$3,311.60. Selectman Dick asked what line it was coming from, response was radio maintenance and repair line. Chief Dexter will be moving money from a few other lines to cover it. Selectman Dick suggested that for planning purposes, we will start to reduce the excess budget that's available each year so he recommended that Chief Dexter put those forward as visible budget requests so if there isn't much surplus, the radios can still be bought. Selectman Dick made a **motion** to approve purchase of the new Kenwood radio for Car #1 for \$3,311.60 to Ossipee Mountain Electronics, LLC with the funds coming from Line 4220.357, Radio Maintenance and Repair and waive the requirement for 3 bids due to the nature of the equipment and authorize Chief Dexter to sign the paperwork on the Town's behalf. Selectman Olmstead **seconded**. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously.

**Police Department New Hire** – Chief Hankard recommended hiring Timothy Stevens as a

part time Police Officer that would perhaps lead into full time at some point. Tim has extensive law enforcement experience, with excellent reviews, worked as a State Police Officer and recently served as Chief of Police in New Hampton, NH. Selectman Dick asked what his hours would be and what would it do to the workload and rotation. Chief Hankard said he would be filling in for shifts and helping with full time staff. Selectman Olmstead made a **motion** to approve the hiring of Timothy Stevens as a part time patrolman effective June 10, 2020 at Grade 15, step 1 at \$20.67. Selectman Salatiello **seconded** it and said with what he read he seems to be a good addition to the Department. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. Chief Hankard said he will be sworn in Monday June 15<sup>th</sup>.

**Planning Board Meetings** – Selectman Dick said during the last board meeting, the Board didn't establish what its position was on what we want to communicate and like to see going forward. We don't have the authority to direct them but would like to tell them what we would like to see them do and have an input on what the BOS expectations are. Selectman Olmstead said at the next meeting the Planning Board will be discussing how they will go about things in the future with a collective view on what will happen. Selectman Dick was disappointed that the last meeting was cancelled. We have the ability to hold safe and effective meetings, it may not be traditional and may be a hybrid with hard copies available, online access, and people spread out. There are ways to accommodate people who have less access to technology, even if the Town has to spend some more money on copies. The technology is there and are only limited by our imagination. Strongly encourage the Planning Board to figure out how they can meet and start addressing issues. Anything we do is impacting residents and can be having a negative impact on them. Selectman Dick would like to press forward and resolve these things and get the meetings back on schedule as quickly as we can. Selectman Olmstead agreed and would add to that, regarding the last meeting had 2 reviews that would have been fairly long site plan reviews that take between 1-2 hours. He would limit one site plan per meeting. He likes the idea about being able to review the hard copies in some form one at a time at the Old Town Hall etc. He agreed that we need to do something and get going and not holding off the citizens. If we have a second wave of this, we could go another 6 months and by the time we get to November we won't be able to do the construction and maintenance. Selectman Olmstead thinks we need to urge the Planning Board to start meeting and reviewing the items we have backlogs on and get them done. Selectman Dick said they may want to decide to have meetings more frequently. Selectman Olmstead said they meet twice a month, one for workshop and one meeting. Selectman Salatiello asked how much of a backlog there is. Selectman Olmstead said there are 2 site plans and another coming up that may have to be put off.

Planning Board Chair Debra Schneckloth said she called for a special meeting for June 11. Spoke with TA Stafford and suggestion to continue with normal planning board business via teleconference and as far as site plan reviews with public hearings, have meetings either at Old Town Hall or current Town Hall outside, so we would be able to meet in person to move forward with site plan reviews. Currently we have one site review that we put off, Lobster Connection. We have a site plan review on agenda for this coming week, we will need to address at another date. Those are the 2 site plans we have in front of the Board. Suggest meet in person at 5 pm outside and move forward. We did take a vote, Steve Laurin sent out emails to Board Members and consensus was we were not comfortable with site plan hearings. Selectman Salatiello said there is plenty of room at Town Hall for social distancing.

TA Stafford had mentioned that no more than 10 were allowed. Chair Schneckloth said that some board members do not have access to a computer. TA Stafford said the Municipal Managers Group from the Executive Director, doesn't seem to think that the EO will be lifted, including the virtual meeting so we may have to consider alternative ways to move forward with the Planning Board including virtual meetings. Selectman Dick quoted EO #16 that limits the public gathering and doesn't matter if its inside or outside in groups of 10 or less. We have to look at a hybrid of a physical location available for people that cannot be online, but encourage the public do it electronically. TA Stafford purchased the Zoom account and can be another avenue for the Board to utilize. Selectman Dick said maybe ask for a hard copy or watch online. Mr. Laurin mentioned updating the notice for the meetings. Chair Schneckloth asked about training for the Planning Board and how to effectively conduct meetings under the EO.

Public comment from Larry Major, Ready Mix Com, an abutter of the project pending approval of the Planning Board. He sees the project is moving along without site plan review and are concerned with the physical operation and visual concerns.

Selectman Dick said to make clear there are 2 different things going on, site plan because of delays, BPS requested a tent for outside seating to comply with the Governor's plan. He wanted to address Mr. Majors concerns on moving forward without a plan. Steve Laurin said they can do earth work and he was moving and clearing trees and did not see any violations in the work. Selectman Dick asked Steve Laurin to continue to monitor the situation and make sure that they were in line with what could be done. Chief Dexter spoke with Mr. Connelly from Lobster Connection. They are levelling off where the tent will be and setting the perimeter around that area to open the last week of June. Selectman Salatiello said they do have an open air permit issued by the BOS for outside seating. He said we have an obligation to continue to do town business and find a way to meet those obligations for the residents and businesses of the Town. All were in agreement that a new procedure for Planning Board meetings will be developed to accommodate the responsibilities and priorities of their work to assist the businesses of the Town.

**Employee/Town Office COVID Discussion** – We received a letter from the Recreation Dept with questions regarding pay. Two parts to this. What are we going to do moving forward, second is what steps do we want to take in operating the Town Hall as we've been doing it remotely. We were continuing to pay employees for the last few months. The Rec has cancelled summer camp. Do we continue current policy or furlough to unemployment? Selectman Olmstead said Rec Dep, along with cancelling summer camp looking at employees hours increasing and after school program, not sure how we can justify that. Rec Director Amanda spoke with an employee about her hours, reaching out before and after care 14 hours a week. She is offering to file for unemployment then resume when school begins. Selectman Olmstead said may not be a good idea for any increased hours. If they were let go they would be the first to come back. Discussed giving out weekly activity bags for curbside pickup at Old Town Hall. No lifeguards will be hired this summer. Layoffs and furloughs were discussed. Amanda will discuss further with TA Stafford. Rec employees will be paid through June 19<sup>th</sup>. Selectman Dick recommends and Selectman Olmstead agrees to lay off part time employees for now. Selectman Salatiello asked about stimulus and would they need a notice for unemployment? TA Stafford will verify with the employees that will be furloughed by the Town and returned when things improve. Selectman Dick said TA

Stafford can draft a sample letter to trigger all the benefits for those affected with a reassurance they will be first ones rehired. Selectman Dick recommends termination of part time employees and rehire when possible. Selectman Olmstead made a **motion** layoff Dolly and Mikala from current positions and provide they be the first ones brought back when position become available. Selectman Dick **seconded**. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. TA Stafford will draft letter.

Selectman Olmstead wanted to make a statement that he will never defund our Police Dept.

Selectman Dick discussed second part of Town Office personnel working schedules with high risk employees, etc. Discussion continued regarding Town Office procedures, sticking to appointment schedules, continuing to answer phones and start opening up services with minimum risks along with people in the lobby area. Chief Dexter said it's a good idea for normal ops and will supply gloves, masks, etc. for Town employees. He and TA Stafford will come up with a policy regarding face masks, etc, to keep everyone safe and make sure they are following the guidelines. Mon/Wed/Fri to start reopening or 5 days? TA Stafford said M/W/F to start regular work days is good until next BOS meeting. Selectman Dick said we will still require appointments and limit 2 people in the lobby and ease back into it. This updated plan will begin Monday June 15<sup>th</sup>. Fire and Police Departments will continue with what they have been doing.

**Sewer and Dog Warrants** – TA Stafford said that sewer warrants have been prepared and the next step will be going through the Tax Collector's Office with a due date of July 21<sup>st</sup>. Tax Collector also will have a dog warrant with 65 names for BOS to sign.

#### **Old Business-**

**Sale of Town Property-Moose Run Drive** – TA Stafford had been in touch with the Town Attorney on selling this property. There are a few things that need to be prepared. Attorney mentioned getting an appraisal. Selectman Dick didn't believe it was worth spending any money on it to get a property value which may be higher or lower than what it is assessed for. All BOS agreed that paying for an assessment would not be necessary. TA Stafford wondered how the Town attained the property and will look into that. Selectman Dick said we could decide on a minimum bid amount and date for the bid opening and take up the first meeting in July. This land is not a buildable lot. Selectman Dick mentioned that per tax deed in 2009, land was attained for non-payment. We will put an RFP together and sealed bids due July 6. No deposit will be needed. TA Stafford will draft the bid and close after 60 days. Minimum price will be set at \$2,000. Assessed at \$3,000.

#### **Town Administrator's Report –**

##### **Transfer Station-Resignation/Holiday Hours-**

Charles Schneckloth resignation. Position has been re-posted. Selectman Olmstead made a **motion** to approve resignation of Mr. Schneckloth with regret. Selectman Dick **seconded** it. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye, **motion passes** unanimously. Also, the Transfer Station had a request to change holiday hours and be closed July 4<sup>th</sup> and open on Friday July 3<sup>rd</sup>. BOS agreed to the change.

**Health Trust Dental Holiday-** We received correspondence from Health Trust regarding a

dental holiday due to COVID. They will be returning some surplus money and allow for a one-time, temporary increase of the annual plan year benefit maximum by 50% for the next plan year July 1, 2020 – June 30, 2021.

**Welfare Association Membership** - is waiving fees for next year.

Other items - Finance Officer would like to use discretionary time that she was not able to use and asked to take Mondays off for the summer. TA Stafford and Finance Officer also discussed maintenance and repairs for reimbursement from the trust fund and to replenish that line.

Renovations to the Life Safety Bldg - quote of \$71,000 for bathroom and water filtration and will have enough money to do the windows. The numbers are going very well.

**Reviews/PAFs** – A lengthy discussion was had regarding Dept Heads PAF's and COLA's for 2020-2021 and beginning review process for employees. Selectman Salatiello suggested we do evaluations like the state does such as meet with supervisor and discuss work performance and supervisor offers comments. Department head would have authority to sign off on employees' evaluation rather than going to the BOS. BOS would review only the Dept Heads. Chief Dexter said that is exactly how they do it. Merit increase reviews and evaluation methods were discussed. TA Stafford likes reviews on anniversary dates with some uniformity. Selectman Dick said currently there are 5 grades of measurement. We should have some kind of policy in place with certain thresholds to be consistent.

**Selectboard Report's**- Selectman Olmstead had a Rec Commission meeting. Summer camp has been cancelled. Winnisquam/Sanbornton Town Beach has had parking issues. Selectman Dick mentioned the funding that went into the beach work done during 2009 was from the American Recovery Restoration Act. If it's federally funded we cannot restrict access to the beach. A suggestion was made of an additional parking lot for overflow parking on another parcel of land nearby that the Town owns.

Selectman Dick received a few comments on flags in the Square. It seems that the residents would like the American flags showing again to see and have pride in. There are 20 poles that could have flags on it. We currently have 20 flags in storage in good shape, however, we need to replace 7 brackets. We would need to hire a truck and request permission from Eversource. Selectman Salatiello said the flags that are up now were donated to the Town. The flags we had in the square should be put back up. Chief Dexter had a concern of maintenance of the flags.

Selectman Dick made a **motion** to approve expenditure of up to \$500 from line 4583.000, Patriotic Purposes to purchase materials and hire truck/services to install flags thru Sanbornton Square. Selectman Salatiello **seconded** the motion. Roll call- Selectman Salatiello, aye, Selectman Dick, aye, Selectman Olmstead, aye. Ayes have it. The **motion passes** unanimously. Selectman Dick will work together with TA Stafford to make it happen.

Selectman Salatiello – none

**Selectboard Signatures** - Completed signatures on Payroll & the Accounts Payable

06/10/2020

BOS **APPROVED** Minutes

Register. The Selectboard signed payroll registers for June 6, 2020.

**Review & Approve Minutes**- Members of the Board reviewed the BOS meeting draft minutes of May 27, 2020. Selectman Olmstead made a **motion** to accept the draft meeting minutes of May 27, 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 7:58 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 at the Town Office on **Wednesday, June 24, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices.

Respectfully submitted,  
Sue Smith, Administrative Specialist

Selectman’s Clerk \_\_\_\_\_  
Approval Date 6.24.2020

*(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.)*