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SANBORNTON BOARD OF SELECTMEN'S MINUTES

May 31, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, May 31, 2017 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober, and Selectman Katy North. Town Administrator, Katie Ambrose was also present. Selectman John Olmstead was absent.

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 Authorization to Process (2) Certificate of Zoning Compliance Applications on Private Roads - Chair Ober made a **motion** to authorize the Zoning Administrator to process the applications for the Antonuccis and the Crofoots. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.2 DPW Director - The Board reviewed a letter from DPW Director Bordeau requesting that the remaining \$66K in this year's Capital Outlay account be used towards the items that were previously removed from the Lower Bay Road (town-owned portion) Paving project's original contract, which totaled \$67K. Director Bordeau stated he feels this section of road should be completed to the original specifications. Director Bordeau noted he has spoken with Dave Cribee of GW Brooks and they will honor the original contract prices with proper notice. Chair Ober stated the leftover capital outlay funds usually would go towards another road in town. Director Bordeau replied yes, last year it was Shaw Hill Road but feels Lower Bay Road should be done. The Board reviewed the expended budget figures through the end of April. Selectman North made a **motion** to have Director Bordeau get the change orders by June 30th from GW Brooks for the Lower Bay Road (town-owned portion) Paving project, which is from Leavitt Road to Black Brook Road. Chair Ober **seconded** the motion and the **motion passed unanimously**. Director Bordeau noted that the check from Waste Management's Insurance company has been received to repair the damages on Hueber Drive. Chair Ober made a **motion** to have the Clerk sign the contract with GMI Asphalt. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to accept the resignation of Ryan Salmon effective June 1st. Selectman North **seconded** the motion and the **motion passed unanimously**. A brief discussion was held regarding out of state background checks, federal background checks and fingerprint checks. Director Bordeau informed the Board he would be meeting with Bill Cutillo on June 6th regarding the commercial trash removal agreement. Director Bordeau explained that he hopes to bid out a bridge project for this month. Hermit Woods Bridge, Chapman Bridge and Prescott Bridge are the three remaining bridges to repair. Selectman North added a

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bridge was slated for repair in June this year through the Capital Improvements Program. Director Bordeau stated he would bring engineering plans for the Board to review next week. Director Bordeau informed the Board that the well on Hunkins Pond Road is not an easy fix and a parallel swale is needed to divert the water in the interim. Director Bordeau was asked to prepare figures for the increased well testing costs at the Transfer Station. The Board reviewed a letter from the NH DOT regarding a resurfacing project on NH Route 132 (at the intersection northerly to Perley Hill Road - 3.9 miles) with a completion date of August 25th. Director Bordeau stated he would be meeting with the contractor of this project, to see if they would extend State pricing.

3.3 Town Planner & Zoning Administrator Vacancies - TA Ambrose reported that a proposal for a part-time Town Planner services has been obtained from the LRPC and she has also contacted Gerald Coogan (Senior Planner) who has done work for the Town in the past, to see if he may have an interest. The Planning Board will be reviewing both proposals this evening. TA Ambrose stated a Principle Planner would cost \$70 dollars an hour for services and \$85 dollars an hour to meet with applicants, a Regional Planner would cost \$55 dollars an hour and \$70 dollars an hour for pre-application meetings and Planner Coogan would cost \$75 dollars an hour with likely some time worked from home. Planner Coogan has proposed a 6 month contract. TA Ambrose explained that under the current budget the Regional Planner would be able to work 11.5 hours a week and the Principle Planner could work up to 9 hours a week. Both the Town Planner and Zoning Administrator positions have been posted. Chair Ober recommended the Board wait before posting in the Union Leader or Concord Monitor and see what it gets for applications then seek to advertise more broadly. TA Ambrose noted Municipal Assessor Jutton has offered to step up and continue to accept Certificate of Zoning Compliance applications. Selectman North made a **motion** to authorize the Deputy Zoning Administrator to sign off on applications. Chair Ober **seconded** the motion and the **motion passed unanimously**. TA Ambrose noted she has been looking into the potential for shared services with two surrounding communities, Gilmanton and New Hampton. TA Ambrose stated the Town Planner's job description needs to be updated by removing #8 (Site Plan Inspections) and added to the Zoning Administrator.

3.4 Second Injury Fund - TA Ambrose reported that there is information from Primex Insurance and if the Town chooses to include the "Second Injury Fund" form for new hires, it would explain any pre-existing impairment(s). TA Ambrose explained if there were to be any Workman's Compensation claims over \$10K then the Town would get reimbursed by fifty percent (50%) from this fund, the Town had one claim that would have qualified last year. TC/TC Davis cautioned the Board to review the information because she remembers they shied away from the idea because of what's done with the information.

4.0 Other Business

4.1 Town Compensation Discussion/Strategies and Compensation Philosophy - Fire Chief Dexter explained that the Selectmen have been provided with the current pay matrix plus the 2.5% COLA and then he took each position and adjusted them to fit in the scale. TA Ambrose noted department heads in the top grade only were adjusted by years of service and her salary should be removed from the increases because it had previously

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been negotiated. The total for all increases is \$70K plus \$5k for the Library without the payroll burden, which was estimated at \$25-\$30K. TA Ambrose informed the Board that using monies from the general fund was discussed with the Auditor and the bottom line is that the Town has to use the funds from the budget, so monies cannot be taken out of the fund balance because they were not designated. TA Ambrose noted she would discuss funding employee's increases further with the Finance Officer to identify any options, there appears to be some funds in the Health Insurance line due to turn over. Selectman North replied even if funds are found in this year's budget, the increases cannot be sustained for 2018 and the Board needs a plan for everyone. Tabled for further discussion.

4.2 Interference with Town Business on Town Property Policy - Tabled until next week.

4.3 Letter to Giguere Auto Wholesalers - The Board reviewed a letter drafted by Planner Ward dated 5/31/17. Selectman North made a **motion** to have the BOS Chair sign the letter. Chair Ober **seconded** the motion and the **motion passed unanimously**.

5.0 Selectmen's Reports - None at this time.

6.0 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.

6.1 Private ROW Acknowledgement & Notice of Limits of Municipal Responsibility - Chair Ober made a **motion** to approve the Anotucci's Acknowledgement & Notice of Limits of Municipal Responsibility. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.2 LRPC Annual Meeting - Chair Ober made a **motion** to invite Selectman Olmstead to represent the board at the LRPC Annual Meeting. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.3 Resignation Letter - Chair Ober made a **motion** to accept the resignation of Nick Orgettas from the Historic District Commission with regret, effective June 30th. Selectman North **seconded** the motion and the **motion passed unanimously**.

7.0 Review & Approve Minutes

7.1 BOS 5/24/17 draft - Members of the Board reviewed the draft meeting minutes of May 24, 2017. Selectman North made a **motion** to accept the draft meeting minutes of May 24, 2017 with changes. Chair Ober **seconded** the motion and the **motion passed unanimously**.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Chair Ober made a **motion** to adjourn the meeting at 7:00 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 NEXT MEETING(S) – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, June 7, 2017 @ 5 p.m.** at the **Town Offices**.

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Respectfully submitted,
April Rollins, Administrative Specialist

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