

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*September 13, 2017*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 13, 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. **Holden Engineering – Peter Holden** - Mr. Holden provided the Board with copies of the engineering report and designs of the road layout/proposed construction for Lower Bay Road. Mr. Holden stated the next set of plans will be closer to final after the State reviews them, which will be in 4 to 5 weeks. The Board reviewed map 34 of 95. Mr. Holden explained that most of the grading would take place on the uphill side of the road, which will be 21 to 22 feet wide with 11 foot lanes but they had to make the road wider in some places, so some of the grading will be on people's properties. Mr. Holden stated he would be sending easements to the State's representative C.R. Willeke and if he is okay with the document then he would like to start meeting with abutters to secure the easements (around 20 total). Mr. Holden provided the board with an example letter and stated the letter could come from him or the Selectmen on Town letterhead. Mr. Holden stated the letter goes out then he starts to knock on doors or get telephone numbers, which usually doesn't take very long. TA Ambrose suggested the Board draft an authorization letter for Peter Holden to proceed. Mr. Holden explained that is it easier for him to go door to door, in case the property owner has questions in regards to the project. Selectman North made a **motion** to have the Selectmen sign the letter for the Lower bay Road project from Holden to the abutters individually. Chair Ober **seconded** the motion and the **motion passed unanimously**. Mr. Holden stated he would let the Board know when he was going, so if anyone wanted to join him they could. Mr. Holden stated because this road reconstruction and there is not a lot that can be done with a road like this, so the Alteration of Terrain permit letter or "Permit by Notification" will be sent to DES because no permit is required. Mr. Holden explained the shoreland permit application has been filled out and he has a letter for the Board to review and sign. Mr. Holden stated the Wetlands permit needs to be filed due to a minor impact on two culverts because they are making them larger. Mr. Holden stated he brought the application and also the certified letters to the abutters, which can be sent out tomorrow and he will deliver the certified receipts. The application will need to be signed off by the Conservation Commission, the Selectmen and TC/TC Davis. TA Ambrose offered to contact Conservation Chair, Brad Crosby. Chair Ober made a **motion** to have the Clerk sign the Alteration of Terrain permit. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Mr. Holden provided the Board with a break out of the construction costs per item by Holden and an estimated project cost detail report from the State, he has sent his break out to the State and is waiting to hear back. Mr. Holden stated the municipal sewer is owned by the WRBP and they have submitted plans of the pipe to them, we should hear back by 9/21/17. Mr. Holden explained that Holden's web-site will be updated with all of the additional documentation for the project and then briefly reviewed the project's schedule.

Mr. Holden noted he needs to have a discussion with the State regarding guardrail openings and potentially adding some posts. Mr. Holden stated he would be back tomorrow morning by 11 a.m. with the application.

3. **Non-Public Session under RSA 91-A:3 II (c)** - Selectman Olmstead made a **motion** to go into non-public session at 4:55 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:22 p.m. Chair Ober announced that no decisions were made. Selectman North made a **motion** to seal the minutes of the non-public session. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**3.1 DPW Update** - Director Bordeau reported that Hermit Woods Bridge has been completed and M.A. Bean has requested a letter of accomplishment from the Town. Director Bordeau noted he has confirmed work with NICOM for crack sealing and Bellmore for the catch basins, the sand bid is out and the salt contract has been completed. After a brief discussion; Chair Ober made a **motion** to shim & overlay Perley Hill Road, Currier Road and Meeting House Hill Road. Selectman North **seconded** the motion and the **motion passed unanimously**. Director Bordeau offered to get the Board pricing.

4. **Public Comment** - None at this time.

5. **Business**

**5.1 Appointment Request Re: Historic District Commission – Franz Vail** - Chair Ober made a **motion** to appoint Franz Vail to the Historic District Commission as a full member until 3/31/2019. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**5.2 2017 Legislative Session Review** - TA Ambrose reviewed changes made during this year’s legislative session for the following; House Bill (HB) 251, Senate Bill (SB) 248, HB 144, HB 517, SB 38, HB 194, HB 89, HB 108, HB 460, SB 191, HB 170, SB 116, HB 514, HB 131, HB 163, HB 371, SB 80, HB 316 and HB 238.

**5.3 Monthly Expenditure Report - August** - BOS reviewed with TA Ambrose.

**5.4 Governance Questions for Upcoming Audit** - The Board reviewed a draft response. TA Ambrose noted this is requested for potential fraud before the audit is conducted. Selectman Olmstead made a **motion** to have the Clerk sign the Governance questions sheet. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**5.5 Job Description & Organizational Review for Vacancies** - The Board reviewed the original versions of the DPW Director and the On-Site Transfer Station Manager’s job descriptions, plus a “red lined” version with both having new titles as Highway Department Director and Transfer Station Manager. The Board also reviewed a new organizational chart. Selectman Olmstead made a **motion** to approve the job descriptions for the Highway Department Director and Transfer Station Manager as amended on 9/13/17. Selectman North **seconded** the motion and the **motion passed unanimously**. Selectman North made a **motion** to accept the organizational chart dated 9/13/17. Chair Ober **seconded** the motion and the **motion passed unanimously**.

6. **Other Business**

**6.1 Hiring Process for Vacancies** - The Selectmen agreed to move the Highway Department

Director to Grade 19, Step 1 (\$55,224 dollars) and the Transfer Station Manager to Grade 12, Step 1 (\$34,382 dollars). Chair Ober stated one of the truck driver's positions can be eliminated and the new Transfer Station Manager can cover those winter hours, then a second plow route with a big truck can be added and we won't have to buy two trucks, just one. Selectman North noted that would leave approximately \$26K for the additional plow route and suggested that last year's contractor be contacted, to see if they were interested. The Board will meet with the DPW crew on Tuesday 9/19/17 at 3:30 p.m. at the highway garage. TA Ambrose was asked to notify potential applicants of the job description changes.

**6.2 Tilton Prosecutor's contract** - The Tilton Selectmen signed the amended contract.

**6.3 E-mail from Pastor Manning** - The Board and the Town's employees have been invited to a community church service on November 19, 2017 @ 4 p.m. that will be held at the First Baptist Church but all three churches are involved. Pastor Manning is requesting community involvement. Chair Ober stated the information can be made available and supported but we can't make the employees go to the event. A link will be added to the Town's website.

**6.4 Deb Plenge Re: Brush at Town Hall** - Swain's Landscaping is to be contacted to remove brush that is creating moisture against the Town Hall's walls.

**6.5 Job Fair in Concord** - Selectman North offered to attend the job fair at the Steeplegate Mall on September 21st from 10 a.m. to 2 p.m.

**6.6 Crack Sealing Equipment** - Selectman Olmstead stated the crack sealing is good for the town's roads but he would like to look into how much the equipment costs and weigh out the cost of the equipment plus labor and materials. Chair Ober suggested waiting until a new Highway Director was hired. Selectman Olmstead agreed and wants to look at purchasing the equipment next year. Chair Ober noted there may need to be some training needed for the employees running the equipment.

## 7. **Selectmen's Reports**

**7.1 Historic District Commission** - Selectman North provided an update on the work of the H.D.C.

**7.2 LRPC's Transportation Advisory Committee (TAC)** - Selectman North stated she was contacted for the TAC's October meeting, they will be discussing the "TIGER" Grant.

**7.3 Vacancies** - Selectman North suggested the vacant positions that have been filled be removed from the Town's website. TA Ambrose to follow up with MA Jutton.

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

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

8. **Non-Public Session under RSA 91-A:3 II (b)** - Selectman North made a **motion** to go into non-public session at 7:46 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 8:16 p.m. Chair Ober announced that a decision was made to rewrite a PAF and they discussed an exit interview. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Chair Ober **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 Response to Letter Requesting Swale on Hueber Drive** - The Board signed.

**9.2 Deputy Health Officer Appointment Form** - The BOS signed.

**9.3 PAF** - Selectman North made a motion to sign the Personnel Action Form for Mark Bitetto, who has received his Firefighter III certification and is being moved up to Grade 11, Step 3. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**10. Review & Approve Minutes**

**10.1 BOS 9/6/2017 draft** - Members of the Board reviewed the draft meeting minutes of September 6, 2017. Selectman North made a **motion** to accept the draft meeting minutes of September 6, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**10.2 BOS 9/11/17 draft** - Tabled until next week.

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

**12. ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 8:32 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

**13. NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, September 20, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist