

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*October 4, 2017*

### Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 4, 2017 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.

**1.0 Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.

**2.0 Holden Engineering – Peter Holden** - Mr. Holden explained that the shoreland permit application is being resubmitted because the easements had not been secured and he is checking on the project's specifications. Mr. Holden stated he has the Scope & Fees ready for preliminary bidding and for the Board to review tonight. Mr. Holden reported that he has received a lot of comments regarding the guardrail because most of the residents do not like it and have asked if the guardrail can be eliminated. Mr. Holden stated he has agreed to allow extra drainage, so they would not be intruding on people's lawns and some of the easements have language for a temporary 1-year expiration. Selectman North stated the project would not be taking the guardrail away, the guardrail would just not be added and there is not enough room plus the guardrail would be in the line of sight. Chair Ober suggested checking with Primex Insurance. Selectman North replied yes but we need to ask the right question because it is not our road yet, we are inheriting it. Selectman North made a **motion** to check with Primex regarding the guardrail and approve if the State is okay with it. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Mr. Holden stated the Attorney should review the easement language and then we can fill in the names. TA Ambrose stated she has the temporary driveway easements from the "Y" project that have already received approval, which are similar. Mr. Holden replied the only difference is that we refer to tax map & lot number, not by station or square foot which makes it simpler. There was a brief discussion between the Board and Mr. Holden regarding public outreach and the changes to the project's schedule. Mr. Holden informed the Board that final plans will be submitted to the State next week and have a 21-day review period, so they should be back by November 21st or so but everything should be ready for Town Meeting. Selectman Olmstead made a **motion** to have the Clerk come in and sign the shoreland permit application, once the easements have been secured. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**3.0 Non-Public Session under RSA 91-A:3 II (c)** - Selectman Olmstead made a **motion** to go into non-public session at 5:32 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 6:29 p.m. Chair Ober announced that no decisions were made. Selectman

Olmstead made a **motion** to seal the minutes of the non-public session. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

**5.0 Business**

**5.1 Winter Sand Bid SDPW 2017-2 & Award** - TA Ambrose informed the Board that bids were received last Friday, however there was a bit of an issue with one of the bids that was lost on the Director's desk during his transition but the bid was received before the deadline. Selectman North made a **motion** to award the winter sand bid to Nutter Enterprises with the price of \$8.30/ton delivered and \$5.10/ton picked up. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**5.2 Interview Scheduling for Highway Department Director Position & Review of Former Director's Recommendations** - TA Ambrose stated the vetting committee is meeting this Friday at 8:30 a.m., to review the applications for Highway Director. Chair Ober acknowledged that the Board is moving forward with some of Director Bordeau's recommendations. Selectman North explained that she has been helping with the proposed budget and made some changes to the narrative, to reflect grades & steps so everything is documented. Chair Ober noted that funds were not taken away from other areas of the operating budget, adjustments were made to positions to get them on the pay matrix from unfilled positions. TA Ambrose added the capital improvements program deadline is being given to department heads after the committee meets. Chair Ober reported the Truck Driver did receive his CDL-A. The interview date for the Highway Director position is scheduled for October 17th, October 18th is a back-up date.

**5.3 Town Clerk/Tax Collector – Transfer Station** - TC/TC Davis requested the Board consider the sale of the Transfer Station's tags be run through her office's cash register, so the monies are documented and balanced with the number of tags sold. Chair Ober made a **motion** to have the sale of the Transfer Station tags at the Town Office go through the TC/TC's office. Selectman North **seconded** the motion and the **motion passed unanimously**.

**5.4 Town Hall Rental Application** - Chair Ober made a **motion** to approve the rental application submitted by the Congregational Church for a "walking canvas labyrinth" on October 14th and 15th. Selectman North **seconded** the motion and the **motion passed unanimously**.

**6.0 Other Business**

**6.1 NRRRA Website Access** - The Board reviewed an e-mail dated October 3rd stating the monthly reports & updates are not available on the members only section, someday it may be an option but not in the foreseeable future. The BOS agreed that TA Ambrose can print out the information as requested.

**6.2 Proposed Library Agreement with Total Security** - The BOS reviewed the Attorney's red line changes. TA Ambrose to send the amended agreement to Total Security.

**6.3 305 Lower Bay Road** - TA Ambrose informed the Board that the project on Lower Bay Road is under budget by \$108K. TA Ambrose stated a letter has been received from

a resident at 305 Lower Bay Road regarding a paved swale and safety concerns. TA Ambrose reported that she has spoken with the Operations Manager and GW Brooks, GW Brooks has offered to add some more hot top to level out the area of concern. Chair Ober suggested the Operations Manager look at the issue on Lower Bay and the ramp on Doctor True Road, in order to file change orders with the Selectmen.

**6.4 Perambulation** - The legislation passed the Senate but not the House. The Franklin and Meredith town lines still need to be completed.

**6.5 Planning Board Resignation** - Chair Ober made a **motion** to accept Evelyn Auger's resignation from the Planning Board with sincere thanks and sadness. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**7.0 Non-Public Session under RSA 91-A:3 II (c)** - Selectman North made a **motion** to go into non-public session at 7:27 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:46 p.m. Chair Ober announced that a decision was made to amend a PAF to reflect the pay matrix adjustment of the Deputy TC/TC. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman North **seconded** the motion and the **motion passed unanimously**.

**8.0 Non-Public Session under RSA 91-A:3 II (b)** -Selectman North made a **motion** to go into non-public session at 7:49 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:34 p.m. Chair Ober announced that a decision was made to schedule interviews for the part-time Transfer Station Attendant and the Transfer Station Manager. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**9.0 Non-Public Session under RSA 91-A:3 II (c)** - Selectman North made a **motion** to go into non-public session at 8:37 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:56 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**.

**10.0 Selectmen's Reports** - None at this time.

**11.0 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.

**11.1 PAF** - The Board approved a PAF for William Goutier for a CDL certification effective 9/28/17, moving to grade 12, step 1. The Board reviewed a retirement letter from Linda Suroweic and a resignation from Steve Yanuzzi from the Fire Department.

**12.0 Review & Approve Minutes**

**12.1 BOS 9/27/17 draft** - Members of the Board reviewed the draft meeting minutes of

10/4/2017  
Minutes

BOS Approved

September 27, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of September 27, 2017 with changes. Chair Ober **seconded** the motion and the **motion passed unanimously**.

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

**14.0** **ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 9:14 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

**15.0** **NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, October 11, 2017 @ 5 p.m.** at the **Town Offices**. The Board will conduct a work session on the proposed budget on **Saturday, October 14, 2017 @ 9:00 a.m.**

Respectfully submitted,  
April Rollins, Administrative Specialist