

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: September 26, 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 Vice Chairman Selectman Brown called the meeting to order at 7:00pm.

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13 **Members Present:** Selectman Tombarello, Selectman Devine and Selectman
14 Brown, Selectwoman Copp

15 **Office Manager:** Lynne Blaisdell

16 **Recording Secretary:** Sue Reynolds

17 **Not Present:** Chairman Nicolaisen

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19 The meeting was opened with the Pledge of Allegiance.

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23 **Public Comment**

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25 Mark Traeger from Conservation Commission stated that the Conservation
26 Commission and the Boy Scouts are holding their Annual Fall Festival on
27 Saturday, October 22, 2011, beginning with a 2 hour bike race at 9am and the
28 Fall Festival will be from 10 – 2 with a band, games for kids, etc. He also said
29 at 5pm the Boy Scouts will hold their 3rd Annual Spooky Walk and he
30 encourages the public to come. Mark also mentions the Exeter River clean up
31 on October 1st and the meeting place will be at the library at 9am.

33 **7:15 Review of 2012 Budget Proposals for Planning Board**

34 This budget is being presented by Mark Traeger. Selectman Brown asked for
35 a mission statement and Mark said the Planning Board is governed by RSA
36 674.1 and the condensed version is they are primarily concerned with Land
37 Use within the Town. He said they also have a master plan which is used for
38 the foundation of all of the zoning in the Town. There is a subcommittee that
39 is in the process of updating the Master Plan. He stated this year (2011) they
40 took \$1,600.00 from last year's budget and turned it into \$8,000.00 for a total
41 of \$9,600.00 by way of a grant and this year they took \$1,000.00 and turned it
42 into \$2,000.00. He said they took on a new recording secretary, as Betty will
43 be working in the office during the day and Andrea will be doing the meeting
44 minutes. He also said that for next year they will be working on a Storm
45 Water Management and Erosion Control which will be permit based for
46 individual house lots. Selectman Brown asked how they got the \$1,600.00
47 from last year instead of it going back to the General Fund. Mark said the BOS
48 encumbered it for them from the bottom line. Mark said they had a contract
49 with Rockingham Planning Commission and that money was not used.

50 Selectman Tombarello asked why the revenue was so low, and Mark said due
51 to the economy and so far this year they have brought in \$3,700.00 so he is
52 figuring they will bring in about \$4,000.00 for next year. Mark also stated
53 lines Mileage, Payroll and Education were reduced, but they did increase the
54 Grant Application line as the grants they are applying for are matching grants,
55 so if they had \$2,000.00 in that line last year they could have received more
56 money in grants. Selectwoman Copp asked how come the grant money hasn't
57 been used yet this year and Mark said he just got the verbal approval and it
58 will be coming out of his budget soon. Selectwoman Copp also asked about
59 the recording secretary and how often the Planning Board meets. Mark said
60 they meet twice a month from about 7-10 and the transcription as well.

61 Selectman Brown asked about the Copying line not being used. Lynne said
62 under the Executive Budget there is a contract and the money is taken from
63 each department at the end of the year to help offset the cost of the contract.
64 Selectman Tombarello asked about the salary increase for the recording
65 secretary and the planning board aide. Mark said it is a merit based raise and
66 the raises are reflected on the paperwork correctly.

67 **Motion by** Selectman Tombarello for the Planning Board Account 4191.1 with
68 Gross Expenses of \$33,429.00, Revenue of \$4,000.00 and Net Expenses of
69 \$29,429.00 be recommended by the BOS.

70 **Seconded by** Selectwoman Copp.

71 ***In Favor***, Selectwoman Copp, Selectman Brown, Selectman Tombarello,
72 Selectman Devine.
73 ***Motion passes unanimously.***
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76 **CORRESPONDANCE**
77

78 **NH Association of Assessing Officials**

79 Lynne said there is a 2012 Election Ballot enclosed for officers and directors
80 of the NH Association of Assessing Officials and the BOS have the right to vote
81 on them and return the ballot. Lynne said the deadline for returning the ballot
82 is October 18. The Board agreed they are not going to vote.
83

84 **Public Hearing from LGC**

85 Lynne said there are two upcoming public hearings for Property-Liability
86 Trust and Health Trust coverages. The date is October 5, 2011 at 10am and
87 6:30 pm. Lynne said if anyone is interested in attending to let her know so she
88 can respond to them.
89

90 **Architectural Fireplaces**

91 Lynne explains that a request was received from Architectural Fireplaces
92 looking for a refund of \$30.00 on a permit that should not have been pulled.
93 Lynne states that with propane and gas fireplaces there are many variables as
94 far as how they are vented. Lynne said in the past 2 weeks they have better
95 information from the inspectors and this shouldn't happen again but she feels
96 the permit should be refunded. Lynne said the Fire Chief did go out an inspect
97 what done because the work was done, but the Town didn't pay a separate fee
98 for him to do that, it is included in his regular salary to do so. Selectman
99 Tombarello asked if the Plumbing Inspector went out to inspect it and Lynne
100 said yes, but that was for the gas permit that was pulled.

101 ***Motion by*** Selectman Tombarello to reimburse Architectural Fireplaces
102 \$30.00 for lot 3 17 Phillips Pond Rd. for the chimney permit that wasn't
103 needed.

104 ***Seconded by*** Selectman Brown.

105 ***In Favor***, Selectwoman Copp, Selectman Brown, Selectman Tombarello,
106 Selectman Devine.

107 ***Motion passes unanimously.***

108 Lynne stated that she hopes the homeowner will be refunded by Architectural
109 Fireplaces as well.

110 **NH Community Development Finance Authority**

111 Lynne said this is another opportunity for planning grants and the deadline is
112 Monday, October 31st. She said that she forwarded this information to the
113 Planning Board as well. Lynne said she doesn't have a lot of information on it
114 and if the BOS want her to call and get more she would be happy to. She
115 thinks it is in regards to building low to moderate housing.

116

117 **NH Department of Safety**

118 Lynne said this doesn't really have to do with Sandown, but she wanted to
119 share it with the BOS. This is from FEMA looking for information on public
120 assistance in regards to Hurricane Irene. Lynne said Sandown did not have
121 any damage in regards to this. Selectman Devine said what about the tree
122 damage and Lynne said not a significant amount.

123

124

125 **7:30 Sandown Elderly Affairs Charitable Group to discuss status of the**
126 **program.**

127 This is being presented by Nelson Rheume and Linda Gauvin. Selectman
128 Rheume reviewed addressed the concerns that the BOS had at a previous
129 meeting. Selectman Rheume stated that a Public Hearing will happen after
130 more information is established and approval is given by the BOS. Selectman
131 Rheume stated all volunteers will need to complete a volunteer application, a
132 criminal background check form, a driving record form, references and also
133 provider a copy of their driver's license and insurance certificate of coverage.
134 Selectwoman Copp asks if any of the potential volunteers submitted any of the
135 above mentioned paperwork. Nelson Rheame said not yet and they are also
136 waiting for approval from the BOS before they hold an orientation and
137 training session as well. Selectwoman Copp asked why not put it as a warrant
138 article and get the approval of the residents of the Town like the way they did
139 with OHD. Nelson said it will be a lot quicker to get the BOS approval now
140 rather than waiting until the next Town Meeting in March and he also said the
141 residents need help now. Selectman Brown said the Public Hearing should
142 come before the BOS make a decision to approve this. Lynne Blaisdell said
143 Public Hearings tend to be for informational purposes with an opportunity for
144 the public to come and comment on the Committee. Selectwoman Copp said it
145 was her understanding that a Public Hearing was going to take place and have
146 the disabled and seniors in and ask them what their needs are. Lynne said
147 that is incorrect and volunteers were going to go to the senior events and poll
148 them there. Selectwoman Copp disagrees and would like to go back to the

