

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

January 25, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, January 25, 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 Non-Public Sessions - Under RSA 91-A:3 II (a) and (c) – Selectman Ober made a **motion** to go into non-public session at 5:03 p.m. Selectman North seconded the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:28 p.m. Chair Olmstead announced that a performance evaluation was reviewed and they made an offer of employment. The board also voted to seal the minutes.

4.0 Business

4.1 Health Officer - FY 18' Budget - Health Officer (HO) Tobin explained his hours will be reduced due to the State's new online permit system for septic systems but he would still be approving the permits. HO Tobin informed the Board he has a form for them to fill out which will give the Board full access to all of the permits filed and he would be receiving notification from the State once they are on file. HO Tobin noted the Town's current regulations are close to what the State's regulations are. The BOS agreed to level fund this budget until there is a year's worth of history.

4.2 Transfer Station - On-Site Manager, Kevin Austin - Manager Austin provided the Board with the NH the Beautiful Recycling Equipment Grant (25% funding) Application for the compactor. Selectman Ober reported that the Trustees of the Trust Funds (T of the TF) have agreed to take \$11K out of the Transfer Station's Equipment capital reserve fund (CRF) but have requested a signed contract to release the funds and have denied taking the additional funds needed from the Town Buildings & Grounds CRF but will fund the installation costs with an itemized bill. Selectman Ober stated the T of the TF see this as an improvement to the process and not the building. TA Ambrose stated additionally the T of the TF asked if there would be a warrant article to replenish the Transfer Station's Equipment CRF or if it should be closed out after this year? The remaining funds needed are \$7,326 dollars. Selectman Ober made a **motion** to approve and sign the NH the Beautiful Recycling Equipment Grant (25% funding) Application for the compactor at the Transfer Station. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Manager Austin expressed concern with the Solid Waste Committee's 2/6/17 meeting over coffee at the Town Office because a vote was taken to contact two local newspaper reporters and voiced his concern at that time. Manager Austin informed the Board he would not be attending because he doesn't want to upset

the Selectmen or DPW Director Bordeau. TA Ambrose suggested Manager Austin inform the committee of his decision, since he is listed as a speaker. Chair Olmstead stated he thought the meeting was supposed to be informational with input from the Town's citizens. Selectman North explained that an employee cannot volunteer in the capacity in which they are employed. Manager Austin informed the Board that the committee has been at the Transfer Station passing out a questionnaire. Selectman North requested the committee's minutes that reflected a vote in the affirmative for the questionnaire. TA Ambrose added residents may not be comfortable asking questions if the media is present. Selectman Ober noted all of the information regarding the Transfer Station is on the Town's website, at the Town Office and at the Transfer Station. Chair Olmstead offered to have a discussion with the committee at their next meeting on 1/30/17. Selectman Ober suggested the informational meeting take place during the summer months at the Transfer Station when more residents are here.

4.3 Dan Downes - Request to remove Roads from Public Servitude - TA Ambrose explained that she has spoken with Legal Counsel regarding the public hearing posting requirements and the process is more involved than originally thought, Legal Counsel needs to be brought up to speed and it appears abutters need thirty days' notice. Once a final opinion has been provided by Legal Counsel the board can decide how to move forward. Dan Downes asked to be notified anytime his property was going to be discussed by the Town.

4.4 DPW Director - Lower Bay Road Reconstruction - Director Bordeau provided the Selectmen with a bid specification worksheet for the Lower Bay Road (Town owned portion) Reconstruction project, the project's estimated cost is \$583,863.10 dollars. Director Bordeau stated the project is going to be a two phase plan, the first phase will be from the bottom of Leavitt Road to Black Brook Road because the Town cannot afford to box out the road like the Bay Road/Upper Bay Road under drain. Director Bordeau noted the State has cancelled their shim & overlay project on Lower Bay Road. Selectman Ober made a **motion** to authorize Director Bordeau to move forward with advertising the Lower Bay Road Reconstruction project. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.5 Highway Garage Groundwater Management Renewal Permit - TA Ambrose and the Board reviewed the application for renewal, which requests that three additional monitoring wells be placed according to the attached plans but there were no plans attached. TA Ambrose to request a copy of the plan and get further information regarding the permit.

4.6 Appointment - Lakes Region Planning Commission Commissioner - Chair Olmstead made a **motion** to send Selectman Ober's letter of appointment as a LRPC Commissioner to the LRPC. Selectman North **seconded** the motion and the **motion passed**. Selectman Ober abstained.

4.7 Letter of Support - NH Site Evaluation Committee Petition - TA Ambrose informed the Board that the Public Utilities Commission held a public hearing and there was a motion to dismiss filed from Northern Pass, which carried on the grounds that this issue could be addressed under the existing Northern Pass docket and proceedings. TA Ambrose suggested a letter be sent to Sugar Hill letting them know that if a similar petition was on the docket Sanbornton would support it, the board agreed.

4.8 Leighton Estates "Common" Land - TA Ambrose to discuss the details of this issue with Municipal Assessor Jutton.

4.9 Town Office - Closures Protocol - There was a brief discussion of the protocols and notifying Chairs of Boards by e-mail. The Sanbornton Public Library determines its own hours and closures.

5.0 Other Business

5.1 Town Warrant - The Selectmen reviewed a draft Town Warrant and briefly discussed pay raises that may be necessary after the pay & wage classification study is completed by Thornton & Associates.

5.2 Town Report Cover & Dedication - Administrative Specialist Rollins provided the Board with a sample of the Town Report's cover. Selectman Ober will have the dedication ready by next week.

5.3 WRBP - TA Ambrose explained that there was a meeting on the 19th regarding the replacement fund and most of the members had a problem with the 10% figure because a lot of the assets are underground and have not been valued, so this has been tabled for a more proper figure. TA Ambrose noted the Town's Sewer Ordinance still needs to be updated.

5.4 H.L. Turner Group Study - The Board reviewed a letter to H.L. Turner Group from Attorney Doug Mansfield on behalf of the Town and the H.L. Turner Group contract for the building study. TA Ambrose reported the Town has paid them ninety percent (90%) of the contract price. Selectman Ober noted at their last meeting, H.L. Turner took some of the Town's plans and they have not been returned. BOS agreed to send the letter.

6.0 Selectmen's Reports - Selectman North updated the Board on the work of the CIP Committee, Selectman Ober provided a report on the work of the Fire Department Regionalization Study Committee and Chair Olmstead provided a report on the work of the Planning Board.

7.0 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.

8.0 Review & Approve Minutes

8.1 BOS 1/18/17 draft - Members of the Board reviewed the draft meeting minutes of January 18, 2017. Selectman Ober made a **motion** to accept the draft meeting minutes of January 18, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

8.2 BOS & BC 1/23/17 draft - Members of the Board reviewed the draft joint meeting minutes of January 23, 2017. Selectman North made a **motion** to accept the draft joint meeting minutes of January 23, 2017 with changes. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

9.0 Donations - None at this time.

10.0 ADJOURNMENT – Selectman Ober made a **motion** to adjourn the meeting at 8:47 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting

will be held on **Wednesday, February 1, 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)