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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, June 18, 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 7:00 P.M.

Pledge of Allegiance

Review of minutes of previous meetings

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- Board members reviewed the Minutes of June 4, 2012. **MOTION:** Selectman Tombarello moved to accept the Minutes of Monday, June 4, 2012 as written. Selectwoman Copp seconded. Four ayes [Copp, Tombarello, Brown and Nicolaisen] and one abstention [Devine]. Motion passed.

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Board members reviewed the Non-Public Minutes of June 4, 2012. **MOTION:** Selectman Tombarello moved to accept the Non-Public Minutes of Monday, June 4, 2012 as written. Chairman Brown seconded. Motion passed unanimously.

Public Comment and Announcements

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- Ed Mencis announced that he would be selling fried dough and french fries this Sunday from noon to 5:00 P.M. at the Train Station to benefit the Food Pantry. Board members will be volunteer cooking.
 - Police Chief Joseph Gordon came before the Board to obtain the signature of the Chairman of the Board of Selectmen on the OHRV Agreement in order for the Town to receive a \$2,450.00 grant for OHRV Wheeled Vehicle Enforcement details. **MOTION:** Selectman Nicolaisen moved to accept the grant money from the NH Fish and Game in the amount of \$2,450.00 for OHRV enforcement. Selectman Tombarello seconded. Motion passed unanimously. Chairman Brown signed the Agreement as the Contractor Signature.

43 Selectman Tombarello announced that Chief Gordon would be taking out of the
44 OHRV Patrol account the funds to replace all the fire extinguishers as a safety
45 issue.

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- 47 • Selectwoman Copp thanked the Police Department for the good job they did on
48 the house numbering project. Chief Gordon stated they have had a good
49 response from the public.

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51 Appointments

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53 **Arthur Genualdo, Public Works Director and Steve Keach, Town Engineer** 54 **Discussion regarding 2012 Road Improvement Plan, crack sealing quotes, closing** 55 **of Transfer station on July 4th and proposal for flags along Main St**

- 56
- 57 • Present for this discussion were: Arthur Genualdo, Public Works Director and
58 Patrick Colburn of Keach-Nordstrom (Town Engineer). Mr. Colburn spoke about
59 the 2012 road improvements that are planned for this summer. Mr. Colburn
60 noted the change in the original plan that had included Fremont Road. The roads
61 now include only Holt Point Road, North Road and Phillipswood Road. Mr.
62 Colburn described the work that will be done on these roads.

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64 Mr. Colburn recapped how the road improvement projects were handled last year
65 relative to the competitive bidding process where they ultimately chose Busby
66 Construction. Mr. Colburn explained that his year's projects are similar to last
67 year. Mr. Colburn noted that Mr. Genualdo and Mr. Keach discussed how 50%
68 plus of this year's projects are going to be paving and the associated costs. Mr.
69 Colburn noted that last year their office came up with plans for the bid process.
70 Mr. Colburn stated since this year's projects are similar to last year's and how
71 late in the construction season it is, it was suggested that they look into
72 extending Busby's 2011 contract to include this year's projects. Mr. Genualdo
73 did find out that Busby Construction is willing to accept the extension of the
74 contract and Busby is willing to hold the 2011 numbers.

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76 Mr. Colburn discussed the costs associated with going out to competitive bidding.
77 Mr. Colburn noted that Busby Construction has worked for the Town before and
78 has a good track record. Mr. Colburn stated he is here tonight to ask the Board
79 to authorize Mr. Genualdo and Keach-Nordstrom to issue a change order under
80 the 2011 contract. Keach-Nordstrom would work up a new form for the calculated
81 quantities for this year's work and apply the 2011 unit price cost to the 2012 list
82 of items. Mr. Genualdo noted the potential savings by not having to go out to bid
83 this year. Mr. Colburn also noted the timesavings because they would be
84 extending last year's contract.

86 Chairman Brown asked for Board comments. Selectman Tombarello asked how
87 much savings would there be on the paving. Mr. Colburn stated Mr. Keach
88 estimated about 5%. Selectman Nicolaisen asked what the savings would be on
89 the engineering/documents. Mr. Colburn estimated about 25-33%. Chairman
90 Brown asked Board members how they feel about extending the contract rather
91 than going out to bid. Selectwoman Copp stated she is conflicted because the
92 Town has a bid policy but she supports saving money. Selectwoman Copp
93 added normally bids are sealed in order to get a good price but this project was a
94 warrant article so everyone knows what the Town has to spend. Selectwoman
95 Copp doesn't feel the Town would get as good a price so for that reason she
96 would be willing to make an adjustment. Selectwoman Copp asked if there would
97 be a firm price. Mr. Colburn stated yes the fixed fee would be noted in the
98 change over. Selectman Devine supports the extension. Selectman Nicolaisen
99 is not sure he supports the extension. Selectman Tombarello supports saving
100 money but is a little nervous about not going out to bid. Chairman Brown asked
101 how much time would be saved by not going out to bid. Mr. Colburn stated
102 approximately six weeks. **MOTION:** Chairman Brown moved to extend Busby
103 Construction's contract with a firm price change order for the 2012 Road
104 Improvement Plan. Selectwoman Copp seconded. Four ayes [Copp,
105 Tombarello, Brown and Devine] and one nay [Nicolaisen]. Motion passed. Mr.
106 Colburn left the meeting at this time.

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- 108 • Mr. Gualdo provided the Board with a new contract from Bedford Seal Coating
109 with the change requested by the Board [addition of traffic control] and he spoke
110 with Chief Gordon about traffic control. Selectwoman Copp noted for the public
111 that the Highway Block Grant pays for the crack sealing. Mr. Gualdo added
112 the Highway Block Grant would also pay for the lines being painted. **MOTION:**
113 Selectman Tombarello moved to grant the seal coating of Hampstead Road,
114 Little Mill Road, Odell Road, Stage Coach Drive/Love Lane, Royal Range
115 Extension and Hale True Road for the total of \$10,000.00 to Bedford Seal
116 Coating. Selectwoman Copp seconded. Motion passed unanimously.
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 - 118 • Mr. Gualdo asked the Board for permission to close the Transfer Station on
119 July 4, 2012 noting he does not feel these hours have to be made up at another
120 time. Consensus of the Board is they are fine with this request.
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 - 122 • Mr. Gualdo asked the Board for permission to research what is involved to get
123 permission from the owners of the utility poles in order to place flags on them.
124 There was discussion about where the flags would come from. Selectman
125 Nicolaisen suggested someone might volunteer a bucket truck. Consensus of
126 the Board is they are okay with this request.
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Old Meeting House Association and Historical Society

Discussion regarding insurance values on Old Meeting House and Train Depot

- Present for this discussion was Douglas Martin, President of the Sandown Historic Society. Chairman Brown explained that the purpose for this meeting is to discuss and determine if the insurance on the Train Depot and Old Meeting House should be reduced. Chairman Brown read a note from Ms. Blaisdell who spoke with Arlene Bassett regarding the Old Meeting House and the insurance issue. Ms. Bassett informed Ms. Blaisdell that the Association fully supports reducing the value of the Old Meeting House to \$200,000.00 and that the Association does not have any intentions of replacing the building in the event of a complete loss. Mr. Martin asked what the value is currently on the Depot. Answer - \$189,000.00. Mr. Martin stated he is okay with the \$1,000.00 on the contents as they have historical value only. Ms. Blaisdell explained to Mr. Martin how the insurance value works relative to replacement.

Chairman Brown asked Mr. Martin what would happen if the Depot were totally destroyed. Mr. Martin stated the Town would lose a huge part of the Town's history that cannot be replaced. Chairman Brown asked if the building would be replaced. Mr. Martin stated it would be his wish to replace the building with something "in kind" and move on with Sandown's history. Mr. Martin stated the collection of historic items would start all over. Ms. Blaisdell stated the annual cost of the property insurance for the Depot is \$129.00/year on the current building value. Mr. Martin gave the Board a brief synopsis of the history of how trains had an impact on Sandown's history. There was discussion about the cost to replace the building in kind and whether the contents have to be appraised. Ms. Blaisdell explained the content documentation process and suggested to Mr. Martin that he take pictures of the items inside the Depot and store them off site. Consensus of the Board is to reduce the Old Meeting House building value down to \$200,000.00 and leave the Depot at the same building value.

Garden Club Members

Request to place sign on building in garden at Town Hall

- Present for this discussion were Barbara Finch and Dale Dumphy of the Sandown Garden Club. Ms. Finch and Ms. Dumphy came before the Board to request permission to place a 15" x 15" black plaque with gold lettering on the building or in the garden out front of Town Hall. Ms. Finch explained the two options for placement of the sign [building foundation or in the garden]. Following group discussion it was the consensus of the Board to place the sign in the garden. Some Board members volunteered to assist with its installation.

Ms. Dumphy announced the Garden Club is recycling large plastic flower pots at the Transfer Station.

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Chief Joseph Gordon

Discuss acceptance of grant from NH Fish and Game for OHRV patrols

- This discussion took place under Public Comment.

New Business

Appointment of Zoning Board members

- Board members reviewed the minutes of the Zoning Board of Adjustment regarding the appointments of B.J Richardson and Donna Green to the ZBA. **MOTION:** Selectman Tombarello moved to appoint B.J. Richardson to a three year term on the ZBA effective today until March 2015. Selectwoman Copp seconded. Motion passed unanimously. **MOTION:** Selectman Tombarello moved to appoint Donna Green to a three year term as an alternate on the ZBA effective today until March 2015. Selectwoman Copp seconded. Motion passed unanimously.
- Ms. Blaisdell stated she recently received the two bids for the fire works display. Ms. Blaisdell would like to know if the Board wants the Fire Chief to review the bids as he has done in the past to make sure they qualify [safety] for the site. Consensus of the Board is to have Chief Tapley look at the bids for safety and have him report back to Ms. Blaisdell.

Old Business

- Ms. Blaisdell stated she has received the two telecommunication bids and she is having someone review the bids and put them in an order that will make it easier for the Board to make a decision. Ms. Blaisdell asked the Board if this individual has any questions can he go directly to the companies or should he go through her. Consensus of the Board is for this person to go directly to the companies. Selectwoman Copp asked if the library is part of the telecommunications plan. Ms. Blaisdell stated that Selectman Devine, as liaison to the library, was going to talk to the library about this matter.

Further discussion regarding house numbering ordinance

- Chairman Brown stated that tonight's discussion is about how the Board wants the Code Enforcement Officer and/or Board of Selectmen to handle notifying residents of their non-compliance with the house numbering ordinance. Following thoughtful discussion concerns of Board members centered on the time given to comply to the ordinance based on home ownership and the ramifications of non-compliance. Consensus of the Board is to give 30 days notice for compliance to the resident and give the list to the Code Enforcement

218 Officer who is to follow up at the thirty days so residents have sixty days to
219 comply. At that point, the Board will discuss any penalties that are to be
220 assessed. Ms. Blaisdell pointed out that the fine is not to go into the General
221 Fund but to purchase the house numbers. There was a brief discussion about a
222 house number being a requirement for obtaining a Certificate of Occupancy.
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224 Correspondence

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- 226 • Invitation from the Festival of Trees to attend their annual meeting and dinner to
227 be held on Monday, June 25, 2012 at 6:00 P.M. Please let Ms. Blaisdell know if
228 you want to attend.
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- 230 • Letter from Department of Revenue Administration regarding their review of six
231 assessment areas and their finds. The letter was given to the Assessment
232 Department and they will respond the comments.
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- 234 • Ms. Blaisdell forwarded this email from the Local Government Center to the
235 Board members because of the June 12, 2012 date of the meeting so that any
236 Board member who wanted to attend could.
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- 238 • Legal notice from the Zoning Board of Adjustment for a hearing on June 21,
239 2012 regarding Map 29, Lot 25 located on Indian Hill Road.
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- 241 • Progress Report for May from Dragon Mosquito regarding their activity in
242 Sandown.
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- 244 • Updates from legal counsel regarding pending legal matters.
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246 Department Liaison Report

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- 248 • Selectman Nicolaisen reported that the painters are working on the inside of the
249 Meeting House while the wait for the rain to stop.
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- 251 • Selectman Tombarello reminded everyone that fines for unlicensed dogs will be
252 assessed starting July 5, 2012. Please notify the Town Clerk of any change in
253 ownership or status of your dog.
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- 255 Sheriff Mike Downing will be speaking at the Republican Committee meeting on
256 Wednesday.
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- 258 • Selectwoman Copp asked the Board if she could go back to the Republican
259 Committee regarding the donation of flags for Main Street. Consensus of the
260 Board is they are okay with this request.
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Non-Public Session under RSA 91A:3 II (a) Employee Matters

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- **MOTION:** Chairman Brown moved to go into Non-Public Session per RSA 91-A:3 II (a) Employee Matters. Selectman Nicolaisen 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 Devine seconded. Motion passed unanimously.

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

MOTION: Chairman Brown adjourned the meeting at 8:55 P.M.

Respectfully Submitted,

Cynthia J. Robinson
Recording Secretary