

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

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6 **Meeting Date: August 29, 2011**

7 **Type of Meeting: Regular Meeting**

8 **Method of Notification: Public Posting at Town Hall**

9 **Meeting Location: Town Hall**

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11 Chairman Selectman Nicolaisen called the meeting to order at 7:00pm.

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13 **Members Present:** Selectman Nicolaisen Chairman, Selectman Tombarello,  
14 Selectman Devine and Selectman Brown

15 **Not Present:** Selectwoman Copp

16 **Office Manager:** Lynne Blaisdell

17 **Recording Secretary:** Sue Reynolds

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19 Pledge of Allegiance was done.

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21 **Public Comment**

22 Selectman Nicolaisen thanked the Emergency Management Committee and  
23 volunteers for meeting and being prepared for the storm. Lynne Blaisdell also  
24 stated that if any resident had damage they should contact the Selectmen's  
25 office immediately as Homeland Security is looking for property damage  
26 assessments.

27 Selectman Brown stated at last week's Selectmen's meeting there was a  
28 discussion in regards to employee benefits and he took part in the discussion  
29 and later realized that he shouldn't have as his wife is a Town employee and  
30 he chooses not be involved in discussions that involve family members.

31 Selectman Brown read an apology letter to the public that he plans to submit

32 to the newspaper as well. Selectman Nicolaisen stated that Selectman Brown  
33 does have the right to participate in such discussions he just chooses not to.  
34 Selectman Nicolaisen stated at a previous meeting the BOS voted to give all  
35 employees a 2% salary increase and he has some figures he'd like to share  
36 with the public and the Board. He stated there are only 2 salaried employees,  
37 and 46 total employees in the Town. Out of the 46 only 16 are fulltime and  
38 only 12 opt to take the insurance. He said the Town has 30 part time  
39 employees that receive no benefits and that is how they came to the decision  
40 of giving them a 2% increase.

41

42 **7:10 Treasurer, Marie Buckley to discuss the Cash Receipts Policy**

43 Marie referenced the letter that she submitted to the BOS asking for them to  
44 change the Cash Receipts Policy back to how it was a few months ago. She  
45 would like to take back doing the deposits for the committee's that she  
46 oversees. She says that the paperwork and the receipts are not always  
47 together and it takes her longer to match up the paperwork once the deposit  
48 was done. She suggests that the department heads can make 3 copies of the  
49 check, and give the copies to the appropriate people. He will give one of the  
50 copies to the treasurer along with the actual check. The department heads  
51 will be expecting that deposit to be made and that will follow up with the  
52 deposit slips and the reconciled bank statement. She feels this will satisfy the  
53 internal control policies. Marie states the paperwork goes to the treasurer  
54 and the money goes to the Town Clerk. She also states that some of the time  
55 the correct paperwork is not filled out prior to the deposit which causes her to  
56 backtrack and feels that this way it will eliminate this. Marie stated the RSA  
57 states that she as the treasurer has the right to make the deposits. The reason  
58 she doesn't is because of the new Internal Control Policy. Selectman  
59 Nicolaisen asked Michelle Short how she feels about this and Michelle stated  
60 that she is ok with it either way. Selectman Devine doesn't feel that the  
61 treasurer should be making the deposits. He feels that it should be working  
62 the way it is set up now and the person making the deposits should not be  
63 signing the checks. Marie states there are a lot of sub accounts under each  
64 department and it is difficult for her to determine where the money should be  
65 put without the proper paperwork. The Board reviewed the RSA provided by  
66 the treasurer. Michelle Short said if the BOS agree to change this she is asking  
67 that they rewrite the Internal Control Policies to reflect the changes so she is  
68 covered as well. Lynne said once the motion is made she will draft the new  
69 policy for the BOS to approve at the next meeting.

70 **Motion by** Selectman Brown to allow the treasurer to make any deposits  
71 necessary other than deposits to the General Fund.

72 **Second by** Selectman Tombarello.

73 **In Favor** Selectman Nicolaisen, Selectman Brown, Selectman Tombarello,  
74 Selectman Devine.

75 **Motion passes unanimously.**

76 Marie said she will distribute a letter to all of the committees to let them know  
77 of the change and Lynne said she will rewrite the procedures for the BOS to  
78 approve at the next meeting.

79 Selectman Brown asked that Marie follow up with the BOS within the next few  
80 months to let them know how it is working out.

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82 **7:10 Michelle Short to discuss properties with unpaid 2008 property**  
83 **taxes**

84 Michelle said she has the deeds list that she would like to review with the BOS.  
85 She said that payment was received on two of them and the last one in  
86 question is Parcel number 27-010. She said the property has 1 lien holder.  
87 She said the info that was mailed to the lien holder certified mail was not  
88 picked up. She also said she has sent several notices regular mail and they  
89 have not come back, so she is thinking they received them. She is looking for  
90 the Board's guidance as to how to proceed with this. Selectman Brown stated  
91 that several people have come to the BOS in similar situations and they have  
92 negotiated with them. He feels that if this person is not willing to  
93 communicate with the Town then they have no choice but to deed the  
94 property.

95 **Motion by** Selectman Brown to deed parcel location 27-010 for back taxes.

96 **Second by** Selectman Tombarello

97 **In Favor** Selectman Nicolaisen, Selectman Brown, Selectman Tombarello,  
98 Selectman Devine.

99 **Motion passes unanimously.**

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102 **7:30 Review of 2012 budget proposals for Conservation Commission**

103 This is being presented by Chuck Crowe and Pamela Solomon. The  
104 Conservation Commission Account 4619.0 is being reviewed for the 2012  
105 budget. Selectman Nicolaisen states the 2011 approved budget was Gross  
106 Expenses of \$9,486.77, Revenue of \$240.00 and Net Expenses of \$9,246.77.  
107 The Commission is requesting for 2012 Gross Expenses of \$9,013.66, Revenue  
108 of \$240.00 and Net Expenses of \$8,773.66. Selectman Nicolaisen said the only

109 question he has is on the Recording Secretary line. He said for this year they  
110 are only at 41%. In 2009 they only used 78% and in 2010 they only used  
111 51%. Chuck said that she is billing at 5 hours per session as she was billing at  
112 3 ½ hours per session in the past. Chuck said the girls in the BOS office told  
113 her to bill for the meeting time, listening to the tape and to bill for the  
114 transcription, copying and posting. Selectman Brown said that Chuck runs a  
115 very tight meeting and the amount requested is lower than last year. Chuck  
116 said that they budgeted for the Environmental Consultant at 3 ½ hours per  
117 session and now they are billing him at 3 hours, which is the reason for the  
118 decrease in the budget.

119 **Motion by** Selectman Brown to recommend to the Budget Committee the  
120 Conservation Commission 4619.0 budget as Gross Expenses of \$9,013.66,  
121 Revenue of \$240.00 and Net Expenses of \$8,773.66.

122 **Second by** Selectman Tombarello.

123 **In Favor** Selectman Nicolaisen, Selectman Brown, Selectman Tombarello,  
124 Selectman Devine.

125 **Motion passes unanimously.**

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127 **8pm Ken Sherwood to review the budgets of the Building Inspector, Code**  
128 **Enforcement, Electrical, Septic and Health Officer.**

129 Ken Sherwood is presenting all of the above budgets.

130 **The Building Inspector Account** 4241.2 is being reviewed for the 2012  
131 budget. Selectman Nicolaisen states the 2011 approved budget was Gross  
132 Expenses of \$12,855.00, Revenue of \$12,900.00 and Net Expenses of -\$45.00.  
133 The Building Inspector is requesting for 2012 Gross Expenses of \$9,050.00,  
134 Revenue of \$10,010.00 and Net Expenses of -\$960.00. Selectman Nicolaisen  
135 states this is a decrease of 29.60%. Ken Sherwood told the Board he based his  
136 budget from the beginning of this year up until last week. There was a  
137 question on the phone and Ken said it is divided up between his other  
138 departments.

139 **Motion by** Selectman Tombarello to recommend to the Budget Committee the  
140 Building Inspector 4241.2 budget as Gross Expenses of \$9,050.00, Revenue of  
141 \$10,010.00 and Net Expenses of -\$960.00 be recommended by the Board of  
142 Selectman.

143 **Second by** Selectman Brown.

144 **In Favor** Selectman Nicolaisen, Selectman Brown, Selectman Tombarello,  
145 Selectman Devine.

146 **Motion passes unanimously.**

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149 **The Code Enforcement Account 4241.3** is being reviewed for the 2012  
150 budget. Selectman Nicolaisen states the 2011 approved budget was Gross  
151 Expenses of \$3,495.96, Revenue of \$0.00 and Net Expenses of \$3,495.00. The  
152 Code Enforcement Officer is requesting for 2012 Gross Expenses of \$3,566.16,  
153 Revenue of \$0.00 and Net Expenses of \$3,566.16. This is an increase of 2.01%  
154 from last year.

155 **Motion by** Selectman Tombarello to recommend to the Budget Committee the  
156 Code Enforcement Account 4241.3 budget as Gross Expenses of \$3,566.16,  
157 Revenue of \$0.00 and Net Expenses of \$3,566.16 recommended by the Board  
158 of Selectmen.

159 **Second by** Selectman Brown.

160 **In Favor** Selectman Nicolaisen, Selectman Brown, Selectman Tombarello,  
161 Selectman Devine.

