

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

December 6, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 6, 2017 at 4:30 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 Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

2.0 Non-Public Session under RSA 91-A:3 II (b) - Selectman North made a **motion** to go into non-public session at 4:31 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:30 p.m. Chair Ober announced that a decision was made to hire Rick Razinha as the Transfer Station Manager, effective December 11, 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**. Selectman Olmstead made a **motion** to authorize the Highway Director to advertise the vacant highway position. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.0 Public Comment - None at this time.

4.0 Business

4.1 Road Request – Bob Scott and Tom Pucci, First Baptist Church - Mr. Pucci explained that they are here on behalf of the First Baptist Church and they would like to discuss the pros & cons of taking over maintenance of some of Church Lane. Mr. Pucci explained that the road was discontinued in 1963 (Article #27) and since then someone has decided to start plowing the road again. Mr. Pucci asked if makes sense for them to relieve the Town of plowing the road and if it does, how do we go about it? The Selectmen reviewed a subdivision plan of the Church's driveway. Mr. Pucci stated school buses use the driveway to turn around in, so this proposal would create a problem for them because we would only plow the road as needed before scheduled events. Chair Ober stated it would also create an issue for emergency services. Highway Director Van Tassel informed the Board that no work has been done to the road for years and his concern would be letting the road go back to the Church without a maintenance plan. Fire Chief Dexter stated he has seen that the Church is investing in the building and now we are discussing only opening up the road when it snows, so they may also be concerned with insurance. Fire Chief Dexter noted the school buses will create a safety issue for itself and other motor vehicles. Mr. Pucci proposed removing the existing pavement. Director Van Tassel replied they could help with that and come up with a plan to cost share but reclaiming may be the best option. Stuart Dyment stated the road is discontinued and it is illegal for the Town to do any work to it because the road is already

in the Church's possession. Mr. Pucci stated the Town has inadvertently applied acceptance. Mr. Dymont suggested the Board check with Town Counsel regarding the penalty of maintaining private property. TA Ambrose was tasked with checking with Town Counsel regarding transfer of ownership and what the Town is legally allowed to do.

4.2 Quote for Barrel Blocks on Lower Bay Rd - Director Van Tassel provided the Board with a quote for \$4,084.42 dollars from Gilbert Block for barrel blocks. Selectman North referred to the meeting minutes of September 6th which reflects a figure of \$3,804.46 dollars and she asked why the price has changed? Selectman Olmstead made a **motion** to table this until next week. Selectman North **seconded** the motion and the **motion passed unanimously**. Director Van Tassel explained that truck #5's specifications called for "on spots" in order to plow because it is not like the other trucks. Chair Ober made a **motion** to authorize Director Van Tassel to spend \$2,800 dollars to have H.P. Fairfield install "on spots" on truck #5. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. After a brief discussion, it was determined that the new Transfer Station Attendant would be handling the Town's snow shoveling.

4.3 Annual Leave Extension - Chair Ober made a **motion** to extend the annual leave of Chief Hankard by 113 hours and Lieutenant McIntosh by 46 hours, which is to be used by March 30, 2018. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.4 PAFs - The Board signed three PAFs, promoting Raymond Smith to Captain at grade 13, step 1, promoting Anne McLoon to Lieutenant at grade 13, step 1 and promoting Benjamin Downes to Lieutenant at grade 12, step 1.

4.5 Building Permits (CZC) - TA Ambrose stated until the ZEO starts on December 14th the Board is in charge of the permits and presented a CZC Application. Tabled until January 3, 2018, so the permit can go before the Planning Board because the garage is within 300 feet of the shore.

4.6 WRBP Escrow Agreement - Selectman Olmstead made a **motion** to authorize TA Ambrose to sign the WRBP Escrow Agreement on behalf of the Selectmen. Chair Ober **seconded** the motion and the **motion passed unanimously**.

5.0 Other Business

5.1 Town Compensation Public Education Sessions & Schedule - The Board will hold education sessions on Wednesday January 10th @ 1 p.m. and again at 6 p.m. during their regular meeting.

5.2 Flags - The Board thanked the Fire Department for taking down the flags in the center of Town.

5.3 Employee & Family Appreciation Night - Is scheduled for February 10th from 6 p.m. to 8 p.m. at the Town Hall.

6.0 Selectmen's Reports

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

6.2 Complaint Policy - Selectman North stated she would like to wait until the new Town Planner/ZEO starts before it is finalized and the rest of the Board agreed.

6.3 LRPC Update - Chair Ober provided an update and noted that there are grants available for roads & engineering studies.

6.4 Update on the work of the Budget Committee - Chair Ober provided an updated.

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 BOS Meeting 11/29/17 draft - Members of the Board reviewed the draft meeting minutes of November 29, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of November 29, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

8.2 BOS Meeting 12/4/17 draft - Members of the Board reviewed the draft meeting minutes of December 4, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of December 4, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

9.0 Donations - Selectman Olmstead made a **motion** to accept the donation of some pens & pencils from Karen Ober valued at approximately \$20 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 7:38 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, December 13, 2017 @ 4:30 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist