

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

April 12, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, April 12, 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. **Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.
2. **Public Comment** - None at this time.

3. **Business**

3.1 DPW Director - Appointment - Selectman Olmstead made a **motion** to appoint Brian Bordeau the Director of Public Works effective 4/13/17 until 4/30/18 under the provisions of RSA 231:62 and RSA 41:8. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Director Bordeau. Director Bordeau informed the Board of an incident that residents witnessed on Hueber Drive where a Waste Management dumpster has damaged the 25-30 feet of pavement. Director Bordeau explained that he has contacted Waste Management so they can be held accountable. Director Bordeau noted the winter road ban will be lifted next Friday, both of the trucks have been repaired, the chipper needs to be fixed, they have started grading & graveling roads and he will be advertising for two vacancies.

3.2 Department Head Update - Recreation Coordinator Lonergan - Coordinator Lonergan stated in regards to the letter about Hermit Beach, she has people that clean the beaches but the geese come right up on the beach and it is hard to keep up with. Selectman Olmstead stated people need to stop feeding the geese. Coordinator Lonergan reported that the beach is cleaned but wouldn't recommend asking the person that sent the letter to help because they would need gloves and access to the dumpster for disposal. Coordinator Lonergan informed the Board that someone has offered to replace the pontoons on the raft with block shaped floats, so it will not be as easy to flip and this year the raft will be put out but with warning signs saying, "If the raft is flipped it will be removed for the season". Coordinator Lonergan stated she will also post the warning on social media. Coordinator Lonergan noted the rafts are 20 years old and we are lucky to have volunteers to fix them. Coordinator Lonergan explained that she has been having a hard time finding Water Safety Instructors (WSI) and has reached out to Swim NH, which can provide two people for about two weeks for swim lessons. Coordinator Lonergan stated the Recreation Commission will pay the initial costs and then they will charge for the swim lessons, which will see an increase. Coordinator Lonergan noted she will be advertising for Lifeguards soon. Pickleball starts tomorrow from 6:00 p.m. to 7:30 p.m. at the Sanbornton Central School. Tracy Wood has resigned from the Recreation Commission due to relocation. A trip to Strawberry Bank is scheduled for June 7th. The NHMA will be holding a training session on July 17th or 18th related to Recreation, times to be determined once a solid date has been scheduled.

3.3 Old Town Hall Rental Application & Application Revisions - Selectman Olmstead

made a **motion** to approve rental of the Town Hall for the Harmony Grange on May 2nd at 7 p.m. regarding general health problems and to waive the fee. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve rental of the Town Hall for the Harmony Grange on September 5th at 7 p.m. regarding emergency preparedness and to waive the fee. Chair Ober **seconded** the motion and the **motion passed unanimously**. Steve Ober noted the grange is still trying to secure a presenter for the May 2nd date and the presenter for the September 5th date is the Fire Chief. Selectman North expressed concern with the grange providing a certificate of liability and the Fire Chief volunteering in his official capacity as a Town employee. Steve Ober offered to request a certificate of liability from the Harmony Grange. The Board will decide to waive the certificate at a later date, if necessary. The BOS and TA Ambrose reviewed the new "Rental Application and Rules of Use for the Old Town Hall" form and made some suggested changes. Selectman Olmstead made a **motion** to approve the "Rental Application and Rules of Use for the Old Town Hall" form as amended. Chair Ober **seconded** the motion and the **motion passed unanimously**.

3.4 CIPC Guidelines - Selectman North explained that RSA 674:5 doesn't specify membership nor did the warrant article and the Town Administrator (TA) needs to be removed because in the past the TA was a resident, which is no longer the case. Selectman Ober added the School Board Representative was included so the Town could have better representation and the school wouldn't schedule any major projects in the same years the town was planning to. Selectman North made a **motion** to amend the composition of the CIP Committee to be one Selectman, two Planning Board members, one Budget Committee member and three Town citizens. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose to check Oath certificates for reappointments and advertise for the additional Town citizen. The Board agreed that TA Ambrose would be advisory to this committee. Craig Davis is not interested in reappointment.

3.5 WRBP - Connection Permit Request - The BOS reviewed a WRBP Connection Permit Request from Arthur & Bessy Dailey for 72 Lower Bay Road. TA Ambrose informed the Board that the last application/request the Town received was in 2006 and asked how the Town wants to move forward with this? TA Ambrose explained that the WRBP ultimately gives final approval but the Town needs to review the request and sign off on it. TA Ambrose noted there has not been a centralized process in the past. The Board reviewed the proposed site plans for the sewer connection and a subdivision plan dated October 2001 with Surveyor French. After a brief discussion, the Board agreed the request should be reviewed by the DPW Director and an "FYI" should be sent to the Police Department and the Planning Board. Surveyor French noted he has approved septic plans for both lots and the system has been designed for both lots, even though only one is being constructed on at this time. Tabled until next week.

3.6 Department Head Update - TC/TC Davis - TC/TC Davis presented the Board with a Delegation of Deposit Authority form between her and the Treasurer, which allows for her to make deposits for anything over \$1,500 dollars (RSA 41:29 VI) because the Treasurer is part-time. Selectman Olmstead made a **motion** to authorize the Delegation of Deposit Authority form. Chair Ober **seconded** the motion and the **motion passed unanimously**. TC/TC Davis explained that she found out that it is the Town's responsibility to conduct property lien searches but she has been doing this all along and is contracted with a company for the research. TC/TC Davis stated there is a letter of authority template on the NH Tax

Collector's Association website but would like to draft something else with the help of TA Ambrose, to cover all of the aspects. TC/TC Davis informed the Board there is going to be an auction at the "White Farm" on May 20th. TC/TC Davis stated it is tax lien season for 2016's taxes and properties do not go to lien until June 16th, there were \$167K in liens last year and currently there are \$233K. TC/TC Davis stated she has reviewed the Town's Volunteer Policy and was asked to hand out the document to all elected & appointed officials with a sign off sheet but doesn't feel it should be her responsibility but is the responsibility of the person who ran for that position. Selectman North replied the policy is on the Town's website and the person signs off, once they take the oath of office and raise their right hand. TC/TC Davis stated if someone asks she will provide a copy or if they are newly elected. TC/TC Davis added it has been extremely nice to have a "team" atmosphere in the Selectmen's Office.

4. **Other Business**

4.1 Response to Letter Re: Town Beach at Hermit Lake - Covered under Recreation update.

4.2 NH Preservation Alliance - TA Ambrose has renewed the Town's membership.

4.3 Establishment of Economic Development Advisory Committee - Chair Ober will discuss this with the Planning Board.

4.4 Solid Waste Disposal Committee (SWC) - Action Items - Selectman Olmstead provided a list of action items from the SWC for Director Bordeau and Manager Austin. The Board reviewed the list and agreed it was outside the scope of the committee's duties.

5. **Selectmen's Reports**

5.1 Update on the work of the Conservation Commission - Selectman North explained that it has been very hard to separate her duties as a Selectman and a member of the Conservation Commission, she will be informing the Conservation Commission they need to hire a Clerk/Secretary.

5.2 Update on the work of the Planning Board - Chair Ober provided an update.

6. **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. **Review & Approve Minutes**

7.1 BOS 4/5/17 draft - Members of the Board reviewed the draft meeting minutes of April 5, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of April 5, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

9. **Future Agenda Items** - An Injury Policy for Volunteers will be added to this list.

10. **Non-Public Session Under RSA 91-A:3 II (I)** – Chair Ober made a **motion** to go into non-public session at 7:51 p.m. Selectman Olmstead seconded the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 8:10 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.

11. ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:11 p.m. Selectman North **seconded** the motion and the **motion passed unanimously.**

12. NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, April 19, 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 or are on file with the Town Clerk.)