

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

May 17, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, May 17, 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 Non-Public Session Under RSA 91-A:3 II (c) – Chair Ober made a **motion** to go into non-public session at 5:02 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:16 p.m. Chair Ober announced that a decision was made to post the position of Deputy Treasurer. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.0 Public Comment - None at this time.

4.0 Business

4.1 Department Update - Town Planner & Zoning Administrator - Planner Ward provided the Selectmen with the Planning Board's 2017 Annual Plan of Work which was approved on 4/6/17. Planner Ward reported Giguere Auto will be coming back for an extended Site Plan, he will be updating the Community Facilities Chapter of the Master Plan and they will be reviewing an application for a Solar Garden (ground mounted on 5-lots) on Giunta Drive. Planner Ward asked what the Selectmen's thoughts were on an inventory of commercially owned properties in Town, which is called out in the Economic Development Chapter of the Master Plan. Chair Ober replied she feels the cart is before the horse because an Economic Development Advisory Committee (EDAC) was going to be established, to bring forward recommendations. Planner Ward stated the Planning Board said they wanted a person with business hours to handle these tasks and the EDAC was changed to an Economic Development Officer, which falls under the Town Planner's job description. Chair Ober replied a decision will not be made tonight but would like the topic on the Selectmen's future agenda for further discussion. Planner Ward explained that the BullFish Gravel Pit is being handled under RSA 155-E and if the Zoning Board of Adjustment grants them a Special Exception then the Planning Board would be the regulators but the application is in a holding pattern because escrow funds have not been received for the aquifer study. Planner Ward reported that the Tilton Sports Center's proposal for an Opioid Addiction Center was deemed to be a development of regional impact, so now Sanbornton is considered an abutter and will start to receive Public Hearing notices, as well as make inquiries. Planner Ward updated the Board on

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pending and approved applications. Planner Ward stated there have been 3 new homes, 13 accessories, 2 additions, 1 demolition, 1 commercial and 2 complaints of uses on abutting properties.

4.1 ZBA Appointments - Earlier in the meeting, TA Ambrose informed the Board that Paul Dexter can serve as a member of the ZBA. Selectman North stated the terms should be staggered or else the ZBA will not have a quorum for their first meeting. Chair Ober made a **motion** to appoint Melissa Anderson and Doug Rasp as members of the ZBA until 3/31/2020. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to appoint Don Bormes as a member of the ZBA until 3/31/2019. Chair Ober **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in all three members.

4.2 Historic District Commission Appointment - Chair Ober made a **motion** to reappoint Stuart Dyment as a member to the Historic District Commission until 3/31/2019. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.3 DPW Director – DPW Schedule & LRPC TAC Representative - Director Bordeau informed the Board that he is recommending the hiring of William Goutier with the stipulation he passes the test for his CDL-B with air brakes within the next 3 months. Chair Ober suggested Mr. Goutier go for his CDL-A, which may take more time and update the Board in 3 months of his progress. The Board reviewed a job offer letter. Chair Ober made a **motion** to provide a job offer to William Goutier. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Director Bordeau explained that he has received another resignation (verbally) with three weeks' notice and hopes to have something in writing soon. Director Bordeau provided the Board with a Personnel Action Form (PAF) for Aaron Fleury's one year evaluation as Grader Operator, resulting in an hourly increase of forty-six cents. Selectman Olmstead made a **motion** to approve the PAF. Selectman North **seconded** the motion and the **motion passed unanimously**. Interviews for the vacant Transfer Station Attendant will be held tomorrow at 2 p.m. Director Bordeau explained that Brad Laughy has offered to haul the roller using our equipment on an on-call basis for twenty dollars an hour. Chair Ober made a **motion** to hire Brad Laughy as a new part-time temporary employee to haul vehicles at \$20 dollars an hour. Selectman North **seconded** the motion and the **motion passed unanimously**. Director Bordeau provided the Board with two estimates for uniform cleaning services. The Board reviewed the estimates and suggested adding something to the Personnel Policy regarding turning the uniforms in before their last paycheck can be received. Chair Ober made a **motion** to authorize the DPW Director to move to UniFirst on July 1st for uniforms. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Director Bordeau provided the Board with a waste removal plan for Steele Hill Resort. Plan to be reviewed by Bill Cutillo before approval. Director Bordeau stated a check has been received from Waste Management for the damages made on Hueber Drive. The Selectmen reviewed a plan for the DPW's ten hour days and agreed the schedule would be from May 30th through September 5th. TA Ambrose proposed placing a 2-yard dumpster at the Town Offices for \$69 dollars a month, which will be emptied every two weeks. TA Ambrose noted recycling will be alternated between staff at the Town Office and the Life Safety Building. TC/TC Davis

requested that the Library be included. Selectman North made a **motion** to place a dumpster back at the Town Offices, to include the Life Safety Building and the Library. Chair Ober **seconded** the motion and the **motion passed unanimously**. A lock will be placed on the dumpster.

5.0 Non-Public Session Under RSA 91-A:3 II (c) – Selectman North made a **motion** to go into non-public session at 7:39 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:09 p.m. Chair Ober announced that no decisions were made. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Chair Ober **seconded** the motion and the **motion passed unanimously**.

6.0 Business continued

6.1 Old Town Hall Rental Applications -Selectman North made a **motion** to approve the Town Hall Rental Application for the Sanbornton Congregational Church starting on June 18th until June 24th’s Yard Sale and waive the fee. Chair Ober **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to approve the Town Hall Rental Application for the Old Home Day Committee for use on July 22nd for Old Home Day and to waive the fee. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.2 Fundraising Policy - TA Ambrose noted a few changes have been made since the Board’s last meeting. Selectman North stated all of the Town’s Policies are working documents and can be amended at any time. Selectman Olmstead made a **motion** to approve the Fundraising Policy. Chair Ober **seconded** the motion and the **motion passed unanimously**.

7.0 Other Business

7.1 WRBP - TA Ambrose informed the Board that the Dailey’s connection permit was for a new connection, so an additional form was required for wastewater discharge. Chair Ober made a **motion** that the Selectmen have no objection moving forward with approval of the Dailey’s wastewater discharge permit request pending the WRBP’s approval and to have the Board’s Clerk sign, per BOS Meeting 5/17/17. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose reported that at the last WRBP meeting all of the surrounding Towns have voted yes to move forward with the study, with the exception of Tilton. The draft “RFP” will be ready in June and the Rate Assessment Formula based on flow, capacity & strength will be studied in the interim.

7.2 Thornton and Associates - TA Ambrose stated the Selectmen’s changes have been added to the Compensation Philosophy plus Thornton’s final invoice has been received. Chair Ober stated just because the report has been accepted, it doesn’t mean it will be funded at that level. Selectman North added the Board has only acknowledged receipt of the final draft. Tabled until next week.

7.3 Right-to-Know Workshop - Selectman Olmstead requested permission to attend a Right-to-Know Workshop on June 8th which costs \$90 dollars. The Board agreed this would be okay.

8.0 Selectmen’s Reports

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8.1 Interfering with Town Business Policy - Selectman North informed the Board she received several complaints regarding this new policy and some simple recommended changes have been made, which can be reviewed next week. There was a brief discussion regarding the intent of the policy. Selectman North noted all of the Town's Policies can be found on the Town's web-site under the BOS page and we are open for suggestions. Selectman North stated on that same vein because she knows everyone is going to listen to the tapes and there are people on the "Hating Katy Committee" but doesn't really care, she did not run for public office to win a popularity contest, I am here as a public servant to do what's best for the Town and the people. I ran for office to make a difference in my community. I take my oath very seriously that includes open & honest government. I answer all of my phone calls and return every email and research the information, continually making decisions and changing them outside of a meeting is very frustrating, as is emails making accusations towards the three Selectmen who are the managers of this Town. The Boards, Commissions and Committees in this Town, are running the Town and not the Selectmen. I am getting tired of being accused of doing something or how about we go one further, when someone listens to the tapes my words are being twisted into things I didn't say. What I say is what I mean, I chose my words very carefully when sitting at this table and I always have. Things get changed outside of the meeting, we make decisions here and they are being changed when we leave....I don't like it. If they didn't want me in the seat then they should not have voted for me, if they have that much time on their hands then they should have been on the ballot running against me.

8.2 Solid Waste Committee (SWC) - Selectman Olmstead stated the SWC is insulted and offended by the way they are being treated, they were given direction in the form of Policies and Procedures but are not being allowed to do the job. Selectman North stated when she did her research, it says Policies & Procedures but should say guidelines and we were just trying stay within the business of the Town. Selectman North added Article #2 of the 2015 Special Town Meeting gives them their charge and these people were asked to be appointed and given their guidelines by the Legislative Body, not the Select Board. Selectman North added it was not our intent to insult them in anyway, if they do not like the charge they have been given then put another warrant article before the people next year. Selectman Olmstead asked if would be beneficial to hold a joint meeting? Selectman North replied we have already done that, the article gives them guidance to do the job the people asked them to do and that is how the government works. Selectman Olmstead stated they also are saying the Single Stream Recycling Permit was never approved by the State because it was never returned in 2 years time. Selectman North stated she would like to verify that with the former employee that got the permit. Selectman Olmstead noted he has also conveyed to the SWC that they cannot conduct site visits due to the vehicle & personal liability insurance and one of them said they talked to a lawyer and that's not true. Selectman Olmstead stated he talked to a lawyer himself today, which said it is true and the Town is liable. Selectman North stated if someone is directed to do something they are conducting Town business and we are liable. TA Ambrose explained that she followed up with Primex regarding using personal vehicles while n Town Business and it falls under their own personal auto insurance first

then after those coverages are exhausted the Town would cover the rest. The Town's insurance would not respond to physical damage of a volunteer or employee's car, they would have to rely only on their personal auto coverage for that. TA Ambrose suggested adding something to the Personnel Policy, the Volunteer Policy and request insurance coverage information as recommended by Primex, especially from people/employees collecting mileage.

9.0 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.

9.1 1st Issue Property Tax Warrant - Chair Ober made a **motion** to sign the 1st Issue Property Tax Warrant. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 Review & Approve Minutes

10.1 BOS 5/3/17 draft - Members of the Board reviewed the draft meeting minutes of May 3, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of May 3, 2017 with changes. Chair Ober **seconded** the motion and the **motion passed unanimously**.

11.0 Donations - None at this time.

12.0 Non-Public Session Under RSA 91-A:3 II (1) – Chair Ober made a **motion** to go into non-public session at 9:25 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 9:34 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**.

13.0 ADJOURNMENT – Chair Ober made a **motion** to adjourn the meeting at 9:36 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

14.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, May 24, 2017 @ 5 p.m.** at the **Town Offices**. A workshop meeting will be held on **Thursday, May 18, 2017** from 9 a.m. to 1 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.)

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