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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, April 4, 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), Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent:

Late to arrive: James Devine (Devine) – 8:44 P.M.

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 21, 2011. **MOTION:** Selectman Tombarello moved to accept the Minutes of March 21, 2011 as written. Selectman Brown seconded. Motion passed unanimously.

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MOTION: Selectman Tombarello moved to accept the Non-Public Minutes of March 14, 2011 as written. Selectman Devine seconded. Motion passed unanimously.

Public Comment

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- There was no public comment.

Correspondence

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- Letter from NH Department of Revenue Administration informing the Town of their visit on April 6, 2011 to go over credits/exemptions, sample assessing cards and reviewing current use files. Mike Pelletier will be present.
 - Letter from the Sandown Police Department announcing that they will be hosting a “Gun Safety in your home” presentation on April 21, 2011 at 6:00 P.M. at the Sandown North School. No guns will be allowed in the building.

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- Letter from the State Fire Marshal's Office asking if the Town has an ordinance that prohibits the display or possession of permissible fireworks. According to Chief Tapley and Chief Gordon they are not aware of any ordinance.
 - Letter from Homeland Security and Emergency Management informing the Town of a grant program for Hazard Mitigation Assistance. Paula Gulla spoke with Mr. Harbour and Holts Point Road would be a good submission idea. The deadline to apply is May 13, 2011. Consensus of the Board is to file the Letter of Intent.

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Gary Barnes

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Discussion regarding culvert replacement on Schoolhouse Road

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- Present for this discussion was Arthur Genualdo, Public Works Director, Gary Barnes and Corey Barnes. Mr. G Barnes spoke to Mr. Genualdo about the culvert pipe under Schoolhouse Road, which is a Class VI road. Mr. Genualdo presented the Board with pictures of the area in question. Mr. Genualdo pointed out the area where the water is about to come up over the road due to the failure of the culvert. Mr. Genualdo spoke to Mr. Keach about replacing the culvert. Mr. Genualdo noted that Mr. G Barnes is willing to replace the culvert at his expense, but according to Mr. Keach the Board will have to give permission for him to do the work and Mr. Genualdo will have to oversee the work and fill out the proper Department of Environmental Services paperwork. Selectman Tombarello viewed the site and was amazed at the amount of water being held back. Mr. Genualdo presented the Board with a letter from Mr. Keach. Selectwoman Copp confirmed this would be done at no cost to the Town. Mr. Genualdo stated that was correct. Selectwoman Copp questioned the paperwork that has to be filled out for the wetlands. Mr. Genualdo explained that he has to be the person as Public Works Director to fill out the special paperwork for the state. **MOTION:** Selectman Brown moved to allow Gary Barnes to replace the culvert on School House Road at his own expense and to be overseen by the Public Works Director. Selectman Tombarello seconded. Motion passed unanimously.
 - Mr. Genualdo was informed that the Board has directed the office staff to move forward with the Letter of Intent for the Hazard Mitigation Assistance Grant for Holts Point Road.

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

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

87 **MOTION:** Selectman Brown moved to come out of Non-Public Session.
88 Selectwoman Copp seconded. Motion passed unanimously.

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

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94 New Business

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96 **Review and approval of Cable TV 2011 Organization Chart**

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- 98 • Chairman Nicolaisen stated that last week the Board made a motion to approve a
99 raise between \$12 and \$14/hour for a position within Cable, but what Cable was
100 actually looking for was that a particular person be moved to this position so a
101 new motion is in order. **MOTION:** Selectwoman Copp move that Sue Casey be
102 moved from Broadcaster/Camera Operator Level I to Broadcaster/Camera
103 Operator Level II. Selectman Tombarello seconded. Motion passed
104 unanimously. Ms. Blaisdell asked what the rate of pay would be. Selectwoman
105 Copp stated \$12/hour starting rate of pay effective immediately.

106

107 Betsy Donahue-Davis was present for the Cable Committee if anyone had
108 questions. Ms. Donahue-Davis stated this change is so that someone is in the
109 position of operating the Cable station should "Chris" not be available.

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111 Chairman Nicolaisen also noted that the Cable Committee would also like the
112 Board to accept the 2011 Organizational Chart. **MOTION:** Selectman Brown
113 moved to accept the Organization Chart as revised by the Cable Committee.
114 Selectwoman Copp seconded. Selectwoman Copp questioned the number of
115 members on the Committee. Chairman Nicolaisen stated the number of
116 members changed last year and the only change this year was the
117 Broadcaster/Camera Operator II. Motion passed unanimously.

