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## Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, December 12, 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), James Devine (Devine),

Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent: Tom Tombarello (Tombarello)

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 28, 2011. **MOTION:** Selectwoman Copp moved to accept the Minutes of November 28, 2011 as written. Selectman Brown seconded. Motion passed unanimously.

Board members reviewed the Non-Public Minutes (not sealed) of November 28, 2011. **MOTION:** Selectwoman Copp moved to accept the Non-Public Minutes (not sealed) of November 28, 2011 as written. Selectman Devine seconded. Motion passed unanimously.

### Public Comment

- Mark Traeger of the Conservation Commission announced the Commission would be holding a public hearing on Thursday, December 15, 2011 at 7:00 P.M. to go over the Forestry Management Plan for the Fremont Road Town Forest. The Plan is to perform selective cutting over a five (5) year period.
- Joseph McKinnon came before the Board to bring to their attention an icing condition on Cranberry Meadow Road and Fremont Road Saturday evening. Mr. McKinnon notified the Police Department and they said they would send someone down to the site. Later in the evening Mr. McKinnon checked and there were only cones placed on each side of the road. Mr. McKinnon checked again on Sunday and it appeared the road still had not been treated. Mr. McKinnon stated he took it upon himself to treat the road. Mr. McKinnon stated the water is

44 still flowing across the road and the sand he placed there has washed away. Mr.  
45 McKinnon had cell phone pictures of the site.

46  
47 Chairman Nicolaisen stated it is the time of year for drivers to be cautious of road  
48 conditions noting it is in the Capital Road Improvement Plan to fix this area but  
49 other roads keep coming up. Chairman Nicolaisen will speak to the Public Works  
50 Director about placing sand in the area. There was discussion about the roads  
51 that would be worked on next year.

52  
53 Mr. McKinnon asked if the trees near Mill Pine Village could be cut. Chairman  
54 Nicolaisen stated the trees are on private property.

- 56 • Ralph Millard thanked Selectwoman Copp for noting how friendships may be a  
57 factor in the hiring process.
- 58  
59 • Chris Longchamps came before the Board to discuss the driveway next to him on  
60 Chestnut Hill Drive. Mr. Longchamps stated safety, drainage and setbacks are  
61 his concerns. Chairman Nicolaisen asked Mr. Longchamps if he spoke to Ken  
62 Sherwood, Code Enforcement Officer. Mr. Longchamps stated he did and Mr.  
63 Sherwood did not think there was an issue that is why he is here before the  
64 Board. Mr. Longchamps stated he attempted to speak to the neighbor but didn't  
65 get anywhere. Mr. Longchamps would like the situation looked at for  
66 conformance with Town codes. Mr. Longchamps presented the Board with a  
67 letter stating what the issues are and his concerns along with photos. Chairman  
68 Nicolaisen suggested Selectman Tombarello could go and look at the site.  
69 Selectman Brown asked who issues Driveway Permits. Answer – the Public  
70 Works Director. Ms. Blaisdell will check to see if a Driveway Permit has been  
71 issued and get back to Mr. Longchamps.
- 72  
73 • Ms. Blaisdell read a letter from Eleanor Bassett asking for donations of turkeys  
74 and chickens for the Christmas baskets. Ms. Bassett needs to know by  
75 December 14, 2011 who and what will be donated. Other items needed are  
76 posted on the Sandown website or call the Selectmen's Office. Monetary  
77 donations can be sent to the Sandown Food Pantry, P.O. Box 5 or call Eleanor  
78 Bassett at 887-3946.

## 80 Appointments

### 81 **Non-Public discussion under RSA 91-A:3 II (d) property**

- 82  
83  
84 • **MOTION:** Selectman Brown moved to go into Non-Public Session per RSA 91-  
85 A:3 II (d) Property. Selectman Devine seconded. Roll call: Copp – aye, Brown –  
86 ayes, Nicolaisen –aye, and Devine – aye. Motion passed unanimously.

88 **MOTION:** Selectman Brown moved to come out of Non-Public Session.  
89 Selectwoman Copp seconded. Motion passed unanimously.  
90 Chairman Nicolaisen announced while in Non-Public Session the Board agreed  
91 to seal the Non-Public Session Minutes.

92  
93 **Discussion regarding request to accept Glastombury Drive and**  
94 **Waterford Drive as Town approved roadways**

- 95  
96 • Chairman Nicolaisen noted the letters from Keach-Nordstrom, Public Works  
97 Director and the Planning Board regarding the acceptance of Glastombury Drive  
98 and Waterford Drive. Chairman Nicolaisen recognized the presence of residents  
99 from Waterford Drive. Chairman Nicolaisen read the letter from Steve Keach  
100 recommending Board acceptance of Waterford Drive as a Class V public  
101 highway pursuant to the provisions and authority of RSA 674:40-a. Chairman  
102 Nicolaisen noted that the residents of Waterford Drive were not aware that their  
103 sidewalks were not going to be maintained by the Town. Chairman Nicolaisen  
104 stated a letter will be sent out to the residents of Waterford Drive explaining how  
105 the residents and/or or Home Owners Association are responsible for plowing the  
106 common areas. **MOTION:** Selectman Brown moved to accept Waterford Drive  
107 as a Class V public highway pursuant to the provisions and authority of RSA  
108 674:40-a. Selectman Devine seconded. Motion passed unanimously.

109  
110 **MOTION:** Selectman Brown moved to accept Glastombury Drive as a Class V  
111 public highway pursuant to the provisions and authority of RSA 674:40-a.  
112 Selectwoman Copp seconded. Chairman Nicolaisen noted Keach-Nordstrom,  
113 the Public Works Director and the Planning Board also recommended the  
114 acceptance of Glastombury Drive. Motion passed unanimously. Ms. Blaisdell  
115 stated residents have called saying the name on the street sign is spelled  
116 incorrectly, the Town is aware of this and will be replacing the sign with one that  
117 is spelled correctly. Gary Barnes stated in the letter the Town states it is not  
118 responsible for plowing where the Post Office is. Mr. Barnes noted in that vicinity  
119 there is a cistern and he recommends the Town plow that area so the Fire  
120 Department has easy access to the cistern. Chairman Nicolaisen stated he  
121 would speak to the Public Works Director about this.

122  
123 **Discussion regarding Warrant Articles**

- 124  
125 • Present for this discussion were: Fire Chief Wilfred Tapley and Paula Gulla,  
126 Selectmen's Office.

127  
128 House Numbering - Chief Tapley is here to talk about the warrant article  
129 regarding house numbering and the grant that is available should this warrant  
130 article pass. Chief Tapley noted that the Town's Emergency Operations Plan  
131 must be updated in order to apply for this grant and Town offices must complete

132 a National Instant Management System (NIMS) course. Ralph Shalsi is meeting  
133 with Julia Chase next week regarding the grant. This is a 50/50 grant, but the  
134 Town must raise and appropriate all the funding up front (\$30,000.00). There was  
135 discussion about how to write the warrant article relative to the appropriation of  
136 the funds and the awarding of the grant.  
137

138 Chief Tapley asked the Board to consider adding to the lower hall renovation  
139 costs, the installation of some fire safety items. Chief Tapley will provide the  
140 Board with a letter listing the items he would like to see installed during the  
141 renovations.  
142

143 Chief Tapley left the meeting at this time.  
144

145 Ms. Gulla noted the first two (2) warrant articles are always written as presented.  
146

147 Block Grant – Board members discussed the use of the terms “offset by” and  
148 “supplied by”. Following discussion it was the consensus of the Board to stay  
149 with “supplied by”.  
150

