

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

February 8, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, February 8, 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

2.1 Andy Sanborn Re: Candidates Night - Andy Sanborn informed the Board that a Candidates Night has been set for March 2, 2017 at 7 p.m. at the Library, for those residents running for public office. Andy Sanborn thanked Library Director Haigh for all of the time she dedicates to this event.

3.0 Business

3.1 Transfer Station On-Site Manager - Single Stream Recycling Contract - Manager Austin explained that this contract fell through the cracks because it was when the Transfer Station negotiated the contract for C&D and MSW with Casella. Manager Austin stated he needs to check and see if they verbally agreed to a hauling fee of \$145 dollars but needs to check the meeting tape of 7/20/16. Manager Austin noted single stream recycling (SSR) is now \$165 dollars per haul from \$125 dollars per haul and the NRRA got involved because there should have been a contract. Manager Austin requested permission to get a "RFP" together for a SSR contract. Director Bordeau noted that the compactor has taken away approximately six hauls. Selectman North recalled the rate of \$145 dollars per haul being discussed at a Solid Waste Disposal Committee meeting. Manager Austin agreed to check the tape of the 7/20/16 meeting before moving forward. There was a brief discussion regarding two bunkers and a concrete pad. Manager Austin stated he hoped the Solid Waste Disposal Committee would have a more structured proposal but they do not, at this time.

3.2 Highway Garage Groundwater Management Permit - TA Ambrose stated she has followed up with the NH Department of Environmental Services (DES) regarding the additional monitoring wells and a site plan has been received, which indicates the wells' locations. TA Ambrose noted the email states an Ambient Groundwater Quality (AGQS) exceedance at MW-5 and MW-7 further indicates that a cross gradient well is needed to define the edge of the contaminant plume. The Selectmen reviewed the email from Jeremy Slayton and the site plan with the new well locations, Director Bordeau stated the Swains will need to be contacted. Selectman Ober asked how far down does the well go and if the other wells would need to be decommissioned? Selectman North asked if there was a known cost associated with the wells? TA Ambrose was asked to schedule a meeting with DES.

3.3 Alternate Appointment - ZBA - The Board reviewed a letter of interest from Audry Barriault dated 2/3/17. Selectman North made a **motion** to appoint Audry Barriault as an

Alternate to the ZBA with a term ending 6/30/2020. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Ober swore-in Audry. **3.4 Petition Warrant Articles** - *Article #11: Authorize the Acceptance of Privately Donated Gifts for a Building for Recreation*. TA Ambrose informed the Board that this language was provided by the DRA and approved by NH Charitable Trusts and Legal Counsel. After a brief discussion, Selectmen Ober made a **motion** to replace the word "for" with the words "to include" in Article #11. Selectman North **seconded** the motion and the **motion passed unanimously**. TA Ambrose to submit the new language to the DRA. *Article #12: Petitioned Article to Discontinue the "Emergency Medical Services Fire and Rescue Apparatus, Equipment and Vehicles Special Revenue Fund*. TA Ambrose informed the Board that this article has been reviewed by Legal Counsel and there is an RSA that governs the process but the intent of the article is clear, so RSA 31:95-d has been added, along with the secret ballot vote requirement language. The Selectmen reviewed an email from Town Treasurer Cobb dated 2/7/17 in regards to the petition warrant article. TA Ambrose noted that the Board would need to hold a Public Hearing before their meeting on February 22nd due to the noticing requirements of RSA 31:95-d, I (b). Scott Taylor questioned the appropriateness of a private citizen's petition warrant article language being changed and feels it should be presented "as written" because it is an unfair advantage to have the opinion of legal counsel. TA Ambrose replied the article is valid without the additions and is considered "non-monetary" by DRA. The Board requested that the minor legal changes be removed. TA Ambrose informed the Board that Attorney Boldt would not be present at Town Meeting, Attorney Eric Maher would be attending in his place. Selectman Ober made a **motion** to not recommend Article #12. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. A Public Hearing will be scheduled for Tuesday, February 21, 2017 at 5 p.m.

3.5 Personnel Policy - Annual Leave - The Board reviewed Section 6 of the Personnel Policy. TA Ambrose asked if the Selectmen would still like to change the annual leave policy, so employees accrue their leave on their anniversary date. AS Rollins explained that changing the policy would create an administrative issue where each employee would need to be reset on their anniversary date, instead of at the beginning of the year. AS Rollins stated the only time an employee requests to carry over time, is when they are a new hire and have not yet accrued the time or in special circumstances. AS Rollins added that she feels the way the Board has been handling individual requests would continue work best. The BOS agreed and new language will be added to the policy.

4.0 Other Business

4.1 H.L. Turner Group Study - TA Ambrose stated the final building study report has been received from H.L. Turner Group's Bill Hickey. Selectman North replied the final is almost the exact same thing as the draft but with an additional page and a half. TA Ambrose noted they did return the building plans. Selectman North stated the contract asked for costs associated and a plan for maintenance needs for the Town Office & the Life Safety Building, these are not the results the Board was hoping for. Selectman North noted the Town Office cannot go up or out and the two buildings cannot be connected. Selectman Ober stated the reason H.L. Turner was selected was because they are a design build firm but now it will be hard to move forward with them and now we (the Board) have nothing to bring to Town Meeting. Selectman North suggested the Town move

forward with a building maintenance plan.

4.2 Board of Selectmen's Operational Guidelines & Handbook - Selectman Ober made a **motion** to accept the Board of Selectmen's Operational Guidelines & Handbook with the changes identified. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

4.3 Conflicting Meetings Policy for Boards, Commissions & Committees - Selectman Ober suggested a policy be established for boards, committees and commissions to avoid scheduling meetings that will conflict with public hearings, Town meeting, etc.

4.4 Compactor installation - Manager Austin and the Selectmen reviewed a detailed invoice for the installation of the compactor, which will be submitted to the Trustees of the Trust Funds for payment.

5.0 Selectmen's Reports

5.1 Planning Board - Chair Olmstead provided an update on the work of the Planning Board.

5.2 Solid Waste Committee - Selectman North explained that she attended the SWC's coffee meeting. Selectman North noted it is a great group of people but they need some direction from the Board. There was a brief discussion regarding the committee's organizational guidelines.

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 2/1/17 draft - Members of the Board reviewed the draft meeting minutes of February 1, 2017. Selectman Ober made a **motion** to accept the draft meeting minutes of February 1, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**. The Board reviewed an email from the Recreation Commission's Heather Goodwin requesting that the 1/11/17 Selectmen's minutes reflect her statement identifying that the Town Park's Master Plan shows the "relocation" of the existing structure. Selectman North noted the conversation was regarding a "new" building which is not identified in the plan.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Chair Olmstead made a **motion** to adjourn the meeting at 8:25 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, February 15, 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. Meeting minutes are not official unless they are viewed on the Town's web-site www.sanbortnonnh.org or are on file with the Town Clerk.)