

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

December 20, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, December 20, 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 - Don Gagne Re: Mailbox - Mr. Gagne stated he lives on 181 Rufus Road and had filed a complaint last week regarding his mailbox being hit by the Town's plow truck. Mr. Gagne informed the Board that he doesn't agree with the Board's findings and he wasn't contacted, the Board only went with what the Highway Director said, so he feels the decision was one sided. Chair Ober explained that she has spoken with another resident and their mailbox was also mowed down but the mailbox was hit on the upper end of the road, so the truck would have had to hit the first one. Mr. Gagne presented pictures of the mailbox and road and stated the pictures show where the plow went inwards then the plow truck backed up because it was stuck between two mailboxes then it hit two other mailboxes because the wing was up in the air. Mr. Gagne stated he is willing to meet with the Board at the site. The Selectmen requested copies of the pictures and Selectman Olmstead offered to discuss the matter further with Director Van Tassel.

3.0 Business

3.1 Signature Authorization for Zoning Enforcement Officer - Chair Ober made a **motion** to authorize the ZEO Jones to sign Certificate of Zoning Compliance applications on behalf of the Board. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.2 Review of Road Location Plan for Mountain View Park Drive - TA Ambrose explained that the survey of Mountain View Park Drive has been completed and submitted to Town Counsel, the plan has met all of the requirements but it has not been received by this office yet and once it has been, the 45 day clock starts for a Public Hearing sometime at the end of January for the release of paper streets from public servitude.

3.3 Holden Engineering Update & Shoreland Permit Application - TA Ambrose stated the Town has received their Notice to Proceed from the State with the bid process, there was only one recommended change but the Board is all set to move forward. TA Ambrose noted there is one more easement to be secured then the Town can submit the Shoreland Permit application, which can be signed next week. TA Ambrose stated Holden will post the Invitation to Bid and it would also be posted on the Town's website right away for January 4th, the plans will be at the Town Office for people to review. Selectman Olmstead stated the Town should do the other section of Lower Bay Road

then both projects can be bonded. Selectman North noted the project is separate because of the State's match and the Town will be taking over the road. Selectman Olmstead stated the Town should do both or it will continually be behind on road projects. TA Ambrose noted the Board could use the additional \$118K in block grant funds from the State. Selectman North replied she agrees but doesn't want to hold this other project up. Chair Ober stated she isn't sure there is a plan for that section of Lower Bay and we may not have figures for that plan for a few months due to the season. TA Ambrose stated she would advertise the "Invitation to Bid" in the Laconia Daily Sun and the Concord Monitor for three days. TA Ambrose explained that the dry hydrant would need to be separate with the property owner's permission and the project could not be added to the bid but could be facilitated as a separate project. TA Ambrose noted the funds needed for the hydrant project may be able to be rolled into this project but she has been working with municipal bond bank and bond counsel. TA Ambrose explained that if the Town takes out a short-term bond for the full amount, which can't be paid off early, it would coincide with the State's reimbursement of eighty percent then next year do the 20% bond. TA Ambrose noted the bank has provided an estimated debt schedule and the application is due by April. The Board asked TA Ambrose to check and see if a 5 year bond is an option, versus a 10, 15 or 20 year bond. Selectman North added the payment will be less than what the highway garage payment was. Chair Ober made a **motion** to authorize the Clerk to sign the Shoreland Permit application pending receipt of the last easement. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.4 CIP Plan Review - TA Ambrose provided the Board with an email from the Secretary of the CIP Committee, which indicated there was no quorum at their last meeting. TA Ambrose noted the CIP plan has not been voted on yet. The Board reviewed the CRF balances as of June 30, 2017. Selectman North stated the Fire Department is missing a line for the rescue vehicle CRF and that the committee has been very disorganized this year. The Board will be looking to have the voted recommendation from the CIP Committee by the first week of January.

3.5 Town Warrant Discussion - The Board reviewed the Fire Chief's proposal to "Transfer the balance of the Rescue Vehicle CRF to the Fire Truck CRF and discontinue the Rescue Vehicle CRF". TA Ambrose noted she has made some recommended language changes and still needs to language plus figures for the Library's warrant article to upgrade the security system. The Board reviewed the three proposed warrant article for the Police Department (new cruiser, 6th Officer and concept design for the building). Selectman North noted what was discussed at those meetings, is that the concept design would be premature and moving it out until 2020'. TA Ambrose stated there was also a discussion of replacing the current town car with the cruiser that is going to be decommissioned next but the cruiser has higher mileage than the town car and the town car has a leaky roof. The Board will request a comparison of the two vehicles from the Police Chief at his next update. Selectman North suggested that after the Lower Bay Road project has been finalized, the Board needs to focus on the building evaluations. Selectman North noted the road evaluation & repair CRF needs to also be considered and should be shown on the CIP plan. TA Ambrose offered to check with Chief Hankard regarding the new language for the OHRV Ordinance. Selectman North explained that the warrant article for the reduction in an Officer failed in 2006 but there are seven

full-time positions and the position was not funded, not eliminated.

3.6 January 10th Public Information Sessions - Preparation - Chair Ober thanked Bill Whalen for placing the date and times of the information session in the newspaper, the Board was not hiding the meeting and we plan to hold two sessions but if someone would like to hold the session on another night please send a request to the Town Office. Selectman North referred to the Pay Matrix Study Committee minutes and stated the pay matrix was already in place it had been revised with a cost of living adjustment. Selectman North explained the pay matrix was nineteen grades with a seven percent increase between steps. Selectman North stated current grades have been assigned at the level the employee is currently being paid, in order to place them on the matrix with reasonable justification and is exactly what Department Heads did. Selectman North noted the Thornton study explains how far off the Town is from market value. Chair Ober stated she would like the comments from the Auditors made in 2014 and the glossary of terms because that is how this started. Chair Ober noted the increases do not even place the employees within the 25th percentile.

3.7 Town Report – Selectmen’s Report, Dedication & Cover - Chair Ober offered to review the draft Selectmen’s report and make changes. Selectman North stated she is working on this year’s dedication. Selectman Olmstead to address the cover photo.

3.8 Department Head Update – TC/TC - TA Ambrose stated the Town was contacted by the Insurance Broker this morning, who informed us that Tufts doesn’t cover retirees and then discussed the Town’s options. TA Ambrose explained it is too late to go with a new provider, so the Town will be renewing with Harvard Pilgrim and everything will be carried over. TA Ambrose stated that employees have until the end of January to “opt” out effective January 1st. TC/TC Davis suggested that the Board decide on whether or not to pick up the \$500 dollar out of pocket “copay” or pay the difference of \$2,350 dollars for the “co-insurance” per employee. Chair Ober noted the budget is currently reflects \$419,740 dollars and the figure should stay the same because enrollment had changed. Chair Ober made a **motion** to renew with Harvard Pilgrim Health Insurance for the 2018 calendar year. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to pay the difference between the deductible and the out of pocket. Selectman North **seconded** the motion and the **motion passed unanimously**. TC/TC Davis explained that she would like to move forward with upgrading to credit cards for motor vehicle transactions and is unsure how the tax end of it will work but they have been doing the one check system, which was a nightmare to get to. TC/TC Davis presented the Board with a contract for the credit card services from Avitar and requested that the contract be reviewed by Town Counsel to be sure it is in the best interests of the Town before it is signed. TC/TC Davis explained that there is a per customer fee and the Town’s costs are a \$500 dollars setup fee with a \$30 dollar a month machine rental fee. TC/TC Davis stated MV renewals will be mailed to residents, after the notices for renewal are sent out. Chair Ober made a **motion** to authorize TC/TC Davis to send the Avitar contract to Town Counsel for review. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to extend 96 hours of vacation time to the TC/TC that is to be used by March 2018. Selectman Olmstead **seconded**. *After a brief discussion;* Selectman North withdrew her motion and Selectman Olmstead withdrew his second to the motion. Selectman North made a **motion** to extend the TC/TC’s vacation time by 96 hours until December 1, 2018.

Selectman Olmstead **seconded**. *After a brief discussion*; Selectman North withdrew her motion and Selectman Olmstead withdrew his second to the motion. Selectman North made a **motion** to waive the policy for the TC/TC not to lose her 96 hours of vacation time. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4.0 Other Business

4.1 Virtual Towns & Schools - TA Ambrose reported that a draft image of the “mast head” for the Town’s new website has been received. The Board reviewed the image and asked TA Ambrose to confirm that it could be changed in the future.

4.2 Transfer Station - Hours of Operation - Hours will remain the same over the next few weeks.

5.0 Selectmen’s Reports

5.1 Highway Department - Selectman Olmstead stated there are two candidates for the open position at the Highway Department.

5.2 Update on the work of the Budget Committee - Chair Ober provided an update. TA Ambrose noted that an electronic and hard copy of the FY 2017 budget was sent to the Chair before their last meeting.

5.3 Leave Schedule - Selectman North stated there at least three department heads out on leave at the same time and suggested there be a master schedule, so some notice is being given in advance. TA Ambrose reviewed the personnel policy and stated notice is only required under personal leave, not vacation leave. It was noted the policy should be reviewed and potentially updated.

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.

7.0 Review & Approve Minutes

7.1 BOS Meeting 12/13/17 draft - Members of the Board reviewed the draft meeting minutes of December 13, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of December 13, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:35 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 NEXT MEETING(S) – The Board will **not** hold a meeting on **Wednesday, December 27, 2017**, due to the holidays. The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, January 3, 2018 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist
12/20/2017
Minutes

BOS Approved