

DRAFT

SANBORNTON BOARD OF SELECTMEN'S MINUTES

May 3, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, May 3, 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 Bill Cutillo - Roads - Bill Cutillo, owner of Steele Hill Resorts, explained to the Board he has two things he would like to discuss and the first one is about the winter road bans. Mr. Cutillo explained while the roads are posted, the resort used to be able to have trash removed and other essentials up until four or five years ago. Mr. Cutillo informed the Board that this particular year they were unable to have Waste Management pick anything up for 3-4 weeks, so they filled three construction dumpsters which his staff had to handle. Mr. Cutillo stated the dumpsters attracted rodents, other animals and was extremely unsanitary for his customers and staff. Mr. Cutillo stated trash removal is important to us as a fuel delivery and suggested the Town allow for one pick up a week from the resort because this year they went eight weeks, to be in compliance but it was unmanageable. Chair Ober replied if we allow for one then others will want to, plus this has happened in another part of Town and will damage the roads. Mr. Cutillo noted his business is a commercial operation, trash removal is an essential service and the dumpsters are located on his property. Chair Ober suggested that the DPW Director look at options. Director Bordeau replied he can make some recommendations but this is the Selectmen's decision. Director Bordeau noted the Sanbornton Central School was allowed trash removal at the commercial level. Director Bordeau stated in the past he was allowing some things, if the roads were frozen but it got abused. Chair Ober suggested allowing the service if it was early morning and the truck was unloaded. Mr. Cutillo recommended having Waste Management sign a contract with specifications of the pick up and the driving route to take. Director Bordeau and Bill Cutillo to explore options. Mr. Cutillo explained his second concern is Steele Hill Road and the access roads that lead to the resort because this year he is starting to see spider webs in the road, even though Director Bordeau has been diligent with crack sealing. Mr. Cutillo stated the road is almost at a point that it needs to be resurfaced and some necessary steps should be taken before we are back to where we were before. Chair Ober stated the Town is paving the town owned portion of Lower Bay Road then from Black Brook Road to Leavitt Road and next year to Upper Smith Road, which are all access roads. Director Bordeau stated Steele Hill Road is slated for a shim & overlay in 2020 and there is some highway block grant funds available. Selectman North informed Mr. Cutillo that Warrant Article #10 was approved to establish a CRF for road evaluation & repair, so the Town has a plan and knows what it is going to look like. There was a brief discussion regarding funding and

the need to go out for a road bond. Director Bordeau explained there was \$600K appropriated for roads but there are fifty paved roads in Town and there are a lot of needs however they are not just with the DPW.

3.2 DPW Director – DPW Schedule & LRPC TAC Representative - Director Bordeau requested the Board reconsider the department switching to four, ten hour days until the end of May because we have had an early Spring and the roads have thawed out, so he wants to be able to address complaints. Chair Ober replied it is not light out at 6 a.m., so it doesn't make sense and in the past the summer hours started from Memorial Day through Labor Day. Director Bordeau stated the hours also help the crew after a long winter of plowing roads. Director Bordeau provided the Board with dates they have started the 10 hour work days, which varied. Director Bordeau explained he has no time or interest in being the Town's LRPC TAC Representative. The meetings are held quarterly. Chair Ober made a **motion** to appoint Selectman North to the LRPC's Transportation Advisory Committee from Sanbornton for a 2-year term. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Director Bordeau reported interviews were conducted last week and there was a brief discussion regarding the Town's CDL-A requirement. Director Bordeau to come back to the Board with a recommendation.

3.3 Department Head Update & Department Staffing – Police Chief - Chief Hankard provided the Board with a statistical comparison of 2016 versus 2017. Chief Hankard reported the Drug Take Back day was Saturday and it was the best one they have ever had, another day will take place in the Fall. Chief Hankard stated he has applied for the Highway Safety Grant in the amount of \$5K with a \$2K reimbursement, in order to a video camera and radar system for the truck and a radar system for the new cruiser. Chief Hankard stated he also applied for the "STEP" Grant to help with speed problems, he will be providing "ALICE" training for better security at the Pyreo Home, he is still working on the staffing data and State Police coverage starts this weekend. Chief Hankard informed the Board that Officer Andrew Phillips has put in an application with Londonderry and he will interview on May 21st but he is from Londonderry, so it was a goal to serve there. Selectman Olmstead made a **motion** to request the payback of \$2,822.16 dollars upon the separation of Officer Jamie DeCormier. Selectman North **seconded** the motion and the **motion passed unanimously**. Chief Hankard reported that the evidence room renovations are complete and the booking room is getting there but he is very pleased with how it is turning out. Chief Hankard noted he spoke with Sheriff Moyer and there are no plans to do anything with the dispatch services at this point in time but we may need to look at budgeting for dispatch in the future, like the Fire Department did. Selectman North asked if there were any candidates from the last round of interviews the department could consider? Chief Hankard replied maybe one.

3.4 ZBA Appointments - Chair Ober made a **motion** to reappoint Don Bormes, Melissa Anderson and Doug Rasp as members of the Zoning Board of Adjustment until 2020 pending their approval. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose to check the "Compatibility of Offices" statute, in order to appoint Paul Dexter as a ZBA member.

3.5 Monthly Expenditure Report - April - The BOS reviewed.

4.0 Other Business

4.1 Old Town Hall Rental Applications - Selectman North made a **motion** to waive the insurance requirement for the 9/5/17 Emergency Preparedness program. Selectman

Olmstead **seconded** the motion and the **motion passed**. Chair Ober abstained. The application for 5/2/17 is no longer being considered because the event has been moved. The application for 7/22/17 was tabled for more information.

4.2 Thornton and Associates - TA Ambrose stated the final wage classification report and draft compensation philosophy have been received, which do not have to be reviewed tonight. TA Ambrose pointed out some of the changes in the hierarchy and noted the increases would total \$141,569.19 dollars plus an additional \$10K for the Library. TA Ambrose proposed holding a facilitated workshop with department heads and the Board on May 18th or May 25th at 9 a.m. TA Ambrose provided a description of how the workshop would be organized and noted the goal would be to prioritize the Town's needs. The Board agreed this was a great idea.

4.3 Planning Board Joint Meeting - Schedule - TA Ambrose stated various members of the Planning Board were not be able to make a 4pm meeting before the Selectmen's Wednesday night meeting. Chair Ober offered to discuss the joint meeting at the PB's meeting tomorrow night and bring it back next week.

5.0 Selectmen's Reports

5.1 Meeting w/Terry Knowles - Selectman North stated she has met with Terry Knowles regarding Warrant Article #11. Selectman North explained that there have been fundraising votes made in the Recreation Commission's meeting minutes that do not designate that the funds are coming from the non-lapsing fund and they should be. Selectman North informed the Board they need to work with the Recreation Commission to specify the trust instrument of what we currently have then the BOS must accept those funds for that purpose and the expending agents must also be specified. Selectman North suggested looking at Veterans Memorial fund for guidance. TA Ambrose was asked to schedule a joint meeting with the Board, Recreation Commission and the Trustees of the Trust Funds. Selectman North noted fundraising can be included as part of the trust and she will be drafting a Fundraising Policy for review in the next few weeks.

5.2 Summer Schedule - The Selectmen will start taking every other Wednesday off starting July 5th through the end of August. No meeting on 7/5/17.

6.0 Review & Approve Minutes

6.1 BOS 4/26/17 draft - Members of the Board reviewed the draft meeting minutes of April 26, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of April 26, 2017 with changes. Chair Ober **seconded** the motion and the **motion passed unanimously**.

7.0 Donations - None at this time.

8.0 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.

9.0 ADJOURNMENT – Chair Ober made a **motion** to adjourn the meeting at 9:00 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 NEXT MEETING(S) – The Board will meet on **May 10, 2017 ONLY** to sign and authorize payroll & accounts payable. The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, May 17, 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.)