

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, August 20, 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), James Devine (Devine), Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent:

Late to arrive: Hans Nicolaisen (Nicolaisen) – 7:37 P.M.

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

Pledge of Allegiance

Review of minutes of previous meetings

- 20 • Board members reviewed the Non-Public Minutes for July 16, 2012. **MOTION:**
21 Selectmen Tombarello moved to accept the Non-Public Minutes for July 16, 2012
22 as written. Selectwoman Copp seconded. Motion passed unanimously.
23
- 24 • Board members reviewed the Non-Public Minutes for July 30, 2012. **MOTION:**
25 Selectmen Tombarello moved to accept the Non-Public Minutes for July 30, 2012
26 as written. Selectwoman Copp seconded. Motion passed unanimously.
27

Public Comment and Announcements

- 28
- 29
- 30 • There was no public comment.
31

Appointments

Review of 2013 Budget Proposals

Finance, Assessing, Patriotic Purposes, Tan, Street Lights, Debt Expense- Principal and Debt Expense-Interest

- 32
- 33
- 34
- 35
- 36
- 37
- 38 • Darlene Ford, Finance Director was present for this discussion. Board members
39 reviewed the following budget proposals:
40

41 Acct. 4150.1 – Finance Director: Ms. Ford stated the Computer Software line is
42 up because she would like to update the Quick Books software program.

43 **MOTION:** Selectwoman Copp moved Acct. 4150.1 Finance Director with Gross

44 Expenses of \$51,214.20, Revenue of \$0 and Net Expenses of \$51,214.20 be
45 recommended by the Board of Selectmen. Selectman Tombarello seconded.
46 Motion passed unanimously. This budget line is up 1.67%.

47
48 Acct. 4711.0 – Debt Exp-Principal: This is the payment due on the Minton
49 property. **MOTION:** Selectwoman Copp moved Acct. 4711.0 Debt Exp-Principal
50 with Gross Expenses of \$50,000.00, Revenue of \$0 and Net Expenses of
51 \$50,000.00 be recommended by the Board of Selectmen. Selectman Tombarello
52 seconded. Motion passed unanimously. Same amount as last year.

53
54 Acct. 4721.0 – Debt Exp-Interest: This is on the Minton property. Amount is
55 down \$500.00. **MOTION:** Selectwoman Copp moved Acct. 4721.0 Debt Exp-
56 Interest with Gross Expenses of \$36,525.00, Revenue of \$0 and Net Expenses
57 of \$36,525.00 be recommended by the Board of Selectmen. Selectman
58 Tombarello seconded. Motion passed unanimously. This budget is down –
59 6.41%.

60
61 Acct. 4723.0 – Tan Note: Chairman Brown noted this is the Tax Anticipation
62 Note (Tan) and the amount is the same as last year. **MOTION:** Selectwoman
63 Copp moved Acct. 4723.0 Tan Note with Gross Expenses of \$8,000.00, Revenue
64 of \$0 and Net Expenses of \$8,000.00 be recommended by the Board of
65 Selectmen. Selectman Tombarello seconded. Motion passed unanimously.

66
67 Acct. 4316.0 – Street Lights: **MOTION:** Selectwoman Copp moved Acct. 4316.0
68 Street Lights with Gross Expenses of \$4,225.00, Revenue of \$0 and Net
69 Expenses of \$4,225.00 be recommended by the Board of Selectmen. Selectman
70 Tombarello seconded. Motion passed unanimously. Selectman Devine stated
71 the Energy Committee would like a line added to the budget for savings. Ms.
72 Blaisdell suggested they look at the Electrical line under Government Buildings.

73
74 Ms. Ford left the meeting at this time.

75
76 Acct. 4150.3 – Assessing: Chairman Brown noted this line is up \$100.00. Ms.
77 Blaisdell added this increase comes from Vision's annual software maintenance.
78 **MOTION:** Selectwoman Copp moved Acct. 4150.3 Assessing with Gross
79 Expenses of \$82,000.00, Revenue of \$0 and Net Expenses of \$82,000.00 be
80 recommended by the Board of Selectmen. Selectman Tombarello seconded.
81 Motion passed unanimously.

