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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, February 28, 2011

Type of Meeting: Regular meeting

Method of Notification: Public Posting – Two locations at Town Hall

Meeting Location: Sandown Town Hall

Present: Selectpersons: Brenda Copp (Copp), Hans Nicolaisen (Nicolaisen),
Nelson Rheaume (Rheaume), Stephen Brown (Brown), Tom Tombarello (Tombarello),
Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent:

Late to arrive:

Call to Order: Chairman Rheaume called the meeting to order at 7:00 P.M.

Pledge of Allegiance

Review of minutes of previous meetings

- Board members reviewed the Minutes of February 14, 2011. Chairman Rheaume noted in line 180 the word “regarding” should be eliminated. **MOTION:** Selectwoman Copp moved to accept the Minutes of February 14, 2011 as amended. Selectman Brown seconded. Four ayes [Copp, Rheaume, Brown and Tombarello] and one abstention [Nicolaisen]. Motion passed.

MOTION: Selectman Brown moved to accept the Non-Public Minutes of February 14, 2011 as written. Selectman Tombarello seconded. Four ayes [Copp, Rheaume, Brown and Tombarello] and one abstention [Nicolaisen]. Motion passed.

Public Comment

- Chairman Rheaume spoke to this being his last meeting as a selectman and thanked those who supported him. He thanked Vice Chairman Nicolaisen, Selectpersons Brown, Copp and Tombarello for their cooperation. Chairman Rheaume also thanked past Board members Winglass, Barczak, Bonasoro and Chevalier. A special thanks was given to Office Manager Lynne Blaisdell and Paula Gulla for their efforts and help over the last four years. The Finance Director Darlene Ford was thanked for her reports that helped the Board keep tabs on the Town’s finances. Chairman Rheaume stated his agenda was to control taxes and make decisions that were in the best interest of the Town of

43 Sandown. The creation of the Internal Controls Policy is the one project
44 Chairman Rheume is most proud of.
45

- 46
- 47 • Selectwoman Copp stated on Thursday Senate House Bill 183 was going to be
48 in front of the Finance Committee. She and Roger Barczak spoke on this Bill.
49 Selectwoman Copp stated she just found out the Bill was unanimously pushed
50 ahead and stamped with a “most likely to pass”. If this Bill passes a two-year
51 hold will be put on the \$1.1 million due on July 1, 2011. Ms. Blaisdell asked for
52 an explanation of the Bill. Selectwoman Copp stated this has to do with an
53 education grant where the Town was going to be dropped down to \$1700 where
54 they now allow \$3700 so the Town would have had to make up the difference.
55 Selectwoman Copp stated basically they were going by amounts of children but
56 they were taking the smaller towns and the smaller towns had to make up more
57 money and the larger towns were getting additional money. This is called an
58 “adequate education formula”. Selectwoman Copp thanked Mr. Barczak for the
59 work he has done on this Bill.

60 Selectwoman Copp noted that Chairman Rheume has worked at a high level of
61 dedication in all aspects of his involvement in Town.
62

- 63
- 64 • Selectman Nicolaisen thanked Chairman Rheume for all he has done on the
65 Board and present him with a card.
 - 66 • Selectman Brown stated he believes Chairman Rheume served the Town of
67 Sandown well and only had the best interest of Sandown in mind when making
68 decisions, and his having worked with Chairman Rheume has made him a
69 better selectman.
 - 70
 - 71 • Selectman Tombarello thanked Chairman Rheume for all the help he has given
72 him during his time on the Board.
73
74

75 **Members of the Old Meeting House Association**
76 **Review of paperwork from NH Division of Historic Resources regarding**
77 **Old Meeting House, review of Moose Plate Grant and discussion regarding**
78 **letters of support**
79

- 80
- 81 • Present for this discussion were Paula Gulla and Sonia Silva. Ms. Gulla
82 announced that the Old Meeting House has now been placed on the State
83 Historic Registry, an initiative that was started by Roger Barczak. Ms. Gulla
84 stated with the acceptance into the Registry the Association can now move
85 forward with repairs to the Meeting House. These repairs will hopefully be paid
86 in part by grants the Association will be applying for starting with the Moose Plate
grant for the painting. Ms. Gulla explained the process for applying for the grant.

87 Board members have the information in this evening's packet. Ms. Gulla stated
88 that Ms. Silva has been helping with the grants. Ms. Silva pointed out the other
89 repairs that need to be done to the Meeting House noting this will require
90 additional funding, which they hope to obtain through other grants. The
91 estimated funding through grants is \$20,000.00. Other funding streams are
92 being looked into which include fundraising events. Ms. Silva talked about the
93 need to preserve this historic building.

94
95 Ms. Gulla explained to the Board they would have to sign and administer the
96 application along with the Association. Completion of the project is set for June
97 2013 once funded. Chairman Rheume asked what the Board is being asked to
98 do. Ms. Gulla stated they are here to inform the Board of the grant application
99 and ask for their support with this project noting the deadline for the submission
100 of the application is the end of March. Selectman Nicolaisen asked if the Town is
101 lucky enough to get the \$10,000.00 in June and the next grant can be applied for
102 in August, in the meantime does the project get started? Ms. Silva said that is a
103 question for the Board, is the Board comfortable with taking the initial money and
104 using it for the purchase of materials, paint and time and with any fundraising
105 money received take a leap of faith and move forward with the project. The
106 LCHIP grant money will not be available until November so the project will be on
107 hold until next year. Selectwoman Copp asked if bids have to be attached to the
108 grant application. Ms. Silva stated the RFP would be attached. Consensus of
109 the Board is for the Association to move forward with the grant application.

110
111 Selectman Brown asked about the purchase of a historic marker. Consensus of
112 the Board is to leave this up to the Association. Ms. Gulla stated she will keep
113 the Board informed over the next couple weeks of the progress on the
114 application. Ms. Silva stated she would provide the Board with outreach
115 information for the next couple years.

116
117 **Discussion regarding status of property at 14-019-70**

- 118
- 119 • Mr. Robert Villella was present for this discussion. Mr. Villella is before the Board
120 to request the lifting of the Cease and Desist Order on the property identified as
121 14-019-70 because the bridge has been installed. Chairman Rheume asked if
122 the bridge has been inspected. Mr. Villella stated it is not written that the bridge
123 has to be inspected although the engineer who designed the bridge inspected it
124 and stamped the design. Chairman Rheume stated while the Town has no
125 criteria for bridge inspections he thought the bridge was going to be inspected by
126 the Town's engineer. Mr. Villella stated no one told him that. Selectmen
127 Tombarello and Nicolaisen went to view the bridge after installation. Mr. Villella
128 spoke about the 80,000 pound weight limit placed on the bridge. Board
129 members discussed the weight limits of the bridge. Chairman Rheume noted
130 everything else was done except the bridge. Kevin Hatch joined the meeting at

131 this time. **MOTION:** Selectman Brown moved to remove the Cease and Desist
132 Order on the property identified as 14-019-70. Selectman Nicolaisen seconded.
133 Motion passed unanimously.

134
135 **Review and discussion regarding Sections I, II & III of the Personnel Policies**
136 **and Procedures Manual draft**

- 137
138 • Chairman Rheume stated he likes the way the first three sections are written
139 but does not like the Trust Disclaimer.

140
141 **The tape recorder malfunctioned at this point and the remainder of this discussion was**
142 **not taped. The following Minutes on this subject are from the hand written notes of the**
143 **Recording Secretary.**

144
145 Ms. Blaisdell stated the Trust Disclaimer would be removed. Selectman
146 Nicolaisen is okay with the first three sections but would like to see under
147 Compensatory Time the hours be limited to 40. Ms. Blaisdell noted the italics are
148 to be removed and the Table of Contents still has to be corrected. Selectman
149 Brown noted on Page 5, he would like to see the second sentence under
150 Employment Classification removed and on Page 6 under Probationary Period
151 he would like to see the period of time reduced from one year to three months as
152 he feels the Town should know by then if the person is going to work out.
153 Selectman Brown also reminded the Board employees are “at will”.
154 Selectwoman Copp feels three months is too short a period of time. Ms. Blaisdell
155 stated the probationary period applies only to sick and holiday benefits.
156 Selectwoman Copp stated no matter what the time period is there should be no
157 exceptions to the rule. Chairman Rheume stated this pertains to non-union
158 employees. Ms. Blaisdell agrees one year is too long but feels three months is
159 too short. Chairman Rheume asked for individual votes on whether to reduce
160 the probationary period to three months; Selectmen Copp and Tombarello – no
161 and Selectmen Nicolaisen, Rheume and Brown – yes.

162
163 Chairman Rheume asked the Board to consider giving part-time employees
164 eleven holidays when they discuss that section. Selectwoman Copp questioned
165 on Page 4 the reporting of sexual harassment to the Police Chief. Ms. Blaisdell
166 stated that is a legal option available to the employee. Selectman Brown asked
167 to hold off until the new Board is in place before deciding what chapters will be
168 reviewed next. Ms. Blaisdell will place this topic on the March 14, 2011 agenda.
169 Selectwoman Copp questioned the last paragraph on Page 1 of the current
170 policy regarding employees meeting in Non-Public Session with the Board.
171 Selectwoman Copp asked if on Page 2 of the proposed policy under B. Definition
172 of Sexual Harassment at the end of the first sentence it should read”...favors,
173 and/or other”. Board members agreed.

175 **Tape recorder started recording again at this point.**

176

177 **Correspondence**

178

179 • Letter from Comcast regarding important information on price adjustments
180 beginning March 23, 2011. Call Comcast if you have any questions.

181

182 • Letter from Public Service of NH inviting municipal officials to their biennial
183 informational luncheon in March and April 2011. Topics for discussion are
184 renewable energy projects, economic benefits of regulated generation and
185 energy efficiency programs for customers. This letter was distributed to other
186 Boards.

187

188 • Letter from Irving Energy Distribution and Marketing informing the Town that they
189 would like the opportunity to meet the Town's fuel needs for #2 fuel, diesel or
190 propane. Consensus of the Board is to put out an RFP after the elections and
191 include Irving Energy.

192

193 • Email from Sandra Graves informing the Board they will be keeping Chris
194 Donnellan as Station Manager as he is doing a great job. Ms. Graves is also
195 asking the Board to recommend his salary be increased to \$\$16.56 per the
196 original agreement when he was hired. **MOTION:** Selectman Nicolaisen moved
197 to increase Chris Donnellan's salary to \$16.56/hour effective the next pay period.
198 Selectman Tombarello seconded. Selectwoman Copp questioned the Board
199 about making an exception to the probationary period on this individual. Board
200 members reviewed the Minutes of December 6, 2010 noting the probationary
201 period was not waived this raise followed a six month review period. Motion
202 passed unanimously.

203

204 • Board members reviewed the email from Michele Short, Tax Collector, who is
205 requesting the Board abate \$69.75 to David Bellwood due to the tax collector's
206 error. Ms. Blaisdell stated the Tax Collector cannot abate anything over \$25.00.
207 **MOTION:** Selectman Nicolaisen moved to abate David Bellwood, 12 Odell Road
208 [07-016] the amount of \$69.75. Selectwoman Copp seconded. Motion passed
209 unanimously.

210

211 • Board members reviewed a letter from Lillian Fields requesting the Board waive
212 the interest [\$23.35] on the tax bill of Vera Pitts which was paid late due to a mix
213 up in who was responsible to pay said bill. Ms. Blaisdell stated taxes in the
214 amount of \$1,060.00 for 2010 have been paid. Selectmen Nicolaisen and
215 Rheaume have not problem with waiving the interest. Selectmen Copp and
216 Brown do not feel the interest should be waived. Chairman Rheaume questioned
217 who the executor is, noting the Town needs to hear from the court. **MOTION:**
218 Selectman Nicolaisen moved to waive the interest and penalty [\$23.35] on 84

219 North Road. Selectman Tombarello seconded. Two ayes [Nicolaisen and
220 Rheaume] and three nays [Copp, Tombarello and Brown]. Motion failed.
221

222 **Department Liaison Report**
223

- 224 • Selectman Nicolaisen noted that at the Cable meeting the other night they
225 announced they are looking for volunteers for the Cable Advisory Board. The
226 Board meets the second Tuesday of the month. Ms. Blaisdell stated Ms. Gulla is
227 putting together a schedule of when the difference committees/boards meet.
228
- 229 • Ms. Blaisdell stated there is a Regional Selectmen's meeting coming up on
230 Wednesday, March 9, 2011 at 7:00 P.M. in the Town of Newton. They are
231 asking for topics to be discussed. Ms. Blaisdell asked Board members to let her
232 know by this Thursday if they are planning to attend.
233
- 234 • Ms. Blaisdell questioned the invoice for four hours of police detail for the
235 deliberative session on February 5, 2011 in the amount \$177.76. Ms. Blaisdell
236 stated she was not aware a police detail was asked for and questioned what line
237 item it would come out of. No one is aware of who requested the detail or if there
238 are legal requirements to have a police officer present. Selectman Tombarello
239 will speak to the Police Chief about the detail and the bill.
240

241 **Non-Public discussion under RSA 91A:3 II (c) Reputation**
242

- 243 • **MOTION:** Selectman Nicolaisen moved to go into Non-Public Session per RSA
244 91A:3 (c) Reputation x 2. Selectman Tombarello seconded. Roll call: Copp –
245 aye, Nicolaisen – aye and Rheaume – aye, Brown – aye and Tombarello - aye.
246 Motion passed unanimously.
247

248 **MOTION:** Selectman Brown moved to come out of Non-Public Session.
249 Selectman Tombarello seconded. Motion passed unanimously.
250

251 Chairman Rheaume announced that while in Non-Public Session the Board
252 voted to seal the Minutes.
253

254 **MOTION:** Selectman Tombarello moved to adjourn at 11:30 P.M. Selectman
255 Nicolaisen seconded. Motion passed unanimously.
256

257 Respectfully Submitted,
258

259
260
261 Cynthia J. Robinson
262 Recording Secretary