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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, August 8, 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), James Devine (Devine), Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent: Tom Tombarello (Tombarello)

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 July 25, 2011. Selectman Brown asked to have added into line 241 after "...the Planning Board" the words "stated she was speaking on behalf of the Planning Board". Selectwoman Copp stated in line 182 she said "...and liability" not telephone. **MOTION:** Selectman Brown moved to accept the Minutes of July 25, 2011 as amended. Selectwoman Copp seconded. Three ayes [Copp, Brown and Devine] and one abstention [Nicolaisen]. Motion passed.

Public Comment

- Ralph Millard asked the Board if he could collect signatures at the Town dump on the days they are open and prior to their opening for business. Consensus of the Board they were okay with this provided Mr. Millard did not interfere with traffic flow.
- Rocco Piccirilli came before the Board as a representative for seven residents who live on Spruce Lane and Balsam Lane. Mr. Piccirilli described the ongoing problems in this area regarding their ability to safely travel Spruce Lane and Balsam Lane, which is part of their deeded rights of way. Mr. Piccirilli noted a camera has been installed monitoring the comings and goings of residents who live on these roads and this is making residents very uncomfortable. Mr. Piccirilli

44 stated that the two residents that are causing the problems are Beaulieu and
45 Rousseau. Mr. Piccirilli stated seven residents have begun legal action but it is
46 taking time. Mr. Piccirilli acknowledged this is a civil matter but he asked the
47 Board to step in and have the camera and fence removed. Mr. Piccirilli stated
48 the police have not done anything to help the situation. Chairman Nicolaisen
49 pointed out from the standpoint of the Selectmen there is nothing they can do
50 because these roads are private rights of way. Mr. Piccirilli asked Chief Joseph
51 Gordon to speak regarding the camera and the stalking issue.

52
53 Chief Gordon stated he has called a tow truck to remove a vehicle but by the
54 time the tow truck arrives the vehicle has been removed. Chief Gordon stated he
55 was unaware of the fence. Chief Gordon stated as far as stalking, stalking is
56 when someone specifically comes after an individual and it is legal to install a
57 camera. Mr. Piccirilli repeated his belief that Mr. Beaulieu is harassing the
58 residents of Spruce Lane and Balsam Lane with the fence and camera. Chief
59 Gordon stated he would check into the fence and camera issue tomorrow.

60
61
62 **Appointments**

63
64 **Mr. Ted Winglass, Xcel HR**
65 **Discussion regarding health insurance savings options**

- 66
67 • Ted Winglass is before the Board to begin dialogue about health insurance
68 savings options for Town employees. Mr. Winglass stated tonight's discussion
69 is to talk about consumer driven healthcare plans, health reimbursement
70 accounts and health savings accounts. Historically the Town has provided
71 employees with a PPO or HMO healthcare plans (fully insured). Several years
72 ago the federal government offered employers tax incentives to offer employees
73 higher deductible healthcare plans that created higher cost sharing for the
74 employee but created ways to offset those expenses through funding
75 mechanisms (reimbursement by employer) or savings (contributions by employer
76 and employee participation). Mr. Winglass explained consumer driven
77 healthcare places more out of pocket expenses on the consumer thus forcing the
78 consumer to do a better job consuming their healthcare (researching a better
79 deal for services).

80
81 Mr. Winglass explained the consumer driven healthcare plans work by offering a
82 higher deductible plan to the employee. The reimbursement plan works by the
83 employer offering to cover a portion or all of the deductible. The savings plan
84 works by the employer and employee contributing towards the deductible but the
85 employee must understand the plan well and provide the financial commitment
86 himself or herself towards the deductible. Mr. Winglass stated the question for
87 the Town is whether or not unused funds can be encumbered or whether they

88 would have to go back into the general fund. Mr. Winglass stated the goal of
89 consumer driven healthcare plans is to curb the trend nationally so that losses
90 begin to be reduced to the point where they can lower their premiums. Mr.
91 Winglass stated New Hampshire rates third in the country relative to healthcare
92 costs.

93
94 Mr. Winglass stated that the key to consumer driven healthcare is employee
95 education. Mr. Winglass explained how the funds in these plans are handled and
96 what happens when an employee leaves the employment of the Town. In
97 addition to these two plans, Mr. Winglass pointed out there is a flexible spending
98 account that employees can elect to contribute towards to help offset healthcare
99 costs. Mr. Winglass feels there is a balance that would keep the employee
100 where their exposure is today, level off the premium increases by looking closely
101 at a health reimbursement account and trying to set a strategy that might be a
102 two or three year strategy to control healthcare expenses for the Town versus it
103 being an annual rush to the finish line.

104
105 Selectman Brown asked what happens if more money is needed for the
106 reimbursement plan than was budgeted for. Mr. Winglass suggested budgeting
107 more than what is needed for those on the plan to cover any additional cost.
108 Selectman Brown asked what happens with the savings account. Mr. Winglass
109 explained that Town money would be deposited into the employee savings
110 account each pay period. The reimbursement account is a budget item to be
111 spent and the savings account is an expenditure that will be spent. Selectwoman
112 Copp asked if the contribution would be per individual on the plan or per plan.
113 Mr. Winglass stated that would be up to the Board based on trends that he could
114 provide information on.

115
116 Selectman Devine asked Mr. Winglass how much the premium is. Mr. Winglass
117 stated approximately \$120,000.00. Selectman Devine asked how much the
118 insurance company paid out for that premium. Mr. Winglass stated he does not
119 have access to that information because of HIPPA and New Hampshire law.

120
121 Bill Tapley, Fire Chief, asked if smaller groups can join together to form a larger
122 group for better plan rates. Mr. Winglass stated the law says you need to have
123 an employee employer relationship. Mr. Winglass suggested looking at the Local
124 Government Center.

125
126
127 **Keach-Nordstrom & Associates and Arthur Genualdo, Public Works**
128 **Director – Review of bids received for 2011 Road Improvement Plan**

- 129
130 • Patrick Colburn of Keach-Nordstrom Associates and Arthur Genualdo were
131 present for this discussion. Mr. Colburn recapped the events that lead to a

132 second bidding of this road improvement. The bids were opened last Thursday
133 and they are as follows:

134
135
136 Busby Construction (low bidder Part A) \$368,000.00
137 Advanced Construction
138 Pichette Brothers
139 Local bidder for parts B & C only
140

141 Mr. Colburn recommended to Mr. Genualdo the following plan be utilized for this
142 road improvement project based on the budget constraints; avoid parts B & C for
143 the time being and focus on Part A which includes Rowell Road, Chase Road
144 and Tenney Road. These roads are in the 2008 action plan. Mr. Colburn stated
145 they have notified Busby Construction that they were the low bidder and they
146 were also informed that the scope of work might have to be messaged because
147 of budget constraints. Mr. Colburn went on to explain what some of the changes
148 are; clearing and grubbing will be done by a local tree service for a lower price
149 and the asphalt shim and overlay will be messaged. Mr. Colburn stated he
150 recommended to Mr. Genualdo the bid be given to Busby Construction in the
151 amount of \$311,300.33 leaving \$15,000.00 to hire the local tree service. These
152 recommended changes should allow the project to be completed as scheduled.
153

154 Mr. Genualdo stated the two important parts of this project are the clearing and
155 grubbing and the drainage. Chairman Nicolaisen asked if making these
156 adjustments to the project was going to compromise the end result. Mr. Colburn
157 stated the changes in the pavement thickness would not impact the quality of the
158 work. **MOTION:** Selectman Brown moved to grant Busby Construction the 2011
159 road improvement project not to exceed \$311,300.33. Selectwoman Copp
160 seconded. Motion passes unanimously.
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162
163 **Performance Based Budgeting Exploratory Board (PBBB)**
164 **Update and report of findings**
165

- 166 • Bruce Cleveland was spokesperson for the PBBB. Mr. Cleveland stated also on
167 the Board are Brenda Copp, Mindy Solomon-Abood, Donna Green and Roger
168 Barczak. Mr. Cleveland stated the PBBB wished to thank the Selectmen for
169 allowing them to explore the possibility of having performance based budgeting
170 (PBB) in Sandown and provide the Board with their findings and
171 recommendations. Mr. Cleveland explained how PBB links strategic planning
172 with the budget process in an effort to enhance operational performance. PBB
173 does this by focusing on missions, goals and objectives to explain why taxpayer
174 dollars are being spent and to determine if human and financial resources are
175 allocated to programs in an effective and efficient manner to achieve specific

176 measurable results. The PBBB looked at the whole process and determined
177 PBB can start small and be built on from there. PBB helps departments and
178 Town leaders to assess the performance of a program in terms of its
179 effectiveness and efficiency in delivering their services. PBB also increases the
180 budgetary forecast accuracy by providing historical data to model future budgets
181 on.

182
183 The PBBB is recommending a phased approach where Phase 1 would be the
184 Town and department missions, primary services and responsibility for all
185 departments, current fiscal year accomplishments for all departments and the
186 next fiscal year objectives for all departments. Phase 2 would be to define the
187 mission for each program within all departments, establish objective performance
188 measurements per department, incorporate capital expenditure planning with
189 each department and obtain realistic three year budget projections per
190 department. Phase 3 would incorporate education funding into Sandown's
191 budget liabilities. Phase 4 establish forecasting, trending and comparative
192 analysis based on the previous years data. The PBBB recommends the Board of
193 Selectmen consider implementing in a phased PBB strategy within Sandown by
194 establishing a PBB Steering Committee to guide the effort and work with the
195 Board of Selectmen and department heads.

196
197 Selectman Brown asked what was meant by incorporating education funding into
198 the Sandown budget. Mr. Cleveland stated a great deal of Sandown's taxes
199 goes directly to education and so how does that get figured into what we are
200 paying. Selectman Brown asked how in Phase 2 are departments going to
201 predict what they need two or three years down the road. Mr. Cleveland feels
202 this strategy will help them figure this out. Chairman Nicolaisen asked how the
203 Budget Committee feels about this recommendation. Mr. Cleveland stated he
204 does not know, the Budget Committee will be meeting on Wednesday to discuss
205 PBB. Mr. Cleveland stated PBB would be separate from the Budget Committee.
206 Chairman Nicolaisen spoke about the time that is required from department
207 heads, some of who are elected, to do all that needs to be done when it comes to
208 PBB. Selectmen Brown feels departments are already providing this information
209 so why change the existing process. Selectwoman Copp stated PBB is data
210 collection to see where money is being spent and could it be used differently.
211 Selectman Brown sees this as just another opportunity to create a committee.

212
213 Dawn Nicolaisen, speaking as a taxpayer, member of the Recreation
214 Commission and Budget Committee, sees this as a way to micro-manage
215 departments. Ms. Nicolaisen feels this is being forced down the throats of
216 department heads and as a Budget Committee member she is opposed to PBB
217 and what was presented in the letter that went out to department heads.
218 Selectwoman Copp asked Ms. Nicolaisen why she voted for the motion
219 pertaining to the letter. Ms. Nicolaisen stated because she was told the request

220 for information was not going out, adding the minutes did not mention her
221 questioning the letter. Deb Brown, resident and employee, pointed out how
222 infrequently the Budget Committee meets noting that the department heads work
223 everyday with their budgets and in many instances they are residents of
224 Sandown. Sandra Graves feels there is a misunderstanding about PBB and the
225 email that went out. Ms. Graves does not feel there is all that much work to fill
226 out the paperwork.

227
228 Selectman Brown stated he would not support a steering committee to work
229 towards PBB. Selectman Devine had no comment. Chairman Nicolaisen
230 agrees with Selectman Brown. **MOTION:** Selectman Brown thanked the PBBB
231 for their research and work and moved to disband the Performance Based
232 Budgeting Exploratory Board because their work has been completed.
233 Selectman Devine seconded. Selectwoman Copp stated the PBBB already
234 disbanded itself so the motion isn't needed. Mr. Cleveland asked the Board
235 about a warrant article to create a steering committee. Consensus was this was
236 a discussion for a later date. Mr. Cleveland was advised to submit a warrant
237 article for the Board to review. Ron Dulong called a point of order noting there is
238 a motion on the floor. Selectwoman Copp asked if this motion prohibits members
239 of this group from meeting to discuss PBB. Selectman Brown stated he does not
240 feel any motion can prevent a group of people from meeting to discuss a subject.
241 Chairman Nicolaisen stated the group can meet but it is not supported by the
242 Board of Selectmen. Three ayes [Brown, Nicolaisen and Devine] and one nay
243 [Copp]. Motion passed. Selectwoman Copp thanked all those on the PBBB for
244 their time and work.

245
246 Chairman called for a five minute break.

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249 **Building Inspector, Kenneth Sherwood**
250 **Further discussion regarding fines for work without a permit**

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252 • Kenneth Sherwood was not available. Chairman Nicolaisen briefly discussed
253 how the Town could issue Building Permits any way they want. Chairman
254 Nicolaisen suggested ways building permits could be issued that would help the
255 builders. This subject will be discussed at a future meeting. Selectwoman Copp
256 stated her problem with the Building Inspector is that he was given a directive
257 from the Board and he did not follow it.

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260 **Non-Public Session under RSA 91A:3 II (a) Employee Matters**

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- Selectman Brown moved to go into Non-Public Session per RSA 91A:3 II (a) Employee Matters. Selectman Devine seconded. Roll call: Copp – aye, Brown – aye, Nicolaisen – aye and Devine – aye. Motion passed unanimously.
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- Chairman Nicolaisen moved to come out of Non-Public Session. Selectwoman Copp seconded. Motion passed unanimously.
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- Chairman Nicolaisen announce that while in Non-Public Session the Board voted to seal the Non-Public Minutes.
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273 **New Business**

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275 **Review of bids received for oil, propane and diesel**

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- Board members opened the two bids for oil, propane and diesel fuel. The bids received were from: Difeo Oil & Propane and Palmer Gas. Board members reviewed the numbers. **MOTION:** Selectwoman Copp moved to accept the bid from Difeo Oil & Propane and make them the Town provider for #2 oil, propane, gas and diesel. Selectman Brown seconded. Sandra Graves asked how the Town would know what the price would be. Selectwoman Copp stated you could call the day of delivery to get the price. Motion passed unanimously.

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285 **Discussion regarding options for 2012 budget**

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- Lynne Blaisdell handed out and discussed with the Board, a list of budget items that have come up through the course of the year. Ms. Blaisdell would like the Board to review the list and be prepared to discuss the items at the August 22, 2011 meeting. Selectwoman Copp brought up the health insurance issue with Local Government Center and house numbering project. Ms. Blaisdell will follow up on these.

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295 **Old Business**

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297 **Review final drawings for lower hall renovation as submitted by**

298 **Hampstead Consultants**

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- Ms. Blaisdell reviewed with the Board the final plans for the Town Hall renovations. Ms. Blaisdell noted the refrigerator is located outside the kitchen because the storage area was increased. Ms. Blaisdell recommended going back to the consultant to have him reduce the storage and only plan for a four burner stove so that the refrigerator can go in the kitchen. Selectwoman Copp questioned whether the serving area is large enough. Ms. Blaisdell stated the

306 folding wall the Board wanted in the other room was very expensive so a wall will
 307 be constructed that could be taken down if need be.

308
 309 Ms. Blaisdell reviewed the handicap bathroom on the second floor.
 310 Selectwoman Copp asked if these plans will be one warrant article or two. Ms.
 311 Blaisdell pointed out that because of the work that is being done relative to the
 312 plumbing, it would probably be best to do both projects at the same time. Ms.
 313 Blaisdell added separating the projects could end up costing more. The Board
 314 discussed the pros and cons of separating the projects from the standpoint of
 315 getting them passed by the voters. Ms. Blaisdell brought up the plan to hold a
 316 public hearing prior to deliberative session to get a better idea of how the voters
 317 feel about the projects. Ms. Blaisdell pointed out that if only the bathroom is
 318 done, they lose storage space. Ms. Blaisdell will talk to the consultant about the
 319 proposed changes.

320
 321 Ms. Blaisdell brought up a new bill for \$750.00 above the original contract price
 322 for the cost estimate from the consultant. Ms. Blaisdell stated the Board is going
 323 to have to figure out where this payment will come from. Ms. Blaisdell will check
 324 with the consultant to see if this price can be negotiated.

