

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*November 9, 2016*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, November 9, 2016 at 3:30 p.m. at the Town Offices, in order to hold a work session on the Town budget. The regular meeting will start at 5:00 p.m. 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 2017/2018 Budget Review**

**Capital Reserve Funds (4915)** - TA Ambrose stated some of the capital reserve items are under the Selectmen and asked how they wanted to handle this section? Selectman North replied TA Ambrose should get the information then make recommendations to the CIP Committee. Chief Dexter noted he would like to have the Life Safety Building (LSB) painted and an additional \$24,500 dollars will be needed. Selectman North stated the Town needs a maintenance plan because everything was reorganized under the DPW but they do not have enough time, so we need a list of all of the Town buildings and the Selectmen need to decide on a schedule. Capital Reserve Fund balances as of June 30th 2015 were as follows; Town Buildings Improvements \$119,767 dollars (+\$10K end of year), Facilities Repair & Refurbishment \$15,165 dollars (+\$20K end of year) and Town Hall Repair & Restoration \$14,051 dollars (+\$10K end of year). Selectman North recalled the Town Hall Steward requesting \$12K for the steeple and will contact him for more information. Selectman North suggested placing \$20K in the Facilities Repair & Refurbishment fund to paint the LSB plus an additional \$20K, in case something comes up. The Board agreed with the suggestion and to put \$25K in both the Town Buildings Improvements fund and the Town Hall Repair & Restoration fund. The Board also agreed to leave \$5K in the Reduce Phosphorous/Milfoil fund. TA Ambrose will submit the requests to the CIP Committee.

**Highway (4312)** - *Line item 430* - Director Bordeau explained there is a service for the plate compactor at the DPW and the compactor at the Transfer Station, he keeps them separate. *Line item 628* - Director Bordeau stated last year he purchased a book case but some new chairs are going to be needed plus of few other small items. *Line item 629* - Director Bordeau stated while the Town has been fixing the roads, it has created a lot of maintenance work and the leaves need to be removed from the ditches plus the swales with erosion stone. He has priced out a leaf sucker and added the funds to this account. Director Bordeau noted he has not looked at a contractor. There was a brief discussion regarding rental. Chair Olmstead stated this will help do the job with less people. *Line item 635* - DPW Director and the Board agreed to increase the line to \$45K. *Line item 661* - Director Bordeau explained he has some tire stock but does not have back up tires for the loader. Selectman North asked if the funds were enough to buy spare tires? Director Bordeau replied probably not. The Board increased this line to \$7K. *Line item 670* - Director Bordeau explained the funds are to purchase books on road maintenance

practices. *Line item 682* - Director Bordeau stated some of the small tools break and this is used to replace them. *Line item 684* - Selectman North asked if the line was used to purchase new uniforms or just get them cleaned? Director Bordeau replied for cleaning but the funds are also used to purchase sweatshirts for the winter. *Line item 710* - Director Bordeau agreed to decrease the line to \$1K because sampling does not happen often. *Line item 841* - Director Bordeau stated using the tree removal funds for the Lower Bay Road project would need to be discussed with the State but if the funds were increased the Town would have no problem spending it on trees. Selectman North noted the Board needs to keep their eye on this until the project moves forward. Selectman Ober made a **motion** to approve this section of the budget at \$916,966 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

**Transfer Station (4324)** - *Line item 580* - Manager Austin explained the funds will go towards a new register, new computer and printer. TA Ambrose asked if more toner would be needed for receipts. Selectman Ober stated there should be an external back up and the receipts could be e-mailed to the Town to save money on toner. *Line item 630* - The Board agreed to put the line back to \$2,100 dollars. Director Bordeau, Manager Austin and the Board reviewed all of the other changes made at their last budget work session and agreed with those changes. Selectman Ober made a **motion** to approve this section of the budget at \$169,683 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

### **3.0 Public Comment**

**3.1 TC/TC Davis Re: General Election and budget increase** - TC/TC Davis thanked everyone that helped with the General Election yesterday and those that stayed to count at the end of the night. TC/TC Davis reported that the Town had a wonderful turn out of 80% with 150 new voters and received great comments about the Election's flow. TC/TC Davis stated line item 566, software contracts needs to be increased by \$100 dollars because she received the bill today and wants to be sure the line is covered. Selectman Ober made a **motion** to add \$100 dollars to line item 566, making the total budget figure \$106,686 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

### **4.0 Business**

**4.1 Thanksgiving Holiday** - The Board will come in to sign the payroll and accounts payable registers only. No meeting will be held on November 23rd.

**4.2 Staff Holiday Celebration & Schedule** - A potluck dinner will be held on December 15th from 12 to 1 p.m. for the Town's staff and the Town Office will be closed during that hour.

**4.3 EcoSmith Recyclers Revenue** - TA Ambrose reported that one quarter of the donations made has been received from EcoSmith, in the amount of \$37.50 dollars and it will be deposited into the general fund but tracked as revenue.

**4.4 Expenditure Report - October** - The BOS reviewed.

**4.5 LRPC Transportation Advisory Committee Representative** - This will be discussed with the DPW Director further.

**4.6 Appointment to the Fire Dept. Regionalization Study Committee - Steven Cobb** - Later in the meeting, Mr. Cobb was interviewed by the Board. Selectman Ober made a **motion** to appoint Steven Cobb to the Fire Department Regionalization Study Committee with a term ending July 20, 2017. Selectman North **seconded** the motion and the **motion**

passed unanimously.

## **5.0 Other Business**

**5.1 Job Description Reviews** - Selectman North provided the Board with a new job description for Municipal Assessor. The Board agreed to table review until next week. Selectman North provided the Board with a notice titled "Public Information Meeting about Producing Organic, Free-Range Eggs on Your Land". Selectman North explained that she has been receiving phone calls and various e-mails in regards to the notice, which was never approved by the Planning Board or the Selectmen and was sent out before the Public Hearing on the Economic Development Chapter. Selectman North noted that the notice is soliciting residents and was sent out to ten people. Chair Olmstead replied this has taken on a life of its own. Selectman North stated the Board gave permission for the Economic Development Chapter to move forward within the hours approved and not before the approval of the chapter into the Master Plan. Chair Olmstead reported that he was read the riot act by two of the Planning Board Members because the agenda was not sent out before their meeting and then discovered it was due to the Town Planner attending economic development trainings. Selectman Ober stated the Planner would be getting paid for those hours and the Board still does not have a schedule for the allocation of his hours. Chair Olmstead stated he has questions regarding the notice because this is the first we are hearing of it and it is raising concern with the Town's residents and the Selectmen. Selectman North stated the notice seems to be targeting select people and could be a potential lawsuit plus the meeting was scheduled on a Wednesday night, so the Board cannot attend. Planner Ward explained he has been working on this with the Planning Board's knowledge and developed a list of about forty (40) properties, for an informational meeting with the Marketing Director of Pete & Gerry's Eggs. Selectman Ober stated she thought the Public Hearing was cancelled because it wasn't posted in enough time. Planner Ward replied no, the chapter was adopted. Selectman North stated there needs to be more communication because this is soliciting residents to be farmers. Planner Ward replied we are looking for partner farmers, something that fits within the Town's zoning ordinance that will support agriculture. Selectman North asked who has the right to determine what type of economic development comes to Town. Planner Ward stated he welcomes the Selectmen's attendance at the meeting and will reschedule. Selectman North replied this will be an additional expenditure to the Town and Planner Ward replied yes. Selectman North stated the notice that went out was mailed on November 1st and the Planning Board didn't hold the Public Hearing until November 3rd. Planner Ward replied yes and offered to provide copies of the Economic Development chapter. Selectman Ober made a **motion** to advise the Town Planner that the informational meeting be postponed so the Selectmen can attend and notices be sent to all of the Town's people. Selectman North **seconded** the motion and the **motion passed unanimously**. Planner Ward stated he would send a mailing of the cancellation with a new for the meeting. Selectman North stated the cancellation or postponement should be sent and then the informational meeting can be noticed like a general notice by posting it at the post office, on the Town's website, at the Town Office, etc. without targeting residents. Selectman North noted the taxpayers didn't create the problem, so they shouldn't have to fix it.

**5.2 Thornton & Associates** - TA Ambrose is going to check where the funds were supposed to come from originally.

**5.3 BOS Operational Guidelines & Handbook** - Selectman North made a **motion** to adopt the Business Protocols section. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**5.4 WRBP** - TA Ambrose presented the board with a draft work plan for a feasibility study on transferring ownership of the Winnepesaukee River Basin Program to communities. As part of the first task she stated that they need to know from the Towns what information they would need in order to decide if they would participate in ownership or not. TA Ambrose offered that the Town would need further information on any liability, a cost analysis, etc. Selectman Ober asked what would we need for information, what would all of that look like if the Town is not collecting the fees and would it be more of an expense to the taxpayers? TA Ambrose provided the Board with a Memorandum of Understanding for review of its content.

**5.5 Christmas Program** - The program has started, contact OPW Van Tassel for more information.

**5.6 NH DOT - Rehabilitation of I-93 over Salmon Brook** - TA Ambrose was asked to request DOT attend a meeting with the Board.

**5.7 Letter from Legal Counsel Re: the Lower Bay Road project** - TA Ambrose to get further clarification.

## **6.0 Selectmen's Reports**

**6.1 Update on the work of the Planning Board** - Chair Olmstead referenced Senate Bill 345, which now allows for a wedding venue for agritourism. Chair Olmstead stated KREBS Farm was sent to Zoning Board the for a commercial use variance, after the PB reviewed the application on 11/3/16. The Board also referenced RSA 674:32 (d) and RSA 672:1, 3(d). A letter has been received from Attorneys, Sheehan & Phinney that was sent to Planner Ward on behalf of the Rathjen's application.

**6.2 Town Park gate** - A complaint was received because the gate was not opened over the weekend. Selectman Ober stated residents should be able to walk into the park past the new gate.

**6.3 Solid Waste Committee** - Chair Olmstead provided an update.

**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**

**8.1 11/2/16 draft** - Members of the Board reviewed the draft joint meeting minutes of November 2, 2016. Chair Olmstead made a **motion** to accept the draft meeting minutes of November 2, 2016 with changes. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**9.0 Donations** - None at this time.

**10.0 ADJOURNMENT** – Selectman Ober made a **motion** to adjourn the meeting at 7:26 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

**11.0 NEXT MEETING (S)** – The Board of Selectmen's next scheduled meeting will be

held on **Wednesday, November 16, 2016 @ 3:30 p.m.** at the **Town Offices**, regular business meeting to start at 5:00 p.m.

Respectfully submitted,  
April Rollins, Administrative Specialist