

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

June 14, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, June 14, 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 - *Karen Bordeau Re: ATV Club* - Mrs. Bordeau asked if there was a status update regarding the ATV Club's request to use town roads for a trail system. Chair Ober replied there has been no communication at this time but they were supposed to come back to the Board with plans, a map and insurance.

3.0 Business

3.1 Conservation Commission Reappointments – Karen Bordeau, Richard Ayers, Mark Ledgard - Chair Ober made a **motion** to reappoint Karen Bordeau and Richard Ayers as members until 2020, plus Mark Ledgard as an alternate member until 2020. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead swore- in Karen, Richard & Mark.

3.2 CIPC Guidelines - TA Ambrose referred to an email in the board's packet from the Chair of the CIPC that asked if the Selectmen would consider changes to the guidelines. TA Ambrose recalled a previous discussion that the CIPC can make their own changes to the guidelines. Selectman North stated the changes can be made during their organizational meeting. Andy Sanborn stated there are some items that need to be addressed, the appointment of a Chair, meeting day and the scope needs to be determined by the BOS and cannot be done by the committee. Selectman North explained the committee dissolved and they did not have any returning members and the Board had to appoint a Chair but that is not the case anymore, all of this is within the scope of the CIPC. Selectman North added the CIP is a planning function of the Town in conjunction with the Master Plan and the committee is advisory to the Selectmen, a plan is recommended every year. There was a brief discussion of how many years the CIP plan is and the items that should be included. Andy Sanborn thanked the Board for their time.

3.3 Solid Waste Committee (SWC) & Guidelines - Jennifer Holt was present, as the new Chairman of the SWC. Mrs. Holt explained that they have compiled a list of questions to provide to other similar transfer stations, in order to do research and have data for comparison. Selectman North stated she went back to the beginning to when the SWC was established and has two things to address, first to recommend that a vote be made to rescind the SWC's guidelines which would leave them with the charge written in the warrant article and second to update the Town's Volunteer Policy. Selectman North stated in May of 2016 the SWC was on the right path and requested that they take a deep

breath and regroup, to get back to the right place. Mrs. Holt stated they have worked on the Primex report, the metal pile issue and she agrees with Selectman North but she has a different vision than some of the others that want things done now. Chair Ober asked what the questions will provide the committee with, we need to know how things would work for our transfer station which is different than surrounding towns. Mrs. Holt replied they would like to know what machines are needed for source separation, the time it will take and staffing because we are losing money on single stream. Selectman North stated the permit needs to be secured, the operating plan needs to be updated, etc. and all of this should be done in pieces, not all at once. Andy Sanborn noted they do not have the right information because the past documents are so outdated (2011) and they need a realistic figure. Selectman North raised concern with Tara Albert designating which hat she is wearing because it is now part of the public record, is she working a SWC volunteer or a DES employee. Mrs. Holt replied Tara helps the committee by letting us utilize her DES expertise in a volunteer capacity. Chair Ober asked if she had the Town's permission to pull the transfer station's permit. Mrs. Holt replied she could not speak to that but does know that the work was cleared by her DES Supervisor. Chair Ober stated she does not see anyone answering sixty-four questions and later, offered to consolidate the questions. Selectman North made a **motion** to rescind the SWC's Policies & Procedures / Guidelines approved on 6/8/16, amended on 2/15/17 and 6/14/17, in their entirety. Chair Ober **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to amend the Town's Volunteer Policy. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.4 Conservation Commission Recording Secretary - Chair Ober made a **motion** to approve the appointment of Audry Barriault to the Conservation Commission as the Recording Secretary. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TC/TC Davis suggested finding a back-up because there is one person doing most of the meeting minutes. TA Ambrose offered to contact some of the past applicants to see if there was any interest.

3.5 Deputy Treasurer Position - TA Ambrose informed the Board that no qualified applications have been received. TA Ambrose stated she would change the posting and research to see if there were any past candidates that may still be interested.

3.6 Recreation Commission – 7PM: Trust Instrument in the Amount of \$6,654.05 - The Board reviewed the one page trust instrument earlier in the meeting. Joel Smith was present from the Recreation Commission. Selectman North explained that number 1 of the document states, "The design and erection of a building at the Town park" and that sentence would tie the board's hands because we are being asked to guarantee the building & the land without a plan for the Town's buildings. Selectman North added if the Town decides to build a municipal complex that includes space for recreation then this cannot be used. Chair Ober stated the funds could be used for a storage shed at \$6K. Selectman North stated a building sure because of the donor intent but not the land, the Board would need to hold a Public Hearing. The Board asked Mr. Smith to provide the flyer from the fundraising event. Later in the meeting, the Board reviewed the flyer which did say, for a recreation building at the Town Park. Chair Ober stated the Board should get a final reading from Terry Knowles. Tabled until next week.

4.0 Other Business

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4.1 Town Planner & Zoning Administrator Vacancies - TA Ambrose explained that a question came from the Chair of the Zoning Board (ZBA), which was could they have their Recording Secretary check the office for applications and handle some of the administrative duties in the interim. Chair Ober asked if the ZBA was requesting to change things back because it was under the Zoning Administrator and the Town was paying a lot more. There was a brief discussion regarding the zoning application process and the statutory posting/noticing requirements involved. Selectman North noted if the duties are going to be shifted then it needs to be documented and we would want to know that person knows what they are doing, so nothing slips through the cracks. Chair Ober added the ZBA will need to decide if the duties will be temporary or permanent. The Board reviewed amended job descriptions for the Town Planner and the Zoning Administrator. Selectman North made a **motion** to approve both job descriptions for the Town Planner and Zoning Administrator, to reflect compliance of follow up procedures. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose reported that a few resumes have been received and she will add a submission deadline date (7/1/17) to the advertisement, after checking with Bristol. Joint interviews will be held with the PB, TA Ambrose, one Selectman and the Municipal Assessor.

4.2 Full-time Firefighters - A swearing-in ceremony will be held on June 28, 2017 following the hiring at the Selectmen's meeting outside at the Life Safety Building.

4.3 Solid Waste Committee - The committee will have a booth at Old Home Day.

4.4 Whiskey Barrels - TA Ambrose reported that the donated whiskey barrels from Appletree Nursery with flowers have been received and look beautiful outside of the Town Office.

4.5 Auditors - Vachon & Cluckay - The Board reviewed an e-mail from Jennifer Dorr stating they would be willing to lock into last year's contract price of \$12K. TA Ambrose noted she would follow up with what the Town may need to do to be prepared before the audit takes place to save them some time and some costs to the Town.

5.0 Selectmen's Reports

5.1 Building Maintenance requests - TA Ambrose stated the deadline for submission has passed and the Life Safety Building is still working on theirs.

5.2 RSA 91-A Workshop - Selectman Olmstead reported the workshop he attended last week regarding RSA 91-A was very informative and he learned a lot.

5.3 Update on the work of the Recreation Commission - Selectman Olmstead provided an update.

5.4 Tilton Sports Center Update - Chair Ober reported that there were a lot of Sanbornton residents at the meeting but no members from the Planning Board. Chair Ober informed the Board the application for the opioid treatment center is now being called, an Adult Twelve Step Treatment Center and various things were discussed i.e. engineering, safety, lighting, etc. Chair Ober noted the center will have twenty-four beds and a statement was made that area Police and Fire Chiefs said there would not be an impact. TA Ambrose was asked to check on the statement. The next meeting is scheduled for 7/11/17.

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 Compliance Notification Letter to Giguere Auto - Chair Ober made a motion to have the chair sign the letter. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.2 Dog Warrant - BOS signed.

6.3 Solid Waste Committee Guidelines - BOS signed.

6.4 Health Trust Dental Insurance Renewal - Chair Ober made a motion to have the clerk sign the letter. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.5 Sewer Use Warrant - BOS signed.

6.6 PAFs - BOS signed.

6.7 M.A. Bean Associates, LLC - Contract - BOS reviewed the contract which has been decreased to \$240K. Chair Ober made a motion to have the clerk sign the letter. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.0 Review & Approve Minutes

7.1 BOS 6/7/17 draft - Members of the Board reviewed the draft meeting minutes of June 7, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of June 7, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

8.0 Donations - None at this time.

9.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 7:51 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:42 p.m. Chair Ober announced that a decision was made to conduct employee evaluations on June 21st. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:44 p.m. Chair Ober **seconded** the motion and the **motion passed unanimously**.

11.0 NEXT MEETING(S) – The Board will hold a workshop meeting on **June 19, 2017 @ 9 a.m.** at the Town Office. The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, June 21, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist