

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Sanbornton Town Office
573 Sanborn Road
Sanbornton, NH
7.6.2022 – 5pm

The Board of Selectmen convened in regular session. In attendance were: Town Administrator Trish Stafford, Chairman Jim Dick, Selectman Bob Lambert, and Selectman Brandon Deacon.

1. Public Comment – None

2. New Business

a. Building Committee request – Nina Gardner explained that some residents have asked if spires will be added to the new town office building so that it is more fitting with the other three buildings. Selectman Jim Dick responded that a quote can be obtained to add these but the building was designed to complement the other buildings, not match them exactly. Nina stated that she is concerned about holding meetings at the Old Town Hall and the acoustics of that building. Selectman Dick responded that solutions are being researched now including adding panels for sound dampening and audio equipment. He added that there is a volunteer for the Town Hall Steward position, Bob Bryant, and he will prioritize a list of items the building needs before other upgrades can be made.

b. Transfer Station update – Trish explained that Transfer Station Manager Shauna Goutier has submitted an invoice for truck repairs. A list from Irwin of other suggested repairs was provided and members suggested bringing the truck to another repair shop for a second opinion on what is needed. Selectman Jim Dick made a **motion** to approve the payment to Irwin for repairs to the Transfer Station truck in the amount of \$2,840.84 from line 4324.660 – Vehicle Maintenance and Repairs. Selectman Brandon Deacon **seconded** the motion and the motion passed unanimously.

A quote for a scale was also provided by Shauna and she explained that she is not in favor of this but is often asked about it. It would take up space at the transfer station and an employee would have to be stationed at the scale to operate it. Members agreed that for upwards of \$90,000 this would not be a good investment; Selectman Brandon Deacon stated that residents can have their demo trash weighed and disposed of directly at Casella if they choose.

Selectman Dick asked why there is an RFP for containers proposed for FY24 and Shauna explained that she is hoping to plan for increases as part of the budgeting process which begins in the fall. Selectman Dick stated that companies are not likely to give a quote this far in advance and this should be looked into after the beginning of calendar year 2024.

c. Employee resignation – Trish explained that Stacy Bivolcic has submitted her resignation and has taken a position with the city of Laconia. The Town Clerk's office will be closed July 9th due to the staff shortage. Selectman Jim Dick made a **motion** to accept her resignation with regret. Selectman Bob Lambert **seconded** the motion and the motion passed unanimously.

d. Master Plan Committee survey – Selectman Deacon explained that the Master Plan Committee will be distributing a survey both online and in paper form and would like to subscribe to a premium level of Survey Monkey at around \$120. This would be needed due to the size of the survey and the tabulation of the survey responses; the Master Plan Committee has \$3,000 in their budget for FY23. Selectman Dick and Selectman Lambert stated that they do not have any issues with this.

e. Old Home Day 7/16/22 preparations – Old Home Day Committee Chair Justin Barriault explained that this year's Old Home Day events will be almost identical to last year's. He would like to have Meetinghouse Hill Rd closed from Currier Rd to Rte 132 from 9:00am until around 3:00pm. Chief Hankard stated that he will be low on staff that day so there will not be an officer available to direct traffic, other than shutting down the road for the parade; Justin responded that if there are detour signs to direct traffic that should be enough. Justin asked if parking on Currier Rd is still okay and Chief Hankard stated that as long as emergency vehicles can get through then it should be okay and he can provide "no parking" signs for one side of the road. Selectman Dick asked if the Selectmen will be needed for anything and Justin responded that they will just need to be available to ride in the parade. Selectman Dick noted that the new town office building will be available for tours to the public, hosted by a Selectman, from 9:00am-10:30am and 12:00pm-1:00pm.

f. Town Clerk update/Dog warrant – Julie Lonergan introduced Sirena Bitetto and explained that she was second in line during the last round of hiring for the Assistant Town Clerk position; Sirena has agreed to take Stacey's position. Sirena explained that she has worked at the Veteran's Home for 12 years and lives in Sanbornton. Julie stated that the Town Clerk's office will be closed the first week of August and she and Sirena will attend a training that week. Selectman Dick made a **motion** to approve Sirena Bitetto as new full time employee effective July 18th, 2022, at labor grade 12, step 6 with a move to grade 12, step 7 after 6 months. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Julie explained that property owners can prepay their taxes up to 2 years in advance and there is an RSA allowing this. She would like this policy in writing and signed by the Selectmen; Selectman Dick found that the Board of Selectmen can vote to allow for prepayment of taxes and this does not need to be voted on by the legislative body. Selectman Dick made a **motion** for the Board of Selectmen to adopt the provisions in RSA 80:52-A for prepayment of taxes. Selectman Deacon **seconded** the motion and the motion passed unanimously.

Julie stated that there are 871 registered dogs in town and 35 unregistered; the Police Department will begin serving the owners of the unregistered dogs. She has attempted to contact these residents multiple times with no response. Selectman Dick made a **motion** to approve the warrant from the Town Clerk for unlicensed dogs for 2022. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Julie explained that the tax bills are due tomorrow and there is still \$813,000 outstanding owed to the Town, though there has been some catching up on past liens. She noted that a letter should be sent by the Selectmen to those property owners who still owe taxes from 2019 and invite them to a private meeting to discuss their situations. Selectman Dick stated that members will discuss possible dates for this to take place in August.

g. PAFs for Town Clerk and Treasurer – Selectman Dick made a **motion** to approve the PAF for Town Clerk Julie Lonergan to implement the new stipend voted in the FY23 budget. Selectman Deacon **seconded** the motion and the motion passed unanimously. Selectman Dick made a **motion** to implement the new stipend for Town Treasurer Karen Cobb as approved in the FY23 budget. Selectman Deacon **seconded** the motion and the motion passed unanimously.

3. Old Business - None

4. Town Administrator's report – Trish stated that Highway Dept Director Johnny Van Tassel has provided a quote for mowing for \$125 an hour. Selectman Dick stated that he is concerned that the quote does not have a do-no-exceed amount; Selectman Deacon stated that it's not clear what a billable hour is, i.e. if it includes travel time. Trish will ask Johnny for more information.

Trish explained that Diamond Relocation was recommended by BPS for relocating the current town office items to the new town office. Selectman Dick made a **motion** to approve the quote from Diamond Relocation and to authorize the Town Administrator to sign a contract on the Town's behalf. Selectman Lambert **seconded** the motion and the motion passed unanimously.

Trish provided an updated job description for the Zoning Administrator; this is for 20 hours per week and will allow the Planning Board Assistant Steve Laurin to focus more on planning instead of zoning compliance issues. She stated that the new job description includes the responsibility of being a staff liaison between the Zoning Department and the ZBA which she thinks is important.

Trish stated that there is a closing date for selling the property at 31 Bay Rd and real estate agent Warren Clement has been keeping her updated on the property.

5. Select Board reports – Selectman Deacon stated that the Master Plan Committee has finalized their survey and will be distributing this at Old Home Day and other places around town. Selectman Lambert installed swim rafts and lines at the town beaches with Recreation Department Director Amanda Pellisier. This weekend there will be a dedication for Don Foudriat at Black Brook Bridge. Selectman Lambert noted that he has noticed an uptick in roadside trash and encouraged residents to report people they see littering to the Police. Selectman Dick explained that the Budget Committee will be meeting next week with Johnny Van Tassel and they are looking forward to seeing a road plan; they will also discuss wages.

Non-Public Session – TA Stafford requested a non-public session under RSA 91-A:3 II (a) *The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.* Motion to enter non-public made by Selectman Dick, seconded by Selectman Deacon. All in favor, the Board entered non-public at 6:35pm. TA Stafford was also in attendance. There was a discussion about employee time keeping. No votes were taken, no decisions were made. **Motion** to exit non-public session made by Selectman Dick, **seconded** by Selectman Lambert. All in favor, the Board exited non-public at 7pm. Minutes were not sealed.

6. Signatures – Selectmen signed checks to HealthTrust in the amount of \$24,842.82, Casella in the amount of \$11,742.41, NH Municipal Bond Bank for \$238,151.88, and the Sanbornton Public Library for \$86,598.

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

Meeting adjourned at 7:36pm. The next meeting is scheduled for Wednesday, July 20th at 5:00pm.

Respectfully submitted,

Audry Barriault, Secretary

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