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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, April 18, 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 (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

- Board members reviewed the Minutes of April 4, 2011. **MOTION:** Selectman Tombarello moved to accept the Minutes of April 4, 2011 as written. Selectwoman Copp seconded. Motion passed unanimously.

MOTION: Selectman Brown moved to accept the Non-Public Minutes of April 4, 2011 as written. Selectman Tombarello seconded. Motion passed unanimously.

Public Comment

- There was no public comment.

New Business

- Board members reviewed the request to rent the Town Hall for an event and they are requesting the rental fee be waived or reduced. **MOTION:** Selectwoman Copp moved that the event that would take place on the date noted in the letter from 5:30 to 9:30 P.M. at the Town Hall be waived on the rental fee. Selectman Tombarello seconded. Selectman Brown is not in favor of this motion because many people fit into this category and the Board has voted no in the past. Selectwoman Copp concurred. Chairman Nicolaisen feels past votes have gone both way. Selectman Tombarello feels this person has a long history with the Town. Three ayes [Nicolaisen, Tombarello and Devine] and two nays [Copp and Brown]. Motion passed.

- 44 • Chairman Nicolaisen read a letter from Deb Brown, Recreation Director notifying
45 the Board of Selectmen that there is going to be a raffle of Red Sox tickets
46 whose proceed are to help benefit the installation of a playground at the new
47 recreation facility. The four tickets are for the June 5, 2011 Red Sox game at
48 Fenway Park with transportation. The Recreation Commission would like
49 permission from the Board to sell tickets at the Town Hall during regular business
50 hours. Ms. Blaisdell has agreed to help with the sales. **MOTION:** Selectman
51 Tombarello moved to allow the Recreation Director with the assistance of the
52 Town Hall to sell raffle tickets for the Red Sox game. The drawing will take place
53 on May 24, 2011. Selectwoman Copp seconded. Motion passed unanimously.
54
- 55 • Ms. Blaisdell announced the next Regional Selectmen's meeting would be held in
56 Atkinson on Tuesday, May 3, 2011 at 7:00 P.M. Ms. Blaisdell would like to know
57 if any of the selectmen are interested in going or have a topic for discussion so
58 she can let the Town of Atkinson know. Ms. Blaisdell will send the tentative
59 agenda to Board members.

60
61 **Appointment of Old Home Day Committee member**

- 62
- 63 • **MOTION:** Selectwoman Copp moved to appoint Beverly De Luca to the Old
64 Home Day Committee for a term to expire on March 2013. Selectman Brown
65 seconded. Motion passed unanimously.

66
67 **Review of Request for Proposal for heating oil**

- 68
- 69 • Ms. Blaisdell handed out a revised Invitation to Bid – supply of #2 Fuel Oil,
70 Propane, Gasoline and Diesel. Selectman Tombarello asked if there is a list of
71 who will be bidding on this. Ms. Blaisdell stated she has a few that have solicited
72 the Town to be on a list and she will be posting and advertise the bid. Selectman
73 Brown asked why the Train Depot fuel usage is so high. Gentleman from the
74 audience stated there were several factors contributing to the heat loss and they
75 plan is to lower the thermostat to its lowest setting this coming winter to try and
76 conserve fuel. This person also stated it is not in the best interest of the building
77 or its contents to turn off the heat completely. Selectwoman Copp questioned
78 whether the bid request should be for a fixed price. Following Board discussion
79 consensus of the Board was for Ms. Blaisdell to look into additional wording and
80 bring back to a future meeting.

81
82 **Roger Barczak**

83 **Presentation of Performance Based Budgeting concept**

- 84
- 85 • Roger Barczak jointed the meeting at this time. Mr. Barczak presented the Board
86 with a Power Point presentation on Performance Measurement & Performance
87 Based Budgeting (PBB). Mr. Barczak gave a summary of the history of PBB.

88 Mr. Barczak noted that PBB improves decisions, performance and accountability.
89 Mr. Barczak added transparency to the list. Performance budgeting is based on
90 the assumption that presenting performance information alongside budget
91 amounts will improve budget decision-making by focusing funding choices on
92 program results. PBB is a management tool for program improvement. PBB
93 may soon become a requirement to quantify to the citizens how well their local
94 government is doing. One of the greatest mistakes in PBB is to make simplified
95 assumptions based on unrefined results and then apply a system of rewards and
96 punishments based on them. Until a performance measurement system can be
97 fully implemented, an interim solution may help set the groundwork.

98
99 Performance Measurement is the regular systematic collection, analysis, and
100 reporting of data that tracks resources used, work produced, and whether
101 specific outcomes were achieved by an organization. There are four Principles;
102 establish broad goals to guide government decision-making, develop approaches
103 to achieve goals, develop a budget with approaches to achieve goals and
104 evaluate performance and make adjustments. Performance Indicators are; input,
105 output, efficiency, service quality and outcome.

106
107 Four-step Methodology:

108
109 Step 1: Review and evaluate existing department mission and goals.

110 Step 2: Identify service areas.

111 Step 3: Define service area objectives.

112 Step 4: Identify indicators that measure progress toward objectives.

113
114 The Logic Model – “Begin with the end in mind”. Start by asking what results are
115 we seeking, what are we hoping to accomplish and how will we accomplish it.

116
117 Benchmarking (formal) is the continuous, systematic process of measuring and
118 assessing products, services and practices of recognized leaders in the field to
119 determine the extent to which they might be adapted to achieve superior
120 performance. Another definition is the practice of being humble enough to admit
121 that someone else is better at something and wise enough to try and learn how
122 to match and even surpass them at it. Types of benchmarking are internal,
123 external, operational and strategic.

124
125 Performance Based Budgeting relies on: strategic planning, operational planning,
126 performance accountability and a realistic performance measurement system to
127 build budgets. Performance based budgets focus on “return on investment” that
128 is what do we get for our investment of resources.

131 Goal setting – A smart goal is defined as such: specific, measurable, attainable,
132 relevant and trackable. A rudimentary form of PBB can be implemented until a
133 formal system can be set up. Make performance an integral part of your
134 management process. A key performance indicator (KPI) is a performance
135 indicator that is included in the Budget Supporting Documents. General
136 performance information (GPI) may be included in the budget. However, values
137 for general performance indicators are reported for prior years actual only.

138
139 Managing Accuracy: Get the right start by developing meaningful, valid,
140 accurate, and reliable performance indicators. Establish the link between
141 resources and results early and maintain that link through budget development,
142 appropriation, and budget control processes.

143
144 Mr. Barczak showed specific sections of a town's PBB as an example of how the
145 document is set up. Mr. Barczak stated no towns or agencies associated with
146 municipalities in the state use PBB. Selectwoman Copp would like to be involved
147 in a volunteer group to start looking at whether this is a possibility for Sandown.
148 Chairman Nicolaisen feels the departments present a history when they present
149 their budget. Selectman Brown noted that towns are run mostly by volunteers
150 and perhaps this is why no towns use PBB. Mr. Barczak stated municipalities
151 have not heard of PBB and that is the reason it is not being implemented.
152 Selectman Brown asked what is the most important priority of PBB? Mr. Barczak
153 noted the three items he mentioned at the beginning, PBB improves decisions,
154 performance, accountability and transparency.

155
156 Chairman Nicolaisen called for a five minutes recess.

157
158
159 **Discussion regarding draft of employee personnel policies and procedures**

- 160
- 161 • Chairman Nicolaisen asked to discuss the section on Workplace Violence on
162 page 37. Chairman Nicolaisen asked to delete the entire paragraph and put in
163 the old ordinance that restricts the carrying of any firearm in any town building.
164 Board members discussed their opinions on the carrying of guns on town
165 property/facilities and how the personnel policy and ordinance should be worded
166 as well as the terms weapons vs. firearms. Selectman Brown asked if
167 employees should advise individuals that the Town has a policy about not
168 bringing a gun into town buildings. Chief Joseph Gordon stated the police should
169 be notified and they will handle the matter. Consensus of the Board is to amend
170 the Workplace Violence section by deleting the first three sentences and add the
171 following: "The carrying of fire arms will be prohibited in the Sandown Town hall
172 or any other town building by any one other than a law enforcement officer" and
173 continue with the remaining statement starting with "Moreover,".

174 **MOTION:** Selectman Brown moved to create a new town ordinance for firearms
175 and the ordinance will read: “The carrying of firearms will be prohibited in the
176 Sandown Town Hall or any other town building by anyone other than a law
177 enforcement officer.” Selectwoman Copp seconded. Motion passed
178 unanimously. Chief Gordon will look into fines and penalties associated with this
179 ordinance.

180
181 Selectwoman Copp brought up the Family Medical Leave Act (FMLA) and she
182 doesn't think the Town qualifies because the Town does not employ enough
183 people. Chairman Nicolaisen read a statement that said the number of
184 employees doesn't matter. Selectwoman Copp stated the FMLA has to be in the
185 policy and recommended placing a note at the beginning of the FMLA section
186 stating the policy only takes effect if the Town of Sandown has 50+ employees.
187 Chairman Nicolaisen does not feel anything other than the FMLA has to be in the
188 policy. There was discussion about the terms “municipality” vs. “public agency”.

189
190 Chairman Nicolaisen left the meeting at this time 9:28 – 9:32.

191
192 Selectman Brown agrees that a statement would solve the issue. Selectman
193 Brown asked what the next step is for the personnel policy. Consensus was to
194 make the changes, distribute to department heads and schedule a meeting with
195 department heads at a future date in two or three weeks.

196
197 **Old Business**

198
199 **Further discussion regarding possible renovations to town offices**
200 **and Lower town hall**

- 201
202 • Chairman Nicolaisen updated the Board on the status of the renovation of the
203 town offices noting the plan sets being provided can be used for bids. Ms.
204 Blaisdell will be meeting with the architect on Wednesday at 9:30 A.M. and asked
205 Board members if they had any other changes they want to make. Selectwoman
206 Copp brought up the storage possibly being relocated to the new kitchen area.
207 Board members discussed the storage needs of the Town. Consensus of the
208 Board is for members to review the renovation plan and bring their thoughts and
209 recommendations to a meeting and have the architect present.

210
211 **Follow up discussion regarding property liability insurance renewal with**
212 **Local Government Center**

- 213
214 • Board members reviewed the LGC Property/Liability Renewal Information
215 2010/2011 Comparison and discussed whether to change any of the values or
216 deductible. Chairman Nicolaisen noted the cost is .64/\$1000. Consensus of the
217 Board was to leave the appraisals at the new rate noting the increase is \$908.00,

218 which increases the premium by \$5.83. Ms. Blaisdell stated the final document
219 has to be submitted by May 3, 2011.

220
221 Ms. Blaisdell noted that the Participation Agreement with LGC has expired and
222 needs to be renewed if the Board still wants them to cover the Town. Selectman
223 Devine suggested putting this out to bid in the future.

224
225 **Follow up discussion regarding possible reorganization**
226 **of building department**

- 227
- 228 • Board members reviewed the material regarding the creation of the Building
229 Inspector/Code Enforcement Officer position. Ms. Blaisdell stated that additional
230 research of meeting Minutes would need to be done in order to make a
231 determination as to whether these positions are combined or separate.
232 Consensus of the Board is to leave the positions as is and bring it to Town
233 Meeting as a warrant article.
 - 234
235 • Selectwoman Copp stated she and Ms. Blaisdell looked at the budget for money
236 for the additional assessing work and repair to the front of Town Hall but were not
237 able to come up with enough money to cover the work. Consensus was to price
238 out landscape timbers and Ms. Blaisdell will contact MRI.

239
240 **Correspondence**

- 241
- 242 • The Town received the Special Permit for the mosquito control program.
 - 243
244 • Reviewed a letter from a resident inquiring about a possible junkyard. Ms.
245 Blaisdell stated Mr. Sherwood was given a copy of the letter. Selectman Brown
246 asked that the Code Enforcement Officer look into this and report back to the
247 Board. Chairman Nicolaisen stated he does not feel this is a code enforcement
248 issue, it is just an individual selling "stuff". Selectman Tombarello suggested
249 obtaining Hampstead's ordinance to see if Sandown wants to create an
250 ordinance that would address this issue.
 - 251
252 • Letter from DuBois & King, Inc. asking to be considered when the Town moves
253 forward with the bridge replacement, Phillips Road over Exeter River.

254
255 **Department Liaison Report**

- 256
- 257 • Selectman Tombarello reminded everyone the Transfer Station will be closed on
258 Easter and the hours have been extended on Saturday and Wednesday.
 - 259
260 • Chairman Nicolaisen thanked those who participated in the Earth Day cleanup.
261 Chairman Nicolaisen also thanked those who donated blood today.

April 18, 2011

262 **MOTION:** Chairman Nicolaisen moved to adjourn at 10:30 P.M. Selectman Tombarello
263 seconded. Motion passed unanimously.

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Respectfully Submitted,

Cynthia J. Robinson
Recording Secretary