151 Road Improvement Plan – Wording is the same as last year. Waiting for figures  
152 from Keach-Norstrom.  
153

154 Police Station Capital Reserve Fund – Okay as written.  
155

156 Mosquito surveillance – Same wording as last year. Board members discussed  
157 the two (2) quotes and the Town’s working relationship with the current  
158 contracted company. Selectman Devine would like someone to check with  
159 Dragon Mosquito to see if they can provide tic control in their bid. Ms. Gulla  
160 suggested checking with Swamp Mosquito to see if their quote would change  
161 given the changes in state requirements. Board agreed. Consensus of the  
162 Board is to enter the amount of \$25,500.00 to this warrant article. Consensus of  
163 the Board is next year this contract should go out to bid.  
164

165 Petition Warrant Article – Must be submitted as written. Ms. Gulla will check with  
166 legal counsel to see if the wording regarding tax impact can be stated.  
167

168 Plowing Expendable Trust Fund – Ms. Gulla explained that the Public Works  
169 Director would like to place any remaining funds left in the plowing, salt and sand  
170 budget lines into a fund to help offset years when these budget lines are over  
171 budget. Selectwoman Copp questioned whether the auditor stated there were  
172 too many trust funds. No one remembers them saying this. Chairman  
173 Nicolaisen thinks this warrant article is a good idea. Ms. Gulla noted that the  
174 \$100.00 is an arbitrary number it is just to open the fund if the warrant article is  
175 accepted.

176 Old Home Day – The final number will be decided at the Committee’s meeting on  
177 December 14, 2011. Ms. Gulla noted this warrant article is also asking for funds  
178 from the unreserved fund balance.

179  
180 Fire Equipment and Apparatus Capital Reserve Fund – Chief Tapley asked to  
181 have this warrant article removed.

182  
183 Old Meeting House – The Old Meeting House Association wants to reduce the  
184 amount from \$26,000.00 to \$16,000.00. The Association will commit to the  
185 \$10,000.00. Ms. Gulla stated the wording of this warrant article could change  
186 due to the grants. Ms. Gulla stated this could be a non-lapsing fund account so  
187 that the funds do not have to be encumbered at the end of 2013.

188  
189 Insulate walls at Highway Garage – Ms. Gulla stated she needs clarification with  
190 the wording for this warrant article. Consensus of the Board is for Ms. Gulla to  
191 work with legal counsel on the wording.

192  
193 Improve grounds at library – Barbara Lachance questioned whether an irrigation  
194 system should be included in this improvement plan and is waiting for an opinion  
195 from the Trustees. Selectman Devine questioned whether they would also have  
196 a problem with salt in the soil. Selectwoman Copp asked when the proposed  
197 addition is planned. Chairman Nicolaisen stated the Trustees were talking about  
198 establishing a capital reserve fund for an addition. There was discussion about  
199 the two (2) quotes and what they covered. Chairman Nicolaisen noted that the  
200 recommendation from the Trustees does mean the library is paying for this out of  
201 their budget they are asking the Town to pay for the improvements.

202  
203 Collective Bargaining Agreement and Authorize Special Meeting – Ms. Gulla  
204 stated these two warrant articles have to do with collective bargaining and the  
205 wording is what has been used in the past. Ms. Gulla is waiting for figures from  
206 Attorney Elwell. Ms. Gulla explained one article addresses the costs of the  
207 agreement and the other is in the event the first article fails one special meeting  
208 can be called to address the cost items only.

209  
210 Lower Town Hall renovations – Ms. Gulla noted this number does not take into  
211 account the Fire Chief’s safety recommendations. Board members considered  
212 the comments from Eleanor Bassett regarding the kitchen renovation. Ms.  
213 Blaisdell stated the computer wiring needs to be addressed in the quote along  
214 with other items she has thought of. A new figure will be needed. Ms. Blaisdell  
215 noted the email from the Building Inspector regarding the renovations.

216  
217 Handicapped bathroom – Ms. Gulla noted it was her understanding the Board  
218 wanted the two (2) projects listed separately. The same wording as above was  
219 used for this warrant article.

220 House Numbering – See earlier discussion with Chief Tapley.

221

222 Culvert replacement – Add “thousand” after “Fourteen”. Ms. Gulla noted that the  
223 Town has been approved for the grant (75/25) and the Town is raising and  
224 appropriating \$214,435.00 with the Town being responsible for the 25% portion.  
225 Ms. Gulla stated she put that the warrant article would not lapse until December  
226 31, 2013 and the Department of Revenue Administration noted that a non-  
227 lapsing warrant article could go out five (5) years. Ms. Gulla stated the grant  
228 requires the project must be completed by December 31, 2013. Ms. Gulla will  
229 look into whether a date has to be in the warrant article and whether a date five  
230 (5) years out can be used.

231

232 Two additional warrant articles were submitted by the Police Department –

233

234 Shall the Town vote to raise and appropriate the sum of \$11,520.00 for the  
235 purpose of speed traffic enforcement overtime patrols. This appropriation is  
236 contingent upon the Town receiving one hundred percent federal funding through  
237 the State of NH Highway Safety Agency.

238

239 Shall the Town vote to raise and appropriate the sum of \$11,520.00 for the  
240 purpose of DWI overtime patrols. This appropriation is contingent upon the Town  
241 receiving one hundred percent federal funding through the State of NH Highway  
242 Safety Agency.

243

244 Ms. Gulla will add these to the warrant. Ms. Gulla asked the Board for  
245 authorization to send the proposed warrant articles to legal counsel. Consensus  
246 of the Board was to move forward with the process. Ms. Gulla stated the next  
247 steps after agreeing on the wording is numbering the warrant articles, deciding  
248 which ones are special or not and recommendations. Selectman Devine asked  
249 to have the warrant articles alphabetized by subject matter.

250

## 251 New Business

252

### 253 **Discuss 2012 Holiday Schedule**

254

- 255 • Ms. Blaisdell went over the proposed 2012 Holiday Schedule with the Board.  
256 Ms. Blaisdell pointed out the “floater” day is usually used on Columbus Day; per  
257 the Personnel Policy New Year’s Day will be on a Monday in 2012. Ms. Blaisdell  
258 noted that between Christmas and New Year’s the Board would not be meeting  
259 two Mondays in a row. The Board discussed having a special meeting due to  
260 this fact and the Budget Committee meeting dates. Consensus of the Board is to  
261 have a Special Meeting on Wednesday, January 11, 2012 if needed. The day  
262 after Thanksgiving can be used as an additional “floater” day for those offices  
263 that are closed on Fridays. Consensus of the Board was this was acceptable.

264 Consensus of the Board was there would be no Selectmen's meeting on  
265 Christmas Eve and the offices could close at noon and there would be no  
266 meeting on New Year's Eve and the offices could close at 4:00 P.M.  
267

268  
269 **Discussion regarding encumbering of funds for unfinished projects into 2012**  
270

- 271 • Ms. Blaisdell sent a letter to departments informing them of the need to  
272 encumber funds before the end of the year. She received several questions from  
273 department heads. The Public Works Director (PWD) asked about finishing the  
274 floor at the Highway Garage before the end of the year. The PWD stated a lot of  
275 work has to be done before the floor can be poured and he is concerned, due to  
276 the recent weather event, they are not going to have this done by the end of the  
277 year. Ms. Blaisdell stated that the auditor said because this is a contract the  
278 Board could encumber the funds to complete the work in 2012. **MOTION:**  
279 Selectwoman Copp moved to encumber the amount of \$2,640.00 for Nicolaisen  
280 Concrete for work at the highway garage to 2012 and encumber \$30,397.13 for  
281 Busby Construction Company to 2012. Selectman Brown seconded. Three ayes  
282 [Copp, Brown and Devine] and one abstention [Nicolaisen]. Motion passed.  
283

