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Town of Sandown, NH Board of Selectmen Minutes

6 Meeting Date: Monday, October 24, 2011

7 Type of Meeting: Regular meeting

8 Method of Notification: Public Posting – Two locations at Town Hall

9 Meeting Location: Sandown Town Hall

10 Present: Selectpersons: Brenda Copp (Copp), Stephen Brown (Brown), Hans
11 Nicolaisen (Nicolaisen), Tom Tombarello (Tombarello), James Devine (Devine)
12 Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

13 Absent:

14 Late to arrive:

15 Call to Order: Chairman Nicolaisen called the meeting to order at 7:00 P.M.

16 Pledge of Allegiance

Public Comment

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- Lynne Blaisdell stated Eleanor Bassett asked her to announce that the Sandown Food Panty expects to help many families this year and is asking for help with donations for holiday dinner items, gift certificates and any monetary donations be made out to the Sandown Food Pantry. Ms. Blaisdell stated this list of items will be posted on Channel 17, the Sandown website and there will be a press release in the Tri-Town Times. Non-perishable items can be dropped off at the Town Hall.
 - Ed Mencis announced that the “Chubs” mobile will be set up as a fundraiser on November 5th and 6th for the Sandown Republican Committee outside the train station and two weeks later he would like to do the fundraiser for the Food Pantry. Selectman Brown asked if the money from the fundraiser would be donated to the Republican Committee. Mr. Mencis stated yes. Gordon Champion stated funds raised would be donated to the Food Pantry, Old Meeting House restoration, awarding of scholarships and many other activities that benefit Sandown. Also, some of the funds would be used to support the Republican Committee. Selectman Brown stated he would like to clarify whether funds would be going to republican candidates. Mr. Champion stated the Committee might after the primary election donate to a particular candidate. Chairman Nicolaisen would like to check with Local Government Center about the issue of fundraising for the Republican Committee.
 - Joseph McKinnon presented information on the training program for first responders, Police and Fire Departments about how to handle autistic children

44 during an emergency. Mr. McKinnon stated Easter Seals would be assisting with
45 the training and parents could register their child at this time so emergency
46 personnel would have pertinent information on how to handle their child in the
47 event of an emergency. Training in the Town of Sandown will take place on
48 November 22, 2011. Mr. McKinnon asked about a warrant article to help raise
49 funds to purchase decals for automobiles or teddy bears for the Fire and Police
50 Departments to have in their vehicles should they respond to an emergency
51 involving an autistic child. Ms. Blaisdell explained that the first time an item is
52 placed under Human Services it is presented as a warrant article. Mr. McKinnon
53 asked if this could be added to the Fire Department budget. Chairman
54 Nicolaisen stated they would have to look further into this request.
55

56 Appointments

57 **Paula Gulla, Selectmen's Office Assistant**

58 **Further discussion regarding possible adoption of standards and practices for** 59 **the Old Meeting House and possible stewardship plan** 60

- 61
62 • Paula Gulla was present. Ms. Gulla asked the Board if they had any
63 questions regarding the information she presented them with last week.
64 Selectwoman Copp asked if under the conservation easement any future
65 work on the Meeting House would have to have prior approval through
66 LCHIP? Ms. Gulla stated for the Meeting House you might have to - yes.
67 Selectwoman Copp asked under finance does it require the setting up of a
68 fund to ensure completion of work. Ms. Gulla stated she is unsure of the
69 answer to this question. Ms. Gulla stated this is the last in a series of LCHIP
70 grants. Selectwoman Copp asked what the maximum amount of the grant is.
71 Ms. Gulla stated \$13,000.00 with the Town match of \$13,000.00.
72

73 Ms. Gulla asked the Board if they want to adopt these standards tonight or do
74 they want her to get the answers to their questions first. Ms. Gulla stated her
75 goal is to get this approved by October 31, 2011. Various ways of funding
76 this grant was discussed. Board members discussed how to fund the grant
77 line in the budget. Consensus of the Board is to move forward with the
78 application.
79

80 **MOTION:** Selectman Tombarello moved whereas, the Town of Sandown has
81 reviewed Land Trust Standards and Practices published by the Land Trust
82 Alliance in 2004; and, whereas, the Town of Sandown agrees that Land Trust
83 Standards and Practices are the ethical and technical guidelines for the
84 responsible operation of a land trust; now, therefore, be it resolved that the
85 Board of Selectmen of the Town of Sandown hereby adopts Land Trust
86 Standards and Practices as guidelines for the organization's operations and
87 commits to making continual progress toward implementation of these

88 standards and practices. Selectmen Brown seconded. Motion passed
89 unanimously.

90
91 **Review of 2012 Budget Proposals for Insurance, Government Buildings,
92 and Executive**
93

- 94 • Ms. Blaisdell explained the following numbers are her recommendation, the
95 following budgets are the Board's and they can change any number.

96
97 Insurance Acct. 4196.0 – FY 2011 Approved \$87,443.12 and FY2012
98 Requested \$92,562.54 [5.85%]. Board members noted the increase in
99 Unemployment and Workers Compensation, which the Board has no control
100 over. **MOTION:** Selectwoman Copp moved Insurance Acct. 4196.0 with
101 Gross Expenses of \$92,562.54, Revenue of \$0 and Net Expenses of
102 \$92,562.54 be recommended by the Board of Selectmen. Selectman Brown
103 seconded. Motion passed unanimously.

104
105 Government Buildings Acct. 4194.0 – FY 2011 Approved \$82,904.80 and
106 FY2012 Requested \$93,527.52 [9.64%]. Board members opened the sealed
107 bids for landscaping at the library. They were as follows: Jim Duffy
108 Landscaping - \$4,900.00 and Irish Pride - \$3,102.00. Chairman Nicolaisen
109 recused himself from the discussion regarding the landscaping at the library.
110 Board members reviewed and discussed the proposed budget and the
111 following changes were made: Equipment Main/Purchase - \$10,390.00
112 [remove timer \$645.00], Maintenance-Buildings - \$14,385.00 [Paint Police
113 Dept. add \$325.00, Carpet Police Dept. add \$625.00, remove 200 AMP
114 service \$715.00, add irrigation materials \$1,500.00], Gross Expenses -
115 \$90,645.52, Revenue - \$5,000.00 and Net Expenses - \$85,645.52.
116 **MOTION:** Selectman Tombarello moved Government Buildings Acct. 4194.0
117 with Gross Expenses of \$90,645.52, Revenue of \$5,000.00 and Net
118 Expenses of \$85,645.52 be recommended by the Board of Selectmen.
119 Selectman Brown seconded. Motion passed unanimously.

120
121 Executive Acct. 4130.0 – FY 2011 Approved \$188,360.86 and FY2012
122 Requested \$183,144.54 [-3.7%]. Board members opened the sealed bids for
123 an auditing service and reviewed them. Ms. Blaisdell noted that two
124 companies submitted bids, another declined and a fourth requested an
125 extension. Board members reviewed and discussed the proposed budget
126 and made the following changes: Auditors – add \$15,000.00, Payroll -
127 \$107,171.10 [increase Recording Secretary by 1% - \$8,867.43 (\$17.49/hr),
128 reduce Town Report - \$1710.00, Gross Expenses - \$197,740.73, Revenue –
129 add \$750.00 and Net Expenses - \$196,990.73. **MOTION:** Selectman
130 Tombarello moved Executive Acct. 4130.0 with Gross Expenses of
131 \$197,740.73, Revenue of \$750.00 and Net Expenses of \$196,990.73 be

132 recommended by the Board of Selectmen. Selectman Brown seconded.
133 Motion passed unanimously.

134
135 **New Business**

136
137 **Mission Statement and Primary Statement**

- 138
139 • Selectman Brown submitted the Mission Statement and Primary Statement.
140 Ms. Blaisdell will add the Goals and Objectives to what Selectman Brown
141 submitted to meet the Budget Committee's request. Selectwoman Copp
142 asked about the status of those who received community assistance. Ms.
143 Blaisdell stated she has this information for next week.

144
145 **Review bids received for 2011 Annual Town Report**

- 146
147 • **MOTION:** Selectman Tombarello moved to grant the printing of the Town
148 Report contract to Country Press for \$1,710.00 for 2011. Selectman Brown
149 seconded. Motion passed unanimously.

150
151 **Review bids received for 2012 Audit Services**

- 152
153 • The Board reviewed the three bids that were submitted where only two were
154 actual bids, the other declined. Those companies were Melanson Heath &
155 Co. P.C. the Town's current auditing company whose bid was \$15,000.00 and
156 Roberts and Green - \$17,600.00. No decision needs to be made.

157
158 **Old Business**

159
160 **Further discussion regarding replacement of diesel tank at Highway Dept.**

- 161
162 • Board members reviewed the bids for the diesel tank at the Highway Garage.
163 Chairman Nicolaisen stated he spoke with the Public Works Director and he
164 would like to go with the company that takes care of the Town provided the
165 bid is not too far out. Selectman Tombarello noted that Chairman Nicolaisen
166 announced Difeo's bid at the last week's meeting. The three bids were:
167 Difeo - \$1,190.00, Paradis Plumbing & Heating - \$990.00 and Tim Hatch -
168 \$1,600.00. Ms. Blaisdell stated all bidders were given the same
169 specifications. Selectmen Brown and Tombarello support going with the
170 lowest bid. **MOTION:** Selectman Tombarello moved to grant Paradis
171 Plumbing and Heating the installation of the 330 gallon steel diesel tank at the
172 Highway Garage per the specifications with a bid of \$990.00. Selectman
173 Brown seconded. Selectwoman Copp feels the Board should go with the
174 recommendation of the Public Works Director. Selectman Nicolaisen
175 supports going with Difeo for reasons he stated earlier about his

176 announcement last week. Three ayes [Brown, Tombarello and Devine], one
177 nay [Nicolaisen] and one abstention [Copp]. Motion passed.

178
179 Ms. Blaisdell asked who is purchasing the thermostats for the Town Hall.
180 Selectman Tombarello stated he would check with Bruce Cleveland.

181
182 **Correspondence**

- 183
184 • Letter from Primex regarding the Workers Compensation price increase and how
185 the numbers are arrived at.
186 • Letter from the Office of Energy and Planning regarding the low income
187 weatherization program and the National Weatherization Day Celebration on
188 Friday, October 28, 2011 from 1:00 P.M. to 5:00 P.M.

189
190 **Department Liaison Report**

- 191
192 • Selectman Tombarello noted he finds Tim Howard of RMON Networks, Inc. a
193 good worker.
194
195 • Chairman Nicolaisen noted the great success of the Halloween Egg Hunt at the
196 Recreation field and thanked the Recreation Director and volunteers for all their
197 hard work. All had a good time.
198
199 • Selectman Brown noted the success of the Conservation Commission's Fall
200 Festival. Ms. Blaisdell noted the scarecrows are in front of the Town Hall.
201
202 • Selectwoman Copp attended the awards ceremony of the Community of
203 Champions and the Sandown Police Department, specifically Sgt. Aurie Roy and
204 Chief Joseph Gordon, were recognized. Their new video was played.

205
206 The Emergency Director informed Selectwoman Copp that training is still needed
207 for the Emergency Plan. Selectwoman Copp suggested inviting the Emergency
208 Director to a Selectmen's meeting. Ms. Blaisdell will look into this.

- 209
210 • Selectman Devine announced that Sandown North Elementary School was
211 presented the Blue Ribbon Award for being recognized an outstanding
212 elementary school in the country.
213
214 • Ms. Blaisdell informed the Board that the Police and Fire Department complex
215 has been power washed.

216
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218
219

220 Chairman Nicolaisen announced following the public portion of tonight's meeting the
221 Board will hold a discussion in accordance with RSA 91-A:2 I (a) to discuss the police
222 union contract negotiations.
223

224 **MOTION:** Selectman Brown moved to adjourn the meeting at 9:32 P.M. Selectman
225 Tombarello seconded. Motion passed unanimously.
226

227 Respectfully Submitted,
228

229

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Cynthia J. Robinson
Recording Secretary