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119 **Review, discussion and possible approval of Vadar** 120 **Systems contact renewal**

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- 122 • Chairman Nicolaisen asked Selectwoman Copp if her questions regarding this
123 contact were answered. Selectwoman Copp stated on Subsection 2.2 Michele
124 Short stated they took away 4 hours of "tech" support which were not used.
125 Selectwoman Copp stated that the only other questions she had was Subsection
126 10.3 where the Town would be liable for legal fees. Ms. Blaisdell stated that
127 clause is in the current contract not in the new contact. Ms. Blaisdell stated that
128 a multi-year contract saves the Town money. **MOTION:** Selectman Tombarello
129 moved the Vadar System contract from April 15, 2011 to April 14, 2014 at the

130 annual cost of \$4,715.55 be accepted. Selectman Brown seconded. Motion
131 passed unanimously.

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134 **Review and discussion Section IV and VI of draft personnel policies**
135 **and procedures**
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- 137 • Selectman Tombarello asked to review Subsection 3.6 Acceptance of Gifts on
138 page 33 under Conflict of Interest. Selectman Tombarello read the current
139 “Ethic’s Policy” statement regarding acceptance of gifts and asked that this
140 wording be used in the personnel policies and procedures. Selectman Brown
141 concurs. Selectman Brown stated he want the proposed personnel policy to
142 read, “Gifts are to be discourage. However, if such non-acceptance of the gift
143 offends the donor, the public servant may accept a gift with a value of less than
144 \$50.00 after the public servant obtains his/her supervisor’s approval.”
145 Consensus of the Board is to match this wording on page 33 under Conflict of
146 Interest receiving of gifts.

147
148 Board members reviewed information obtained from Tim Howard [IT person]
149 regarding the Board’s concerns on page 29, bullet #6 having to do with
150 passwords. Consensus was to remove this bullet.

151
152 On page 31 last paragraph regarding Inclement Weather, past policy has been to
153 pay employees their scheduled day’s pay should the Town choose to close a
154 Town department due to inclement weather. If an employee were to call out due
155 to inclement weather they would be required to use their personal time.
156 Consensus was to stay with the current policy.

157
158 Selectwoman Copp asked about health insurance versus 15% compensation
159 with a cap of \$2,500.00. Selectwoman Copp stated she does not feel a motion
160 was ever made regarding this understanding. Ms. Blaisdell stated she feels a
161 motion was made but somehow the discussions were merged and the motion
162 never appeared in the minutes. **MOTION:** Selectwoman Copp moved that the
163 health insurance reimbursement for employees that are eligible for Town health
164 insurance but decide not to take it be given 15 percentage of the family plan with
165 a cap of \$2,500.00. Selectman Brown seconded. There was Board discussion
166 about the pros and cons of capping the health insurance reimbursement.
167 Chairman Nicolaisen stated that health insurance is a benefit to the employee
168 and the cost to the taxpayer is greater if the employee takes the insurance than if
169 the employee chooses not to. So Chairman Nicolaisen questions the rationale to
170 cap the reimbursement for not taking the insurance. Selectwoman Copp stated
171 unless the Town plans on giving every employee who doesn’t take the insurance
172 the same dollar value it will never be fair. Motion passed unanimously.

174 Family Medical Leave Act - The Town is required to follow the FMLA.
175 Selectwoman Copp questioned the difference in the length of time leave in the
176 current policy and the FMLA. Selectwoman Copp will work with Ms. Blaisdell on
177 this.

178
179 Section VI – Chairman Nicolaisen questioned on page 39 (b) under Workplace
180 Violence “...bringing weapons on our premises, including the parking lots.”
181 Chairman Nicolaisen feels what someone has in his or her vehicle has nothing to
182 do with the Town. Chairman Nicolaisen agrees bringing a weapon into the
183 workplace is something different. Chairman Nicolaisen questions whether this
184 violates an employee’s Second Amendment Rights. Consensus was for
185 Selectman Brown to check with Chief Gordon.

186
187 On page 39 (i) Selectwoman Copp questioned whether this should be kept in
188 where some departments have a budget line for clean up. Selectman Brown
189 stated there is a difference between a baseball field and in front of a public
190 building. Consensus of the Board was the last sentence should read, “It is
191 expected that every employee will participate in this effort.”

192
193 Selectman Brown brought up under the Safety/Joint Loss Management
194 Committee the term “regular employees”. Ms. Blaisdell explained that there are
195 “non-regular employees” [seasonal] that would not qualify to be on the
196 Committee. Ms. Blaisdell asked to add at the end of the first sentence “or as
197 needed”.

198
199 On page 40 Selectman Tombarello asked to change under “Town of Sandown
200 also maintains the following reporting requirements:” in the second bullet rather
201 than stating “... reserves the right to report...” change to “...Town of Sandown
202 must report the incident..”. Selectman Tombarello asked if there is a designated
203 smoking area. Ms. Blaisdell stated the Town Hall rental policy talks about where
204 smoking can take place, but there is no designated area. Ms. Blaisdell will pull
205 the wording from the Town Hall rental policy.

206
207 On page 41, Chairman Nicolaisen stated he checked with Chief Gordon
208 regarding the Investigations and Searches and Chief Gordon stated the way this
209 paragraph is worded it was acceptable provided there was “reasonable cause”.

210
211 Section VII – No changes.

212
213 Section VIII is for specific polices the Town may have.

214
215 There will be an overview of this policy and procedures on April 11, 2011.

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218 **Review of request for re-appointment to Conservation Commission**
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- 220 • Board members reviewed the requests for reappointment from Roger Barczak
221 and Scott Burt. **MOTION:** Selectman Brown moved to reappoint Roger Barczak
222 as an alternate to the Conservation Commission for a term dating March 2011
223 through March 2012. Selectwoman Copp seconded. Motion passed
224 unanimously.
225

226 **MOTION:** Selectman Brown moved to reappoint Scott Burt as a full member of
227 the Conservation Commission for a three year term. Selectman Tombarello
228 seconded. Motion passed unanimously.
229

230 Ms. Blaisdell asked the Board if they want to reappoint Mark Traeger to the
231 Conservation Commission. Consensus of the Board was to follow the Board's
232 policy of obtaining a letter from the interested party before making the
233 appointment.
234

235
236 **Motion to approve Mosquito Control Company for 2011 season**
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- 238 • Board members reviewed the bids for the 2011 mosquito control program. The
239 two bids were: Dragon Mosquito Control, Inc. for \$25,500.00 and Swamp, Inc.
240 for \$22,750.00. Chairman Nicolaisen noted the typographical error in one bid
241 relative to surveillance. Selectwoman Copp questioned the money encumbered
242 last year in the amount of \$1500.00 for emergency spraying. There was Board
243 discussion about the relationship the Town has had with Dragon Mosquito
244 Control the last couple years. Selectwoman Copp asked if the Town has use
245 Swamp, Inc. before. Ms. Blaisdell stated Swamp, Inc. is a sister company to a
246 company the Town used. **MOTION:** Selectman Tombarello moved to give the
247 2011 contract for mosquito control for the Town of Sandown at a price of
248 \$25,500.00 to Dragon Mosquito Control, Inc. Selectman Brown seconded.
249 Motion passed unanimously.
250

251
252 **Old Business**
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254 **Follow up information on performance based budgeting**
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- 256 • As requested by the Board of Selectmen, Ms. Blaisdell sent an email to the
257 Town's auditor asking their opinion on performance based budgeting for the
258 Town of Sandown. The auditor's response was "Performance based budgeting
259 is designed to tie appropriations with written goals and objectives – not simply
260 the prior year appropriation plus 2 or 3%. It makes a lot of sense, but might be

261 tough to implement during these times.” Ms. Blaisdell has more questions based
262 on this response. Ms. Blaisdell will follow up on this.

- 263
- 264 • Chairman Nicolaisen was tasked with checking on the appraisals for the Property
265 Liability Trust. Chairman Nicolaisen obtained a list of property from Paula Gulla
266 noting the estimates have gone up “drastically”. This has been placed on next
267 week’s agenda.

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270 **Department Liaison Report**

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- 272 • Selectman Brown received an email from the Conservation Commission asking
273 him to announce the annual roadside cleanup will take place on April 16th and
274 April 17th. Bags will be available on April 11th at the library or Town Hall.

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276 Fishing Derby will take place on April 30, 2011 from 7:00 A.M. to 10:30 A.M.

277
278 Vernal pool workshop on May 1, 2011 at the Fremont Town Forest from 10:00
279 A.M. to noon.

280
281 Vernal pool workshop on May 14, 2011 at the Brentwood Elementary School.

282
283 The Conservation Commission is putting together some work parties to fix the
284 blue bird houses and clean up the trails so anyone interested should contact
285 Mark Traeger.

- 286
- 287 • Selectwoman Copp brought up the Local Government Center Right to Know
288 workshop.
 - 289 • Selectman Tombarello reported on the comments of residents regarding the
290 good work the fire department did at the fire on Schoolhouse Road.
 - 291 • Brief discussion regarding the use of a digital recorder at meetings.
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294 **Non-Public discussion under RSA 91A:3 II (a) Reputation**

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- 296 • **MOTION:** Chairman Nicolaisen moved to go into Non-Public Session per RSA
297 91A:3 II (a) Reputation. Selectman Tombarello seconded. Roll call: Copp – aye,
298 Brown – aye Nicolaisen – aye, Tombarello – aye and Devine - aye. Motion
299 passed unanimously.

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

April 4, 2011

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

307

308 **MOTION:** Selectman Brown moved to adjourn at 9:32 P.M. Chairman Nicolaisen
309 seconded. Motion passed unanimously.

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Respectfully Submitted,

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Cynthia J. Robinson

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Recording Secretary

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