

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

June 7, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, June 7, 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** - *Jason Young Re: 86 Woodman Road* - Mr. Young stated there was a washout due to a beaver dam letting go, this is the third time it has happened and would like someone to check it regularly or decide if a larger culvert is needed, to handle the water flow. Director Bordeau replied he is aware of the issue and will contact the property owner, to see if the beavers can be relocated. TA Ambrose was asked to check with legal counsel regarding the Town's recourse.

### **3.0 Business**

**3.1 Recreation Coordinator – Department Head Update & Lifeguard Hiring** - Chair Ober made a **motion** to hire Anna Lindbloom as a Lifeguard for 40 hours per week from June through August at \$10.50 an hour. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Coordinator Lonergan noted she would continue to look for one more Lifeguard. Coordinator Lonergan reported they took the trip to Strawberry Bank today and the weather was beautiful and they stopped at Newicks for lunch. Summer Day Camp starts June 26th and goes until August 11th, registration is getting full. Swim Lessons will be held July 10th through the 13th and July 17th through the 20th at Winnisquam. Tennis Lessons are being offered at Tilton Prep for free. The raft on Hermit Beach has had its pontoons removed and new signs have been ordered, as well as "NO DOGS" signs. Pickleball has had an attendance of nineteen people and the program has been extended until June 15th. Coordinator Lonergan asked permission to use the Town Hall for an hour, so the older children at Summer Day Camp can escape to play ping pong and foosball. The Board agreed this would be okay. as long as they didn't interfere with other scheduled events. TA Ambrose offered to send Coordinator the Town Hall's schedule.

**3.2 DPW Director – Steele Hill, G.W. Brooks Change Order, Mike Bean-Bridges** - Mike Bean stated he has looked at Hermit Woods Bridge three times and already has the bridge's specifications ready but his only concern is rerouting traffic (sign needed). Mr. Bean explained the concrete currently looks like wet sheetrock and needs a new deck, also there are trees that will need to be removed. Mr. Bean explained part of the abutments will be left, so he will not need to pull any permits because it keeps him out of the water and he will provide the Town with engineering drawings. Mr. Bean stated he has a temporary bridge that he would also loan to the Town. Fire Chief Dexter offered to let Mr. Bean use their message board. Mr. Bean noted he about 6-8 weeks out before he can start work, which should take approximately 12 days to complete and will meet the

federal HL 93 standard. Director Bordeau noted his current budget could help with gravel and the tree work. Mr. Bean expressed concern with paving because it is such a small area the price would be at a higher rate. The Board reviewed the current bridge funding through the CRF, more funding becomes available after 6/30/17. Chair Ober made a **motion** to waive the Town's bid requirement. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Mr. Bean stated the current estimate for the bridge is at \$244K, which may be reduced (+/- \$10K) with the Town's help and the barricades are already yours. Chair Ober made a **motion** to go with M.A. Bean & Associates for the replacement of the Hermit Woods Bridge, not to exceed \$244K. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Director Bordeau provided a copy of the commercial trash removal agreement for Steele Hill Resort and explained that a few changes were made but Waste Management wanted a few days to review. Tabled. The Board reviewed a Change Order from G.W. Brooks & Sons, Inc. Chair Ober made a **motion** to approve the change order in the amount of \$65,079 dollars, making the revised Lower Bay Road (town-owned portion) Paving Project contract \$660,805 dollars total, with work to start in June of 2017. Selectman North **seconded** the motion and the **motion passed unanimously**. There was a brief discussion regarding the current DPW vacancies.

**3.3 Solid Waste Committee Representative – Transfer Station State Permit** - Tara Albert informed the Board she works for the NH DES's Solid Waste Management Bureau and is here in her capacity as a Solid Waste Committee representative to clarify the Town's current permit situation because the Town is out of compliance. Ms. Albert provided the Board with the permit's timeline. 1994 - Limited permit issued, saying solid waste was to be source separated and up to date Operating Plan is to be submitted. 2009-2010 - Decision to move to Single Stream was made, permit (Type I B Modification) was filed in August of 2011. A letter was sent to Dave Nickerson stating there were deficiencies with the permit. January 2012 - Some of the Operating Plan was updated but it was still considered to have deficiencies. April 2012 - A new permit was filed but was still deficient. Ms. Albert stated the application is considered dormant at this time and the Town is out of compliance. The Operating Plan needs to be updated, in such a way that an employee can pick it up and do the entire job. The Closure Plan also needs to be updated. Ms. Albert offered to provide some guidance. The Solid Waste Committee will draft a template to provide to the Selectmen which will be submitted to Manager Austin to complete and then the document will come back to the Selectmen to finalize. Chair Ober noted this work will need to be done within Manager Austin's current work hours.

