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## Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, August 22, 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), Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent: James Devine (Devine)

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

- 20  
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26
- Board members reviewed the Minutes of August 8, 2011. Selectwoman Copp stated in lines 166-168, 176, 183, 192 the abbreviation is PBB not PBBB and line 384, Cable has the money to televise meetings. **MOTION:** Selectman Brown moved to accept the Minutes of August 8, 2011 as amended. Selectwoman Copp seconded. Three ayes [Copp, Brown and Nicolaisen] and one abstention [Tombarello]. Motion passed.

### Public Comment

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- Chairman Nicolaisen thanked the Old Home Day Committee and everyone else involved in making the Old Home Day Celebration possible, everyone did a wonderful job. Chairman Nicolaisen congratulated Eleanor Bonin for being voted Citizen of the Year.
  - Selectwoman Copp informed the Board that Sandra Graves is leaving Sandown. Selectwoman Copp thanked Ms. Graves for her many years of volunteering in Sandown, noting she will be missed.
  - Hans Nicolaisen stated people who move to Sandown move here for what it is, a small Town. The people come here to get away from what they had, and then after they arrive here they want to change Sandown into what they were getting away from. Mr. Nicolaisen stated change can be good, but he likes Sandown the way it is and doesn't want to see the Town change.

### Appointments

42  
43

44 **Review of 2010 Budget Proposals for Elections & Registration, Supervisors of**  
45 **the Checklist & Moderator**  
46

- 47 • Present for this discussion were: Supervisors of the Checklist members  
48 Rosemary Bruno, Diane Thompson and Joann Vey.  
49

50 Elec & Reg Acct. 4140.2 [Supervisors of the Checklist] - Board members  
51 reviewed the proposed budget. Selectman Brown questioned what “Manpower”  
52 was used for. Answer – training. Chairman Nicolaisen noted this year’s budget  
53 is less than last year. **MOTION:** Selectwoman Copp moved Election &  
54 Registration Acct. 4140.2 [Supervisors of the Checklist] be recommended to the  
55 Budget Committee with Gross Expenses of \$3,725.00, Revenue of \$50.00 and  
56 Net Expenses of \$3,675.00. Selectman Tombarello seconded. Motion passed  
57 unanimously. The Supervisors left the meeting at this time.  
58

59 Elec & Reg Acct. 4140.2 [Moderator] – No one was present for this review of the  
60 budget. Board members reviewed the budget. Selectwoman Copp asked if the  
61 Moderator is coming in noting the budget is showing a 20% increase. Ms.  
62 Blaisdell does not know if the Moderator is coming in. Ms. Blaisdell added that  
63 she thought the increase was because there are more elections this year.  
64 **MOTION:** Selectman Brown moved to recommend to the Budget Committee  
65 Elec & Reg Acct. 4140.2 [Moderator] with Gross Expenses of \$8,600.00,  
66 Revenue of \$0 and Net Expenses of \$8,600.00. Selectman Tombarello  
67 seconded. Selectwoman Copp stated she will be voting no because the  
68 Moderator was not present to answer questions. Three ayes [Brown, Nicolaisen  
69 and Tombarello] and one nay [Copp]. Motion passed.  
70

71 **Finance Director, Darlene Ford**  
72 **Review of 2012 Budget Proposals for Finance, Tan Note, Street Lights, Debt**  
73 **Expense-Principal and Debt Expense-Interest**  
74

- 75 • Darlene Ford, Finance Director was present for this discussion.  
76

77 Finance Director Acct. 4150.1 – Board members reviewed the proposed budget.  
78 Chairman Nicolaisen noted the proposed budget is the same as last year.  
79 **MOTION:** Selectman Tombarello moved Finance Director Acct. 4150.1 with  
80 Gross Expenses of \$49,657.40, Revenue of \$0 and Net Expenses of \$49,657.40  
81 be recommended to the Budget Committee. Selectman Brown seconded.  
82 Chairman Nicolaisen asked the Board if at this time, they are going to decide on  
83 employee raises. Selectwoman Copp stated the Board was waiting to hear what  
84 COLA was. Selectman Brown noted since there is an agenda item having to do  
85 with pay increases perhaps the discussion should wait until them. Motion passed  
86 unanimously.  
87

88 Debt Exp-Principal Acct. 4711.0 – Board members reviewed the proposed  
89 budget. **MOTION:** Selectwoman Copp moved Debt Exp-Principal Acct. 4711.0  
90 with Gross Expenses of \$50,000.00, Revenue of \$0 and Net Expenses of  
91 \$50,000.00 be recommended to the Budget Committee. Selectman Brown  
92 seconded. Motion passed unanimously.  
93

94 Debt Exp-Interest Acct. 4721.0 – Board members reviewed the proposed budget.  
95 **MOTION:** Selectwoman Copp moved Debt Exp-Interest Acct. 4721.0 with Gross  
96 Expenses of \$39,025.00, Revenue of \$0 and Net Expenses of \$39,025.00 be  
97 recommended to the Budget Committee. Selectman Brown seconded. Motion  
98 passed unanimously.  
99

100 Tan Note Acct, 4723.0 – Selectwoman Copp noted this account went down  
101 because the Finance Director made some calls about the interest rate. Board  
102 members reviewed the proposed budget. **MOTION:** Selectwoman Copp moved  
103 Tan Note Acct, 4723.0 with Gross Expenses of \$8,000.00, Revenue of \$0 and  
104 Net Expenses of \$8,000.00 be recommended to the Budget Committee.  
105 Selectman Brown seconded. Motion passed unanimously.  
106

107 Street Lights Acct. 4316.0 – Board members reviewed the proposed budget.  
108 Selectwoman Copp asked if the \$4,213.00 in 2011 and the 2009 and 2010  
109 numbers was due to a large credit the Town received. Ms. Ford stated – yes.  
110 **MOTION:** Selectman Tombarello moved Street Lights Acct. 4316.0 with Gross  
111 Expenses of \$4,225.00, Revenue of \$0 and Net Expenses of \$4,225.00 be  
112 recommended to the Budget Committee. Selectman Brown seconded. Motion  
113 passed unanimously.  
114

#### 115 **Review of 2012 Budget Proposals for Assessing and Patriotic Purposes**

- 116
- 117 • Assessing Acct. 4150.3 – Board members reviewed the proposed budget. Ms.  
118 Blaisdell explained the details behind the requested figures. **MOTION:**  
119 Selectman Tombarello moved Assessing Acct. 4150.3 with Gross Expenses of  
120 \$81,900.00, Revenue of \$0 and Net Expenses of \$81,900.00 be recommended  
121 by the Board of Selectmen. Selectman Brown seconded. Motion passed  
122 unanimously.  
123

124 Patriotic Purposes Acct. 4583.0 – Board members reviewed the proposed  
125 budget. Ms. Blaisdell informed the Board of the offer for a three year contract  
126 associated with the fireworks. Following Board discussion it was the consensus  
127 of the Board they were not interested in a three year contract for the fireworks.  
128 There was Board discussion about the \$1.00 in the revenue line in 2011 and  
129 nothing for 2012 revenue line. Ms. Blaisdell explained the dollar was so that the  
130 Town could accept donations. The consensus of the Board was to add the \$1.00  
131 to the 2012 revenue line. **MOTION:** Selectman Brown moved Patriotic Purposes

132 Acct. 4583.0 be recommended to the Budget Committee with Gross Expenses of  
133 \$4,600.00, Revenue of \$1.00 and Net Expenses of \$4,599.00. Selectwoman  
134 Copp seconded. Motion passed unanimously. Ms. Blaisdell asked the Board if  
135 they are agreeable to removing the "Old Home Day" line from this budget.  
136 Consensus of the Board was to remove this line item. Chairman Nicolaisen  
137 explained this is only removing Old Home Day from this budget. Chairman  
138 Nicolaisen stated the Old Home Day Committee is looking for volunteers for next  
139 year.

140  
141 **Ken Sherwood, Building Inspector**  
142 **Further discussion regarding issuing of building permits**  
143

- 144 • Ken Sherwood, Building Inspector/Code Enforcement Officer was present for this  
145 meeting. Mr. Sherwood thanked the Board for the new tool for obtaining  
146 compliance to the Town's ordinances and regulations. Mr. Sherwood suggested  
147 the Board give the same directive to the Police Chief and Fire Chief. Mr.  
148 Sherwood feels he has to be given some discretion in determining who gets  
149 fined. Mr. Sherwood stated if the Board does not agree, he would follow  
150 whatever directive the Board gives him. Chairman Nicolaisen feels everyone  
151 must be treated the same. Selectman Brown stated giving the Building Inspector  
152 discretion would require much more documentation on their part. Selectwoman  
153 Copp noted that the directive was for building permits only not other permits.  
154 Selectwoman Copp stated her problem is the Building Inspector after being  
155 directed by the Board to levy fines for work started without a permit goes ahead  
156 and issues a permit without the fine. Selectwoman Copp does not support giving  
157 the Building Inspector discretion. Chairman Nicolaisen stated the Building  
158 Inspector should have come before the Board and explained the situation not go  
159 ahead and not issue the fine.

160  
161 Mr. Sherwood talked about possibly issuing a foundation only permit to be  
162 followed later with the building permit. Chairman Nicolaisen stated other  
163 departments are upset because foundations are going in before a building permit  
164 is issued. Chairman Nicolaisen stated it is up to the Board of Selectmen to come  
165 up with a procedure for the issuing of a building permit with the Building Inspector  
166 being their agent. Selectman Brown stated it appears to him there are two  
167 different scenarios being discussed, one is the professional builder the other is  
168 the homeowner but he doesn't know if they can be separated when it comes to  
169 this issue. Selectwoman Copp asked if footings have to be inspected. Chairman  
170 Nicolaisen stated yes. Selectwoman Copp discussed the danger of allowing a  
171 foundation to go in before there is an approved septic design. Mr. Sherwood  
172 stated he was not aware this was solely for foundations; he thought it was for all  
173 permits. Chairman Nicolaisen wants to work with the builders; he supports the  
174 issuance of a foundation permit. Mr. Sherwood stated issuing a foundation  
175 permit before a septic permit is issued could create a problem if for some reason

176 the septic system has to be moved. Selectwoman Copp stated the Board has to  
177 set standards for Mr. Sherwood to follow. Chairman Nicolaisen stated he feels  
178 the Board has set the standards for Mr. Sherwood to follow. Consensus of the  
179 Board is they are going to stay with their initial motion regarding the issuance of a  
180 fine for work started without a permit.

181  
182 Ms. Blaisdell asked the Board for clarification of what the fine is because of how  
183 the Building Inspector is paid. Ms. Blaisdell stated the fine is whatever the permit  
184 fee would be doubled plus the permit fee. Chairman Nicolaisen went back to the  
185 issue of requiring a foundation permit. Mr. Sherwood stated he does not have a  
186 problem issuing a foundation permit; he has a problem with issuing a foundation  
187 permit if there is no septic permit. Selectman Tombarello asked if Mr. Sherwood  
188 would receive some of the fine because he had to enforce the code. Chairman  
189 Nicolaisen stated no, the money goes into the General Fund. Selectwoman  
190 Copp stated Mr. Sherwood is the Code Enforcement Officer as well; it is his job  
191 to find those in violation. Selectman Brown recommended sticking to the Board's  
192 initial decision and don't make any changes. Chairman Nicolaisen stated it is  
193 now his understanding that if there is not going to be a foundation permit issued  
194 then a building permit must be obtained before any concrete is delivered to a job  
195 site. Mr. Sherwood stated that is correct. Selectwoman Copp asked Chairman  
196 Nicolaisen to read the initial motion again and he obliged.

197  
198 Selectwoman Copp left the table.

199  
200 Chairman Nicolaisen discussed an exception being made for an emergency  
201 situation. Mr. Sherwood stated he has been directed to make no exceptions.  
202 The Board then discussed their being able to make the exception. Consensus of  
203 the Board is Mr. Sherwood will issue the fine and direct individuals to the Board  
204 of Selectmen for any exception.

205  
206 Selectwoman Copp returned to the meeting.

207  
208 **Members of the Sandown Senior Affairs Charitable Program**  
209 **Discussion regarding status or program development and request to**  
210 **move forward with services**

- 211
- 212 • Present for this discussion were Nelson Rheaume and Linda Gauvin. Mr.  
213 Rheaume stated he heard from Local Government Center regarding whether  
214 their volunteers would be covered under the Town's policy and they were told  
215 they would be provided their activities pertain to a Sandown related matter. Mr.  
216 Rheaume stated the other question they have is for the Town to provide them  
217 with a telephone at a cost of approximately \$30.00/month.

218

219 Mr. Rheume stated that to date they have eight (8) volunteers. Mr. Rheume  
220 has a list of residents who need the services of the Program as soon as possible.  
221 The Program is also in need of volunteers to answer the telephone and schedule  
222 trips and the Program will seek volunteers once the Board has approved the  
223 Program. Mr. Rheume stated that the Town of Sandown donates to the  
224 Community Caregivers \$2,000.00 a year towards transportation, which they do  
225 not provide because they do not have drivers from Sandown. Mr. Rheume  
226 stated they are in the process of soliciting for funds and applying for grants. Mr.  
227 Rheume encouraged the Board to support this Program.

228  
229 Ms. Gauvin spoke about how Community Caregivers provides their service to  
230 Sandown residents and the lack of volunteers to cover Sandown. Ms. Gauvin  
231 pointed out the need to provide Sandown residents with this service. Ms. Gauvin  
232 spoke with Senator Shaheen's office and was told there are grants available to  
233 help the Program get started.

234  
235 Chairman Nicolaisen stated his understanding was this was an exploratory group  
236 and questioned perhaps things have gone too far. Ms. Gauvin stated no and  
237 proceeded to explain their By Laws and how they work. Selectman Brown asked  
238 for a copy of their By Laws. Selectwoman Copp explained her recollection of  
239 what was to take place after the initial meeting, which was to see if they could get  
240 volunteers then the Board was going to hold a public meeting to see what  
241 residents wanted now they have By Laws and a Board of Directors.  
242 Selectwoman Copp feels some of what has been said about Community  
243 Caregivers is a misstatement. Selectwoman Copp gave her list of questions  
244 regarding insurance coverage of volunteers, what papers are needed from  
245 drivers, coverage of equipment, storage of equipment, who will have the  
246 telephone, who will checkout the volunteer drivers, etc. Selectwoman Copp feels  
247 there are too many unanswered questions.

248  
249 Mr. Rheume stated all these things that Selectwoman Copp has brought up are  
250 part of the process for organizing the Program, but they are not going to do all  
251 this work if there is no Board support for the Program. Ms. Blaisdell stated she is  
252 a member of the Program and agrees there is a lot to do but they need the  
253 Board's support to move forward. Ms. Blaisdell asked Selectwoman Copp for her  
254 list of questions. Selectman Tombarello supports the Program. Selectwoman  
255 Copp will send the questions to Ms. Blaisdell tomorrow. Chairman Nicolaisen  
256 asked if the Senior Affairs Charitable Program is an official Town committee. Ms.  
257 Blaisdell stated no. Ms. Blaisdell stated the Program is in need of knowing that  
258 the Board supports their continuing to collect more information. Chairman  
259 Nicolaisen thanked the members of the Program for all they work they have put  
260 into the Program so far. The majority of the Board supports the concept of the  
261 Sandown Senior Affairs Charitable Program.

262

263 Ms. Gauvin stated that anyone interested in obtaining information on what  
264 programs are available to senior citizens could email  
265 [leigh\\_marthe@sheehan.senate.gov](mailto:leigh_marthe@sheehan.senate.gov). to request Seniors Count Resource Guide.  
266 Mr. Rheume asked the Board how they want Selectwoman Copp's questions  
267 answered. Consensus of the Board is to answer the questions in the form of a  
268 process.

269  
270 **New Business**

271  
272 **Review of Possible Budget Items for 2012 and further discussion**  
273 **regarding possible pay increases for employees**  
274

- 275 • Ms. Blaisdell explained the breakdown of budget items for 2012 [executive,  
276 benefits, government buildings, warrant articles and capital improvement plan  
277 projects]. Ms. Blaisdell noted that health insurance is a large budget item and  
278 she will not have figures until November. Ms. Blaisdell stated she will not have  
279 enough time to look at other options if the Board waits until November so she  
280 asked the Board how they want her to proceed. Selectwoman Copp asked about  
281 the employee committee that was looking into health insurance plans. Ms.  
282 Blaisdell stated they are looking at the plan itself not figures. Ms. Blaisdell asked  
283 the Board if they want her to put health insurance out to bid. Consensus of the  
284 Board is to put the health insurance out to bid. Ms. Blaisdell will check with the  
285 employee group to see if they have any information.  
286

287 Ms. Blaisdell went over the items in the Building Infrastructure Improvement Plan  
288 for 2012 noting a few of the items have already been completed [window blinds,  
289 landscape timbers in planting bed and garage & side door replacement – PD].  
290 Ms. Blaisdell stated that the numbers in the 2012 column would be updated. Ms.  
291 Blaisdell will check with Mr. Genualdo regarding the additional lighting at the  
292 Highway Garage. Chairman Nicolaisen asked if there was money to do the  
293 highway garage floor this year. Ms. Blaisdell stated under Government Buildings  
294 she was going to add under Spray Insulation for Highway Dept “and flooring”.  
295 Ms. Blaisdell strongly recommended shampooing the carpet this year as it has  
296 never been cleaned. Consensus of the Board is to obtain estimates. Ms.  
297 Blaisdell recommended adding Mulch to Government Buildings. The Joint Loss  
298 Management Committee told Ms. Blaisdell that plastic wastebaskets could no  
299 longer be utilized. Ms. Blaisdell will check with the Fire Chief. Ms. Blaisdell has  
300 an estimate for the spray insulation and she will check with Mr. Genualdo about  
301 the additional lighting.  
302

303 Ms. Blaisdell went down the list under Executive explaining some items are a  
304 “wish list” but they would help save employee time [scanner]. Board members  
305 saw no problem getting an estimate for the color printer and scanner. Lateral file  
306 cabinets are needed for property files and office chairs have started breaking.

307 Ms. Blaisdell noted that the contract with Granite State Telephone is up this year  
308 so she will be pricing a voice over IP phone system. Consensus of the Board is  
309 to rebid tax mapping and computer support. Ms. Blaisdell brought up adding a  
310 line in the Executive budget for Grants. Selectwoman Copp asked for possible  
311 ways to figure out how much money should be placed in the Grant budget line.  
312 Ms. Blaisdell suggested looking at what matching grants are being applied for.  
313

314 Ms. Blaisdell went over projects that would be a warrant article. The Town will  
315 have to appropriate money for the Wells Village Road Culvert Project. The  
316 house numbering project is currently being worked on. Consensus of the Board  
317 is to bid out the irrigation system. Painting the Old Meeting House is on hold.  
318 Ms. Blaisdell asked the Board if they want to set up a capital reserve fund for the  
319 Fire Department as was discussed last year. Also for Board consideration is  
320 quotes for the mosquito control program, the monitored fire detection system for  
321 Town Hall and updating the electric at Town Hall to add 200-amp service.  
322

323 The Capital Improvement Plan (CIP) Committee will be looking for projects to  
324 add to the CIP. They will want this information by mid September. Selectman  
325 Brown asked about the Police Station as a capital project.  
326

327 Board members began discussing possible pay increases for Town employees.  
328 Chairman Nicolaisen stated for the past two years employees have been asked  
329 to pay more towards their health insurance, he does not want to see employees  
330 pay go down. Chairman Nicolaisen supports an employee pay raise.  
331 Selectwoman Copp feels you cannot compare employee contribution for health  
332 insurance to a pay raise. Selectwoman Copp would support no pay increase  
333 and no increase in employee insurance contribution. Selectman Brown wants to  
334 keep pay raises and cost of insurance separate. Selectmen Brown and  
335 Tombarello support a employee pay raise. The Board began discussing whether  
336 the pay raise will be a COLA or merit. Selectman Brown supports a performance  
337 based increase. Ms. Blaisdell brought up employee performance evaluations  
338 and there being no recommendations for a pay raise. Selectwoman Copp feels  
339 this will require some budgets to come back to the Board. Selectman Brown  
340 would like to see a performance based increase at the discretion of the  
341 department head of 2% to 3%. Chairman Nicolaisen feels 3% is too high. Ms.  
342 Blaisdell reminded the Board of the 2% increase in the NH Retirement System  
343 that the employee has to pay. Selectwoman Copp noted the Town has to pay an  
344 increase to the Retirement System as well. Selectwoman Copp wants more time  
345 to see what the numbers are for other projects being considered for next year.  
346 Chairman Nicolaisen supports a 2% pay increase. Selectman Tombarello would  
347 like more information on the insurance cost. Selectwoman Copp feels 2-2.5% is  
348 too much.  
349

350 Mindy Abood joined the meeting. Ms. Abood stated people are not getting pay  
351 raises in this economy and some are willing to take pay cuts in order to keep  
352 other employees working. Ms. Abood feels employees will not leave. Ms. Abood  
353 went on to say if the Board is considering a performance based pay increase  
354 they should consider creating a pool of money for the raise. Ms. Abood stated  
355 this Board would be making the final decision on the raise with input from the  
356 department heard. Selectwoman Copp would like to wait on this decision and  
357 have the Finance Director work the numbers later on. **MOTION:** Selectman  
358 Brown moved to grant a 2% pay increase to all employees. Selectman  
359 Tombarello seconded. Chairman Nicolaisen feels the motion states everyone is  
360 going to get the 2% pay raise. Selectman Tombarello withdrew his second and  
361 Selectman Brown withdrew his motion. **MOTION:** Selectman Brown moved that  
362 the Board grant a performance based pay increase up to 2% for every employee  
363 in Town. Selectman Tombarello seconded. Three ayes [Brown, Nicolaisen and  
364 Tombarello] and one nay [Copp]. Motion passed.  
365

### 366 **Old Business**

#### 367 **Discuss possible additional items for Capital Improvement Plan**

- 368 • This was discussed earlier.
- 369
- 370 • Selectman Brown brought up the discussion a few meetings ago regarding the  
371 duties and hours of the custodian. The issue was this was a 40 hour/week  
372 position and currently the custodian is only working 25 hours/week and projects  
373 are not getting done. Selectman Brown would like to increase the hours so  
374 projects can get done. Selectwoman Copp does not feel just because the  
375 position was budgeted for 40 hours does not mean it has to be spent. Selectman  
376 Brown would like to see five additional hours added to the custodian position  
377 noting more hours are needed at the Recreation Building. The Board discussed  
378 possibly having a professional service come to both buildings to clean the floors  
379 once or twice a year. Selectman Tombarello asked Ms. Blaisdell what her  
380 opinion was on this mater. Ms. Blaisdell stated she would only discuss this in  
381 non-public session. Selectman Brown would like to hear from the person  
382 currently filling the position of custodian. This will be placed on next week's  
383 agenda.  
384  
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386

### 387 **Correspondence**

- 388
- 389 • Letter from Rockingham VNA informing the Town they will be holding a training  
390 session this fall for hospice volunteers. Contact information: Martha Chandler,  
391 Hospice Volunteer Coordinator at 772-2981 or 1-800-540-2981 Ext. 140.  
392

- 393 • Letter from Comcast stating they are ready to begin discussion on the renewal of  
394 their agreement with the Town. Comcast has provided the Town with an outline  
395 of the steps to be taken in the renewal process.  
396
- 397 • The Rockingham Planning Commission is offering a 2011 Sustainable  
398 Communities Initiative grant. The application pre-qualification is due the last  
399 week in August. They are looking for a letter from the Town supporting this  
400 initiative. The Planning Board also received a copy of this letter.  
401
- 402 • A Petition Warrant Article has been received to increase the elderly real estate  
403 exemption dollar amounts. The signatures have been checked and the petition  
404 has the 25 signatures needed to move the petition forward. Selectwoman Copp  
405 asked if this would be moved forward as is. Ms. Blaisdell stated the petition will  
406 be reviewed by legal counsel.  
407

### 408 Department Liaison Report

- 409
- 410 • Selectman Brown speaking for the Conservation Commission read a letter from  
411 Samantha Borbone expressing her interest in being on the Conservation  
412 Commission. **MOTION:** Selectman Brown moved to appoint Samantha Borbone  
413 as a regular member of the Conservation Commission. Selectman Tombarello  
414 seconded. Motion passed unanimously. Ms. Blaisdell asked if a term was  
415 stated. Selectman Brown will check with the Conservation Commission and get  
416 back to Ms. Blaisdell.  
417
- 418 • **MOTION:** Selectman Tombarello moved to accept the Non-Public Minutes for  
419 August 8, 2011 as written. Selectman Brown seconded. Three ayes [Copp,  
420 Brown and Nicolaisen] and one abstention [Tombarello]. Motion passed.  
421
- 422 • **MOTION:** Selectman Tombarello moved to accept the Non-Public Minutes for  
423 July 11, 2011 as written. Selectman Brown seconded. Motion passed  
424 unanimously.  
425
- 426 • Selectman Tombarello informed those listening that at a hefty cost to the Town  
427 an individual dumped a truckload of shingles off to the side of 121A. Selectman  
428 Tombarello asked residents to watch out for this type of activity and if they see it  
429 contact the Police Department.  
430
- 431 • Chairman Nicolaisen stated the Planning Board is not happy with the process the  
432 Building Inspector is using to issue building permits. Chairman Nicolaisen will  
433 inform the Planning Board at their next meeting that this Board has made the  
434 Building Inspector aware of the process they want him to follow when issuing a  
435 building permit.  
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- Joseph McKinnon came before the Board to inform them of a program he is offering along with Easter Seals to the Fire Department and all first responders on how to handle autistic children. Mr. McKinnon asked the Town to purchase decals that can be placed on the homes of families with an autistic child. Mr. McKinnon explained how the program works and what they have to offer. Board members asked Mr. McKinnon about his qualifications. Selectwoman Copp will talk to the Fire Chief. Selectman Brown will talk to the Police Chief.

445 **Non-Public Session under RSA 91A:3 II (a) Employee Matters and (e) Litigation**

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

458 **MOTION:** Chairman Nicolaisen moved to adjourn the meeting at 11:00 P.M.

459 Selectman Tombarello seconded. Motion passed unanimously.

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Respectfully Submitted,

Cynthia J. Robinson  
Recording Secretary