

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*January 18, 2017*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, January 18, 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 Library Trustees - Appointment** - Ms. Bray explained that she is currently an Alternate for the Library Trustees and likes what the Library does for the Town, so she wants to be involved. Selectman Ober informed Ms. Bray that she would need to file for candidacy for this year's Town Meeting and would need to see TC/TC Davis. Selectman Ober made a **motion** to appoint Marjorie Bray as a Library Trustee until March of 2017. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Marjorie.

**3.2 Conservation Commission - Appointment** - Doug Sarette stated he is also an Alternate and likes being on the commission because they are a great group. Chair Olmstead made a **motion** to appoint Doug Sarette as a member to the Conservation Commission until June 30, 2019. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Doug.

**3.3 NHDOT Bridge Rehabilitation Presentation** - Joe Adams and Ron Kleiner (Engineer) of the NH DOT were present. Mr. Adams explained that this meeting tonight is for informational purposes and local input. Mr. Adams stated the bridge project is federal and state funded with all of the work to be done within the right-of-way, so no easements will be needed. Mr. Adams stated they operate under the National Environmental Protection Act (NEPA) and if anyone has knowledge of any historic or archaeological resources to please let them know but all of the appropriate permits will be obtained. Mr. Kleiner explained the bridge rehabilitation will take place on the north side and south side of I-93 over Salmon Brook, both of the bridges are box culverts that are showing signs of deterioration. Mr. Kleiner stated the work would take place during the daytime hours of the 2018 summer with a lane closure on the north side but only traffic control on the south side. Cindy McFadden of 205 Johnson Road explained that her property is adjacent to the project on the south side and asked if the flow of the brook or pond would be affected? Mr. Kleiner replied no, there may be a few guys in the water but there will not be any redirection of the water's flow. Informational pamphlets were provided.

**3.4 Dan Downes - Request to remove roads from public servitude** - The BOS reviewed a memo from Municipal Assessor (MA) Jutton regarding RSA 231:52, the Town's Tax Map 25, Lots 19, 29 & 37 and a 2004 property survey. Mr. Downes stated

the roads are old paper roads that lead nowhere and were never established as roads. Selectman North asked if the change would affect E 9-1-1? Chief Dexter replied no, the road is called Park View Drive and starts in Franklin. Selectman Ober made a **motion** to hold a Public Hearing to release the Downes' paper roads from public servitude. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.5 Health Officer - FY 18' Budget** - Health Officer Tobin has rescheduled but will be proposing a reduction in this budget due to the State's septic system permit process now being electronic.

**3.6 Treasurer - Franklin Savings Bank iBusiness Platform** - Treasurer Cobb reported that herself, TA Ambrose, Finance Officer Petraszewski and TC/TC Davis have had meetings with Franklin Savings Bank to discuss the online banking platform called "iBusiness", which will allow for the Town to accept one check from taxpayers for the payment of motor vehicle transactions and utilize direct deposit for payroll. Treasurer Cobb noted there have been some communication problems but they have been solved with face to face meetings. Treasurer Cobb informed the BOS that the bank's loan committee is in agreement with the process but the Selectmen's approval to move forward is needed. Treasurer Cobb stated once the Town has "iBusiness", we can move to credit cards and there are plenty of safeguards in place. Selectman Ober made a **motion** that the Town agrees with the plan to move forward for the "iBusiness" platform. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.7 DPW Director - Lower Bay Road Reconstruction (Town owned portion)** -

Director Bordeau explained that he would like to bid the project out but will not have finalized numbers for the Board until next week. Director Bordeau noted he wanted to fix the road from Upper Smith to Black Brook but it may be too expensive due to underdrain. Selectman North asked if there was a safety net in place, if all \$600K was going to be used, in case something happens? Director Bordeau replied it may be a multi-year project. Selectman North stated she just wants to see a plan.

**3.8 DPW Director - Sand/Salt, Hired Snow Removal & Vehicle Repairs FY 18'**

**Budget** - Director Bordeau stated he would like to see approximately 10% of the current hired snow removal line #398 as an increase (\$3,700 dollars). The proposed budget for 2018 is \$35K. Director Bordeau explained some of the recent vehicle/equipment repairs in line #660. The proposed budget for 2018 is \$50K. Selectman Ober stated the vehicle replacement schedule was supposed to be every 5-7 years and once the lease purchase was paid off then it should be replaced. Selectman North recalled two trucks needing to be replaced in one year, which threw the schedule off. Director Bordeau noted the vehicle replacement is included in the capital improvements program. Selectman North noted the Town may have four vehicle payments by 2021 but the payments for the highway garage drops off, so that may have been the reasoning for waiting so long. Director Bordeau informed the Board that sand has increased by forty cents per ton this year and salt will increase as well, he feels the rain storms are becoming more prevalent which increases the amount needed on the Town's roads. Selectman North replied if the Board added money to the hired trucking line then another route could be added but we do not want a truck sitting idle. Director Bordeau explained the overtime would decrease. Selectman North made a **motion** to decrease line #140, overtime to \$30K and increase line #398, hired snow removal to \$44K, making the total Highway budget \$921,366 dollars.

Selectman Ober **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to authorize Director Bordeau to spend \$5,723.49 dollars on a

remanufactured transmission for Truck #4. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

**3.9 Rental Application - Old Town Hall** - Selectman Ober made a **motion** to approve the rental of the Old Town Hall on March 25, 2017 for a baby shower. Selectman North **seconded** the motion and the **motion passed unanimously**.

**3.10 Town Warrant and CIP** - TA Ambrose provided the Board with copies of the CIP plan and a memo from MA Jutton regarding RSA 72:28-b, All Veteran's Tax Credit that included a potential tax rate impact. TA Ambrose asked if the Board would like to add the All Veteran's Tax Credit to the warrant? The Board agreed. TA Ambrose to send out warrant article requests to Department Heads. Chair Olmstead asked if the Board should discuss a cost of living adjustment for employees? Selectman Ober suggested setting aside a lump sum for FY' 18. TA Ambrose to contact Thornton & Associates to discuss this issue further.

**3.11 Recreation Commission** - Joel Smith, Tracy Wood and Heather Goodwin were present. The Board reviewed an email from Julie Lonergan requesting \$475 dollars be added to the Recreation Commission's budget for training, making the line \$575 dollars total. Tracy Wood explained the training provided by the NHMA is for all commissions and each one's responsibilities. Selectman Ober requested the details of the training. Selectman Ober made a **motion** to increase line item #4520.830 to \$575 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. There was a discussion of the Organizational Chart and the Commission's roles & responsibilities. Selectman North stated each of the Town's elected and appointed officials take an oath of office, so each of them should know what they are doing and she is not here to change anything but is here to make sure the process is followed plus inform those officials. Tracy Wood stated they will create binders for each member going forward to include the appropriate RSAs. Heather Goodwin stated the terms of some of their members had been changed, which is illegal. Selectman North replied each board, committee, commission should have an organizational meeting shortly after Town Meeting, to review membership and elect Chairs & Vice Chairs. TA Ambrose informed the commission that she has confirmed with Terry Knowles that the fundraising funds needs to be transferred into the Trust Fund, which are held by the Trustees and should be an expendable trust, so the interest can be spent.

#### **4.0 Other Business**

**4.1 Town Report - Dedication and Cover** - Selectman Ober will have both by next week.

**4.2 Letter of Support - Local Control of Municipal Road Petition** - The Board will support the petition.

#### **4.3 Request from Planning Board to Utilize Attorney Bernie Waugh Re:**

**Agritourism** - The BOS denied the request because Attorney Boldt has already rendered an opinion on the case in question and authorized phone or email communication with Attorney Boldt only in this instance.

#### **5.0 Selectmen's Reports** - None at this time.

#### **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 1/11/17 draft** - Members of the Board reviewed the draft meeting minutes of January 11, 2017. Selectman Ober made a **motion** to accept the draft meeting minutes of January 11, 2017 with changes. Selectman North **seconded** the motion and the **motion passed**. Selectman Olmstead abstained from voting due to his absence.

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

**9.0 ADJOURNMENT** – Selectman Ober made a **motion** to adjourn the meeting at 9:06 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

**10.0 NEXT MEETING(S)** – The Board will hold a joint meeting with the Budget Committee on **Monday, January 23, 2017 @ 6:30 p.m.** at the Town Offices. The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, January 25, 2017 @ 5:00 p.m.** at the **Town Offices**.

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)*