**3.4 Year End Preparation** - TA Ambrose reported that the Trustees of the Trust Funds met and wrote out reimbursement checks, which were received this week and the Town's checks to the Trustees is next, which is scheduled for the 6/21/17 meeting. TA Ambrose noted she has asked Department Heads to submit any encumbrances by 6/14. Chair Ober noted that performance evaluations are due by the end of the year and explained that process. Implicit Transfers - TA Ambrose stated the forms are confusing because each department operates on a bottom line budget. Chair Ober explained the form was established per the request of the Budget Committee, in order to track spending. Selectman North added the document was for future budget building, so if funds were not spent out of a specific line we would know. Selectman North stated she feels the form should be used if funds are used from another department into another because department heads are quite capable of explaining their budgets. The board agreed that the form is to be used for over expending lines within a department's budget for purchases of

\$1,500 or greater. TA Ambrose noted she would also be contacting the Town's current Auditor to try and renegotiate the contract, due to a steady increase in price.

**3.5 Monthly Expenditure Report - May** - TA Ambrose and the BOS reviewed. 16.52% of the operating budget remains.

**3.6 Giguere Auto – Review of Reports/Compliance** - TA Ambrose provided the Board with reports from 4/28/14, 5/16/14, 9/29/15 and 8/23/16 from Storm Water Compliance LLC. TA Ambrose noted she was contacted the day after the letter was drafted by Storm Water Compliance LLC and the reports were being mailed to the wrong address. The next inspection will be conducted in a month or two. TA Ambrose was asked to draft a thank you and sorry for the misunderstanding letter.

#### **4.0 Other Business**

**4.1 Town Planner & Zoning Administrator Vacancies** - TA Ambrose provided the Board with an agreement letter from LRPC for the Circuit Rider Assistance program and noted some changes were made. TA Ambrose informed the Board she was contacted by the Town of Bristol because they are posting for the two same positions and they discussed shared services, candidates will be asked during the interview process if they have an interest. Selectman North made a **motion** to have the Chair sign the agreement letter from LRPC for the Circuit Rider Assistance program. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**4.2 Second Injury Fund** - Tabled for further information.

**4.3 Town Compensation Discussion/Strategies** - TA Ambrose explained that she reviewed the budget with the Finance Officer and increases could be funded at this time for many reasons..... turnover, insurance, decent winter. TA Ambrose suggested the Board decide on an end goal and implement that plan in increments. Chair Ober stated she looked at the compensation plan today and reviewed the dates of hire, which are not accurate and places people at the wrong steps based on their anniversary dates. TA Ambrose suggested a workshop meeting for the board to go over the figures as a group. A workshop meeting will be posted for 6/19/17 at 9 a.m.

**4.4 Interference with Town Business on Town Property Policy** - Chair Ober made a **motion** to accept the amended Interference with Town Business on Town Property Policy. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**5.0 Non-Public Session under RSA 91-A:3 II (I)** - Chair Ober made a **motion** to go into non-public session at 8:29 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 no decisions was made. Chair Ober 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 Moulton's Band - Fundraising** - Chair Ober explained that usually when the band plays at other locations people will sell refreshments. Chair Ober proposed doing the same thing here when they play at the Town Hall, to help pay for new chairs and tables for the Town Hall. TA Ambrose was asked to check with the Trustees of the Trust Funds to see if the monies could go into the Town Hall Restoration Fund.

**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 Thank You Letters – Nick Orgettas, Mark Thurston** - BOS signed.

**7.2 Dumpster Depot Service Agreement** - BOS signed.

**7.3 G.W. Brooks Change Order** - BOS signed.

**8.0 Review & Approve Minutes**

**8.1 BOS 5/31/17 draft** - Members of the Board reviewed the draft meeting minutes of May 31, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of May 31, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

**10.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 8:54 p.m. Chair Ober **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, June 14, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist