

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

July 26, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, July 26, 2017 at 5:00 p.m. at the Town Offices. In attendance were Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present. Selectman Karen Ober was absent.

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 Town Building Maintenance Plan - TA Ambrose stated in tonight's packets, the Board has the maintenance needs that have been provided by department heads. Selectman North asked if we know which ones are being done now within the current budget. TA Ambrose replied most of them are capital items but some are ongoing maintenance. Selectman North noted the associated costs will be needed for the capital improvements plan, then the maintenance issues can be addressed. Selectman North offered to research the well/septic capacity due to the needs of the Fire Department (2008). Tabled for further review.

3.2 WRBP Update - TA Ambrose stated she attended the last WRBP's advisory board meeting and the scope for the feasibility study has been completed. The Attorney General's Office has said it's okay to use the WRBP "O&M" funds, which is funded on a percentage based on users, to fund the study. TA Ambrose explained that the firm Brown & Caldwell had been used to generate the original study which suggested the regional authority and the WRBP advisory board wanted to utilize them again as they view it as an extension of that study, but NHDES isn't allowing them to do so without undergoing a RFP process which can take approximately 9 months. Due to time constraints they are going to contract directly with one of the towns and advisory towns would have to pay their share to that municipality out of their operating budget rather than use the O&M funds. Contributions will be made according to the same percentage breakdown of the O&M fund. This would also take away any potential conflict of interest with the state. TA Ambrose stated Sanbornton cannot contribute to the study due to lack of funding and an appropriation, but the advisory board is okay with it because the town's percentage is small at 1.7%. TA Ambrose stated there will be more roadblocks ahead and the proposal will definitely require political will and potentially more funding needed from towns in the future, so we need to keep this in mind. TA Ambrose noted the town has the sewer fund which is at approximately \$2K and is one small potential funding source. The advisory board is taking care to break this process down into stages and decision points to mitigate cost.

3.3 Property Tax Abatement Request - The Board reviewed a letter from TC/TC Davis, along with other documents and an abatement request. TC/TC Davis provided a brief explanation of the tax lien process and the events leading up to the request. Selectman North made a **motion** to deny the request of Deborah Lynch to abate \$82.05 dollars plus interest because the appropriate process was followed. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.4 Monthly Expenditure Report - June - TA Ambrose and the BOS reviewed.

3.5 Energy Conservation Fund - The Board reviewed an email from Treasurer Cobb dated 6/28/17, asking if they would like to expend the remaining funds (\$167.47) in the Energy Conservation Fund and close the account. The Board advised to expend the funds and close the account and first see if anything that was originally purchased needs to be replaced. Selectman North offered to research past Energy Committee minutes, to see what the funds were supposed to be used for.

4.0 Other Business

4.1 NH Solar Garden PILOT Agreement & Process - The Board reviewed a Press Release and agreed it was okay to post. TA Ambrose noted the applicant has submitted some minor changes to the agreement under the Terms & Conditions section, which doesn't change anything but only explains how they got to those figures.

4.2 Town Compensation - Selectman North stated whatever additional time it takes the Finance Officer to process the recent compensation adjustments, it should be used as compensatory time at a convenient time for her.

4.3 Mohawk Trail Riders - Justin Barriault requested permission to access a section of Class VI road at the intersection of Route #132/Perley Hill Road (old Range Road) up to Tower Hill Road. Justin Barriault stated the road washes out every year and they would like to apply some 1 ½" gravel to the road. Selectman Olmstead made a **motion** to allow the Mohawk Trail Riders to fill a section of the Class VI road at the intersection of Route #132/Perley Hill Road (old Range Road) up to Tower Hill Road. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.4 Senate Bill (SB) 38 - TA Ambrose reported that SB 38 has been passed and State surplus is being distributed as additional highway block grant funds, the Town is receiving \$118,047.18 dollars and a Public Hearing will need to be scheduled for the Board's meeting on August 9th. TA Ambrose noted the funds are non-lapsing, so they could be used to offset some of the Lower Bay Road costs.

5.0 Selectmen's Reports

5.1 DPW Vacancies - Selectman Olmstead provided an update.

5.2 Personnel Policy - Selectman North stated the Personnel Policy doesn't say how much notice should be given before leave is taken. Under advisement.

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.

7.0 Review & Approve Minutes

7.1 BOS 7/19/17 draft - Members of the Board reviewed the draft meeting minutes of

July 19, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of July 19, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

7.2 6/21/17 approved minutes - The Board reviewed a request to correct the approved meeting minutes from the DPW Director. Selectman North made a **motion** to amend the minutes of 6/21/17 as recommended by the DPW Director on 7/13/17. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7.3 6/28/17 approved minutes - TA Ambrose stated a complaint was received regarding section 9.2 of the 6/28/17 minutes regarding the personnel action forms not having enough detail for one but detail for the other. After a brief discussion, the Board deemed no change was needed.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 6:34 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

10.0 NEXT MEETING(S) – The Board will **not** hold a meeting on **Wednesday, August 2, 2017**. The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, August 9, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist