

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*January 11, 2017*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, January 11, 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** - None at this time.

### **3.0 Business**

**3.1 Fire Department Regionalization Study Committee** - Dave Devoy stated all of the committee's members are present except for Steve Cobb but he has submitted a letter. Selectman Ober explained the board has concerns with complaints in regards to 91-A with minutes not being detailed enough, agendas not being posted and documents not being sent to the Town Clerk. Selectman Ober stated it is mostly agendas for out of town meetings. Dave Devoy replied he has a letter (#93-01) that was issued by the Attorney General's Office stating the committee can use other people's minutes, make amendments then approve those minutes. A copy of the letter was provided to the BOS. Selectman North explained that there are other things outside of RSA 91-A, including a Court order that the Town should follow. Dave Devoy replied then there should be a policy in writing. Evelyn Auger quoted RSA 91-A:2 and noted that the minutes were taken by the public body they appeared before. Selectman North stated the minutes were not made available, provided to the TC/TC or posted to the Town's web-site. Evelyn Auger stated she feels the committee needs its own secretary because it is hard to be involved in the discussion while taking minutes. Dave Devoy explained that Belmont was in violation and if they knew then they would have taken their own minutes. Chair Olmstead stated people need to be kept informed and it seems the committee now has a handle on it. Evelyn Auger added that there should be something in writing for people that may not have secretarial experience. Andy Sanborn stated if a person becomes a secretary or chairman then it is their job to find out what those responsibilities are. Dave Devoy reported the committee's goal is to have a report for the board for Town Meeting because he wants to see the group collectively come up with a solution. The BOS thanked the committee for the work they have done so far.

**3.2 Police Chief - Highway Safety Grant & Personnel** - Chief Hankard explained that he was notified yesterday that the State would like to offer the department more grant fund (\$1,800 dollars) under the "E-tickets" program, which will equip the cruiser with printers and scanners that send the tickets directly to court. Chief Hankard noted there is some "in-kind" matching funds but those funds will be for installation and IT set up, which is money we have already spent. Selectman Ober made a **motion** to approve the Highway Safety Grant for "E-tickets", in the amount of \$1,800 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Chief Hankard informed the

BOS that they are losing Officer Matt Terry to the Town of Belmont for a \$2 dollar an hour pay increase and the opportunity for more advancement. Chief Hankard urged the Board to get the department's pay up in a better range or they would continue to lose officers. Chief Hankard stated Officer Thomas Reneau is also resigning due to his full-time position with the military. Official letters to follow. Chief Hankard noted Phase I of the renovations are almost complete and there are two more phases to go.

**3.3 Annual Ambulance Fee Schedule Review** - Chair Olmstead made a **motion** to increase the mileage for the ambulance billing from \$10.26 to \$11.04. Selectman North **seconded** the motion and the **motion passed unanimously**.

**3.4 Transfer Station - Compactor Safety Railing & Hopper Design** - The Board reviewed schematics for the new compactor and briefly discussed placement of the new railing. Manager Austin stated the amount of cardboard will need to be reduced and hopes to have the compactor up and running by January 20th. Manager Austin noted he would be attending coffee with the Solid Waste Disposal Committee on 2/6/17 at 5:30 p.m.

**3.5 DPW Director - Lower Bay Road Reconstruction (Town owned portion)** - Rescheduled until next week.

**3.6 DPW Director - Sand/Salt, Hired Snow Removal & Vehicle Repairs FY 18' Budget** - Rescheduled until next week.

**3.7 2017 LRPC Household Hazardous Waste Collection Program** - The BOS signed the HHW Letter of Commitment. 2016 collections will be held on July 29th and August 5th.

#### **4.0 Other Business**

**4.1 Holden Engineering** - TA Ambrose provided the Board with a e-mail of updates from Holden. Steve Ober expressed concern with tree work that needs to be done and doesn't want it to be forgotten. TA Ambrose to check on signage for the project and the public's message board for information.

**4.2 Town Report BOS Report, Dedication and Cover** - TA Ambrose provided the Board with a draft Selectmen's report, which was accepted. Selectman Ober stated she would have the cover pictures and dedication available next week.

**4.3 Job Description Reviews** - Selectman Ober stated she has a problem with the 2017 budget because there is money for a clerk, to make copies, etc. Evelyn Auger replied that she and the Planner agree. Audrey Barriault will be asked to fill the position. Selectman North stated AS Rollins filled the position while she was at the Town Office and designated between her two positions. AS Rollins noted the duties listed in the job description were never delegated to her. Chair Olmstead made a **motion** to approve the Town Planner's job description with any changes. Selectman Ober **seconded** the motion and the **motion passed unanimously**. The Board reviewed the amended Zoning Administrator job description. TA Ambrose asked if the description should be sent to the Chair of the ZBA for review. The Board agreed this would be okay. Selectman Ober made a **motion** to approve the Town Planner's job description with any changes. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. The Board thanked Selectman North and TA Ambrose for all of their hard to work on the job descriptions.

#### **5.0 Selectmen's Reports**

**5.1 Solid Waste Disposal Committee update** - Selectman Ober provided an update.

**5.2 Planning Board update** - Selectman Ober provided an update.

**5.3 Recreation Commission update** - Selectman Ober provided an update. The Board agreed a policy needs to be established for Town fundraising.

**5.4 Budget Committee update** - Selectman North provided an update.

**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 Recreation Commission Representatives Re: Fundraising** - Heather Goodwin and Tracey Wood were present. Ms. Wood explained that the commission would like to establish a trust fund for a new building at the Town Park because they have been fundraising since the buildings were condemned in 2014. Selectman Ober replied the establishment of the trust fund would need to go before Town Meeting. Ms. Goodwin asked why the commission wasn't informed of this before now? Selectman Olmstead stated just because the commission has been fundraising in the past doesn't make it right. Selectman North explained that there is a process that she was made aware of at a training in September and this issue didn't come up until one month ago. There was a discussion of the State statutes that govern trust funds and the establishment of a non-lapsing fund (RSA 31:92). Ms. Goodwin expressed her frustration with the lack of communication since the beginning of this and feels someone could have picked up the phone to call them because Bill Cutillo has been generous enough to host their fundraising event, which will now be cancelled. TA Ambrose noted the commission is meeting with the Board next week to reopen those lines of communication. Steve Ober stated the Town Park buildings were voted down at Town Meeting and asked why the commission is continuing on this path? Ms. Wood replied there are a core group of people who attend Town Meeting and working parents are typically unable to attend. Selectman North stated the park buildings will be Town buildings, so the project will need the Board's approval. Selectman North noted the Town Park Master Plan did not include a building and she would only support a comprehensive plan for all of the Town's buildings and employees. Selectman Ober stated she would support the funds for a building if there were not times or dates, just a future building and then the funds could be used towards a multi-complex.

**8.0 Review & Approve Minutes**

**8.1 1/4/17 draft** - Members of the Board reviewed the draft meeting minutes of January 4, 2017. Selectman Ober made a **motion** to accept the draft meeting minutes of January 4, 2017 with changes. Selectman North **seconded** the motion and the **motion passed**. Selectman Olmstead abstained from voting due to his absence.

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

**10.0 ADJOURNMENT** – Selectman Ober made a **motion** to adjourn the meeting at 7:58 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

**11.0 NEXT MEETING (S)** – The Board of Selectmen's next scheduled meeting will be held on **Wednesday, January 18, 2017 @ 5:00 p.m.** at the **Town Offices**.

1/11/2017  
Minutes

**BOS Approved**

Respectfully submitted,  
April Rollins, Administrative Specialist

*(These minutes are in draft form and are subject to review & approval at the next regularly scheduled Selectmen's meeting)*