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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, October 17, 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), Tom Tombarello (Tombarello), James Devine (Devine) and Cynthia J. Robinson, Recording Secretary

Absent: Stephen Brown (Brown)

Late to arrive: Hans Nicolaisen (Nicolaisen) – 6:51 P.M. and Lynne Blaisdell, Office Manager - 7:00 P.M.

Call to Order: Selectwoman Copp called the meeting to order at 6:10 P.M.

Pledge of Allegiance

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

- **MOTION:** Selectwoman Copp moved to go into Non-Public Session per RSA 91A:3 II (a) Employee Matters. Selectman Tombarello seconded. Roll call: Copp – aye, Tombarello – aye and Devine - Aye. Motion passed unanimously.
- **MOTION:** Selectwoman Copp moved to come out of Non-Public Session. Selectman Tombarello seconded. Motion passed unanimously.
- Selectwoman Copp 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 October 3, 2011. **MOTION:** Selectwoman Copp moved to accept the Minutes of October 3, 2011 as written. Selectman Tombarello seconded. Motion passed unanimously.
- Board members reviewed the Non-Public Minutes of October 3, 2011. **MOTION:** Selectman Tombarello moved to accept the Non-Public Minutes of October 3, 2011 as written. Selectwoman Copp seconded. Motion passed unanimously.

44 **Public Comment**

- 45
- 46 • Deb Brown, Recreation Director announced to the Board and public the
47 Rockingham VNA foot clinic will be discontinued in Sandown due to Medicare
48 budget cuts. There are other sites available and a \$35.00 fee will be charged.
49 Individuals interested in finding another site can contact the Rockingham VNA.

50
51 Upcoming Recreation events are Senior Line Dancing, annual Senior Trip, Kids
52 Halloween Flashlight Hunt, Conservation Commission Fall Festival, Archery
53 Course and Ballroom Dance. Information about these activities can be found on
54 the Recreation website [www.sandown.us] or by calling 887-1872.

55
56 **Appointments**

57
58 **Discussion regarding possible adoption of a stewardship plan for the Old**
59 **Meeting House and adoptions of standards and practices for such**

- 60
- 61 • Paula Gulla was present for this discussion. Ms. Gulla explained to the Board
62 how the LCHIP Grant works. Ms. Gulla stated the Board must adopt the Land
63 Trust Alliance *Standards and Practices*. Ms. Gulla stated her goal tonight is to
64 inform the Board of what this policy is about. Application for the LCHIP Grant
65 requires the Town to develop a stewardship plan and to ultimately adopt the
66 Land Trust Alliance *Standards and Practices*. Ms. Gulla provided the Board with
67 the paperwork giving an overview of the Land Trust. The first page is the
68 requirements for the LCHIP Application. The next section is a synopsis of the
69 main points of the standards and practices of the Land Trust that makes sure the
70 Town sets up standards and practices to assure the Old Meeting House will be
71 preserved for years to come. Ms. Gulla went over the adoption process that
72 includes the review of the 2004 revised Land Trust *Standards and Practices*,
73 conduct a Board meeting to discuss the *Standards and Practices* and then sign a
74 Board resolution stating their adoption then mail the signed Board resolution to
75 the Land Trust Alliance. Also included in the packet was the Land Trust
76 *Standards and Practices* revised 2004. Ms. Gulla will return next week after the
77 Board has had the opportunity to read the information with hopes to adopt this by
78 October 31, 2011.

79
80 **Review of 2012 Budget Proposals for Sanitation Facility, Sanitation Operating,**
81 **Sanitation Site, Recycling, Highway Operating, Highway Facility and Driveway**

- 82
- 83 • Arthur Genuardo, Public Works Director was present for this discussion. Board
84 members reviewed the following accounts;

85
86 Highway Facility Acct. 4311.0 – Approved FY 2011 \$9,905.00, Requested FY
87 2012 \$9,868.00 [-0.37%]. **MOTION:** Selectman Tombarello moved Highway

88 Facility Acct. 4311.0 with Gross Expenses of \$9,868.00, Revenue of \$0 and Net
89 Expenses of \$9,868.00 be recommended by the Board of Selectmen.
90 Selectwoman Copp seconded. Motion passed unanimously.

91
92 Highway Operating Acct. 4312.0 – Approved FY 2011 \$502,628.46, Requested
93 FY 2012 \$514,489.36 [2.36%]. Mr. Genualdo explained how he moved funds
94 around within this account. **MOTION:** Selectman Tombarello moved Highway
95 Operating Acct. 4312.0 with Gross Expenses of \$514,839.36, Revenue of
96 \$350.00 and Net Expenses of \$514,489.36 be recommended by the Board of
97 Selectmen. Selectman Devine seconded. Motion passed unanimously.

98
99 Sanitation Facility Acct. 4321.0 – Approved FY 2011 \$7,169.00, Requested FY
100 2012 \$7,169.00 [0.00%]. **MOTION:** Selectman Tombarello moved Sanitation
101 Facility Acct. 4321.0 with Gross Expenses of \$7,170.00, Revenue of \$1.00 and
102 Net Expenses of \$7,169.00 be recommended by the Board of Selectmen.
103 Selectwoman Copp seconded. Motion passed unanimously.

104
105 Sanitation Operating Acct. 4324.0 – Approved FY 2011 \$335,263.91, Requested
106 FY 2012 \$330,068.70 [-0.78%]. Mr. Genualdo asked to reduce the Propane
107 Tanks line by \$100.00. **MOTION:** Selectwoman Copp moved Sanitation
108 Operation Acct. 4324.0 with Gross Expenses of \$344,968.70, Revenue of
109 \$15,000.00 and Net Expenses of \$329,968.70 be recommended by the Board of
110 Selectmen. Selectman Tombarello seconded. Motion passed unanimously.

111
112 Sanitation Site Acct. 4325.0 – Approved FY 2011 \$3,999.00, Requested 2012
113 \$2,999.00 [-25.00%]. Mr. Genualdo stated he received a good review from the
114 State relative to the cleanliness of the Transfer Station. **MOTION:** Selectman
115 Tombarello moved Sanitation Site Acct. 4325.0 with Gross Expenses of
116 \$3,000.00, Revenue of 1.00 and Net Expenses of \$2,999.00 be recommended
117 by the Board of Selectmen. Selectwoman Copp seconded. Motion passed
118 unanimously.

119
120 Recycling Acct. 4326.0 – Approved FY 2011 \$36,950.00, Requested FY 2012
121 \$34,250.00 [-0.40%]. **MOTION:** Selectman Tombarello moved Recycling Acct.
122 4326.0 with Gross Expenses of \$49,250.00, Revenue of \$15,000.00 and Net
123 Expenses of \$34,250.00 be recommended by the Board of Selectmen.
124 Selectwoman Copp seconded. Motion passed unanimously.

125
126 Ms. Blaisdell noted that another agenda item tonight are proposed projects to be
127 completed this fiscal year, Mr. Genualdo would like to speak to one of those
128 items. Mr. Genualdo explained the need to enlarge the diesel fuel tank because
129 most of the vehicles use diesel. Mr. Genualdo looked at switching the gas tank
130 [330 gals] to diesel but because of the sludge at the bottom of the tank this will

131 not work. Mr. Genualdo obtained a price for a new tank at \$1,200.00, which he
132 does not have in the Highway budget.

133
134 Ms. Blaisdell noted under Building Maintenance there might be money for this
135 purchase. This will be discussed later in the meeting.

136
137 **Cindee Tanuma, Community Caregivers of Greater Derry**
138 **Update to what Community Caregivers of Greater Derry can provide**
139 **to Sandown residents**

140
141 • Cindee Tanuma was present for this discussion. Ms. Tanuam gave a brief
142 history of the Community Care Givers (CCG) and whom they serve [elderly,
143 disabled and homebound]. Ms. Tanuma listed the many services they provide
144 [transportation, errands & chores, visiting, respite care and referrals]. Ms.
145 Tanuma noted that there is no charge for their service; they receive funding from
146 several outside sources. Ms. Tanuma stated they are always looking for
147 volunteers in order to keep their volunteers free of stress.

148
149 Ms. Tanuma is looking for agencies where she can go to speak about the
150 services that CCG provides. Selectwoman Copp stated anyone who needs the
151 CCG services should contact the Town Hall and thanked Ms. Tanuma for her
152 efforts. Ms. Tanuma gave several examples of the needs that individuals may
153 have that CCG can provide services. Selectwoman Copp asked if there was a
154 disk that could be placed on Cable. Ms. Tanuma stated there is one on the
155 Londonderry Access Center that can be pulled down. Anyone needing
156 assistance from CCG can call 432-0877.

157
158 **Tim Howard, RMON Networks Inc.**
159 **Discussion regarding possible computer needs for 2012**

160
161 • Tim Howard was present for this discussion. Ms. Blaisdell stated Mr. Howard is
162 in tonight to talk to the Board about the future needs for computer support. Mr.
163 Howard gave a history of the work that has been done on the computer system
164 over the past several years. Mr. Howard stated that a network server is needed
165 at this time and he presented the Board with a quote for this work. Ms. Blaisdell
166 stated they have started to see small glitches in the equipment recently. Ms.
167 Blaisdell noted that Visions is ready to do an update to their software and
168 additional units are going to have to be serviced. Mr. Howard feels this
169 equipment will handle the Town's needs for the next several years. This will be
170 discussed again on a future agenda.

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172 **New Business**

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174 **Review of request for proposal for computer support services**

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- Tim Howard was present for this discussion. Ms. Blaisdell stated that four RFP's were sent out with today as the return date and the only response was from RMON with two saying they were not interested and one did not respond. Board members reviewed the response from RMON. Ms. Blaisdell noted the increase in the number of computers that need to be serviced but added this number could change. **MOTION:** Selectmen Tombarello moved to extend the service contract with RMON Networks, Inc for the Town of Sandown effective January 1, 2012 through December 31, 2015. Selectman Devine seconded. Motion passed unanimously.

Old Business

Unseal Non-Public Minutes of February 14, 2011

- Ms. Blaisdell explained this request is for the purpose of making a copy of those minutes for opposing counsel in the St. Amand v. Town of Sandown and agree to reseal them after making the copy. **MOTION:** Selectwoman Copp moved to unseal the Non-Public Minutes of February 14, 2011 for the purpose of making a copy of those minutes for opposing counsel in the court case of St. Amand v. Town of Sandown and agree to reseal the minutes after making the copy. Selectman Tombarello seconded. Three ayes [Copp, Nicolaisen and Tombarello] and one abstention [Devine]. Motion passed.

Brief discussion regarding committee for health insurance rates

- Ms. Blaisdell informed the Board that she was asked to meet with the committee that is collecting information on health insurance rates to go over their findings. Ms. Blaisdell stated she is not the decision-making authority and she is requesting guidance from the Board as to what they would like done. Selectwoman Copp would like the committee to make a spreadsheet with the numbers and the different plans similar to what Ted Winglass did. Chairman Nicolaisen agreed with Selectwoman Copp adding he would like the Board to receive the information in advance to review then have a representative come before the Board to discuss the findings. Consensus of the Board was to have Ms. Blaisdell convey this to the committee.

Discussion regarding government buildings account

- Ms. Blaisdell went over the 2011 Budget spreadsheet for Government Buildings Acct. 4194.0 where over the past year Board members agreed to appropriate funds for certain projects. The spreadsheet also shows the Amount Paid and Amount Remaining. Ms. Blaisdell pointed out under Equipment Maintenance/Purchase a remaining amount of \$1,391.89 noting the furnaces will

These Minutes are subject to approval at a regularly scheduled Board of Selectmen meeting at which time the above minutes are corrected or accepted and become permanent

219 be cleaned this week so that money will be expended leaving approximately
220 \$417.00 remaining. Under Maintenance of Buildings there is \$4,720.63
221 remaining.

222
223 Ms. Blaisdell brought up the earlier discussion with Mr. Genualdo regarding the
224 cost for a new fuel tank [\$1,200.00] and the \$300.00 quote to power wash the
225 Fire/Police Station. Ms. Blaisdell gave details of the funds remaining in the
226 Maintenance of Buildings account.

227
228 Ms. Blaisdell recommended updating the quote for the floor at the Highway
229 Garage in order to move forward with this project. Selectman Tombarello
230 concurred due to safety factors. Ms. Blaisdell stated the money for the purchase
231 of the tank could come from the septic tank and air conditioning lines and the
232 power washing could come out of the Equipment Maintenance budget.
233 Selectwoman Copp summarized the projects as being floor at the Highway
234 Garage, power washing the Fire/Police Station and the tank. Selectman
235 Tombarello recommended changing the thermostats in the Town Hall because
236 they are not programmable per day. This would cost approximately \$360.00.
237 Selectman Tombarello stated the existing thermostats could be used at the
238 Recreation building.

239
240 **MOTION:** Selectman Tombarello moved to take from the Maintenance and
241 Building account for the purchase of a 330 gallon new diesel tank for the
242 Highway Garage the amount of \$1,190.00 from DiFeo Oil and Propane.
243 Selectman Devine seconded. Chairman Nicolaisen would like a local plumber to
244 install the tank rather than DiFeo. Selectman Devine withdrew his second and
245 Selectman Tombarello withdrew his motion. **MOTION:** Selectman Tombarello
246 moved to
247 take from the Maintenance and Building account for the purchase of a 330 gallon
248 new diesel tank for the Highway Garage an amount up to \$1,190.00. Selectman
249 Devine seconded. Motion passed unanimously.

250
251 Consensus of the Board is to move forward with the concrete floor at the
252 Highway Garage.

253
254 **MOTION:** Selectwoman Copp moved forward the quote to power wash the
255 Fire/Police Station and the Angle Pond Fire Station the amount up to \$375.00.
256 Selectman Tombarello seconded. Motion passed unanimously.

257
258 **MOTION:** Selectman Tombarello moved to take up to \$360.00 for the purchase
259 of new programmable thermostats for the Town Hall from the Executive budget.
260 Selectman Devine seconded. Ms. Blaisdell noted that there might be five
261 thermostats that are needed. Motion passed unanimously.

262

263 Consensus of the Board is to put off the line painting until next year at the
264 request of the Public Works Director.

265

266 **Correspondence**

267

- 268 • Letter from the Master Plan Advisory Committee informing the Board of a hearing
269 to be held on Thursday, October 27, 2011 at 5:30 P.M. at the Sandown Central
270 School to obtain community input on the updating of the Master Plan.
- 271 • Letter from an individual requesting employment. There is no position open.
- 272 • Zoning Amendment Calendar from the Rockingham Planning Commission.
- 273 • Letter from Comcast regarding high-speed Internet. Ms. Blaisdell will check into
274 this for the Town Hall. Ms. Blaisdell noted that Comcast offers a program for low-
275 income families. If anyone is interested they can contact the Selectmen's Office.
- 276 • Letter from Davey Resource Group regarding storm damage assessment. This
277 was given to the Conservation Commission.
- 278 • Letter from Regional Economic Development Center regarding the deadline for
279 grant submission for 2012.
- 280 • Invitation to attend a community appreciation celebration sponsored by the
281 Southern Rockingham Coalition for Healthy Youth on October 18, 2011 at the
282 Sanborn Regional High School. Selectwoman Copp will be attending.
- 283 • The Public Works Director would like to fill an open position at the Transfer
284 Station. Board members reviewed the employment application. **MOTION:**
285 Selectman Tombarello moved to hire Anthony Piemonte for the Transfer Station
286 at a starting rate of \$9.00/hour and when his certification is complete be brought
287 up to \$10.00/hour effective immediately. Selectman Devine seconded. Motion
288 passed unanimously.

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290 **Department Liaison Report**

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- 292 • Selectman Devine stated he would be going to the State House on Thursday at
293 10:00 A.M. with Sal Genualdo regarding the naming of his pond. Selectman
294 Devine invited the selectmen to attend stating.

295

296 Chairman Nicolaisen announced following the public portion of tonight's meeting the
297 Board will hold a discussion in accordance with RSA 91-A:2 I (a) to discuss the police
298 union contract negotiations.

299

300 Chairman Nicolaisen adjourned the meeting at 9:17 P.M.

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Respectfully Submitted,

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Cynthia J. Robinson
Recording Secretary

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