

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*March 29, 2017*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, March 29, 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 Evelyn Auger Re: Planning Board** - Mrs. Auger stated she knows that everyone wants to do the best thing for Sanbornton and she has an answer from the Attorneys at the NH Municipal Association with her tonight. Mrs. Auger explained that she will be reviewing the RSAs with the Planning Board because she feels we (the BOS & PB) are off track on how the system works. Mrs. Auger provided the Selectmen with a packet of information. Mrs. Auger noted if the Selectmen and the Planning Board still disagree, she would like to have an Attorney present for the discussion.

### **3.0 Business**

**3.1 Police Chief - Swearing In of Officer Shane Morton** - Chief Hankard stated Officer Morton was a Franklin Dispatcher and went through a rigorous testing process, we are excited to have him. Selectman Olmstead asked Officer Morton why he wants to work in Sanbornton? Officer Morton replied it is a small community and he believes in good values with community policing. Chief Hankard swore-in Shane Morton, which will become effective on April 2, 2017 and he signed a 3-year standard contract.

**3.2 Solid Waste Disposal Committee Terms & Appointment** - Lynn Chong and David Swanay were present. The BOS reviewed Article #2 of the 2015 Special Town Meeting Minutes, the Selectmen's Minutes of 2/24/16 and the Solid Waste Committee's Minutes of 3/7/16. Warrant Article #2 designates for there to be five members plus three alternates and a Selectmen's Representative. TA Ambrose explained the Oaths of Office didn't match the meeting minutes and also didn't match the web-site. The Solid Waste Committee's 3/7/16 minutes were deemed to be accurate with three alternates, two need reappointment for one year terms (2018) and the third has an existing term until 2018. David Swanay also needs reappointment as a member until 2020. Chair Ober reminded the committee that alternate members do not get a vote unless they are seated in a regular member's place/absence which should be reflected in the minutes.

**3.3 Fire Chief - Hiring Process for Two Full Time Firefighters** - Chief Dexter provided the hiring advertisement for the 2 fulltime Firefighters/EMTs positions. The submission deadline for the internal posting is April 28th and the deadline for the external posting is May 19th. Chief Dexter explained applicants will need to meet the minimum standards, which are Firefighter II, Advanced EMT or Paramedic. Resumes will be reviewed then submitted to the Oral Board and final interviews will be held with the Fire Chief. Chief Dexter noted he hopes to have the positions hired by the 1st or 2nd week of June with a start work date of July 2nd. Chief Dexter

informed the Board he would also be advertising for per-diem vacancies. Chief Dexter stated two line items would be added to the the department's next operating budget, a full time Firefighter line #112 in the amount of \$81K and an overtime line #140 in the amount of \$12K. Chief Dexter noted the per-diem line would decrease from \$95K to \$75K and the personnel policy would need to be revisited due to the "K" exemption (24 hour shifts) because they would only be working 12-hour shifts. Chair Ober asked if the policy changes could be in place before the 2 positions start work? Chief Dexter replied yes. Chief Dexter added vacation time will also need to be looked at and the pay matrix may change the hourly rates by pennies.

**3.4 DPW Director & Transfer Station On-Site Manager - Single Stream Contract** - Mike Dufour, Executive Director of the NorthEast Resource Recovery Association (NRRA) was present. Manager Austin explained a contract was set up with Casella and the contract for Single Stream Recycling (SSR) was forgotten which has become an issue because the hauling fee has gone from \$125 dollars per haul to \$165 dollars. Manager Austin informed the Board that the NRRA has agreed to handle all three items under a 4-year contract with a \$2 dollar increase per year for the tipping fee and a \$5 dollar increase per year for hauling. Mr. Dufour explained that they will deal with Casella regarding the contract because only two items have changed and we (NRRA) currently help them with their accounting. Mr. Dufour noted the contract could have jumped 3%-6% in price. The Board reviewed the 4-year price chart that would put the Town on a fiscal year schedule and an amended contract/service agreement. TA Ambrose stated the fourth year doesn't show a rate increase. Mr. Dufour explained it for the 9 months, to get the Town into a fiscal cycle. Mr. Dufour noted another advantage is that the Town's activity report will show everything in one place which will help with filing the State's Annual Facilities Report. Selectman Olmstead made a **motion** to sign the amended service agreement/contract with the NRRA. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to sign the Annual Facilities Report. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to hire Kathleen Driscoll as the Transfer Station's Attendant II and forego the interview process. Selectman North **seconded** the motion and the **motion passed unanimously**. The Board signed Personnel Action Forms for the Transfer Station's Attendant I and the Attendant II.

