

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

May 24, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, May 24, 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 ZBA Appointments - Selectman Olmstead made a **motion** to appoint Paul Dexter as a member of the Zoning Board of Adjustment until 3/31/2019. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.2 ADA Coordinator Appointment - Chair Ober made a **motion** to appoint TA Ambrose the Town's ADA Coordinator. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.3 Transfer Station On-site Manager - Hiring - Manager Austin and Liam Downes were present. Manager Austin informed the Board that Liam has passed all of his home school testing and will be receiving his diploma soon. Chair Ober made a **motion** to extend the job offer to Liam Downes as the new part-time permanent Transfer Station Attendant at \$10 dollars an hour. Selectman North **seconded** the motion and the **motion passed unanimously**. Manager Austin thanked the Board for their support.

3.4 Recreation Commission Appointment - Tracy Seavey explained her background with non-profit organizations. Chair Ober made a **motion** to appoint Tracy Seavey as a member of the Recreation Commission until 3/31/2020. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore-in Ms. Seavey.

3.5 Town Compensation Discussion/Strategies and Compensation Philosophy - The BOS reviewed the summary report from the Town Compensation discussion and an amended Compensation Philosophy. Selectman North thanked TA Ambrose for doing a great job of facilitating the workshop and thanked all of the employees that were involved that brought great ideas to the table. Selectman North stated one of the ideas was to establish an advisory committee but she feels the work was already done during the workshop and there is no funding to implement any idea. Selectman North suggested leaving 10% (the figure the BOS voted to retain) of the fund balance and slitting the remaining funds in half, 50% back to the taxpayers and the other 50% to the employees as bonuses over the next few years. Selectman North stated a series of public forums need to be held to educate the taxpayers and now the Board has the information for the future pay increase. Chair Ober replied by giving the employees bonuses, the increases are not guaranteed and it doesn't move them into the pay matrix. TA Ambrose stated the Board can use the fund balance as long as the funds are appropriated which is determined when the tax rate is set in the fall, so the figure will be different in FY 17 and FY 18 but that discussion could be had in the fall because it is a rolling tally. Selectman North stated the Board needs to do something instead of continuing

to talk about it, there is \$59,179 dollars in the fund balance and \$30K could go to the employees, if the DPW budget or the bottom line budget doesn't go over. Selectman Olmstead stated he likes the idea because the tax rate would still go down some and the employees get something. Selectman North noted the Thornton study came after Town Meeting so the Board couldn't put funds in the FY' 18 budget. Chair Ober stated she would have liked to see something this year, even if it was only twenty-five cents to move forward on the pay matrix. TA Ambrose noted the \$59K fund balance would be different in the fall, it could be more or less based on the budget and revenues. Selectman North noted the increases need to be made in affordable bites over time. The Board tabled for further discussion. Chair Ober made a **motion** to accept the Town's amended Compensation Philosophy. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.6 LRPC Competitive Electric Supply Aggregation - TA Ambrose explained that she attended a LRPC meeting with Jeff Hayes and as a result of the Shared Services Survey the LRPC is looking to establish an electricity supply aggregation. LRPC provided a packet from the Nashua Region's aggregation, which has information on some of the savings and the process' timeline. TA Ambrose stated the Town would need to supply their Kilowatt usage data so LRPC can create a Request for Proposal (RFP), then would sign a Memorandum of Understanding (MOU). The Board agreed any savings would be good and to move forward.

3.7 Interference with Town Business on Town Property Policy - Selectman North offered to work on the policy for review next week.

3.8 Planning Board – 6 PM - Will Ellis, Gail Morrison, Don Bormes, Dick Gardner, Evelyn Auger (Chair), Jody Slack, Justin Barriault and Planner Ward were all present. Mrs. Auger explained that the Planning Board has run into a problem with Giguere Auto because they have a stormwater management system that needs to be checked annually and the question is who monitors but her feeling is that after approval the Zoning Administrator (ZA) should. Dick Gardner added the system needs annual inspection and maintenance but the Planning Board doesn't have its own system to flag and monitor. Chair Ober stated she was told there would be follow-up by the Town Planner or the ZA that the reports would be flagged on a calendar. TA Ambrose noted there should not only be follow-up with just the reports but also Site Plan conditions. Planner Ward stated he has the report from 2015 but nothing going forward. Chair Ober suggested Planner Ward check with DES, to see if they have received any reports then the Selectmen can send a letter to Giguere Auto and copy the Planner and the Planning Board. Dick Gardner suggested strict response deadlines be added to the letter. Planner Ward asked if he should be routinely checking commercial site plans? Chair Ober replied no but spontaneously yes. Planner Ward informed the Board that he has nominated Evelyn Auger for the LRPC's Community Service Award which will be presented at the LRPC's Annual Meeting on June 26th at the Wolfeboro Inn. Planner Ward announced that he would be resigning as the Town's Planner and ZA effective June 6th. Chair Ober made a **motion** to accept Bob Ward's resignation with regret. Selectman North **seconded** the motion and the **motion passed unanimously**. TA Ambrose to advertise both positions.

3.9 Trustees of the Trust Funds and Recreation Commission – 7 PM - Around 7 p.m., Chair Ober explained the reason everyone has been asked here is so we can create the Trust document, for the funds that were raised for recreation. Those in attendance reviewed the Veteran's Memorial Trust documents, which will be used as a reference. Selectman North stated the document needs to be specific to the donor intent and should be outlined within the

document. Coordinator Loneragan asked if this needs to be completed on June 30th and Chair Ober replied yes, so it is a clean transition for the Town's Auditors. TA Ambrose explained that the Recreation Commission writes the trust instrument, its purpose/use and designate the expending agents (to be determined). The BOS accepts the funds then the Trustees of the Trust Funds will establish the Trust. Megan Farkas stated she would check with the Charitable Trust Organization on how to establish/open the trust and hopes to have an end of year meeting on 6/21/17 with the Board of Selectmen. TA Ambrose stated the previous process was to submit all requests to the Trustees at the end of the year and asked if that process should stay the same? Ms. Farkas replied the requests can be made throughout the year.

4. **Other Business**

4.1 30th Annual Mountain of Demos - TA Ambrose asked permission for some of the DPW employees to attend the free event tomorrow at the Mount Sunapee Resort. TA Ambrose noted that DPW Director Bordeau and Roy Clark would be in Town during the day. The Board agreed this would be okay.

4.2 Deputy Treasurer vacancy - TA Ambrose informed the Board that the submission deadline for applications is June 14, 2017 by the close of business (4 p.m.).

5. **Selectmen's Reports**

5.1 Training update - Selectman North reported that the training she attended yesterday was one of the best she has attended to date, it was "soup to nuts" and she has obtained a new copy of the "Knowing the Territory" book. Selectman North noted the Conservation Commission is not considered a Land Use board.

5.2 Flags - Chair Ober stated the brackets have broken on three of the flag holders and recommended that a flag be placed on every other pole moving forward, so there are not so many. TA Ambrose to have fixed and make the request for every other pole.

5.3 Update on the work of the Budget Committee - Chair Ober provided an update. Selectman North suggested the Compensation Philosophy be shared with them.

5.4 Employee Appreciation - Is to be held on 6/29/17 at the Life Safety Building from 12 to 1 p.m.

5.5 Selectmen's Representative to the Solid Waste Committee - Chair Ober made a **motion** to recommend that the Board remove the Selectmen's Representative from the SWC and to have the committee make appointments with the Selectmen. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

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.

6.1 Pole Attachment Application - Selectman Olmstead made a **motion** to have the Clerk sign the pole attachment application for pole #70/109 to #70/116, #70/99 to #70/108 and #705/1 to #705/8. Chair Ober **seconded** the motion and the **motion passed unanimously**.

7. **Review & Approve Minutes**

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

7.2 BOS 5/18/17 draft - Members of the Board reviewed the draft meeting minutes of May 17, 2017. Chair Ober made a **motion** to accept the draft meeting minutes of May 17, 2017 without changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

9. **ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 8:03 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

10. **NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, May 31, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist