

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*August 10, 2016*

**Town Offices**

The Board of Selectmen convened in regular session on Wednesday, August 10, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Johnny Van Tassel, Selectman Karen Ober, Selectman John Olmstead. Town Administrator, Charlie Smith was not present.

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

**2.0 Public Comment** - None at this time.

### **3.0 Business**

**3.1 Cemetery Trustees - Nomination** - The Board reviewed a nomination letter from the Chair of the Cemetery Trustees, to appoint Richard Gibbons. Mr. Gibbons will be asked to meet with the Selectmen next Wednesday. Selectman Ober stated she would like to see the Oath of Office form amended to show the term expirations and have the resident's name typed in the paragraph instead of hand written. TC/TC Davis offered to work on the form with TA Ambrose next week.

**3.2 Charlie Smith - Thank you** - Selectman Ober thanked TA Smith for being the Town Administrator for the past year and his service to the Town of Sanbornton. Selectman Van Tassel stated TA Smith did a lot of good things for the Town while he was here and kept the Board up to speed.

**3.3 Budget Committee Meeting on 8/16/16** - One of the Selectmen will ask TA Ambrose on Monday, if she would be willing to attend this meeting.

### **4.0 Other Business**

**4.1 Meet & Greet for the new Town Administrator** - A "Meet & Greet" will be held next Wednesday at 4:30 p.m. to welcome the new Town Administrator, Katie Ambrose. The vetting committee that helped find TA Ambrose, will also be honored at this time.

**4.2 Right to Know** - Selectman Olmstead offered to investigate/coordinate a "Right to Know" class for the Town's employees, boards & committees to attend.

### **5.0 Selectmen's Reports**

**5.1 Update on the work of the Historic District Commission** - Selectman Olmstead provided a report of the last meeting held by the Historic District Commission, where they discussed applying for another Preservation Grant and the Town Planner's hours being allocated appropriately between four different boards/committees.

**5.2 Update on the work of the Planning Board** - Selectman Ober provided a report of the last meeting held by the Planning Board, where they also discussed the allocation of the Town Planner's hours (3 hours as Zoning Enforcement + 26 hours as Town Planner), applications being sent to other committees for review & written comment before

approval is granted and the economic development process.

**5.3 Letter to the US Environmental Protection Agency from Attorney Boldt Re: the Winnepesaukee River Basin Program** - The BOS reviewed the letter dated August 9, 2016 and took under advisement.

#### **6.0 Non-Public Sessions**

**6.1 Under RSA 91-A:3 II (c)** – Chair Van Tassel made a **motion** to go into non-public session at 5:33 p.m. Selectman Ober **seconded** the motion. Roll call vote, Ober – aye, Van Tassel – aye and Olmstead–aye. AS Rollins was also present. The Board reconvened the public session at 5:49 p.m. Chair Van Tassel announced no decisions were made and the board voted unanimously to seal the minutes.

**6.2 Under RSA 91-A:3 II (c)** – Selectman Olmstead made a **motion** to go into non-public session at 5:52 p.m. Chair Van Tassel seconded the motion. Roll call vote, Ober – aye, Van Tassel – aye and Olmstead–aye. AS Rollins was also present. The Board reconvened the public session at 6:10 p.m. Chair Van Tassel announced that a decision was made to ask Chair Devoy of the Fire Regionalization Study Committee to meet with the Selectmen regarding their procedures and expectations, for the future of the committee. The board voted unanimously to seal the minutes.

**7.0 Authorize Payroll & the Accounts Payable Register** – The BOS reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

#### **8.0 Review & Approve Minutes**

**7.1 8/3/16 draft Selectmen's minutes** - Members of the Board reviewed the draft meeting minutes of August 3, 2016. Selectman Ober **motioned** to approve the draft meeting minutes of August 3, 2016 without changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**9.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 6:24 p.m. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**10.0 NEXT MEETING (S)** – The Board of Selectmen's next scheduled meeting will be held on **Wednesday, August 17, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist