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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, May 23, 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

Announcement

Chairman Nicolaisen announced that the Town Clerk's Office would be closed on Wednesday, May 25, 2011 so that employees can attend a workshop for Town Clerks.

Review of minutes of previous meetings

- Board members reviewed the unsealed Non-Public Minutes of May 9, 2011. Ms. Blaisdell noted in line 17 the individual's name is "Frank" not "Fran". **MOTION:** Selectman Tombarello moved to accept the Non-Public Minutes of May 9, 2011 as amended. Selectman Brown seconded. Motion passed unanimously.

Board members reviewed the Minutes of May 9, 2011. Chairman Nicolaisen noted in lines 194 and 196 the name is spelled "Cachion" not "Cashin". Selectwoman Copp noted in lines 206 and 207 where she states, "...nowhere in this letter does it talk about" add "not being able to have a file on...". **MOTION:** Selectman Brown moved to accept the Minutes of May 9, 2011 as amended. Selectwoman Copp seconded. Motion passed unanimously.

Public Comment

- There was no public comment.

44 **Sgt. Wood, Ms. Linda Gauvin, Chief Gordon and Atkinson Police**
45 **Chief Consentino**
46 **Discussion regarding proposed elderly affairs program**
47

- 48 • Present for this discussion were: Sgt. Scott Wood, Ms. Linda Gauvin, Officer
49 Jody Consentino and Nelson Rheume. Ms. Blaisdell noted that Chief Gordon
50 will not be present and Chief Consentino sent his wife in his place.
51

52 Officer Consentino read a synopsis written by Chief Consentino regarding some
53 of the history behind Atkinson's elderly affairs program. Officer Consentino
54 expressed her interest in assisting the Town of Sandown in starting an elderly
55 affairs program should they decide to start such a program. Officer Consentino
56 explained how Atkinson's program works and she went through the paperwork
57 involved. Officer Consentino gave several examples of how they have helped
58 the elderly citizens in Atkinson with equipment, transportation, and paperwork to
59 name a few. Officer Consentino talked about how they receive funds [donations,
60 budget] to operate the program. Atkinson currently has a charitable trust that
61 manages the funds and is overseen by a five (5) person board. Background
62 checks are done on the individuals who are actively involved in assisting the
63 seniors.
64

65 Officer Consentino stated they started the program by setting up a senior forum
66 so they could find out what the needs are of the seniors in Atkinson. A form to
67 collect basic information to put into a database was developed that shows who
68 the individuals are and what their needs are. Officer Consentino went through all
69 the services that are provided the Atkinson seniors. Officer Consentino stated
70 after finding out if the seniors are in need of services, the program has to be
71 presented to the Town to see if they want the program.
72

73 Ms. Gauvin stated a number of Sandown residents have medical equipment
74 available and Sgt Wood has created the information card. Ms. Gauvin stated the
75 forum is the beginning of establishing the program in Sandown. Sgt. Wood
76 stated that Chief Gordon supports the program.
77

78 Selectman Rheume asked what the age is for participants. Officer Consentino
79 stated 60 years or handicapped. Chairman Nicolaisen asked if the police officers
80 are involved. Officer Consentino stated no. Selectman Tombarello asked how
81 the requests are collected. Officer Consentino stated in Atkinson it is handled
82 through their dispatch during the day and transferred to Plaistow at other times.
83 Sgt. Wood stated that Sgt. Roy would probably handle the calls during the day
84 but they aren't at a point where they have established anything definite.
85 Selectwoman Copp noted that Sandown uses Service Link. Officer Consentino
86 stated she is familiar with Service Link but they don't offer a lot of the services

87 that are needed or they are not available on short notice. Ms. Gauvin stated the
88 state is attempting to stop funding to Service Link.

89
90 Selectman Brown asked Officer Consentino if she were to start this program from
91 scratch where would she start. Officer Consentino stated with a senior forum.
92 Selectman Brown feels it should start with funding otherwise how do you provide
93 the services. Officer Consentino stated after the Selectmen gave Chief
94 Consentino permission to start the senior program, he sent out letters asking for
95 donations and they received them. Officer Consentino stated they started small
96 and they grew from there. Ms. Gauvin stated that donations come from
97 participants and their families because they appreciate the help that is provided.
98 Selectman Brown asked Sgt. Wood how the Police Department would be
99 involved. Sgt. Wood stated they would take the calls and schedule the
100 appointments. Officer Consentino explained how they handle the scheduling in
101 Atkinson utilizing the five (5) person board. All participants take a first aid course
102 through the Fire Department.

103
104 Selectwoman Copp asked how the money to support the program is budgeted.
105 Sgt. Wood stated it would not be part of the Police Department budget it would
106 be a line item of its own. Sgt. Wood stated next year the Chief's vehicle could be
107 donated to the project. Nelson Rheume stated he feels the program could be
108 started on a limited basis utilizing volunteers. The first step is to find out what the
109 needs are and then ask the voters if they want an elderly program. Selectwoman
110 Copp supports asking the votes if they want the program. Ms. Blaisdell stated
111 that before taking the issue to the voters, the first step really should be to find out
112 what the needs of the seniors are noting there is no cost to this survey.
113 Chairman Nicolaisen supports having Mr. Rheume organize a volunteer group
114 to start working on this. Consensus of the Board is to have Mr. Rheume move
115 forward with this program on a volunteer basis.

116
117 Selectman Brown left the meeting for five minutes.

118
119 **Recreation Commission Members**

120 **Review of request for appointments for non regular employees and**
121 **Non-Public Session under RSA 91A:3 II (d) Property**

- 122
123 • Present for this discussion from the Recreation Commission were: Deb Brown,
124 Recreation Director and Dawn Nicolaisen Commission members. Ms. Brown is
125 before the Board to request the hiring of non-regular employees for the summer
126 recreation program as approved in the FY 2011 budget. Chairman Nicolaisen
127 read the letter from the Recreation Commission making the request. **MOTION:**
128 Selectman Tombarello moved to reappoint for the 2011 season the following
129 non-regular employees with their hourly rate of pay: Dan Armstrong - \$8.16,
130 Christy Ducharme - \$8.16, Casey Lowes - \$8.16, John Pauley - \$8.16, Elise

131 Saltalamacchia - \$8.16, Kayleigh Sullivan - \$8.16, George Swanson - \$8.16,
132 Samantha Saltalamacchia - \$8.32 and Paul Singster - \$8.32. Selectman Devine
133 seconded. Four ayes [Copp, Nicolaisen, Tombarello and Devine] and one
134 abstention [Brown]. Motion passed.

135
136 **MOTION:** Selectman Tombarello moved to hire for the summer recreation
137 program the following full-time non-regular employees with their hourly rate of
138 pay: Justine Bundzinski - \$8.00 and Staci Lucier - \$8.00. Selectman Devine
139 seconded. Three ayes [Copp, Tombarello and Devine] and two abstentions
140 [Brown and Nicolaisen]. Motion passed.

141
142 **MOTION:** Selectman Tombarello moved to hire for the summer recreation
143 program the following part-time non-regular employees with their hourly rate of
144 pay: Hanna Lavigne - \$8.00, Bradey Bonnell - \$8.00 and Jeffrey Singster -
145 \$8.00. Selectman Devine seconded. Four ayes [Copp, Nicolaisen, Tombarello
146 and Devine] and one abstention [Brown]. Motion passed.

147
148 The following individuals are to be re-appointed for use on a substitute basis with
149 no regularly scheduled hours. **MOTION:** Selectman Tombarello moved to
150 reappoint the following non-regular employees with their hourly rate of pay:
151 Kelley Watton - \$8.32 and Christine Hassard - \$8.16. Selectman Devine
152 seconded. Four ayes [Copp, Nicolaisen, Tombarello and Devine] and one
153 abstention [Brown]. Motion passed.

154
155 Chairman Nicolaisen noted there would be no Non-Public Session.

156
157 Ms. Brown informed the public information on the Summer Recreation Program
158 is now on the website. Sign ups will be held on May 26, 2011 from 4:00 PM to
159 7:00 PM, June 7, 2011 from 11:00 AM to 5:00 PM and June 9, 2011 from 4:00
160 PM to 7:00 PM. There are other ways to register for the summer program this
161 information is on the website. Red Sox tickets are still available for a June 5,
162 2011 game. For more information you can call 887-1872.

163
164 **New Business**

165
166 **Discussion regarding loaning of light meter and temperature gun to public**

- 167
168 • Ms. Blaisdell stated the Town purchased a light meter and temperature gun for
169 the Energy Committee. Ms. Blaisdell is asking the Board for their thoughts on
170 whether these items can be loaned to the public. Ms. Blaisdell stated that
171 Barbara La Chance, Library Director, contacted her to see if the Board would
172 consider adding their equipment to that of the library to loan out to the public.
173 Ms. Blaisdell did check with the Energy Committee but she has not heard back.
174 Selectman Tombarello expressed concern about breakage and loss of the

175 equipment and suggested developing a way to make the individuals responsible
176 for the equipment. Ms. Blaisdell raised the question if there were fines where
177 would the money go. Selectman Brown stated he feels the equipment should be
178 kept together and if there are fines the money should go to replacing or fixing the
179 equipment not the purchase of books. Selectwoman Copp suggested keeping
180 items separate. Ms. Blaisdell suggested donating the equipment to the library
181 and there was consensus of the Board. Ms. Blaisdell will check with the Energy
182 Committee and library.

183
184 **Discussion regarding possible yard sale ordinance**
185

- 186 • Board members reviewed the yard sale ordinance used in the Town of
187 Hampstead. Chairman Nicolaisen spoke with the Code Enforcement Officer
188 about what is involved and there are many factors to take into account permitting
189 and enforcement being just a couple. Consensus of the Board is they do not
190 wish to entertain this type of an ordinance.

191
192 **Discussion regarding summer schedule for Selectmen meeting**
193

- 194 • Board members reviewed the summer calendar relative to whether they want to
195 meet on a weekly basis or go to an every other Monday schedule. The
196 Selectmen agreed to meet on the following dates: June 6th and 20th, July 11th
197 and 25th, August 8th, 22nd and 29th and off September 5th.

198
199 **Old Business**
200

201 **Further discussion regarding proposals received for fireworks display at**
202 **Old Home Day celebration**
203

- 204 • Ms. Blaisdell stated she created a spreadsheet to compare what each company
205 offered the Town relative to price, length of show and number of shells. Ms.
206 Blaisdell explained the details of the bids as best she understood. Board
207 members reviewed and discussed the information. The Town of Sandown has
208 used all three companies that bid on the RFP with Atlas being used the most.
209 Discrepancies in one of the bids were discussed. **MOTION:** Selectman
210 Tombarello moved to give the contract for fireworks to be held on August 13th or
211 14th to RS Fireworks for \$4,000.00. Selectman Devine seconded. Four ayes
212 [Brown, Nicolaisen, Tombarello and Devine] and one nay [Copp]. Motion
213 passed.

214
215 Selectman Tombarello left the meeting for five minutes.
216
217
218

219 **Further review of draft personnel policies and procedures**
220

- 221 • Ms. Blaisdell noted that she has added a section to the Personnel Policies and
222 Procedures addressing the “call back” issue that came up at the Department
223 Head meeting. Consensus of the Board was this addition was acceptable.
224 **MOTION:** Selectmen Tombarello moved to accept the new Town of Sandown
225 Personnel Policies and Procedures as amended. Selectman Devine seconded.
226 Ms. Blaisdell will send out the new policy to all department heads asking them to
227 have their employees sign off on having received the policies and procedures.
228 Selectwoman Copp asked how volunteers and elected officials would receive the
229 policy. Ms. Blaisdell stated she would give these individuals the policies and
230 procedures and have them sign that they received them. Motion passed
231 unanimously.
232
- 233 • Selectman Devine stated he received a copy of the performance based budget
234 and what he saw was each department had personnel specifically assigned to
235 focusing on the performance based budget. Selectwoman Copp asked to form a
236 volunteer group to look into what this type of budgeting entails. Selectman
237 Brown is opposed to forming another committee. Majority of the Board was okay
238 with this.
239

240 **Correspondence**
241

- 242 • Ms. Blaisdell stated the NH Division of Historic Resources sent a letter
243 congratulating the Town on the listing of the Sandown Depot Railroad Station in
244 the NH State Register of Historic Places. Doug Martin told Ms. Blaisdell there is
245 a need for volunteers on the Historical Society. Anyone interested can call the
246 Selectmen’s Office for more details.
247
- 248 • Selectman Brown asked again if there has been any response from the Field of
249 Dreams on the request for an update on what has been done with the funds for
250 the ball field. Ms. Blaisdell stated no, but she would make one last request for a
251 written update or ask that someone come in to talk to the Board.
252

253 **Department Liaison Report**
254

- 255 • Selectwoman Copp stated that they are going to try to get the Energy
256 Committee, Joint Loss Management Committee and the Historical Society to
257 work together to get some repairs done at the Depot.
258
- 259 • Selectman Tombarello stated that the Old Home Day Committee is trying to
260 expand to Friday, Saturday and Sunday this year. The Friday event will be
261 amusement rides behind the school. A meeting will be held to discuss this on

262 June 1, 2011 at 7:00 PM in the lower hall. This year's theme will focus on kids.
263 The dance is temporarily off.

- 264
- 265 • Selectman Devine stated the library trustees have a program that will be keeping
266 track of their inventory.

267

268

269 **MOTION:** Selectman Brown moved to adjourn at 9:12 P.M. Selectman Tombarello
270 seconded. Motion passed unanimously.

271

272 Respectfully Submitted,

273

274

275

276 Cynthia J. Robinson
277 Recording Secretary