

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*August 19, 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**—

**3 Cottage Drive Unmerger Request** – At a meeting of the BOS on August 21, 2019, the Board voted to unmerge the deeded tracts of land comprising Tax Map 11, Lot 29 subject to several conditions to occur by August 21, 2020. Selectman Dick asked if they were on tract for someone to do the survey, response was yes. Selectman Dick asked if 2 months were enough, response was yes. Selectman Olmstead made a **motion** to approve the waiver request from Mr. Ron Davis to move the deadline to November 30, 2020. Selectman Dick **seconded**. All in favor, ayes have it. **Motion carries**.

**Morrison Road – Speeding Concerns** – Michael Bean has lived on this residential road for 35 years and has a farm with cattle. The speeding and increased traffic has been too much occurring every day. He asked High Dept Manager for a speed bump and has called the police several times. He said people are using the road as a cut through road and it is severely affecting his cattle. He offered to purchase a speedbump to alleviate the problem. He has contributed to the town in many ways and Selectman Olmstead thanked him for his efforts. Selectman Olmstead asked what we could do for him. Chief Hankard said he is correct it is a problem and he does go out there to check when called. Selectman Salatiello agrees this is a problem and would agree to putting down a speed bump. Johnny said a removable speed bump is not a natural slow down and this road is straighter not sure if we can find the correct size for the rate of speed of 30 mph as it could cause an accident. Chief Dexter agrees with Johnny if you hit the speed bump at a high rate of speed and not for a residential area, more appropriate for parking lots, etc. Manager Van Tassel will look into a rumble strip. He does not recommend a speed bump. Selectman Olmstead wants to check with NHMA for what the legalities would be and will get back to Mr. Bean.

**Highway Department Quote** – Manager Van Tassel presented BOS with a quote from Hanser Autobody in Tilton for \$3,379.22 to fix the door on Ford Truck #5. TA Stafford asked why this was not given to the insurance company. Van Tassel said we have a \$1,000 deductible and didn't want to raise the premium. Selectman Salatiello thinks that it should go to the insurance. Vantassel said we already have the door. Selectman Dick said its been a while since this occurred. BOS is recommending that we send the claim to the insurance co. TA Stafford requested a statement from Van Tassel to submit to insurance company.

**Transfer Station Quote** – Manager Douglass presented a quote for backhoe loader service and repair from Lakes Region Truck Service in Belmont, NH for \$2,764.79, which is \$264.79 above his allowed approval of \$2,500. Selectman Dick made a **motion** to authorize Transfer Station Manager to spend \$2,764.79 to Lakes Region Truck Service for the repair of the backhoe loader with the funds coming from line 4324.630 Equipment Repair. Selectman Salatiello **seconded**. All in favor, ayes have it. **Motion carries**.

**Transfer Station New Hire** – Manager Douglass requested hire of Beth Lavin part-time to cover Saturdays. TA Stafford said having spoken to her, she has experience with some of the equipment. Selectman Olmstead made a **motion** to approve the PAF for Beth Lavin as a new hire for Transfer Stations, Labor Grade 6, Step 1 at \$11.87 per hour to begin August 20, 2020. Selectman Dick **seconded**. All in favor, ayes have it. **Motion carries**.

Manager Douglass said they were in the process of purchasing a 40 foot storage container for the Rec Dept. The Town had made a payment of \$900. Due to COVID reasons, etc., it was delayed. Where do funds come from because Line 4130.690 General Government was for this last fiscal year. Payment of \$900 will be due for trucking to get it down to the Town park. TA Stafford said we will have to encumber those funds from last year and the auditors will have to do that. We can still pay it but will have to move funds around. TA will need a final invoice for payment. Selectman Dick said we had already made an obligation so we will need to pay it.

**Bid Award – Tax Map 3 Lot 25** – TA Stafford said we received 4 bids. It was turned into a municipal property meaning the Town owned it there are no back taxes owed. BOS looked at the bids and discussed. Selectman Dick made a **motion** to accept the bid for Map 3 Lot 25 to Justin Rasmusson in the amount of \$6,500 and authorize TA Stafford to finalize the transaction and transfer the property. Selectman Olmstead **seconded**. All in favor, ayes have it. **Motion carries**.

Deposits will be returned to other bidders. Selectman Dick proposed that some of the money go to the Conservation Commission because it was conservation land and to offset the costs of some of their programs. Selectman Dick made a **motion** that BOS authorize \$6,000 from the proceeds of the sale of Map 3 Lot 25 be allocated to the Conservation Commission. Selectman Salatiello **seconded**. All in favor, ayes have it. **Motion carries**.

**Election Preparations – Tim Lang** – As Moderator, Mr. Lang discussed the general plan regarding the primary election, State of NH requirements, absentee ballots due to COVID and concerns were discussed. Masks will be recommended but not mandated. I do not believe, as Moderator, I have either the statutory see RSA 40:4 Duties of the moderator: <https://www.gencourt.state.nh.us/rsa/html/III/40/40-4.htm>, nor NH Constitutional authority to create new mandates on citizens wishing to exercise their voting right. However, under the recently signed HB1266, persons with ‘COVID Concerns’ can make use of the Absentee Ballot Process, both prior to the election by mail in or at Town Clerks office, or on the day of the election, if they are concerned about the polling place and COVID Exposure.

COVID procedures for entrances and exits (one way in/one way out) will be in place for the public, as well as, cleaning the areas and air flow. Not mandating masks, however, masks

will be recommended and available. The set up will take more time than normal and will need more volunteers.

Mr. Lang presented the following plan:

We will have an outside polling/voting tent setup, with a ballot box for those who show up and want to vote but no go inside the polling place. We will be increasing the air flow thru the building, by leaving doors open, and placing fans in the 'down hill' windows, to bring fresh air in from the doors, and out through the windows. We are re-arranging the traditional workflow so there is a different designated entry point, and designated exit point Notes: 'Greeter' outside to assist voters, Come in the front door to the immediate right will be new voter registrations, with tape lines on the floor for social distance markers straight ahead but closer to the doors will be ballot clerks, floor markers for social distancing, need Sneeze guards. the "church wall, and back wall will have all the voting booths, upon checking in, the voter will turn left and use a voting booth (we will close every other booth to increase social distance between voters in the booths) Upon exiting the voter booth they will walk towards the back of the building (back exit) where the accuvote machine will be setup, and cast their vote. At the exit the Supervisors of the check list will be there to switch voters back to undeclared if they so choose. There will be no 'bake sale, to reduce lingering inside the building. The bathroom inside will be designated for poll workers only. A handicap accessible porti-potty had been ordered, and will be outside for voter use. We will hourly using Lysol or similar disinfectant, spray the restrooms, both inside and out. We will regularly wipe down voting booths and poll workers will have access to state supplied PPE.

Outside voting area: We will need signage letting people know that masks are recommended, and that if uncomfortable they can use the outside polling place to vote. Outside voting area will use the same locked voting boxes we use at town meeting and will be staffed by 2 poll workers thought out the 7a-7p open poll times. In-Person Handicap access: if a voter who is handicapped/disabled wants to vote in person, they will be identified by greeter outside, we will hold building exit traffic to allow them to enter thru the back Handicap entrance, then resume the normal exit pattern. They will also be able to vote in-person outside if they choose.

Selectman Dick asked TA Stafford to update the Town website for absentee ballot info.

**Building Construction Committee Presentation** – Nina Gardner presented the proposal for the construction of New Town Office Building and Renovations to Old Town Hall, Life Safety Building & Current Town Office Building. All members of the committee were present at the meeting except for Chuck Flanders. Their plan is under budget. The deadline was extended until September 30, 2020. So far BPS has worked for free with no charge to the Town with the hopes of receiving the contract. There were a few options provided by BPS. Town Hall has numerous deficiencies such as ADA. Delays will only increase harm. Our recommendation is to plan on putting forward a Warrant Article for March of 2021 to approve bond and construction. We are very well aware of where we are in time and the economy. The public needs to be educated and comment on this project. We recommend 2 options in order of preference. Option 1- 3,250 sq ft addition to the existing Town Office and to include a co-location of the Police Dept and a slight addition to the Town Office space and addressing deficiencies to the building. Option 2- Stand-alone Police Dept building behind the Old Town Hall or renovation and addition of a fire suppression system to the existing

Town Office. The option most preferable is Option 1. Request you to approve tonight an expenditure of \$7,000 for the Town building improvement and planning a capital reserve fund to create a detailed design for the 2 options. We should have something to show the public, a plan that is more refined. Ultimately the Board will make the decision on the options. We urge you not to delay the decision to move forward. You have \$130,000 of bond money available from the retirement of the highway garage which is available to be applied to this project and keeps the tax rate stable and reduces the new dollar impact and keeps the taxes down. We urge you to put this money in the capital reserve fund and not delay decision and hope you recognize that the cost of the delay increases every year. Cost of option 1 project base single story addition with renovation is \$2,172,764. Ten year bond is \$.54 cents added to the tax rate with \$130,000 carried over it goes down to \$.30 cents. Other scenario's were given and discussions ensued. **NOTE** that the Committee's full report is available on the Town of Sanbornton website at: [Building Construction Committee Report](#)

Selectman Salatiello stated that between the 2 options conceptually, doing this site here is the better option. That's it's easier to sell that to the public for what the needs are for a cost that is reasonable. I think going forward we need to reappoint the committee to carry on their work. If we need to give them \$7,000 or maybe \$8,000 for other things such as public relations or printing, etc. Ms. Gardner said they are only looking for the \$7,000 currently as that is the estimate from BPS. If we get to November and we are locked down like we were in March we are not going anywhere so we don't need to do much. If we are expecting in December in terms of the economic situation and what's going on. We could potentially have more options at that point.

Selectman Dick said that there are so many pressing safety and security needs just to protect the Police Dept, that getting through this part and at a minimum, quality of life issues in this building and looking at all the ways to better use the space and trying to be realistic. Ms. Gardner suggested a public hearing to educate the public

Selectman Dick made a **motion** that the Board approve an expenditure of \$7,000 from the Town building improvement capital reserve fund for 2 options presented to create detailed designs for the review and feedback by the public. Selectman Olmstead **seconded**. All in favor, ayes have it. **Motion carries.**

Selectman Dick made a **motion** that we extend the charter of the Building Construction Committee through December 31, 2021. Selectman Salatiello **seconded**. All in favor, ayes have it. **Motion carries.**

**Old Business** – none

**Town Administrators Report** –

**Artisan Group** - The Artisan Group was asked to pick up their items and trash, etc when they finish up for the day. They are aware of dates for voting. They now have their own insurance.

**Planning Board Resignation** – Debra Schneckloth has resigned as Chair of the Planning Board. Selectman Olmstead said Andy Sanborn will move up to full time and at the next meeting will discuss who will take the Chair. Temporarily until then Don Bormes will fill in

as the Chair pro tem TA Stafford said that she has an application from Andy to go from alternate to full time position. He will have to be sworn in.

**Fall Recreation Sports Guidance** – TA Stafford presented an info sheet from Rec Director regarding fall sports and what to expect to hand out to parents. Expectations from the Rec Director were outlined in the flyer. Selectman Olmstead said that Sanbornton Central School will have staggered days and times to sanitize and clean the school.

Selectman Dick brought up the subject of unanticipated funds in which we have the opportunity to receive funds from two sources: the Governor's Office of Economic Recover and Relief Funding and the CARES Act for costs of absentee voting. For both, we need to vote to accept those funds and provide that as certification for our application. The CARES Act application is due Aug 28<sup>th</sup>, we will get our submission for the GOFFER that will cover everything since March through Sept, by Sept 15<sup>th</sup>, and that's the one that will include salaries for first responders for Police and Fire Dept which is almost \$71,000. The voting money, once they figure that out what the reimbursement rate will be, they will report how many absentee ballots we processed and compare that to what we received in 2016 and pay what rate per ballot and will offset the cost for handling and postage. Selectman Dick made a **motion** that we accept CARES Act funding in the amount of \$8,453.00 under RSA 31: 95-B to offset expenses associated with absentee voting and to designate the TA to sign on the Towns behalf. Selectman Olmstead **seconded**. All in favor, aye. Ayes have it **motion carries**.

