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**Town of Sandown, NH
Board of Selectmen
Minutes**

Meeting Date: Monday, September 10, 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

Chairman Brown reminded Sandown residents to go out and vote tomorrow.

Review of minutes of previous meetings

- Board members reviewed the Minutes of August 27, 2012. Chairman Brown noted the following corrections that were pointed out by the Finance Director: line 196 the number should be \$220.00 not \$200.00, line 197 the number should be \$8,502,85, line 289 the word “Election” should be “Electrical” and line 302 Revenue should read \$2,550.00. **MOTION:** Selectwoman Copp moved to accept the Minutes of Monday, August 27, 2012 as amended. Selectman Tombarello seconded. Motion passed unanimously.

Board members reviewed the Minutes of August 20, 2012. **MOTION:** Selectman Nicolaisen moved to accept the Minutes of August 20, 2012 as written. Selectman Devine seconded. Motion passed unanimously.

Public Comment and Announcements

- Deb Brown, Recreation Coordinator, announced the new recreation programs that are now available. Anyone who wants more details on the programs can go to the Town website at www.sandown.us and navigate to the Parks and Recreation page.
- John Quirk, a new resident in Town, introduced himself to the Board and let the Board know he will be attending Selectmen’s meetings on a regular basis.

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

- 44 • Selectwoman Copp wished to thank the Mill Pine Village Association for their
45 donation towards the purchase of flags for Main Street.
46
- 47 • Chairman Brown announced the new Voter Identification Law will take affect at
48 the November Election and a Hazardous Waste Day will be held on September
49 22, 2012. More detail on the Hazardous Waste Day can be found on the
50 Sandown website.
51
- 52 • Ms. Blaisdell noted that the Town is having problems with the website but they
53 are working on correcting them.
54

55 Appointments

56 57 **Review of 2013 Budget Proposals** 58 **Treasurer, Trustees of the Trust Funds, Cemetery Trustees, Plumbing, and** 59 **Library** 60

- 61 • Treasurer Acct. 4150.5 – Board members reviewed the proposed budget and
62 noted there was no change from last year. **MOTION:** Selectman Tombarello
63 moved Treasurer Acct. 4150.5 with Gross Expenses of \$3,968.69, Revenue of
64 \$0 and Net Expenses of \$3,968.69 be recommended by the Board of Selectmen.
65 Selectwoman Copp seconded. Motion passed unanimously.
66

67 Trustees Acct. 4199.0 – Board members reviewed the proposed budget and
68 noted there was no change from last year. **MOTION:** Selectwoman Copp moved
69 Trustees Acct. 4199.0 with Gross Expenses of \$325.00, Revenue of \$0 and Net
70 Expenses of \$325.00 be recommended by the Board of Selectmen. Selectman
71 Tombarello seconded. Motion passed unanimously.
72

73 Cemetery Acct. 4195.0 – Carroll Bassett was present for this discussion. Mr.
74 Bassett stated they would need a new law mower next year so \$1,200.00 needs
75 to be added to the Equipment R&M budget line. Mr. Bassett stated they have
76 priced new mowers. **MOTION:** Selectman Tombarello moved to increase the
77 Equipment R&M line to \$1,500.00. Selectwoman Copp seconded. Motion
78 passed unanimously. **MOTION:** Selectman Tombarello moved Cemetery Acct.
79 4195.0 with Gross Expenses of \$4,200.00, Revenue of \$0 and Net Expenses of
80 \$4,200.00 be recommended by the Board of Selectmen. Selectwoman Copp
81 seconded. Motion passed unanimously.
82

83 Plumbing Acct. 4241.4 – Gary Paradis was present for this discussion. Board
84 members went over the proposed budget line by line. Mr. Paradis noted the
85 increase in Payroll is based on the current number of plumbing permits so far this
86 year. Selectman Tombarello noted that revenue would off set this increase as
87 Mr. Paradis receives a fee based pay. Mr. Paradis stated supplies are up

88 because he would like to purchase a laptop to help with scheduling his work, he
89 is currently using his personal computer. Ms. Blaisdell stated that Tim Howard
90 has a new discounted laptop and she is looking into whether the purchase of this
91 computer will have an impact on the contract with RMON. Selectwoman Copp
92 pointed out to the Board that she is concerned because this is the second piece
93 of equipment that is being added to the budget without paperwork. **MOTION:**
94 Selectman Tombarello moved Plumbing Acct. 4241.4 with Gross Expenses of
95 \$9,180.00, Revenue of \$10,880.00 and Net Expenses of -\$1,700.00 be
96 recommended by the Board of Selectmen. Selectman Devine seconded. Motion
97 passed unanimously.

98
99 Selectman Tombarello asked for a brief discussion about the possibility of hiring
100 an Assistant Plumbing Inspector. Mr. Paradis stated he would like someone he
101 can call should he have a job in Town or is unavailable. Ms. Blaisdell suggested
102 seeing if someone from a surrounding town could help. Consensus of the Board
103 is for Ms. Blaisdell to call other towns to see if they would be willing to help.
104

105 Library Acct. 4550.0 – Present for this discussion were: Barbara Lachance,
106 Louise Pajak, Diana True, Carol Stafford and Tina Owens. Board members
107 along with representatives of the library reviewed the proposed budget line by
108 line. Selectwoman Copp noted the library has incorporated a 2% pay raise into
109 their budget even though the Selectmen have not voted on a pay raise yet and
110 does the library plan on taking the selectmen's decision into consideration. Ms.
111 Lachance stated that is a question for the Trustees to consider. Chairman Brown
112 asked if the pay increase is the only question on the salary line. Ms. Lachance
113 stated no and she explained the changes in staffing and their rates of pay. The
114 Board and representative from the library went through the proposed budget and
115 made no changes. Selectwoman Copp stated she would be abstaining from
116 voting on this proposed budget because of the 2% pay increase not being
117 officially voted on by the Board. **MOTION:** Selectman Tombarello moved Library
118 Acct. 4550.0 with Gross Expenses of \$286,751.15, Revenue of \$865.00 (savings
119 account) and Net Expenses of \$285,886.15 be recommended by the Board of
120 Selectmen. Four ayes [Tombarello, Brown, Nicolaisen and Devine] and one
121 abstention [Copp]. Motion passed.
122

123 Ms. Lachance gave an update of the summer reading program.
124

125 **Arthur Genualdo, Public Works Director**
126 **Discussion regarding 2012 road improvement plan**
127

- 128 • Arthur Genualdo, Public Works Director, was present for this discussion. Mr.
129 Genualdo and Mr. Busby have been working on the Change Order for
130 Phillipwood Road, Holts Point Road and North Road. Board members reviewed
131 the breakdown of Change Order #1. Mr. Genualdo needs a signature on the

132 Change Order as he is ready to start Holts Point Road next Monday (17th). Mr.
133 Genualdo went over the work to be done and the costs and he explained the
134 bottom line numbers. All work will be done for the agreed to price. Ms. Blaisdell
135 noted that in past years the Board has designated Mr. Genualdo to sign the
136 Change Order. Mr. Genualdo stated he came tonight to show the Board the
137 proposed changes. Selectwoman Copp noted for Sandown residents that the
138 cost of this project is the amount that was in the warrant article they voted on and
139 the \$100,000.00 from the Highway paving budget line. Consensus of the Board
140 is to have Mr. Genualdo sign the agreement.

141
142 Mr. Genualdo brought up Change Order #2, which covers Little Mill Road. Mr.
143 Genualdo has been watching the deterioration of two sections of the road that
144 are coming apart. Mr. Genualdo described the problems with these two sections.
145 Mr. Genualdo had Mr. Keach, Mr. Busby and Brox view the site and figuring
146 while everyone is still in the neighborhood and the construction price still being
147 that of 2011 he would see what they could do about fixing the problem this year.
148 They came up with a price of \$48,162.00 to bring the two sections of road up to
149 par. Mr. Genualdo has looked at his budget and he feels he can cover the cost
150 with the Block Grant money. Consensus of the Board is they are okay with the
151 changes proposed by Mr. Genualdo. Mr. Genualdo stated over the next few
152 months this year's road improvements plan will be completed.

153
154 **New Business**

155
156 **Open bids received for construction of handicapped restroom**

- 157
158 • Board members reviewed the two (2) quotes received for the handicapped
159 restroom. Chairman Brown opened the bids: AJ Wood in the amount of
160 \$35,000.00 and Mike Sullivan in the amount of \$26,395.00. The amount voted
161 on for the project was \$19,700.00 (non-lapsing). Ms. Blaisdell noted that many
162 individuals did not bid on the project after viewing what was involved. It was
163 noted that the bids were well over what was budgeted. Board members
164 discussed possible options. Consensus of the Board is to talk to Mr. Sullivan at a
165 future meeting and get his references. John Quirk suggested in the future when
166 specifications go out; list the products to be used by manufacturer.

167
168 **Discuss dates for Deliberative Session and deadline for warrant articles**

- 169
170 • Ms. Blaisdell noted that the dates for the Deliberative Session are February 2,
171 2013 and February 9, 2013. Ms. Blaisdell also noted that in the past the Board
172 usually used the second date as a snow date. Consensus of the Board was they
173 were okay with the dates as proposed. The other dates Ms. Blaisdell would like
174 to set are for petitioned warrant articles. Ms. Blaisdell noted that petitioned
175 warrant article dates are set by RSA and she recommends for department heads

176 the date be January 8, 2013. Consensus of the Board is they are okay with this
177 date.

178
179 **Review request for appointment of alternate member to**
180 **Conservation Commission**
181

- 182 • Chairman Brown read the letter from Andrea Cairns requesting she be appointed
183 as an alternate on the Conservation Commission in order to help with the quorum
184 issue. Ms. Cairns noted she is their Recording Secretary and attends the
185 meetings on a regular basis. Chairman Brown asked Board members if they
186 have any issues with a recording secretary being an alternate member. No one
187 had any problem with this. Selectman Nicolaisen asked what the status was
188 regarding a selectman being on the Conservation Commission as an ex-officio or
189 liaison. Ms. Blaisdell stated nothing has been resolved as far as she knows.
190 **MOTION:** Selectman Tombarello moved to appoint Andrea Cairns as an
191 alternate on the Conservation Commission effective immediately to expire in
192 March of 2015. Selectman Nicolaisen seconded. Motion passed unanimously.
193

194 Chairman Brown called for a five minutes break.

195
196 **Discussion regarding salary wages for proposed 2013 budget**
197

- 198 • Board members discussed possible raises, merit raises and cost of living raises.
199 Chairman Brown asked Board members for comment. Selectmen Nicolaisen
200 stated he is in support of up to 2% pay raises if employee evaluations warrant it.
201 Chairman Brown noted the negative comments he received last year when he
202 voted on raises for Town employees because the Town employs a family
203 member. Based on this Chairman Brown stated he will abstain from voting on
204 this matter, he will only moderate the discussion. Chairman Brown asked
205 Selectman Devine if he has given this any consideration where he has a family
206 member employed by the Town. Selectman Devine stated he would have to see
207 how the discussion goes. Selectman Tombarello supports a 2% pay raise and
208 follow the police contract. Selectwoman Copp supports up to a 2% pay raise and
209 reminded everyone how we depend on Town employees to keep this Town
210 going. **MOTION:** Selectwoman Copp moved that the Board of Selectmen vote
211 in an up to a 2% pay increase for hourly Town employees. Selectman
212 Tombarello seconded. John Quirk commented the Board should take into
213 consideration what the town's peoples can afford when making this decision.
214 Three ayes [Copp, Tombarello and Nicolaisen] and two abstentions [Brown and
215 Devine]. Motion passed.
216

217 **Discuss quotes received for annual maintenance of water filtration system**
218

- 219 • Ms. Blaisdell explained the two quotes from Allied Clearwater are for the annual
220 maintenance of the water filtration system in the Town Hall [\$923.32] and
221 proposed work [\$500.00]. Ms. Blaisdell stated she budgeted for \$700.00 for
222 maintenance for 2012. Ms. Blaisdell explained the increase for this year. Ms.
223 Blaisdell explained the water pressure issue between the Town Hall and the Fire
224 Department since the installation of the irrigation system. Ms. Blaisdell stated
225 she is not looking for any decision from the Board because she still needs to
226 speak to the Fire Department and Allied Clearwater to obtain more detailed
227 information; she is just making the Board aware of the issue. Ms. Blaisdell asked
228 the Board if they want her to move forward with the annual maintenance.
229 Consensus of the Board is to move forward with the annual maintenance.
230

