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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, August 28, 2012

Type of Meeting: Workshop

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

Meeting Location: Sandown Town Hall – Selectmen’s Office

Present: Selectpersons: Brenda Copp (Copp), Tom Tombarello (Tombarello)
Selectman and Assistant and Acting Electrical Inspector, Stephen Brown (Brown), Hans
Nicolaisen (Nicolaisen), Robert Bogosh, (Bogosh) Assistant and Acting Building
Inspector/Code Enforcement Officer/Health Officer

Absent: James E. Devine (Devine)

Late to arrive: Lynne Blaisdell, Office Manager (6:30 pm)

Call to Order: Chairman Brown called the meeting to order at 6:00 P.M.

The office manager was absent at the beginning of the meeting and the meeting was not being recorded. The following minutes is a summary of the decisions made at that meeting.

The Selectmen agreed to hold a workshop to discuss the status of the building department and discuss how to move forward with inspections, documenting those inspections and how payment will be made to those inspectors doing the work. The board is looking for some verification that things are done and being done on a regular and timely basis. There was general discussion on different ways this could be done.

Mr. Bogosh showed the board a new form called an Inspection Request Form. This form was created with the hopes that it would become a 4 part colored form and would be completed each time an inspection is requested by a resident or contractor. One copy of the form would be left at the residence, one copy for the property file, one copy for the inspector and one copy submitted for payment to the Finance Director. These forms will be stapled to the original permit in both the property file and the inspectors file so there is a record of what was done. Mr. Bogosh mentioned there are a few other forms he’s like to implement to help keep track of new construction as well.

Ms. Blaisdell arrived at the meeting at 6:30 pm.

The board liked these forms and gave the approval to get them printed. Since there were a few other procedures that needed to be discussed like creating a spreadsheet to keep track of the permits and what would be submitted for payment, the board agreed to allow Mr. Bogosh, Mr. Tombarello and Ms. Blaisdell to talk about this after the meeting and come back to the board with a proposed plan and suggestions.

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45 The board also discussed what was going to be done as far as budgeting for the Code
46 Enforcement Officer and Health Officer positions which are currently being paid as
47 stipend positions. The confusion comes when the budget proposals show a breakdown
48 of hours with an hourly rate. This is typically only done when the position is an hourly or
49 salaried position. Ms. Blaisdell told the board that Paula had done significant research
50 and found no warrant articles in the past that required these positions to be paid a
51 stipend or otherwise. Since these positions are currently paid as stipends, the board
52 agreed that the budget proposals should reflect such and asked that the Finance
53 Director be asked to remove that breakdown from the budget proposals for the
54 upcoming 2013 budget season. They would also like to be sure the positions are being
55 paid the stipends on a monthly basis. Ms. Blaisdell will ask the Finance Director.

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57 Chairman Brown adjourned the meeting at 8:00 P.M.

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59 Respectfully Submitted,

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62
63 Lynne Blaisdell
64 Office Manager
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