

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*March 22, 2017*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, March 22, 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 Elected Officials - Oaths of Office** - Selectman Ober swore-in John Vorel to the Budget Committee and Marjorie Bray as Library Trustee. Later in the meeting Selectman Olmstead swore-in Abigail Mercer as Trustee of the Trust Funds, Audry Barriault as Library Trustee and Justin Barriault to the Budget Committee.

**3.2 Voting on the Election of Officers** - Selectman North made a motion to appoint Karen Ober as Chairman of the Board of Selectmen. Selectman Olmstead seconded the motion and the motion passed unanimously. Selectman North made a motion to appoint John Olmstead as Vice Chairman of the Board of Selectmen. Chair Ober seconded the motion and the motion passed unanimously. Selectman Olmstead made a motion to appoint Katy North as Clerk of the Board of Selectmen. Chair Ober seconded the motion and the motion passed unanimously. Selectman Olmstead will be the liaison to the Department of Public Works, Selectman North will be the liaison to the Fire Department and Chair Ober will be the liaison to the Police Department.

Budget Committee - Chair Ober

Cemetery Trustees - Selectman Olmstead

CIP Committee - Selectman North

Conservation Commission - Selectman North

Historic District Commission - Selectman Olmstead

Planning Board - Chair Ober

Recreation Commission - Selectman Olmstead

Solid Waste Disposal Committee - Selectman North

LRPC Commissioner - Chair Ober

Transportation Infrastructure Program Committee - Selectman North

Selectman North made a motion to appoint the Selectmen to the above outlined Boards, Committees, Commissions and Department Liaisons. Chair Ober seconded the motion and the motion passed unanimously.

**3.3 Fire Chief - Life Pak Trade In** - Chief Dexter stated after Town Meeting he started the process of getting the bid specifications together for the ambulance and contacted

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Physio Control about the LifePaks. Chief Dexter informed the Board that the normal trade-in value for the LifePaks is \$3,500 dollars but Physio responded the value would be \$6,500 dollars and they have agreed to an extension for payment, in order to get the deal. Chief Dexter requested to be on next week's agenda to review the advertisement for the two full-time firefighters. Chief Dexter noted the positions have been posted internally and then will be advertised outside.

**3.4 Town Meeting Review** - TA Ambrose stated she has received an email from Mark Curtin regarding showing the votes on the Town Warrant and the impact of each article on the tax rate. TC/TC Davis requested permission to pay her Deputy for the hours she worked at Town Meeting. The BOS gave permission. Selectman North stated Article #11 had nothing to do with a building or not, it was about correcting a mistake where the Recreation Commission did some fundraising and the BOS were trying to correct that mistake. Selectman Olmstead thanked TA Ambrose, AS Rollins and TC/TC Davis for helping with Town Meeting preparations.

**3.5 Lower Bay Road Paving Project Phase One (Town-Owned Portion)- Bid Award**

- The BOS reviewed the new total for the Lower Bay Road paving project from GW Brooks, in the amount of \$595,726 dollars that excludes the shim & overlay from pole #84 to the end of Earl's field, the culvert installation and headwall will be handled by the DPW crew. TA Ambrose asked if the new figure is outlined in the contract? Director Bordeau replied no but it is on the bid sheets and GW Brooks had no problems with any of it. Selectman Olmstead made a motion to award the Lower Bay Road paving project to GW Brooks, not to exceed the amount of \$595,726 dollars. Selectman North seconded the motion and the motion passed unanimously. Selectman Olmstead plans to attend interviews for a new DPW employee on Friday. Chair Ober suggested not hiring for the vacancy and putting the funds in the hired trucking and summer help lines of the budget because they made it all winter long without the additional person. Director Bordeau replied he covered for all of the extra work and he should not have had too but did and didn't complain once. Director Bordeau stated it is a bad idea due to the amount of roads the Town has. Chair Ober made a motion to have Selectman North sign the truck specifications from H.P. Fairfield to replace truck #5. Selectman Olmstead seconded the motion and the motion passed unanimously.

**3.6 Agreement for Engineering Services - Horizons Engineering** - The Board reviewed the \$2,600 dollar agreement for the post landfill inspection and biennial sampling summary from Horizons Engineering. Chair Ober made a motion to have the Clerk sign the Horizons Engineering agreement. Selectman North seconded the motion and the motion passed unanimously.

**4.0 Other Business**

**4.1 Thornton & Associates** - TA Ambrose provided the Board with the draft employee pay classification report from Thornton & Associates and noted the Board has a few decisions to make. TA Ambrose stated a few recommendations have been made to fall in line with the pay matrix and they also thought the pay matrix was off a little bit. Selectman Olmstead stated he would like to take a week to review the information. Chair Ober stated they didn't submit a chart of the changes and TA Ambrose replied they can do that. Selectman North added the positions are associated with names and some of

those people are no longer here. TA Ambrose stated Thornton offered to come and meet with Department Heads and the BOS. TA Ambrose noted they have recommended an adjustment to the 50th percentile of the survey results. Selectman North stated some adjustments need to be made based on years of service and hours worked. Selectman Olmstead made a motion to table the report until next week. Selectman North seconded the motion and the motion passed unanimously.

**4.2 Treasurer, Karen Cobb Re: Closure of two Special Revenue Funds** - The BOS reviewed an email from Treasurer Cobb requesting to close the Food Pantry Fund and combine the Recreation Commission's money market account with the Recreation Commission's checking account (checking to be closed). The BOS agreed to close the Food Pantry Fund and asked TA Ambrose to ask one question regarding the Recreation account.

## **5.0 Non-Public Sessions**

**5.1 Under RSA 91-A:3 II (c)** – Selectman North made a **motion** to go into non-public session at 6:18 p.m. Chair Olmstead seconded the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:21 p.m. Chair Ober announced that a decision was made to have TA Ambrose do further research with Legal Counsel. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Selectman North **seconded** the motion and the **motion passed unanimously**.

**5.2 Under RSA 91-A:3 II (c)** – Chair Ober made a **motion** to go into non-public session at 7:25 p.m. Selectman Olmstead seconded the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:52 p.m. Chair Ober announced that a decision was made to schedule another non-public for 3/29/17. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Selectman North **seconded** the motion and the **motion passed unanimously**.

## **6.0 Selectmen's Reports**

**6.1 Update on the work of the Planning Board** - Selectman Olmstead provided a report. Selectman North stated she has received a complaint regarding how minutes are being amended over the phone instead of at the meeting.

**6.2 Town Report** - Selectman North suggested the submission deadline be moved up, so the BOS could also proof the report before it goes to print. Selectman North added the errors were not made by AS Rollins but were errors of content, which were reflections of things that happened this year and should have reflected 2016. Chair Ober added some of the reports are too long and the BOS should consider limiting the number of pages submitted.

**6.3 Procurement of Contracts** - Selectman North suggested bidding the Town's legal services because the BOS was told the Attorney for Town Meeting was prepped & briefed on all issues but that was not the case.

**6.4 Update on the work of the Conservation Commission** - Roadside Clean-up is scheduled for April 22nd. The BOS discussed that this would not be a Town sponsored

event due to liability concerns. Residents are welcome to volunteer to pick up garbage at their own risk.

**6.5 Appointments to Boards, Committees or Commissions** - Selectman North suggested the appointment forms for members be cc'd to MA Jutton for the website, TC/TC Davis and TA Ambrose. Selectman North added the clock starts after Town Meeting and every Board, Committee or Commission should hold an organizational meeting at their first meeting following Town Meeting.

**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.

**7.1 MS-232** - Selectman Olmstead made a motion to have the BOS sign the MS-232. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**7.2 PAF** - The BOS signed.

**7.3 2018 Tax Map Maintenance Contract** - The BOS signed.

**7.4 KFG Financing Application** - Chair Ober made a motion to have the Clerk sign the Key Finance Group's application for truck #5. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

## **8.0 Review & Approve Minutes**

**8.1 BOS 3/8/17 draft** - Members of the Board reviewed the draft meeting minutes of March 8, 2017. Selectman North made a **motion** to accept the draft meeting minutes of March 8, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**8.2 BOS 3/1/17 draft** - Members of the Board reviewed the draft meeting minutes of March 1, 2017. Selectman North made a **motion** to accept the draft meeting minutes of March 1, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**8.3 BOS 3/1/17 draft** - Members of the Board reviewed the draft meeting minutes of March 1, 2017. Selectman North made a **motion** to accept the draft meeting minutes of March 1, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**9.0 Donations** - Chair Ober made a motion to accept the donation of whiskey barrels with flowers from Apple Tree Nursery in the amount of \$50.00 with the location to be determined. Selectman North **seconded** the motion and the **motion passed unanimously**.

**10.0 ADJOURNMENT** – Chair Olmstead made a **motion** to adjourn the meeting at 9:00 p.m. Selectman Ober **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, March 29, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,

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**BOS Approved**

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](http://www.sanbortnonnh.org) or are on file with the Town Clerk.)*

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