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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, June 4, 2012

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), Stephen Brown (Brown), Hans Nicolaisen (Nicolaisen), James Devine (Devine), Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent:

Late to arrive:

Call to Order: Chairman Brown called the meeting to order at 6:45 P.M.

Pledge of Allegiance

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

- **MOTION:** Selectman Nicolaisen moved to go into Non-Public Session per RSA 91-A:3 II (a) Employee Matters. Selectman Tombarello seconded. Roll call: Copp – aye, Tombarello – ayes, Brown –aye, Nicolaisen - aye and Devine – aye. Motion passed unanimously.

MOTION: Selectman Tombarello moved to come out of Non-Public Session. Selectman Nicolaisen seconded. Motion passed unanimously.

Chairman Brown announced while in Non-Public Session the Board voted to seal the Non-Public Session Minutes.

Chairman Brown welcomed members of Boy Scout Troop 13 of Danville, NH to the meeting. The Boy Scouts are working on a Communications Merit Badge and will be observing the meeting.

Review of minutes of previous meetings

- Board members reviewed the Minutes of May 14, 2012. Selectwoman Copp noted on line 163 the work “local” should be “location” and the word “by “ should be “be” and line 362 strike the words “this charge” and replace it with “both amounts”. **MOTION:** Selectman Tombarello moved to accept the Minutes of Monday, May 14, 2012 as amended. Selectwoman Copp seconded. Motion passed unanimously.

- 44 • Board members reviewed the Minutes of May 21, 2012. **MOTION:** Selectman
45 Tombarello moved to accept the Minutes of Monday, May 21, 2012 as written.
46 Selectman Devine seconded. Motion passed unanimously.
47
- 48 • Board members reviewed the Non-Public Minutes of May 21, 2012. **MOTION:**
49 Selectman Tombarello moved to accept the Non-Public Minutes of Monday, May
50 21, 2012 as written. Selectwoman Copp seconded. Motion passed
51 unanimously.

52
53 **Public Comment and Announcements**

- 54
- 55 • Selectwoman Copp asked the Board and the Boy Scouts to wish a very Happy
56 Birthday to Bea Moss on her 100th birthday today.
57
- 58 • Selectman Nicolaisen reminded the Board that the Conservation Commission is
59 still looking for members. Anyone interested can go to the Sandown website for
60 information.
61
- 62 • Chairman Brown speaking for the Board and Town employees want to extend
63 their condolences to the Finance Director on the passing of her daughter.
64 **MOTION:** Chairman Brown moved to spend up to \$125.00 from the Executive
65 Account, Flowers and Goodwill line. Selectman Nicolaisen seconded. Motion
66 passed unanimously.
67

68 **Appointments**

69

70 **Tad Dziemian, White Columns Office Solutions and Simon Brightman, CMC**
71 **Technology Group**
72 **Present proposal for IP telecommunications package**
73

- 74 • Present for this discussion were: Tad Dziemian and Simon Brightman. Mr.
75 Dziemian provided the Board with updated information on the telecommunication
76 package. Chairman Brown explained to the public these two gentlemen are here
77 to discuss the telecommunication package being presented by CMC Technology
78 Group. Mr. Dziemian gave a brief update on the Town's electrical savings over
79 the past couple months which totaled \$363.00. Mr. Dziemian gave a brief
80 explanation as to why he chose CMC Technology as the provider for the Town's
81 telecommunication system. Mr. Dziemian then introduced Mr. Brightman of CMC
82 Technology Group who spoke about their experience with the communication
83 needs of municipalities. Mr. Brightman gave a brief explanation of the options
84 that are now available due to the changes in communication. Mr. Brightman
85 explained that he came to Town and did an extensive site survey of all the
86 Town's facilities with assistance from Town staff [maintenance]. Following the

87 site survey Mr. Brightman and Mr. Dziemian worked together to come up with the
88 proposal being presented tonight.