231 **Old Business**

232
233 **Discussion regarding possible office reorganization**

- 234
235 • Selectwoman Copp asked the Board to consider reorganizing the office now
236 while they are reorganizing the Building/Code Enforcement Office even though
237 there is no money for any renovations. Selectwoman Copp suggested the Board
238 consider moving departments around within the two town offices. There was
239 Board discussion about how many people would be in the main office at one time
240 and coverage when employees take vacation. Ms. Blaisdell suggested she
241 organize the office staff to discuss proposed changes and then get back to the
242 Board of Selectmen. Consensus of the Board is they are okay with this
243 suggestion.
244

245 **Correspondence**

- 246
247 • Email requesting an electronic format of the Town Seal for the Historic Society to
248 apply to the Track Speeder. Ms. Blaisdell wants to inform the Society that this is
249 a new seal not an old one. Selectmen Copp and Tombarello are not in favor of
250 handing out the seal. Selectmen Brown and Nicolaisen are okay with the request
251 if someone from the Society officially requests the seal. Consensus of the Board
252 is to have someone from the Sandown Historic Society come in and talk to the
253 Board about the details of the request for the seal.
254
- 255 • Selectwoman Copp explained to the Board her understanding about the mosaic
256 parcel map project and the position it puts the Town in. Selectmen Copp and
257 Tombarello do not support this project. Selectman Devine feels more research
258 needs to be done on this project.
259
- 260 • Chief Joseph Gordon came before the Board to inform them he is ready to
261 purchase a new cruiser. Board members reviewed the quote for the new cruiser
262 provided by Chief Gordon. Chief Gordon explained how the detail revolving

263 account would be paying for the cruiser in the amount of \$27,338.00. No
264 taxpayer dollars will be used. Chief Gordon stated the cruiser would not be
265 ready until December. **MOTION:** Selectman Tombarello moved to allow Chief
266 Gordon to purchase a 2012 Crown Victoria police cruiser at the cost of
267 \$27,338.00 and the funding for this purpose will be taken out of the detail
268 revolving account. Selectwoman Copp seconded. Motion passed unanimously.
269

270 **Department Liaison Report**

- 271
- 272 • Selectwoman Copp noted that the Budget Committee is in need of members.
273 The Budget Committee is currently working with a five member Board with no
274 Chairman or Vice Chairman.
275

276 **Non-Public Session under RSA 91A:3 II (b) Hiring and (a) Employee Matters**

- 277
- 278 • **MOTION:** Selectman Tombarello moved to go into Non-Public Session per RSA
279 91-A:3 II (b) Hiring and (a) Employee Matters. Selectman Nicolaisen seconded.
280 Roll call: Copp – aye, Tombarello – ayes, Brown –aye, Nicolaisen - aye and
281 Devine – aye. Motion passed unanimously.
282

283 **MOTION:** Selectman Nicolaisen moved to come out of Non-Public Session.
284 Selectwoman Copp seconded. Motion passed unanimously.
285

286 Chairman Brown announced while in Non-Public Session the Board voted to seal
287 the Non-Public Session Minutes.
288

289 **Acceptance of Non-Public Minutes**

290

291 Board members reviewed the Non-Public Minutes of August 27, 2012. **MOTION:**
292 Selectman Tombarello moved to accept the Minutes of August 27, 2012
293 regarding the Conservation Commission as written. Selectwoman Copp
294 seconded. Motion passed unanimously.
295

296 Board members reviewed the Non-Public Minutes of August 27, 2012. **MOTION:**
297 Selectman Tombarello moved to accept the Minutes of August 27, 2012
298 regarding the Police Chief’s items as amended in Non-Public Session.
299 Selectman Nicolaisen seconded. Motion passed unanimously.
300

301 Board members reviewed the Non-Public Minutes of August 20, 2012. **MOTION:**
302 Selectman Tombarello moved to accept the Minutes of August 20, 2012 as
303 written. Selectman Devine seconded. Motion passed unanimously.
304
305
306

307 **MOTION:** Chairman Brown adjourned the meeting at 10:25 P.M.

308

309 Respectfully Submitted,

310

311

312

313 Cynthia J. Robinson

314 Recording Secretary