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## Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, March 21, 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), Stephen Brown (Brown), Hans Nicolaisen (Nicolaisen), Tom Tombarello (Tombarello), James Devine, Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent:

Late to arrive:

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

Pledge of Allegiance

### Review of minutes of previous meetings

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- Board members reviewed the Minutes of March 2, 2011. Selectwoman Copp asked to have entered into the Minutes at the end of the sentence in line 272, the following "I'm sorry to the selectmen you'll have to order a cease and desist. They will be there at 7:00 A.M." **MOTION:** Selectman Brown moved to accept the Minutes of March 2, 2011 as amended. Selectwoman Copp seconded. Four ayes [Copp, Brown, Nicolaisen and Tombarello] and one abstention [Devine]. Motion passed.

### Public Comment

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- Mark Traeger, Conservation Commission, announced Earth Day roadside cleanup would be held on Saturday, April 16, 2011. In addition they will be participating in the NH Beautiful/Litter Free NH program so that they can receive 400 free daffodil bulbs for the Garden Club. Mr. Traeger stated in order to receive the bulbs he needs the signature of three selectmen. Mr. Traeger described the details of the roadside cleanup. Anyone with questions can call the Selectmen's Office.
  - Mark Traeger, Local Energy Commission, they have received the report from Peregrine Energy following their audit of Town buildings. A meeting with department head is being scheduled to go over the findings. Following this meeting the Commission will come before this Board with a formal presentation.

### Municipal Resources, Inc.

44 **Discussion regarding sales analysis for Pine Acres, Reeds Crossing**  
45 **and Country Square Estates**  
46

- 47 • Scott Marsh of Municipal Resources Inc (MRI) was present for this discussion.  
48 Mr. Marsh explained what is required in order to reduce the assessment on these  
49 three properties because their assessment is higher than the Town's overall  
50 assessment. Mr. Marsh is looking for guidance from the Board as to how they  
51 want MRI to proceed with this adjustment. Mr. Marsh explained if any type of  
52 assessment update is conducted, the Department of Revenue Administration  
53 (DRA) requires a separate agreement and a USPAP compliant report. This  
54 supplement to the original contract is what costs \$2,500.00. Selectwoman Copp  
55 asked what brought this to light. Mr. Marsh stated they annually review sales,  
56 but this time they were called by the homeowners and abatement applications  
57 were received. Selectwoman Copp asked how the review would be done. Mr.  
58 Marsh explained they would look at the property to see where they can make the  
59 adjustments.

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61 Selectman Brown asked how the \$2,500.00 cost was derived. Mr. Marsh stated  
62 it is based on how many days it will take him to do the work. There was  
63 discussion about having the contract state "not to exceed". **MOTION:**  
64 Selectman Brown moved to allow MRI to reevaluate Pine Acres, Reeds Crossing  
65 and Country Square Estates at a not to exceed price approved by the Board of  
66 Selectmen. Selectman Tombarello seconded. Chairman Nicolaisen feels the not  
67 to exceed should be stated as being \$2,500.00. Selectman Tombarello withdrew  
68 his second and Selectman Brown withdrew his motion. **MOTION:** Selectman  
69 Brown moved to allow MRI to reevaluate Pine Acres, Reeds Crossing and Country  
70 Square Estates at a not to exceed price of \$2,500.00. Selectman Tombarello  
71 seconded. Motion passed unanimously. Mr. Marsh updated the Board on work  
72 being done.

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74 Ms. Blaisdell stated that DRA was in last week for their five (5) year check. Mr.  
75 Marsh stated in the future he could make arrangements with DRA so that their  
76 review coincides with the revaluation.

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78 **Chief Joseph Gordon**

79 **Discussion regarding giving approval to Chief to sign contract with**  
80 **Fish and Game OHRV Wheeled Enforcement Contract**  
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- 82 • Chief Joseph Gordon is asking the Board to authorize him to be the contractor for  
83 this year's Fish and Game grant money that will be awarded July 1, 2011. Chief  
84 Gordon explained he needs a motion from the Board authorizing him to be the  
85 contractor. Chief Gordon recapped the events of last year which caused a delay  
86 in receiving the money and by allowing him to be the contractor those events  
87 won't reoccur. Chairman Nicolaisen asked what the money would be used for.

88 Chief Gordon stated paying those persons who patrol the OHRV trails.  
89 **MOTION:** Selectman Brown moved to allow Chief Joseph Gordon to be the  
90 contractor and sign the contract and accept funds for the OHRV patrol from NH  
91 Fish and Game for fiscal year July 1, 2011 to June 30, 2012. Selectman  
92 Tombarello seconded. Motion passed unanimously.  
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94 **New Business**

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96 **Review and discussion of Section IV of newly drafted**  
97 **Personnel Policies & Procedures**  
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- 99 ■ Board members reviewed Section IV. Time Away From Work And Other Leave  
100 Benefits, Pages 11 through 26 and made the following changes:  
101

102 Holidays - Pg. 11  
103

- 104 ○ Add to the end of the first sentence “unless previous arrangements have been  
105 made with the department head”.  
106 ○ Allow part-time employees to start receiving their holidays after 90 days.  
107 ○ Under the list of holidays remove “Last workday before” and add “Day” after the  
108 word Christmas. This change is to be made in the other list of holidays as well.  
109

110 Vacation – Pgs. 12 & 13  
111

- 112 ○ Under “Years of Continuous Service” add “with the Town of Sandown”.  
113 ○ Under “Years of Continuous Service” remove “More than seven” and replace with  
114 “Eight (8) years or more”.  
115 ○ First paragraph on page 13, add a new sentence at the end of the paragraph to  
116 read, “An employee can carry over up to half of the vacation time earned in that  
117 calendar year for the following year only. Carry over time must be used the next  
118 year or carry over time is lost”.  
119

120 Family and Medical Leave - Pgs. 14 – 26  
121

- 122 ○ Ms. Blaisdell stated she has many questions on this section relative to whether  
123 Sandown is required to follow FMLA. Following a lengthy discussion on the  
124 various parts in this section, consensus of the Board is to find out if the Town is  
125 eligible. Section V will be discussed on March 28, 2011.  
126

127 Medical Benefits Plan – Pgs. 23 & 24  
128

- 129 ○ Last paragraph change “...one (1) year” to “thirty (30) days”.  
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131 Chairman Nicolaisen called a five (5) minute recess.

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**Review of first set of plans for lower hall/office expansion**

- Ms. Blaisdell presented the Board with the redesign of the lower hall/office space explaining the recommendations of the architect. There was discussion about which departments might move to other space. There was discussion about the new location of the kitchen and its layout. The Board discussed the need for additional storage space. Consensus of the Board is the next step is to decide what will be done with the space. After this decision is made the architectural design will begin. There was a brief discussion about the local of the handicapped bathroom on the second floor. Selectman Tombarello noted that the electrical is a major problem for this building. Ms. Blaisdell stated the electrical would have to be upgraded during this renovation. Ms. Blaisdell asked Board members to speak with other department heads to find out what they might have for suggestions/needs. Selectmen Copp, Nicolaisen and Brown volunteered to speak to the staff about their thoughts on the renovations. Place on the agenda in a couple weeks for more discussion.

**Discussion regarding possible request for proposal for landscaping project at Town Hall**

- Chairman Nicolaisen asked Board members if they were agreeable to getting estimates to repair the landscaping in front of Town Hall. The existing landscape ties were damaged this past winter and Chairman Nicolaisen recommends the use of cinder blocks. Consensus of the Board is to get estimates for the purchase of cinder blocks and cost to install.

**Old Business**

- There was no old business.

**Review of Correspondence**

- Ms. Blaisdell noted the court decision on the status of the in-law apartment.
- Email from Roger Barczak asking the Board if they would be interested in learning about performance based budgeting. Ms. Blaisdell received a power point on this topic if Board members want to look at it. Mr. Barczak is offering to present the Board and Budget Committee with a brief overview of this type of budgeting. Have Mr. Barczak come to a meeting in a few weeks. Selectman Devine asked Ms. Blaisdell to find out what the Town's accountants think about this system.

- 174 • The Public Works Director submitted revised hours for the Easter holiday relative  
175 to the Transfer Station. **MOTION:** Selectman Tombarello moved to accept the  
176 following changes to the Transfer Station hours for Easter week:  
177

178	4/23/11	Saturday	8:00 am – 5:00 pm
179	4/24/11	Sunday	Closed for Easter
180	4/27/11	Wednesday	3:00 pm – 7:00 pm

181  
182 These changes will be advertised at the Transfer Station, the website and  
183 Channel 17. Selectman Brown seconded. Motion passed unanimously.  
184

- 185 • The Town received the reimbursement check from Primex for the funeral  
186 expenses of Sandown's fallen fire fighter. This was approved under Workers  
187 Compensation. Ms. Blaisdell will send the spreadsheet of expenses on this  
188 incident to Selectwoman Copp.  
189
- 190 • Letter from legal counsel informing the Town of court decisions regarding  
191 bankruptcy which will impact the procedures that Tax Collectors can use to  
192 collect taxes.  
193

#### 194 **Department Liaison Report**

- 195
- 196 • Chairman Nicolaisen noted two changes in the 2011 Department Liaisons. They  
197 are as follows: Town Clerk/Tax Collector – Selectman Tombarello and Municipal  
198 Records Committee – Selectman Brown.  
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- 200 • Chairman Nicolaisen went to his first Planning Board meeting.  
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- 202 • Chairman Nicolaisen noted that the Recreation Director is running programs daily  
203 at their new facility with many other requests on a waiting list.  
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- 205 • Ms. Blaisdell is in the process of ordering the AED unit after she obtains the  
206 signed Medical Authorization form from Parkland Medical Center. Ms. Blaisdell  
207 will also register the AED. Selectman Brown asked if the AED at the Recreation  
208 building has to be registered as well. Ms. Blaisdell will look into this.  
209
- 210 • Selectman Brown will be attending one of the Police Department's training  
211 sessions and he will be attending his first Conservation Commission meeting this  
212 week. Selectman Brown asked when the Municipal Records Committee meets.  
213 Ms. Blaisdell stated very rarely.  
214
- 215 • Selectwoman Copp sent out an email to everyone letting them know about the  
216 start of the budget season and that she is available if they have any questions.  
217

March 21, 2011

- 218
- Selectman Devine met with the library Director. The library has many new programs available for learning new languages.
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- Selectwoman Copp asked if Selectman Devine could give the Board updates on different bills that are going through the House and Senate. Chairman Nicolaisen stated Board members get the legislative bulletin and if Board members had any questions they could ask Selectman Devine. Selectman Devine stated until bills pass by the Governor there is little to tell.
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227 **MOTION:** Selectman Brown moved to adjourn at 9:30 P.M. Selectman Tombarello  
228 seconded. Motion passed unanimously.

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230 Respectfully Submitted,

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233

234 Cynthia J. Robinson  
235 Recording Secretary