

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

November 1, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, November 1, 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 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 4:30 p.m. Chair Ober **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:04 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**.

2.0 Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

3.0 Public Comment - None at this time.

4.0 Business

4.1 LRPC Electric Supply Contract Addendum - TA Ambrose reported that the Library can join the contract next year and may also be able to join this year, Director Haigh is in the process of submitting statements to LRPC and signature of the contract addendum by the Selectmen will have the Trustees approval.

4.2 Website Presentation - Bill Letsky, Virtual Towns & Schools - Mr. Letsky set up a PowerPoint presentation and offered examples of surrounding municipality's website layouts/designs. Mr. Letsky explained that the current website would be completely redesigned with a new build out and employees would be trained to make updates with continued support available Monday through Friday 9 a.m. to 5 p.m. from Virtual Towns & Schools. They also provide for monthly webinar trainings. Mr. Letsky stated they like to build in some redundancies to make the website more user friendly. Mr. Letsky informed the Board that Virtual Towns & Schools was established fifteen years ago and serves ninety plus communities in New Hampshire with an Open Source "Drupal 7" program that has functionality options. Mr. Letsky explained that the program could also be used from mobile devices, employees can have permission to access the program at no additional cost with two users designated to have access to support, posting can be set up to post and remove posts with date parameters, residents can receive notifications when minutes, agendas, notices, etc. are posted and more. The BOS thanked Mr. Letsky for coming in to present.

4.3 Holden Engineering Status Update - TA Ambrose stated she received the engineering plans for the state-owned portion of Lower Bay Road today, which have

received preliminary approval from NH DOT and the Board can execute the contract tonight. TA Ambrose noted the status update says they still securing easements and all of the documents have been updated on Holden's web-site. TA Ambrose stated the engineering estimate is at \$156K but the State will still provide for the 80/20 match, if it is over the initial estimate. Chair Ober stated the Board will need bond numbers before they go to Town Meeting, so it can go on the Warrant. Selectman North recalled using estimated figures for the Highway Garage's bond. TA Ambrose noted one of the existing bonds came off the schedule last year and another comes off next year. Chair Ober suggested discussing using the Town's annual road funds and not bonding the project. Chair Ober made a **motion** to have the Clerk sign the amended Holden Engineering Contract for Lower Bay Road dated 10/27/17. Selectman North **seconded** the motion and the **motion passed unanimously**.

4.4 Complaint Process - The Board reviewed the Town's current "Anonymous Complaints" Policy dated 10/5/2011 and the Complaint Policy for Zoning Enforcement, which has no date and is too broad. The Board agreed the Town's policy is okay and tabled the other for revisions.

4.5 Fire, Police & Highway Re: Storm Update - Chief Hankard and Chief Dexter provided the Selectmen with an update on the road closures/power outages progress from the last rain storm. Both reported that everything went well and the only issue they had was with the repeater, which made communication difficult at times. The Board thanked Fire, Police & Highway for a job well done!

5.0 Other Business

5.1 FY 19 Budget Review & Discussion - Chief Dexter stated the dispatch contract has been executed and that line in his budget will be going down by 400-500 dollars, which he will adjust. **Police Department** - Chief Hankard stated he has resubmitted his budget and at the joint meeting of the Board & the Budget Committee, a statement was made about lack of confidence if he decided to go back to the 6th Officer but he feels everyone is on the same page and his request was interpreted differently. Chief Hankard explained that if he gets the 6th Officer back then that person wouldn't be on board until 2019', so it would be two years out and he is okay with having this on the warrant, he will support it. Chief Hankard informed the Board that he should have seven officers and would be providing statistics soon to prove it. Chair Ober made a **motion** to recommend budget 4210 at \$427,816 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. **Library** - Director Haigh explained that she has reduced the electricity line and increased the security line. Selectman North made a **motion** to recommend budget 4550 at \$137,343 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. **General Government Buildings 4194 and Operating Transfers Out (CRFs) 4915.100 -.130** - TA Ambrose reported that she has increased line 410 to \$18K, based on the electricity supply aggregate rate. The Board reviewed spreadsheets/requests of the maintenance needs at the Town Office, Life Safety Building, Library, Highway Garage and the Town Park. On hold for further review. TA Ambrose provided the Board with the capital improvements program's (CIP) worksheets and chart. The Board reviewed the current capital reserve fund balances and compared those funds to future projects. The Board also reviewed estimates to repaint the Town

Office and the Old Town Hall and directed TA Ambrose to complete and submit the Board's CIP requests for capital reserve funds as discussed.

5.2 Assessing Department/Selectmen's Office Job Descriptions & Organization -

Chair Ober asked if the Town needs to have a certified Assessor? TA Ambrose replied more information is needed from the contract assessing company and the Board could meet with them next Wednesday. Chair Ober stated property values could be changed by the assessing company, just not the Assessing Assistant. Selectman North added that she has looked at the NHMA's website and reviewed their "Innovative Intergovernmental Agreements". A discussion took place regarding coverage for the front desk/phone. TA Ambrose stated she would check with Municipal Resources Inc. regarding coverage. Chair Ober made a **motion** to move forward with Virtual Towns & Schools for website development and to meet again with Mr. Letsky for the new website. Selectman North **seconded** the motion and the **motion passed unanimously**.

5.3 Transfer Station - Holiday Hours - Selectman Olmstead made a **motion** to close the Transfer Station on November 24th and be open on November 25th. Selectman North **seconded** the motion and the **motion passed unanimously**.

6.0 Selectmen's Reports

6.1 Disbursement of Transfer Station Tags - Selectman North requested permission to check with TC/TC Davis to see if tags for the Transfer Station could be mailed to elderly residents, who may rely on a hauler to dispose of their waste. The Board agreed this would be okay.

6.2 Tilton/Northfield Fire Meeting - Chair Ober provided an update.

6.3 2017 Town Report - Administrative Specialist (AS) Rollins presented some ideas for the cover of the 2017 Annual Report for the BOS to consider and noted that the conservation photo contest through the Library would not be completed until 2018. AS Rollins requested that the Board waive the bid process for printing and utilize R.C. Brayshaw again this year. Chair Ober made a **motion** to waive the bid process for the 2017 Town Report. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. AS Rollins reminded the Board that they need to be thinking of a dedication for this year.

7.0 Non-Public Session under RSA 91-A:3 II (c) - Chair Ober made a **motion** to go into non-public session at 8:14 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:35 p.m. Chair Ober announced that a motion was made to move forward with updating Harassment Training through Primex. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

8.0 Non-Public Session under RSA 91-A:3 II (b) - Chair Ober made a **motion** to go into non-public session at 8:40 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 9:07 p.m. Chair Ober announced that a motion was made to schedule interviews for open job positions. 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 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.

9.1 Holden Engineering Contract - Addressed under business.

9.2 Zoning Enforcement Officer Job Description - The BOS signed.

10.0 Review & Approve Minutes

10.1 BOS Meeting 10/25/17 draft - Members of the Board reviewed the draft meeting minutes of October 25, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 14, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.2 BOS Special Meeting 10/30/17 draft - Members of the Board reviewed the draft meeting minutes of October 30, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of October 30, 2017 without changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

11.0 Donations - None at this time.

12.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 9:15 p.m. Chair Ober **seconded** the motion and the **motion passed unanimously**.

13.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, November 8, 2017 @ 3:30 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist