

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

February 21, 2018

Town Offices

The Board of Selectmen convened in regular session on Wednesday, February 21, 2018 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 Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

2.0 Non-Public Session under RSA 91-A:3 II (c) - Selectman Olmstead made a **motion** to go into non-public session at 4:32 p.m. Selectman North **seconded** the motion. Roll call vote, Ober – aye, North– aye and Olmstead–aye. The Board reconvened the public session at 5:39 p.m. Chair Ober announced that no decisions were made. Chair Ober made a **motion** to seal the minutes of the non-public. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

3.0 Public Comment - None at this time.

4.0 Business

4.1 NH DRA & Cross Country Appraisal – Revaluation Preparation - Assessing Assistant Terri Jansky, Chuck Reese of the NH Department of Revenue (NH DRA) and Jeff Earls of Cross Country Appraisal were all present. Chuck Reese explained that once every five years Towns are audited by certain criteria due to past lawsuits over the State Education Tax and the Town's assessing staff will need to provide access to all of the Town's public records. Chuck Reese stated property owners that are part of the sample will be sent postcards notifying them that we will be conducting visits and property owners have the right to refuse, once everything has been completed a report will be submitted to the Selectmen. Chuck Reese noted he would start the field work at the end of April and the office work would be conducted in the fall. Selectman Ober suggested notice be posted on the Town's website and on the "NIXLE" alert system, so residents know they will be in the area. Chuck Reese stated he would be monitoring the work done by Cross Country Appraisal and attending the hearings to help educate residents. Jeff Earls explained that the Town has the option to convert to Avitar's assessing software for assessing and tax collection which will save the Town funds because Vision's software will be changing to a new platform with an upgrade fee. Jeff Earls noted the conversion would also save on staff time because right now they have to make entries twice, the conversion would take approximately a few weeks in March through May and can only be done in a revaluation year. The Board reviewed the revaluation contract that has been approved by the NH DRA and noted that there is \$20K in the budget for the conversion. Changes would need to be made to the revaluation contract and general assessing contracts for the conversion, Jeff Earls will prepare the necessary changes.

4.2 Recreation Coordinator – Before & After Care Phone Line, Beach Attendant Position - Coordinator Lonergan explained that the before & after school's phone is not

working and First Light is the provider for the line but they do not do repair work. Coordinator Lonergan stated she contacted Fairpoint which is \$20 dollars a month plus taxes and then looked at a cellular phone with “wi-fi” but that was too expensive. Coordinator Lonergan stated the other problem is that the funds for the line have been coming out of the highway department’s budget and requested that phone line #2659 be removed to help cover the cost of funding the line of her budget and since that number is forwarded to her cell phone anyways. Chair Ober made a **motion** to move forward with a new landline for the before & after school at \$20 dollars a month. Selectman North **seconded** the motion and the **motion passed unanimously**. TA Ambrose asked if the Board was okay with removing the 286-2659 number and they agreed. Coordinator Lonergan asked if an offer could be extended to last year’s Beach Attendant to return again this season, the Board agreed

4.3 Brad Crosby, Conservation Commission Chair – Land Purchase & Forester Contract - The Board reviewed a proposed sales agreement and deposit receipt for property located at 71 Hunkins Pond Road owned by Kyle & Jacquelyn Reed in the amount of \$18,500 dollars. TA Ambrose stated a public hearing will be needed and the agreement was drafted by Legal Counsel. Brad Crosby explained that the funds to purchase this land would come from the land use change tax fees and Attorney Boldt has suggested a title abstract & title insurance. Brad Crosby noted that the property abuts the Swain easement (44 acres) and has the headwaters to Packers Brook plus allows for access to the beaver pond, so the land is perfect for conservation. There was a brief discussion regarding there being access by right of way in a deed over the abutter’s driveway. The Board expressed concern with public access, parking and discussing the purchase with the current owner. Brad Crosby reassured the Board that the Town’s Attorney has verified the right of way in the deed language. Brad Crosby stated he has obtained a standard contract for a Town Forester with Jon Martin which the Attorney has reviewed but the Conservation Commission still needs to review the contract.

4.4 Monthly Expenditure Report - January - The BOS reviewed.

4.5 Authorization for Certificate of Zoning Compliance - Selectman North made a **motion** to authorize Steven Laurin to sign CZC applications on behalf of the Board. Chair Ober **seconded** the motion and the **motion passed unanimously**.

5.0 Other Business

5.1 Town Meeting Preparation - The Board reviewed who would speak to which warrant article. TA Ambrose informed the Board that Moderator Lang would be attending next week’s meeting.

5.2 Historic District Commission - The HDC met last week and have sent a memorandum to the Selectmen regarding a pool issue, they are requesting some enforcement due to a lack of response from the homeowner. The Board has given the request to the Zoning Enforcement Officer.

5.3 Employee Appreciation - Family Night - TA Ambrose thanked the Board for holding the event, it was fun.

6.0 Selectmen’s Reports

6.1 Cameras - Selectman North stated she has some estimates for cameras at the Town

Office and the board briefly discussed lighting.

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

6.3 Used Chairs for Town Office - The chairs have been received.

7.0 Authorization Signatures: Payroll & the Accounts Payable Register – The BOS reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

7.1 Board Meeting: 2/7/2018 -The Clerk signed.

8.0 Review & Approve Minutes

8.1 BOS Meeting 2/14/18 draft - Members of the Board reviewed the draft meeting minutes of February 14, 2018. Selectman Olmstead made a **motion** to accept the draft meeting minutes of February 14, 2018 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

9.0 Donations - Selectman North made a **motion** to accept \$40 dollars in party favors donated by Back Door Farms. Selectman Olmstead **seconded** the motion and the **motion passed. Selectman Ober abstained**. Selectman Olmstead made a **motion** to accept a \$25 dollar gift card from Tilton House of Pizza. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 ADJOURNMENT – Selectman Olmstead made a **motion** to adjourn the meeting at 8:05 p.m. Chair Ober **seconded** the motion and the **motion passed**.

11.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, February 28, 2018 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist

Approved 2/28/18 _____
Selectmen’s Clerk