

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

January 3, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, January 3, 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 Non-Public Session under RSA 91-A:3 II (b)** - Selectman North made a **motion** to go into non-public session at 5:02 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 6:14 p.m. Chair Ober announced that a motion was made to fill two positions at the Highway Department, an interview was conducted for Deputy Treasurer with no decision, to post the Zoning Enforcement Officer's position and ask for guidance from the Planning Board on how to move forward with the Town Planner position. Chair Ober made a **motion** to accept the resignation of Gregory Jones effective 1/20/18. Selectman North **seconded** the motion and the **motion passed unanimously**. Chair Ober noted that Mr. Jones is taking a full-time position somewhere else.

### **4.0 Business**

**4.1 Department Head Update – Recreation Coordinator** - Coordinator Lonergan reported that DHHS visited the program and no violations were cited, which is great! Coordinator Lonergan reported that between the before & after school program there are 54 kids daily. Coordinator Lonergan stated they recently had the senior Christmas light tour with dinner afterwards and would try to do some more outreach next year. Coordinator Lonergan stated yoga is being held at the Library with passes and payment was received last month. Coordinator Lonergan stated the Christmas social was held on 12/23/17 and she thanked the Police Department for supplying toys and the Fire Department for bringing Santa, plus they rented a photo booth which was a big hit! Coordinator Lonergan reported that basketball has started, ice skating starts Sunday at Tilton Prep, adult volleyball is being held on Mondays, pickleball is on Thursdays and she will be scheduling the Boston Flower Show trip for March 15th.

**4.2 Department Head Update – Police Chief** - Chief Hankard supplied the Board with a statistics comparison of the 2016 versus 2017. Chief Hankard requested reimbursement from the Police Special Detail Fund for the video camera (\$2,462), radar (\$772.50) and extra equipment needed for the new cruiser (\$2,052.89). Chief Hankard noted the funds for the video camera and the radar system will be reimbursed through the Highway safety Grant. Selectman Olmstead made a **motion** to transfer funds from the Police Special Detail Funds to line 4210.629 for the video camera and the radar system and line 4902.100 for the cruiser equipment. Selectman North **seconded** the motion and the

**motion passed unanimously.** Chief Hankard reported that between the hours of 2 a.m. and 6 a.m. there were 43 dispatched calls to the State Police and they handled 21 of those calls, 2 of those calls we wish we had been more involved with. Chief Hankard reported that the department has been operating great with five Officers out of the seven positions filled because in the past they were not being scheduled properly but at this point he would not be able to go back to twenty-four hour coverage even with the 6th Officer position, which will make it so his staff may want to stay with the department longer. Chair Ober asked if the position was funded with a shift differential, would it entice an Officer to come here. Chief Hankard replied some Towns offer that but eventually the Officer gets burned out doing that shift and he would like to stay where he is at now. Chair Ober asked if they would phase in the twenty-four hour coverage. Chief Hankard replied realistically he could get a 6th Officer trained and then hire a 7th Officer (in a few years) for that coverage but things are not the same generationally, so the pay would need to stay reasonable as well as the schedule. Chair Ober asked how the Prosecutor was working out and Chief Hankard replied very well, a lot of cases are being prosecuted better and the Lieutenant is out in the community more. Selectman North stated the 2007 warrant article requested to reduce the officers to six from seven, the article failed, so there are two positions that are not funded at this time. Chair Ober noted the police department took money from within their own budget and repurposed the funds for pay increases, so the Board feels it is more transparent to have the 6th officer position as a warrant article to open the door for discussion. Selectman North added that it needs to be made clear there will not be 24/7 coverage. Chief Hankard provided the Board with a comparison of the current Town car and the cruiser that is next to be decommissioned. The Board took the information under advisement. Chief Hankard noted the SUV will need to be replaced in 2020 and the truck will need to be replaced in 2024. Chief Hankard stated the CIP Committee asked if police departments had policies on when to get rid of cruisers and everyone has their own ideas but there are no policies. Chief Hankard read aloud a portion of a study that was prepared for Grantham by Municipal Resources Inc. regarding replacement of police cruisers. Chief Hankard reported that the 2017 cruiser is back this week after a minor accident, he would be teaching “ALICE” training at Steele Hill Resort which will be open to town employees and they also hosted a Taser class/recertification. Chief Hankard stated with all of the discussion regarding regionalization, it has gotten the attention of the County Chiefs and he would also be getting involved. Chief Hankard offered to email the revised OHRV Ordinance to TA Ambrose tomorrow.

**4.3 House Bill 92 Position Paper & Discussion** - TA Ambrose and the Selectmen reviewed the position paper for House Bill 92 which proposes to revise the definition of the state building code and ratifying changes to the state building code adopted by the state building code review board. Selectman Olmstead made a **motion** to support HB 92 and send the position paper to the appropriate authority plus cc: the information to Representative Lang & Representative Fields.

## **5.0 Other Business**

**5.1 Town Warrant Discussion** - The BOS reviewed. TA Ambrose to finalize for next week.

**5.2 Town Report – Selectmen’s Report, Dedication & Cover** - Selectman North is working on the dedication, the Selectmen’s report has been finalized and pictures will be

sent to AS Rollins for the cover.

**5.3 January 10th Public Information Sessions – Preparation** - The Board discussed which documents they would like available as handouts and the talking points needed for the two informational sessions next week.

**5.4 Review of Road Location Plan for Mountain View Park Drive** - The Board reviewed the road location plan and agreed Attorney Boldt should be present for the Public Hearing.

**5.5 Holden Engineering Update** - TA Ambrose reported that bid packets are out, the shoreland permit application has been signed and the pre-bid meeting is tomorrow at 10 a.m. Chair Ober stated Holden has met with the Town's Tree Warden. TA Ambrose added that Eversource and FairPoint have been contacted regarding relocation of some of the utility poles.

**5.6 Municipal Bond Bank** - TA Ambrose informed the Board that the bond can be anywhere from 5 to 30 years, so 6 or 7 years is also an option.

**6.0 Non-Public Session under RSA 91-A:3 II (I)** - Selectman North made a **motion** to go into non-public session at 8:37 p.m. Selectman Olmstead **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 8:42 p.m. Chair Ober announced that a legal opinion regarding Church Lane was reviewed and a decision was made to contact the Church with the findings, plus to notify the Church, Highway, Fire, Police to stop road maintenance immediately after notification. Chair Ober announced that the minutes would not be sealed.

## **7.0 Selectmen's Reports**

**7.1 Commercial Trash Removal** - Selectman North stated she has spoken with Robert Robillard of Steele Hill Resorts regarding the contract for commercial trash removal. Selectman North explained that she would be contacting Director Van Tassel to see if a signed contract is on file.

**7.2 Transfer Station** - Selectman North explained that she was contacted by Transfer Station Manager Razinha, who is having problems with being able to open the gate as needed for hauling or deliveries during storms and he has requested that Selectman North assist him on a temporary basis. The Board agreed this would be okay.

**7.3 Update on the work of the Franklin, Tilton, Northfield and Sanbornton Emergency Services Collaborative** - Chair Ober stated the collaborative group will be at the Town Offices on February 7, 2018 at 5 p.m. to conduct a brief presentation.

**7.4 Update on the work of the Planning Board** - Chair Ober provided an update and noted that the Public Hearing for the proposed Solar Ordinance has been postponed until January 18, 2018 at 7 p.m.

**7.5 Road Scholar I - Achievement** - The Board congratulated William Goutier on achieving Road Scholar I.

**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 Quarterly Tax Return (941)** - Selectman Olmstead made a **motion** to authorize the Clerk to sign the Town's form 941. Chair Ober **seconded** the motion and the **motion passed unanimously**.

**9.0 Review & Approve Minutes**

**9.1 BOS Meeting 12/20/17 draft** - Members of the Board reviewed the draft meeting minutes of December 20, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of December 20, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

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

**11.0 ADJOURNMENT** – Selectman Olmstead made a **motion** to adjourn the meeting at 9:13 p.m. Selectman North **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 10, 2018 @ 5 p.m.** at the **Town Offices**, there will also be a public informational session at 1:00 p.m. on the same day.

Respectfully submitted,  
April Rollins, Administrative Specialist