

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*August 9, 2017*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, August 9, 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. **Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.
2. **Public Comment** - None at this time.
3. **Business**

**3.1 NHDOT I-93 Bridge Painting Over Gulf Rd** - NH DOT Project Engineer, Jerry Zoller was present. Mr. Zoller provided handouts and displays of the proposed bridges (#5 & #6) that will be repainted over Gulf Road. Mr. Zoller explained that these locations are low volume, so they will be able to set up lane closure work zones for the contractors. Mr. Zoller stated the project will be bid out in October and awarded to a contractor in November for the work to start next year. The project will run for 4-5 weeks with temporary traffic signage and operated by the use of a suspended platform with a rapid deployment unit. All of the existing paint will be removed and packaged for a certified hauler, the new paint will be a dark brown color. Mr. Zoller noted an agreement needs to be signed stating the Commissioner of the NH DOT will remain in charge for the project's duration. TA Ambrose noted the Police Chief has reviewed the information and is okay with it. Selectman North stated the agreement states the document should be notarized by the Selectmen and the Commissioner together, so if the last sentence is struck she will be okay with signing it. Selectman Olmstead made a **motion** to sign the Municipal Work Zone Agreement for the State of New Hampshire DOT's bridge project on Gulf Road. Chair Ober **seconded** the motion and the **motion passed unanimously**. TC/TC Davis notarized the agreement.

**3.2 Rose Ciarpella & Eddie Ogiba - Lower Bay Rd** - Ms. Ciarpella stated she has already spoken with TA Ambrose and MA Jutton regarding the 6/10th of a mile on Lower Bay Road that is unpaved from Upper Smith Road to Leavitt Road. Ms. Ciarpella asked why that section is not paved and if there are plans to pave that section? Chair Ober replied yes there are plans but the Town only appropriates \$600K each year and we did to Leavitt Road this year. Chair Ober noted the shimming was a State project and the Town was told that it was not going to happen but the road was shimmed anyways, Upper Smith Road & Leavitt Road are on the schedule for next year. Selectman Olmstead noted the State owned section of road has been engineered but the project has not been awarded. Selectman North stated the Town has not received the study back yet, which is then given to the Selectmen, the project goes out to bid and is then placed on the Town's warrant for Town Meeting. Mr. Ogiba stated he would like the DPW, Budget Committee and the Selectmen to be backing the project for 2018, due to the condition of the road. DPW Director Bordeau added he would be presenting a plan to the Board for Upper Smith Road to Leavitt Road, then the project will be bid out in December. Selectman North added the Town has to appropriate the whole amount of the project then the State reimburses the Town eight percent (80%). TA Ambrose noted Holden Engineering was supposed to have the engineering report to the Town by the end of July and

it should be received any day now.

**3.3 Police Chief – Staffing/Hiring** - Chief Hankard reported that he has received a letter of resignation from Officer Phillips and his last day will be August 19th. Chief Hankard explained that Officer Boisvert wants to be full time and based on his experience he would like to hire him at Grade 15, Step 7 starting on August 20th with 6 months' probation and 2 weeks' vacation. Chief Hankard noted Officer Morton will be graduating from the Police Academy on August 18th. Chair Ober made a **motion** to regretfully accept the resignation of Officer Andrew Phillips. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead made a **motion** to extend Officer Boisvert an offer letter for full time employment with the Sanbornton P.D. Selectman North **seconded** the motion and the **motion passed unanimously**. Chief Hankard stated he hopes that Officer Phillips will stay with the department as part-time. Chief Hankard stated he has a contract for the Tilton's Prosecutor which still needs review by the Tilton BOS and the Town's Attorney has copy to review for the Board's 8/23/17 meeting. Selectman North noted the amount of \$12,500 dollars for 2017 is wrong because the figure would not be for a full year. Chief Hankard replied he would send the adjusted contract amount to them. Chief Hankard noted all of the cruisers have had new "CO" detectors installed in them, due to recent news reports.

**3.4 6:00 PM \*Public Hearing\* - \$118,042.57 Local Highway Aid Grant** - Chair Ober opened the Public Hearing at 6:03 p.m. TA Ambrose stated the Town has received the check for \$118,042.57 dollars, in addition to the \$136K in highway block grant funds already received. TA Ambrose noted the funds are to be used for the same purpose but are non-lapsing. There were no comments from the general public. Chair Ober announced the public hearing would remain open for one hour. Chair Ober made a motion to close the public hearing at 7:07 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to accept the funds for local highways, in the amount of \$118,042.57 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**3.5 Fire Chief – Department Head Update** - Chief Dexter provided a summary of the 2016 call volume versus 2017. Chief Dexter stated the calls are down but they had 58 calls in the month of July and they are seeing an increase in calls for August as well. Chair Ober asked how the department was handling Carfentanil. Chief Dexter replied they haven't had to deal with it yet but have been conducting trainings, they have mostly been dealing with heroin cases. Chief Hankard stated goggles, masks and hazmat suits are being recommended by the DEA. Chief Hankard noted Carfentanil has changed the way the police do business, we no longer conduct field tests of substances. Selectman North stated the fire department needs to have showers but she is pretty sure the existing septic & well systems cannot handle the capacity. Chief Dexter replied showers are only needed for gross decontamination situations and wouldn't be used daily. Chief Dexter updated the Board on the training progression of the new two full-time firefighters. The Board reviewed an email from the Tilton-Northfield Fire Chief, Michael Sitar dated 7/12/17. Chair Ober asked why the change of heart and Chief Dexter replied they did not get their fire station. Chief Dexter stated he is willing to have a discussion with them but regionalization and consolidation are two completely different animals. Chair Ober stated the Tilton Board of Selectmen should be included in the conversation and offered to be the Sanbornton Selectmen's Representative during these discussions. Chief Dexter noted that he would have the bid paperwork for the ambulance at

the 8/23/17 meeting.

**3.6 DPW Director – FY 18 Highway Block Grant, Hiring, Swale Request** - Rick Razinha was present. The Board reviewed a personnel action form for Rick Razinha as a new DPW employee that currently has a CDL-A license. Director Bordeau stated he also has a job offer letter. Mr. Razinha explained that he is from Cape Cod and recently moved to Burleigh Hill Road. Chair Ober made a **motion** to hire Rick Razinha as the new full-time truck driver at \$16.21 per hour with a 90-day review. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Director Bordeau reported that GW Brooks has started on Lower Bay Road and a lot of trees have been removed but he has located a new spot for a cross culvert, which he will need to discuss with property owners. Director Bordeau stated Earl Leighton has requested one of the swales be changed to a catch basin near the field. Selectman North replied the swale is in the Town's right-of-way where Earl mows. Director Bordeau will discuss this issue further with Earl because there is still time to make that change. TC/TC Davis expressed concern with there being no repercussions for the logger that cleared trees on Lower Bay Road, due to the way they were cut. Steve Ober stated there should have been water bars and the area should have been seeded to prevent erosion, some of these outfits have been cutting & running. Chair Ober asked if the loggers were bonded and Director Bordeau replied yes, a policy should be drafted. TA Ambrose asked why a policy should be drafted, if there is an industry standard. Chair Ober suggested language be added to the bond paperwork which then can be reviewed by the Tree Warden. Director Bordeau explained that there was an emergency water issue at the Swain's Farm, the water was coming through the center line of the road and he contracted with Earl Leighton for the work in the amount of \$1,322 dollars but did supply the pipe and styrofoam needed. Chair Ober suggested the area of the patches be larger, instead of smaller and that way the area doesn't become a bump or a problem during plow season, which is a discussion that happened a long time ago. Director Bordeau took the suggestion under advisement. Director Bordeau reported that Bill Cutillo's son has signed the commercial trash removal agreement and Waste Management will be the carrier. Director Bordeau reported the grader is going to be serviced and may be over the \$1,500 dollar threshold. Director Bordeau explained that he has a proposal for a shoulder machine from H.P. Fairfield that would mount to the truck, in the amount of \$7,200 dollars. Director Bordeau stated GW Brooks has requested to be paid every two weeks. TA Ambrose checked the contract and no payment schedule was included. Director Bordeau replied he would request a payment schedule from GW Brooks. Director Bordeau explained that Perley Hill Road is deteriorating fast and something will need to be done soon. Director Bordeau noted he has received a request for a paved swale on Hueber Drive due to a substantial flow of water on to the property which then goes into the lake. Director Bordeau stated he feels some of the responsibility is the Town's and some is the property owners. The BOS will review the property.

**3.7 LRPC Competitive Electricity Supply Aggregation MOU** - TA Ambrose explained that the Town will see an estimated savings of \$3,700 dollars annually. Chair Ober made a **motion** to have the Clerk sign the MOU for electric supply aggregation. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**3.8 Monthly Expenditure Report - July** - The BOS reviewed. TA Ambrose was asked to check on the mileage line in the General Assistance (4441) budget.

#### 4. **Other Business**

**4.1 Pay Matrix Training** - The Board reviewed a memo from Municipal Assessor, Robb Jutton regarding the Pay Matrix Training and concurred that they would be utilizing the current pay matrix for grading. The Board agreed that they could not dictate how the Library Trustees spend their funds.

**4.2 Town Planner's Hours** - Dave Jeffers will be changing his office hours to 1 p.m. through 4 p.m. on Thursdays of Planning Board meetings, and then attend Planning Board meetings.

#### 5. **Selectmen's Reports**

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

**5.2 Update on the work of Sanbornton Planning Board and the Tilton Planning Board** - Chair Ober provided an update.

6. **Non-Public Session under RSA 91-A:3 II (a)** - Chair Ober made a **motion** to go into non-public session at 8:23 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 8:49 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 North **seconded** the motion and the **motion passed unanimously**.

7. **Non-Public Session under RSA 91-A:3 II (c)** - Selectman Olmstead made a **motion** to go into non-public session at 8:52 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 9:30 p.m. Chair Ober announced that no decisions were made. Selectman North made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

8. **Non-Public Session under RSA 91-A:3 II (c) & (a)** - Selectman North made a **motion** to go into non-public session at 9:34 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 10:31 p.m. Chair Ober announced that a decision was made to sign a personnel action form to move the TA to a grade 19, step 8 effective on 8/15/17 based on the initial offer letter. Selectman North made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

9. **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 Thank you letter** - BOS signed.

**9.2 PAFs** - Signed earlier in the meeting.

**9.3 MS-1 Extension** - BOS signed.

**9.4 NH DOT Municipal Work Zone Agreement** - Signed earlier in the meeting.

#### 10. **Review & Approve Minutes**

**10.1 BOS 7/26/17 draft** - Members of the Board reviewed the draft meeting minutes of July 26, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of July 26, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

**12. ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 10:34 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**13. NEXT MEETING(S)** – The Board will **not** hold a meeting on **Wednesday, August 16, 2017**. The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, August 23, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,

April Rollins, Administrative Specialist