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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, July 25, 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), Tom Tombarello (Tombarello), James Devine (Devine), and Cynthia J. Robinson, Recording Secretary

Absent: Hans Nicolaisen (Nicolaisen) and Lynne Blaisdell, Office Manager

Late to arrive:

Call to Order: Vice Chairman Brown 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 July 11, 2011. **MOTION:** Selectwoman Copp moved to accept the Board of Selectmen's Minutes of July 11, 2011 as written. Selectman Tombarello seconded. Motion passed unanimously.

Public Comment

- There was no public comment.

Appointments

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Sgt. Aurie Roy and Pamela Santa Fe Presentation of Public Service Announcement for Prescription Drug Take Back Program

- Sgt. Aurie Roy of the Sandown Police Department and Pamela Santa Fe a NH Certified Prevention Specialist was present for this presentation. Sgt. Roy began by explaining they are here to inform the Board about a project they have been working on for several months. Sgt. Roy stated about a year ago she was asked to join a task force for Allies in Substance Abuse. The first meeting she attended was in Seabrook where they had a permanent drop box for the prescription drug take back program. This program is designed to remove unused prescription medication from homes because this is where youths today are getting many of the drugs they are taking. Sgt. Roy spoke with Chief Gordon about the program

44 and he was very receptive to the idea and personally installed the drop box. Sgt.
45 Roy also stated in addition to the drop box they have created a public service
46 announcement that they would like to show the Board tonight.

47
48 Ms. Santa Fe spoke about the importance of this prescription drug take back
49 program and the support she received from the Sandown Police Department.
50 Ms. Santa Fe talked about the development of the public service announcement
51 with the help of Sgt. Roy and Dean Zanella at Timberlane High School. Ms.
52 Santa Fe sent the public service announcement to others for review and they
53 received good feedback.

54
55 Sgt. Roy stated the public service announcement was shown at the Health Fair
56 they attended. People who saw the public service announcement had very
57 positive comments about it. Sgt. Roy stated that Seabrook and Sandown are the
58 only two towns in New Hampshire that have a permanent prescription drop box.
59 Sgt. Roy noted that for statistical information they now have permission to count
60 the drugs and since February 2011 they have collected 10,900 pills. These pills
61 will be weighted and then destroyed following police policy.

62
63 Those present viewed the public service announcement. Selectwoman Copp
64 asked if the public service announcement could go on Channel 17. Sgt. Roy
65 stated yes. Sgt. Roy stated the drop box is open to anyone. They would like the
66 drug name left on the pill bottle for data collection, but the person's name can be
67 removed.

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70 Correspondence

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- 72 • Vice Chairman Brown asked the Board if they have any objection to Attorney
73 Pomeroy participating in the Union negotiations. Consensus of the Board was it
74 was okay.
- 75
76 • Local Government Center seminar on November 16 – 17, 2011 at the Radisson
77 Hotel in Manchester relating to Embracing the Mission – 2011. Please let the
78 office staff know if Board members want to attend.
- 79
80 • Vice Chairman Brown pointed out the lengthy legal information that is intended to
81 update the Board on this case. No action needs to be taken at this time.
- 82
83 • The Cub Scouts are looking to use the Town Hall on Saturday, September 10,
84 2011 to hold a fall recruitment carnival for the Cub Scouts. They want to rent a
85 bounce house to set up in the parking lot. Ms. Gulla stated the Town Hall is
86 available that day and recommends they set up the bounce house in the back of
87 Town Hall not in the parking lot in the event emergency access might be needed.

88 Local Government Center recommends the Cub Scouts obtain their own liability
89 insurance with a minimum of \$2 million dollars per occurrence and name the
90 Town as an additional insured. Ms. Gulla stated the Cub Scouts do have the
91 insurance. **MOTION:** Selectman Devine moved to allow the Cub Scouts to use
92 the Town Hall parking lot on September 10, 2011 provided they provide the Town
93 with insurance. Selectman Tombarello seconded. Motion passed unanimously.
94

- 95 • There will be a Regional Selectmen's meeting in the Town of Plaistow on
96 Thursday, September 15, 2011. Please let the office staff know if Board
97 members want to attend.
- 98
- 99 • Vice Chairman Brown announced that the Annual Old Home Day Service will be
100 held at the Old Meeting House on Sunday, August 14, 2011 at 11:00 A.M. The
101 Board is invited and the Committee would like one Board member to offer a brief
102 welcome from the Town of Sandown. Selectwoman Copp will give the welcome.
103 Selectman Devine will also attend.
- 104
- 105 • Correspondence from Primex regarding a 5% discount on a multi-year contract.
106 Not all Board members have read the information. To be placed on a future
107 agenda.
- 108
- 109 • Update on a workers compensation claim. No action needs to be taken at this
110 time.
- 111
- 112 • Letter from the Regional Economic Development Center regarding the 2011
113 Comprehensive Economic Development Strategy. This document can be
114 obtained in the Selectmen's Office.
- 115
- 116 • Letter from the NH Department of Environmental Services regarding an
117 Alteration of Terrain Permit associated with the Kelley Green Subdivision.
- 118
- 119 • Thank you letter from Community Caregivers of Greater Derry regarding the
120 Town's annual \$2,000.00 appropriation.
- 121
- 122 • Vice Chairman Brown asked the Board to authorize the sending of flowers to
123 Eleanor Bassett who is in the hospital. **MOTION:** Selectman Tombarello moved
124 to send flowers to Eleanor Bassett who is in the hospital not to exceed \$60.00.
125 Selectman Devine seconded. Motion passed unanimously
126

127 Department Liaison Report

- 128 • Selectmen Devine stated the Cable Committee meets tomorrow.
- 129
- 130

- 131 • Selectman Tombarello stated he and State Representative Devine attended an
132 Eagle Scout Ceremony for Lloyd Thurston that was held in Manchester. Old
133 Home Days planning is on schedule, the dance will be held on Friday and there
134 is still space for vendors.
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137 **Appointments** (cont)
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139 **Michele Short, Tax Collector**

140 **Discussion regarding status of unpaid 2008 property taxes**
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- 142 • Michele Short was present for this discussion. Ms. Short is here to talk to the
143 Board about the unpaid taxes for 2008 and to discuss how they want her to
144 handle them. Ms. Short stated that the names listed have not been in touch with
145 the Town and technically she could deed these properties to the Town at any
146 time. Ms. Short asked the Board how they want her to handle them. Does the
147 Board want to sign a deed waiver, notify the owner again, or deed the property
148 over to the Town. Vice Chairman Brown suggested sending one more letter
149 giving them thirty (30) days to contact the Tax Collector as to what their plans
150 are. Ms. Short noted that one person on the list has paid the taxes and asked if it
151 was okay to apply the payment to the bill. Consensus of the Board was to apply
152 the taxes to the bill. Consensus of the Board is Ms. Short will send out one final
153 letter giving the property owner thirty (30) days (end of August) to contact the Tax
154 Collector of their plans or the property will be deeded to the Town. Board
155 members signed the deed waivers.
156

157 Vice Chairman Brown called for a five (5) minute recess.
158

159 **Members of the Sandown Senior Affairs Charitable Program**

160 **Discussion regarding status or program development and request to move**
161 **forward with services**
162

- 163 • Present for this discussion were: Nelson Rheume, Scott Roy and Linda Gauvin.
164 Mr. Rheume updated the Board as to what they have accomplished noting they
165 have money is coming in (\$350.00) and a five member Board. Membership
166 includes the three present this evening and Lynne Blaisdell, the fifth member is
167 unknown to Mr. Rheume. They have three volunteer drivers and they may be
168 getting a mini-bus donated to the Program. Mr. Rheume sees this Program as
169 being successful. Selectman Devine noted the federal funding that CART
170 receives, could this Program qualify for the same type of federal funds. Mr.
171 Rheume stated they would look into this. Mr. Rheume asked if the Town's
172 insurance would cover the mini-bus. Mr. Rheume stated they would need funds
173 for a telephone for the volunteer drivers. Mr. Rheume is asking the Board for
174 their support.

175
176 Selectwoman Copp stated she is against what is being proposed. Selectwoman
177 Copp feels everything that is being provided here is already provided by other
178 agencies that the Town funds. Selectwoman Copp sees this Program beginning
179 as a volunteer Program but evolving into another Town department with paid
180 employees. Selectwoman Copp feels more information is needed on the
181 insurance and telephone before any decisions can be made. Mr. Rheume
182 stated they are meeting with Community Caregivers next week to discuss how
183 they can work together. The majority of the Board supports the Program. Mr.
184 Rheume stated they are logging in the money they receive and are in the
185 process of setting up a savings account. By Laws were submitted to the Board.
186

187 Donna Green asked why this has to be a Town committee, why couldn't it stay a
188 private organization. Mr. Rheume stated for liability reasons. Ms. Gauvin stated
189 the seniors are more comfortable with a service that is associated with the Town.
190 Ms. Green stated she agrees with Selectwoman Copp's earlier statement. Mr.
191 Rheume listed what the Program is trying to accomplish and noted they are not
192 limiting their services just to senior citizens. Mr. Rheume stated they are
193 looking for volunteers and monetary donations. Vice Chairman Brown asked the
194 group to come back in a month or so after they obtain more concrete information
195 on insurance and telephone. Ms. Gauvin stated they would have a booth at the
196 Sandown Old Home Day where they will provide information to the public on their
197 Program.
198

199 **Mr. Robert Villella**

200 **Discussion regarding reconsideration of fine issued on Lot 06-011-16 and**
201 **general discussion with the Board on other matters**
202

- 203 • Robert Villella and Ken Sherwood, Building Inspector was present for this
204 discussion. Vice Chairman Brown stated he will recuse himself from any
205 discussion or voting on this topic, he will only be moderating the discussion. Mr.
206 Villella stated he received a call from Mr. Sherwood who told him he [Sherwood]
207 received a call from the Selectmen's Office informing him that a selectman was in
208 the office asking about the fine assessed to Mr. Villella. Mr. Sherwood asked Mr.
209 Villella to come in and pay the fine. Mr. Villella asked what the fine was for. Mr.
210 Sherwood stated it was for Lot 16 because he had the foundation in and didn't
211 pull a Building Permit. Mr. Villella asked Mr. Sherwood what the fine was and he
212 gave him a figure. Mr. Villella decided to call the Selectmen's Office where Ms.
213 Gulla gave him a different figure. Mr. Villella asked for a letter stating what the
214 fine is and what it is for. Then Mr. Villella talked to Ms. Blaisdell who gave him
215 another figure. At this point Mr. Villella asked to get on the agenda. Mr. Villella is
216 asking the Board to reconsider the fine as he only did [placed the foundation
217 before pulling a Permit] what he has always done in the past.
218

219 Selectwoman Copp stated she was the selectman questioning the fine. She
 220 feels it was made very clear to Mr. Sherwood that no Permit would be issued
 221 after the fact without a fine of double the permit fee plus the permit fee was paid.
 222 Selectwoman Copp asked Mr. Sherwood why a Permit was issued without the
 223 fine being paid. Mr. Sherwood stated this was the first Permit since the policy of
 224 fines was instituted and the foundation was in prior to the adoption of the policy.
 225 Mr. Sherwood explained how he came up with his figure for the fine. Selectman
 226 Tombarello asked Mr. Villella when he dug the foundation hole. Mr. Villella
 227 stated April 18, 2011 and it was poured on May 5, 2011. Selectman Tombarello
 228 noted that this all took place before the June 1, 2011 implementation of the fine
 229 policy and no work has been done since. Selectwoman Copp confirmed this was
 230 an after the fact permit noting that every property owner and builder in this Town
 231 was given a two to three week leeway to come in to apply for a permit. Mr.
 232 Sherwood stated Mr. Villella couldn't because he didn't have his septic permit.
 233 Selectwoman Copp told Mr. Sherwood he should not have waived the fine, he
 234 should have come to the Board and explained the situation not issue a permit
 235 without the fines being paid. Mr. Villella objected to Selectwoman Copp's
 236 comment because he was not aware of the three week leeway people had to
 237 come in. Mr. Sherwood stated he understands he has no discretion on the fine
 238 for after the fact permits.

239
 240 Donna Green a member of the Planning Board stated the Planning Board works
 241 on the assumption that building permits will not be issued or work will not begin
 242 on a site until a building permit is issued. Ms. Green noted that the necessity of
 243 this order of events is critical to how the Planning Board functions. Ms. Green
 244 noted that it appears builders are being allowed to put in foundations without the
 245 benefit of a building permit. Ms. Green explained this practice compromises the
 246 work of the Planning Board in so far as the Board does prohibit the issuance of
 247 building permits on sites that do not have surety or other permits and when
 248 building begins without a permit the Planning Board is undermine as well as the
 249 Town and the whole system collapses.

250
 251 **MOTION:** Selectman Tombarello moved to waive the penalty of double the
 252 permit fee against the contractor at Philips Pond Drive [M 06-011-16]. Selectman
 253 Devine seconded. Selectwoman Copp stated for the record she will not be
 254 voting on this motion at all, she will not justify the motion with a vote. Selectmen
 255 Tombarello and Devine voted aye. Motion passed. Selectwoman Copp
 256 questioned how the motion passed if only two people voted. Vice Chairman
 257 Brown stated that two out of the three people voting is a majority. Selectwoman
 258 Copp does not agree. Mr. Sherwood asked the Board to revisit this topic where
 259 they might give him some discretion for special circumstance. Mr. Villella
 260 questioned where the jurisdiction of the Planning Board ends when it comes to
 261 subdivisions. Ed Mencis a member of the Planning Board came forward stating

262 to the best of his knowledge, the Planning Board did not send anyone to this
263 meeting to represent them.

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266 **New Business**

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**Discussion regarding employee evaluations and possible
pay increases for 2012**

- 271 • Vice Chairman Brown asked what was given last year. Selectwoman Copp
272 stated there was no COLA last year only a straight 2%. Selectwoman Copp
273 stated the Budget Committee asked departments to come in with a level funded
274 budget. There was discussion about putting this off to another meeting.
275 Selectwoman Copp pointed out this will affect the Budget Committee's scheduled
276 meetings with departments. Consensus was to table the discussion until the next
277 meeting.

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Discussion regarding mowing of town own land on Fremont Road

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- Board members reviewed an email from a resident who is concerned about the
lack of maintenance of Town property on Fremont Road. This property is the
responsibility of the Conservation Commission. Vice Chairman Brown noted that
a portion of the land is not maintained. Mr. Genualdo was asked if he could mow
that portion of the property. Mr. Genualdo stated he does not have the
equipment to cut what currently is standing. However, if someone could cut it
down initially he would be willing to maintain it. Selectman Devine asked why the
Conservation Commission hasn't been maintaining this area. Vice Chairman
Brown stated he didn't know but would ask at the next Conservation Commission
meeting.

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293 **Old Business**

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Grant opportunity with NH Local Energy Audit Exchange

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- Ms. Blaisdell asked Vice Chairman Brown to announce to the public that the
Board applied for this grant opportunity [NH Local Energy Audit Exchange] since
it was sent in prior to an agreement of the Board at a public meeting since the
deadline was July 15, 2011.

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306 **Department Liaison Report** (cont)

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- 308 • Mindy Salomone-Abood joined the meeting at this time. Selectwoman Copp
- 309 stated at their last meeting the Budget Committee voted to send a letter to
- 310 department heads requesting additional information that Committee members
- 311 could review prior to meeting with departments in order to save time.
- 312 Selectwoman Copp stated she did not vote because she felt it was a Budget
- 313 Committee request. Selectwoman Copp noted one section of the letter states
- 314 this information could be incorporated into future budgets. Selectwoman Copp
- 315 clarified this by saying that the Budget Committee could require any information
- 316 they want for their use, but they could never require future budget committees to
- 317 use the same information. Selectwoman Copp stated there was a question about
- 318 one paragraph being put in the letter after the Committee voted to send it out.

319

320 Vice Chairman Brown expressed his concern about the paragraph in the Budget

321 Committee's letter that references performance based budgeting noting he has

322 already had four department heads come to him about this reference. Vice

323 Chairman Brown pointed out department heads have not had performance based

324 budgeting explained to them. Vice Chairman Brown referenced the RSA that

325 gives the Budget Committee the authority to ask for information in order for them

326 to perform their duties but he doesn't see where mission statements or goals and

327 objectives come in. Selectman Tombarello stated he and Selectman Devine do

328 not have the material that is being discussed. Vice Chairman Brown referenced

329 the Budget Committee's minutes where they say there is no record of employee

330 performance evaluations noting that is untrue every employee receives a

331 performance evaluation. Selectwoman Copp stated that comment had to do with

332 whether pay raises were based on performance and she told the Committee no it

333 was based on what the department head recommended.

334

335 Vice Chairman Brown asked Ms. Salomone-Abood if she and the Budget

336 Committee would be willing to meet with the Selectmen to discuss the request

337 they are making of department heads. Ms. Salomone-Abood stated she could.

338 Ms. Salomone-Abood stated this is a tool for departments to communicate with

339 the Budget Committee prior to coming in before them, it gives the department

340 head the opportunity to tell the Committee what they do, what their tasks are and

341 what they would like to see for their department next year and if they can't come

342 up with something like this then perhaps they should be doing something else.

343 Vice Chairman Brown feels departments do this when they submit their budgets.

344 Ms. Salomone-Abood said then why couldn't they put it in writing. Vice Chairman

345 Brown repeated his request to have the Budget Committee come in and talk to

346 the Selectmen about this. Ms. Salomone- Abood stated the Budget Committee

347 has already requested the information and as far as she is concerned it is out as

348 part of their budget request. **MOTION:** Selectman Devine moved to have the

349 Budget Committee meet with the Board of Selectmen at their next meeting.

350 Selectman Tombarello seconded. Selectwoman Copp stated she feels the
351 motion is to require the Budget Committee meet with the Board and she does not
352 feel this Board can do that. Ms. Salomone-Abood stated she would put it out to
353 her Committee members. Selectman Tombarello withdrew his second and
354 Selectman Devine withdrew his motion. Vice Chairman Brown will ask the Office
355 Manager to send the Budget Committee a letter requesting they meet with the
356 Board of Selectmen.

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358 Vice Chairman Brown adjourned the meeting at 9:37 P.M.

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Respectfully Submitted,

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Cynthia J. Robinson

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Recording Secretary