

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

October 18, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 18, 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. **Recognition Ceremony** - The Board held a brief recognition ceremony for the Deputy TC/TC, Courtney Plamondon and congratulated her for completing the Town Clerk Certification.
3. **Public Comment** - None at this time.

4. **Business**

4.1 Highway Operations Manager – Lower Bay Rd Swale - Gill Lawrence was also present. Chair Ober stated the Board has reviewed the road situation and one end of the driveway is deeper than the other, so they would like to see the dip widened plus expanded. Selectman North noted the work will be closer to the stone wall. Mr. Lawrence replied he feels there should be a smooth transition from his driveway to the road, he is concerned as he and his wife age that this will become a problem. Mr. Lawrence stated he feels the road was overdesigned for a one hundred year storm and it's overkill because it has addressed a problem that is not even there. Mr. Lawrence noted the stone wall was built around 5 years ago with the help of an engineer, so the wall will not be going anywhere. Mr. Lawrence stated he doesn't feel the road work is in line with the rest of Sanbornton's character. Selectman North suggested removing the paved swale and placing some "rip rap" in its place in front of the stonewall. Mr. Lawrence replied sure but there has never been a problem at that spot and there is already a drainage pipe. Operation Manger Clark replied the drainage pipe has nothing to do with surface water, it helps with the ground water. Chair Ober suggested reviewing the area over the next few weeks when it rains, in order to better evaluate the situation. Operation Manger Clark stated the lower part of the driveway can be built up with gravel and then tapered to the road. Selectman Olmstead made a **motion** to table discussion of 305 Lower Bay Road's swale until their next meeting. Selectman North **seconded** the motion and the **motion passed unanimously**. Mr. Lawrence asked if there were any ideas on how to handle the mailbox? Chair Ober replied the mailbox could be extended to hang out closer to the road. Mr. Lawrence replied he would find a solution for the mailbox, as long as the driveway was fixed.

4.2 Acceptance of NH Highway Safety Grants for Police Department –RADAR (Pickup) - \$772.50, 50/50 match, Video system (pickup) - \$2,462.00, 50/50 match, Overtime grant for motor vehicle patrols - \$4,894.53 - Chief Hankard explained that they will be receiving more highway safety grants but he has put in for less overtime grants, they have received approval for RADAR (Pickup) - \$772.50, 50/50 match, Video system (pickup) - \$2,462.00, 50/50 match, Overtime grant for motor vehicle patrols - \$4,894.53. Chief Hankard explained the radar system is what they currently have in the other two cars and the match will come

from the special detail account for the radar plus the video system. Chief Hankard noted the motor vehicle patrols has a 20% soft (in-kind) match. Chair Ober made a **motion** to authorize the Clerk to sign the highway safety grant documents. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.3 Recreation Department Head Update & Budget Discussion - Proposed Budget -

Coordinator Lonergan explained that after she had reviewed the department's temporary and part-time job descriptions, she would like to remove the Assistant title and rename it Counselor or Assistant Director. Selectman North replied if the positions are being retitled then the current job descriptions will need to be changed as well because they have to meet certain criteria. Coordinator Lonergan explained that she wanted to provide increases from within the department's current budget or pay for them through increased revenues, so the Recreation Commission cut some things and paid from the revolving fund. Coordinator Lonergan reported that summer day camp has 45 kids enrolled and the before & after school program has 30 kids, which is a lot of work. Coordinator Lonergan proposed increasing the before & after school to 12.5 hours a week due to the number of kids. Coordinator Lonergan and the Board reviewed the department's budget request against what the Board has recommended. Coordinator Lonergan noted they would repaying 50% of the approved budget (approximately \$55K), even if they do not spend it all. Coordinator Lonergan offered to work with TA Ambrose to fix the job titles to match the current budget lines and provide the new job descriptions to Selectman North for review. **Department Update** - Coordinator Lonergan informed the Board that Reporter, Donna Rhodes would be story on the "Pickleball" program, adult volleyball has started, before & after school enrollment is at 27 kids before and 29 kids after, they had 104 registered soccer players, 22 field hockey players, the Halloween party is next Saturday from 3 to 5 p.m., Yoga is being held Friday morning at the Library through December and "Trunk or Treat" will be held on Sunday the 29th from 4 to 6 p.m. at the Sanbornton Central School's parking lot. Coordinator Lonergan stated the ski program at Gunstock will have free rentals plus a full season pass this year, for children up to 18 years old and also includes cross country skiing.

4.4 Solid Waste Committee (SWC) – Budget Update - Jennifer Holt and Dave Swanay were present. Jennifer Holt provided a handout to the Board regarding information on solid waste market cost increases. Ms. Holt stated the SWC learned on Monday that there is available grant (20% return) money through the NRRA that could be used to offset the costs to replace the MSW compactor (\$8,700 dollars). Selectman North stated the Town could apply on November 1st and she would contact the NRRA regarding the bid's specifications. Ms. Holt informed the Board of potential cost increases in all categories because of market changes due to landfill closures within New England and the fact that China is refusing to accept America's single stream recycling (SSR). Electronics disposal is set to increase per pound effective 11/1/17 but no price increase was provided. The SWC recommends a pickup be scheduled before then. The cost of construction & demolition (C&D) waste is expected to increase by 8-10%, MSW is predicted to increase up to \$120 per ton and the cost of SSR is projected to almost double (\$65 currently). The SWC is recommending the fees for the Transfer Station be increased, since the cost has not been increased in 20 years. Chair Ober replied the fees were increased for the Transfer Station's tags from \$1 to \$1.25 but it will need to be increased again, to make the fees proportionate, if the other costs increase.

4.5 Assessing Department - The Board reviewed a letter of resignation from Municipal Assessor Jutton dated October 12, 2017 that will become effective November 17, 2017. Chair

Ober made a **motion** to accept the resignation and express her personal regret that a reasonable agreement could not be made. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Selectman Olmstead added that he will be deeply missed. TA Ambrose asked if the Board wanted to review the job description to see if anything should be separated out before the position is advertised. TA Ambrose added that the Municipal Assessor is also the Deputy Zoning Administrator, so once he leaves operations will cease. Chair Ober suggested changing the title back to Assessing Assistant and the rest of the Selectmen agreed. Selectman North suggested contacting David Switaj for recommendations for a website. TA Ambrose was asked to get information and an estimate regarding “Virtual Town & Schools”. TA Ambrose to advertise.

5. **Non-Public Session under RSA 91-A:3 II (c)** - Selectman North made a **motion** to go into non-public session at 7:05 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 7:23 p.m. Chair Ober announced that a decision was made to sign a corrected PAF for the Deputy TC/TC. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

TC/TC - Budget Discussion - TC/TC Davis agreed to add \$200 dollars in line 315 of her budget. TC/TC Davis explained that the Deputy TC/TC position was never on the pay matrix and she didn’t agree with the assigned grade, so she has put her at what the position deserves based on responsibilities at grade 13, step 1, without an increase for the next year certification. Chair Ober replied the certification is the justification for the increase to the appropriate grade. TC/TC Davis replied she would fix her budget. Selectman Olmstead made a **motion** to recommend the TC/TC’s budget at \$111,399 dollars. Chair Ober **seconded** the motion and the **motion passed**. Selectman North was opposed.

6. **Other Business**

5.1 Shim & Overlay Contract - TA Ambrose stated she met with Pike last week and they had questions regarding section 2.1. TA Ambrose suggested a completion date also be included. Selectman North suggested the words” up to the sum of” be added to section 3.1. Chair Ober expressed concern with testing the product that is being guaranteed and suggested it be included in the next project’s bid specifications. Chair Ober made a **motion** to accept the contract with Pike Industries with revisions and to have the Clerk sign the document once it has received approval. Selectman North **seconded** the motion and the **motion passed unanimously**.

5.2 FY 19 Budget Review & Discussion - Tabled until next week.

7. **Non-Public Session under RSA 91-A:3 II (a)** - Selectman North made a **motion** to go into non-public session at 8:08 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. Selectman North recused herself from the non-public session at 8:15 p.m. The Board reconvened the public session at 9:15 p.m. Chair Ober announced that a decision was made to move forward with the process. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed**. *Selectman North recused herself from the non-public.*
8. **Non-Public Session under RSA 91-A:3 II (b)** - Selectman North made a **motion** to go into non-public session at 9:23 p.m. Selectman Olmstead **seconded** the motion. Roll call vote,

Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 10:08 p.m. Chair Ober announced that a decision was made to hire Johnny Van Tassel as the Highway Director at grade 19, step 3 effective November 6, 2017. 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. **Non-Public Session under RSA 91-A:3 II (c)** - Tabled until next week.

10. **Selectmen’s Reports**

10.1 Tilton - Adult Care Facility - Chair Ober explained that there about twenty stipulations placed on the Adult Care Facility and she has heard that the sports center is still being used by the Seacoast United Soccer Club, so because they have opened that back up they cannot operate the adult care facility. AS Rollins stated she had received the same email.

11. **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.

12. **Review & Approve Minutes**

12.1 BOS 10/11/17 draft - Members of the Board reviewed the draft meeting minutes of October 11, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 11, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

12.2 Special BOS 10/17/17 draft - Members of the Board reviewed the draft meeting minutes of October 17, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 17, 2017 without changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

12.3 Special BOS 10/18/17 draft - Members of the Board reviewed the draft meeting minutes of October 18, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 18, 2017 without changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

14. **ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 10:19 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

15. **NEXT MEETING(S)** – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, October 25, 2017 @ 4 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist
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