

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*July 12, 2017*

### **Town Offices**

The Board of Selectmen convened in regular session on Wednesday, July 12, 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 Business**

**3.1 Recreation Coordinator** - The BOS reviewed a Personnel Action Form to hire Karen Ellis to help with the clean up of Hermit Beach. There was a brief discussion regarding the hiring of relatives in the Town's Personnel Policy. Selectman Olmstead made a **motion** to hire Karen Ellis part-time (\$10.11 an hour) to clean up Hermit Beach with the understanding she reports to the Town Administrator. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**3.2 NH Solar Garden PILOT Agreement & Process** - TA Ambrose explained that the proposed NH Solar Garden Payment In Lieu of Taxes (PILOT) agreement for a proposed project on Giunta Drive has been reviewed by the Town's Attorney and amended, which the Board has in front of them tonight. TA Ambrose noted a Public Hearing needs to be scheduled and Andrew Kellar plus Municipal Assessor Jutton will be present. TA Ambrose stated the agreement is for twenty years but the agreement would be reviewed after ten years and adjusted based on gross revenues. Chair Ober made a **motion** to schedule the Public Hearing to review the NH Solar Garden proposal. Selectman North **seconded** the motion and the **motion passed unanimously**. Fire Chief Dexter requested that consideration be made for Firefighters to be trained because fires that have to do with solar facilities are challenging, so he would be looking for training and cost reimbursement for the hours of those in attendance. TC/TC Davis stated she feels this is very important and is a very big deal for the Town. Chair Ober recommended that the hearing be advertised and the media be included for coverage/publicity. Chair Ober noted this hasn't been to the Planning Board yet and she is unsure where the power would be going. TA Ambrose noted the hearing will be regarding the PILOT agreement and she is not sure what information they will be able to provide before the project starts in the planning process. The Public Hearing will be scheduled for August 23rd.

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**3.3 Shelley Carita – The Partnership for Public Health & Winnepesaukee Public Health Council (WPHC)**

- Shelley Carita and Susan Laverack were present from the Lakes Region Partnership for Public Health. Ms. Carita explained that the WPHC was established in 2005 due to the lack of public health in many regions and now they have fifteen Towns in their region. Ms. Carita stated they are trying to improve the overall public health and preparedness under eight different priority areas. Improve access to health insurance and consumer navigation of the health care system. Improve access to behavioral health care services. Reduce substance misuse & addiction through prevention treatment and recovery. Prevent suicide. Improve the health and wellbeing of older adults and their caregivers. Prevent Childhood Obesity through healthy eating and active living. Increase public health emergency preparedness. Improve health through increased financial stability of individuals and families. Ms. Carita explained that the State & Federal governments are working on dispensing sites for emergency situations i.e. an Anthrax outbreak, etc. The site will dispense much needed medications to people in the region and the Lakes Region Community College has been designated that site. Ms. Laverack noted they coordinate with all of the local Fire & Police Chiefs and volunteers are needed in many different roles. Ms. Carita stated that 540 people were helped in Sanbornton through their service link, to provide things like hospital transition, etc. and that they will be requesting \$2,500 dollars this year from each municipality for the next budget. Ms. Laverack stated there currently is no representation from Sanbornton on the WPHC, which meets the 1st Thursday of the month at the Franklin Savings Bank conference room (Exit #20) from 3 p.m. to 4:30 p.m.

**3.4 SWC Questionnaire – Jen Holt** - Ms. Holt explained that the SWC has restructured its priorities and is okay with the survey not be shortened to date because now they are working on the permit, which they feel is first priority and then the transfer budget. There was a brief discussion of the SWC's additional priorities. Selectman North noted long and short term recommendations came from the NRRA. Chair Ober stated she would sit down with Jen to go over the survey sometime after September. Selectman North referred to the BOS's meeting minutes of 5/18/16 that discuss the installation of a concrete pad and stated there was a vote taken by the Board and the project was more than originally anticipated by volunteers. Selectman North stated a warrant article would be needed for FY 2019 to place funds in the transfer station's capital reserve fund or appropriate the funds specifically for the project.

**3.5 WRBP MOA** - TA Ambrose explained that she was contacted by the Administrator of the WRBP and they have been executing agreements with municipalities in regards to ownership of the sewer infrastructure. TA Ambrose stated she has consulted the Attorney regarding the MOA & attachments, the Attorney's question was why is this being presented because there is a 90-day termination clause so it is not really an agreement, plus Town Meeting would need to accept because we would taking ownership of the private connections. TA Ambrose noted the Board still needs to update the Town's Sewer Ordinance and she has real concerns with this as presented. TA Ambrose recommended the Sewer Ordinance be updated first and revisit the agreement in the Spring. The entire BOS agreed.