149 minutes of that meeting to see how it was proposed. Selectman Tombarello
150 said OHD was asking for money in their warrant article and asked Nelson if
151 this committee would be looking for money and Nelson said no. In regards to
152 the insurance coverage for the drivers, Nelson said he met with Tom Dunn
153 and Wynette DeGroot at LGC and they said the driver is covered through the
154 Town's policy with LGC for liability only. They will cover up to \$500.00 for
155 physical damage to the vehicle and \$10,000.00 for medical expenses. The
156 volunteer's personal insurance will become the secondary insurance to cover
157 anything not covered by the LGC policy. This policy does not cover any
158 passenger in the vehicle. Selectman Devine asked if the passenger is not
159 covered then who is. Nelson said the driver is covered and the vehicle is
160 covered and also the Town liability is covered. Nelson said in regards to
161 where the driving records will be stored, they will be stored at the Police
162 Department in a filing cabinet. They are not sure at this time who will
163 specifically be responsible for maintaining these records. Nelson said in
164 regards to phone availability and who will the driver call if there is a problem,
165 the Committee is looking into a software that will automatically dial a
166 designated persons cell phone or home phone. Selectwoman Copp said from
167 experience with driving for Community Care Givers it is extremely important
168 that the driver be able to contact a person by phone in case there is a problem
169 with the resident or if a situation arises. Nelson said the Committee is no
170 longer pursuing loaner equipment at it is not recommended by LGC . Nelson
171 said this is committee is not looking to replace CCGD in any way, they are
172 trying to work together to provide transportation services to the senior and
173 disabled residents. He also said this committee will continue to recommend
174 that the Town continues to give \$2,000.00 each year to CCGD. Selectwoman
175 Copp said that CCGD has 30-35 volunteers from Sandown that drive for them
176 and it's in the minutes from a previous meeting. In regards to a van for this
177 committee Nelson said any vehicle needs to be accepted by the BOS in order
178 to be used by the program. LGC said it would be placed on the schedule of
179 property and billed at the usual yearly amount that all other vehicles are
180 billed at (approximately \$450.00 /yr). Selectman Brown asks if Sandown
181 residents are receiving transportation now and Nelson said there are people
182 on the list that are not receiving transportation. Selectman Brown is
183 concerned that Selectwoman Copp said there are 30 - 35 people ready to
184 drive why aren't they getting the services. Lynne said CCGD does an initial
185 intake with a resident and they assess what their needs are, and how often
186 they need to be taken and where. They also meet with the volunteers as well
187 as the person needing the services so they get a good match. She said they

188 also make sure the resident's needs as a whole are met. So if a resident needs
189 3 days of transportation CCGD won't provide any transportation until all 3
190 days are covered. Lynne said this process does take some time and the new
191 Committee would be able to fill in that gap and just do a trip or two if needed.
192 Selectman Brown asked if the same process will take place and wouldn't want
193 to see a resident without a ride. Nelson said he doesn't see that happening
194 and it shouldn't take that long to get the residents the transportation they
195 need. Selectwoman Copp said the reason it takes longer from CCGD is they do
196 interview the patient but it is also for the protection of the driver and they
197 have the patient meet the driver before the driver actually goes anywhere
198 with the patient. Selectman Tombarello asked about the status of the van and
199 Nelson said he has put that on hold until the BOS are ready to accept it.
200 Selectwoman Copp said since no money is being requested by the Town from
201 the Committee how would they fund the van if the committee received it.
202 Nelson said the van would become Town property and it would be treated like
203 any other Town vehicle. Selectwoman Copp feels a budget is needed for this
204 new committee for the vehicle expense and phones, etc and feels it should be
205 voted on by the residents instead of the BOS making that decision. Nelson
206 disagrees with this and said he would go before the voters to put donated
207 money into a trust fund but at this time there is not money needed to run this
208 committee. Again Nelson said this committee is not requesting any money
209 from the Town as they are looking to receive donations or grants and this is
210 their plan and they are going to stick to it. Lynne said if someone gave a
211 donation to a Town committee then an inside Trust Fund can be created and
212 the expenditures have to be very specific in the creation of the fund.
213 Selectwoman Copp asked about the phone and Lynne said the committee is
214 looking into software through the interned and it is free of charge. Selectman
215 Tombarello asked Nelson what he is looking for from the BOS and Nelson said
216 they are looking for approval of the new committee. Selectman Tombarello
217 said he spoke to Chairman Nicolaisen in regards to the agenda this evening
218 and Chairman Nicolaisen said he is absolutely in favor of this committee.
219 Selectman Brown asked if the committee is approved do they see themselves
220 coming before the Town in March looking for money to help fund it and
221 Nelson said no. Lynne said if the BOS approve this, hopefully some of the
222 donations that are made should fund some of the expenses like copying, office
223 supplies, etc. She said there is money appropriated separately under the
224 Town's Property and Liability Insurance, a separate budget is not needed but
225 the insurance will increase a little bit. She feels that no additional money is
226 needed at this point for the committee. Selectman Brown asked Nelson why

227 the Committee can't wait until March and put it before the residents of the
228 Town. Nelson stated people need the help now and he doesn't feel they
229 should wait until March to get it going. Selectwoman Copp said there are 2
230 other companies in Town that are fulfilling the needs right now and she feels
231 it should be put in a warrant article and it can be included in the Town budget
232 under contributions, like SAD café. Selectman Devine doesn't agree, and he
233 states this is how people work and a committee is looking for permission to
234 move forward to help people in the Town and he feels the BOS should approve
235 this committee with no expense to the residents. Selectman Tombarello said
236 he is concerned that Selectwoman Copp said everyone is being taken care of
237 and Nelson is saying they aren't. He is concerned that a resident with a
238 medical need isn't being taken care of. Linda said it took a long time for a
239 resident to get the rides for the dialysis and this person was on the list for a
240 few months. She also said people are still on the list that have been on the list
241 for several months and they are matching up the residents for rides, house
242 cleaning, etc. She said they are not just matching up for rides. Nelson said the
243 committee came before the BOS previously and came in good faith and he
244 feels the committee has done everything the BOS have asked and is looking for
245 the BOS approval. He said if the BOS wanted it to go before the residents on
246 the ballot in March then they should have told the committee that at the first
247 meeting. He feels like the Committee went through all the research for
248 nothing if the BOS don't approve the Committee. Selectman Brown said
249 Nelson should not have assumed that the BOS would approve the committee
250 just because they did what they were asked to do as other committees have
251 come before the BOS and they have been turned down. Tina Owens from the
252 public suggests that the BOS approve the Committee with a contingency that
253 they cannot put forth a budget until a certain period of time. Selectwoman
254 Copp said that money is not the only concern. She said she is also concerned
255 for the safety of the volunteer and the patient as well. She also stated that
256 from the first meeting she has felt it should go before the residents on a ballot
257 in March. Selectman Brown asked for a consensus of the Board in regards to
258 allowing the Committee to move forward. Selectman Devine is for it,
259 Selectman Tombarello is for it but he feels that if the Committee did come to
260 the residents for money they would have the opportunity to say no.
261 Selectwoman Copp said she is completely against it. Selectman Brown said he
262 is in favor of it as well and he is asking the Committee to come back before the
263 BOS in about a month to update them on how they are doing with how many
264 people have been served and how many volunteers they have. He said this is
265 all temporary and they can at least get their volunteers in order and trained.

266 Lynne said 1 month won't be enough time as they have to do orientation and
267 trainings, but in 3 months they can report back to the BOS. Selectwoman Copp
268 suggested that the drivers go through the training and fill out all of the
269 appropriate forms and then start the driving and report to the BOS 3 months
270 from then and give them an update. Selectman Brown said nobody can be
271 driven until that has all been completed. Nelson said that is correct.
272 Selectman Brown asked the Committee to come before the BOS the first
273 Monday in December with an update.

274 **Motion by** Selectman Tombarello to accept the Sandown Elderly Affairs
275 Charitable Group Committee as a Town Committee.

276 **Seconded by** Selectman Devine.

277 Selectwoman Copp said with that type of a motion she hopes the BOS is
278 prepared to take on liability with the Town. Selectman Brown said no one is
279 going to get a ride until all paperwork and training is completed. Nelson again
280 said that is correct.

281 **Motion by** Selectman Tombarello to accept the Sandown Elderly Affairs
282 Charitable Group Committee as a Town Committee pending the first Monday
283 of December when the Committee comes before the BOS and all training done
284 and anyone has driven.

285 **Seconded by** Selectman Devine

286 **In Favor** Selectman Brown, Selectman Tombarello, Selectman Devine.

287 **Opposed** Selectwoman Copp.

288 **Motion passes 3-1**

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291 **7:45 Paul vonSacken from Hunt Pond Road with excessive noise and** 292 **disturbances**

293 Presenting this is issue Paul vonSacken and Lee Dube. Paul said he is here
294 tonight to address a noise issue in his neighborhood on Hunt Pond Road and
295 Range Way. Paul explains that the issue is gun fire. He brought many
296 different items from the woods for the BOS to see, such as a blown up propane
297 bottle, a gatorade bottle wrapped in aluminum foil and duck tape (which is
298 known as the "works bomb") and also many different bullet shells. He and
299 residents are very concerned as this is very dangerous and also very loud for
300 hours on end. They are here this evening looking for a plan from the BOS to
301 address the issue. He said this has been a big problem since the roads have
302 been in to the recreation building. Gary Bridson Hunt Pond resident said car
303 loads from out of state have been coming in as well. Tina Ownen said she is
304 afraid to walk in that area during certain times of the day and she also said the

305 noise continues for 6 hours on Saturday's. Chief Gordon spoke and said that
306 he spoke to Bob Villella, the property owner and he said that he is willing to
307 post his property with no trespassing signs. Chief Gordon said the posting will
308 be at the entry ways of the property from Hunt Pond and Pheasant Run. Paul
309 said atv's are not an issue and Chief Gordon said if you take care of the big
310 issues you need to take care of all of the issues. Lee Dube said he and the
311 residents appreciate the officers coming down as soon as they are called.
312 Sharon Bridson a Hunt Pond resident asked if they still be able to walk on the
313 property and Chief Gordon said they will have to get permission from the land
314 owner. Christopher True a Hunt Pond said that Bob Villella doesn't own the
315 property on the power lines and Chief Gordon said yes he does and PSNH has
316 to get permission from Bob Villella to put the power lines on his property.
317 Gerry Hopkins a Hunt Pond area resident asked how to get in touch with Mr.
318 Villella. Lynne said his address is public record and they can write to him for
319 permission. Chief Gordon said he is concerned in regards to Range Way and
320 the new development behind there and Fred T. Dailey a Range Way resident
321 said there are people setting up in the field directly across from his neighbor
322 and off to an angle from him. Chief Gordon said even if they are out there for
323 10 minutes he asked the residents to notify the Police Department and they
324 will respond.

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328 **NEW BUSINESS**

329 **Review of 2012 Budget Proposals for Executive, Government Buildings,** 330 **Insurance and Community Assistance**

331 Lynne said she included the budget worksheets to be filled out and she also
332 said there are several lines that can be discussed and there are some that will
333 need to be discussed at a later date.

334 **Executive Budget 4130.0**

335 Selectman Devine asked the Ads line and Lynne said it is for employment
336 opportunities, public hearing notices, special meetings. The Board agrees to
337 keep the Ads line at \$500.00. Selectman Devine asked if the BOS go out to bid
338 for this and Lynne said they have done it in the past but not for the past few
339 years. Selectman Devine asked to go out to bid for this. The consensus of the
340 Board is to go out to bid for this except for Selectwoman Copp and she feels
341 that the cheapest bid isn't always the best and the company the Town has now
342 is a proven company. Selectman Brown suggests to put it out to bid and see
343 what comes back. Lynne asked for a liaison for her in the bidding and RFP

344 process so she has someone to talk about it with. Selectman Brown offered to
345 do that. Selectwoman Copp asked if the RFP will have the amount in it and
346 Lynne not for this bid. Lynne said in regards to the Computer Support line she
347 had emailed department heads for input on the computer support needs,
348 opinions, etc as the computer support contract is coming to an end and she
349 said she didn't hear back from 1 person. She asks the Board if they want her
350 to go out to bid for this. She also states that the bidding process is very time
351 consuming and asks the BOS if they are not planning on changing vendors for
352 certain things to take that into consideration before asking her to do the
353 bidding process. Lynne said that she doesn't mind doing it, but it can be very
354 time consuming. Selectman Brown said the BOS owe it to the Town's people
355 to go out to bid just like all the other departments are asked to do. Lynne said
356 she agrees, but if the Board has no intention in putting \$25,000.00 into a voice
357 over IP system, then she would rather not go out to bid on it until the BOS are
358 ready to invest that kind of money. Selectman Brown asks how long the Town
359 has been using this company and Lynne said about 6 years. Selectman Brown
360 said as long as there are no issues and they are doing a good job then let's
361 keep them. Selectwoman Copp said she is concerned as to why they are going
362 out to bid for the Auditors and not the Computer Support. Selectman
363 Tombarello said if they do it for one they should do it for all. Selectman
364 Brown asks to hold off until next week for the Auditors and the Computer
365 Support line. Selectman Brown said they haven't spent any money from the
366 Consulting line. Lynne said it was a line created a few years ago and she feels
367 it should be in there but it can be lowered. The Board agreed to drop the
368 Consulting line to \$100.00. Lynne suggested using the money in that line to
369 pay for part of the bill from Hampstead Consultants. The Board agreed to
370 lower the Flowers line to \$250.00. The Board agreed to leave the Legal line as
371 it is as there are still a number of items to be discussed with legal this year.
372 Lynne feels it should remain the same. Lynne states the Mileage line is for the
373 BOS if they go to seminars and for Lynne going to seminars too, the Board
374 agrees to leave it at \$500.00. Lynne said the Postage line is for everything that
375 gets mailed from Town Hall including tax bills, notices, mailing, etc. The
376 Board agrees to leave it at \$9,000.00 again this year. For the Survey Town
377 Properties, Lynne said this is in regards to the fence issue on Main Street.
378 Lynne said no money has been expended in regards to surveying property and
379 feels this can be lowered. Selectman Brown suggests to leave \$1.00 in the line
380 to keep it open. The Seminars line will be left at \$300.00. Lynne said the
381 Services (Deeds) line is if the office needs to access the website and print
382 property information from the website. The cost is \$1.00 per property

383 printed. The Board agreed to leave it at \$150.00. The Board also agreed to
384 leave the Supply line at \$3,400.00. Lynne said she still has a large order to
385 place for paper and other supplies for the office. Lynne said for the Tax Maps
386 line she is going out to bid for this as the owner of the company they are using
387 now retired and the service is not what it used to be. She is going to see what
388 else is out there. The Board agreed to hold off on an amount for this line until
389 the bids come back. The Board agreed to keep the Telephone line at
390 \$3,000.00. Lynne suggested to keep the Town Report line as it is for now, she
391 said they are thinking of reducing the number of copies ordered as there are
392 325 left over from last year. She said they are looking to order about 750
393 copies this year. The Board agrees to leave this line as is until bids come in.
394 Website Maintenance, Lynne said it is the annual fee to have the web posting
395 and there is an online back up for \$60.00 per month, which is also included in
396 this line item. Lynne said she is comfortable with leaving the amount as is for
397 now, but she has questions on the updating of the software. Selectman Devine
398 asked about the Revenue line. Lynne said the revenue is a lot less now that
399 the property cards can be accessed on line. She suggests cutting the Revenue
400 line in half to \$1,000.00. Selectman Brown stated the lines that no decision
401 was made on tonight were the Auditor's, Computer Support, Tax Maps, Town
402 Report and Payroll. Selectman Brown also offered to put together the budget
403 worksheets along with the help of the Chairman and he will have it done for
404 next week for the BOS to review.

405

406 **Government Building 4194.0**

407 Selectman Brown asks Lynne if she is comfortable with \$15,000.00 for the
408 Electricity line and she said yes. Lynne said the Equipment Maint/Purchase
409 line and the Maintenance Building line can be skipped over for now as she is
410 in the bidding process for items on both lines. Selectwoman Copp said she
411 was speaking to Chief Tapley and he has 4 doors that need to be replaced and
412 she wasn't sure if it came under the Gov't. Buildings budget. She also said the
413 Fire Station is in desperate need of power washing too. Lynne said she will
414 look into getting quotes from 2 local companies for the power washing and
415 she will also look into quotes for the 4 doors. Lynne said she was also given a
416 quote from the Fire Department for changing the balis and bulbs at the Angle
417 Pond Fire Station and it was \$650.00. Lynne said she created a spreadsheet
418 for the Board with potential items to be addressed and she would like to add
419 this to that list and it can be reviewed as we get closer to getting it done.
420 Lynne said she received a letter from the Library as well with some building
421 maintenance needs as well. She said they would like to upgrade the

422 landscaping around the building to change the appearance, staining the
423 emergency exit stairs, and the bulkhead out back is rotting and needs to be
424 fixed, and some drain pipes from the roof need to be replaced and the painting
425 of the railings need to be completed. Lynne said the library is getting quotes
426 on the landscaping and the rest of the work can be done by the custodian and
427 only supplies will be needed. Lynne said the Library septic was pumped this
428 year and there was no indication that they were in need of a new system. The
429 Board agreed to leave the Gas (propane) line at \$5,900.00. Selectman Devine
430 asked about the insulation and Selectman Tombarello said that Bruce
431 Cleveland and Doug Martin are going to meet to see if thermostats and
432 insulation can be put it to cut costs on the heat. Selectman Brown asked if
433 enough money is budgeted for the Oil line. Lynne suggests leaving it as is for
434 now and they can address it at a later date. Selectwoman Copp had questions
435 on the Payroll line and asks if the hours of the custodian will be dropped to 34
436 hours.

437 **Motion by** Selectwoman Copp to reduce the custodial hours to 34 from 40 per
438 week.

439 **Seconded by** Selectman Tombarello for discussion.

440 Selectman Tombarello said he is nervous to lower the hours and have to go
441 back to warrant article to increase it. Selectwoman Copp said the warrant
442 article said the custodian can go up to 40 hours per week so it wouldn't have
443 to go back to warrant to increase it again in the future if it is lowered now.
444 Lynne said the position has already had the hours reduced and she has
445 already done the research in regards to this and she said she will give the
446 Board copies of the paperwork for them to look at.

447 **In Favor** Selectwoman Copp.

448 **Opposed** Selectman Brown, Selectman Tombarello, Selectman Devine.

449 **Motion fails 1-3-0.**

450 Lynne said the 13 weeks should be at \$13.25 and the 39 weeks should be at
451 \$13.38 so the new 13 week figure is \$6,890.00 and the new 39 week figure is
452 \$20,872.80 for a total payroll line of \$27,762.80.

453 The Board agreed to keep the Supplies line at \$4,200.00. Selectman Devine
454 asked about having a phone at the depot and Lynne said a previous Board felt
455 there should be a phone there. Selectwoman Copp said she thought there was
456 talk about shutting down the depot for a period of time and wondered if the
457 phone can be shut off during that time. Lynne said she will look into it with
458 the phone company. The Board agreed to leave the \$462.00 there for now and
459 they will review it later. The Board agreed the New Recreation Building
460 Expenses line can be removed from this budget. Lynne said she received a

461 letter from ADT with an increase of \$2.99 per month but she will look into it
462 further and that line can be adjusted at a later date. The Board agreed to leave
463 that line blank for now. Town Building Inspection fee, Lynne said the
464 inspector still needs to be paid for inspecting the building. Selectman Brown
465 stated the lines that were left blank for now and they are the
466 Maintenance/Purchase, Maintenance/Buildings and Alarm Systems. Lynne
467 asked about the Revenue line as the Town Hall is being rented out less. The
468 Board agreed to leave it as is for now but they will look at it as it gets closer to
469 the end of the year.

470 Lynne said she has 2 maintenance items to discuss with the Board. The Police
471 Department asked for Lynne to get quotes on painting the inside, she said she
472 will get a quote on the paint and it may be something the custodian can do.
473 The Board agreed to have Lynne get prices for the paint. Lynne also said the
474 carpet in the Police Department needs to be replaced as well. Again the Board
475 agrees for Lynne to get pricing on the carpet. Lynne said the carpet in the BOS
476 office was cleaned and it looks fantastic and thanks them for having it cleaned.
477 Lynne also stated there is a list of outstanding projects on a spreadsheet in the
478 packets this evening. She said there are 2011 items and she will add more
479 items for 2012. Lynne did ask if she can purchase a new air conditioner
480 downstairs with some of the money that has not yet been spent and the Board
481 agreed to allow her to purchase it for \$500.00.

482

483 **Insurance Account 4196.0**

484 Lynne said the handwritten amounts are recommendations from the Finance
485 Director as she looked into these areas. Selectman Brown asked if anyone had
486 any questions on this budget and there were none.

487

488

489

490 Selectwoman Copp told the Board she will ask the Budget Committee which
491 budgets they want the budget worksheets for as some of these budgets don't
492 really need one.

493

494 The Community Assistance budget will not be reviewed this evening.

495

496 The Board discussed the Annual Report and they talked about having a
497 dedication page for Hazel Marlow and Fireman Harold Frey. They also talked
498 about having a Town seal and Lynne said even if they don't have one for the

499 Town Report it would be good to begin to design one for office use such as
500 letterhead etc.

501

502

503

OLD BUSINESS

504

505 **Review of letter and paperwork from resident, Mr. Beaulieu's right of**
506 **way concerns.**

507 Lynne said this gentleman submitted a letter to the BOS asking for a meeting
508 in regards to his right of way on his property. Lynne asked the BOS to review
509 the letter and the Board did and feels that they are not going to get involved as
510 this is a civil matter. Lynne said she thinks this is another access that he is
511 talking about but feels that it is a resident issue. Selectman Brown said he
512 sympathizes with the resident but the BOS can't get involved. The Board
513 asked Lynne to send a letter to the resident stating the Board's decision.

514

515

516 **Review of the Finance Director Account payroll line item**

517 Lynne stated in regards to the Finance Director's 2% increase the payroll
518 should reflect such. The payroll should be changed to \$49,180.00.

519 **Motion by** Selectman Tombarello for the Finance Directors Account with
520 Gross Expenses of \$50,375.00, Revenue of \$0.00 and Net Expenses of
521 \$50,375.00 be recommended by the BOS.

522 **Seconded by** Selectman Devine.

523 **In Favor** Selectwoman Copp, Selectman Brown, Selectman Tombarello,
524 Selectman Devine.

525 **Motion passes unanimously.**

526

527

528

529

LIAISON REPORT

530 Selectwoman Copp thanked the volunteers the put the roof over the tanks at
531 the Fire Station. Selectman Devine commented on going to the workshop
532 from LGC and had a good time. He also said the sign for the landscaper is at
533 Town Hall to be put up.

534

535

536 The consensus of the Board is to do the evaluations next week at 6pm prior to
537 the scheduled meeting.

538 Selectman Brown announces that this is the end of the public session of the
539 meeting and the Board will be going into a non meeting to discuss Police
540 Union Negotiations.

541

542 ***Selectman Brown said the meeting is adjourned at 10:05pm***

543

544

545

546 Respectfully submitted

547 Sue Reynolds