

SANBORNTON BOARD OF SELECTMEN'S MINUTES

July 22, 2020

Town Office

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

Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

Public Comment – None

New Business –

Welfare Matter- Non-Public session under RSA 91-A:3, II(c) *matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or any other levy, if based on inability to pay or poverty of the applicant.*

At 5.05pm Selectman Olmstead made a **motion** to go into non-public session citing RSA 91-A:3, II (c). **Seconded** by Selectman Dick. **Roll call vote** to enter into non-public; Olmstead, yes; Dick, yes; Salatiello, yes. Town Administrator Trish Stafford and Overseer of the Public Welfare Officer Melanie Van Tassel were also present. There was a discussion on a welfare lien matter. Selectman Olmstead made a **motion** to seal the minutes as they *would affect adversely the reputation of any person other than a member of the board*, **seconded** by Selectman Dick. **Roll call vote** to seal the minutes: Olmstead, yes; Dick, yes; Salatiello, yes. At 5.25pm Selectman Olmstead made a **motion** to exit non-public session, seconded by Selectman **Dick**.

Highway Mowing Proposal – Highway Director Johnny Van Tassel provided a quote for roadside mowing for 2020, to be done by Shaw Mowing, LLC, Belmont, NH in the amount of \$15,000. He is recommending hire as they have all the equipment the Town needs and this will free up the crew to do other work and save the Town money. He said that Shaw Mowing was the first company he had found who could do all the mowing they required, and that the Town of Belmont is using them as well. Selectman Olmstead made a **motion** to accept the proposal from Shaw Mowing for roadside mowing in the amount of \$15,000 with the funding coming from line 4312.380 and allow the Highway Director to sign the proposals. Selectman Dick **seconded**. All in favor, ayes have it. **Motion carries**.

Life Safety Building – Fire Chief Paul Dexter presented a proposal from Bonnette, Page & Stone (BPS) for building renovations. Renovation options were discussed such as water filtration system \$12,231, restroom renovations at \$70,581, window & door replacements \$31,593, security entrance improvements \$48,851 and upgrade to front entrance. However, there will be some ongoing costs. The total cost of the project is \$163,256 which is \$11,744 under initial proposed budget. Selectman Salatiello made a **motion** to approve the bid proposal for the renovations to the Life Safety Building in the amount of \$163,256 and to award the project to BPS with the funds to come from the Town Building Improvements Capital Reserve fund approved at the 2020 Town Meeting under Article 2-Modifications to the Life Safety Building. Selectman Dick **seconded**. All in favor, ayes have it. **Motion**

passes.

Selectman Salatiello made a **motion** to authorize Chief Dexter to sign the contracts. Selectman Dick **seconded**. All in favor, ayes have it. **Motion passes.**

Transfer Station Updates –Transfer Station Manager Douglass presented a new Transfer Station Accepted Items and Price List which was discussed. Suggested that prices to go into effect October 1st when we go into winter hours. Selectman Dick said the list makes sense with the nature of the market and driving the costs up and this is one area we can charge citizens for what they actually use. Selectman Olmstead and Salatiello agreed that the rates are reasonable. TA Stafford said the auditors had an issue with what we're charging residents and asked for possible visuals to show an effort on what we are charging people. Suggested advertisement in local newspaper and website prior to increases going into effect.

Selectman Salatiello made a **motion** to authorize TS Manager's new price list to begin October 1, 2020. Selectman Dick **seconded**. All in favor, ayes have it. **Motion passes.**

On another subject, Selectman Dick mentioned the Library Board of Trustees roof renovation. Nate was responsible for getting the RPF out and will be the POC for the project but not an on-site manager.

Also, Selectman Dick said the Transfer Station has a lot of capital equipment and needs that are not in a capital plan. We should get them into the CIP plan so that equipment replacement gets into a long-term plan and looking this year with the money we have this year because he's got items that are depreciating, etc. BOS asked TS Manager to get ball park figures for replacements so we will know how much money to put aside for next year.

Old Business-

2018 Homeland Security Grand Program Award – Chief Hankard discussed approval of the grant in the amount of \$6,000. Offered to Fire Dept first as EMS Warm Zone Equipment for an active shooter event to purchase vests, helmets, etc. Chief provided information on a scenario of an event. Chief will sign as Project Manager.

Selectman Dick made a **motion** that the BOS accept the anticipated funds of \$6,000 under RSA 31-95(b) and authorize TA Stafford to act as authorized official for the paperwork. Selectman Olmstead **seconded**. All in favor, ayes have it. **Motion passes.**

Town Administrator's Report –

Audit Preparation – TA Stafford asked BOS to fill out governance questionnaire. They will be here second week in October. Providing info prior to will be most helpful.

CCAG will be doing their second quarter of the data for the re-evaluation for 2023. Appraisers will have ID badges and signs on their cars, etc. and will be affecting tax maps 18, 19, 20, 21, 22 & 23.

Barn preservation easement applied for appropriately by the April 15th date. They would like a public hearing in August. Request to post public hearing information.

There have been a few issues on the Town-owned island in Hermit Lake. Fire Dept is

working through them with the Association of the beach. May need to put up more signs. Tax cards for other privately owned land may not be appropriately notated and is not Town owned property. Selectman Salatiello suggested that Steve Laurin look at the parcel information for accuracy in what was approved when they were sub-divided. TA Stafford will ask the assessing company as well.

Mr. Bodwell was given the ok to do the mowing and retain the hay behind Town Hall. We will put together a list for future mowing's.

GOFFER grant was returned due to TA Stafford not having the authorization to sign. Selectman Dick made a **motion** to authorize TA Stafford to sign on behalf of the Board for the GOFFER reimbursement grant. Selectman Olmstead **seconded**. All in favor, ayes have it. **Motion carries.**

Town Clerk/Tax Collector Lonergan said 65 lien notices for unpaid taxes were sent out. Also discussed were details for voting, as well as, COVID-19 awareness.

Selectboard Report's- Selectman Olmstead had a Planning Board meeting last Thursday. Had a site plan review for a 12-kilowatt solar system on Upper Smith Road that was approved. The Solar Garden asked for another and we discussed that this is getting old and asked Steve Laurin to assist so that we can get on with this. They've gone through one pilot agreement which was set up for 3 years and another for 2 years. They have another year that is going to run out and they've shown us nothing in getting the materials and money into escrow. We have put them on notice at this point. Recreation Commission meeting will be next Tuesday at the garage.

Selectman Dick said there was some concern expressed about filtered debris in Black Brook. We took a look at logging permits and building permits and the roadwork. Checked with the Highway Director and were pretty sure that it was caused by the rain and material on road resulting in more runoff on the road from the heavy rain. Claims were made of ditches that were dug straight into the brook, but inspection shows they end 15-20 ft above the brook. Normally debris would get filtered out, but because it was such a heavy rain there was more runoff than normal. You can see the normal flow and clearly goes parallel to the brook. No systematic problem the road looked great.

Selectman Dick also mentioned Maple Circle & Dr True Road and that we should put some numbers together and get idea of what it looks like and see if it makes sense to help the Hillbrunner's and their neighbors. Perhaps help them to write an acceptable warrant article.

Building Construction Committee met last week and will meet again next week. The Charter was to have the recommendations back the Board by the end of September, and are trying to get them in August and talk about what the steps will be. Have received good support from BPS, narrowed down to 2 options that make sense for everyone and trying to see if we can get them done in more detail like we did for the last project with plans and details that people can look at. BPS is trying to find someone to do it for free, more than seven different designs laid out for free. If they cannot find someone to do the details, we will bring to the Board and maybe paying out of the building improvement fund to get those things done. They have done really good work. The Committee is a good group of people and appreciate all the hard

work they are doing.

On budget side, as far as getting the end of the year numbers. Selectman Dick is working with Ray Masse and want to get to where we can use BMSI software working on some new budget input templates for all the departments that will all look the same. With prior year numbers, this year's budget was, what they are asking for, justification numbers, all the comparison numbers there, all salary calculations figures etc. It will populate salaries automatically and it will calculate all the figures. From an entry stand point it will be easy. Intent is to get this out in the next few weeks with Joint Board/Budget Committee Meeting on August 12. If anyone has any budget items, we will be prepared to talk about it and be in a good position and good amount of time for the reviews.

Had complaints/requests for phone speaker upgrades can we get it sooner? TA Stafford will look into it.

Selectman Salatiello – Would like to look at the Volunteer Policies. TA Stafford said yes, as they are not consistent and they look to the Board to guide them on that and also understanding 91A.

Selectboard Signatures-

Authorize Payroll, Accounts Payable Registers, Assessing Forms and or PAF's.

Completed signatures on Payroll & the Accounts Payable Register. The Selectboard signed payroll registers for July 15, 2020.

Approve Meeting Minutes- Members of the Board reviewed the BOS meeting draft minutes of July 8, 2020 Regular and Non-Public meetings minutes with any corrections. Selectman Olmstead made a **motion** to approve the draft meeting minutes of July 8, 2020. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Adjournment – Selectman Salatiello made a **motion** to adjourn the meeting at 7:25 p.m., Selectman Dick **seconded** the motion. 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, August 5, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices.

Respectfully submitted,
Sue Smith, Administrative Specialist

Selectman's Clerk _____
Approval Date 8.5.2020

(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.)