

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

December 4, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 4, 2017 at 12:30 p.m. at the Town Office. 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 North made a **motion** to go into non-public session at 12:32 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 1:18 p.m. Chair Ober announced that a decision was made to sign two PAFs and made two job offers to Gregory Jones as part-time Town Planner and Zoning Enforcement Officer, effective December 14, 2017. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.**

2.0 Non-Public Session under RSA 91-A:3 II (a) -Selectman Olmstead made a **motion** to go into non-public session at 1:20 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 1:39 p.m. Chair Ober announced that a decision was made to sign a PAF to compensate the Town Administrator for the exemplary duties that she has performed over the past six months, as our appreciation. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.**

3.0 Budget Review - TA Ambrose stated she has the CIP building improvements CRF request for the Board to update and a few budget items to finish up. ***Financial Administration 4150***, The printing line .550 was adjusted to \$1,800 dollars due to the recent quote from RC Brayshaw for the Town Report. Chair Ober made a **motion** to approve budget 4150 to 73,114 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.** ***Personnel Administration 4155***, Chair Ober made a **motion** to move forward with increasing the payment in lieu of medical insurance to \$4,500 dollars per employee who “opt” out beginning January 1, 2018, pending Town Meeting approval. Selectman North **seconded** the motion and the **motion passed unanimously.** TA Ambrose provided the board with dental rates for 2019, single rate has gone up from \$40.67 per to \$41.61, two person rate has gone up from \$78.72 to \$80.53 and family has gone up from \$144.08 to \$147.39 with 4 single plans, 9 two person and 10 family plans currently. TA Ambrose noted those rates are monthly. The board agreed on the figure of \$31,919 dollars. TA Ambrose stated for Life & Disability the board voted to stay with the same carrier at \$6,751 dollars and suggested leaving the line at \$8,625 dollars in case there is a rate increase in the second half of the fiscal year. The Board agreed. TA Ambrose stated the retirement rates increased this year as of July 1st but there were vacancies last year and the payroll increases need to be considered. The difference

of the payroll from last year is \$48,359 dollars and may be offset by using funds from the unreserved fund balance. The board agreed to put retirement at \$200,000 dollars. TA Ambrose stated workman's compensation is increasing to \$35,593 to \$37,837 dollars, so the board would be safe to stay at \$40K and \$35K for unemployment. TA Ambrose asked if the board wants to stay at \$5K for tuition reimbursement and the board agreed to level fund. Selectman Olmstead made a **motion** to approve the Personnel Administration budget at \$713,764 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously. Insurance 4196**, Chair Ober made a **motion** to approve the Insurance budget at \$53K. Selectman Olmstead **seconded** the motion and the **motion passed unanimously. Community Organizations 4415**, Selectman North made a motion to approve the Community Organizations budget at \$9,750 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously.**

4.0 Interferencing with Town Business - Letter - The Board had a brief discussion and will finalize the letter on Wednesday, December 6, 2017

5.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 3:10 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.**

6.0 NEXT MEETING(S) – 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