

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

June 21, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, June 21, 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 - TC/TC Davis Re: Services** - TC/TC Davis explained that on June 6th the Town Clerk's Office went to the single check system and only one check is written to the Town of Sanbornton, there have been some bumps in the road but we are getting there, in order to allow for credit cards. TC/TC Davis thanked the Finance Officer, Treasurer and Town Administrator for all their help in conjunction with Franklin Savings Bank to get this started. TC/TC Davis informed the BOS that on July 1st her office will also be offering a motor vehicle price estimator that will be a link on our web-site, which will save her and the Deputy TC/TC hours of work. TC/TC Davis stated if customers are unwilling or unable to use the price estimator they will have to come into the office and wait in line because they will not be giving that kind of information out over the phone anymore, they are too busy. TC/TC Davis noted they will work with the elderly as needed.

**3.0 Non-Public Session under RSA 91-A:3 II (c)** - Selectman North made a **motion** to go into non-public session at 5:07 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:45 p.m. Chair Ober announced that no decisions were made, employee evaluations were conducted. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

### **4.0 Business**

**4.1 DPW Director – Block Grant, Truck Repair, Tree Removal, Transfer Station Tags** - Director Bordeau explained that the brakes were sticking on Truck #3, which is one of the main trucks so it had to be fixed. Director Bordeau stated both of the rear brake shoes were sticking, so the wheel seals were replaced as well as the air cans. Director Bordeau noted there is some money in the highway block grant line (balance of \$9,189.14 dollars) to pay for this and when the CIP comes around, he will be recommending replacement of the two trucks plus the one ton. Director Bordeau added the crew does routine maintenance and keeps track of it but they do not take the drums off the truck, as a rule. Selectman Olmstead made a **motion** to use \$3,198.94 dollars out

of line 4312-100, for truck repairs done by Lakes Region Truck on truck #3. Selectman North **seconded** the motion and the **motion passed unanimously**. Director Bordeau reported that the sander from truck #5 is going to be retrofitted for the new truck or as a spare and they were going to try to retrofit truck #4 with the sander then put truck #4's sander in his pickup truck for spot checks. Director Bordeau explained he discussed the sander with HP Fairfield that explained it is just as expensive to retrofit the trucks, so a quote (\$4,890 dollars) has been provided for a new sander for the pickup truck. TA Ambrose asked if HP Fairfield would be installing the sander and Director Bordeau replied no, they would be. Director Bordeau noted he has the fittings to retrofit the other truck. Director Bordeau stated he would also like to purchase some guardrail end caps (\$1,100 dollars) for the Hermit Woods Bridge. Director Bordeau noted he would have a contract in place before June 30th for the grave needed for the Hermit Woods Bridge. Selectman North added gravel for the bridge project is supposed to be supplied by the Town and a contract would also be needed, so the funds can be encumbered. Director Bordeau replied he will have the contract next Wednesday. Chair Ober made a **motion** to purchase the sander and the bridge end caps (5,990 dollars total), to spend the remainder of the highway block grant funds. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to approve the quotations for tree work in the amount of \$15,740 dollars with \$9,500 dollars to be encumbered and the rest to come from next year's funds. Chair Ober **seconded** the motion and the **motion passed unanimously**. Director Bordeau expressed concern with the payment of the transfer Station's tags from Walgreen's in Tilton. The BOS agreed that the final invoice to Walgreens should be paid and tags will be distributed from the Town Office & the Transfer Station going forward. Manager Austin will be asked to track sales.

#### **4.2 Trustees of the Trust Funds – 6PM: Trust Instrument in the Amount of**

**\$6,654.05** - Megan Farkas and Lynn Chong were present. TA Ambrose stated at the board's last meeting the trust instrument/document was received and the Selectmen did not vote but decided to run it by Terry Knowles, she had no issues with the documents. Chair Ober made a **motion** to approve the establishment of a recreation building at the Town Park trust fund. Selectman Olmstead **seconded** the motion. Selectman North was opposed. The motion passed. TA Ambrose explained that the checks for the approved capital reserve funds have been given to the Trustees, which totaled \$225K. TA Ambrose was asked to check with the DRA regarding the Road Evaluation & Repair special warrant article. There was a brief discussion regarding "CD" accounts versus money market accounts. Chief Dexter offered to share his 35 year CIP plan for vehicles with the Trustees for future reference. The Town Hall Restoration Fund has been receiving donations but is a special revenue fund, so the board will likely have to go through a process similar to that of the recreation donations..

**4.3 Tilton Sports Center - 12 Step Treatment Center** - Chair Ober explained what was stated at the last hearing for the treatment center. Chief Dexter replied he and Chief Hankard have discussed this and did not put anything in writing or provide an official position because it is not located in Sanbornton.

**4.4 Old Town Hall Rental Application** - Chair Ober made a **motion** to approve the Town Hall rental application for the David Swain Benefit on Saturday, July 15, 2017 and

to waive the rental fee. Selectman North **seconded** the motion and the **motion passed unanimously**.

**4.5 Police Staffing Discussion** - Chief Hankard stated he has nothing new from the 6/19/17 meeting from Tilton regarding the Prosecutor's contract but he would be meeting with them soon. Selectman Olmstead stated since the meeting on Monday, he feels the Administrative Assistant should be included in the increase because it has been bothering him since it was suggested the position shouldn't be. Chief Hankard replied he had spoken with that person after the meeting and they understood. Selectman Olmstead asked if the cost of training is reoccurring? Chief Hankard replied yes, plus there is a replacement cycle because the equipment is required, so it has to be provided by the department. There was a discussion regarding maintaining the current staffing level with some potential restructuring upon the Chief's retirement plus the inclusion of a prosecutor. Selectman North stated it would be easier to get back the 6th officer because the funding for the department would be partially there. Sergeant Howe added it is hard hiring uncertified officer because it takes longer, 16 weeks of "FTO" and 16 weeks at the Police Academy. Chief Hankard added they are hoping to attract certified officers and then they will be at the staffing level they are now. Chair Ober made a **motion** to move forward with the proposed Police Department restructuring without the Administrative Assistant. Selectman North **seconded** the motion. Discussion; Chair Ober stated the restructuring is for the officers, in order to attract certified officers and she understands the administrative position does a lot but we need to be fair to all departments. Selectman North stated every ten years we have this same discussion but we are a small Town with limited resources and she was on the Budget Committee when this issue was discussed, which she voted against but the language used in this, is what the people voted against and it wasn't the intent. The motion passed. Selectman North abstained. Chief Hankard stated he would have PAFs next week and asked the Board if they would like to meet with the Prosecutor. The Board agreed.

**4.6 Volunteer Policy** - TA Ambrose provided the BOS with changes to the Volunteer Policy. Chair Ober added the policies are not being established as an act of power or control but because after years of neglect, the practices of the Town have gotten away from us. Selectman North stated this is being done all in the name of being organized and the flow of business. Chair Ober made a **motion** to approve the changes to the Town of Sanbornton Volunteer Policy. Selectmen Olmstead **seconded** the motion and the **motion passed unanimously**.

**4.7 Open Air Permit Application - POW WOW** - TA Ambrose reported that the Open Air Permit application has been approved by the Police Department, Fire Department, Health Officer and Interim Planner. Chief Hankard noted the only stipulation is no "PA" system after 10 p.m. Chair Ober made a **motion** to approve the Open Air events pending the application fee is received. Selectman North **seconded** the motion and the **motion passed unanimously**. 12th Annual Learner's Weekend on July 22nd to the 23rd - all day events. POW WOW to be held on September 2nd and 3rd - all day events, both events to take place on 109 Osgood Road.

## **5.0 Other Business**

**5.1 Year End Items** - TA Ambrose stated the Board has an encumbrance from DPW,  
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capital outlay (#4909-00) \$61,275.89 dollars for the Lower Bay Road (town-owned portion) and the Change Order has been provided.. Line item/implicit transfer form for an overage on IT Services in the amount of \$3,025.72 due to the server replacement. TA Ambrose noted she would under expend the permanent full time salary line #4130-110 by \$2,847 dollars and the remainder to come from the gasoline line #4130-635 by \$178.72 dollars. TA Ambrose noted in FY '19 this will not be an issue because each department will have their own IT line in their budgets, instead of most coming out of Executive Administration. Chair Ober made a motion to approve the encumbrance of \$61,275.89 dollars from line #4909-00 for the Lower Bay Road project. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober made a motion to over expend line #4130-315 IT Consulting and under expend lines #4130-110 & #4130-635.

**5.2 Winnisquam Beach** - The beach has been posted due to a positive test for ECOLI and will be tested again.

**5.3 Interim Town Planner** - TA Ambrose informed the BOS that the Interim Town Planner, Dave Jeffers, will be starting in July on Thursdays, which are the PB's meeting weeks and then will be at the LRPC on non-meeting weeks with office hours by phone or email. The vacancies will be advertised on the LRPC's web-site and "Plan Link". TA Ambrose noted that Jeff Hayes has offered to be part of the interview process.

## **6.0 Selectmen's Reports**

**6.1 Update on the work of the Planning Board** - Chair Ober provided an update.

**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 Volunteer Policy** - BOS signed.

**7.2 Open Air Permit Application** - BOS signed.

**7.3 Town Planner & Zoning Administrator Job Descriptions** - BOS signed.

**7.4 Thank You Letter – Appletree Nursery** - BOS signed.

## **8.0 Review & Approve Minutes**

**8.1 BOS 6/14/17 draft** - Members of the Board reviewed the draft meeting minutes of June 14, 2017. Selectman North made a **motion** to accept the draft meeting minutes of June 14, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**8.2 BOS 6/19/17 workshop draft** - Members of the Board reviewed the draft meeting minutes of June 19, 2017. Selectman Olmstead made a **motion** to accept the draft workshop meeting minutes of June 19, 2017 without changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

**10.0 Non-Public Session under RSA 91-A:3 II (c)** - Selectman Olmstead made a **motion** to go into non-public session at 8:36 p.m. Selectman North **seconded** the motion. Roll

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call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 9:57 p.m. Chair Ober announced that a decision was made not to do the TA’s review until the anniversary date of hire/conclusion of probation and to provide reviews to employees at their meeting next Wednesday. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**11.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 9:58 p.m. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**12.0 NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, June 28, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist