

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 15, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, November 15, 2017 at 5:00 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 Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

2.0 Public Comment - None at this time.

3.0 Business

3.1 Highway Department Director – Lower Bay Rd Swale Update & Budget

Discussion - Director Van Tassel reported that he has spoken to Mr. Lawrence but he doesn't think there will be a lot of water coming from Lower Bay Road with the exception of the water coming from the front of the house. Director Van Tassel stated they will be cutting the swale out and placing 1 ½" gravel ledge pack instead of erosion stone, touch up the driveway and place an apron at the second driveway. Selectman North suggested that Mr. Lawrence be asked to sign a waiver, in case there are damages to the stone wall. Director Van Tassel noted Mr. Lawrence is willing to wait until next Spring for the work to be done. Director Van Tassel and TA Ambrose will work on a waiver for the Town Attorney to review. Director Van Tassel explained that everything is going good at the Highway Department and the crew is great! Director Van Tassel suggested a smaller tonnage contract with Granite State Minerals for salt, which would be in case Morton Salt runs out and the price would be the same per ton. Chair Ober made a **motion** to authorize Director Van Tassel to sign a contract with Granite State Minerals for a supplemental salt supply. Selectman North **seconded** the motion and the **motion passed unanimously. Highway Budget** - Director Van Tassel stated the proposed budget looked good to him with the exception of three line items. The Director's salary line was addressed and corrected per the offer letter (\$59,467 dollars). The Truck Driver position has been added back by the Highway Director and not the Selectmen, which is up for discussion. The Temporary Labor has been increased to \$6K. Chair Ober explained that there were two vacant truck driver positions last year, so the Board decided to eliminate one of the positions and move those funds to hired snow removal, so that only one of the "twin" trucks would need to be replaced. Director Van Tassel explained that without the other driver in the Spring, Summer and Fall months the department loses the ability to break into two crews for things like ditching, mowing, etc. or provide coverage at the Transfer Station. Director Van Tassel stated he prefers that people work in pairs for safety reasons and if they have a large job then flaggers would be needed, so they would lose a dump truck. Chair Ober asked Director Van Tassel if he thought with the truck driver plus the contract services it would cut down on overtime? Director Van Tassel

replied mother nature dictates their schedule but he would be trying to keep the overtime down, so it will all depend on the storms. Chair Ober noted there was a person helping out with shoveling last year. Director Van Tassel replied the person who shovels helps them and they will get out of the trucks if they have to but he feels if the position is given up then they would not have a core group to deal with the minimal standards. Director Van Tassel stated a person can be hired with a plan to get their CDL eventually. The Selectmen and Director Van Tassel discussed the highway department's truck replacement schedule in the capital improvements program of truck #4, plus the twin trucks #1 and #3. Director Van Tassel stated he would like to review the CIP schedule over the next week and discuss the maintenance costs with the highway crew before giving a recommendation but he know that truck #4 is bad with truck #3 being the worst of the twins. Chair Ober asked if the Grader Operator drives a truck? Director Van Tassel replied yes. Chair Ober suggested the temporary labor position be advertised in April or May. The Hired Snow removal line .398 has been reduced to \$44K. Director Van Tassel replied that is a great idea but it is hard to find people to fill the position, so he has increased the pay to \$12 dollars an hour for 12 weeks. Line item 4312.120 was changed to \$5,800 dollars. Selectman North added that the Board increased hired trucking by \$8,500 dollars to add another large route and the highway crew was suppose to have a list of the roads for the Board. Chair Ober stated they were trying to calculate hired trucking versus an employee with benefits and they do not have the statistics but will by next year. Selectman North added the Board did not eliminate the truck driver position, they just didn't fund it for this year. Director Van Tassel replied he definitely needs the position and it should have never been left open for as long as it was. Chair Ober stated the position needs to reconfigured for a worker in fiscal year 2019 (grade 11, step 1 at \$32,156 dollars) with a plan to get their CDL (grade 12, step 1) for fiscal year 2020. Director Van Tassel noted that person could still drive the F-550 with a medical card. Chair Ober made a **motion** to approve the PAF for William Goutier to a grade 12, step 1. Selectman North **seconded** the motion and the **motion passed unanimously**.

Discussion; Selectman North recalled previously approving the PAF. TA Ambrose replied this PAF would take the other ones pace and pay can be retroactive. The **motion passed unanimously**. Selectman North made a **motion** to approve the Highways & Streets budget 4312 at \$952,225 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**.

3.2 Health Insurance Study Committee Recommendation - The Board reviewed a letter dated 11/15/17 from the Health Insurance Study Committee. Marla Davis explained that the committee is recommending to change providers to Tufts Health and noted that the committee was unanimous on its recommendation. Marla Davis stated the plan they are recommending is the most comparable to what the Town currently has but is a little bit better. Chair Ober made a **motion** to move forward Tufts Health Freedom Plan Silver (annual premium \$295, 074.12 dollars). Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to stay with UNUM's Life, AD&D and STD Insurance, in the amount of \$6,750.60 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.3 Fire Chief – Alarm System Quotes & Radio Repeater - Chief Dexter provided the Board with an estimate for replacement of the radio repeater and explained that it is licenses to the Fire, Police & Highway Departments for communicating during storms,

which they experienced a problem with during the last storm. Chief Dexter contacted Ossipee Mountain Electronics, who ran a wattage test and found that the wattage was fluctuating. Chief Dexter stated the replacement cost is \$3,522.10 dollars and he would like permission to spend those funds between the three department's budgets. Selectman Olmstead made a **motion** to approve the replacement and repair of the radio repeater not to exceed \$4K and to fund the replacement from the Fire, Police & Highway Department's budgets. Selectman North **seconded** the motion and the **motion passed unanimously**. Chief Dexter provided the Board with quotes for fire alarm install, monitoring & testing for the Life Safety Building and the Library. Chief Dexter explained that Capitol Alarm Systems is uncomfortable with taking over a "hodgepodge" set up. Selectman North stated the Board needs to determine what is happening with the Town Office building first. Chief Dexter replied the system's guts are in the front of the building and it is not hard to move the lines in the walls. TA Ambrose noted this would qualify as a capital improvement with an immediate need. Chief Dexter stated he would get final estimates and then would just need permission to move forward.

3.4 FY 19 Budget Review & Discussion - *Fire Department 4220*, Chief Dexter reported that the dispatch fees are down, so he has adjusted his budget. Chair Ober made a **motion** to approve the Fire Department's budget at \$482,822 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. *Assessing 4152*, The Board reviewed a new contract breakout for assessing services from Cross Country Appraisal, which included the price for the revaluation (\$33K) and the additional two days a month (\$14,400 dollars). TA Ambrose noted there is an additional \$20K (line item .565) needed for the new CAMA system update (Vision) or the Town could switch to Avitar's system. Chair Ober stated the Town may only need Mr. Earls for one day a month and the second as needed. Selectman North noted the cyclical needs to be encumbered if they are not used by FY 19'. Selectman Olmstead made a **motion** to approve the Assessing budget at \$141,300 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. *Transfer Station 4324*, Chair Ober made a **motion** to accept the Transfer Station budget at \$182,997 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. *General Government 4194*, Chair Ober made a **motion** to accept the General Government budget at \$109,120 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. *Recreation 4520*, Selectman North made a **motion** to accept the Recreation budget at \$110,476 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**. *Personnel Administration 4155*, On hold for further review. *Community Organizations 4415*, TA Ambrose informed the Board that a request was received from First Fruits Food Pantry in the amount of \$4K. On hold.

3.5 Cross Country Appraisal Proposal - Covered under the Assessing budget discussion.

3.6 Tax Rate Press Release - The Board reviewed a press release of the newly established tax rate. Town is \$8.99, Local Education is \$10.81, State Education \$2.42 and County is \$1.41. Total tax rate is \$23.63 dollars per thousand.

3.7 Legal Services Request from Conservation Commission - Chair Ober made a **motion** to authorize the Conservation Commission to contact Attorney, Chris Boldt for a legal opinion. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.8 Monthly Expenditure Report - October - The BOS reviewed.

4.0 Other Business

4.1 Design Meeting Schedule with Virtual Towns & Schools - November 29, 2017 at 3 p.m. or earlier.

4.2 Complaint Process - Tabled for further review.

4.3 Old Town Hall Rental Application - Chair Ober made a **motion** to approve the rental of the Town Hall on December 3, 2017 by the Recreation Department for a Christmas Social. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

5.0 Selectmen's Reports

5.1 Update on the work of the Recreation Commission - Selectman Olmstead provided an update.

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 LRPC Hazardous Waste Collection Program Letter of Commitment - Chair Ober made a **motion** to have the Clerk sign the Household Hazardous Waste letter of commitment. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.2 PAF - Addressed under item 3.1.

7.0 Review & Approve Minutes

7.1 BOS Meeting 11/8/17 draft - Members of the Board reviewed the draft meeting minutes of November 8, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of November 8, 2017 with changes. Chair Ober **seconded** the motion and the **motion passed unanimously**.

8.0 Donations - None at this time.

9.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 9:00 p.m. Chair Ober **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 9:08 p.m. Chair Ober announced a decision was made to re-advertise the Transfer Station Manager position. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 9:09 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Board will sign and authorize payroll and accounts payable **ONLY** on November 21, 2017. The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, November 29, 2017 @ 3 p.m.** at the **Town Offices**.

11/15/2017
Minutes

BOS Approved

Respectfully submitted,
April Rollins, Administrative Specialist