89
90 Mr. Brightman noted there are two documents, 1) the Proposal and 2) the Bill of
91 Materials. Mr. Brightman went through the breakdown of each document and
92 explained to the Board the reasoning for these choices. Selectman Tombarello
93 told Mr. Brightman that next year there is the potential of a new police station
94 being built and he was wondering if this system will be able to be installed there.
95 Mr. Brightman stated absolutely but there may be an additional charge because
96 of the addition of a data switch. Selectwoman Copp asked about the dropping of
97 lines. Mr. Brightman explained technically how the number of lines could be
98 dropped. Selectwoman Copp asked Mr. Brightman for a breakdown on the cost
99 of the equipment separate from the total cost. Mr. Brightman will provide the
100 Town with that information. Ms. Blaisdell asked what happens to police and fire
101 if the power goes out at the Town Hall. Mr. Brightman explained there are two
102 options that are available to cover this situation, 1) an inexpensive battery back
103 up solution or 2) move the hub of the network. Mr. Brightman explained the
104 battery back up is not a good solution; the best solution is a generator in both
105 locations and connected communications over the fiber. Selectwoman Copp
106 noted this price is firm until May 24, 2012. Mr. Brightman stated he looked at the
107 pricing yesterday and these numbers are still good.

108
109 Chairman Brown informed Mr. Dziemian and Mr. Brightman that the Board will be
110 discussing both proposals [Granite State Communications & CMC] in two weeks
111 and will let them know their decision.

112
113 **Scott Marsh, Municipal Resources, Inc. (MRI)**
114 **Further discussion regarding 2012 statistical update/revaluation and Non-Public**
115 **Session under RSA 91-A:3 II (e) Litigation**
116

- 117 • Present for this discussion: Scott Marsh of MRI. Mr. Marsh noted that he
118 submitted two different letter options to the Board to send to various revaluation
119 companies for the Request for Proposal (RFP) for the 2013 statistical update
120 revaluation. Mr. Marsh stated he has no preference on which one the Board
121 chooses noting one is more detailed than the other. Mr. Marsh asked that when
122 the RFP's come back he be allowed to go through them to make sure everything
123 lines up. Selectman Nicolaisen questioned whether MRI should be overseeing
124 the process if they are going to bid on the revaluation. Mr. Marsh stated MRI
125 was not planning on bidding on the revaluation, according to the contract with the
126 Town the fifth year they were to oversee the revaluation.

127
128 Selectwoman Copp questioned the importance of using the more detailed letter.
129 Mr. Marsh stated the more detailed letter would bring in more in depth
130 responses. Selectman Nicolaisen asked if this would increase the cost of the

131 revaluation. Mr. Marsh stated no, the responses would have more information
132 that is why he would want to review the RFP's first to make sure the information
133 provided is all the same when the Board reviews them. Chairman Brown asked
134 how many companies would the letter be sent to. Mr. Marsh stated he would
135 recommend the Board send letters to 8-10 companies noting that some on the
136 list no longer exist so he would eliminate those. Consensus of the Board is to
137 send out the long form and have Mr. Marsh go through the list to take out those
138 companies that are no longer in the business.

139
140 Ms. Blaisdell reminded the Board to explain the difference between revaluation
141 and a statistical revaluation and the need for funding to perform the revaluation.
142 Selectwoman Copp asked how the Board missed funding this if they knew it was
143 coming up. Mr. Marsh explained the difference between the cost of a full
144 revaluation and that of a statistical revaluation. Selectwoman Copp expressed
145 concern about asking for bids for the revaluation knowing there is a lack of
146 funding. Mr. Marsh explained that these companies understand how
147 municipalities work and that a clause can be put in the contract stating due to the
148 lack of funding the agreement is null and void. Selectman Nicolaisen asked if
149 there is a penalty if the revaluation is not done in 2013. Mr. Marsh stated the
150 Department of Revenue Administration (DRA) could go to the Board of Tax and
151 Land Appeals (BTLA) to have them order the Town to perform the revaluation,
152 but if this happens the cost goes up because the BTLA oversees the revaluation.
153 Ms. Blaisdell recommended the Board set up a capital reserve account in 2013
154 for the next revaluation. Selectman Nicolaisen asked what happens if the voters
155 say no to funding a revaluation especially where "no means no". Mr. Marsh
156 stated they [DRA/BTLA] would find a way to take the funds out of the Town's
157 budget. Selectwoman Copp asked about an extension. Mr. Marsh stated there
158 is no extension process. Chairman Brown summarized what the process will be;
159 send out long form, go over list of companies to exclude those that are no longer
160 valid, send the letter out to remaining companies and MRI will create a
161 spreadsheet when the RFP's come in.

162
163 **MOTION:** Selectman Nicolaisen moved to go into Non-Public Session per RSA
164 91-A:3 II (e) Litigation. Selectman Tombarello seconded. Roll call: Copp – aye,
165 Tombarello – ayes, Brown –aye, Nicolaisen - aye and Devine – aye. Motion
166 passed unanimously.

167
168 **MOTION:** Selectman Tombarello moved to come out of Non-Public Session.
169 Selectman Nicolaisen seconded. Motion passed unanimously.

170
171 Chairman Brown announced while in Non-Public Session the Board voted to seal
172 the Non-Public Session Minutes.

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**Members of the Recreation Commission
Discussion regarding Town server and email issues**

- Present for this discussion were: Ron Dulong, Chairman of the Recreation Commission and Deb Brown, Recreation Coordinator. Ms. Brown explained that a couple years ago when the Town switched to the sandown.us email address the Recreation Department lost many of their email program functions. On top of that loss they then found out because they are not located in the building they are not a full user on the server so they can't perform certain functions. They did have RMON work with them but because Recreation wasn't part of the contract what they could do was limited. Ms. Brown pointed out that the department has increased its programs and without the capability of using these functions it makes work difficult. Ms. Brown stated about 85% of her communication is via email. Ms. Brown stated that they have looked at all options so if nothing works they would like to go back to Comcast within the next couple weeks. Ms. Brown noted they still have their account with Comcast.

Mr. Dulong spoke about off site back up should they go back to Comcast. Chairman Brown asked when the Commission would know what if anything could be done. Mr. Dulong stated within the next couple weeks. Chairman Brown stated he has no issue with Recreation going back to Comcast if nothing else works. Selectman Tombarello agreed. Selectwoman Copp asked how they back up. Mr. Dulong stated they have an external hard drive. Ms. Blaisdell stated that should they go back to Comcast they back up to Outlook to cover the right to know law.

Ms. Brown announced the senior ice cream social would take place on June 14, 2012, registration for the summer program is now underway and registration must be in person on June 11, 2012 from 1:00 PM to 6:00 PM at the Recreation Building after this date there will be a fee increase and senior line dancing starts on June 12, 2012.

New Business

Review quotes received for crack sealing of roadways

- Board members reviewed the memo from the Public Works Director and quotes for crack sealing the following roads: Hampstead, Little Mill, Odell, Stage Coach/Love, Royal Range Ext and Hale True. Ms. Blaisdell noted that two quotes were submitted [Bedford Seal Coating and NICOM] and one contained traffic control because the Department of Labor requires traffic control before and after when this type of work is being performed. Chairman Brown noted that the NICOM quote includes traffic control but the cost is per day and he questioned

219 whether the other quote is firm. Selectman Tombarello asked about utilizing the
220 Sandown Police Department for traffic control. There was discussion about
221 whether the Bedford quote included traffic control. Chairman Brown pointed out
222 the note from the Public Works Director indicating he would like to utilize Bedford
223 Seal Coating, which includes traffic control. There was discussion about what
224 roads are required to have police detail. Consensus of the Board is to have Ms.
225 Blaisdell ask the Public Works Direct to get the bid from Bedford Seal Coating
226 with the traffic control included in the written bid and find out if police detail is
227 required on any of the roads.

228
229 **Review amended contract for GotBooks container**

- 230
- 231 • Ms. Blaisdell stated it is her understanding that the contract for GotBooks needs
232 to be amended so they can put a new sticker on the container at the Transfer
233 Station because they are now accepting clothing as well as books. Consensus
234 of the Board is they are okay with signing the amendment. Chairman Brown
235 signed the amended contract.

236
237 **Discussion regarding quote received for fire extinguisher updating in various**
238 **government buildings**

- 239
- 240 • Ms. Blaisdell explained that the Town has a contract with Hampshire Fire to
241 inspect each building annually to make sure the fire extinguishers are up to date
242 and their location is accurate. The Joint Loss Management Committee took on
243 this task along with Hampshire Fire. They looked at the Meetinghouse, Depot,
244 Police Station and Fire Station. Hampshire Fire presented a proposal totaling
245 \$665.00. Ms. Blaisdell noted that this cost was not in the budget for this year.
246 Ms. Blaisdell suggested the Board ask the departments if they could find the
247 money in their budget to help defray the cost or put the proposal in next years
248 budget.

249
250 Chairman Brown asked if the law requires any of this work. Ms. Blaisdell stated
251 no, the proposal is based on the inspections Hampshire Fire was asked to
252 perform. Selectwoman Copp feels it is too early in the year to be taking from the
253 Government Buildings budget, she recommended putting off the proposal until
254 later in the year unless other departments want to contribute. Selectmen
255 Tombarello and Nicolaisen agree. Selectman Devine feels the extinguishers
256 should be checked and if they have to be replaced they should be and the others
257 can wait. Selectman Nicolaisen agrees with Selectman Devine. Consensus of the
258 Board is for Ms. Blaisdell to speak to the associations to see if they can
259 contribute, Selectwoman Copp will check with the Fire Department and
260 Selectman Tombarello will check with the Police Department.

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262 **Old Business**

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- Ms. Blaisdell stated she received an email from Roger Barczak asking if any Board members would be attending Wednesday night's elected officials focus group. Board members will not be able to attend as they have another commitment.
- Selectwoman Copp asked if the matter of reducing the minutes on the Building Inspector's cell phone has been looked into. Ms. Blaisdell stated she has begun the process but has not heard back other than they received her email.
- Selectwoman Copp asked if any thing has been found out as to whether the Code Enforcement /Health Officer positions were set up as a stipend or hourly. Ms. Blaisdell stated she and Paula Gulla have begun searching but it is going to be a long process.
- Selectwoman Copp asked Ms. Blaisdell to find out whether the library wants to be included in the telephone package. Ms. Blaisdell stated that Granite State has them included but she doesn't know how this will affect the library grant. Selectwoman Copp will speak to Selectman Devine, the library liaison, about finding out what impact including the library in the telephone package will have on the grant they received for telephone service.

Correspondence

- Board members reviewed the letter from the State of NH Department of Safety to Michele Short, Town Clerk regarding the audit performed on the records of the Municipal Registration Agent in the Town of Sandown. Chairman Brown noted that the only comment made was unused registration sticker must be returned to the Warehouse by January 15 of each year.
- Board members reviewed the letter from the Rockingham Planning Commission reminding anyone interested to register for the annual meeting to be held on June 13, 2012 at the Sheraton Harborside Hotel in Portsmouth.
- Board members reviewed the letter from Local Government Center announcing a seminar on Right to Know to be held on Saturday, June 9, 2012 from 9:00 AM to 12:30 PM at the Local Government Center in Concord.

Department Liaison Report

- Selectwoman Copp attended the Regional Selectmen's Meeting in Kingston. Very informative.
- Selectman Tombarello attended the DARE graduation at Sandown Central.

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

- 307 • Selectman Tombarello attended the Monday Morning meeting at Sandown North.
- 308 • Selectman Tombarello stated the house numbering process is still on going.
- 309 Chairman Brown stated anyone wanting to review the list of addresses without a
- 310 number could come to the Selectmen's Office.
- 311 • Selectman Tombarello announced the new Assistant Building Inspector is
- 312 working this evening.
- 313
- 314 • Chairman Brown attended the Regional Selectmen's meeting and he was not
- 315 impressed, the discussion was not what he was expecting.
- 316 • Chairman Brown attended a CASA meeting and feels the Town is getting their
- 317 money's worth from this agency.
- 318
- 319 • Selectman Nicolaisen attended the Conservation Commission meeting where
- 320 they discussed the redesign of their website and the Commission is still in need
- 321 of volunteers.
- 322
- 323 • Selectman Devine attended the Sandown Memorial Day Service. Jack Barnes
- 324 did not attend so Selectman Devine still has his plaque. Consensus of the Board
- 325 is to have Selectman Devine present the plaque to Sen. Barnes on Wednesday
- 326 at the State House.
- 327 • Selectman Devine attended the Sandown North Monday Morning meeting.
- 328 • Selectman Devine attended the Regional Selectmen's meeting.
- 329

330 **Non-Public Session under RSA 91A:3 II (a) Employee Matters**

- 331
- 332 • **MOTION:** Selectman Tombarello moved to go into Non-Public Session per RSA
- 333 91-A:3 II (a) Employee Matters. Selectman Devine seconded. Roll call: Copp –
- 334 aye, Tombarello – ayes, Brown –aye, Nicolaisen - aye and Devine – aye. Motion
- 335 passed unanimously.
- 336

337 **MOTION:** Selectwoman Copp moved to come out of Non-Public Session.

338 Selectman Nicolaisen seconded. Motion passed unanimously.

339

340 Chairman Brown announced while in Non-Public Session the Board voted to seal

341 the Non-Public Session Minutes.

342

343 **MOTION:** Chairman Brown adjourned the meeting at 9:52 P.M.

344

345 Respectfully Submitted,

346

347

348

349 Cynthia J. Robinson

350 Recording Secretary