Selectman Dick made a **motion** to accept the Governor's Office for Economic Recovery and Relief funding in the amount of \$70,924 under the provision of RSA 21-P:43 to offset expenses associated with COVID 19 and designate the TA to sign on the Town's behalf. Selectman Olmstead **seconded**. All in favor, aye. Ayes have it **motion carries**.

**Selectboard Report's**- Selectman Olmstead said the Rec Commission is still planning to have the Trunk or Treat which will be in the field behind the Old Town Hall.

The Planning Board met and accepted Debra's Schneckloth's resignation. We had a conceptual for a level 2 home occupation. We had another hearing on a solar project which was 11.5 kilowatts which was over our 10 and was approved.

Selectman Dick discussed the Building Construction Committee activities. We need to work with the board in how we want to reach out to people, educate the public and engage people in discussion and let people know through public hearings. Selectman Olmstead said we should try and plan a few public meetings and let everyone know about the plan to educate the public and to get comments before doing the Warrant Article and possibly using social media. Selectman Dick agreed that it was a good thing in getting the plan and report done now, we can focus better moving forward.

Conservation Commission met last week. Had a discussion with a property owner that is interested in conservation easement of 25 acres off Perkins Road. She's interested in protecting the property and keeping it from being developed, it was a perfect fit. First time the Commission has dealt with one in 10 years. This helps create a corridor along the back

side of Perkins Road and Parsons Brook as there are several other easements that tie up together.

A lot of work going on with Town trails, working closely with Steele Hill to get the network of trails merged together. Now we have our town trails through the Town Forest and Steele Hill has their trails and they are very agreeable in tying them together. More work to continue on that.

Moving forward with the budget process took the results from the meeting we had and presented to Dept Heads. Ray Masse is done with the budget form and have received good feedback. Sept 9<sup>th</sup> we will have the first review with the major departments and Ray will provide the tech support they need and get them finished up.

Selectman Salatiello thought it was interesting in the meeting with the Budget Committee. He didn't know whether he was disappointed or not but his feeling and much of the discussions that took place around the cost of living increase and the merit increase. When you look at it, he thinks we were set on a course to look at both the cost of living increase and also a merit increase for our employees. He thinks going forward and trying to do a U turn is not a good policy decision from his viewpoint. The folks working on it did a good job in terms of putting it all together. He think it makes a lot of sense and that the merit increase or COLA increase is a good thing and the change of administration was good for public policy and for the morale of employees. He thinks we should strongly consider the plan as it was originally proposed going forward. Selectman Dick agrees that this is not a normal way of doing business in this environment with uncertainties that leaving that as an option, we can put in and every else in the revenue looks good and I'm ok with that. People were offering ideas and suggestions of a half step rather a whole step. Once we get the budget and see what the revenues are we can come back and revisit that.

Selectman Salatiello agreed with his point not to eliminate it entirely.

#### **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 August 12, 2020.

Request from Assessor for abatement approval for Map 17 Lot 43. Assessors made an adjustment based on the inspection of the property as the info didn't match the tax card and are requesting abatement of \$2,244.45. Selectman Dick made a **motion** to approve the abatement for Map 17 Lot 43 in the amount of \$2,245.45. Selectman Olmstead **seconded**. All in favor, ayes have it. **Motion carries.**

BOS signed checks for the following: \$8,221.20 to Pike Industries, \$14,598.90 to Casella Waste Systems, \$38,923.61 to the Franklin Savings Bank, \$16,175.97 to Key Government Financial.

**Approve Meeting Minutes-** Members of the Board reviewed the BOS meeting draft minutes of August 5, 2020 with any corrections. Selectman Olmstead made a **motion** to accept and approve the draft meeting minutes with any corrections of August 5, 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 7:34 p.m. Selectman Dick **seconded** the motion. Ayes have it and the **motion passes.**

**Next Meeting(s)** – The Board of Selectmen’s next meeting will be held at the Town Office on **Wednesday, September 2, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices.

Respectfully submitted,  
Sue Smith, Administrative Specialist

Selectman’s Clerk \_\_\_\_\_  
Approval Date 9.2.2020

*(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.)*