

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 29, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, November 29, 2017 at 3:00 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 Website Design – Bill Letsky, Virtual Towns & Schools - Mr. Letsky thanked the Board for the Town's business and meeting with him tonight, so he can ask questions to move forward with a basis for the Town's website layout. Mr. Letsky and those in attendance conducted a work session. Mr. Letsky stated he would need pictures of things that represent the Town emailed to him and then they will bring back the initial design for the Board to review.

3.2 Cross Country Appraisal Contracts - TA Ambrose stated there are three updated contracts in the Board's packet, one dated December 1, 2017 through June 30, 2018, another dated July 1, 2018 through June 30, 2019 and lastly the 2018 Update Contract (Revaluation). TA Ambrose noted the contracts need the Board's approval before they can be reviewed by the NH Department of Revenue. The Board agreed that the 2018 Update Contract (Revaluation) needed to be amended to reflect \$38K. TA Ambrose will adjust the Town's budget figure. Selectman North stated language needs to be added to the 2019 contract saying the funds are "pending Town Meeting approval". Tabled for revisions.

3.3 Town Report Printing Quote - Chair Ober made a **motion** to approve the quote from R.C. Brayshaw to print the 2017 Town Report, in the amount of \$1,756.96 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose noted the budgeted amount is \$2,500 dollars.

4.0 Public Comment - Budget Committee Re: Vehicle Maintenance & Repair Invoices - Craig Davis and Ralph Rathjen were present. Mr. Rathjen stated the Budget Committee is requesting data on maintenance & repair for each department's vehicles, so they can validate the replacement cycle. TA Ambrose provided Mr. Rathjen with vehicle maintenance & repair information from the Highway Department and the Fire Department. Selectman North added that the CIP Committee meets next Monday to finalize its recommendation to the Selectmen.

5.0 Non-Public Session under RSA 91-A:3 II (b) - Selectman North made a **motion** to go into non-public session at 4:26 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public

session at 5:14 p.m. Chair Ober announced that a decision was made to make a job offer for a Town Planner. 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 Other Business

6.1 FY 19 Budget Review & Discussion- Tabled review of outstanding budgets until Monday December 4, 2017.

6.2 Lower Bay Road (State-owned portion) Project - TA Ambrose reported that C.R. Willeke has completed his review of Holden's preliminary plans and given approval to move forward with finalizing the plans. TA Ambrose stated Holden's project timeline is on track and as for the easements, there are only two left that have expressed concern with the work being conducted during the summer months. Selectman North replied this will not be convenient for everyone but will be great for everyone once it has been completed. Selectman North stated the Town is taking the road over once it has been finished.

6.3 Front Desk/Phone Coverage - TA Ambrose thanked the Selectmen and AS Rollins for covering the phones and front desk two weeks ago.

7.0 Selectmen's Reports

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

7.2 Updated Road Plan - Selectman Olmstead stated he met with Highway Director Van Tassel, who is working on a comprehensive road plan with the history and it looks great!

7.3 Interfering with Town Business - Selectman North stated she has read various emails today and was very upset, so she wants to make sure the Board is on the same page. Selectman North stated she finds the author of the emails to be out of line and the Board should address the emails that are being sent to the Town Administrator from former Selectman Dave Nickerson, who should know better and know the answers to his concerns which are allegations and harassment of a public employee plus a direct violation of our policy "Interfering with Town Business". Selectman North read the policy aloud and the Board felt that a response to Mr. Nickerson and others should be drafted. Selectman North added the emails are questioning the Board's actions and those questions should be directed to the Board because it is disruptive to the Town Administrator's job functions which is a misuse of the taxpayer's dollars. The Selectmen encouraged residents to make an appointment with them, attend a Wednesday meeting at 5p.m. or call them directly with any questions or concerns. Katy North #491-2522, Karen Ober #286-9995 or John Olmstead #528-3129. The Board will draft a response letter collaboratively to be finalized at Monday's meeting.

7.4 Thanksgiving Service at the First Baptist Church - Chair Ober stated she attended the community service which was excellent and they prayed for the Town, the Town's employees and its volunteers.

7.5 Update on the work of the Budget Committee - Chair Ober provided an update.

7.6 FTNS (Franklin Tilton Northfield Sanbornton) Emergency Service Cooperative - Chair Ober provided an update.

7.7 Planning Board - The Planning Board held a non-public session to interview potential candidates for the Town Planner position and had provided a recommendation to the Selectmen.

8.0 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.

9.0 Review & Approve Minutes

9.1 BOS Meeting 11/15/17 draft - Members of the Board reviewed the draft meeting minutes of November 15, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of November 15, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 Donations - None at this time.

11.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 5:59 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

12.0 NEXT MEETING(S) – The Selectmen will hold a meeting for a non-public session and to discuss the budget on Monday, December 4, 2017. The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, December 6, 2017 @ 4:30 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist