

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*August 17, 2016*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, August 17, 2016 at 4:30 p.m. at the Town Offices, in order to hold a "Meet & Greet" for the new Town Administrator. Regular business will start at 5:00 p.m. In attendance were Selectman Johnny Van Tassel, Selectman Karen Ober, Selectman John Olmstead. Town Administrator, Katie Ambrose was present.

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

### **2.0 Public Comment**

**2.1 Andy Sanborn Re: Fire Department Regionalization Services Committee (FDRSC)** - Mr. Sanborn asked the Selectmen if it was their intent to have seven (7) voting members on the FDRSC? Chair Van Tassel replied yes, the board would be discussing this issue tonight.

**2.2 Lynn Chong Re: Public Meetings** - Lynn Chong proposed holding two meetings a year that would be open to the public for input/ideas. TA Ambrose replied this sounds like a community forum and would not need to be advertised but notices could be posted at the Post Office, Town Office, Library and web-site. Lynn Chong explained the forums could be held in the Spring and in the Fall. Chair Van Tassel suggested reaching out to other boards/committees, to see if they would want to be involved.

### **3.0 Business**

**3.1 Certificates of Appreciation** - The Selectmen presented Fire Chief Dexter, Police Chief Hankard and Treasurer, Karen Cobb (was not present) with certificates of their sincere appreciation and thanks for their part in the search for the new Town Administrator, plus the results they have today.

**3.2 Fire Department Regionalization Study Committee, Chair Devoy** - County Commissioner Devoy explained that the FDRSC held a meeting on August 9th, he was elected Chairman and Roger Grey was elected Secretary. They discussed the committee's mission statement and toured the Fire Department. County Commissioner Devoy stated there was a spirited debate about the Fire Chief being an advisory member versus a voting member, a few of the members were very adamant but he is trying to keep the group together. Chair Van Tassel explained that when it comes to a committee that has been established by the Selectmen, any changes in the fundamental set-up of the committee would need to come back before us. Chair Van Tassel stated this committee is important and we expect the committee to be supplying us with information to move forward. County Commissioner Devoy stated the problem is that there are two competing groups. Chair Van Tassel replied that should be a good thing. Selectman Ober stated the board was hoping everyone could go at this in an unbiased manner because the question was asked. County Commissioner Devoy replied he understands but part of the group

wants the Chief to be advisory and there could be 3 or 4 members that walk/resign. County Commissioner Devoy noted there will be pushback but he doesn't want to see the committee disbanded. Selectman Ober replied there are other residents interested in serving on the FDRSC. Chair Van Tassel stated the Chief is only one vote out of seven people, the committee was established to help the Selectmen decide if regionalization is even possible for the future or has merit. County Commissioner Devoy stated the board may need to reappoint some people but he will bring the Selectmen's concerns back to the group on 8/23/16. The Selectmen reviewed a letter of interest from Steven Cobb.

**3.2 Cemetery Trustees - Nomination** - Tabled until next week.

**3.3 Fire Chief Dexter Re: Emergency Management Grant** - Chief Dexter informed the board that he was approached by NH Emergency Management regarding a State level 50/50 matching grant for a tow behind enclosed trailer (7' x 12'), emergency solar-powered message board, 100 traffic cones, 20 road barriers, 25 reflective vests, \$2,500 dollars for lighting and some lumber for shelving in the trailer. Chief Dexter noted some of the department's more bulky items could also be stored in the trailer and this would also free up the engine from needing to drop off cones. Selectman Ober made a **motion** to approve Chief Dexter moving forward with the application for the Emergency Management Grant. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

#### **4.0 Other Business**

**4.1 Winnepesaukee River Basin Program (WRBP) - NPDES Permit** - TA Ambrose stated the Town had 30 days but technically only had the permit for 5 days to comment, the Town may need an extension and has the grounds to do so. TA Ambrose informed the board she would be attending the WRBP Meeting tomorrow morning and could ask some questions. Those in attendance reviewed the Town's Map in the area of Bay Road, Lower Bay Road, Leighton Estates, etc. Town Planner Ward explained that he would support the sewer extension because it is vital to the economic development in that area but the Town should take some time to review the permit. Chair Van Tassel noted those residents that use the sewer system may want to form a Sewer Commission. TA Ambrose was asked to have Attorney Boldt submit a request to the WRBP for an extension.

**4.2 TC/TC** - TC/TC Davis provided an update on the Election Training that took place yesterday in Franklin, which was heavily attended by Sanbornton's election officials. TC/TC Davis stated a Selectman can be appointed "pro-temp" per the new RSA and her office will be closed all day on Tuesday, September 13, 2017 for the Primary. TC/TC Davis noted anyone who would like to volunteer is more than welcome because there is more paperwork than normal.

**4.3 Audit** - The Auditors will be at the Town Office next week from Monday through Thursday, to conduct the audit.

**4.4 Insurance Rates** - TA Ambrose stated new rates should be ready sometime in October but she has received some preliminary projections. Dental, 0% increase - Health, 10-12% increase without a change in plan. TA Ambrose offered to get some figures on Long-term Disability. The Board agreed the Health Insurance Study Committee should review the new rates for recommendation to the board.

**4.5 Wetlands Permit Application** - The Selectmen reviewed a wetlands permit application for 46 Circle Point Road, Tax Map 8, Lot 51 and took under advisement.

**4.6 Sale of Town Owned Property** - Bids for the Moose Run Drive property (Tax Map 3, Lot 23) are due back to the Town Offices by 4:00 p.m. on Friday, September 9, 2016. All of the sealed bids will be opened at the Selectmen's meeting on September 14, 2016.

**4.7 Town Office's gutter installation** - TA Ambrose informed the board that the gutters will be installed on August 27th. The DPW will be asked about maintenance.

**4.8 Solid Waste Disposal Committee** - Lynn Chong and Jennifer Holt were present. The committee is strongly recommending a container for scrap metal for safety reasons. Selectman Ober replied a cost for the concrete pad and the price for the container are needed because this would have to fit within the budget. A one page letter was submitted to the board.

**4.9 Memo from Assessing Assistant, Robb Jutton** - The memo requested that the assessing office resume its duties with the zoning enforcement office. AA Jutton offered to make a presentation in the coming weeks. Selectman Olmstead made a **motion** to allow the Assessing Assistant to resume duties with Zoning Enforcement Officer. Chair Van Tassel **seconded** the motion and the **motion passed unanimously**.

**4.10 Selectmen's Representative to the CIP Committee** - Selectman Ober offered to be the Selectmen's Representative to this committee.

## **5.0 Selectmen's Reports**

**5.1 Update on the work of the Budget Committee** - Selectman Olmstead provided a report of the last meeting held by the Budget Committee. There was a discussion on having TA Ambrose attend Budget meetings on an "as needed" basis. TA Ambrose reported that the committee would like all of the employee's salaries broken out and the Finance Officer will need to reprogram the current software.

**6.0 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.

**6.1 Personnel Action Form** - The Board signed a new hire form for Advanced EMT, Steven Yannuzzi effective 8/18/16.

**7.2 Personnel Action Form** - The Board signed a new hire form for Probationary EMT, Alberta Dobsa effective 8/18/16.

## **7.0 Review & Approve Minutes**

**7.1 8/10/16 draft Selectmen's minutes** - Members of the Board reviewed the draft meeting minutes of August 10, 2016. Selectman Ober **motioned** to approve the draft meeting minutes of August 10, 2016 without changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

## **8.0 Non-Public Sessions**

**8.1 Under RSA 91-A:3 II (c)** – Chair Van Tassel made a **motion** to go into non-public session at 7:08 p.m. Selectman Ober **seconded** the motion. Roll call vote, Ober – aye, Van Tassel – aye and Olmstead–aye. TA Ambrose, TC/TC Davis and OPW Van Tassel were also present. The Board reconvened the public session at 7:54 p.m. Chair Van Tassel announced no decisions were made and the board voted unanimously to seal the

minutes.

**9.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 7:56 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 24, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist