

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 8, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, November 8, 2017 at 3:30 p.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 Non-Public Session under RSA 91-A:3 II (b) -Selectman Olmstead made a **motion** to go into non-public session at 3:30 p.m. Chair Ober **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 3:42 p.m. Chair Ober announced that a decision was made to make a job offer and the Board signed a P.A.F. for Terri-Lee Jansky as the new Assessing Assistant effective 11/20/17. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

3.0 Preliminary Tax Rate & Fund Balance - TA Ambrose stated the current fund balance is \$1,662,486 dollars with the preliminary tax rate being \$23.83 and the current tax rate is \$23.63, in order to keep the rate level \$85K is recommended to come from the unreserved fund balance and \$6K is recommended for the overlay (abatements). Selectman North stated if we keep 10% of the unreserved fund balance then there will be \$470,631 remaining to offset the road study, the Lower Bay Road project and Article #1 (operating budget). Chair Ober added the board needs the pay matrix adjustment figures with FICA and Medicare. TA Ambrose noted the Board doesn't have to use all of the \$470K because the remainder will be automatically retained. Selectman North made a **motion** to retain 10% of the unreserved fund balance and use \$85K to stabilize the tax rate. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to place \$6K in the Overlay. Chair Ober **seconded** the motion and the **motion passed unanimously**. TA Ambrose stated once the tax rate is finalized, the figures will go to TC/TC Davis for the Warrant and the Selectmen will need to swing by to sign it. Chair Ober made a **motion** that once the Warrant is prepared the Board come in to sign it tomorrow. Selectman North **seconded** the motion and the **motion passed unanimously**. TA Ambrose excused herself to put the figures into DRA's web portal for the tax rate and reported the figure had changed to \$93K, in order to stabilize the rate because of the overlay. Selectman North made a **motion** to amend her previous motion to take \$85K out of the fund balance to \$93K, to stabilize the tax rate. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TC/TC Davis explained that if the Warrant is provided by noon tomorrow then tax bills will be due by December 21st but if it is not then the due date will be December 29th.

4.0 Public Comment - Highway Director, Johnny Van Tassel - Director Van Tassel explained that he spoke with Will Ellis yesterday, who has purchased a property on Route #127 and water was going into the basement, so a berm was created but now the water is eroding the asphalt. Mr. Ellis has offered to pay for the culvert pipe, if the highway crew does the work to place the pipe across the distance of the driveway. Director Van Tassel stated normally they would not do something like this but it is affecting the Town's road, which needs to be protected. The Board agreed this would be okay. Chair Ober requested that the highway crew haul away the brush from the Town Office. The Selectmen and Director Van Tassel briefly discussed the 2019 budget, the CIP, the Town's bridges, the road plan and a plan for temporary help.

5.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 4:24 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 4:42 p.m. Chair Ober announced that no decisions were made. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.0 Business

6.1 Jeff Earls – Cross Country Appraisal - TA Ambrose stated the Board has the latest agreement from Cross Country Appraisal which needs to be updated. Chair Ober stated the Board has hired an Assessing Assistant, Terri-Lee Jansky and they need some guidance on how to amend the agreement. Mr. Earls replied he knows Ms. Jansky, she worked for him for eleven years and can do most of the work but she is not an assessor. Mr. Earls stated the Town may need to utilize his services an additional twenty-four days (twice a month) at \$75 dollars an hour. Selectman North stated the Board needs a new contract for the FY 18' budget that runs from now until June 30, 2018, then July 1, 2018 to June 30, 2019. TA Ambrose noted the Board also will need a revaluation contract. Mr. Earls added the Town will also need utility values and telecommunication determined as well, the Superior Court has decided on both cases. Mr. Earls stated he would provide projected costs for FY 19' and the Town could put off some of the measuring & listing, to help offset costs. Mr. Earls will meet with Terri-Lee Jansky and Robb Jutton on November 20th to go over some of the details of the position.

6.2 Proposed License & Service Agreement with Virtual Towns & Schools - TA Ambrose stated the agreement for Virtual Towns & Schools has been submitted and once it has been executed they will hold the first design meeting. TA Ambrose noted the payments have been broken up over three years (\$1,667 dollars). Selectman North suggested the words "pending Town Meeting approval" be added to number 2 and 10, plus the words "signature after 30 days" be added to number 9. Chair Ober made a **motion** to have the Clerk sign the Virtual Towns & Schools agreement. Selectman Olmstead **seconded** the motion and the motion **passed unanimously**.

6.3 Holiday Schedule - The Board will not hold a meeting on Wednesday, November 22nd or Wednesday, December 27th but will meet to sign and authorize payroll & accounts payable.

7.0 Other Business

7.1 Lower Bay Road (town-owned portion) - Change Orders - TA Ambrose reported that G.W. Brooks is doing the change order work on Lower Bay Road.

7.2 Coverage for the Town Office's phone/front desk - Each one of the Selectmen and AS Rollins will provide coverage next week.

8.0 Selectmen's Reports

8.1 Update on the work of the Planning Board - Chair Ober provided an update.

8.2 Tags for the Transfer Station - Selectman North reported that the TC/TC has agreed to mail tags to this one elderly resident but this should be the Transfer Station Manager's responsibility, once one is hired.

8.3 Update on the work of the CIP Committee - Selectman North provided an update.

9.0 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.

9.1 Virtual Towns & School Agreement - Addressed earlier in the meeting. The Clerk signed.

10.0 Review & Approve Minutes

10.1 BOS Meeting 11/1/17 draft - Members of the Board reviewed the draft meeting minutes of November 1, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of November 1, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.2 BOS Special Meeting 11/6/17 draft - Members of the Board reviewed the draft meeting minutes of November 6, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of November 6, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

11.0 Donations - None at this time.

12.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 5:45 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

13.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, November 15, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist