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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, December 5, 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), James Devine (Devine), Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent:

Late to arrive:

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

Pledge of Allegiance

Review Minutes of previous meeting

- Board members reviewed the Minutes of November 1, 2011. **MOTION:** Selectwoman Copp moved to accept the Minutes of November 1, 2011 as written. Selectman Brown seconded. Three (3) ayes [Copp, Brown and Devine] and two (2) abstentions [Tombarello and Nicolaisen]. Motion passed.

Board members reviewed the Minutes of November 21, 2011. Selectwoman Copp noted in line 180 it should read "...to the residents" not the "developer".

MOTION: Selectman Tombarello moved to accept the Minutes of November 21, 2011 as amended. Selectwoman Copp seconded. Motion passed unanimously.

Public Comment

- Selectman Tombarello explained the purpose of the white Christmas tree in the lobby. The tree is to help families that are in need this Christmas. The Giving Tree has "wish tags" placed on it for small items or stocking stuffers. Residents can take a tag and bring the unwrapped gift and tag to the Town Hall, St. Matthews Church or the Bassett house at 393 Main Street by December 15, 2011. If anyone has any questions they can contact Arlene at 887-3453 or the Selectmen's Office 887-3646.

Appointments

Review of 2012 Proposed Budget for Benefits Account

- Darlene Ford, Finance Director, was present for this discussion.

44
45
46 Benefits Acct. 4155.0 – Approved FY 2011 - \$346,731.62 and Requested FY
47 2012 - \$355,069.62 [2.40%]. Selectwoman Copp started by pointing out that
48 before the Board can move forward with this budget they have to decide on the
49 part-time employees benefit policy, which will have an impact on the Health
50 Insurance budget line. Selectwoman Copp handed out to Board members a cost
51 estimate to include part-time employees in the health insurance plan.
52 Selectwoman Copp stated if the personnel policy stays the same more money
53 will have to be added to the Health Insurance budget line. Chairman Nicolaisen
54 pointed out that the part-time person who has health insurance is paying 100% of
55 the cost. Chairman Nicolaisen added the position has been budgeted to be a
56 full-time position and recommends making this person a full-time employee and
57 leave the policy alone. Selectwoman Copp does not agree that just because
58 money is there for a full-time position that this position should be made full-time
59 just to provide a health insurance benefit. Selectman Brown stated he is not
60 going to vote on this issue but he does not want to change the insurance policy
61 to avoid paying a benefit. Selectman Tombarello does not support providing
62 insurance to part-time employees. Selectman Devine concurs with Selectman
63 Tombarello. Chairman Nicolaisen noted that if the policy stays the same the
64 Town would have to provide 50% of the cost of the health insurance for part-time
65 employees or not offer it to anyone. There was discussion about a buy out of
66 insurance for part-time insurance. Selectwoman Copp stated the Town is being
67 forced into having to do this it is not anything she wants to do. **MOTION:**
68 Selectwoman Copp moved that the Health Insurance line be reduced by
69 \$2,684.40. Selectman Tombarello seconded. Selectman Brown asked what this
70 motion accomplishes. Selectwoman Copp stated it takes away the Town's
71 portion of the cost of health insurance for a part-time employee. Roger Barczak
72 spoke about providing health insurance for part-time employees at a cost to the
73 Town noting there are three different discussions going on; health plan, policy
74 and budget. Mr. Barczak asked the Board to keep in mind providing part-time
75 employees with health insurance are expansion of government. Deb Brown
76 asked to make it clear to Sandown residents that the part-time employees did not
77 ask for health insurance benefits, but when hired they were informed they could
78 buy into the health insurance plan at 100% cost to them. To take this benefit
79 away takes away a safety net from the part-time employee. Ms. Brown stated
80 several years ago there was a warrant article for a full-time custodian and there
81 has been a full-time custodian in the past but this Board decided to make the
82 position part-time without input from the department heads. Ms. Brown feels the
83 custodian position needs to be full-time because work is not getting done.
84 Selectwoman Copp called the motion. Selectman Brown asked if this motion is
85 taking away a benefit a part-time employee already has. Selectwoman Copp
86 stated the motion is only taking out money not taking away the benefit. One (1)

87 aye [Copp] and three (3) nays [Nicolaisen, Tombarello and Devine] and one (1)
88 abstention [Brown]. Motion fails.

89
90 Chairman Nicolaisen repeated his earlier comment about making this position a
91 full-time position and he would be in support of removing the option of providing
92 part-time employees health insurance. **MOTION:** Selectman Brown moved to
93 change the hours of the custodian position from 30 hours to 35 hours per week.
94 Selectman Tombarello seconded. The question was raised why not make it 40
95 hours. Selectman Tombarello withdrew his second and Selectman Brown
96 withdrew his motion. **MOTION:** Selectman Brown moved to change the hours of
97 the custodian position from 30 hours to 40 hours per week. Selectman
98 Tombarello seconded. Selectwoman Copp questioned whether this topic should
99 have been placed on the agenda for discussion. Selectman Brown read a
100 statement at the bottom of the agenda regarding this. Selectman Tombarello
101 feels there is enough work to make this position [custodian] a full-time position
102 after speaking with department heads over the weekend. Mr. Barczak asked if
103 the Board did a comprehensive analysis to see if the additional hours were
104 needed with input from department heads. Chairman Nicolaisen stated there is
105 no written documentation but he has spoken with department heads and the
106 supervisor. Selectman Tombarello asked if this discussion could be placed on
107 another agenda and withdrew his second. Selectman Brown wishes to resolve
108 the issue tonight. Selectwoman Copp called for a Point of Information.
109 Selectman Brown and Chairman Nicolaisen questioned the Point of Information.
110 Selectwoman Copp stated this is discussed in Robert's Rules of Order.
111 Selectwoman Copp would like to speak to department heads this week. Ms.
112 Blaisdell noted that only payroll costs have been budgeted for this position. Lisa
113 Sears asked if the Board has voted to follow Robert's Rules. Ms. Blaisdell
114 scanned the Board's Rules of Procedure and there is no mention of their having
115 adopted Robert's Rules of Order. Chairman Nicolaisen seconded the motion.
116 Four ayes [Brown, Nicolaisen, Tombarello and Devine] and one not voting
117 [Copp]. Motion passed.

118
119 **MOTION:** Chairman Nicolaisen moved to take out the line in the Personnel
120 Policy and eliminate the ability of part-time employees to buy into the health
121 insurance plan. Selectman Tombarello seconded. Motion passed unanimously.

122
123 **MOTION:** Selectwoman Copp moved Benefits Acct. 4155.0 with Gross
124 Expenses of \$355,069.62, Revenue of \$0 and Net Expenses of \$355,069.62 be
125 recommended by the Board of Selectmen. Adjustments need to be made to NH
126 Retirement and Health Insurance. Selectwoman Copp withdrew her motion. Ms.
127 Ford provided the Board with the necessary changes; Health Insurance -
128 \$172,720.24, Retirement Employees - \$36,885.27, Gross Expenses
129 \$359,660.39. **MOTION:** Selectman Tombarello move Benefits Acct. 4155.0 with
130 Gross Expenses of \$359,660.39, Revenue of \$0 and Net Expenses of

131 \$359,660.39 be recommended by the Board of Selectmen. Selectman Brown
132 seconded. Motion passed unanimously.
133 Chairman Nicolaisen called for a five (5) minutes recess.
134

135 **Public Hearing**

136
137 **Public Hearing on proposed lower hall renovations and proposed**
138 **handicap restroom in upper level**
139

- 140 • Chairman Nicolaisen opened the public hearing for the proposed Town Hall
141 renovations. Roger Barczak asked what the costs were for the handicap
142 bathroom renovation [\$19,700.00] and the lower hall renovation [\$54,500.00] for
143 a total cost of \$74,200.00. Mr. Barczak stated he is in favor of the handicap
144 bathroom. Mr. Barczak questioned who would be using the two (2) new offices.
145 Mr. Barczak asked if the number of employees has increased over the past five
146 (5) years. Selectman Brown explained there is a need for more space for privacy
147 and additional storage. Ms. Blaisdell stated Assessing could on occasion have
148 two or three individuals in the office. Ms. Blaisdell stated no final decision was
149 made as to what departments will use the new office space. Mr. Barczak
150 suggested the Board look at cubicles instead of new offices, create a conference
151 room and find other areas for storage. Selectmen Devine stated heating and
152 cooling would be an issue if cubicles were used. Mr. Barczak feels the lower hall
153 space is being reduced by 30% with these renovations. Ms. Blaisdell pointed out
154 the current storage space will be eliminated with the addition of the handicap
155 bathroom. Selectman Tombarello stated the proposed renovations would be two
156 separate warrant articles.
157

158 Donna Green explained the Planning Board is in need of additional space for
159 files that must be kept and available to the public. Ms. Green suggested the use
160 of a microwave rather than a stove. Ms. Green suggested a mop sink be
161 installed in the furnace room. Lisa Sears discouraged the idea of placing file
162 cabinets in the hall for security reasons. Ms. Sears is not necessarily in favor of
163 the lower hall renovations but she understands this is progress. Chairman
164 Nicolaisen welcomed more public comment over the next couple weeks. The
165 plans will be posted in the Town Hall.
166

167 **New Business**

- 168
169 • Selectman Brown stated the Conservation Commission would like to know what
170 the Town's policy is for individuals performing volunteer work for departments.
171 Local Government Center (LGC) has a volunteer release form they have
172 provided to the Town and they recommend these individuals sign the form.
173 Following discussion it was the consensus of the Board to leave the volunteer
174 work to the individual departments, the departments should however notify the

175 Board of Selectmen via a list of their volunteers and the departments should
176 strongly recommend the volunteers sign the release form.

177

178 **Old Business**

179

180 **Further discussion regarding policy on health insurance**
181 **for part-time employees**

182

- 183 • See Review of 2012 Proposed Budget for Benefits Account.

184

185 **Other**

186

- 187 • Selectwoman Copp presented the Board with new drawings for the Town Seal.
188 Board members reviewed the four (4) designs and the consensus of the Board is
189 to go with Seal 2 and outline the trees and hill.

190

191 **Correspondence**

192

- 193 • Letter from the Sandown Public Library informing the Board of Selectmen that as
194 of January 1, 2012 the Board of Trustees approved separating the library payroll
195 from the Town payroll for library employees.

196

- 197 • Letter from the Joint Loss Management Committee requesting Board approval to
198 relocate the handicapped parking space to the main entrance so both handicap
199 parking spaces will lead customers to enter Town Hall at the main entrance
200 which has no stairway and is equipped with a handicap push button. Consensus
201 of the Board is to move forward with the change to the handicap parking spaces
202 at Town Hall.

203

- 204 • Letter from Timberlane Regional School District SAU #55 making the Town
205 aware as abutters to Sandown Central School NTNC Water System to comply
206 with Best Management Practices (BMP) Rules, Env-Wq 401 when conducting
207 activities on Town property.

208

- 209 • Copy of letter Attorney Gorrow sent to an attorney regarding last week's
210 discussion.

211

- 212 • Letter from Attorney Gorrow regarding the interrogatories, which can be found in
213 the office if any selectmen wants to read them.

214

- 215 • Warrant Articles will be reviewed next week. A letter was sent to departments
216 regarding warrant articles.

217

- 218 • Ms. Blaisdell asked the Board if the office could move forward with the Warrant
219 Article for funds for the new Police Station Capital Improvements account.
220 Consensus of the Board is to go ahead with the warrant article.
221
222 • Work on warrant articles for the proposed lower hall renovations and handicap
223 bathroom. Ms. Blaisdell stated the cost of the new appliances for the lower level
224 need to be added to the cost estimate.
225

226 **Department Liaison Report**

- 227
- 228 • Selectwoman Copp explained the Budget Committee's response regarding the
229 questions about the 2% pay increase and why some departments got the
230 increase and others didn't. Selectwoman Copp was told during the first budget
231 review they had not decided yet what they were going to do, there were some
232 that they missed and all will be addressed at the final. At the final one
233 Committee member stated he would not vote to remove the pay raise from the
234 emergency services budget.
235
- 236 • Selectman Devine asked if there is answer to his question last week relative to
237 when Municipal Resource Inc. will do a revaluation to bring the Town
238 assessments to 100%. Ms. Blaisdell stated she has not received an answer.
239
- 240 • Selectman Tombarello stated he was at the Police Department over the weekend
241 and the painting is complete and the new carpet has been installed and the
242 facility looks great.
243

244 **MOTION:** Selectman Brown moved to adjourn the meeting at 9:32 P.M. Selectman
245 Tombarello seconded. Motion passed unanimously.
246

247 Following tonight's meeting the Board met in accordance with RSA 91-A:2 I (a) to
248 discuss the police union contract negotiations.
249

250
251 Respectfully Submitted,
252

253
254
255 Cynthia J. Robinson
256 Recording Secretary