

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

January 17, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, January 17, 2018 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 - None at this time.

3.0 Business

3.1 Bid Opening - LOWER BAY ROAD RECONSTRUCTION – NHDOT

PROJECT NO. 29744 - Peter Holden of Holden Engineering was present. Chair Ober stated all of the bids needed to be submitted to the Town Office by 4:30 p.m. today and they have three envelopes. G.W. Brooks submitted a calendar, Weaver Brothers Construction submitted a bid in the amount of \$1,985,874.45 dollars and John H. Lyman & Sons Inc. submitted a bid in the amount of \$1,730,414.50 dollars. Mr. Holden stated he would take a copy of each bid for review and then submit the bids to C.R. Willeke at NHDOT.

3.2 Non-Public Session under RSA 91-A:3 II (b) - Selectman North made a **motion** to go into non-public session at 5:06 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:57 p.m. Chair Ober announced that a discussion took place regarding the Deputy Treasurer's position but no decision was made, plus there was a discussion regarding a Planning Assistant position with a decision to rework that job description and do two offer letters for review next week. Chair Ober made a **motion** to seal the minutes of the non-public session. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.3 Planning Position Discussion - Discussed in non-public.

3.4 Rescheduling Joint Meeting with Budget Committee - The BOS will invite the Budget Committee to their next meeting on 1/24/18 at 7:00 p.m., in order to hold a joint meeting regarding the budget.

4.0 Other Business

4.1 Town Warrant Discussion - TA Ambrose provided the Board with a draft 2018 Warrant and stated there will be an Amendment #1 after the Planning Board holds a public hearing on the proposed Solar Ordinance. TA Ambrose and the Board discussed the bond payment schedule for Article #1. TA Ambrose noted she is waiting to hear back from Bond Counsel before finalizing this article and is waiting to hear back from the NH

DRA's advisor before finalizing Articles 2 & 3. The Board agreed that Article 4 should read, "for reconstruction of portions of Lower Bay Road to Upper Smith Road to Leavitt Road and additionally Leavitt Road, Collieson Road, Ellis Farm Road and Skyline Drive". TA Ambrose asked if the funds should be transferred to the Capital Reserve Funds or taken from the assigned fund balance. Selectman North recommended waiting until an amount has been provided by the Highway Director before making that decision. The rest of the Board agreed. Chair Ober expressed concern with being able to offset the pay adjustments with the unassigned fund balance regardless of which budget is voted on. Selectman North stated she feels the Police Officer article should be funded through the operating budget, even though it would be without 24-hour coverage. Selectman North stated the department is currently running with five Officers but the other two positions need to show one dollar. Chair Ober replied the funds were redistributed, so their budget will show a huge increase. Selectman North stated the position is an operating expense by municipal budgeting laws. TA Ambrose replied she agrees with the suggestion because she feels it is a better practice. Selectman North noted it is a bottom line budget that is voted on and funds can be moved but the Department Head said he didn't want the position and it will not give the Town 24/7 coverage, so why include it? TA Ambrose replied she thought Chief Hankard wanted the position but knew it wasn't going to provide the coverage. Selectman North stated she is pretty sure Chief said he didn't want to hire the 6th Officer. Chair Ober replied she has no problem with moving the position to the operating budget. Chief Dexter recalled Chief Hankard stating the 6th Officer position would be a year out for training and then another year out for the 7th Officer. Selectman North stated we have the figure plus people will ask about the 24/7 coverage which is still a discussion that can be had during Town Meeting. Chair Ober made a **motion** to approve the Police Department (4210) budget at \$427,818 dollars. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**. Chair Ober asked about the concrete pad (\$13,179 dollars) at the Transfer Station. Selectman North stated she would check with the new Manager to see what his preference is single bunker versus double bunker with no pick zone but there is funding in the line item for this year. The BOS agreed to not release a draft copy of the warrant to the Budget Committee until more answers are received which may change the number of articles.

4.2 Town of Tilton - Selectmen's Meeting Re: Keno – TA Ambrose reported that Kelly Cleveland, the State Lottery's Product Developer would be making a presentation at the next Tilton Selectmen's meeting.

4.3 Church Lane - TA Ambrose reported that plowing will be switched to the First Baptist Church on 1/26/18 and they have been working with the School District.

4.4 March Town Meeting - TA Ambrose informed the Board that Attorney Boldt is a Selectman in his own town, so he would be unable to attend ours and Attorney, Eric Maher would be attending again this year.

5.0 Selectmen's Reports

5.1 Update on the work of the CIP Committee - Selectman North stated the CIP Committee would be meeting tomorrow to make a recommendation to the BOS.

5.2 Update on the work of the Budget Committee - Chair Ober provided an update.

6.0 Authorize Payroll & the Accounts Payable Register – The BOS reviewed & signed the

1/17/2018

Minutes

BOS **Approved**

payroll and the accounts payable registers, a copy was made available for public inspection.

7.0 Review & Approve Minutes

7.1 BOS Compensation Presentation 1/10/18 draft - Members of the Board reviewed the draft meeting minutes of January 10, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of January 10, 2018 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

7.2 BOS Meeting 1/10/18 draft - Members of the Board reviewed the draft meeting minutes of January 10, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of January 10, 2018 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

7.3 1/3/18 approved minutes - Selectman North stated she would amend the approved meeting minutes of January 3rd for review next week because some of the changes were not made.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 7:47 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, January 24, 2018 @ 5 p.m.** at the **Town Offices**. Joint meeting with the Budget Committee to be held @ 7 p.m.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved 1/24/18 _____
Selectmen’s Clerk