162 **Motion passes unanimously.**

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164 **The Electrical Inspector Account 4241.5** is being reviewed for the 2012  
165 budget. Selectman Nicolaisen states the 2011 approved budget was Gross  
166 Expenses of \$5,866.00, Revenue of \$6,700.00 and Net Expenses of -\$834.00.  
167 The Electrical Inspector is requesting for 2012 Gross Expenses of \$4,405.00,  
168 Revenue of \$5,180.00 and Net Expenses of -\$775.00. This is a decrease of  
169 24.91% from last year.

170 **Motion by** Selectman Brown to recommend to the Budget Committee the  
171 Electrical Inspector Account 4241.5 budget as Gross Expenses of \$4,405.00,  
172 Revenue of \$5,180.00 and Net Expenses of -\$775.00.

173 **Second by** Selectman Devine.

174 **In Favor** Selectman Nicolaisen, Selectman Brown, Selectman Devine

175 **Abstain** Selectman Tombarello

176 **Motion passes 3-0-1**

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178 **The Septic Account 4242.1** is being reviewed for the 2012 budget.  
179 Selectman Nicolaisen states the 2011 approved budget was Gross Expenses of  
180 \$3,500.00 Revenue of \$5,020.00 and Net Expenses of -\$1,520.00. The Septic  
181 Inspector is requesting for 2012 Gross Expenses of \$2,000.00, Revenue of  
182 \$2,550.00 and Net Expenses of -\$550.00. This is a decrease of 42.00% from  
183 last year.

184 **Motion by** Selectman Tombarello to recommend to the Budget Committee the  
185 Septic Inspector Account 4242.1 budget as Gross Expenses of \$2,000.00,

186 Revenue of \$2,550.00 and Net Expenses of -\$550.00 be recommended by the  
187 Board of Selectmen.

188 **Second by** Selectman Devine.

189 **In Favor** Selectman Nicolaisen, Selectman Brown, Selectman Tombarello,  
190 Selectman Devine.

191 **Motion passes unanimously.**

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193 **The Health Officer Account 4411.0** is being reviewed for the 2012 budget.  
194 Selectman Nicolaisen states the 2011 approved budget was Gross Expenses of  
195 \$4,185.96 Revenue of \$50.00 and Net Expenses of \$4,135.96. The Health  
196 Officer is requesting for 2012 Gross Expenses of \$4,116.16, Revenue of \$50.00  
197 and Net Expenses of \$4,066.16. This is a decrease of 1.67% from last year.

198 **Motion by** Selectman Tombarello to recommend to the Budget Committee the  
199 Health Officer Account 4411.0 budget as Gross Expenses of \$4,116.16,  
200 Revenue of \$50.00 and Net Expenses of \$4,066.16 be recommended by the  
201 Board of Selectmen.

202 **Second by** Selectman Devine.

203 **In Favor** Selectman Nicolaisen, Selectman Brown, Selectman Tombarello,  
204 Selectman Devine.

205 **Motion passes unanimously.**

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### NEW BUSINESS

211 Discussion on the MS1 – Lynne stated this form is due September 1<sup>st</sup> but they  
212 have not yet received the rates from the utility company from the DOR. The  
213 recommendation from the Assessors is to file for an extension until October  
214 1<sup>st</sup>. Lynne would like to get the MS1 in and file a revised version once the  
215 utility rates are received. The BOS agrees with Lynne and feels they should  
216 submit it now. The Board is signing the Summary of Assessment Data form.  
217 Lynne said she will contact the school as well to see how they are coming on  
218 the tax rate as well.

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### CORRESPONDENCE

Lynne stated she received a letter from Rob on the Conservation Commission looking for an outstanding invoice - she said they were waiting on developer to bring the pria account up to date. A check has been submitted to pay all of the outstanding items at this point.

### LIAISON REPORT

Selectman Brown said at the last meeting Joseph McKinnon came to speak and spoke of a program that Easter Seals offers in regards to responding to a call that involves an autistic or ADHD child. This was talked about with the Police and Fire departments and they are both interested in hearing more about the program. Chief Gordon said he would be interested but would like to see an outline of the program before deciding. Selectman Nicolaisen suggested that Chief Tapley talk to Chief Gordon to see how it went in Hampstead. Selectman Brown said he will follow up again with Chief Gordon.

Selectman Tombarello again wanted to thank the Highway Department, Police and Fire for making the Town feel safe throughout the storm.

**Motion by** Selectman Tombarello to go into non public under RSA 91A:3II ( c ) reputation and (a) employee matters.

Second by Selectman Brown.

**Roll Call** votes, Selectman Brown yes, Selectman Nicolaisen yes, Selectman Tombarello yes, Selectman Devine yes.

While in non public session the decision was made to increase the janitorial hours from 25 to 30 hours per week.

Also while in non public session the non public minutes were sealed.

Motion by Selectman Tombarello to adjourn.

Second by Selectman Brown.

**In favor** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello and Selectman Devine.

**Motion passes unanimously.**

264 Meeting adjourned at 9:05  
265 Respectfully submitted  
266 Sue Reynolds