

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

June 28, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, June 28, 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 - None at this time.

3.0 Hiring of Two Full Time Firefighters – Swearing-In Ceremony to Follow in Front of Life Safety Building - Chief Dexter announced Kenneth Carleton and Daniel Chapman have been hired as the department's first full-time firefighters because they both exceeded expectations and they both have accepted the positions. Chief Dexter informed the BOS that Dan has just passed his Advanced EMT course and Ken is a Paramedic, they will both work 2 days on and then 2 days off (42 hours a week). Chair Ober made a **motion** to hire Kenneth Carleton and Daniel Chapman as the Town's first permanent full-time Firefighter/EMT providers. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. All those in attendance gathered inside the Life Safety Building for the swearing-in ceremony which was conducted by Chief Dexter.

4.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman North made a **motion** to go into non-public session at 5:23 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 6:08 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**.

5.0 Non-Public Session under RSA 91-A:3 II (l) - Selectman Olmstead made a **motion** to go into non-public session at 6:11 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 6:21 p.m. Chair Ober announced that no decisions were 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**.

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6.0 Business

6.1 Petition to Release Paper Streets from Public Servitude & Settlement Agreement

- Chair Ober made a **motion** to enter into the settlement agreement of Dan & Kara Downes pending the receipt of the survey. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.2 Police Chief – Hiring Package for Officer Vacancy - Chief Hankard informed the BOS that he has a certified officer that is interested in coming in and he is excited because basically there would be no training, plus the candidate is a Field Training Officer, a Detective and part of the SWAT Team. Chief Hankard stated he has 12 years experience and he would like to start him at a Grade 15, Step 7 which is \$23.49 an hour. Selectman North stated after last week's decision to support the restructuring of the PD, the decision should have been tabled and she would like to seek a legal opinion of the decision made in this aspect due to the prior Town Meeting votes made by the Legislative Body. Selectman North added by doing this the BOS would be changing the vote of the people and she is not sure that is legal because we were all elected to be that voice. The entire Board agreed to move forward with a legal opinion and address this again at the July 12th meeting. Chair Ober made a **motion** to move forward with the new cruiser at Irwin's Ford with the trade-in of \$4,100 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.3 DPW Director – Crushed Gravel Contract/Encumbrance - The Board reviewed a quote for gravel from Pike industries in the amount of \$1,680 dollars. Director Bourdeau noted that there is \$39,910.05 dollars left in line 4312-694. Chair Ober made a **motion** to have the Clerk sign the quote for gravel and to encumber the funds out of line 4312-694. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to sign the contract for the new DPW truck in the amount of \$97,865 dollars, which is an annual payment of \$21,051 dollars to Key Government Finance. Chair Ober **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to approve the purchase of the new truck from Irwin and HP Fairfield. Chair Ober **seconded** the motion and the **motion passed unanimously**.

6.4 Road Evaluation & Repair CRF - TA Ambrose provided the BOS with RSA 35:11 and a memo from TC/TC Davis dated June 23rd. TA Ambrose stated the funds voted from Article #10 (\$75K) will have to wait to be deposited until after July 1st and will not impact the fund balance because the funds are considered to be committed. TA Ambrose noted the Trustees are okay with waiting until July. Selectman North made a **motion** to transfer the \$75K from Article #10 to the Trustees of the Trust Funds after July 1st. Chair Ober **seconded** the motion and the **motion passed unanimously**.

6.5 Volunteer Policy - Selectman Olmstead made a **motion** to table any further revisions to the Volunteer Policy. Selectman North **seconded** the motion and the **motion passed unanimously**.

7.0 Other Business

7.1 Town Compensation – Chair Ober stated there was a discussion of changing the payment in lieu of health insurance, etc. Selectman North discussed adding that to the

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2019 budget and noted there was a discussion of offering bonuses but that was out of the general fund and not the 2017 budget. Selectman North stated in the town report it states the P.D. were awarded a grant for overtime but was wondering which year. TA Ambrose offered to follow up with the Chief.

7.2 Year End Items – FY ‘19 Budget Discussion/Deadlines - The deadline for department heads to submit their budget is September 29th and then the BOS will start review on Saturday, October 14th at 9 a.m. The Selectmen recommend that all employees be placed on the approved/existing pay matrix. Services should be level funded unless they can be justified.

7.3 Town Hall - TA Ambrose stated the work to the Town Hall started today but they have detected some mold issues and submitted a change order, \$2,500 dollars for the mold plus \$750 for the deck if needed. Selectman Olmstead made a **motion** to authorize the spending of up to \$3,200 dollars for additional repairs to the Town Hall, to come from the Town Hall Repair & Restoration CRF. Chair Ober **seconded** the motion and the **motion passed unanimously**.

7.4 Deputy Health Officer - TA Ambrose to post position.

8.0 Selectmen’s Reports

8.1 Lakes Region Planning Commission Meeting - Selectman Olmstead stated he attended the meeting on Monday night and Evelyn Auger was presented the Community Service Award.

8.2 Street signs at the Cemetery - TA Ambrose was asked to check on the signs with the Cemetery Trustees.

9.0 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.

9.1 Finance Package for DPW Truck - Chair Ober made a motion to have the Clerk sign the finance package with Key Bank Government Finance for the DPW truck. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

9.2 PAFs - Chair Ober made a motion to hire Bernadette Donovan for Summer Day Camp at \$10.69 per hour. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober made a motion to sign the PAF for the Municipal Assessor. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Ober made a motion for the Clerk to sign the federal form 941. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 Review & Approve Minutes

10.1 BOS 6/21/17 draft - Members of the Board reviewed the draft meeting minutes of June 21, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of June 21, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

11.0 Donations - Chair Ober made a **motion** accept the donation of a refrigerator from Nick Orgettas valued at approximately \$250 dollars. Selectman Olmstead **seconded** the

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motion and the **motion passed unanimously.**

12.0 **ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 8:08 p.m. Chair Ober **seconded** the motion and the **motion passed unanimously.**

13.0 **NEXT MEETING(S)** – **No meeting** on July 5, 2017. The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, July 12, 2017 @ 5 p.m.** at the **Town Offices.**

Respectfully submitted,
April Rollins, Administrative Specialist