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2 **Town of Sandown, NH**
3 **Board of Selectmen**
4 **Minutes**
5

6 Meeting Date: Monday, March 28, 2011

7 Type of Meeting: Regular meeting

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

9 Meeting Location: Sandown Town Hall

10 Present: Selectpersons: Brenda Copp (Copp), Stephen Brown (Brown), Hans
11 Nicolaisen (Nicolaisen), Tom Tombarello (Tombarello), James Devine, and Cynthia J.
12 Robinson, Recording Secretary

13 Absent: Lynne Blaisdell, Office Manager

14 Late to arrive:

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

16 Pledge of Allegiance
17

18 **Review of minutes of previous meetings**
19

- 20 • Board members reviewed the Minutes of March 14, 2011. **MOTION:** Selectman
21 Tombarello moved to accept the Minutes of March 14, 2011 as presented.
22 Selectman Brown seconded. Motion passed unanimously.
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24 **Public Comment**
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- 26 • There was no public comment.
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28 **New Business**
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30 **Review of request for appointments to Joint Loss Management Committee**
31 **and Zoning Board of Adjustment**
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- 33 • Chairman Nicolaisen brought up the request for Ronald Dulong to be appointed
34 to the Joint Loss Management Committee. **MOTION:** Selectman Tombarello
35 moved to appoint Ronald Dulong to the Joint Loss Management Committee.
36 This appointed will expire March of 2012. Selectman Brown seconded. Motion
37 passed unanimously. Board members signed the paperwork for this
38 appointment.
39

40 Chairman Nicolaisen noted the letter of interest from Stephen Meisner who is
41 interested in being reappointed to the Zoning Board of Adjustment. **MOTION:**
42 Selectman Brown moved to appoint Stephen Meisner to the vacancy on the

43 Zoning Board of Adjustment whose term will expire March of 2014. Selectman
44 Tombarello seconded. Motion passed unanimously.

45
46 **Agenda**

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48 **Brian Butler, Conservation Commission**
49 **Discussion regarding 2011 Fishing Derby**
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- 51 • Brian Butler came before the Board to talk about the Fishing Derby that the
52 Conservation Commission holds annually. This year the Derby will be held on
53 Saturday, April 30, 2011 from 7:30 A.M. to 10:30 A.M. Mr. Butler is here to ask
54 the Board for permission to hold this event. Mr. Butler informed the Board that
55 the required insurance forms are currently being worked on in order to hold the
56 event on Sal Genualdo's pond on Main Street. Chairman Nicolaisen stated that
57 Ms. Blaisdell informed him the insurance forms were complete. **MOTION:**
58 Selectman Tombarello moved to allow the Conservation Commission to hold the
59 Fishing Derby on April 30, 2011 from 7:30 A.M. to 10:30 A.M. on Main Street.
60 Selectman Brown seconded. Mr. Butler stated they do pay for a police detail for
61 four hours. Motion passed unanimously.

62
63 Mr. Butler informed the Board they have two new members for the Conservation
64 Commission, Roger Barczak as an Alternate who was approved at the last
65 Conservation Commission meeting as well as, Scott Burke who also was
66 approved at the last meeting. Chairman Nicolaisen stated that since the Board
67 does not have the paperwork these appointments will be placed on a future
68 agenda.

69
70 Mr. Butler informed the Board that Chuck Crowe is now the Chairman of the
71 Conservation Commission.

72
73 **New Business**

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75 **Review of request for reappointment of summer recreation staff**
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- 77 • Chairman Nicolaisen reviewed the letter from Deb Brown, Recreation Director,
78 who is requesting the reappointment of the following three non-regular staff for
79 the summer recreation program,

80
81 **MOTION:** Selectman Tombarello moved to appoint Cressa Bonnell as Summer
82 Program Coordinator at \$15.15/hour as a non-regular employee. Selectman
83 Brown seconded. Motion passed unanimously.

84
85 **MOTION:** Selectman Tombarello moved to appoint Tim Brown as Asst. Summer
86 Program Coordinator at \$13.26/hour as a non-regular employee. Chairman

87 Nicolaisen seconded. Four ayes [Copp, Nicolaisen, Tombarello and Devine]
88 and one abstention [Brown]. Motion passed.
89

90 **MOTION:** Selectman Tombarello moved to appoint Mike Donovan as
91 Senior/Head Counselor at \$10.00/hour as a non-regular employee. Selectman
92 Brown seconded. Selectwoman Copp asked what the difference is between a
93 regular and a non-regular employee. Ms. Brown stated non-regular is a definition
94 for a seasonal employee. Motion passed unanimously.
95

96 Ms. Brown announced that Red Sox tickets are on sale for the Sunday, June 5,
97 2011 game with Oakland Athletics at 1:30 P.M. and will be leaving the
98 Recreation Facility at 11:30 A.M. Tickets are \$69/person and you can purchase
99 up to four tickets. Call Recreation Department at 887-1872 if you are interested.
100 These tickets are for Sandown residents only until April 11, 2011 when it will be
101 opened up to non-residents for an additional \$5.00 charge.
102

103 **Cable Advisory Board**

- 104
- 105 • Chairman Nicolaisen reviewed an email from Sandra Graves regarding a "Wage
106 for "Broadcast/Camera Operator Level II" with a salary range of \$12-\$14/hour.
107 Betsy Donahue-Davis acting as spokesperson for Cable stated this person will
108 be able to run the cable station in the event of an emergency. Selectman Brown
109 asked if this was a new position. Ms. Donahue-Davis stated this position was
110 created during last year's reorganization. Selectman Brown asked about the rate
111 of pay for this position. Ms. Donahue-Davis stated camera operators make
112 \$10/hour so this position will go up to \$12/hour, which was recommended by
113 Chris Donnellan. Chairman Nicolaisen stated the person receiving this position
114 has the most longevity of those working in Cable. Selectwoman Copp stated this
115 position was listed on the chart. Selectman Devine asked if there is money to
116 pay for this position. Ms. Donahue-Davis stated yes. Chairman Nicolaisen
117 reminded everyone this money comes out of the cable franchise. **MOTION:**
118 Selectman Devine moved to create the position of Broadcast/Camera Operator II
119 with a pay range of \$12 to \$14/hour. This position will start at \$12/hour.
120 Selectman Tombarello seconded. Motion passed unanimously.
121

122 **Review and discussion of Section V of draft personnel policies and procedures** 123 **and further discussion regarding Section IV of same policy**

- 124
- 125 • Section V. On the Job – Pages 27 through 38
126
127 Selectwoman Copp on Page 29, under Computer Use and Communications
128 Equipment Policy, bullet #6 – Questioned whether this should be removed or
129 changes somehow because there are passwords being used that have not been
130 issued by the Town of Sandown. Selectman Brown asked who reviews

131 passwords. Chairman Nicolaisen thought Police, Fire and Cable have their own
132 passwords. Selectwoman Copp stated the IT person could get into the
133 computers without a password. Consensus was to have Tim Howard come to a
134 meeting to talk to the Board about this or at least review this statement and
135 comment on whether the paragraph should be removed.

136
137 Selectman Tombarello on Page 31, last paragraph under Inclement Weather –
138 Change the minimum number of hours paid to four not the two as stated.

139
140 Selectman Tombarello on Page 32, under Motor Vehicle Violations last
141 paragraph – Would like to see wording changed to require a copy of their driving
142 record annually. Selectman Devine questioned the cost for this record.
143 Discussion changed to requiring a copy of their driving license. Consensus was
144 to change the last sentence to read, "All employees who operate Town vehicles
145 will be required to provide a current copy of their driver's license annually."

146
147 Selectman Brown on Page 33, under Conflict of Interest, bullet #2 – Recalls
148 when attending the ethics training there was a conversation about accepting
149 minor gifts. Selectman Brown feels going so far as to say any gift goes beyond
150 the ethics policy. Selectwoman Copp noted that this says "...any Town of
151 Sandown vendors or suppliers." Selectman Brown feels a box of candy from a
152 vendor should not be prohibited. Consensus was to leave alone.

153
154 Selectwoman Copp on Page 33, Policy Against Nepotism, last sentence of the
155 first paragraph – Should the last sentence read, "...approved by Board of
156 Selectmen" rather than Department Head since the Board does the final approval
157 for hiring. Consensus was to leave alone.

158
159 Selectman Tombarello on Page 37, Personnel Files – Last year a couple items
160 were kept out of the Personnel Files this wording would not allow this to happen.
161 Selectwoman Copp stated even verbal warnings must go into Personnel File.
162 Selectman Devine would like to see a time limit placed on items that go into a
163 personnel file. Selectwoman Copp noted there is a need for adequate
164 documentation in the event an employee needs to be dismissed. There was
165 Board discussion on how the length of time could be determined.

166
167 Selectwoman Copp stated the Joint Loss Management Committee is currently
168 developing a Safety Program and they would like the Board to take what they
169 have created and compare it to what is in this Health & Safety Program. The
170 Joint Loss Management Committee sent out a checklist to Town departments
171 and several have not come back. A second letter with a checklist is being sent
172 out to the departments that did not respond that will be due back by May 11,
173 2011. The Joint Loss Management Committee will be meeting on May 18, 2011
174 and they would like the Board to schedule the Department Head meeting to go

175 over the policies before May. Chairman Nicolaisen stated he does not see this
176 happening at a Department Head meeting. Board members concurred.

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178 Consensus was Section VI - Employee Safety and Health would be discussed
179 on April 4, 2011.

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181 **Old Business**

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183 **Follow up discussion regarding proposed renovations to lower hall**

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185 • Selectwoman Copp spoke to each of the employees who work in the office
186 except for the Building Inspector/Code Enforcement Officer to see what wasn't
187 working for them, what would work for them and the least expensive way to
188 accomplish the goals. No changes were suggested for the relocation of the
189 kitchen and the function area. Selectwoman Copp presented the Board with a
190 colored plan showing the location of employees and the construction of a closet
191 for much needed storage. No change is needed in the Town Clerk/Tax Collector
192 Office. Board members talked about not getting too specific as to who goes
193 where at this time, it is more important to agree on the layout. Areas of concern
194 were departments having to share the same desk space and the numerous
195 inspectors not having had any input at this time. Selectman Tombarello
196 expressed concern about the cost to relocate the kitchen. Selectman Brown
197 suggested creating storage in the area of the relocated kitchen. Chairman
198 Nicolaisen feels the next step is to have the architect come back to obtain his
199 opinion on these recommendations. Lynne Blaisdell will contact the architect.
200 Selectman Devine suggested some type of roll out storage under the stage.

201
202 **Review of Correspondence**

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204 • Board members reviewed item by item the comments and recommendations
205 made by Darlene Ford, Finance Director, regarding changes to Section III and
206 accepted them as presented.
- 207
208 • Board members reviewed the letter from Local Government Center. Chairman
209 Nicolaisen stated this is an FYI letter informing the Town of the Property-Liability
210 Trust Rate Change for FY 2012. Selectwoman Copp questioned whether Local
211 Government Center's recommended changes from last year were followed up
212 on. Chairman Nicolaisen will check with Ms. Blaisdell to see if the changes were
213 followed through.
- 214
215 • Letter of Interest from Stephen Meisner to be reappointed to the Zoning Board of
216 Adjustment.

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218 **Department Liaison Report**

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- Selectman Brown noted that the Police Department would be upgrading their computers within the next few weeks. Funds were approved in the budget.

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

- **MOTION:** Selectman Tombarello moved to go into Non-Public Session per RSA 91A:3 II (c) Reputation. Selectman Brown seconded. Roll call: Copp – aye, Brown – aye Nicolaisen – aye, Tombarello – aye and Devine - aye. Motion passed unanimously.

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

Chairman Nicolaisen announced that while in Non-Public Session the Board voted to seal the Minutes.

MOTION: Selectman Brown moved to adjourn at 9:05 P.M. Selectman Tombarello seconded. Motion passed unanimously.

Respectfully Submitted,

Cynthia J. Robinson
Recording Secretary