

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*December 13, 2017*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, December 13, 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 4:55 p.m. Chair Ober announced that no decision was 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**.

**3.0 Public Comment** - None at this time.

### **4.0 Business**

**4.1 Department Head Update – Fire Chief** - Chief Dexter provided the Board with the current run numbers and a four year comparison. Chief Dexter stated he estimates this year's calls at the 450 to 460 range which is a five percent increase over last year. Chief Dexter explained that inspections (147 total) have increased, minus the burn permits the department has issued and the revenue from those inspections is \$1,700 dollars with \$400 dollars coming from the 9-1-1 signs. Selectman North stated this is good data to potentially increase the fees as necessary. Chief Dexter stated he and Bob Ward tried to propose a fee simple rate per square foot for CZC applications versus the cap at \$215 dollars because currently the guy building the "McMansion" pays the same rate as the guy building a ranch style home. Chief Dexter suggested the Board revisit the building rate by square foot. The Board agreed to add this to their future agenda items. Chief Dexter reported that he is moving forward with a new fire truck in 2020 with Dingie in Cornish and he would also be discussing the refurbishment of Engine #3, which will cost \$100K for new springs and frame rails. Chief Dexter noted this is all on target with the long range planning and he will be proposing an increase of \$10K for the Rescue Pumper CRF. Chief Dexter will be checking with the Trustees of the Trust Funds regarding the CRF. Chief Dexter reported that the new repeater has been shipped and they are using a temporary one currently but he hopes to have the new in place over the next few weeks. Chief Dexter stated he has 3 or 4 dry hydrants that need maintenance/repair and asked if there was any way he could get a hydrant installed at the lake during the Lower Bay Road project. TA Ambrose replied the Town would need State approval and she would check with Holden Engineering plus the State. Chief Dexter stated the ambulance chassis will

be delivered in 2-3 weeks, so it will not be ready until spring. The Board asked Chief Dexter to get a firm quote from Capitol Alarms for the Library, Town Office and Life Safety Building, in order to draft a warrant article for 2019 and then a full rebuild of the Library's alarm system in 2020. The Board also asked Chief Dexter to provide them with the history of the Pay Matrix Study Committee for the educational meetings on January 10th. Chief Dexter agreed to provide both. The Board signed a PAF for Megan Howes for achieving a Firefighter II certification which moves her to grade 10, step 1 and a PAF for Daniel Chapman for achieving his Firefighter II certification but this was factored as him being a fulltime Firefighter. Chief Dexter thanked Sant Bani School for letting them use the old Montessori building for training, it has been a great help.

**4.2 LRPC Electricity Supply Agreement for Library** - TA Ambrose stated the agreement is the same as the Town's account but the price is for ten months to align with the Town's expiration. Chair Ober made a **motion** to have the Clerk sign the LRPC Electricity Supply Agreement for the Library. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**4.3 Budget Spreadsheets** - Chair Ober reported that she has spoken with the Chair of the Budget Committee and they would like to get the running budget figures like they are reflected in the Town Reports. Selectman North replied the Town stopped providing those figures because the formulas were wrong and the figures were not being accounted for correctly, things are now done by using a bottom line budget with the implicit transfer forms. Selectman North provided examples of the mistakes that were being made and offered to attend the next Budget Committee meeting to explain.

**4.4 Mailbox Complaint** - The Selectmen reviewed a complaint, an email from Highway Director Van Tassel dated 12/13/17 and the Town's 2011 Policy for Mailboxes & Other Structures within the Highway Right-of Way. Selectman Olmstead made a **motion** that the Board agrees with the findings of the Highway Director. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**4.5 Solar Ordinance Process** - TA Ambrose stated the Board has a draft of the Solar Ordinance in their packets and the Planning Board has requested Attorney review. The Board agreed that Attorney Boldt should be consulted.

**4.6 G.W. Brooks Project Conclusion Letter** - The Selectmen signed the letter.

**4.7 Monthly Expenditure Report - November** - The BOS reviewed.

## **5.0 Other Business**

**5.1 Quote for Barrel Blocks on Lower Bay Rd** - The Board reviewed an email from Director Van Tassel and new quote from Gilbert Block because a discount was omitted. The new price is \$3,744.52 dollars and is lower than the original quote.

**5.2 FY 19 Budget Updates** - There was a brief review of the Transfer Station budget and the Board agreed to leave it the way it has been proposed.

**5.3 Pictures for Town's website** - TA Ambrose stated she has received pictures from Ian Raymond. Chair Ober noted he has given the Town permission to use them for the website.

**5.4 Flower Barrels** - TA Ambrose thanked the Highway Department for removing the barrels from in front of the Town Offices.

**5.5 Holden Engineering Re: Lower Bay Road Project** - TA Ambrose stated the final plans and construction costs have been received. The Board reviewed.

**6.0 Non-Public Session under RSA 91-A:3 II (a)** - Selectman North made a **motion** to go into non-public session at 7:13 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:48 p.m. Chair Ober announced that a decision was made to clarify a PAF that was for TA Ambrose and to unseal the PAF upon request only. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

## **7.0 Selectmen's Reports**

**7.1 Update on the work of the NH DOT's TAC Committee** - Selectman North informed the Board that she contacted Director Van Tassel to see if he would be interested in attending the TAC meetings going forward, which he is. Mike Izzard of the LRPC will be contacted to inform him of the change.

**7.2 Town Administrator's job description** - Selectman North stated the TA's job description needs to be amended to remove building maintenance under the Transfer Station.

**7.3 Employee's Holiday Party at Onion's Pub** - Chair Ober stated the employees started to hold a holiday party at Onions which has nothing to do with the employee appreciation that is held by the Selectmen in February. Chair Ober explained that an employee was scheduling the party, then she was asked one year and last year TA Ambrose scheduled the party but would be happy to help organize the party again.

**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.

**8.1 PAF** - Covered under Fire Department update.

**8.2 November 8th BOS Approved Meeting Minutes** - The Board reviewed an email from TC/TC Davis suggesting changes to the minutes. Chair Ober made a **motion** to change the November 8th meeting minutes per the TC/TC's comments. Selectman Olmstead **seconded** the motion and the **motion passed**. *Selectman North was opposed.*

**8.3 DES Notification** - Chair Ober made a **motion** to authorize the Clerk to sign the DES notification letter. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**8.4 Hiring Process** - Chair Ober asked when people apply to open positions, is there follow up on the process. TA Ambrose replied yes, a letter is sent.

**8.5 Transfer Station Hours on 2/10/17** - Chair Ober suggested that the Transfer Station be closed at 4 p.m., so employees can make Employee Appreciation at 5 p.m. to 8 p.m. at the Town Hall. The entire Board agreed. TA Ambrose will notify the Transfer Station Manager.

## **9.0 Review & Approve Minutes**

**9.1 BOS Meeting 12/6/17 draft** - Members of the Board reviewed the draft meeting minutes of December 6, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of December 6, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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**BOS Approved**

**10.0 Donations** - None at this time.

**11.0 ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 8:17 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**12.0 NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, December 20, 2017 @ 5 p.m.** at the **Town Offices**. The Board will **not** hold a meeting on **Wednesday, December 27, 2017**, due to the holidays.

Respectfully submitted,  
April Rollins, Administrative Specialist