

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

January 24, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, January 24, 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 - TC/TC Davis Re: Building Maintenance - TC/TC Davis complimented the new Transfer Station Manager for completing some building maintenance at the Town Offices, the front door was fixed and some new carpets were purchased for the hallway.

3.0 Business

3.1 Fire Chief - EMS Billing & Collections - Chief Dexter explained that he has a 3-year span (2014-2016) of outstanding ambulance bills that needs to be written off because most of the patients have passed on. The Board reviewed the list. Chair Ober made a **motion** to write off \$39,323.41 dollars in ambulance billing from 2/19/14 through 11/23/2016. Selectman North **seconded** the motion and the **motion passed unanimously**. Chief Dexter provided the Board with a report from Enhanced Management and noted the yellow & green highlighted lines are the accounts that are recommended to be written off. Chair Ober made a **motion** to write off \$5,618.83 dollars. Selectman North **seconded** the motion and the **motion passed unanimously**. Chief Dexter stated he has been in touch with Emergency Management, the City of Franklin and the town of Tilton who are using "FRR" for collections. Chief Dexter stated he knows the board has been hesitant in the past to go to collections but there is \$20K outstanding which are mostly out of state motor vehicle accidents or people that have collected payment from their health insurance providers but not paid the Town. Chief Dexter explained that there is no fee to join, it is all percentage based and they will be in direct contact with him, not Enhanced Management. Chair Ober made a **motion** to authorize Chief Dexter to follow up and move forward with trying to collect \$20,420.06 dollars in unpaid bills. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.2 Non-Public Session under RSA 91-A:3 II (b) - 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 5:51 p.m. Chair Ober announced that the Board reviewed offer letters for the Planning Assistant & Zoning Enforcement Officer and signed a PAF to hire Carol Levesque as the Deputy Treasurer. 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 WRBP Update - Tabled.

3.4 Holden Engineering Update - TA Ambrose reported that Holden has done the bid analysis and accepted John H. Lyman & Sons as the low bidder (\$1,730,414.50) but the Town has to submit a request to DOT. TA Ambrose stated Holden needs to submit their "Scope & Fee" schedule to DOT, which is \$172,868.41 dollars for engineering and was originally \$75K but the Town doesn't have to go with Holden, the project can be bid. Chief Dexter asked if the engineering costs included a Clerk of the Works? TA Ambrose replied yes. Chair Ober made a **motion** sign the request to C.R. Willeke at DOT to award the bid to John H. Lyman & Sons in the amount of \$1,730,414.50 dollars for the Lower Bay Road project plus send the Scope & Fee from Holden Engineering. Selectman Olmstead **seconded** the motion and the **motion passed unanimously.**

3.5 Virtual Towns & Schools - TA Ambrose reported that Virtual Towns & Schools are in the content phase then they will be ready to train potential users with final review of the website before it goes live. The Board agreed unanimously to migrate all of the website's content over to the new website with the exception of meeting agendas and to have it be ready by March 12th. Online training is scheduled for the week of March 5th and additional webinars will be scheduled for those who cannot attend.

3.6 NH SolarGarden PILOT Agreement - TA Ambrose informed the Board that the PILOT agreement will need to be amended to reflect the deed references as parcel numbers by tax, map & lot which will be done as a regular agenda item at a future Selectmen's meeting.

4.0 Other Business

4.1 Town Warrant Discussion - TA Ambrose stated she has been receiving conflicting opinions regarding Article #1 from DRA and Bond Counsel, they will both be getting back to her tomorrow because they have been communicating with each other. TA Ambrose stated Article #2 will be discussed tonight. After a brief discussion, the Board agreed to remove Article #3. TA Ambrose explained that the funds for the Fire Department Rescue Vehicle CRF need to go in to the general fund first then the funds can come back out (Article #5). Article #10 needs to be amended to include Leavitt Road, there is \$462,631 dollars in the general fund minus the \$10,041 dollars for the Fire Truck equals \$452,590 dollars minus the \$315K equals \$137,590 dollars remaining above the 10%. TA Ambrose noted there is \$67,150 dollars in the Capital Outlay and \$118,042 dollars in unanticipated highway block grant funds, plus the \$315K. TA Ambrose noted the roads do not need to be listed in case of an emergency. Selectman North suggested leaving the road names in the article because it shows intent. The Board suggested adding language to Article #11 and Article #12, so the highway trucks go to auction and the proceeds move to the general fund. TA Ambrose stated the balance of the Facilities Repair and Refurbish CRF is \$46,558 dollars and \$20K was added to that last year. Selectman Ober suggested adding enough funding to bring the fund up to \$100K.

5.0 Joint Meeting with Budget Committee 7 PM - Chairman Ralph Rathjen, Craig Davis, Earl Leighton and Craig Weisman were present. Mr. Rathjen stated they would like to go through the differences by department and started with personnel administration. Mr. Rathjen stated he was unsure how the board came to the figure for the medical insurance

line (210). TA Ambrose explained that the figure comes from past experiences with the insurance premiums, and they have budgeted for ten employees, \$4,500 for a single plan and \$9K for a family plan for reaching the out of pocket maximum amount. Mr. Rathjen stated the amounts for 2016, 2017 and 2018 were well under budget. Selectman North explained the Town has a significant amount of new employees and were not sure if the plans would be for single or family. Mr. Rathjen stated place holders have been added to the Police budget for Officers 3 and 4. Selectman North replied yes, there are four Officers positions but the sixth Officer position was not funded. Mr. Weisman recalled there being a discussion to not fill the position. Selectman North replied correct, there has always been seven officer positions it hasn't been funded for a number of years. Mr. Rathjen stated the Fire Department's office equipment line has been decreased to \$1K and the overtime line has been decreased to \$12K. Mr. Rathjen stated the Budget Committee decided not to fund the Highway Department's truck driver position which reduced FICA & Medicare, they also reduced the sand/salt line by \$10K. Mr. Rathjen noted the committee would be looking at the diesel/gasoline line because it is at \$80K combined and is budget at twice the level expended. Craig Davis informed the Board that the Budget Committee is drafting a handout for Town Meeting that would explain the budget increase per home, per thousand. Chair Ober stated the Board can give the Budget Committee a general idea on the Town Warrant but they are still waiting on some wording. Mr. Rathjen asked if the amounts for the pay matrix adjustments were in the budget and Chair Ober replied yes.

6.0 Other Business (continued)

6.1 Planning Position Discussion - Selectman Olmstead made a **motion** to approve the Planning Board Assistant job description. Selectman North **seconded** the motion and the **motion passed unanimously**.

7.0 Selectmen's Reports

7.1 Update on the work of the Planning Board - Chair Ober provided an update.

7.2 Selectmen's position - Chair Ober announced that she would not be running for Selectman again.

7.3 Highway Department - Cutting Edges - Selectman Olmstead reported that the Highway Director has spent \$2K on cutting edges without approval because they were needed immediately.

8.0 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.

8.1 Board Meeting: 1/10/2018 - The Clerk signed both sets of minutes.

8.2 Offer Letters - BOS signed.

9.0 Review & Approve Minutes

9.1 BOS Meeting 1/17/18 draft - Members of the Board reviewed the draft meeting minutes of January 17, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of January 17, 2018 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 Donations - None at this time.

11.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 8:38 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

12.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, January 31, 2018 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved 1/31/18 _____
Selectmen’s Clerk