

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

October 14, 2017

Town Offices

The Board of Selectmen convened in regular session on Saturday, October 14, 2017 at 9:00 a.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. **Budget 2018/2019**

Executive Administration - 4130 - Chair Ober asked if line 315 consulting service - info. tech has been divided out by department? TA Ambrose replied yes, the line funded IT labor for other departments and each department was asked to add a line for labor, so it could be budgeted for because she doesn't place service/project orders for departments she wasn't able to determine what is coming down the pike. Chair Ober expressed concern with the amount budgeted not being enough and the Board needs to make sure the amount equals last year's figure. **Recording Secretary and Administrative Specialist, line 115.** TA Ambrose explained the Recording Secretary was recommended to be placed at grade 13, step 6 or 7 but she needs to the Board's thoughts because the current pay for this position exceeds that and all of the other Recording Secretaries are in line. Chair Ober asked how many years of service and RS Rollins replied 13 years. Selectman North provided a brief explanation of the history behind the Recording Secretary's pay. TA Ambrose stated grade 14, step 9 is the closest grade & step based on experience for the Recording Secretary line and the Administrative Specialist has been placed at grade 13, step 7 which includes the additional year according to the pay matrix. Chair Ober noted other departments did not include the additional year (step) but TA Ambrose did, so the others will need to be adjusted as we go through the budget. Selectman North noted departments heads were asked to place their employees on the pay matrix with justification. TA Ambrose noted currently the Administrative Specialist makes \$13.79 an hour. There was a brief discussion regarding creating a merit pool because raises are not guaranteed but based on good performance evaluations. Selectman North suggested explaining that to department heads and employees because if it is a separate pool then there will be a lot more work involved due to FICA & MediCare calculations. Selectman Olmstead agreed that a merit pool would create more confusion. Selectman North added the Board is forecasting whether or not an employee is going to excel, which is how things should be budgeted for. The Recording Secretary line was adjusted to \$5,996 dollars. **Deputy Treasurer, line 135.** TA Ambrose stated the position is still posted and would be here as a fill-in so the same rate of pay is suggested at grade 9, step 3 which is based on the current salary. **Training, line 830.** TA Ambrose stated the training line has been increased by \$200 for each Selectman (by \$600 total) because one training class could cost approximately \$80 dollars. Selectman North added that the Treasurer, Moderator, Selectmen, Supervisors of the Checklist and Trustees were not included in the study and should be addressed with all of them. On hold.

Elections & Registration - 4140 - Selectman North made a motion to recommend 4140.115

through .810 at \$9,162 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**.

Financial Administration - 4150 - Chair Ober asked why the Finance Officer (grade15, step 4) line was lower? TA Ambrose replied the budget is higher because of the hours worked. Chair Ober stated she has a problem with that because she thought the money was going to stay the same even though the hours changed. TA Ambrose to research the decision. TA Ambrose explained this budget has decreased because some items have been moved to the assessing budget. On hold.

Town Clerk/Tax Collector - 4151 - Chair Ober noted a separate warrant article has been suggested by TC/TC Davis for her salary was provided in her back information. Selectman North referred to a letter dated 10/13/17 regarding the Deputy TC/TC and stated the request information is wrong. TA Ambrose replied the change is being made essentially because the position was budgeted at 37 hours but it is hourly and doesn't always work that many hours. Selectman North stated that is not what the request was for, \$16.24 an hour was the rate that was approved not \$17.17 an hour. TA Ambrose added the rate was put into the payroll system wrong and the TC/TC will be coming in next week to the Selectmen to explain. On hold.

Assessing - 4152 - Chair Ober suggesting level funding this budget, while they move forward through the process. Selectman North agreed but the Board needs to go back to the contracted services line and they should review the last contract. The Board agreed to increase line 315 to \$500 dollars. Selectman North stated the assessing contract is for \$19,600 dollars but the Town's assessor was doing the work without compensation, so only \$14K was being used. After the below non-public session concluded; Chair Ober made a **motion** to recommend \$113,945 dollars for the Assessing budget. Selectman North **seconded** the motion and the **motion passed unanimously**.

- 3. Non-Public Session under RSA 91-A:3 II (c)** - Chair Ober made a **motion** to go into non-public session at 10:38 a.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North – aye and Olmstead – aye. The Board reconvened the public session at 11:05 a.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**.

- 4. Continued Budget Review**

Legal Expense - 4153 - Chair Ober stated the Planning Board questioned the legal fees line and using funds for legal plus a consultant for the proposed solar garden, so we may need to consider a line to run that through. Selectman North suggested placing one dollar in the Planning Board's line because they have consulting through the Lakes Region Planning Commission plus other resources and the PB doesn't have an application yet, so it shouldn't even be discussed at this time. Chair Ober made a **motion** to recommend \$26,002 dollars for legal expenses. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Personnel Administration - 4155 - On hold for new rates in November. Chair Ober noted the

payments in lieu of medical insurance may need to be increased due to the deductible.

Planning Board - 4191 Chair Ober stated some funds have been taken out of the Town Planner line and added to Administrative Support. Selectman North added that the person would typically work 3 to 5 hours on the day of the Planning Board's meeting night. Chair Ober asked if this budget was discussed with TA Ambrose? TA Ambrose replied no just a brief explanation of the request once submitted. Chair Ober explained that she had asked Planner Jeffers to draft the budget and feels like 6 hours a week may not be enough, due to recent demands. Selectman North suggested placing the Administrative Support line at \$3,200 dollars and placing the rest of the funds back in the Town Planner line. The Board agreed and also suggested adding one dollar to a legal line. Chair Ober made a **motion** to recommend \$43,185 dollars for Planning Board. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Zoning Board - 4192 - Selectman North made a **motion** to recommend \$2,843 dollars for the Zoning Board. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

General Government Buildings - 4194 - On hold for more information on lines 430, 629 and 630.

Cemeteries - 4195 - Selectman Olmstead made a **motion** to recommend \$5,200 dollars for the Zoning Board. Chair Ober **seconded** the motion and the **motion passed unanimously**.

General Government - 4196 - On hold.

Other General Government - 4199 (Budget Committee, Historic District Commission, Solid Waste Committee, CIP Committee & Energy Committee) - Selectman North made a **motion** to recommend \$3,161 dollars for Other General Government. Chair Ober **seconded** the motion and the **motion passed unanimously**.

Police Department - 4210 - Selectman North commended Chief Hankard for leaving the recent adjustment level funded but she did not see an adjustment for the Administrative Assistant. Chief Hankard replied the position was placed at grade 13, step 2 and the only increases are for the two certified patrolman, which are at grade 15, step 1. Selectman North asked Chief Hankard if he would be asking for the 6th Officer this year and keep the prosecutor's contract? Chief Hankard replied yes, it is difficult for the Officer to compete with an Attorney in Court and it would also put us back to a full staff, we are fortunate to have the shared services with Tilton. Selectman North asked if the adjustments were made based on the pay matrix and not the Thornton study. Chief Hankard replied yes, it makes the positions more competitive. Chair Ober stated that she feels the 6th officer's position should be placed on the warrant, after what the Board approved and the decision should be left up to the taxpayers. Selectman North replied she agrees, only because the department was restructured and now Chief Hankard is requesting to keep the 6th Officer. Chair Ober made a **motion** to remove the requested Officer's position from the Police Department's budget and place on a warrant article with all other additional costs. Selectman Olmstead **seconded** the

motion and the **motion passed unanimously**. TA Ambrose was asked to work with Chief Hankard on adjusting the budget figures and to use the current budget spreadsheet. On hold.

Fire Department - 4220 - Chief Dexter stated line 566 is a one time purchase and the increase to the office equipment line is to replace the photocopier. Chief Dexter informed the Board that he would like to start offering a 2 hour night stipend instead of a 1 hour, which is paid at their hourly wage and will hopefully entice people for coverage. Chief Dexter noted volunteers are required to cover four nights a month and there is a schedule. Chief Dexter stated he only has two people that are outside of the pay matrix and he will be adjusting them accordingly. Selectman Olmstead made a **motion** to recommend the Fire Department budget at \$483,428 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**.

Forest Fire Control - 4290, Emergency Management - 4291 and E 9-1-1 - 4292 - Chair Ober made a **motion** to approve all three of these budgets at \$2,023 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**.

Highway Department - 4312 - Selectman North explained that she helped the Operations draft the highway department's proposed budget and they did not fund the position of the truck driver then added those funds to hired trucking based on the number of storms plus hours worked. Chair Ober stated she feels more funds are needed for temporary help and the Board can revisit the issue with the new Highway Director. Selectman North noted that diesel fuel will be less without the other truck. The Board will also discuss a shoulder machine with the new Director. Selectman North stated the Town is still looking at a road assessment program plus a road study, catch basin cleaning will be decreasing because it is being done every year and line striping has been increased to include the Town Office and the Library. On hold.

Town Bridges - 4313 and Street Lighting - 4316 - On hold for new Highway Director.

Transfer Station - 4324 - Estimates to install a concrete/cement pad and purchase a floor scale will be sent to the CIP Committee. Chair Ober noted an employee at the Transfer Station will need to be certified to use the floor scale. The Attendant has been placed at grade 5, step 2 (520 hours worked) and the Certified Attendant has been placed at grade 6, step 1 (1300 hours worked). Selectman North stated \$2,100 dollars needs to be added to the overtime line plus eleven holidays for the Manager, to include FICA & Medicare (\$183,158 new total) and the cash register will also need to be addressed for FY 19', if not FY 18'. Chair Ober noted the revenue figures should be reviewed as well, which were \$91K for 2017 and so the Transfer Station only costs \$41K to run. On hold for new Manager.

Landfill - 4325 - Chair Ober made a **motion** to recommend \$10, 301 dollars for the landfill budget. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Wastewater - 4326 - Chair Ober made a **motion** to recommend \$55,900 dollars for the wastewater budget. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Enforcement - 4411 - The Health Enforcement Officer was placed at grade 15, step 2 and works approximately 3 hours every other week, so line has been increased to \$3,240 dollars. Selectman North suggested the Zoning Administrator be put back to the Zoning Enforcement Officer and there be a ZBA Clerk, to post notices, process applications and be at the meetings because it is a conflict to process the applications and be the enforcing officer. The Zoning Enforcement Officer was placed at grade 15, step 1. Selectman North made a **motion** to recommend \$6,848 dollars for the enforcement budget. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

Health & Community Organizations - 4415 - TA Ambrose provided the Board with the health & community organization requests and noted that some came in this week, so there may be more requests to review soon. On hold.

General Assistance - 4441 and Vendor Payments 4445 - The Overseer of Public Welfare has been moved to grade 13, step 7 (1300 hours). Selectman Olmstead made a **motion** to recommend \$89,818 dollars for the General Assistance budget. Chair Ober **seconded** the motion and the **motion passed unanimously**.

Culture & Recreation - 4520 - TA Ambrose stated the Recreation Coordinator is at grade 12, step 4 and the Board has recommended grade 13, step 2 but she has requested grade 14, step 2. Chair Ober stated grade 13, step 6 or 7 would accomplish the same thing and puts the salary in line. The Board briefly discussed the other seven positions, which did not line up with the budget lines. TA Ambrose to request that the Recreation Coordinator come to next week's BOS meeting.

Library - 4550 - Total department request for Library is \$139,018 dollars. Selectman North stated she feels this budget should be a separate warrant article, so no one gets confused. Chair Ober made a **motion** to recommend the Library be a separate warrant article. Selectman North **seconded** the motion and the **motion passed unanimously**.

Patriotic Purposes - 4583 and Other Culture & Recreation - 4589 - Selectman North made a **motion** to recommend budget 4583 and 4589 at \$3,251 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**.

Conservation - 4611 - Selectman North made a **motion** to recommend the Conservation budget at \$1,824 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**.

Debt Service - 4711, 4721 and 4723 - Selectman North made a **motion** to recommend the debt service budget at \$187,459 dollars. Chair Ober **seconded** the motion and the **motion passed unanimously**.

Warrant Articles - TC/TC's Salary, Library budget, Transfer Station's concrete pad and the 6th Police Officer, so far to date.

5. **ADJOURNMENT** – Chair Ober made a **motion** to adjourn the meeting at 2:38 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

6. **NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, October 18, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist