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## Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, May 2, 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

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- Board members reviewed the Minutes of April 18, 2011. Selectman Tombarello noted in lines 73 and 77 the name of the person speaking is Bruce Cleveland, Chairman of the Energy Committee. Selectman Brown noted in line 85 the word is “joined” not “joint”. **MOTION:** Selectman Tombarello moved to accept the Minutes of April 18, 2011 as amended. Selectman Brown seconded. Motion passed unanimously.

### Public Comment

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- Eleanor Bassett came before the Board to question why the newspaper reporter was told to call her about the Meeting House and the bids for painting. Ms. Bassett told the reporter she knew nothing about this. Ms. Bassett stated she understands this is a public building but she was wondering why the Meeting House Association wasn't notified of this action and she would like to know what is going on. Chairman Nicolaisen stated the Board had to obtain bids on the painting in order to apply for a grant. Ms. Blaisdell stated the Town is applying for two grants and the previous bids needed to be updated. Several selectmen received calls from the reporter as well.

### Sal Moccia, Hampstead Consultants

#### Further discussion regarding possible lower hall renovation/expansion

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- Sal Moccia and Ken Sherwood, Building Inspector was present for this discussion. Mr. Moccia went over the tasks he was given regarding the lower

44 level renovations and the handicapped bathroom on the upper level. Mr. Moccia  
45 went over the renovation to the existing kitchen and the creation of a new kitchen  
46 and storage. Mr. Moccia noted with the upstairs bathroom there is a plumbing  
47 issue. Selectwoman Copp brought up the storage issue. Mr. Moccia asked the  
48 Board what type of storage they are looking for. All types of storage for files and  
49 supplies are needed. Selectwoman Copp would like to see as little construction  
50 as possible to keep the cost down but make the changes efficient. It was  
51 suggested that the Recreation Building be utilized more for larger functions.

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53 Mr. Moccia suggested utilizing space in the area of the vault thus limiting the size  
54 of the proposed kitchen. Board members then began proposing several other  
55 possibilities for this space. There was discussion about leaving the existing  
56 kitchen making it smaller and reduce the size of the appliances. Chairman  
57 Nicolaisen noted there might be a drywell out front. Mr. Sherwood will look into  
58 what would have to be done to the drywell if there are changes to the kitchen.  
59 Mr. Sherwood asked for some fireproofing for the storage area. It was suggested  
60 that limiting the size of the function area would dictate the size of the kitchen and  
61 perhaps the kitchen should also be looked at as a break room for employees.  
62 There was discussion about the flow of traffic for serving purposes if the existing  
63 kitchen layout is changed. There was discussion about where the different  
64 departments would be located. Consensus of the Board was to relocate the  
65 kitchen, create storage and create a new office with storage. Selectwoman Copp  
66 suggested measuring out the proposed layout before making a final decision.

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68 Ms. Blaisdell suggested when the final layout is agreed upon perhaps a public  
69 hearing for the design concept could be held so the public could comment.  
70 Chairman Nicolaisen asked Mr. Moccia if he could come up with a cost estimate.  
71 Mr. Moccia borrowed Selectwoman Copp's layout of the lower level.

## 72 New Business

### 73 **Discussion regarding nomination of Health Officer**

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- 77 • Ken Sherwood was present for this discussion. Board members reviewed a  
78 Letter of Interest from Ken Sherwood for the position of Health Officer. The  
79 position is for a three year term. Mr. Sherwood described what the position  
80 involves. **MOTION:** Selectman Tombarello moved to nominate Ken Sherwood  
81 as Health Officer from April 12, 2011 to April 12, 2014. Selectwoman Copp  
82 seconded. Motion passed unanimously. Mr. Sherwood asked the Board to  
83 nominate William Cashin as Deputy Health Officer. Consensus of the Board was  
84 they would like a Letter of Interest from Mr. Cashin.

88 **Old Business**

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90 **Further review of oil, propane, diesel and gasoline request for proposal**

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92 • Ms. Blaisdell went over the RFP for heating oil, propane, diesel and gasoline with  
93 Board members. Ms. Blaisdell and Selectwoman Copp noted a proposed  
94 change on page 4 under Bid Prices to read: "The Daily Low Spot Market pricing  
95 plus a fixed flat fee that shall include all fees for service including but not limited  
96 to:" Ms. Blaisdell asked the Board how long they want the bid open for.  
97 Consensus of the Board was to start with thirty days. Selectman Tombarello  
98 expressed his continued concern about the fuel usage at The Depot.  
99 Selectwoman Copp stated that maintenance on the building has to be looked into  
100 relative to someone being responsible to see that it is done.

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102 **Further discussion regarding firearms ordinance and provisions**  
103 **of personnel policies and procedures**

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105 • Chairman Nicolaisen stated that per NH RSA on firearms, the Board is going to  
106 have to rescind the firearm ordinance. **MOTION:** Selectwoman Copp moved  
107 that in the Personnel Policy on page 33 #12 "Weapons" is eliminated and on  
108 page 37 under "Workplace Violence" the first two and a half lines are eliminated  
109 and picked up again at "violence and verbal or physical threats" be eliminated.  
110 Selectman Brown seconded. Selectman Brown asked where "Workplace  
111 Violence" would start. Selectwoman Copp stated in the third line at "Violence  
112 and verbal or physical threats of violence...". Motion passed unanimously.

113  
114 **MOTION:** Selectwoman Copp moved that the ordinance enacted on April 18,  
115 2011 limiting firearms in the Town Hall be rescinded. Selectman Brown  
116 seconded.

117  
118 **Status and update of Request for Proposal for Old Meeting House renovations**

- 119  
120 • Chairman Nicolaisen stated there have been no responses on the bid for the  
121 painting of the Old Meeting House and where does the Board want to go from  
122 here. Ms. Blaisdell stated that Paula Gulla made calls to people who have bid in  
123 the past and their concern centers around the lead paint requirements. Ms.  
124 Blaisdell stated that the lead paint requirements are not subject for municipal  
125 buildings at this time. Ms. Blaisdell added that there have been changes in the  
126 regulations for historic buildings regarding lead paint, however it was  
127 recommended the Town have some controls on just how the paint is to be  
128 removed (ex. no sandblasting or pressure washing). Consensus of the Board is  
129 to amend the RFP based on this information and put out a new deadline for bids.  
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- Ms. Blaisdell stated that Arthur Genualdo, Director of Public Works said he could come up with railroad timbers and stone dust for the retaining wall out front. Mr. Genualdo estimates he will need 15-20 timbers at a cost of \$11/ea and the stone dust for a cost of approximately \$200.00. Ms. Blaisdell asked if the Board would consider this. The Public Works Department will do the project.
  - Ms. Blaisdell stated they no longer make the panels for the door at the Highway Garage. Mr. Genualdo found a panel for \$600.00 but it is an inch short, however they could make a patch for it. A new insulated door with hardware will cost \$1400.00. Selectwoman Copp stated there is not \$1400.00 for a new door, the Board is looking for \$2500.00 for another project and the money just isn't there. Chairman Nicolaisen noted the money for the floor repair. Selectwoman Copp stated that the floor money was offered for the MRI contract. Consensus of the Board is to hold off on the door until October.
  - Board members reviewed the revised MRI contract for the analysis of sales on three condominiums. Ms. Blaisdell stated she looked into whether the Board could just not review the sales analysis on the condominiums and the answer is, there are over 100 properties that qualify and they would be entitled to file for an abatement, which could cost the Town \$33,000.00 plus in refunds. Ms. Blaisdell stated by following the normal assessment review process the Town would not be looking back but moving forward. Ms. Blaisdell recommended going with the contract following DRA requirements. Ms. Blaisdell added that DRA does not allow Town's to just go in and adjust properties there must be a contact.  
**MOTION:** Selectwoman Copp moved to accept the contract with Municipal Resources Inc. for the paperwork and evaluation for the DRA in an amount not to exceed \$2500.00. Selectman Tombarello seconded. Motion passed unanimously.

160 **Correspondence**

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- Chairman Nicolaisen stated the Phase II Small MS4 Stormwater Permitting has been filled out and signed. Copies are available in the Selectmen's Office and on the Town website.
  - Received a letter from NH Department of Transportation informing the Town that their Block Grant money has been reduced by approximately \$600.00.
  - Letter from James M. Lavelle, LLS regarding an application to the NH Wetlands Bureau.
  - Ms. Blaisdell received an email from the Chairman of the Cable Advisory Committee stating Brenda Copp is interested in becoming a member of the Committee. Membership is going to be decreasing in the near future due to

175 personal issues causing a quorum issue when it comes to holding meetings. An  
176 alternate member is interested in becoming a regular member. Selectman  
177 Brown asked why the alternate member isn't elevated to regular member. It was  
178 noted that the alternate member is paid employee. Selectman Brown suggested  
179 advertising for members. This has already been done. **MOTION:** Selectman  
180 Tombarello moved to appoint Brenda Copp to the Cable Advisory Committee for  
181 a one year term ending March 2012. Selectman Brown seconded. Four ayes  
182 [Brown, Nicolaisen, Tombarello and Devine] and one abstention [Copp]. Motion  
183 passed.

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185 **Department Liaison Report**

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- 187 • Chairman Nicolaisen stated the Recreation Commission is working on a new field  
188 and soccer has started. Red Sox raffle tickets are on sale - \$3/each and four for  
189 \$10.00.
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  - 191 • Selectman Tombarello attended the Selectmen Conference this past Saturday  
192 and learned the Board is doing everything right.
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194 **Non-Public discussion under RSA 91A:3 II (e) Litigation**

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- 196 • **MOTION:** Selectman Brown moved to go into Non-Public Session per RSA  
197 91A:3 II (e) Litigation. Selectman Tombarello seconded. Roll call: Copp – aye,  
198 Brown – aye Nicolaisen – aye and Tombarello – aye and Devine - aye. Motion  
199 passed unanimously.
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201 **MOTION:** Selectman Brown moved to come out of Non-Public Session. Selectman  
202 Tombarello seconded. Motion passed unanimously.

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

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207 **MOTION:** Selectman Brown moved to adjourn at 9:02 P.M. Selectman Devine  
208 seconded. Motion passed unanimously.

209  
210 Respectfully Submitted,

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214 Cynthia J. Robinson  
215 Recording Secretary