

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

September 19, 2017

Town Offices

The Board of Selectmen convened for a meeting on Tuesday, September 19, 2017 at 3:30 p.m. at the Highway Garage. In attendance were Selectman Karen Ober, Selectman John Olmstead and Selectman Katy North. Director, Brian Bordeau; Operations Manager, Roy Clark; Grader/Equipment Operator, Aaron Fleury; Truck Driver/Equipment Operator, Bill Goutier; Truck Driver/Equipment Operator, Rick Razinha and Town Administrator, Katie Ambrose were also present.

1.0 Highway Department – Chair Ober acknowledged that the department is in transition and stated that if employees have any questions or concerns regarding the transition to please provide them to the Board or Town Administrator. Chair Ober explained that the Select Board has decided to reorganize the DPW Department into the Highway Department and Transfer Station and change the two positions now titled Highway Department Director and Transfer Station Manager. The Transfer Station Manager will oversee the Transfer Station and staff with hours increased to 40 per week and one day (potentially two in the winter) devoted to maintenance of Town buildings and property. Chair Ober explained that the Highway Department staff may still need to fill in for the Transfer Station in the interim or to cover any vacations etc. in the future so it is still important to have Highway staff cross-trained at the Transfer Station. The Board asked Operations Manager Clark if he would be willing to fill in for the Director in the interim, he replied that he can and asked what the expectations would be in terms of filling the last vacant Truck Driver/Equipment Operator position. Chair Ober replied that they will not be filling that position at this time and using the funds to hire an additional plow truck route and potentially two temporary laborers in the summer which should be advertised for at the end of March. The Board and Highway Department were in agreement that the position should not be eliminated entirely so that it could be filled if needed. Chair Ober stated that the Board is looking for recommendations from the department in regards to which plow route should be assigned to the additional hired truck, the Highway Staff were in agreement that they would need some time to work on a recommendation. Director Bordeau stated that one of the outside plow drivers for a small truck route that was utilized last year is not sure if he'll come back this year due to the rate of \$60/hour which Director Bordeau believes has been in place since 2006 and suggested a rate of \$67.50/hour which the Board took under advisement. The suggested rate was based on twelve storms averaging 6 hours per storm. Director Bordeau informed the Board that a hired plow driver for a large truck route last year indicated he would be willing to come back this year and recommended the same rate of \$82/hour. Director Bordeau will contact to see if he would be interested in picking up the additional large truck route. Chair Ober asked what else does the Highway Department staff see the Select Board needing to do to be successful this season? Grader/Equipment Operator Fleury asked who would be in charge of the Town cell phone? Operations Manager Clark

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indicated that he would be willing to take on that responsibility but would need to be compensated as he would be responsible for that 24/7. Grader/Equipment Operator Fleury stated that he would be willing to share that responsibility so that they could rotate weeks. Chair Ober stated that hopefully the hiring process for a new director won't take long but that we should be prepared just in case. Selectman North stated that the three Selectmen are available to help if the staff gets stuck because they are here to support the employees. Chair Ober stated that it is helpful if they can communicate with the Town Offices during storms so that they can answer calls and questions. Selectman Olmstead stated that if they keep the Town Offices informed then they can keep the heat off of Highway so they can do their work. Director Bordeau suggested mandatory rest breaks between the hours of 1am to 4am for safety. Chair Ober asked how that would relate to the lack of Town Police coverage on the roads as we have State coverage from 2am to 6am so there would potentially be no officers on the roads to communicate any problems. Selectman North stated that we need to work on creating a comfortable rest place at the Highway Garage so that staff doesn't have to travel home to sleep which isn't safe. Grader/Equipment Operator Fleury supported the idea of a mandatory rest period but leave it flexible without set hours since it depends on the storm. The Board was in agreement that rest periods are important for safety and that the staff would need some flexibility in determining when to take them. Selectman North to research if sleep time is paid or unpaid time by law. Selectman North suggested a safety manual for the department which could reference rest breaks. Grader/Equipment Operator Fleury asked about their radios which during storms don't always work. The truck radios and antennas appear to work so it might be the repeater on Steele Hill and the Fire Department might have similar issues. The Board agreed that should be looked into. The department is all set with cutting edges for the season and Director Bordeau stated that they will be taking a truck to the White Farm for auction on October 7th but will swap the tires first and remove the radio and decals. Chair Ober stated that the Board is here for any help and they would be open to any thoughts or suggestions. The first priority moving forward will be a plan for the Town cell phone and the department will work on their recommendations for the additional hired plow route. The Selectmen thanked all for attending and relocated the meeting to the Town Offices at 4:17 p.m.

The Board of Selectmen reconvened the meeting at 4:30 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.

1.1 Non-Public Session under RSA 91-A:3 II (b) - Selectman Olmstead made a **motion** to go into non-public session at 4:30 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 4:49 p.m. Chair Ober announced that the decision was made to hire Patricia Katis as a Recording Secretary Per Diem/as needed. Selectman Olmstead made a **motion** to seal the minutes of the non-public session. Selectman North **seconded** the motion and the **motion passed unanimously**.

1.2 Other Business - Chair Ober asked in light of the issue with the reporter and articles in the Laconia Daily Sun does the Board need to write a response. Selectman Olmstead stated that the email TA Ambrose sent was sufficient. Selectman North

stated that we need to make sure that if a reporter attends a meeting that their questions are answered. Chair Ober stated that part of the problem was that the reporter didn't attend a meeting. Selectman North agreed and stated that the reporter didn't follow the minutes, and that it's important for the Board to remember that individual Selectmen can't speak for the Board. Selectman Olmstead reported that they did a nice job repairing Hunkins Pond Rd and they patched underdrain on Lower Bay Rd which is now ready for fine grading and paving and they have done a nice job. Discussion was had about the hiring process for the Highway Department Director position and it was clarified that there will be a vetting committee to review applications in terms of meeting the criteria set by the job description consisting of Selectman Olmstead, TA Ambrose, Fire Chief Dexter and Police Chief Hankard as well as an interview panel consisting of the Board of Selectmen, two DPW professionals from other towns and the TA. For the Transfer Station Manager position there will be no vetting committee and the interview panel will consist of the Board of Selectmen and the TA, the same for the PT Transfer Station Attendant. TA Ambrose was asked to change the deadline for all three positions from until filled to September 29th (close of business). TA Ambrose noted that in relation to the prior discussion she was disappointed to see that the retraction in the paper contained additional factual errors. The Board agreed and Chair Ober suggested a letter be drafted to the editor expressing their dismay. The Board agreed and TA Ambrose to provide a draft for the September 20th meeting.

1.3 Adjournment – Selectman Olmstead made a **motion** to adjourn the meeting at 5:13 p.m. Selectman Ober **seconded** the motion and the **motion passed unanimously**.

1.4 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,
Katie Ambrose, Town Administrator

(These minutes are in draft form and are subject to review & approval at the next regularly scheduled Selectmen's meeting. Meeting minutes are not official unless they are viewed on the Town's web-site www.sanborntonnh.org or are on file with the Town Clerk.)