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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, October 3, 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), and Cynthia J. Robinson, Recording Secretary

Absent:

Late to arrive: Lynne Blaisdell, Office Manager - 7:00 P.M. and James Devine (Devine) – 7:30 P.M.

Call to Order: Chairman Nicolaisen called the meeting to order at 6:15 P.M.

Pledge of Allegiance

Non-Public Session under RSA 91-A:3 II (a) Employee Matters Conduct employee evaluations

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

Review of minutes of previous meetings

- Board members reviewed the Minutes of September 19, 2011. Selectwoman Copp stated in line 140 the Gross Expenses should read \$48,605.29 and in line 157 it should read "...looked into getting the toner paid for by the state for the state computer". Selectman Brown questioned the spelling of the name in line 106. The correct spelling is "Piccirilli". **MOTION:** Selectman Tombarello moved to accept the Minutes of September 19, 2011 as amended. Selectman Brown seconded. Motion passed unanimously.

44 **Public Comment**

- 45
- 46 • There was no public comment.
- 47

48 **Appointments**

49

50 **Mr. Salvatore Genualdo**

51 **Discussion regarding naming of pond on property located at 45 Main Street**

- 52
- 53 • Salvatore Genualdo was unable to make this meeting. Ms. Blaisdell noted the
54 letter Mr. Genualdo sent to the Board requesting the Board's support to get the
55 pond on his property named. Board support is needed in order for Senator Jack
56 Barnes to sponsor a bill requesting this pond be named. Consensus of the
57 Board is to provide Mr. Genualdo with a letter of support. Ms. Blaisdell will draft
58 a letter.
- 59

60 **New Business**

61

62 **Review request for reappointment to Cable TV Board**

- 63
- 64 • Sandra Graves sent a letter to the Selectmen requesting she be reappointed to
65 the Cable Access Board noting her attendance at the meetings will be via Skype
66 as she lives in Las Vegas but still owns her house in Sandown. The Board
67 discussed having a member participate in a meeting via Skype, the possible
68 problems that could arise and the length of her term [2015]. Chairman
69 Nicolaisen would like to put effort into finding local volunteers. Selectman Brown
70 is not in support of this practice. Selectman Tombarello would support her being
71 a member until 2012. **MOTION:** Selectman Tombarello moved to appoint the
72 following individuals and their term to the Cable Access Board: Brenda Copp
73 March 2014, Sue Godin March 2014, Keith Clark March 2013 and Sandra
74 Graves March 2012. Selectman Brown seconded. Motion passed unanimously.
- 75

76 **Old Business**

77

78 **Review 2012 Budget Summary Worksheet drafts for Executive, Government**
79 **Building, Insurance and Community Assistance**

- 80
- 81 • Selectwoman Copp explained that the Budget Committee only wants information
82 on Executive, Government Building, and Community Assistance. They
83 Committee would like information on Community Assistance but Selectwoman
84 Copp explained to them that this information was confidential. Ms. Blaisdell
85 stated she could give the totals as far as applications. Selectman Brown
86 volunteered to complete the Summary Worksheet for Executive and Government
87 Building.

88 **Re-bidding for Audit Company**

- 89
- 90 • Selectman Brown asked Board members if it was necessary to re-bid for an
91 auditing company given all that is involved with the process. Selectman Brown
92 reminded Board members that in the past the Board has over ridden the bid
93 policy for certain things. Selectman Brown went on to say for professional
94 services even if the bid came in low, if the Board was comfortable with the
95 company and there were no problems he feels going out to bid could create
96 problems. Selectwoman Copp is opposed to putting the auditing company out to
97 bid based on the complexity of their service and the time it would take to get a
98 new company familiar with the Town. Selectman Tombarello asked if the
99 auditor’s rate is going up. Ms. Blaisdell stated they have not submitted a rate for
100 next year. Chairman Nicolaisen feels it is important to follow the bid policy
101 especially where the Board makes other departments put items out to bid.

102
103 Selectwoman Copp feels it will take a lot of time on the part of the office staff
104 from the standpoint of working up the RFP and training new people for what she
105 feels will be limited savings. Chairman Nicolaisen stated how would the Board
106 know whether there were any savings or not if other bids aren’t obtained.
107 Selectman Tombarello supports not going out to bid.

108
109 Selectman Devine arrived at this time - 7:30 P.M.

110
111 Selectman Brown expressed concern about how the public will perceive the
112 Board not following their own policy. Selectman Devine supports going out to bid
113 for the auditor and offered to help with the RFP. Majority of the Board supports
114 going out to bid for the auditor [Brown, Nicolaisen and Devine for going out to bid
115 and Copp and Tombarello against going out to bid].

116
117 **Fire Station power wash**

- 118
- 119 • Ms. Blaisdell met with the Fire Department personnel regarding the power
120 washing of the building. Ms. Blaisdell obtained quotes of \$300.00 for the Fire
121 and Police Station and \$75.00 for the Angle Pond Fire Station.

122
123 **Appointments** (cont)

124
125 **Sgt. Scott Wood, Chief Wilfred Tapley and Andrew Higham**
126 **Discussion regarding proposed house numbering project**

- 127
128
- 129 • Sgt. Scott Wood and Andrew Higham were present for the discussion. Sgt.
130 Wood provided the Board with a copy of Chester’s House Numbering Ordinance.
131 Sgt. Wood recapped an earlier discussion where he requested the Town go with

132 reflective house numbers for emergency purposes. Sgt. Wood noted how the
133 cost of instituting this program is of concern to the Board but he has found out
134 grants [50/50] are available although the Town's emergency operation plan will
135 have to be updated before they can apply. Sgt. Scott gave examples of incidents
136 involving the Police Department where house numbers would have helped.
137 Mr. Higham told of his experience working with the house numbering system in
138 Chester, which is utilized by the Police, Fire and Highway Departments.

139
140 Selectwoman Copp stated she spoke with Chester Police and Fire Departments
141 about their experience with the house numbers and they are making a couple
142 changes. Selectwoman Copp also stated that Chief Tapley wanted the warrant
143 article for the house numbers not be submitted. Selectwoman Copp stated that
144 there is already an ordinance requiring houses to be clearly marked with a house
145 number. This ordinance should be enforced. Selectwoman Copp suggested
146 volunteers go house to house informing residents they need to put up a number.
147 Selectwoman Copp stated the Public Works Director does not want to be
148 responsible for replacing the house numbers. Sgt. Wood stated numbers on a
149 house don't help if the house is not visible from the road. Mr. Higham stated it is
150 the consistency and illumination of the numbers that is important.

151
152 Chairman Nicolaisen asked what is involved with updating the Town's
153 emergency operation plan. Sgt. Wood stated that Town departments have to
154 become involved with the update. Ms. Blaisdell stated there are several grants
155 available through Homeland Security. The updating is a two-part process where
156 certain departments will need some training and then the emergency plan will
157 need to be updated. Ms. Blaisdell feels this can be done in house and will need
158 the cooperation of all departments.

159
160 Selectman Brown supports moving forward with this project. Selectmen
161 Tombarello, Devine, Nicolaisen and Copp also support the project. Selectman
162 Brown asked what the action plan is. Ms. Blaisdell stated developing a warrant
163 article and obtaining the cooperation of emergency personnel to update the
164 emergency operations plan. Selectman Tombarello stated he would verify with
165 Chief Tapley whether he supports this project.

166 **Correspondence**

- 167
- 168 • Letter from Department of Environmental Services informing the Town their grant
169 application for used oil collection was granted in the amount of \$2,500.00. Ms.
170 Blaisdell stated this is an annual grant.
 - 171 • Letter from VNA Hospice informing the Town that as of October 1, 2011 they will
172 no longer be offering monthly blood pressure clinics. Anyone wanting to know
173 about other options that are available can call the Selectmen's Office.
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- Letter informing the Board of the settlement of a Workers Compensation claim.
- Letter from Anthem notifying the Town that the current health insurance plan will no longer be offered and other plans are available.
- Letter from Hampstead Area Water Company informing the Town they are filing a petition with the State of NH Public Utilities Commission (PUC) to franchise a limited area in Sandown. They are requesting the Board of Selectmen acknowledge, in writing, to the PUC that Sandown has been notified of this proposed petition. Selectman Devine would like to have legal counsel review the letter from Hampstead Area Water Company. Majority of the Board does not feel legal counsel needs to review the letter and authorized the Chairman to sign the letter.
- Letter from legal counsel updating the Board on the status of a court case. Ms. Blaisdell informed the Board she needs a Non-Public Session at the end of the meeting to discuss this case.
- Ms. Blaisdell stated she received an email from the Department of Revenue Administration asking about whether the impact fees are going to be applied toward the school appropriation this year, as it will have an impact on the tax rate. Ms. Blaisdell stated the Planning Board Assistant was not in today so she couldn't get a spreadsheet of what is available this year. Because this information is needed in order to set the tax rate and the Board won't be meeting for a couple weeks, Ms. Blaisdell asked the Board to hold an extra meeting to discuss this. Ms. Blaisdell will get the spreadsheet from the Planning Board tomorrow. Consensus of the Board is to continue tonight's meeting to Tuesday, October 4, 2011 at 6:00 P.M. in the Town Hall. Ms. Blaisdell will email the spreadsheet to Board members before the meeting,
- The Garden Club would like to donate to the Town; live wreaths to be place on the Town Hall, Recreation Building and Food Pantry. Consensus of the Board is this is acceptable.
- The Lions Club is sponsoring a "white goods" fundraiser that recycles small and large appliances. They would like to hold this event twice a year here at the Town Hall. This year's date is October 22, 2011 possibly October 15, 2011. The dumpster would arrive on October 21, 2011 and be removed by October 24, 2011. Ms. Blaisdell will direct them as to where to locate the dumpster.

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Department Liaison Report

- The Recreation Department’s town wide lawn sale was very successful. Poles that the signs were on can be recycled so please bring them back. Thirty-four families participated.

Non-Public Session under RSA 91A:3 II (e) Litigation

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

MOTION: Selectman Brown moved to continue tonight’s public meeting to Tuesday, October 4, 2011 at 6:00 P.M. in the Town Hall. Selectwoman Copp seconded. Motion passed unanimously.

The Recording Secretary departed at 8:30 P.M.

Respectfully Submitted,

Cynthia J. Robinson
Recording Secretary