- 325
- 326 • Ms. Blaisdell asked Board members if any of them are planning on attending the
- 327 Regional Selectmen’s meeting in Plaistow on September15, 2011. Selectman
- 328 Devine will attend.
- 329

330
 331 **Correspondence**

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- 333 • Letter from Rockingham Planning Commission regarding the Availability of
- 334 Planning Assistance Grant Funds. Ms. Blaisdell has passed this on to the
- 335 Planning Board. This is a matching grant.
- 336 • Letter from Vision Government Solutions offering web-hosting services.
- 337 • The Tax Collector provided the Board with a report on total tax liens for 2010.
- 338 These are the total taxes not paid: Property Tax \$195,265.47 Tax Lien
- 339 Property Tax Int. \$ 17,876.65
- 340 Property Tax Cost \$ 2,142.00
- 341 Total \$215,284.12

- 342 Ms. Blaisdell noted this is a standard amount.
- 343 • Letter from NH Department of Environmental Services regarding Angle Pond and
- 344 the draw down of the pond. This letter went to all abutters seeking their opinion
- 345 on extending the draw down. Consensus of the Board is to turn this over to the
- 346 Conservation Commission and Arthur Genualdo.
- 347 • Eleanor Bassett is asking for permission to give her Town Hall key to Louise
- 348 Chartier and have a Town Hall key given to Arlene Bassett so they have access

349 on Friday mornings when the Food Pantry is servicing residents. Consensus of
350 the Board is to give them the keys.

- 351 • Memo from Arthur Genualdo regarding complaints about the poor condition of
352 Cemetery Road near Central School. Mr. Genualdo stated he received a quote
353 for \$750.00 to fix this area on Thursday of this week. Mr. Genualdo is asking the
354 Board if they want him to do the work. Chairman Nicolaisen viewed the site
355 today and questioned Ms. Blaisdell as to how much of the road will get fixed with
356 this money. Mr. Genualdo called in to the meeting and stated it will be fixed from
357 the swale at the bottom near Main Street up the hill. Selectman Brown
358 suggested asking the school if they would be willing to pay for part of the bill.
359 Selectman Brown offered to speak to the school but he wants to know what
360 needs to be done. Ms. Blaisdell suggested Selectman Brown speak to Mr.
361 Genualdo about what has to be done. Selectwoman Copp feels the money
362 should come out of the Highway Budget. Ms. Blaisdell suggested Govt. Bldg.
363 Maintenance line. Chairman Nicolaisen noted that Mr. Genualdo needs an
364 answer ASAP.

365
366 **MOTION:** Selectman Brown moved to spend \$750.00 from the Government
367 Buildings Maintenance line for repairing Cemetery Road. Selectman Devine
368 seconded. Motion passed unanimously.

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371 Department Liaison Report

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373 • Selectman Brown has nothing from Conservation Commission only that the
374 Commission did agree to mow the lawn the first time and Mr. Genualdo will
375 maintain it from then on.
- 376 • Selectwoman Copp asked the Board about recording Budget Committee
377 meetings. Consensus of the Board is to record the meetings. The new tanker
378 has arrived at the Fire Department.
- 379 • Chairman Nicolaisen announced that on August 10, 2011 the Sandown Master
380 Plan Committee is meeting at 6:30 P.M. at Town Hall. Recreation met last week
381 and the summer program is doing well. They raised \$625.00 holding a car wash,
382 lemonade sale and a bike a thon. The money will be donated to the Food
383 Pantry.
- 384 • Selectman Devine attended the Cable Committee meeting. Money is needed to
385 televise all meetings. Ms. Blaisdell stated all departments are asked to notify the
386 Cable Committee of their meeting dates. Selectwoman Copp stated money was
387 appropriated for four meetings per week to be taped.
- 388 • Ms. Blaisdell commented on the need for all departments to be submitting their
389 own agendas and minutes. Ms. Blaisdell will bring this up at the next department
390 head meeting. Also, minutes must be signed and turned into the Town Clerk,
391 posted in Town Hall, Post Office and to the website. Consensus of the Board is
392 to send out a letter advising departments that meetings are to be televised, the

393 agenda and minutes are to be posted at the Town Hall, Post Office and on the
394 website and signed minutes are to be turned in to the Town Clerk's Office.
395 Sandra Graves asked that a copy of the letter be given to the Cable Committee
396 because the Cable Committee has no authority to make requests of
397 departments, it is the responsibility of the Board of Selectmen. Ms. Blaisdell
398 pointed out how the overlapping of meetings causes a problem when it comes to
399 televising meetings.

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402 **MOTION:** Selectman Brown moved to adjourn the meeting at 10:40 P.M. Selectman
403 Devine seconded. Motion passed unanimously.

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Respectfully Submitted,

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Cynthia J. Robinson
Recording Secretary

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