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## Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, January 9, 2012

Type of Meeting: Regular meeting

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

Meeting Location: Sandown Town Hall

Present: Selectpersons: Stephen Brown (Brown), Hans Nicolaisen (Nicolaisen), Tom Tombarello (Tombarello), James Devine (Devine),

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

Absent: Brenda Copp (Copp)

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 December 12, 2011. **MOTION:** Selectman Brown moved to accept the Minutes of December 12, 2011 as written. Selectman Devine seconded. Three ayes [Brown, Nicolaisen and Devine] and one abstention [Tombarello]. Motion passed.

Board members reviewed the Minutes of December 19, 2011. **MOTION:** Selectman Tombarello moved to accept the Minutes of December 19, 2011 as written. Selectman Brown seconded. Motion passed unanimously.

Board members reviewed the Non-Public Minutes of December 12, 2011. **MOTION:** Selectman Brown moved to accept the Non-Public Minutes of December 12, 2011 as written. Selectman Devine seconded. Three ayes [Brown, Nicolaisen and Devine] and one abstention [Tombarello]. Motion passed.

Board members reviewed the Non-Public Minutes of December 19, 2011. **MOTION:** Selectman Tombarello moved to accept the Non-Public Minutes of December 19, 2011 as written. Selectman Brown seconded. Motion passed unanimously.

44 **Public Comment**

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- 46 • Mark Traeger, Sandown Planning Board is present to talk briefly about the  
47 Master Plan Subcommittee that is conducting a survey from residents throughout  
48 Town to see what they would like to see in Sandown over the next ten (10) years  
49 or so. Access to the survey can be found on the Town’s website. Mr. Traeger  
50 also noted that the Planning Board will be holding a Visioning Session [public  
51 meeting] at their meeting on the first Tuesday in February where they will go  
52 through the Master Plan and solicit public input.

53

54 **Non-Public discussion under RSA 91-A:3 II (c) Reputation**

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- 56 • **MOTION:** Selectman Tombarello moved to go into Non-Public Session per RSA  
57 91-A:3 II (c) Reputation. Selectman Brown seconded. Roll call: Brown – ayes,  
58 Nicolaisen –aye, Tombarello – aye and Devine – aye. Motion passed  
59 unanimously.

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61 **MOTION:** Chairman Nicolaisen moved to come out of Non-Public Session.  
62 Selectman Brown seconded. Motion passed unanimously.

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

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67 **Appointments**

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69 **Nelson Rheume, Senior Affairs Transportation Committee**  
70 **Discussion regarding possible warrant article**

- 71
- 72 • Nelson Rheume stated that it is his understanding that under RSA 31:19 the  
73 Town can approve a Senior Affairs Transportation Trust Fund so that the money  
74 the Senior Affairs Transportation Committee is receiving as donations will not  
75 have to be turned in at the end of the year to the General Fund. Chairman  
76 Nicolaisen asked if this has to go to warrant. Ms. Blaisdell explained this Fund  
77 would be similar to what the Board did for the Old Home Day Committee where a  
78 fund was established for donations to be deposited and used for a specific  
79 purpose. Selectman Brown asked if the amount being placed in the fund is  
80 \$677.00. Mr. Rheume stated yes at this time. Ms. Blaisdell explained that the  
81 creation of a fund for a specific purpose could only be changed after going to  
82 probate court and requesting a change for a similar purpose. **MOTION:**  
83 Selectman Tombarello moved to accept the \$677.00 and establish the Sandown  
84 Senior Affairs Transportation Trust Fund whose funds are for the volunteer  
85 transportation program. Selectman Devine seconded. Selectman Brown asked  
86 if it is standard procedure for the trustees to administer the fund or does it have  
87 to be part of the motion. Ms. Blaisdell stated the trustees manage the trust funds

88 and the Board of Selectmen would be the agent to expend from the trust fund.  
89 Selectman Brown asked if the Selectmen would then have to give their approval  
90 before funds could be spent from the trust fund. Ms. Blaisdell stated the Board  
91 could make the decision to have both the trustees and the Board be part of the  
92 expenditure process. Ms. Gulla stated for the Old Home Day Committee both  
93 the Committee and the Board of Selectmen were agents. Selectman Devine  
94 withdrew his second and Selectman Tombarello withdrew his motion. **MOTION:**  
95 Selectman Tombarello moved to accept the \$677.00 to establish the Sandown  
96 Senior Affairs Transportation Trust Fund for the purpose of accepting donations  
97 for the volunteer transportation program. The Trustees of the Trust Fund will  
98 administer the trust and donations will be accepted into the fund by the Board of  
99 Selectmen and funds will be expended by the Senior Affairs Transportation  
100 Committee members with the Board of Selectmen approval. Selectman Devine  
101 seconded. Motion passed unanimously.

### 102 **Further discussion regarding proposed 2012 warrant articles**

- 103 • Paula Gulla was present for this discussion. Ms. Gulla went over the most recent  
104 changes to the warrant articles.

105 The numbers for Warrant Article 2 – operating budget is \$3,161,211.20 and the  
106 default budget is \$3,265,165.01. Ms. Gulla stated there is the possibility these  
107 numbers could change after the Budget Committee public hearing.

108 The number for the collective bargaining agreement for the current fiscal year is  
109 \$5,911.99. Also in the warrant article are the numbers for the next three contract  
110 years [\$6,618.40, \$8,802.00 and \$9,037.11]. Again, these numbers could  
111 change following a final review by the Finance Director and Police Chief.

112 The number for the Road Improvement Capital Reserve Fund is \$450,000.00.  
113 Ms. Blaisdell pointed out that the Board of Selectmen has placed \$100,00.00 in  
114 the Paving line item of the Highway Department in past years and the balance of  
115 what was needed for the contract was put into the warrant article, but the Budget  
116 Committee has taken out the \$100,000.00 and wants the full amount to go to  
117 warrant article. Ms. Blaisdell suggested to the Board that someone should be  
118 prepared to explain this at Deliberative Session.

119 House numbering system – Ms. Gulla explained the findings regarding whether  
120 there was already an ordinance in place and would private roads be covered  
121 under the ordinance. Research shows a house numbering ordinance was  
122 passed in 1987 but lacked specifics. Ms. Gulla pointed out the letter from legal  
123 counsel that states the Board does have the authority to develop and implement  
124 a house number system that would include private ways. Ms. Gulla stated it is  
125 her understanding the Board should develop the house numbering system and  
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132 then put before the voters the implementation of the system [\$30,000.00] not the  
133 system itself. Following discussion and review of the information in the Board's  
134 packet this evening, it was the consensus of the Board to move forward with  
135 developing a house numbering system and go with the new wording for the  
136 warrant article as recommended by legal counsel. Chairman Nicolaisen will work  
137 with Ms. Gulla on developing the house-numbering ordinance.  
138

139 Town Hall office space conversion – Chairman Nicolaisen pointed out that the  
140 figure of \$54,500.00 does not include stove, AC unit, etc. Ms. Blaisdell stated the  
141 architect gave the figure to the Board. Consensus of the Board is to leave the  
142 figure as is.  
143

144 Ms. Gulla stated the next step is for the Board to go through the warrant articles  
145 and decide if they are “Special” Warrant Articles or not, Recommend or Not  
146 Recommend and decide their order. The following list of Warrant Articles are in  
147 the order the Board decided tonight along with whether they are Special or not  
148 and whether they Recommended or Not Recommend.  
149

150 Warrant Article 2 – Operating Budget. Consensus of the Board is to hold off on  
151 their recommendation until after the public hearing on Friday.  
152

153 Special Warrant Article 3 – Collective bargaining agreement. Recommended by  
154 the Board of Selectmen: 4-0-0  
155

156 Warrant Article 4 – “... if Article 3 is defeated, authorize the governing body to  
157 call one special meeting”. Recommended by the Board of Selectmen: 4-0-0  
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159 Special Warrant Article 5 – Police Station Capital Reserve. Recommended by  
160 the Board of Selectmen: 4-0-0  
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162 Warrant Article 6 – Highway Block Grant. Recommended by the Board of  
163 Selectmen: 4-0-0  
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165 Special Warrant Article 7 – Road Improvement Capital Reserve Fund.  
166 Recommended by the Board of Selectmen: 4-0-0  
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168 Special Warrant Article 8 – Plowing Expendable Trust Fund. Recommended by  
169 the Board of Selectmen: 4-0-0  
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171 Warrant Article 9 – Old Home Day Celebration Expendable Trust Fund.  
172 Recommended by the Board of Selectmen: 4-0-0  
173

174 Special Warrant Article 10 – Wells Village Road by replacing the culvert.  
175 Recommended by the Board of Selectmen: 4-0-0

176 Special Warrant Article 11 – Old Meetinghouse. Recommended by the Board of  
177 Selectmen: 4-0-0

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179 Special Warrant Article 12 – Handicap restroom, Town Hall. This is to be a non-  
180 lapsing warrant article. Recommended by the Board of Selectmen: 4-0-0

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182 Special Warrant Article 13 – Town Hall office space conversion. This is to be a  
183 non-lapsing warrant article. Recommended by the Board of Selectmen: 4-0-0

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185 Special Warrant Article 14 – House numbering system. This is to be a non-  
186 lapsing warrant article. Recommended by the Board of Selectmen: 4-0-0

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188 Warrant Article 15 – Speed Traffic Enforcement. Recommended by the Board of  
189 Selectmen: 4-0-0

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191 Warrant Article 16 – D.W.I. overtime patrols. Recommended by the Board of  
192 Selectmen: 4-0-0

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194 Warrant Article 17 – Insulate the interior wall area at the Highway Garage.  
195 Recommended by the Board of Selectmen: 4-0-0

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197 Warrant Article 18 – Mosquito surveillance and control program. Recommended  
198 by the Board of Selectmen: 4-0-0

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200 Petitioned Warrant Article 19 – Elderly real estate exemption. Not  
201 Recommended by the Board of Selectmen: 4-0-0

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203 Ms. Gulla stated tomorrow is the deadline for any additional warrant articles. Ms.  
204 Blaisdell asked the Board in the event there are additional warrant articles how  
205 do they want to handle them. Ms. Blaisdell stated money articles would have to  
206 go before the Budget Committee on Friday, but they do not have to be  
207 recommended by the Board of Selectmen in order to go to the Budget  
208 Committee. Ms. Blaisdell will inform Board members if any new warrant articles  
209 come in.

210  
211 Ms. Blaisdell asked if the Board is going to have someone represent the Board at  
212 the Budget Committee public hearing on Friday. Chairman Nicolaisen announced  
213 that the Budget Committee is having their final public hearing on Friday, January  
214 13, 2012 at 7:00 P.M. at the Town Hall. Selectman Brown asked if there is going  
215 to be a replacement for Selectwoman Copp on the Budget Committee as the  
216 Board's ex-officio member. **MOTION:** Selectman Brown moved to have  
217 Selectman Tombarello be the Board of Selectmen's ex-officio on the Budget  
218 Committee with full voting privileges. Chairman Nicolaisen seconded. Three

219 ayes [Brown, Nicolaisen and Devine] and one abstention [Tombarello]. Motion  
220 passed.

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222 **New Business**

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224 **Review and signing of 2012 Safety Summary for NH Dept of Labor**  
225 **completed by Joint Loss Management Committee**

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- 227 • Ms. Blaisdell explained that the Joint Loss Management Committee must file a  
228 Safety Summary with the Department of Labor on behalf of the Town and the  
229 Board must review and sign the Summary. The Summary was passed around to  
230 Board members and signed.

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232 **Review of letter of interest for Emergency Management Director**

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- 234 • Board members reviewed the letter of interest for the position of Emergency  
235 Management Director. Chairman Nicolaisen noted this position was put out by  
236 the Fire Department and one person responded. **MOTION:** Selectman  
237 Tombarello moved to appoint Brian Chevalier as Emergency Management  
238 Director for a three year term [March 2015]. Selectman Brown seconded.  
239 Motion passed unanimously.

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- 241 • Board members reviewed the letter in interest for the position of Assistant  
242 Emergency Management Director. **MOTION:** Selectman Brown moved to  
243 appoint Frederick Teague as Assistant Emergency Management Director for a  
244 three year term [March 2015]. Selectman Tombarello seconded. Motion passed  
245 unanimously.

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247 **Other**

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- 249 • Selectman Brown would like to place members of the Timberlane School Board  
250 and Superintendent on the Selectmen's next agenda for January 23, 2012 so  
251 they can discuss their warrant articles and bond issues. Selectman Brown noted  
252 that this is something they usually request. Ms. Blaisdell went over the agenda  
253 for January 23, 2012 agenda with the Board. Consensus of the Board is to move  
254 someone out so the School Board can be placed on the agenda. Ms. Blaisdell  
255 will work on making the change. Selectman Brown will contact Laurie Aubrey  
256 and let her know the date and time [January 23, 2012 at 7:10 P.M.].

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258 **Old Business**

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260 **Review of correspondence from town engineer regarding Longchamp**  
261 **complaint**

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- Chairman Nicolaisen stated this complaint is regarding a parking space within the public right of way on Chestnut Hill Road. Selectman Tombarello stated he did go to the site as did the Town engineer and Public Works Director and based on what they saw no one sees an issue. Chairman Nicolaisen stated Steve Keach [Town engineer] did not want to comment until the Chief of Police went to view the site to make sure it did not violate the winter parking ban. Mr. Keach did submit a letter regarding this matter. Consensus of the Board is to send Mr. Longchamp a letter stating the Board's decision and enclose the letters from Mr. Keach and the Chief of Police.

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273 **Correspondence**

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- Memo from Scott Marsh of Municipal Resources Inc. regarding the question on the assessment ratio to 100%. Mr. Marsh stated the Town's next revaluation to bring assessment ratios close to 100% should be during the 2013 tax year. Ms. Blaisdell stated the only way to get a full 100% revaluation is to get a full contracted revaluation, which will happen in 2013. Selectman Devine feels there must be a way to get to the 100% on a regular basis not just in the fifth year. Ms. Blaisdell explained the Assessors do perform a Coefficient of Dispersion [COD] that shows where the properties may vary throughout the Town.
  - Letter from Fire Chief Wilfred Tapley regarding violations of the fire code he found in the attic space above the Town Offices and his request to have them repaired as soon as possible. Ms. Blaisdell explained the custodian has looked at the issues and corrected most of them and the others are being addressed. Consensus of the Board is to make sure when future work is done repairs like this are part of the work contract. The Building Inspector should make sure this is done.
  - Letter from the Sandown Republican Committee inviting the Board of Selectman to attend their next meeting on Wednesday, January 18, 2012 at 7:00 P.M. at the Town Hall.
  - Letter from the Chester Board of Selectmen inviting the Board to attend the next Regional Selectmen's Meeting on February 16, 2012 at 7:00 P.M. at the Municipal Complex in Chester. Board members should let Ms. Blaisdell know if they are going to attend.
  - Letter from a resident informing the Town [as an abutter] of their Application for a wetlands permit.
  - Letter from Southeast Regional Refuse Disposal District 53B informing the Town of their proposed 2012-13 budget and membership dues. This is not an invoice,
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306 actual invoices will be mailed in March. The District will be holding a meeting on  
307 January 25, 2012 to finalize the budget. The Board is invited to attend.

- 308 • Letter from legal counsel regarding the filing of a Special Appearance in the land  
309 use change tax litigation.
- 310 • Selectman Tombarello read a letter from Police Chief Joseph Gordon  
311 announcing the promotion of William Pica to Corporal within the Sandown Police  
312 Department effective December 30, 2011. Chief Gordon stated this promotion  
313 would not have an impact on his proposed 2012 budget. Selectman Tombarello  
314 supports this promotion.
- 315
- 316 • Chairman Nicolaisen announced the Planning Board's Administrative Assistant is  
317 retiring and the Planning Board would like to replace her with their current  
318 Recording Secretary, Andrea Cairns at \$18.00/hours. **MOTION:** Selectman  
319 Tombarello moved to appoint Andrea Cairns as the Administrative Assistant to  
320 the Planning Board at \$18.00/hour effective immediately. Selectman Brown  
321 seconded. Motion passed unanimously.
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323 **Department Liaison Report**

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- 325 • Selectman Tombarello spoke to the Health Officer today about the pickup truck  
326 parked next to the Town Hall that is full of garbage. The individual who owns the  
327 truck has been spoken to about cleaning this up. The Health Officer will follow  
328 up on this.
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- 330 • Selectman Devine noted that after the ten-year census the districts are  
331 reassigned. The new district for Sandown now consists of Auburn, Chester and  
332 Sandown and they will have four (4) representatives.
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334 **Non-Public discussion under RSA 91-A:3 II (c) Reputation**

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- 336 • This Non-Public Session was covered under Correspondence.
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338 **MOTION:** Selectman Brown moved to adjourn the meeting at 9:13 P.M. Selectman  
339 Tombarello seconded. Motion passed unanimously.

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341 Respectfully Submitted,

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345 Cynthia J. Robinson  
346 Recording Secretary