

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Sanbornton Town Office
573 Sanborn Road
Sanbornton, NH
6.8.2022 – 4.30pm

The Board of Selectmen convened in regular session. In attendance were: Town Administrator Trish Stafford, Chairman Jim Dick (arriving late), Selectman Bob Lambert, and Selectman Brandon Deacon. Those in attendance recited the Pledge of Allegiance.

1. Public Comment – None

2. New Business

a. Committee appointments – Selectman Brandon Deacon made a **motion** to approve the application and appointment of Scott Fogg for regular member of the Budget Committee with a term expiring March 31st, 2025. Selectman Lambert **seconded** the motion and the motion passed unanimously. Selectman Bob Lambert made a **motion** to approve the application and appointment of Gail Morrison for regular member of the Master Plan Committee with a term expiring March 31st, 2023. Selectman Deacon **seconded** the motion and the motion passed unanimously.

b. Transfer Station update – Transfer Station Manager Shauna Goutier explained that she attended the NRAA conference last month and discussed ways to entice volunteers for the Swap Shop; other towns offer free trash bag stickers for volunteers. She would like to offer one pink sticker per hour worked for a maximum of three per week per volunteer, for Thursday and Fridays 9am to 1pm, and Saturdays 9am to close. The maximum amount of stickers per year would cost \$1,092 but this would help offset the cost of having to throw away the prohibited items that people leave when the Swap Shop is unattended, like TVs.

(Selectman Jim Dick arrived at 4:46). Trish stated that she checked into this and it is okay to compensate volunteers with a small amount as Shauna is proposing. Selectman Deacon asked if volunteers need to fill out a volunteer form and Trish responded that they are not vetted in the same way as other Town volunteers; Shauna stated that they do have to sign a liability waiver once a year. Selectman Lambert made a **motion** for Shauna to start and maintain a volunteer sheet for the Swap Shop effective immediately. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Shauna stated that the Transfer Station pick-up truck doesn't run well as it's not getting enough use; it's used only once a week in town. The truck is at Irwin right now for repairs, as the air conditioning and radio do not work and the battery light just came on. She suggested using it to go from the Transfer Station to home on the days she works so that it moves more. Selectman Dick stated he is fine with this as long as it is not used for personal errands; other members agreed.

Shauna explained that she would like to work on getting better security cameras for liability purposes, and Selectman Dick stated that this should be included in the Transfer Station CIP plan.

d. Fire Dept PAFs – Fire Chief Paul Dexter stated that he has filled the full-time firefighter vacancy and also hired a new per-diem firefighter. Selectman Dick made a **motion** to accept and approve the PAF for Justin Coleman as full-time firefighter/EMT at grade 12, step 2 effective June 12, 2022. Selectman Deacon **seconded** the motion and the motion passed unanimously. Selectman Dick made a **motion** to accept and approve the PAF for Matthew Tremblay as per-diem firefighter/EMT at grade 12, step 1 effective June 12, 2022. Selectman Deacon **seconded** the motion and the motion passed unanimously.

e. Trustee reimbursements – Trish stated that there is no originating documentation about the Playground Equipment Trust Fund and therefore only the interest can be spent; the Rec Commission needs to be reimbursed to finish paying for the picnic tables at the town park. Selectman Dick made a **motion** to request the Trustees of the Trust Fund to reimburse the Rec Commission \$760.99 from the Playground Equipment Trust Fund. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to request the Trustees of the Trust Fund to reimburse the General Fund \$6,921 from the Roads and Bridges CRF for the reclaiming of Cram Rd. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Selectman Dick made a **motion** to request the Trustees of the Trust Fund to reimburse the General Fund in the amount of \$13,285.97 from the Town Facilities Maintenance CRF for various repairs. Selectman Deacon **seconded** the motion and the motion passed unanimously.

f. Town Park Committee plan update – Barbara Whetstone provided a phased plan for updating the Town Park, starting with restoring the current field and making space for future development. Trish stated that she has reached out to Gilford Well and is waiting on a response about scheduling a meeting to look at the existing well. Barbara stated that the committee has consulted with Scott Auger, also in attendance, Jim Piscopo and Johnny Van Tassel about preparing the site for development. Scott explained that for \$20,000 to \$30,000, large equipment could level out the slopes and old sand piles and then it will be easier to envision where future buildings and other facilities would go. Patty Kasparian asked if there are plans for the leftover fill from the new town office building, and Selectman Dick responded that it will stay in the town but may be used as fill to level out the field next to that building.

Trish asked if the well needs to be explored before the leveling; Scott responded that it will be easier to measure for a well once the entire area is flat. Barbara stated that she has started to get some ballpark numbers from companies that provide pavilions, bathrooms, and other facilities. In the next phase of the park, she would like to see a bathroom and a storage facility for recreation equipment, and then a pavilion and building. A top of the line multi-purpose court

would cost around \$110,000, a storage facility would be around \$20,000, as would the concrete slab for the covered pavilion, with the pavilion itself being \$120,000 if using a company like Timber Framers Guild. Patty asked if bids would be needed, and Selectman Dick stated that if there are estimates that the Board has confidence in then the bid requirement could be waived.

Patty stated that the Town Park Committee has considered establishing a Friends organization to raise money over the SLFRF funding available for the project and potentially hire a grant writer as well. They have talked about selling engraved bricks which residents can purchase for a walkway at the park. She stated that they know they need to do a better job of publicizing the Town Park Committee and its work.

Siri Gaydos stated that there are companies that specialize in preparing sites for development. Andy Sanborn asked if this work will require an alteration of terrain permit from DES and noted that the town park is located in the aquifer district. Selectman Lambert suggested that someone should check with the State regarding any pertinent regulations, though he is not sure yet who would do that. Selectman Dick stated that Trish is handling the well issue and he is okay with moving forward with the reclaiming once more details are worked out. He stated that the Town Park Committee should continue refining their ideas for bathrooms, storage facilities, etc.

g. Town Clerk update – Town Clerk Julie Lonergan explained that the Town is now live with the new Invoice Cloud software and she would like to institute a \$1 fee per motor vehicle registration due to postage fees. She stated that this should be charged regardless of if the registration is mailed or not because there is a cost for using Invoice Cloud itself. Selectman Dick made a **motion** for the Town Clerk to charge a \$1 surcharge per motor vehicle registration. Selectman Lambert **seconded** the motion and the motion passed **unanimously**.

Julie stated that there is an issue with people registering their vehicles without being residents; some people have deed restrictions which state they will not put children in the school system or register vehicles. She stated that non-residents can register vehicles but only if they sign an affidavit. She also noted that there are many campers in town now that have additions on them and they are not being registered. Selectman Deacon stated that he believes not adhering to restrictions in a deed is a civil matter. Chief Dexter stated that even registered campers can be an issue because they are only allowed for 30 days according to the zoning ordinance, but they could easily back out of the property and back in and have the 30 days start again. Selectman Dick stated that this is why the hours for zoning enforcement will be increasing in FY23.

Julie stated that she will continue making new residents declare residency and fill out a form. She noted that requiring everyone to register their campers would help offset the cost for the Town to pay for more zoning enforcement hours.

Julie provided a quote for records preservation in the amount of \$87,000. She suggested digitizing documents if they are going to be preserved at the same time, which is an additional

fee. Those documents in need of immediate preservation total \$14,000 and she stated that there may be some grants to help with preservation.

e. Alpine Rd driveway access request – The Selectboard is required to approve any CZC (building permit) for a building on a non town-maintained road. Chief Dexter stated that Alpine Rd is accessible and once the permit is issued that would begin his process of discussing any upgrades that may be required with the owner. The road is private but not Class VI. Selectman Deacon stated that when this property was originally subdivided it was clearly done so in order to make a buildable lot. Andy Sanborn stated that the Planning Board did discuss this request and voted in favor of recommending that the Selectboard approve the CZC.

Chief Dexter stated that he does not think the Planning Board has a say in what upgrades would be done to a road and instead this should be in the purview of the Selectboard, Highway and Fire Departments. Selectman Lambert stated that he feels this request for a CZC is a reasonable one. Selectman Dick made a **motion** to approve the CZC and code compliance for Ryan Francoeur at Tax Map 3/Lot 93. Selectman Lambert **seconded** the motion and the motion passed **unanimously**.

h. Planning Board groundwater ordinance – Planning Board Chair Andy Sanborn explained that the Planning Board has been working on a groundwater protection ordinance for several months and has been approached by NH Waterworks Association who advises on clean drinking water in the State. They have been awarded a grant and can assist Sanbornton with refining and promoting its groundwater ordinance, as well as provide a working interface between Franklin and Sanbornton for wellhead protection as one of Franklin's wells is located in Sanbornton. This is free to the Town. Andy added that having a working relationship with Franklin will be important in case Sanbornton needs to use that well in the future. Selectman Dick asked who will be on this steering committee, and Andy responded that he and Steve Laurin will volunteer; Selectman Deacon offered to volunteer as well.

Selectman Dick made a **motion** to approve and sign the letter of support from NH Waterworks Association to provide support to the Planning Board for groundwater protection ordinance development. Selectman Deacon **seconded** the motion and the motion passed **unanimously**.

i. Welfare guidelines discussion – Welfare Director Siri Gaydos stated that she would like the Selectboard to determine the guidelines for which certain types of assistance can be granted, such as food, housing, etc. Selectman Lambert stated that he would prefer to see a recommendation from her and other members agreed. Selectman Dick stated that the Town's guidelines are specifically written to not require an income level, they just say that the standard for assistance applies if a person's income level doesn't meet their needs. He stated that he is in favor of picking a reference rather than a number, such as the Fair Market Rent for Belknap County, so that the number doesn't need to be changed every year, and other members agreed.

Selectman Deacon stated that the Town was able to look at tax amounts and determine how many people were likely to qualify for the new elderly tax exemption qualifications, but this is more difficult to do with welfare guidelines because there isn't much insight into people's income. Siri stated that she is mostly seeing clients that are retired with a fixed income that have lived in Sanbornton a long time and she has helped with temporary housing, help with paying for increased rent, cell phone bills or electric bills. She stated that she thinks more people will need help with fuel assistance this year.

3. Old Business - None

4. Town Administrator's report – Trish explained that Primex is offering a program that will guarantee that rates would not increase more than 10% each year for the next three years. Selectman Dick made a **motion** to participate in the Primex Contribution Assurance Program for calendar year 2023 through 2025 and authorize the Town Administrator to sign the agreement on the Town's behalf. Selectman Lambert seconded the motion and the motion passed **unanimously**. Selectman Dick made a **motion** to participate in the Primex Contribution Assurance Program for Property and Liability for calendar year 2024 through 2026 and authorize the Town Administrator to sign the agreement on the Town's behalf. Selectman Deacon **seconded** the motion and the motion passed **unanimously**.

Trish explained that outside agencies that asked for money in FY22 have not requested checks, including Lakes Region Mental Health, Tilton Senior Bus and First Fruits Food Pantry. She stated that she has not yet notified them but would like to develop a better process for letting them know the money is available once voted on in the future. Selectman Dick will reach out to First Fruits and Selectman Lambert will reach out to the town of Tilton.

Trish spoke with Checkmate about payroll costs and the total will be \$5,700 annually, plus \$300 for W-2's, a \$275 set-up fee, and NH Retirement reporting for \$25 per month. Selectman Dick made a **motion** to accept and approve the proposal from Checkmate for payroll, attendance and time services and to authorize the Town Administrator to sign the contract on the Town's behalf. Selectman Lambert **seconded** the motion and the motion passed **unanimously**.

Trish suggest that she do a preliminary review of the Dept Head reviews and then provide them to the Selectmen and all were in agreement. She also stated that she does not think her salary should be included in the merit pool; Selectman Dick stated that the BOS should look at maximum grade and step limits for who should be eligible for the merit pool so that it goes to the lower paid employees.

Trish contacted Horizons, the company that already does groundwater monitoring for the Town, in regards to potentially monitoring the gravel pit on Johnson Rd. They will look at the gravel pit plans. She also noted that someone will need to fill the Treasurer position until March 2023, as Karen Cobb is resigning this summer.

5. Select Board reports – Selectman Lambert is attending the Recreation Commission meeting next week. Selectman Deacon stated that the Master Plan Committee discussed the survey that

will be administered to residents. Selectman Dick explained that the Budget Committee will be talking with Highway Dept Director Johnny Van Tassel next week. He noted that the new town office building is progressing, and Bob Bryant has volunteered to be the Old Town Hall Steward and has a background in construction.

6. Approval of meeting minutes – Selectman Dick made a **motion** to approve the BOS minutes of 5/25/22 with any corrections. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Meeting adjourned at 8:35pm. The next meeting is scheduled for Wednesday, June 22nd at 5:00pm.

Respectfully submitted,

Audry Barriault, Secretary

Selectboard Clerk: _____

Approval Date 6.22.2022