284 **Old Business**

285  
286 **Correction for Benefits Acct. 4155.0**

- 287  
288 • Darlene Ford, Finance Director, brought to the Board's attention via an email a  
289 correction needed in the Benefits Account. Ms. Ford made the correction in the  
290 FICA and Medicare lines which decreases the Gross Expenses in the Benefits  
291 Account to \$356,080.53. **MOTION:** Selectwoman Copp moved Benefits Acct.  
292 4155.00 with Gross Expenses of \$356,080.53, Revenue of \$0 and Net Expenses  
293 of \$356,080.53 be recommended by the Board of Selectmen. Selectman Brown  
294 seconded. Motion passed unanimously.  
295

296 **Other**

- 297  
298 • Ms. Blaisdell noted last week the Board made the Custodian position a full-time  
299 position, the Finance Director and Ms. Blaisdell would like to know when this  
300 would take effect. Consensus of the Board is to have the full-time status start  
301 January 1, 2012. Ms. Blaisdell asked the Board if they want to waive the one  
302 year time period to start accumulating vacation and benefits. Following Board  
303 discussion the consensus of the Board was to find out the start time and go from  
304 there.  
305  
306 • Selectman Devine asked if his question about the revaluation has been  
307 answered. Ms. Blaisdell stated she has spoken with the Assessor and his boss

308 is looking into this. Ms. Blaisdell suggested Selectman Devine stop in the office  
309 and she will explain to him her conversation with the Assessor  
310

- 311 • Ms. Blaisdell asked Board members if on December 14, 2011 any of them are  
312 available at 9:30 A.M. could they cover the office while employees attend training  
313 on the AED equipment. Consensus was to post the office stating employees are  
314 at a training session. Selectman Devine will come in.  
315

### 316 **Correspondence**

- 317 • Letter from legal counsel having to do with the interrogatories and depositions on  
318 the pending legal matter.  
319
- 320 • Notice from NH Department of Safety about the FEMA briefings. No one from  
321 Sandown has to attend.  
322

### 323 **Department Liaison Report**

- 324 • Chairman Nicolaisen stated the Planning Board discussed the acceptance of the  
325 roads discussed earlier tonight.  
326
- 327 • Selectwoman Copp announced to the public the final meeting date for the Budget  
328 Committee is January 13, 2012 with a snow date of January 17, 2012 and this is  
329 the last week for reviewing the final budgets.  
330
- 331 • Selectman Brown noted there are a few puzzles left at the library to sell and they  
332 make a wonderful Christmas gift.  
333
- 334 • Selectwoman Copp noted there is sweatshirts for sale at the Mill Pine Village  
335 clubhouse that spell out Sandown in a tree motif for a cost of \$15.00 and  
336 proceeds will benefit the Sandown Food Pantry.  
337

### 338 **Non-Public discussion under RSA 91-A:3 II (a) employee matters and** 339 **(e) litigation**

- 340 • **MOTION:** Selectwoman Copp moved to go into Non-Public Session per RSA  
341 91-A:3 II (a) Employee Matters and (e) Litigation. Selectman Brown seconded.  
342 Roll call: Copp – aye, Brown – ayes, Nicolaisen –aye, and Devine – aye. Motion  
343 passed unanimously.  
344

345 **MOTION:** Selectman Brown moved to come out of Non-Public Session.  
346 Selectman Devine seconded. Motion passed unanimously.  
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December 12, 2011

351 Chairman Nicolaisen announced while in Non-Public Session the Board agreed  
352 to seal the Non-Public Session Minutes.

353  
354 **MOTION:** Chairman Nicolaisen moved to adjourn the meeting at 9:43 P.M. Selectman  
355 Devine seconded. Motion passed unanimously.

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Respectfully Submitted,

Cynthia J. Robinson  
Recording Secretary