

SANBORNTON BOARD OF SELECTMEN'S MINUTES

September 16, 2020

Town Office

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

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

Public Comment – None

New Business –

Committee Appointments - Re-appointment of Melissa Anderson to the Zoning Board from today till March of 2023. Selectman Olmstead made a **motion** to approve the re-appointment of Melissa Anderson to the Zoning Board of Adjustment as a regular member from today until March of 2023. Selectman Dick **seconded**. All in favor, ayes have it. **Motion carries**.

We received an application for re-appointment from Raymond Masse to the Conservation Commission from today to March of 2023. Selectman Olmstead made a **motion** to approve the application for re-appointment of Raymond Masse for Conservation Commission as a regular member from today to March of 2023. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries**.

We received an application for re-appointment from Richard Ayers to the Conservation Commission from today to March of 2023. Selectman Olmstead made a **motion** to approve the application for re-appointment of Richard Ayers for Conservation Commission as a regular member from today to March of 2023. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries**.

We received an application from Colleen Longo for a first time appointment to become a regular member of the Recreation Commission from today to March of 2023. Selectman Olmstead made a **motion** to approve the application from Colleen Longo to become a regular member of the Recreation Commission from today to March of 2023. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries**.

We received an application for re-appointment from Donald Bormes to the Planning Board from today to March of 2023. Selectman Olmstead made a **motion** to approve the application for re-appointment of Donald Bormes to the Planning Board as a regular member from today to March of 2023. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries**.

We received an application for re-appointment from William Ellis to the Planning Board from today to March of 2023. Selectman Olmstead made a **motion** to approve the application for re-appointment of William Ellis to the Planning Board as a regular member from today to March of 2023. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries**.

09/16/2020

BOS APPROVED Minutes

Raymond Masse, Donald Bormes were sworn in by Selectman Olmstead during the meeting.

Transfer Station F250 Repair & Containment Trailer – Manager Douglass received a verbal quote from Lakes Region Truck on the suspension and inspection of the F250 with an estimate of \$2,300. We will be changing the rear suspension from a 250 to 350 which will extend the life of the truck. There is a quote from Hanser Auto Body to patch the fenders, aluminum flat bed and cap protector for another \$3,020. Also have to do compacter maintenance and covering maintenance repairs for another \$565 for backhoe repairs. Manager Douglass suggested a plan to combine funds from others lines to cover the repairs and that it would be possible if allowed to and thinks it can be done without going over budget. Selectman Dick said we do need to get things done to pass inspection. He thanked Manager Douglass for coming up with a solution to the problem. If we can get the truck back in good condition we could have time to find another truck later. Selectman Dick a **motion** to approve the quote from Hanser Auto Body to repair the F250 in the amount of \$3,020 with funds to come from Line 4324.660 Vehicle Maintenance and Repairs and allow Manager Douglass to make adjustments to the other lines. Selectman Olmstead **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Manager Douglass brought up the issue of the 40-ft storage container to hold Recreation Department equipment. Selectman Dick said we approved this purchase about a year ago and put the \$5,000 we received from unanticipated revenue for the purchase of the containment trailer. Selectman Dick inquired as to the status of the encumbrance of those funds. TA Stafford agreed to check with Parks and Recreation Director Pelissier to see if the Rec budget could pay for the remainder of the trailer if the funds were not encumbered. Manager Douglass suggested that we re-visit this at the next meeting. Selectman Dick agreed. Selectman Olmstead said that we will table this till the next meeting.

Rescue Tools Replacement – Chief Dexter presented information to purchase rescue tools (jaws of life). He said that a recent demo from IPS had gone well. Company offered a discount for a bulk purchase with other cities/towns. Chief thinks now is a good time to purchase this. He also discussed other tools and their locations. Plan is to move front line tools and retire other set, and perhaps donate them to other smaller towns. Selectman Olmstead made a **motion** to approve the purchase of the Holmatro Pentheon rescue tools and associated equipment and award the bid to Industrial Protection Services, LLC (IPS), in the amount of \$41,612 with funding to come from the Emergency Medical Service Fire and Rescue Apparatus & Equipment Special Revenue Fund and that the purchasing policy be waived due to the sole source nature of the equipment. Selectman Dick **seconded**. All in favor, ayes have it. **Motion carries.**

Capitol Alarm Quotes – TA Stafford said that there have been problems with the alarm system as it is not communicating with the alarm company. The cellular communicator installation would replace the consolidated line and Atlantic Broadband is confident that the Chief won't lose the POTS line. Chief described in detail how the system works. TA Stafford said they are also having problems with the burglar alarm system. Selectman Dick made a **motion** to approve the proposal from Capitol Alarm Systems for \$450 for the installation of a cellular communicator for the Town Offices and Life Safety Building with funds to come from Line 4194.430 under General Government Building Repairs and

Maintenance. Selectman Olmstead **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Selectman Dick made a **motion** to accept the quote from Capitol Alarm Systems for the Fire Alarm System upgrade for \$7,510 to Old Town Hall with funds to come from Line 4915.110 under Town Facility Repair and Refurbishment Capital Reserve Fund. Selectman Olmstead **seconded** the motion. All in favor, ayes have it. **Motion carries.**

TA Stafford mentioned asking for a check from the Trustee's now rather than waiting until the end of the fiscal year, and asked to note this within the minutes.

Winter Sand Bid – Manager Van Tassel is seeking approval to open up bids for winter sand. BOS agreed to the go ahead.

Old Business –

TA Stafford said a response letter was sent to the complainant regarding the concerns on Woodman Road. The respondents were asked if they would be willing to having their land surveyed for current use. The land in question is 1.5 acres and discussion continued on current use etc. Selectman Dick said he hoped that the two residents could come to a solution. A goat shed relocation may have an issue with current use. The area where it is located now appears to be in the area of the property not under current use, but the location the complainant has proposed would definitely be in the current use section and violate current use rules. Selectman Dick said we heard her complaint and it has been investigated. We understand the situation but no grounds for us to take action as there is no violation. However, this is agricultural land. Feedback received was that the attempts by the homeowners to talk to the complainant have not gone very well. A lengthy discussion ensued on this matter and the Board reviewed a draft letter in response to the complainant's correspondence. The Board agreed with the letter and directed TA Stafford to sign it. Selectman Olmstead said we will wait for the response to our letter. Selectman Salatiello hopes that both parties will work together to resolve the problem. Selectman Olmstead said there is little we can do other than broker a relationship between the two parties.

For the memorial service for Carmine Cioffi, TA Stafford said Mr. Rasp did fill out an open-air permit but he changed the location. Now the function will be in Mr. Cioffi's backyard. Police will be present at the function.

Town Administrators Report –

TA Stafford said Atlantic Broadband has been at the Town Office, but the phone system is still not quite right. Phone tree with office hours etc., has been updated. The phones that we are phasing out may be useful to others but note sure what the rewards would be, time and effort wise. Selectman Salatiello suggested the State Auction. TA Stafford will inquire.

TA Stafford received correspondence asking if the town would like to auction off any old vehicles etc.

TS Stafford said there are new rates for the retirement system.

TA Stafford presented several documents for signature regarding the recent sale of Town

land for Mr. Rasmussen to be the new property owner.

Tax Collector Julie Lonergan said that currently we received 335 requests for absentee ballots.

Selectman Dick wanted to go on record saying Julie and Tim did a great job on Election Day. Things went very smoothly and all cooperated and there were no complaints while records were broken for voting participation in a State primary.

TA Stafford applied for the first round of CARES Act for the absentee ballots. We will be receiving \$2,643.53. Value per ballot was \$4.39.

TA Stafford said we submitted the paperwork for GOFFER relief yesterday for \$70,000.

TA Stafford mentioned during the Budget Committee meeting about polling other managers about how they do merits for use as a reference. Selectman Dick said that at the Budget/Joint Committee Meeting, holiday pay issue came up. We received different answers from several people. We need to make sure we are being consistent with the way we are handling it and how it is being processed.

TA Stafford mentioned that the NH Municipal Association is interested in legislative policy updates. If anyone would like to go to the next meeting, they will need to register.

TA Stafford said that regarding the Boston Post Cane, someone has been identified for this honor. Receipt of the cane was discussed during COVID. Town Clerk Lonergan will contact the recipient and see how they would like to receive the replica cane.

Selectboard Reports-

Selectman Olmstead had a Planning Board Meeting and another tomorrow night. The Board is doing a conceptual meeting on a store. Recreation Commission is still interested in the Trunk or Treat night in the field behind the church and having games and candy for the kids to make it all inclusive. COVID precautions will be taken. Selectman Dick said he forwarded NHMA webinar info to the Rec Director regarding liabilities etc.

Selectman Dick received notification we were not selected for the grant to refurbish the Old Town Hall. We can re-apply next year. The Building Construction Committee meeting is moving along and got a preliminary concept for refurbishment of the Town Office building, adding on and co-locating the Police. Chief Hankard was happy with the Police side and Tax Collector Julie Lonergan gave her feedback. We are still pushing to get the designs finished by October 12th so we can bring it back to the Board and get feedback and opinions or concerns. We will be meeting again tomorrow night to finalize the schedule and have a series of public meetings and information meetings to talk about the proposal and identify what was being done and maybe have some open houses. The Conversation Commission met last week, not a lot of activity. Also, I received a notice from a resident about concern with the Japanese knotweed falling down on the sides of the road. The Highway Dept was doing work on Steele Hill Rd where there were some hanging into the road and they pushed it back and there was concern with it spreading. We got a copy of the State's Management Guide and basically you have to bury it and it's difficult to kill. Manager Van Tassel is responding to

the original concern.

Selectman Salatiello mentioned an issue that was related to the previous minutes about the petition on Morrison Rd, he said the complainant did articulate to us and the Police Chief that there were certain times of the day where people were being too aggressive with their vehicles and I think that the Chief would agree that more visibility there would help the issue. Selectman Dick said the Police went up there during a morning rush hour and there were 3 cars that went by in a 25 min span and none were speeding. Chief Hankard hasn't collected any data saying that it was bad, but they are continuing to monitor that situation.

Also, Selectman Salatiello said he saw in the previous minutes regarding the presentation last meeting by Pat Consentino regarding a desire to work with Sanbornton and Northfield to extend use of their bus for elderly and handicapped transportation. Selectman Dick explained that Sanbornton residents can't use their bus because it was appropriated by Tilton. They were looking at how we could chip in on the bus to justify the bus going to Tilton, Northfield and Sanbornton and try to work something out. Outside agencies that we contribute to could possibly help out.

Non-Public Session –

Selectman present: John Olmstead, yes; Jim Dick, yes; Tom Salatiello, yes. TA Trish Stafford was also present. Selectman Olmstead made a **motion** to enter into Non-Public Session, **seconded** by Selectman Dick. Under *RSA 91-A:3 II (I); consideration of legal advice provided by counsel either in writing or orally to one or more members of the public body even when legal counsel is not present.* **Roll call** vote to enter into Non-Public Session: Salatiello, yes; Olmstead; yes, Dick; yes, Entered into non-public session at 7.07pm.

TA Stafford was also present during the non-public session; there was a discussion on a legal matter, no votes were taken.

At 7.13pm Selectman Olmstead made a **motion** to leave non-public session, **seconded** by Selectman Dick. Selectman Olmstead made a motion to seal the minutes because it would render the proposed action ineffective, **seconded** by Selectman Dick. **Roll call** vote to seal the minutes: Salatiello, yes; Olmstead, yes; Dick, yes.

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 September 9, 2020.

BOS signed checks for the following: \$11,919.35 to Casella Waste Management Systems, \$10,650.36 to Pike Industries, \$6,302.00 to Swain Landscaping.

Approve Meeting Minutes- Members of the Board reviewed the BOS meeting draft minutes of September 2, 2020 with any corrections. Selectman Olmstead made a **motion** to accept and approve the draft meeting minutes with any corrections of September 2, 2020. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Selectman Olmstead made a **motion** to accept the draft meeting minutes of the Sanbornton

Budget Committee BOS joint meeting with any corrections of Wed, Sept 9, 2020. Selectman Dick **seconded** the motion. All in favor, ayes have it. **Motion carries.**

Next Meeting(s) – The Board of Selectmen’s next meeting will be held at the Town Office on **Wednesday, September 30, 2020 @ 5:00 p.m.** at the Sanbornton Town Offices.

Adjournment – Selectman Salatiello made a **motion** to adjourn the meeting at 7:26 p.m. Selectman Olmstead **seconded** the motion. Ayes have it and the **motion passes.**

Respectfully submitted,

Sue Smith
Administrative Specialist

Selectman’s Clerk _____
Approval Date 9.30.2020

(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.)