

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: August 27, 2012**

7 **Type of Meeting: Regular Meeting**

8 **Method of Notification: Public Posting at Town Hall**

9 **Meeting Location: Town Hall**

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11 Chairman Selectman Brown called the meeting to order at 7:00pm.

12
13 **Members Present:** Selectman Brown Chairman, Selectman Nicolaisen,
14 Selectwoman Copp, Selectman Devine, Selectman Tomabrello

15 **Office Manager:** Lynne Blaisdell

16 **Recording Secretary:** Sue Reynolds

17
18 Pledge of Allegiance was done.

19
20 Selectman Brown asked the Board to review the minutes of Monday, August
21 13, 2012.

22 **Motion by** Selectman Tombarello to accept the minutes of August 13, 2012 as
23 written.

24 **Seconded by** Selectman Nicolaisen.

25 **In Favor,** Selectman Brown, Selectman Nicolaisen, Selectman Devine,
26 Selectwoman Copp, Selectman Tombarello.

27 **Motion passes 5-0-0**

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30 Selectman Brown stated there is a set of non public minutes going around for
31 approval.

33 **PUBLIC COMMENT**

34 There was no public comment this evening.
35
36
37

38 **CORRESPONDENCE**

39 **Donation from Phillips Pond Association**

40 **Motion by** Selectwoman Copp to accept the \$150.00 donation from The
41 Phillips Pond Association for the Flag Project to be put into the trust fund.

42 **Seconded by** Selectman Tombarello.

43 **In Favor** Selectwoman Copp, Selectman Nicolaisen, Selectman Brown,
44 Selectman Tombarello, Selectman Devine.

45 **Motion passes 5-0-0**
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48 **Granite State Communications**

49 Lynne said Granite State Communications has invited the departments in
50 town to attend a customer appreciation luncheon on September 14, 2012 from
51 12 – 1:30pm. If you are interested in going please let Paula know by
52 September 7th.
53
54

55 **Department of Revenue**

56 Looking to create web based software to streamline info from the DRA. Lynne
57 will look into the website and let the Board know of any pertinent
58 information.
59

60 Department of Revenue did a review of the 3 condo projects and the
61 evaluations from last year. They found that the Town didn't provide the RFP
62 but it wasn't put out because it was a small project. Otherwise she Lynne said
63 everything is falling where it should.
64
65

66 **NH Municipal Association**

67 NH Municipal Association is holding a Legislative Policy Conference on Friday,
68 September 21, 2012. If anyone is interested in attending let Lynne know and
69 she will find out more information on it.
70
71

72 **NH Fire & Emergency Medical Services**

73 They will be holding their 21st Annual Fire Service & Emergency Medical
74 Services Award and Recognition Presentation. Lynne is asking the Board if
75 anyone would like to attend. Selectman Brown asks Selectman Devine to be
76 sure that a member of the Fire Department attends.

77

78

79 **Letter from Public Works Director**

80 Lynne said she received a letter from the Public Works Director asking
81 permission from the BOS to put out a sealed bid for a new truck to replace the
82 2001 Ford F150 4x4. He states the truck has 69,000 miles on it. He feels it is
83 not worth putting \$8,000 - \$10,000 worth of work into it. He is asking if the
84 BOS would support the warrant article.

85 Selectwoman Copp agrees with the Public Works Director. Selectman Brown
86 asks for the consensus of the Board and the Board agrees to allow him to go
87 out to bid for it now.

88

89 **Motion by** Selectman Tombarello to accept the non public minutes of Monday,
90 August 13, 2012 as written.

91 **Seconded by** Selectman Nicolaisen.

92 **In Favor,** Selectman Brown, Selectman Nicolaisen, Selectman Devine,
93 Selectwoman Copp, Selectman Tombarello.

94 **Motion passes 5-0-0**

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96

97 **7:10 Website Presentation by Bill Letsky of Virtual Town Hall**

98 Bill presented the Virtual Town Hall to the BOS and a few department heads
99 as well. Bill stated that 360 municipalities and school districts in the
100 Northeast currently use this software, with 58 of them in NH. The software is
101 based on the first class software. The software provides ongoing support and
102 also provides an email subscriber service. The initial cost for the software in
103 \$4,000.00, which is a onetime fee, then there is an annual cost of \$2,000.00 for
104 support for 3-4 primary users. Lynne stated that the Town already pays
105 some annual fees for other software they are currently using. Ron Dulong,
106 Recreation Chairman asked if you can be linked to additional websites and Bill
107 said yes. Selectman Brown said the Board is very impressed and will need
108 some time to discuss it. He thanked Bill for coming in and the Board will get
109 back to him.

110

111 **8:00 Samantha Stykowski & Brian Jusko discussion regarding dog**
112 **license**

113 Samantha is asking the Board to waive the \$69.00 in fees that she received for
114 registering her dog late. Samantha stated that she didn't know she had to
115 register her dog every year. She said that Brian received a phone call in
116 regards to registering their dog and the person on the other end of the phone
117 didn't identify themselves so Brian was not very pleasant to them. Samantha
118 was upset because she didn't get a courtesy phone call to let them know the
119 registration was due. Michelle Short, Town Clerk said that is she makes the
120 calls as a courtesy and because of how nasty she was treated the year before
121 she was not going to call them again. The Board agreed not to waive the fees
122 and Samantha and Brian are responsible to pay the \$69.00.

123

124 **8:15 review of the Conservation Commission budget**

125 Paul Carey from the Conservation Commission came to present the budget.
126 Selectwoman Copp asked about the Advertising line as it hasn't been used 2
127 out of the last 3 years and now it is being increased. Paul said this is for legal
128 advertising for property purchases and this year the line is currently at
129 \$193.00 and they only budgeted for \$180.00. Paul also said that newspapers
130 charge a lot more for ads now than they did in the past. Selectwoman Copp
131 asked about the increased amount for the Conference line. Paul said the
132 conferences are \$75.00 per person and there are two members that are
133 planning to attend. In regards to the Dues line Paul stated the ERLAC is
134 \$150.00 and is paid in the fall and the NH Assoc. Conservation Commission
135 has always been \$250.00 and for 2012 it is \$265.00. Paul is asking to increase
136 this line to \$415.00. On the Environmental Consultant line there is an
137 increase of \$600.00. Paul said they usually meet 2 twice a month and
138 meetings are about 3 hours. Selectman Brown said he thought the consultant
139 only came to 1 meeting each month. Selectwoman Copp said only 22% of this
140 line has been used so far this year and last year only 45% was used.

141 **Motion by** Selectwoman Copp to reduce the Environmental Consultant line to
142 \$3,000.00.

143 **Seconded by** Selectman Nicolaisen.

144 **In Favor,** Selectman Brown, Selectman Nicolaisen, Selectwoman Copp,
145 Selectman Tombarello.

146 Opposed Selectman Devine

147 **Motion passes 4-1-0**

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149

150 For the Recording Secretary line Paul said the Committee decided to leave the
151 line the same as last year. Selectman Brown said a lot of the money from last
152 year wasn't used and Paul stated because of the lack of committee members
153 they didn't have as many meetings last year. Selectwoman Copp suggested a
154 total of 133 hours for the year would be a good estimate.

155 **Motion by** Selectwoman Copp to reduce the Recording Secretary line to
156 \$2,320.85.

157 **Seconded by** Selectman Brown.

158 **In Favor,** Selectman Brown, Selectman Nicolaisen, Selectwoman Copp,
159 Selectman Tombarello, Selectman Devine

160 **Motion passes 5-0-0**

161

162 Paul Carey asked the Board to review the Dues line again as they are short
163 \$15.00.

164 **Motion by** Selectman Nicolaisen to increase the Dues line to \$415.00.

165 **Seconded by** Selectwoman Copp.

166 **In Favor,** Selectman Brown, Selectman Nicolaisen, Selectwoman Copp,
167 Selectman Tombarello, Selectman Devine

168 **Motion passes 5-0-0**

169

170 Paul stated the Education and Awareness line is to keep the residents
171 educated and aware of what is happening in the conservation world. He
172 stated the fish has increased considerably which is why they are asking for a
173 \$700.00 increase. Paul also said the website fees went up from \$650.00 to
174 \$700.00. Selectwoman Copp said that the Conservation Commission should
175 be on the Town's website instead of having their own and that would save the
176 Commission \$700.00.

177 **Motion by** Selectwoman Copp to reduce the Education & Awareness line by
178 \$700.00 to \$1,857.00.

179 **Seconded by** Selectman Nicolaisen for discussion .

180 Paul Carey said that the Conservation Commission take pride in keeping their
181 website up to date and unfortunately the Town's is not always up to date.

182 Selectwoman Copp agrees but if the Conservation Commission wants their
183 own website then it should be funded by them and not the Town. Selectman
184 Tombarello asked why this line went over last year by \$3,400.00. Paul said he
185 wasn't sure in 2011 why it went over as he wasn't on the Committee at that
186 time.

187 **In Favor** Selectwoman Copp.

188 **Opposed** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
189 Selectman Devine

190 **Motion fails 1-4-0**

191 Selectman Nicolaisen stated if the Town does get the Virtual Office software
192 he feels it would be a good time for the Conservation Commission to look into
193 the Town's website.

194

195 **Motion by** Selectman Tombarello that the Conservation Commission with
196 Gross Expenses of \$8,722.85, Revenue of \$200.00 and Net Expenses of
197 \$8,522.85 be accepted by the BOS.

198 **Seconded by** Selectman Nicolaisen.

199 **In Favor** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
200 Selectman Devine

201 **Opposed** Selectwoman Copp

202 **Motion fails 4-1-0**

203

204

205 **Motion by** Selectman Nicolaisen to go into non public session under RSA
206 91A:3II(d) property.

207 **Seconded by** Selectman Tombarello.

208 **Roll Call Vote** – Selectwoman Copp – yes, Selectman Tombarello – yes,
209 Selectman Brown – yes, Selectman Nicolaisen – yes, Selectman Devine – yes.

210 **Motion passed unanimously.**

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212

213 Selectman Brown stated that while in the non public session the non public
214 minutes were sealed.

215

216

217 **8:45 Sandown Senior Affairs Transportation Committee – update and**
218 **status of program**

219 Here to discuss this is Nelson Rheaume and Chief Gordon.

220 Selectman Brown said he would like to keep this as an question and answer
221 type forum. Nelson said they took in just over \$1,000.00 at the OHD event and
222 the current balance in the account is currently \$1,831.59. Money is needed for
223 the back ground checks, office supplies, recording secretary and possibly
224 drivers in the future. They have not received any money from the Town. They
225 currently have 10 potential drivers and they are planning to have an
226 information evening on Tuesday, August 28th. Nelson explains a flow chart to

227 the BOS and reviews the process which is subject to change. Chief Gordon
228 said for now that presentation looks ok. Selectman Brown asked about
229 protection for the drivers and Nelson said that a 3 day notice needs to be
230 given before anyone gets a ride. Selectman Nicolaisen said that a personal
231 interview should be conducted with the resident receiving the ride and Chief
232 Gordon said two people should always go on the interview. Selectman Brown
233 is concerned about who is doing the training and Nelson said that he is doing
234 it himself. CPR will be provided to all drivers once accepted and the training
235 will be done by a certified CPR trainer. Selectwoman Copp suggested to call
236 Cindy to the training session to give her input as she is very familiar with
237 these types of organizations and their requirements. Nelson stated he doesn't
238 see the need to have Cindy attend at this time. Nelson after the back ground
239 checks are completed then the actual training will take place. Chief Gordon
240 said if Cindy holds classes of her own he would be interested in having the
241 drivers attend her classes instead of having Cindy come to them. Nelson said
242 that he already received approval from LGC in regards to the procedures he
243 submitted. Selectman Devine said on the third page it states that if
244 disciplinary action is needed the BOS will reply within 30 days and he would
245 like that changed to timely manner. The BOS agree to make this change.
246 Selectman Tombarello said that it looks like this committee will be looking for
247 a liaison and he is 100 percent in support this, he just doesn't want it to move
248 too fast. Selectman Nicolaisen said that in the second paragraph add 2 people
249 to go out to do the interview prior to picking anyone up. Selectwoman Copp
250 asked if the BOS can obtain a copy of the updated list of the committee
251 members. Also Selectwoman Copp asked if minutes of the meeting are being
252 kept and Nelson said not at this time. He said that he was doing notes of the
253 meeting but he can't run the meetings and do notes at the same time. Lynne
254 said that handwritten notes are better than nothing. Selectman Nicolaisen
255 suggested to record the minutes on tape then transcribed at a later date.
256 Selectwoman Copp said there is \$1,800.00 in the account and some of that can
257 be used for that purpose. She also reminded Nelson it is a state requirement
258 to have minutes available within 5 days. Selectman Brown said this is off to a
259 good start and asked him to keep the Board informed.
260 **Motion by** Selectman Tombarello to accept the donation of \$1,043.00 to the
261 Senior Affairs Transportation Committee Fund.
262 **Seconded by** Selectman Nicolaisen.
263 **In Favor** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
264 Selectman Devine, Selectwoman Copp
265 **Motion passes 5-0-0**

266 Lynne Blaisdell asked the Board about the Building Inspector, Code
267 Enforcement Officer, Electric and Septic Inspectors and Health Officer
268 budgets. The BOS agree to use last year's figures for now so it doesn't hold up
269 the Budget Committee with their meetings.

270
271 **Motion by** Selectwoman Copp that the Building Inspector Account with Gross
272 Expenses of \$9,050.00, Revenue of \$10,010 and Net Expenses of -\$960.00 be
273 recommended by the BOS.

274 **Seconded by** Selectman Nicolaisen.

275 **In Favor** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
276 Selectman Devine, Selectwoman Copp

277 **Motion passes 5-0-0**

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280 **Motion by** Selectwoman Copp that the Code Enforcement Officer with Gross
281 Expenses of \$3,566.16, Revenue of \$0.00 and Net Expenses of \$3,566.16 be
282 recommended by the BOS.

283 **Seconded by** Selectman Tombarello.

284 **In Favor** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
285 Selectman Devine, Selectwoman Copp

286 **Motion passes 5-0-0**

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288

289 **Motion by** Selectwoman Copp that the Election Inspection Account with Gross
290 Expenses of \$4,405.00, Revenue of \$5,180.00 and Net Expenses of -\$775.00 be
291 recommended by the BOS.

292 **Seconded by** Selectman Tombarello.

293 Selectman Tombarello said that the phone line may not be needed for next
294 year because of the possible changes being made. The Board agreed to leave it
295 the way it is for now until after tomorrow night's workshop.

296 **In Favor** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
297 Selectman Devine, Selectwoman Copp

298 **Motion passes 5-0-0**

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300

301 **Motion by** Selectwoman Copp that the Septic Account with Gross Expenses
302 \$2,000.00, Revenue of \$2,050.00 and Net Expenses of -\$550 be recommended
303 by the BOS.

304 **Seconded by** Selectman Tombarello.

305 ***In Favor*** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
306 Selectman Devine, Selectwoman Copp

307 ***Motion passes 5-0-0***

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310 ***Motion by*** Selectwoman Copp that the Health Officer Account with Gross
311 Expenses of \$4,116.16, Revenue of \$50.00 and Net Expenses of \$4,066.16 be
312 recommended by the BOS.

313 ***Seconded by*** Selectman Tombarello.

314 ***In Favor*** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
315 Selectman Devine, Selectwoman Copp

316 ***Motion passes 5-0-0***

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319 ***Motion by*** Selectman Nicolaisen to go into non public under RSA 91A:3II(a)
320 Employee Matters.

321 ***Seconded by*** Selectman Tombarello.

322 ***Roll Call vote***, Selectman Devine – yes, Selectman Nicolaisen – yes, Selectman
323 Brown – yes, Selectwoman Copp – yes.

324 ***Motion passed unanimously.***

325
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327 Selectman Brown stated that while in non public the minutes of the non public
328 session were sealed.

329
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NEW BUSINESS

332 Lynne said that she has the new MS1 form and refers to the final 2 pages of
333 the packet on the last line from 2008 to the current year and the net taxable
334 value is up \$11,269,070.00. The BOS agree to sign the new MS1 this evening
335 as presented. Lynne said she will be filing a new MS1 once the utility values
336 are received.

337

338 Lynne asked if the BOS has anything they would like her to prepare for
339 tomorrow night's workshop.

340
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343

344 **LIAISON REPORT**

345 Selectman Brown said that he will not be attending the Cable Committee
346 meeting tomorrow evening as he will be at a BOS workshop.

347
348 Selectwoman Copp said that the Budget Committee has had their first meeting
349 and Ralph Millard resigned. She said that Jon Goldman will be contacted to fill
350 the open seat as he was the next highest vote getter on the ballot.

351 Selectwoman also mentioned the graph that Bruce Cleveland put together
352 showing the decrease in the budgets from 2006 to now and she thanks the
353 department heads for bringing in responsible budgets.

354
355 **Motion by** Selectman Tombarello to accept the employment application from
356 Desiree Brouder in the amount of \$9.00 per hour on an on call basis, pending
357 the criminal background check.

358 **Seconded by** Selectman Nicolaisen.

359 **In Favor** Selectman Brown, Selectman Nicolaisen, Selectman Tombarello,
360 Selectman Devine, Selectwoman Copp

361 **Motion passes 5-0-0**

362
363 Selectman Brown thanked the department heads for coming tonight to look at
364 the Virtual Town Hall software.

365
366 Meeting adjourned at 10:30

367 Respectfully submitted

368 Sue Reynolds