

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 5, 2016

Town Offices

The Board of Selectmen convened in regular session on Saturday, November 5, 2016 at 9:00 a.m. at the Town Offices. In attendance were Selectman Karen Ober, Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

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

2.0 Review & Approve Minutes

2.1 10/29/16 draft - Members of the Board reviewed the draft joint meeting minutes of October 29, 2016. Selectman Ober made a **motion** to accept the draft meeting minutes of October 29, 2016 with changes. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

3.0 Town Car - TA Ambrose provided the Board with an email from Chief Hankard recommending that whichever cruiser has the highest mileage, out of the two, be gotten rid of and the warrant article leave the option open to keep one of the cars because the Crown Victoria will not pass too many more inspections. The Board took under advisement.

4.0 2017/2018 Budget Review

Fire Department (4220) - The Board reviewed a memo dated 10/31/16 from Chief Dexter regarding the various line items they had questions about. *Line item 396* and *622*, Chief Dexter explained that 396 is for service & maintenance by Dave Switaj and line 622 is for a new computer. *Line item 350*, Selectmen North asked why the per-diem employees do not come with physicals? Chief Dexter replied the organization requiring the physical is required to pay for it, unless they are full time employees and have benefits. Chief Dexter stated there were two on duty deaths this past year and the physical they are required to take, are not like the standard physical. Chief Dexter noted if they do not have the physical then their death benefits could also be denied and he doesn't want to put his volunteers in that situation. Selectman Ober stated the physicals will be phased in and Chief Dexter replied yes, they will be on a rotation. Chief Dexter expressed concern with losing volunteers due to the physicals. Selectman North asked if they were not considered employees? Chief Dexter replied they are per-diem & volunteer and would be covered under workmen's compensation because they are paying into the system as hourly employees. Selectman Ober made a **motion** to approve this budget at \$365,703 dollars. Chair Olmstead **seconded** the motion and the **motion passed**. Selectman North abstained for further research.

Forest Fire Control (4290), Emergency Management (4291) and E 911 (4292) - Selectman Ober made a **motion** to approve these budget at \$2,023 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

Highway / Department of Public Works (4312), Town Bridges (4313) and

Street Lighting (4316) - TA Ambrose stated Director Bordeau has added an extra column for department raises. The Board agreed not to entertain the proposed raises, unless they were a separate warrant article. *Line item 120*, Selectman North asked if the line should be kept or if a new employee should be added because the full amount was not expended, she suggested dropping the line back to \$2K. Selectman Ober replied the temporary labor was also used for shoveling and thought they would also be used for ditching, etc. Selectman North suggested line be decreased to \$3,500 dollars. The Board agreed. *Line item 140*, Selectman North stated hired snow removal is supposed to offset this line and feels decreasing the line to \$35K would be fair. The Board agreed. *Line item 628*, The board wants to know what this expenditure is for? *Line item 629*, Selectman North asked if this could be subcontracted for less? The Board will request comparables. *Line item 635 and 636*, The Board decreased the gasoline line to \$40K and the oil line to \$2K. There was a brief discussion regarding the department's vehicles being funded through a capital reserve fund or a lease purchase. Selectman North explained that the lease purchase option was considered way more cost effective. Selectman Ober stated the trucks were supposed to be on a rotating schedule for replacement every 5-7 years and should stay on the Board's radar for the CIP plan. TA Ambrose replied DPW Director Bordeau will be bringing something forward for review. *Line item 661*, Selectman Ober expressed concern with there being enough funding the tire line. *Line item 685*, Selectman North asked if there was a schedule for the roads that need to be crack sealed for 2018 and how many days the process will take? Selectman Olmstead asked if this was for new roads only or does it include some of the older ones? Selectman Ober recalled there being a list of the roads and the process taking 3 days, at increase of \$3,400 dollars. *Line item 700 and 710*, The Board will ask for a plan in regards to catch basin cleaning. *Line item 841*, Selectman North stated she wants to make sure there is enough in this line because of the Lower Bay Road project and asked if some of the funds could be used towards tree removal or if the funds would be part of the project's costs. Selectman North made a **motion** to approved budgets 4312,4313 and 4316 at \$921,676 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

Transfer Station (4324) - TA Ambrose stated the department requests are included in the narrative sheets. *Line item 110*, The line includes a six month probationary increase for the On-site Manager. The "Assistant Manager" title should be removed from this budget. *Line item 380*, TA Ambrose reported that the hired services line includes the new contract for Casella. *Line item 580*, The Board would like to know what is being purchased with the proposed funds. *Line item 628*, Is for a new computer and cash register. *Line item 629*, The Board decreased the line from \$800 dollars to \$250 dollars. *Line item 660*, Was decreased to \$3K based on prior expenditures. *Line item 682*, Was decreased to \$200 dollars based on prior expenditures. *Line item 685*, Selectman North recalled the bags being ordered on an 18-month schedule, so some years the purchase would be more than others. The line was decreased to \$3K. *Line item 690*, The miscellaneous line was decreased to \$1 dollar. *Line item 694*, Was decreased to \$2K based on prior expenditures. *Line item 695*, The line was decreased to \$1 dollar. Selectman Ober stated this would be for the container for the metal pile, if it is approved but there is a concrete pad that was supposed to go along with this. TA Ambrose noted the funds for the cameras need to be added to this budget if the board would like to move forward with the purchase. Selectman North made a **motion** to approve this budget at \$169,058 dollars. Selectman Ober **seconded** the motion and the **motion passed**

unanimously. Revenue for the Transfer Station this year was \$84,727 dollars.

Landfill (4325) - Selectman North made a **motion** to approve this budget at \$10,301 dollars. Selectman Ober **seconded** the motion and the **motion passed unanimously.**

Wastewater (4326) - Selectman North made a **motion** to approve this budget at \$55,900 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously.**

Health & Community Organizations (4415) - The Board reviewed all of the outside agency requests with one request still needed from the First Fruits Food Pantry and decided to add line items for the requests currently not reflected in this section of the budget. Central VNA & Hospice will be funded at \$1K, Child & Family Services will be funded at \$1K, the Community Action Program will be funded at \$1,700 dollars, the First Fruits Food Pantry will be funded at \$4K and the Franklin VNA will be funded at \$1K. Selectman Ober made a **motion** to approve this budget at \$8,700 dollars. Selectman North **seconded** the motion and the **motion passed unanimously.**

General Assistance (4441) - Selectman Ober made a **motion** to approve this budget at \$89,178 dollars. Selectman North **seconded** the motion and the **motion passed unanimously.**

Culture & Recreation (4520) - Selectman Ober stated there have been discussions about not giving back as much revenue to put it towards a new building. Selectman North provided a brief overview of the Recreation Department's employment history. Revenue received for the year was \$54,646 dollars. TA Ambrose was asked to get a legal opinion regarding overtime pay and the need for an additional line item. The Board discussed the new position of Assistant to the Coordinator, which may have been added to cover overtime and the current Recreation Coordinator's work schedule. TA Ambrose provided the Board with a draft Background Check Policy for review. *Line item 390 and line 610,* The Board would like more detail about the increases. *Line item 825,* Selectman Ober stated the equipment is closer to the locations it is needed at. Selectman North noted the town car can also be utilized. The Board will ask Coordinator Lonergan to meet with them on November 16th.

Financial Administration (4150) - TA Ambrose explained the funds that were moved from assessing need to be put back because \$14,400 dollars is needed per parcel and there is currently a savings of \$6,400 dollars because AA Jutton does that work. The Board will re-vote this budget at a later date.

5.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 12:52 PM. Chair Olmstead **seconded** the motion and the **motion passed unanimously.**

6.0 NEXT MEETING (S) – The Board of Selectmen's next scheduled meeting will be held on **Wednesday, November 9, 2016 @ 3:30 p.m.** at the **Town Offices.**

Respectfully submitted,
April Rollins, Administrative Specialist