**3.5 DPW Director - Truck Repairs & Lower Bay Road Phase I (Town-owned Portion), Paving Project** - The Board reviewed an estimate from Lakes Region Truck Service to fix Truck #3 in the amount of \$3,155.35 dollars and had a brief discussion regarding the contract for Lower Bay Road project. Selectman Olmstead made a **motion** to authorize the notice of award with GW Brooks for Lower Bay Road. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to authorize an implicit transfer of \$20K from line #660 to line #100 in the DPW Budget for truck repairs. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to approve Truck #3's repairs at Lakes Region Truck Service not to exceed \$3,155.35 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Director Bordeau presented a waiver of liability form for the DPW candidates to fill out, in order to operate the Town's heavy equipment before employment. TA Ambrose to check with Legal about the form.

**3.6 Prioritization of Future Agenda Items** - Selectman North suggested the Town's Media Policy be added to the Future Agenda Items. Tabled until next week.

**3.7 Closure of Special Revenue Accounts** - TA Ambrose informed the Board that the cycle for the Recreation account is one month. Chair Ober made a **motion** to combine the Recreation Commission's money market account with the Recreation Commission's checking account

(checking to be closed). Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

#### **4.0 Other Business**

**4.1 Agreement for Engineering Services - Horizons Engineering** - TA Ambrose reported that the decommissioning of the well at the Transfer Station was not included in the original agreement and DES may pay that cost or the Town will receive a quote.

**4.2 Thornton & Associates** - TA Ambrose to schedule a workshop with Thornton, Department Heads and the Board on April 18th.

**4.3 WRBP** - TA Ambrose reported that she attended a WRBP meeting on the 16th and the discussion was to move forward under the presumption that the data will come back in support of the proposal. Chair Ober referred to an article regarding the WRBP that was printed in the Laconia Daily Sun and the proposal seems to make sense because if this is locally managed the rate would stabilize instead of increased rates if it were managed by the State. Selectman Olmstead made a **motion** to support the WRBP going forward with the study. Selectman North **seconded** the motion and the **motion passed unanimously**.

#### **5.0 Non-Public Sessions**

**5.1 Under RSA 91-A:3 II (a & c)** – Selectman Olmstead made a **motion** to go into non-public session at 6:57 p.m. Selectman North seconded the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 8:34 p.m. Chair Ober announced that no decisions were made. Selectman North made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

#### **6.0 Selectmen's Reports**

**6.1 BOS Handbook & Operational Guidelines** - Selectman North offered an amendment to the Media Policy on page 15, section 3, to recognize that as a Selectman you can speak as an individual, as long as you identify yourself as a citizen. Selectman North noted this change can be mirrored in the employee's media policy when written. Chair Ober made a **motion** to accept the recommended amendments from Selectman North on page 15, section 3 of the Media Policy. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**6.2 Selectmen's Representatives** - Selectman Olmstead made a motion to appoint himself to the Solid Waste Committee and Selectman North as the representative to the Historic District Commission. Selectman North **seconded** the motion and the **motion passed unanimously**.

**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 3/22/17 draft** - Members of the Board reviewed the draft meeting minutes of March 22, 2017. Selectman North made a **motion** to accept the draft meeting minutes of March 22, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

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

**10.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 8:57 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, April 5, 2017 @ 5 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](http://www.sanbortnonnh.org) or are on file with the Town Clerk.)*