

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

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6 **Meeting Date: April 11, 2011**

7 **Type of Meeting: Regular Meeting**

8 **Method of Notification: Public Posting at Town Hall**

9 **Meeting Location: Town Hall**

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11 Chairman Selectman Nicolaisen called the meeting to order at 7:00pm.

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13 **Members Present:** Selectman Nicolaisen Chairman, Selectman Tombarello,  
14 Selectwoman Copp, Selectman Brown

15 **Office Manager:** Lynne Blaisdell

16 **Recording Secretary:** Sue Reynolds

17 **Late to Arrive:** Selectman Devine 7:50

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19 Pledge of Allegiance was done.

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21 Chairman Nicolaisen sked the Board to review the minutes of March 28, 2011.

22 Lynne Blaisdell said line 36 should read This appointment will expire... and  
23 line 65 should read Scott Burt, not Burke.

24 **Motion by** Selectman Brown to accept the minutes of March 28, 2011 as  
25 amended.

26 **Second by** Selectman Tombarello.

27 **In Favor** Selectwoman Copp, Chairman Nicolaisen, Selectman Brown,  
28 Selectman Tombarello.

29 **Motion passes unanimously.**

30 Lynne also said there is a set of non public minutes going around for March  
31 28, 2011.

32 There is no public comment this evening.

33 **Review of quotes received for small retaining wall at Town Hall**

34 Selectman Nicolaisen said this was not in the budget so the BOS need to come  
35 up with a way to pay for it. Selectwoman Copp said she is still trying to come  
36 up with the money for Scott Marsh. Lynne said she would sit with a Board  
37 member to review figures and Selectwoman Copp agreed to meet with Lynne.  
38 Selectwoman Copp says that the second quote received is much higher than  
39 the others but it also includes loom and things that were not asked for.  
40 Chairman Nicolaisen said he will be abstaining from the discussion of this.  
41 Selectman Brown said he likes the quote from Hagopian although it is a little  
42 higher than the others he likes the professionalism of the presentation of the  
43 quote. He also said that Irish Pride is the lowest bid but he wants to be sure  
44 that they are going to do everything that is supposed to be done because it is  
45 not listed on the quote that was submitted.

46 **Motion by** Selectman Brown to award the construction of the retaining wall at  
47 Town Hall to Irish Pride Landscaping for the price of \$2,780.00 pending  
48 finding the financing in the budget.

49 **Second by** Selectwoman Copp.

50 Selectman Tombarello said he likes the fact that all the quotes came from  
51 landscapers in Town.

52 **In Favor,** Selectwoman Copp, Selectman Brown and Selectman Tombarello.

53 **Abstain** Chairman Nicolaisen.

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56 **Chief Tapley and Sgt. Scott Wood to discuss the proposal for the house  
57 numbering system.**  
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59 Sgt. Wood said he would like to see the Town of Sandown adopt a house  
60 numbering system similar to the one in Chester. These are reflective signs  
61 that will be placed on the home owner's property, probably near or attached  
62 to the mailbox. Chief Tapley said it will make a big difference in finding homes  
63 in the dark. He also said many times the fire department respond to wrong  
64 addresses because the houses are not clearly marked or lit in the dark. Chief  
65 Tapley said they are coming to the Board early to get their opinion. He also  
66 said they are going to look into grants to help pay for the project. The  
67 estimated cost of the project will be \$30,000.00. Chairman Nicolaisen said he  
68 thinks it's a great idea but he would like to have the residents vote on it.  
69 Selectman Tombarello asked if the residents can get them now and Sgt. Wood  
70 said yes. Selectman Brown asked who would be responsible for enforcing the  
71 penalty and Chief Tapley said that would be up to the BOS if a penalty is even

72 put into place. Selectman Brown asked if the Town has an ordinance now and  
73 Chief Tapley said yes but it is not working. People have dark houses with dark  
74 numbers and most numbers are not lit at night. Selectwoman Copp said she  
75 feels the economy right now does not warrant the change and the Board  
76 should enforce the ordinance that is already in place. Chief Tapley encourages  
77 the Board to ride through Chester and see them there. It was also stated that  
78 the \$30,000.00 does not include installation. It was recommended that the  
79 Highway Department do the installation as they did in Chester. Selectman  
80 Brown asked the cost of the signs and Sgt. Wood said depending upon the  
81 number of numbers that are on the sign it would cost between \$5.40 and  
82 \$8.40 and \$9.00 for the post. He suggested advertising this now and seeing  
83 how many residents would be interested. The Board agreed to post it on the  
84 website, cable and in the paper. Selectwoman Copp asked about the privately  
85 owned developments and Chief Tapley said they would be included as well.  
86 Lynne asked about installing them on State Highways, and if they needed  
87 permission, and Chief Tapley said they are not on the highway, they are on the  
88 homeowner's property. Selectman Tombarello asked about new  
89 developments in Town and Chief Tapley said he would like to see the cost of  
90 the sign built into the price for the contractor. Lynne said the BOS can adopt  
91 the ordinance and then the Planning Board can do the same. Lynne said she  
92 will check with DOT to be sure it is ok to put in yards on State Highways.

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94 **Discussion regarding reorganization of the Building Department**

95 Chairman Nicolaisen said the Board would like to discuss the fact that one  
96 person holds 5 positions within the Town. He said after speaking with several  
97 area Town's there could be conflict with one person holding all 5 positions.  
98 Ken Sherwood stated that in 1989 the position of Building Inspector was  
99 incorporated with the Code Enforcement Officer by a warrant article, prior to  
100 that the code enforcement was done by the BOS. He also stated if the BOS  
101 wanted the positions separated it would have to be placed on a warrant article  
102 and let the voters decide. Selectman Tombarello stated that the reason the  
103 Board asked Ken to come in was because he holds 5 positions in the Town and  
104 they are concerned that if Ken retires, or if something else happens to him,  
105 who would fill all of the positions. Ken also stated that after 19 years of being  
106 on the ZBA he resigned due to the amount of political flack it was causing.  
107 Selectman Brown asked Ken how he would feel if the Board separated the  
108 Code Enforcement position from all of the others. Ken replied he would be  
109 thrilled but he also feels it wouldn't benefit the Town do to so. He feels it is a  
110 convenience for the Town to only have 1 person to go to. Selectman

111 Tombarello asked Ken if he knew why he was asked to come in tonight and  
112 why he didn't contact him as his liaison and Ken said he originally thought it  
113 was to discuss the redesigning of the offices as he overheard conversations  
114 pertaining to such. He said that when he made a call to the BOS office to talk  
115 about it, Lynne told him that it wasn't about the office, but it was about the  
116 positions that he holds. Selectman Tombarello asked Ken if he was  
117 comfortable working 37 ½ hours in Salem and also doing all that he does for  
118 Sandown. Ken said it is a lot easier for him now than in years past and he feels  
119 it is a convenience for the residents that inspections are done in the evening  
120 so people don't have to take time out of work. Lynne will look into finding the  
121 ordinance that Ken was speaking of. Chairman Nicolaisen asked Ken if he  
122 attends the Planning Board meetings as code enforcement to bring to their  
123 attention things aren't right. Ken said if he saw something he would report it  
124 to the Planning Board but most of the time it works the opposite, where the  
125 Planning Board or Conservation would bring it to Ken's attention. Selectman  
126 Brown asked if there is any other hat that Ken wears that he would be willing  
127 to give up and Ken replied that he is perfectly happy doing all that he does  
128 expect for sitting in front of the BOS.

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## 132 **NEW BUSINESS**

### 133 **Discussion regarding building appraisals received from LGC for Property** 134 **Liability insurance.**

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136 Chairman Nicolaisen said some of the rates have gone up substantially. He  
137 said the rates are .64 per 1,000. The rates went up but the appraisals went  
138 down. Lynne referred to the page in the packet with the spreadsheet and  
139 when she did the math it came out to about a \$708.00 increase. Selectwoman  
140 Copp asked if any of the figures reflect the contents? Lynne said most of the  
141 departments have done the inventory but the basic amounts listed on the  
142 spreadsheet are average amounts on an average buildings from the  
143 appraisers. Selectwoman Copp asked about the value of the Dept or Meeting  
144 House and feels it shouldn't be insured for the maximum amount if the Town  
145 won't rebuild them. Selectman Nicolaisen said everyone has talked about that  
146 at one time or another and he was told that LGC would only pay on the  
147 amount it is appraised for and not what it is actually worth. Lynne reminded  
148 the Board that it is not just property insurance but it is also liability so if  
149 someone gets hurt on the property the Town wants to be covered. Lynne said

150 this is due by May 2<sup>nd</sup> but can be changed after that if needed. Lynne feels that  
151 the Town has a blanket liability policy of \$2,000,000.00 and she is waiting for  
152 a call back from LGC for confirmation. Selectwoman Copp asked what is kept  
153 at the Angle Pond Fire Station. Selectman Nicolaisen said the antique fire  
154 truck, a regular fire truck and at times the rescue boat. The Board decided to  
155 wait until confirmation from LGC before they accept the policy. Selectman  
156 Tombarello asked about coverage at the beach and Lynne said it is for the  
157 beach itself as there are other policies that cover the buildings at the beach.  
158 The Board is in agreement to leave all other values as presented.

159

160 **Review of Application and Participation Agreement with LGC**

161 Lynne said she left a message for LGC about this and the Board agrees to put  
162 this on hold until Lynne hears back from LGC.

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165 **Full review of draft Personnel Policies and Procedures Manual**

166 Selectman Brown has a concern on a motion that was made last week and  
167 approved unanimously in regards to the reimbursement of employees that are  
168 not taking the Town's insurance. He states that he is not comfortable with the  
169 vote that he made last week in regards to voting on a 15% increase with a  
170 \$2,500.00 cap. He feels that regardless how much the insurance goes up and  
171 how much more the employees pay for it, the ones that opt out of it are still  
172 saving the Town money.

173 **Motion by** Selectman Brown to reimburse an employee 15% of the family plan  
174 at that time and not cap it at \$2,500.00.

175 **Second by** Chairman Nicolaisen.

176 Chairman Nicolaisen said he was going to bring this up also under Old  
177 Business because he was frustrated with himself as well. He also agrees with  
178 Selectman Brown that last year the Board agreed to increase the insurance to  
179 15%. Selectman Brown said this is the only part of the policy that he has a  
180 problem with which is why he brings this up now. Selectwoman Copp said  
181 she won't change her vote because she feels that this is a perk even though it  
182 saves the Town money. She also said that the Board voted this way so they  
183 would not be held hostage to the spouse's plan and feels they are being held  
184 hostage to their own plan now. She also referred to the sick, personal and  
185 vacation days that the employees are entitled to. Selectman Tombarello said  
186 some employees lost \$5,000.00 - \$7,000.00 and the out of pocket cost went up  
187 from 5% to 10% and feels it should be changed without a cap. Selectman  
188 Brown said the sick, vacation and personal days has no effect on the insurance

189 policy. He offered to discuss it again if Selectwoman Copp had a problem with  
190 what the Board voted on.

191 Selectman Devine arrived.

192 Chairman Nicolaisen said what about the young 25 year old that comes to  
193 work for the Town and doesn't have a family he may opt to take the buyout  
194 instead of the insurance. Selectman Copp asked if he gets 15% of the family  
195 plan and if the Board is ok with that. She feels it should be 15% of the plan  
196 that they are eligible for and not the family plan. Selectman Devine asked if  
197 an employee gets married after he/she is on the single plan will they owe the  
198 Town money and Selectman Nicolaisen said the money gets paid out twice a  
199 year and it would be prorated. Selectwoman Copp feels that if the Board  
200 offers a single person a buy out for the insurance they are giving them an  
201 incentive not to take the insurance. Lynne said if a single person takes the  
202 Town's insurance the Town would pay \$5,568.00 per year. Ken Sherwood,  
203 member of the public, stated that this does not affect him but he has seen  
204 other Town's give a good incentive to spouses not to take the insurance  
205 offered and it still costs the Town a lot less money per year. Selectwoman  
206 Copp said that is not the issue at hand, they are discussing the single people at  
207 this point. Selectwoman Copp said there are 2 questions at hand. Is the Board  
208 going to give the benefit to the employees that have insurance elsewhere or is  
209 the Board going to give the benefit to the employees because they are opting  
210 out of the Town's insurance. Selectman Nicolaisen said he feels the benefit is  
211 for the employee not taking the Town's insurance. Selectwoman Copp and  
212 Selectman Tombarello feel proof of other insurance should be provided and  
213 Selectman Brown feels no proof of insurance is needed. Selectman Devine  
214 agrees with Selectwoman Copp and Selectman Tombarello.

215 ***Selectman Tombarello and Selectman Brown withdrew their motion and***  
216 ***second.***

217 ***Motion by*** Selectwoman Copp to change wording to read A fulltime employee  
218 who opts out of the Town's medical insurance plan and are covered under any  
219 other medical insurance plan will be paid an amount equal to 15% of the  
220 Town's annual medical insurance premium that they qualify for.

221 ***Second by*** Chairman Nicolaisen.

222 Ken Sherwood, member of the public, said it sounds confusing not seeing it in  
223 writing, but it sounds like the 15% would be paid from the Town's premium  
224 and not the 10% that they are responsible for. Lynne said the employee  
225 would receive 15% of the Town's premium, which is 90%. Lynne said 15% of  
226 the 90% is \$2,272.00 instead of the \$2,500.00.

227 ***In Favor*** Chairman Nicolaisen, Selectwoman Copp, Selectman Brown,  
228 Selectman Tombarello.

229 ***Abstain*** Selectman Devine.

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231 Selectwoman Copp stated on page 6 Reporting of Time worked the custodian  
232 needs to be added. Also page 11 in regards to buying back sick time, she wants  
233 to be sure the Board is ok with this, as this is a benefit if needed but she  
234 doesn't feel that it should be bought back. Selectman Brown said it gives the  
235 employee an incentive to come to work even if they don't really feel like it.  
236 The consensus of the Board is to leave it as it is written. Selectwoman Copp  
237 does not agree.

238  
239 Selectwoman Copp asks about page 16 Key Employees and wants to be sure  
240 the only qualification to be a key employee is being in the top 10% of the  
241 payroll for the Town. Lynne said she believes that is the case and she will give  
242 Selectwoman Copp the number for the hotline so she can ask the questions  
243 she'd like to. Lynne said she doesn't want to ask the wrong questions.

244  
245 Selectwoman Copp also asked about page 33 #12 Weapons where it says  
246 possession of any kind of weapons on Town of Sandown property. There was  
247 a long discussion regarding what are weapons and where they are allowed  
248 and Selectman Brown suggested tabling the discussion and ask the Chief to  
249 come to next week's meeting for clarification. Lynne stated page 36 for Work  
250 Place Violence needs to be addressed as well.

251  
252 Selectman Tombarello stated page 37, second paragraph from the bottom  
253 should have the Department Head reporting the incident to Law Enforcement  
254 Authorities instead of The Town of Sandown. Lynne asks what if it is the  
255 Department Head that is in the wrong. Selectman Brown suggests that the  
256 Department Head should come to the BOS and ask them to handle it.

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258 Lynne said she removed the forms that were attached and will put them in the  
259 procedure section with the forms needed.

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### **Reach the Beach Relay**

Chairman Nicolaisen said the Reach the Beach Relay will be September 16<sup>th</sup> & 17<sup>th</sup>.

**Motion by** Selectman Brown to allow the Reach the Beach Relay to use Town Hall on Friday, September 16<sup>th</sup> and Saturday, September 17<sup>th</sup> from 7:30 – 3:30 or as necessary as we have done over the last 12 years.

**Second by** Selectman Tombarello.

**In Favor** Chairman Nicolaisen, Selectwoman Copp, Selectman Brown, Selectman Tombarello and Selectman Devine.

### **LIAISON REPORT**

Chairman Nicolaisen said this is volunteer week and thanks all of the volunteers of the Town for all they do. He said there are mugs in the BOS office for liaison's to bring to their departments.

Chairman Nicolaisen also stated he had a recreation meeting last week that was very productive. He also said that a question came up about the Field of Dreams Committee and asked that Lynne invite them to a BOS meeting so the Board can get an update. Lynne said that they are supposed to get quarterly updates from the committee and she hasn't received them even after asking for them.

Selectwoman Copp asked about quotes on the fuel that the BOS asked for. Lynne said the first draft of the RFP has been completed and would like the BOS to review it prior to sending it out.

Chairman Nicolaisen said he had a Planning Board meeting last week which was a workshop. He said the CIP would like to work with the BOS to get faster input from the departments. He said last year they didn't get any response for any department heads. They are requesting to come before the BOS to discuss how they can work with the BOS to have the department heads become involved.

**Motion by** Selectman Tombarello to adjourn.

**Second by** Selectman Brown.

**In Favor** Chairman Nicolaisen, Selectwoman Copp, Selectman Brown, Selectman Tombarello and Selectman Devine.

344 Meeting adjourned at 9:30  
345 Respectfully submitted  
346 Sue Reynolds