**3.6 Primex Contribution Assurance Program Agreements and Davis & Towle's New**

**Risk Pool** - TA Ambrose presented Primex's proposed Contribution Assurance Program (CAP) agreements for Workers' Compensation and Property Liability. TA Ambrose explained that the CAP is a "not to exceed" amount. TA Ambrose stated she attended a meeting with Davis & Towle Insurance which is in the process of establishing a new risk pool to compete with Primex. The new pool intends to provide quotes for Workman's Compensation this fall with Property Liability, Unemployment and health insurance to be added later. With our Workers' Compensation coverage expiring at the end of the year TA Ambrose stated if the Town enters into a 3-year CAP agreement then the Town may not be able to get the better rate. TA Ambrose to send Davis & Towle the Town's information for a quote.

#### **4.0 Other Business**

**4.1 Police Staffing Discussion** - Chief Hankard reported that former Selectman, Andrew Livernois is the new Belknap County Attorney. TA Ambrose stated she has followed up with the Attorney and the restructuring proposal is legal but would be different if it was specifically voted down this year in a warrant article. Chief Hankard proposed placing a new certified full time officer of 12 years at grade 15, step 7 (\$23.49 an hour). Selectman North stated another PAF is needed for the vacant position, plus the prosecutor is still not finalized. Chief Hankard replied the Town of Tilton is meeting tomorrow to review our statistics then he will be brought in for a discussion. Selectman North stated there are a lot of "ifs" being presented. Chair Ober stated so, it will be a month before we can get concrete figures. Chief Hankard replied if the other officer doesn't leave then the proposal will stay the same and the certified officer will remain part-time. Chair Ober and Selectman Olmstead signed the PAFs. Chief Hankard explained that the part-time pay is a pool and hasn't been raised in a while. Chief Hankard proposed increasing the certified part-time officers to \$20.26 per hour, which is currently at \$17 an hour. Chair Ober asked if this would limit the number of hours part-time officers can work? Chief Hankard replied yes but they are not used a lot because of availability. Chair Ober stated it is premature to discuss the new officer until a resignation is received. Selectman North stated "Pandora's" box has been opened and she was against moving money around and has a real problem with it, the Town has other departments and employees.... we need a comprehensive plan. The board agreed to not move forward with increasing the part-time officers' pay at this time.

**4.2 Town Planner, Zoning Administrator & Deputy Health Officer Positions** - TA Ambrose explained that there are two candidates for Town Planner, the submission deadline has passed and the PB will be scheduling interviews. TA Ambrose noted she will be in contact with Bristol regarding the potential of shared services. The Town is still looking for a Zoning Administrator and Deputy Health Officer.

**4.3 Household Hazardous Waste** - Collection dates are July 29th and August 5th.

**5.0 Non-Public Session under RSA 91-A:3 II (c)** - Selectman North made a **motion** to go into non-public session at 6:58 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:22 p.m. Chair Ober announced that no decisions were made. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Chair Ober

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**seconded** the motion and the **motion passed unanimously**.

## **6.0 Selectmen's Reports**

**6.1 Library Field** - Chair Ober stated the field behind the Library was hayed/mowed by someone before Old Home Day, to get it out of there. Selectman North stated it is Town owned land, so the work needs to be authorized by this Board. The Selectmen agreed to come up with a plan for the field at the Library going forward. TA Ambrose was asked to verify liability insurance for an upcoming event and provide the correct address.

**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 Vachon & Cluckay (Auditors) MOU** - Selectman Olmsted made a **motion** to have the Chair sign the “MOU” with Vachon & Cluckay. Selectman North **seconded** the motion and the **motion passed unanimously**.

**7.2 E9-1-1 Data Operations Liaison Form** - Chair Ober made a **motion** to have the Clerk sign the liaison forms. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**7.3 Deb Plenge Painting – Life Safety Building** - Selectman North made a **motion** to authorize the Fire Chief to sign the contract with Deb Plenge to paint the Life Safety Building. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**7.4 Thank You Letter – Nick Orgettas** - The BOS signed.

**7.5 PAFs** - Tabled.

**8.0 Non-Public Session under RSA 91-A:3 II (c)** - Selectman North made a **motion** to go into non-public session at 8:10 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:55 p.m. Chair Ober announced that a decision was made to hold a meeting next Wednesday to discuss employee compensation and how to move forward. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

## **9.0 Review & Approve Minutes**

**9.1 BOS 6/28/17 draft** - Members of the Board reviewed the draft meeting minutes of June 28, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of June 28, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

**11.0 ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 9:07 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**12.0 NEXT MEETING(S)** – A meeting will be held on **July 19, 2017**, to authorize payroll/accounts payable and discuss employee compensation recommendations **ONLY**.

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The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, July 26, 2017 @ 5 p.m.** at the **Town Offices.**

Respectfully submitted,  
April Rollins, Administrative Specialist