

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*January 23, 2017*

### Town Offices

The Board of Selectmen convened a joint meeting with the Budget Committee on Wednesday, January 23, 2017 at 6:30 p.m. at the Town Offices. In attendance were Selectman Karen Ober, Selectman John Olmstead, Selectman Katy North, Craig Davis, Earl Leighton, Ralph Rathjen, Roger Grey and Craig Weisman. Town Administrator, Katie Ambrose was also present. Justin Barriault was absent.

**1.0 Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.

**2.0 Budget Committee's 1/16/17 draft** - Members of the Budget Committee reviewed the draft meeting minutes of January 16, 2017. Ralph Rathjen made a **motion** to accept the draft meeting minutes of January 16, 2017 with changes. Earl Leighton **seconded** the motion and the **motion passed unanimously**.

### **3.0 Business**

**3.1 Recreation Commission budget** - Ralph Rathjen stated he would like to review the changes made by the BOS the other night. Ralph Rathjen made a **motion** to increase line item 4520-830 by \$475 dollars because it is needed for training. Earl Leighton **seconded** the motion and the **motion passed**. Roger Grey was opposed. Total Recreation is \$110,898 dollars.

**3.2 Public Hearing on the Budget and deadline for Petition Warrant Articles** - The Public Hearing on the budget is scheduled for Tuesday, February 7, 2017 at 6:30 p.m. with a snow date of February 14, 2017. The deadline for submission of petition warrant article is five Tuesdays prior to Town Meeting, which is on February 14, 2017.

**3.2 Department of Public Works budget** - Earl Leighton made a **motion** to approve a decrease in line #140 to \$30K, an increase in line #398 to \$44k, a decrease in line #629 to \$2,500 dollars and a decrease in line #636 to \$40K. Craig Davis **seconded** the motion and the **motion passed**. Selectman North was opposed. Ralph Rathjen noted an increase of \$8,300 dollars for crack sealing and a reduction in gasoline to \$3K. Total Highway is \$927,566 dollars.

**3.3 Health Officer budget** - TA Ambrose reported that Health Officer Tobin would be coming in to the BOS to request a decrease in his budget, due to the State's new electronic filing requirements for septic system permits which will require less hours.

**3.4 Warrant Article to create a Capital Reserve Fund** - Craig Davis informed the BOS that there have been discussions regarding creating a capital reserve fund (CRF) for the road funds (\$600K), so if there is any monies left over they do not lapse and go back into the general fund. Craig Davis noted the extra funds could also be used for a study. Craig Weisman stated he feels a study is a great idea for forecasting bigger projects. TA Ambrose noted the funds would then be under the purview of the Trustees of the Trust Funds. Roger Grey stated the Selectmen would be the dispersing agents. Craig Davis feels the CRF could be worded to include road evaluation, road maintenance & repair.

Selectman Ober replied it seems like every year the Town has enough roads to use all of the funds and sometimes there is not enough. Craig Davis noted the capital improvements program shows the roads but they are prioritized and categorized, we need an intelligent plan with all of the associated costs. Selectman North added that if a CRF is created then the Town would not be able to utilize the funds for a full year and some of the funds could be taken from the unassigned fund balance, to establish the CRF. Selectman North stated the CRF needs to be worded properly and noted that it is hard to prioritize roads because of how fast things can change. Ralph Rathjen stated he feels the last couple \$100K from the highway block grant are not thought through and there should be a plan to fix the roads. Ralph Rathjen explained the Town of Belmont conducted a road assessment for \$50K which was not as detailed as an engineering study for Lower Bay Road but they use it all the time. TA Ambrose and Selectman North offered to work on language to establish the CRF.

**4.0 ADJOURNMENT** – Selectman Ober made a **motion** to adjourn the meeting at 7:28 p.m. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

**5.0 NEXT MEETING (S)** – 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)*