

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*April 26, 2017*

**Town Offices**

The Board of Selectmen convened in regular session on Wednesday, April 26, 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 Ralph Rathjen Re: KREBS Farm** - Mr. Rathjen explained that there has been continuing discussion at the Planning Board level regarding his application for the KREBS Farm, this application was approved at the 2/16/17 meeting and he has a stamped & approved Site Plan with no outstanding conditions. Mr. Rathjen stated there was mention of the application as recent as the April 6th meeting and requested the Selectmen review the audio tapes and put a close to the continuing discussion. Mr. Rathjen referred to a 91-A request from March 30th correspondence, which also proves that this was signed off on. Selectman Olmstead stated there was subsequent discussion and is not sure if there was a miscommunication of the information being received. Chair Ober replied she would bring this back to the PB on 5/4/16. Mr. Rathjen stated it keeps appearing in the public record, like it is an open case but it's not an open case.

**2.2 Evelyn Auger Re: Enforcement of a prior Planning Board Decision** - After a brief discussion was held regarding tracking of prior decisions and which Board should be enforcing those decisions for information, a decision was made to schedule a joint meeting between the Planning Board and the Selectmen. TA Ambrose will look into the possibility of scheduling this meeting for next Wednesday at 4 p.m.

### **3.0 Business**

**3.1 Appointments – Library Trustees, Historic District Commission** - Chair Ober made a **motion** to appoint Grita Olmstead as an Alternate Library Trustee with a term of 3/31/2018. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman North swore-in Grita Olmstead. Chair Ober made a **motion** to appoint Nina Gardner to the Historic District Commission as a member until 3/31/2019. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Nina Gardner. Chair Ober made a **motion** to appoint Linda Salatiello as an Alternate member of the HDC until 3/31/2018. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to appoint Franz Vail to the Historic District Commission as a member until 3/31/2019. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.2 Recreation Coordinator – Field Maintenance** - Coordinator Lonergan requested

the Board waive the \$1,500 dollars threshold for maintenance due to the work that is conducted within the flood control. Selectman Olmstead made a **motion** to accept the estimate from Swain Landscaping for grub control & spreading of limestone on the recreation field, in the amount of \$2,001 dollar. Selectman North seconded the motion and the **motion passed unanimously.**

**3.3 Police Chief - Staffing** - Chief Hankard stated we are losing another Officer and Shane Morton has made it into the Police Academy for May. Officer Jaime DeCormier will be going back to Northfield at \$3 more dollars an hour than he is currently making. Chief Hankard explained that his contract will be deducted from his "time off" pay out but they have not run the number yet and it is 1/3rd of \$8,400 dollars. Chief Hankard reported that the Town of Northfield used Sanbornton's wage classification study to come up with new pay rates because they participated in it, so they received a copy of the survey results. Chief Hankard stated the problem is that now they will not have 24 hour coverage and to rectify that State Police (Troop E) has agreed to cover a four hour shift (2 a.m. to 6 a.m.). Sergeant Howe spoke to the coverage and noted we would be privy to all the information. Chief Hankard stated they keep coming to a point where the department cannot retain people and law enforcement right now has a great many openings, due to retirement. Chief Hankard expressed concern with the other Officers he currently has and supporting them in their future endeavors. Chief Hankard explained that based on the Thornton study, he will be proposing not to fill the 6th officer position and divvy out those funds amongst the current officers. Chief Hankard stated there is another gap in prosecutions during the daytime and other Towns use an Attorney, which is estimated around \$7K to \$10K. Chief Hankard explained after taking everything into account, it would be a \$7K surplus. Selectman Olmstead asked what happens when Officer Morton returns? Chief Hankard replied then we will be at six officers and now we have five, so we will still need use of the State Police. Chief Hankard asked for the Selectmen's support. Lieutenant McIntosh and Sergeant Howe spoke to retention, finding certified officers, being in line with other police departments and the known stability of the pay matrix schedule. Chief Hankard noted he is looking to fill the part-time officer roster. A future workshop meeting will be scheduled after some more fact finding has been completed, date to be determined. Chair Ober asked if there would be a charge for the State Police coverage. Chief Hankard replied no, but if there is any other information the Board wants to let him know. Craig Davis asked what would happen if one of the officers was out for six months? Chief Hankard replied he has a rainy day schedule and the State Police will also cover. Chair Ober made a **motion** to accept the resignation of Patrolman DeCormier with serious regrets. Selectman North seconded the motion and the **motion passed unanimously.**

**3.4 Site Visits & Record Access – Solid Waste Committee** - The Board granted permission to the members of the Solid Waste Committee to view records at the Transfer Station and the Highway Garage as long as it is coordinated with the On-Site Manager and the DPW Director, plus no more than two members so a quorum is not met. Selectman North recalled pulling and filing information from the Town Park back in 2014. The Board reviewed a request for reconsideration for the Solid Waste Committee to travel to facilities in other towns. Chair Ober suggested the SWC come up with some questions for the Board, so they can help them formulate a plan and reach out to other

Towns for that information.

**3.5 Library Trustee - Alternate** - Chair Ober made a **motion** to appoint William North to the Library Trustees as an alternate until 3/31/2018. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Mr. North.

**3.6 Transfer Station Position Vacancy** - Chair Ober made a **motion** to accept the resignation of Justin Dalton with well wishes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.7 Department Head Update – Fire Chief** - Chief Dexter stated call volume has seen a small decline from last year, there has not been a lot of mutual aid fires, permits have started to increase and they will start to inspect fire pits annually this year. Chief Dexter noted the wet weather has continued and hopes to see an easy wildfire season, which is a good thing. Chief Dexter informed the Board he has six candidates for the full-time positions and is waiting for the submission deadline then will conduct structured interviews with a potential start date of 7/2/17. There are twelve per-diem applicants because they have lowered the minimum requirements and everything looks good. Chief Dexter stated the ambulance committee has come back with a recommendation of a Dodge 5500 chassis versus a Ford, four-wheel drive, box configuration & size will stay the same and a liquid ride suspension. An invitation to bid letter has been drafted, a mandatory pre-bid meeting will be held on 5/15/17 with a submission deadline of 5/28/17. Chief Dexter reported he has received a wide range of times for delivery and hopes to have it by early Spring next year. Chief Dexter informed the Board he has been in contact with Deb Plenge regarding painting the Life Safety Building and the contract is being drafted for July. Chief Dexter noted there are also rot issues and is discussing those repairs with a roofing contractor. Chief Dexter explained that due to the Workman's Compensation laws two of his employee's blood tests were not covered (\$800 dollars total) and he has contacted his local Legislators.

**3.8 Old Town Hall Rental Applications** - Tabled for more information.

**3.9 TC/TC** - TC/TC Davis stated she is here to discuss the Thornton report in regards to the Deputy TC/TC position, the report is showing an Administrative Assistant at a higher level and has a major problem with that because the Deputy TC/TC position requires certifications through numerous State Agencies. The individual also has a lot of legal decisions to make at the counter, as well as financial responsibility. TC/TC Davis explained \$680K is taken in plus \$9 million in taxes, which is never off by a penny and a third of that money is taken in by that position. TC/TC Davis stated the person needs to uphold the state laws which are ever changing, have a tremendous amount of knowledge at any given time and deal with residents which sometimes requires Police assistance. Chair Ober asked TC/TC Davis if she spoke to Mr. Thornton. TC/TC Davis replied she did not and did not change the job description, which was prior to her being Town Clerk. Selectman North suggested the job description be changed, to voice her concerns because the position does require a lot more and should be moved up in the pay scale, she agrees. TA Ambrose will contact Thornton.

#### **4.0 Other Business**

**4.1 CIP Committee** - Andy Sanborn stated he is receipt of guidelines from the TA and there are a couple of items that came to the surface, the TA is no longer considered a

member and that person is usually the number cruncher. Andy Sanborn suggested a path of communication be developed, so the digital spreadsheet can be passed back & forth for needed to be changed. Selectman North explained the composition of the committee was wrong and the TA will receive information from the Selectmen's Representative, which is the process. Andy expressed concern with the date of the meeting being set within the guidelines. Selectman North replied the committee can update that information. Andy noted the document also says the Selectmen appoint the Chair or can that be changed as well. Selectman North replied when this committee was established in 2006, there was no Chair, so one was appointed and the original guidelines need to be updated with the exception of the language in Article #3. Nina Gardner stated there seems to be a sentence missing in the directive. Selectman North replied it is spelled out in the statute RSA 674:5.

**4.2 Letter to County Delegation** - TA Ambrose stated she worked with Chief Hankard and has two letters for review. TA Ambrose noted the letter will also be copied to the Laconia Daily Sun. The BOS signed.

**4.3 Thornton and Associates** - TA Ambrose clarified that the Towns that participated in the survey did not receive the report but did receive the survey results because the report has not been finalized. TA Ambrose stated in order to move forward, Thornton is requesting which percentile the Board wants to move forward with? TA Ambrose noted the Board can make any other changes as the employer. Chair Ober expressed concern with using a lower percentile and being in the same position the Town is in now. Selectman North stated she doesn't feel one pay matrix is going to work for all departments and every employee. Selectman North suggested taking the positions at the top and work down because she didn't see education or longevity included. Chair Ober agreed, everyone was placed at step one and the pay matrix was adjusted to fit the market, so the goal is to have the committee look at it again to make it work for Sanbornton. Craig Davis stated he disagrees with what the police are proposing, there needs to be regularly scheduled funding for this to work and the minute one piece of the puzzle gets funding over the other, this whole thing blows up and the other problem is competing departments, it's not going to work. Mr. Davis stated he was a cop for twenty years, if he wanted more money then he would need to go to the suburbs. Selectman North replied she felt like her hand was being forced. Mr. Davis noted the Town will not get the same service with five officers as six, it is statistically impossible. Selectman North stated the Board has not even decided what percentile to go with but the P.D. already has, which is very unfair to the rest of the Town. Selectman North noted the fund balance was to be used to offset taxes, if we were so inclined and the remainder was to be put towards the pay matrix, not just for the pay matrix and it may not happen this year or three years from now but it needs to be balanced. Selectman North explained she feels that the first pay matrix was more in line with what the Town can handle because we need buildings for the employees to work in and cars for them to drive. Selectman North suggested giving the employees a one time bonus, as a show of good faith, at an estimate of \$11K. TA Ambrose suggested holding a workshop with all of the departments to get feedback. Selectman North replied she feels the meeting with the Thornton & department heads was premature and the Selectmen should have met with Thornton first, to go over the thought process. TA Ambrose stated the last draft of the report was with 50th

percentile at a total of \$128,698.21 dollars. Craig Davis noted that doesn't include medicare or FICA, so the figure is low. Chair Ober stated she likes the idea of reviewing the first pay matrix. Nina Gardner stated the school district cannot catch up and remain at the bottom because we did what you are going to do, which is settled. The Board agreed to finalize the report at the 50th percentile, so they have the information but pay will not be funded at that rate. Craig Davis suggested getting the Budget Committee involved for a long term plan. Selectman North replied the discussion could take place at the joint meeting.

**5.0 Non-Public Session Under RSA 91-A:3 II (I)** – Selectman North made a **motion** to go into non-public session at 9:00 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 9:24 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 Opioid Residential Center in Tilton** - Chair Ober explained that the Tilton Planning Board will meet on May 4th to determine if the project will present a regional impact and if it does, Sanbornton will have a say.

**6.2 Water Recharge Filtration System and PB Secretary/Clerk** - Chair Ober explained the Town was supposed to receive an annual report of the system and the maintenance conducted, which was part of the 60% impervious coverage approval but that has not happened. Chair Ober stated the funds are in the budget but the Board may want to wait until the 2019 budget.

**6.3 Lakes Region Planning Commission Meeting** - Chair Ober provided an update and the results from the shared services survey the Town submitted.

**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 Agreement for the Renovation/Painting of the Old Town Hall Tower, Railing and Parapets** - Selectman Olmstead made a **motion** to have the Clerk sign the agreement. Chair Ober **seconded** the motion and the **motion passed unanimously**.

## **8.0 Review & Approve Minutes**

**8.1 BOS 4/19/17 draft** - Members of the Board reviewed the draft meeting minutes of April 19, 2017. Chair Ober made a **motion** to accept the draft meeting minutes of April 19, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**9.0 Donations** - Chair Ober made a **motion** to accept the \$4.27 donation for a sink part from Katy North. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**10.0 ADJOURNMENT** – Chair Ober made a **motion** to adjourn the meeting at 9:49 p.m. Selectman Olmstead **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, May 3, 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.)*