82
83 Acct. 4583.0 – Patriotic Purposes: Selectwoman Copp recommended increasing
84 the fireworks line by \$500.00. Following Board discussion it was the consensus
85 of the Board to have the increase be a warrant article. Ms. Blaisdell
86 recommended just the increase (\$500.00) be part of the warrant article.
87 **MOTION:** Selectman Tombarello moved Acct. 4583.0 Patriotic Purposes with

88 Gross Expenses of \$4,600.00, Revenue \$0 and Net Expenses of \$4,600.00 be
89 recommended by the Board of Selectmen. Selectwoman Copp seconded.
90 Chairman Brown added this line also takes into account wreathes and flags.
91 Motion passed unanimously.
92

93 **Review of 2013 Budget Proposals**
94 **Elections & Registration – Supervisors of the Checklist and Moderator**
95

- 96 • Acct. 4140.2 – Elec & Reg (Supervisors of the Checklist): Present for this
97 discussion were: Rosemarie Bruno, Diane Thompson and Joanne Vey all
98 Supervisors of the Checklist. There was no increase in this budget. **MOTION:**
99 Selectman Tombarello moved Acct. 4140.2 Elec & Reg (Supervisors of the
100 Checklist) with Gross Expenses of \$3,725.00, Revenue \$50.00 and Net
101 Expenses of \$3,675.00 be recommended by the Board of Selectmen.
102 Selectwoman Copp seconded. Motion passed unanimously.
103

104 Selectmen Nicolaisen joined the meeting at this time – 7:37 P.M.
105

106 Acct. 4140.2 Elec & Reg (Moderator): No budget was presented. This will be
107 tabled to another meeting.
108

109 **Other**
110

- 111 • Chairman Brown noted that departments are starting to put together their
112 budgets and this Board has not discussed employee raises. Chairman Brown
113 stated this could cause problems for departments because they submit their
114 budgets without the raises then they have to go back and make changes.
115 Chairman Brown asked Board members if they want to discuss employee raises
116 at a future meeting. Consensus of the Board is to place this topic on the next
117 week's agenda.
118
- 119 • Chairman Brown asked if anyone remembers authorizing the Boy Scouts to set
120 up at the Depot over the week-end. Ms. Blaisdell stated that back in April or May
121 two (2) Boy Scouts requested permission from this Board to do fundraising at the
122 Depot. This Board gave them "blanket" permission provided it didn't interfere
123 with other activity.
124

125 **Barbara Lachance and Library Trustees**
126 **Discussion regarding beautification of library grounds**
127

- 128 • Present for this discussion were: Barbara Lachance and Tina Owens. Ms.
129 Owens stated that the Library Trustees would like to open up for discussion the
130 offer this Board made to them last year regarding the installation of a new lawn
131 now that they have the memorial bench. Ms. Lachance stated the area they

132 were considering is the front of the library where the walk way is. There was
133 discussion about what needs to be done and cost estimates. There was
134 discussion about getting volunteers to do some of the work or provide supplies.
135 Selectman Nicolaisen suggested asking those who come into the library to
136 volunteer. Ms. Lachance agreed a sign could be put up asking for volunteers.
137 Selectman Nicolaisen stated that an irrigation system is needed first. It was
138 noted that the outside of the building is the responsibility of the Town.
139 Consensus of the Board is the Town will start looking into what needs to be done
140 and obtaining estimates with input from the library.

141
142 Ms. Lachance thanked Arthur Genualdo for the hot top in the driveway at the
143 library and the Board of Selectmen for their support. Ms. Owens added clearing
144 of brush as well.

145
146 **Michael Devine, Fire Engineer**
147 **Discussion regarding ceremony for fallen firefighter Harold Frey**
148

- 149 • Present for this discussion was Chief Bill Tapley. Chief Tapley stated they are
150 trying to get funding together for the trip to attend the addition of Harold Frey's
151 name to the National Firefighters Memorial. Chief Tapley stated six people will
152 be attending and the amount they are looking for is \$2,000.00 to cover lodging
153 and car rental. Other sources of funding they are looking into is the Firefighters
154 Association and he may have a vehicle being donated. The money for the
155 lodging is needed as soon as possible.

156
157 There was discussion about creating a budget line for ceremonial funds. Board
158 members reviewed the status of the Fire Department's current budget.
159 Consensus of the Board is to create a new budget line Other 4220.14.

160 **MOTION:** Selectwoman Copp moved to add to Fire Acct. 4220.0 a line called
161 Other Acct. 4220.14 and allow Chief Bill Tapley to spend up to \$1,000.00 for
162 lodging. Selectman Tombarello seconded. Motion passed unanimously.
163

- 164 • Selectwoman Copp asked Chief Tapley to speak to the Board about the
165 cistern/water access issue at Philips Pond Estates. Chief Tapley stated it was
166 previously agreed that water access would be available from Peter Holmes
167 property but he no longer owns the property. Bob Villella now owns the property
168 and there appears to be a standoff between him and Mr. Holmes. Chief Tapley's
169 concern is there are twenty-five homes without water suppression. The Planning
170 Board is not sure what needs to be done. Ms. Blaisdell brought up a possible
171 "stop work" order. Selectwoman Copp would like an update from the Planning
172 Board. Selectman Devine will get an up date for the Board from the Planning
173 Board.

174
175 **Non-Public Session under RSA 91A:3 II (a) Employee Matters**

176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219

- **MOTION:** Chairman Brown 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.

New Business

Discuss coverage for September 11th election

- Chairman Brown noted that Selectmen Tombarello and Devine could not cover the Town Hall on Election Day because they are on the ballot. The polls will be open from 8:00 A.M. to 8:00 P.M. Consensus of the Board for coverage on that day is as follows:

Selectwoman Copp	8:00 A.M. to 12:30 P.M.
Selectman Nicolaisen	12:30 P.M. to 5:00 P.M.
Selectman Brown	5:00 P.M. to closing

All Selectmen will be available by telephone.

Discuss Municipal Resources Contract

- Ms. Blaisdell stated this is the 2013 contract with Municipal Resources Inc. (MRI). Ms. Blaisdell pointed out the good work MRI has done and the good working relationship they have with the office staff. Ms. Blaisdell would like to know for budget reasons if this contract has to go out to bid. Ms. Blaisdell pointed out that other key professional services do not (engineer, legal). Chairman Brown noted given the large price he didn't see how it couldn't. Consensus of the Board is this will go out to bid. Ms. Blaisdell will draw up a Request for Proposal. There was discussion about how the Board would make their final choice based on the bids submitted.

Ms. Blaisdell asked the Board when they would be prepared to discuss the revaluation. Consensus of the Board is to put this on next week's agenda for discussion.

Old Business

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

**Further discussion regarding outstanding compliancy issues
with house numbering ordinance**

- Ms. Blaisdell asked if anyone had the updated house number list. Chairman Brown stated he has it and will return it to the office. Ms. Blaisdell asked what the next step is going to be regarding follow up on the outstanding numbers. Chairman Brown asked how do people notify the Town they are now in compliance. Ms. Blaisdell asked that it not be by telephone. Selectman Tombarello will check with the Assistant Building Inspector on this matter. Consensus of the Board is to hold off on the letter until a Town Official goes out one more time for a visual inspection of those that were not in compliance then the fines will be issued. Selectman Tombarello will check with Chief Gordon to see if they can help with this.
- Selectwoman Copp asked about having the Senior Affairs Committee come in to discuss their fundraising to purchase a van, as the Town will be responsible for the van. Ms. Blaisdell will check with the Chairman about coming in next week.
- Chairman Brown asked the Board about setting up a workshop to go over the permitting process for the Building Department. Consensus of the Board is the workshop will be held on Tuesday, August 28, 2012 at 6:00 P.M. and all inspectors will be invited. Consensus of the Board is to start with a small group first then bring in others later on.

Correspondence

- Ms. Blaisdell informed the Board that the MS-1 form is due September 1, 2012 and the Town still does not have the utility values. There is a new MS-1 form but it is not available yet. Ms. Blaisdell asked the Board do they want to file for an extension and wait for the new form or fill out the old form send it in then re-file later. Ms. Blaisdell explained the ramifications of both. Consensus of the Board is to file now.
- Ms. Blaisdell explained they have a form utilized by Hampstead and modified for Sandown for inspections and would the Board want to place an order. Consensus of the Board was to wait and discuss it at the workshop next week.
- Ms. Blaisdell stated she has three (3) ads ready to go in the newspaper and she wants to confirm the positions being advertised, Building Inspector/Code Enforcement, Electrical Inspector and Health Officer. Ms. Blaisdell would like someone to give her suggestions on how to describe these positions. Consensus of the Board is applications should be in three (3) weeks from publication. The ads will go in three (3) local papers and where possible a Sunday edition.

264 **Department Liaison Report**

265

266 • Selectman Tombarello stated the Recreation Program is over but lifeguards are
267 still on duty.

268

269 • Selectman Nicolaisen asked everyone for their thoughts and prayers for the
270 Augusta family.

271

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

273

274 • **MOTION:** Selectman Tombarello moved to go into Non-Public Session per RSA
275 91-A:3 II (a) Employee Matters. Selectwoman Copp seconded. Roll call: Copp –
276 aye, Tombarello – ayes, Brown –aye, Nicolaisen - aye and Devine – aye. Motion
277 passed unanimously.

278

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

281

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

284

285 **Other**

286

287 • Selectman Nicolaisen asked hypothetically if the Assistant Building Inspector
288 applied for the regular position and was chosen how would the Board fill the
289 Assistant position. Board members discussed a few possibilities.

290

291 Chairman Brown adjourned the meeting at 9:10 P.M.

292

293

Respectfully Submitted,

294

295

296

297

Cynthia J. Robinson
Recording Secretary

298