

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

September 20, 2017

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, September 20, 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 - Ralph Rathjen Re: Highway Department Director's job description** - Mr. Rathjen stated he has read the new job description for the Highway Department Director, the Town has a Highway Study Committee (HSC) in 2014 and they discussed privatization with some success in moving things in that direction. Mr. Rathjen read the minutes dated 12/11/2014 of the privatization committee and stated the highway department has an operating budget of \$900K which is bigger than police & fire, the Town needs a measure of what the department does for culverts, ditching, etc. Mr. Rathjen suggested the board consider reinstating the committee because a decision cannot be made without some kind of measure. Mr. Rathjen noted that under the job description skills section there is no mention of "road maintenance". Mr. Rathjen recommended the Town have an engineering firm review roads for projects & maintenance, so we have some direction because he doesn't feel confident the money will be used wisely.

**3.0 Non-Public Session under RSA 91-A:3 II (a)** - Selectman Olmstead made a **motion** to go into non-public session at 5:07 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:40 p.m. Chair Ober announced that a decision was made to sign a P.A.F. and set compensation at \$50 dollars a day for the Highway Department's cell phone coverage. Selectman North made a **motion** to seal the minutes of the non-public session. Chair Ober **seconded** the motion and the **motion passed unanimously**.

### **4.0 Business**

**4.1 Kevin Austin – Exit Interview & Payment in Lieu of Insurance** - Mr. Austin stated the Town's medical reimbursement policy says if an employee is employed for one year then they could receive a \$1K reimbursement, if they were to "opt" out of taking the insurance. Mr. Austin noted his last day of work will be September 23rd. The Board reviewed Mr. Austin's date of hire. Chair Ober stated he would only be eligible for half a year because the policy says the employee is not eligible until the end of the calendar year. Selectman North made a **motion** to reimburse Kevin Austin for the payment in lieu of insurance, in the amount of \$500 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**. Mr. Austin explained that he is relocating. Mr. Austin

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stated the thing he liked the best were the residents and the challenge, he really liked his job here. Mr. Austin recommended more regular maintenance to the Transfer Station's equipment, a new quote for the MSW container, better direct communication between the Selectmen & the Transfer Station employees, which was hard not to have. Mr. Austin stated his "hat is off" to Director Bordeau for running both departments and feels his position of Manager should be 40 hours a week with the Transfer Station being open 3-days a week. Mr. Austin noted that it is hard to keep employees with no pay matrix in place because there are not any incentives, which is across the Town's board and not just at the Transfer Station. Selectman North noted the Selectmen will need to appoint a liaison, now that the Transfer Station Manager reports directly to them. There was a brief discussion regarding changing the Transfer Station's schedule. Mr. Austin thanked the Board for the opportunity. Chair Ober thanked Dawn Austin for all of the volunteer hours worked at the Transfer Station.

**4.2 Paved Swale Request – Perley Hill Rd** - Director Bordeau explained a complaint was received by a resident that water was coming off the Town's road onto their property with Operations Manager Clark who also observed the problem with most of the water coming from the driveway and surrounding topography. Director Bordeau explained that the DPW installed erosion stone in the ditch line and repaired the swale but the resident is requesting the swale be paved. Operations Manager Clark stated if they were to pave the swale the problem would become worse because the water would then move faster. Director Bordeau offered to add some more erosion stone and adjust the swale some more and noted the property has issues but they are not the Town's issues. TA Ambrose stated the owner said he would pave the swale himself if the Town did not and asked Director Bordeau if that was correct? Director Bordeau replied yes, he is adamant. Chair Ober suggested the Board send the owner a letter suggesting more erosion stone and adjusting the swale some more, in response to this issue. TA Ambrose to draft a letter for the Board, to include that paving will only make the issue worse.

**4.3 Shim & Overlay Bid** - The Board reviewed an invitation to bid for a shim & overlay on Perley Hill Road, Currier Road and Meetinghouse Hill Road. TA Ambrose noted that she has sent the invitation to the Town's Attorney for review and should have some suggested changes back by Thursday. Chair Ober suggested changing the submission deadline to September 27th at 10:00 a.m. Selectman North noted any changes going forward should be submitted as "Change Orders". Chair Ober made a **motion** to approve the Invitation to Bid with minor changes and pending recommendations from Town Counsel. Selectman North **seconded** the motion and the **motion passed unanimously**. Operation Manager Clark informed the Board that he has spoken with Brad Laughy about the use of his 6-wheel truck for another plow route and needs to know now because if it goes out to bid the hourly rate will increase. Selectman North made a **motion** to increase the small truck route rate to \$67.50 an hour. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to waive the bid process for the large truck's winter plow route and move forward with Brad Laughy. Selectman North **seconded** the motion and the **motion passed unanimously**. Director Bordeau stated instead of a board/committee member coming to the Selectmen first, he wishes they would have come to the department head because he had answers to those

questions. Selectman North noted the capital reserve funds for the road engineering study cannot be used until next year. TA Ambrose was asked to verify when the CRF becomes available because of the way it was funded. The Board reviewed a hand out dated 9/20/17 regarding Director Bordeau's last week of employment and briefly discussed upcoming project deadlines, the CIP, the budget, plus the Operations Manager becoming the Interim Director.

**4.4 Fundraising Events on Website** - TA Ambrose to see if a "Community Bulletin Board" page can be added to the Town's website.

## **5.0 Other Business**

**5.1 Regional Fire Committee Meeting Dates** - Selectman North made a **motion** to appoint Karen Ober as the Regional Fire Commissioner Representative. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chief Dexter to try and schedule a good date for everyone to attend a meeting.

## **6.0 Selectmen's Reports**

**6.1 Lakes Region Planning Commission** - Chair Ober explained that she has a LRPC meeting on Monday and will be submitting a ballot for their election of Officers. The BOS reviewed.

**6.2 DPW - "Sleep Time" Rules** - Selectman North stated she is still reviewing the rules. Tabled for next week.

**6.3 School District - Grade Restructuring** - Selectman North stated there has been some parental concerns and residents should be aware of the long range planning needs for the Winnisquam Regional School District. Sanbornton Central and Union Sanborn will have grades K through 4th, the Middle School will have grades 5th through 8th and the High School will remain the same grades.

**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 Thank You Letter – M.A. Bean Associates** - The Board signed.

**8.0 Non-Public Session under RSA 91-A:3 II (c)** - Selectman Olmstead made a **motion** to go into non-public session at 7:23 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:36 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**.

## **9.0 Review & Approve Minutes**

**9.1 BOS & BC 9/11/2017 draft** - Members of the Board reviewed the draft joint meeting minutes of September 11, 2017. Chair Ober made a **motion** to accept the draft joint meeting minutes of September 11, 2017 with changes. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

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**9.2 BOS 9/13/17 draft** - Members of the Board reviewed the draft meeting minutes of September 13, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of September 13, 2017 with changes. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**9.3 BOS Special Meeting 9/19/17 draft** - Members of the Board reviewed the draft meeting minutes of September 19, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of September 19, 2017 with one change. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

**11.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 7:55 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

**12.0 NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, September 27, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist