

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*June 24, 2020*

### Town Offices

The Board of Selectmen convened in regular session: in attendance were Selectman John Olmstead, Selectman Tom Salatiello, Selectman Jim Dick, Town Administrator, Trish Stafford and Administrative Specialist, Sue Smith.

**Public comments** - none

### **New Business** –

**Library Trustee's Appointment**- Selectman Olmstead made a **motion** to approve Ana Gorlay and Christine Hobby for re-appointments as Library Trustee alternates effective June 24, 2020 for 3 years. Selectman Dick **seconded**. All in favor, ayes have it. **Motion carries**.

**First Responder Stipend** – Chief Hankard submitted a request on behalf of Officer Timothy Stevens. Selectman Olmstead made a **motion** to approve the first responder stipend for Officer Timothy Stevens of the Sanbornton Police Dept who is eligible for 2 weeks of pay at \$342.86 (\$150 per week part time rate) under RSA 21-P:43 for emergency management purposes under the CARES Act due to COVID-19 pandemic and to authorize the funding to be used to pay weekly stipends based on the State of NH's guidance document. Selectman Salatiello **seconded** it. All in favor, eyes have it. **Motion carries**.

Selectman Dick mentioned other Cares Act items for reimbursement for March thru May which are due July 15<sup>th</sup>. Department heads have been asked to provide their input to TA Stafford.

**Transfer Station** – Selectman Dick was contacted by Jen Holt from Solid Waste Disposal Committee on the challenges that are occurring at the Transfer Station. With changes of personnel and increased usage by residents, an idea might be to try and educate the public on the changes/restrictions occurring at the Station. Cares Act funding would help with the situation. Plus hiring another part time person would assist in a smoother operation on Saturdays. One recommendation was a Selectman to assist for a few hours, however, may not be feasible at this time for various reasons. Moving forward, Transfer Station Manager Nate Douglass will address any future concerns with the BOS if necessary, to find solutions. TA Stafford asked Nate what support did he need with the Solid Waste Disposal Committee and have they offered to assist? Manager Douglass said the Committee would help but that it would only work within a proper schedule. TA Stafford suggested an educational video on the Town website or social media. Selectman Dick suggested getting help from other towns and hiring them temporarily. All agreed to continue to brainstorm and come up with ideas.

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>.

**Historic District Commission Encumbrance** – Selectman Dick mentioned that the Historic District Commission was able to receive a grant from the State to do the survey and evaluations of the historic district properties. Things were delayed due to COVID. The original plan was to be done by June 30<sup>th</sup>. They are still finalizing the report and scheduled to have a public meeting. Franz Vail, Chair of the Historic District Commission is asking that we encumber the remaining funds. We have a signed contract with Mae Williams and we do owe the money. She received a retainer up front. Selectman Dick made a **motion** to authorize the encumbrance of \$1,325.00 from line 4199.790 to cover the outstanding amount due on the contract on the Historic District. Selectman Olmstead **seconded**. All in favor, ayes have it. **Motion carries** unanimously. Note that this was a grant and we've had to encumber up front and will get reimbursed by the State when the project is complete in FY 2021.

**Budget Timeline** – Selectman Dick would like to stay ahead of the budget preparation this year. He drafted a tentative timeline for FY 22 for budget preparation. He would like to get input and budgets from all the Department Heads. This budget document will be good to work with and will be given to the Dept Heads, the Budget Committee and posted on line. Recommend meeting in August with the Budget Committee and discuss COLA, merit raises, etc, then finalize and go into review. Selectman Olmstead agreed that this is a good idea to stay ahead of the process. Dates of meetings were also discussed and will be scheduled appropriately.

**Request for payment of the trust fund** – The Trustee's need approval to transfer the money back to the Town. There are 2 items: one for repair of the Life Safety Building roof for \$27,500 and the other for alarm system upgrades of the Library and the Town Office. Selectman Dick made a **motion** to approve the transfer from the Town Facilities & Maintenance Fund in the amount of \$27,500 to cover reimbursement for the roof of the Life Safety Building. Selectman Olmstead **seconded**. All in favor, ayes have it. **Motion passes** unanimously.

Selectman Dick made a **motion** to transfer \$25,853 from the Town Building Improvements trust fund to cover reimbursement for Town Office and Library alarm systems. Selectman Olmstead **seconded**. All in favor, ayes have it. **Motion passes** unanimously.

### **Old Business-**

**Town Office Schedule** – TA Stafford said they've been operating with a modified schedule the last few weeks and it seems to be working very well. We will continue as such and re-evaluate later.

### **Town Administrator's Report** –

**Expenditure Report**-TA Stafford discussed with the BOS, the amounts in the Town budget as of June 23, 2020. There are some reimbursements coming in as well. . Discussed if there were any outstanding invoices. We will pay close attention to the amounts. TA Stafford will look into any outstanding issues.

**Hermit Lake Complaint**- TA Stafford received a complaint concerning Hermit Lake camping. Chief Dexter said this was also a problem last year. He recently surveyed the area and explained what he found. It was suggested that signs be posted for no trespassing, etc, as soon as possible. BOS wants it shut down immediately with habitants vacated and any

remaining items be removed and destroyed.

**Audit Request** – TA Stafford received an email from Jennifer Dorr, Auditor from Vachon, Clukay & Co., asking for assistance with the unanticipated costs of the complete audit of last year, that they not absorb all the extra costs which was \$12,000, and asked the Town to assist with \$2,000 - \$3,000. Selectman Dick thinks it's a reasonable request. Selectman Olmstead made a **motion** to authorize payment of \$3,000 to Vachon, Clukay & Co. to offset the extra cost of the audit and funds to come from line 4153.000. Selectman Dick **seconded** the motion. Ayes have it. **Motion passes** unanimously. TA Stafford will ask the company for an invoice.

**Mowing Town Fields** – TA Stafford was contacted by someone with interest to mow behind Old Town Hall for no cost and take the hay. She would like to make it fair and have a running list for future mowings. Ideal times to mow is now and in September. Interested parties should contact TA Stafford and be put on the list if they are town residents. Selectman Salatiello made a few recommendations of those with interest.

**Avitar Expansion** – TA Stafford said this is now live and residents can get their tax information online. We will be billed quarterly for this service.

**Personnel Policy** – TA Stafford asked the Dept Heads to review the personnel policy as the first step to updating it. Her goal is to have it ready for BOS to review in Sept.

**WRBP** – TA Stafford recently had a conversation with the lawyers. There may be an opportunity for us to have an intern to help us out with research on the WRBP as well as other projects.

TA Stafford recently received law books as we are on automatic delivery and have received an invoice for them. They are printed copies of the RSA's. However, they are all online so we will be discontinuing this service.

TA Stafford said as part of the expansion from the broadband and Cares Act. She received an email from Kate Miller and it was thought that we should take the opportunity to expand broadband in concert with the schools. Perhaps finding out if the schools are having broadband issues. Selectman Dick said the proposal is due Thurs July 2. It seems to be 2 part-finding the info then sending it to Atlantic Broadband to see if it's included in the plan. TA Stafford will find out more details and pursue.

**Partnership for Public Health** – TA Stafford has been on the Board for a few years and was asked to step in as Vice Chair for the partnership for next year. It's not a very big commitment time wise and should not affect her job as TA. This means she will have more of a role in their meetings which are 2 meetings per month. BOS all agree with her new endeavor.

**Selectboard Report's-** Selectman Olmstead had Rec Commission short virtual meeting, no important items. Has Planning Board meeting tomorrow for site review. It's an open meeting. The Planning Board decided to meet in person with 3 site plan reviews. Solar Garden is one of them and keep asking for extensions. Selectman Olmstead asked that at next BOS meeting

that all come prepared to look at personnel reviews. Selectman Salatiello agrees that it's a good idea.

Selectman Dick has a Building Construction meeting tomorrow. He didn't make it to the Conservation Commission meeting. He participated in Chief Dexter's first hazard mitigation plan review that is up for renewal. Lakes Region Planning Commission outlined the process and looked at the current plan. LRPC is going back to lay out the sections that need to be addressed. Discussed biohazard section. Will meet again in July. It's a good plan and to update it we hope to get through ¾ sessions and think we'll be in good shape in the fall.

Selectman Salatiello – none

**Authorization Signatures: Payroll & the Accounts Payable Register** - Completed signatures on Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for June 17, 2020.

Selectman Dick said a parcel of land was sold and never released from current use 14 years ago. This is updating the land use. By statute we can't charge a tax after 18 months after the sale of the property so this is updating land use. Selectman Dick made a **motion** to approve land use change Tax Map 9 Lot 3 value \$0 to correct the record. Selectman Olmstead **seconded**. Ayes have it, **motion carries**.

BOS signed a check for NH Retirement System in the amount of \$23,355.04.

**Review & Approve Minutes**- Members of the Board reviewed the BOS meeting draft minutes of June 10, 2020. Selectman Olmstead made a **motion** to accept the draft meeting minutes of June 10, 2020 with any corrections. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion passes** unanimously.

**Adjournment** – Selectman Salatiello made a **motion** to adjourn the meeting at 7:08 p.m., Selectman Dick **seconded** the motion. Ayes have it and the **motion passes**.

**Motion** to enter into Non-Public Session under *RSA 91-A:3 II (c); Matters which, discussed in public, would likely affect adversely the reputation of any person other than a member of this board*, made by Selectman Olmstead, **seconded** by Selectman Dick. **Roll call** vote to enter into Non-Public Session: Olmstead; yes, Dick; yes, Salatiello; yes. Entered into non-public session at 7.10pm. TA Trish Stafford was also present and a discussion was held on a tax deed matter. No votes were taken. **Motion** made by Selectman Olmstead, **seconded** by Selectman Dick to seal the minutes as it would render the proposed action ineffective. **Roll call** vote to seal the minutes: Olmstead; yes, Dick; yes, Salatiello; yes. Motion made by Selectman Olmstead to leave non-public session, seconded by Selectman Dick. **Roll call** vote to leave non-public session: Olmstead; yes, Dick; yes, Salatiello; yes. Left non-public session at 7.26pm.

**Next Meeting(s)** – The Board of Selectmen's next regularly scheduled meeting will be held at the Town Office on **Wednesday, July 8, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices.

Respectfully submitted,

06/24/2020

BOS APPROVED Minutes

Sue Smith, Administrative Specialist

*(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.)*

Selectman's Clerk \_\_\_\_\_  
Approval Date 7.8.2020