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

Meeting Date: Monday, September 24, 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), James Devine (Devine), Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary  
Absent: Stephen Brown (Brown) and Hans Nicolaisen (Nicolaisen)  
Late to arrive:  
Call to Order: Vice Chairman Tombarello called the meeting to order at 7:05 P.M.  
Pledge of Allegiance

**Review of minutes of previous meetings**

- Board members reviewed the Minutes of September 10, 2012. **MOTION:** Selectwoman Copp moved to accept the Minutes of September 10, 2012 as written. Selectman Devine seconded. Motion passed unanimously.

Board members reviewed the Non-Public Minutes of September 10, 2012. **MOTION:** Selectwoman Copp moved to accept the Non-Public Minutes of September 10, 2012 as written. Selectman Devine seconded. Motion passed unanimously.

**Public Comment and Announcements**

- There was no public comment.

**Appointments**

**Review of 2013 Budget Proposals  
Zoning Board of Adjustment**

- ZBA Acct. 4191.3 - Present for this discussion was Steve Meisner, Chairman of the Zoning Board of Adjustment. Board members reviewed the proposed budget line by line. **MOTION:** Selectman Devine moved ZBA Acct. 4191.3 with Gross Expenses of \$1,570.32, Revenue of \$500.00 and Net Expenses of \$1,070.32 be recommended by the Board of Selectmen. Selectwoman Copp seconded. Motion passed unanimously.

44 **Paula Gulla, Selectmen's Office Assistant**  
45 **Review of additional quotes received for town website**  
46

- 47
- 48 • Paula Gulla was present for this discussion. Ms. Gulla recapped for the Board  
49 that at her last meeting with the Board she was directed to obtain additional  
50 quotes for the town website. Ms. Gulla gave her findings on the ten towns she  
51 spoke to. In addition, Ms. Gulla received information from two more quotes,  
52 which she presented to the Board tonight. Selectman Devine asked whom the  
53 Town uses now. Ms. Gulla stated the Town currently uses Go Daddy and Ms.  
54 Gulla does what she can on the maintenance. Ms. Blaisdell explained that Ms.  
55 Gulla has no formal training in website design. Consensus of the Board is for  
56 Board members to review the findings and discuss this at a future meeting when  
57 all members are present. Ms. Gulla asked Board members, if they have any  
58 questions regarding this information to ask them in advance of the next meeting  
59 in the event she has to do some research.

60 **Correspondence**  
61

- 62 • Ms. Blaisdell noted the email from the Planning Board informing the Board of  
63 Selectmen that at their September 18, 2012 meeting they appointed a new  
64 alternate member, James Carroll.  
65
- 66 • The Board received an election ballot for Officers and Directors for 2013 from the  
67 NH Association of Assessing Officials. Ms. Blaisdell stated she talked to the  
68 representative from Municipal Resources Inc. regarding the ballot and he is okay  
69 with the names. Another alternative the Board has is to go with the entire slate by  
70 checking the box at the bottom of the ballot. Consensus of the Board is to check  
71 this box.  
72
- 73 • Ms. Blaisdell noted the information sent to the Board from Melanson Heath &  
74 Company, PC (MH&Co) regarding the auditing of impact fees. Ms. Blaisdell  
75 stated this notice from MH&Co is informing the Town of legislative changes to  
76 NH RSA 674:21 regarding the assessing and collection of impact fees. This  
77 change now provides guidelines that have to be followed. Ms. Blaisdell noted  
78 Selectman Devine's long time interest in knowing where the school was spending  
79 their impact fees. Selectman Devine explained that the impact fees being  
80 collected for the school were to be spent in Sandown, but the school never  
81 provided any documentation showing where the money was spent. Ms. Blaisdell  
82 will ask the school for a list of capital improvements they have planned for and  
83 then speak to legal counsel about the legislative changes. Ms. Blaisdell will  
84 check to see if the Town's reporting requirements are okay. Ms. Blaisdell asked  
85 Board members if any of them would like to work with her on this project.  
86  
87

**Roger Barczak**  
**Present cost benefit analysis of proposals received for town telecommunication services**

- Roger Barczak introduced himself and explained that he is acting as a consultant for the Town relative to the proposals for telecommunications services and premise equipment from Granite State Communication and White Column Office Solutions. Mr. Barczak asked to make it clear he is discussing telecommunication service for Town buildings not residences in the Town. Mr. Barczak explained that the information he is presenting is so the Board of Selectmen can make an informed decision. That said Mr. Barczak gave an overview of what the document he has prepared for the Town of Sandown contains. Mr. Barczak described background information on the two vendors, Granite State Communications and White Column Office Solutions. Mr. Barczak summarized the two proposals presented to the Town by these vendors relative to telecommunication services. In addition, Mr. Barczak presented a proposal breakdown that included the following: network architecture, premise equipment, cabling, features, implementation, maintenance and support and references. Mr. Barczak called the references that were provided. Mr. Barczak noted that the Town of Sandown might have to provide backup generator power for the proposed equipment to work. Mr. Barczak noted that these systems will be transferable to the new police station but a switch will have to be purchased. Mr. Barczak explained what the Town of Sandown would be responsible for relative to this project. Mr. Barczak went over the financial costs between the Town of Sandown and Granite State Communications as well as those of White Column Office Solutions relative to their proposals.

Board members thanked Mr. Barczak for all the time he put in to this analysis. Board members will review Mr. Barczak’s analysis and bring back to the Board for discussion in two weeks.

**Michael Sullivan, owner of Michael Sullivan Construction**  
**Discuss proposal for ADA Compliant Restroom in upper Town Hall**

- This discussion was rescheduled to a future date.

**Robert Bogosh, Assistant/Acting Building Inspector**  
**Discussion regarding status of department and possible adjustment to fee schedule**

- This discussion was rescheduled to a future date. Ms. Blaisdell noted that new forms were created and they are working out well.

132 **New Business**

133  
134 **Discuss next step in hiring process for Building Department**

- 135
- 136 • This discussion was rescheduled to a future date. Vice Chairman Tombarello
- 137 suggested the applications for the Building Inspector position be reviewed by a
- 138 subcommittee and the interview process be conducted in a couple weeks.
- 139

140 **Old Business**

141  
142 **Further discussion regarding 2013 revaluation**

- 143
- 144 • Selectwoman Copp spoke to Scott Marsh in the Assessing Department regarding
- 145 new numbers for 2012, which were pretty much the same. What the Town is
- 146 looking at is most like Chester and Fremont as far as population. Selectwoman
- 147 Copp noted that Mr. Marsh was schedule for next week if the Board needed him
- 148 and as far as she can see it is so simple there is no reason for him to come in.
- 149

150 Selectwoman Copp stated the only question left on the worksheet given to the  
 151 Board was in one area on Vision it said \$2.00 per parcel for digital photos and at  
 152 the bottom it said \$3,000.00 extra. She questioned Mr. Marsh on this and he  
 153 indicated he estimated 150 parcels at the \$2.00 rate. Mr. Marsh did recommend  
 154 calling to make sure about what was included. Selectwoman Copp feels the  
 155 quotes are pretty straightforward.

156

157 Selectwoman Copp stated as far as the utility revaluation it would transfer some  
 158 of the taxation to the utility company and what you would be looking at is some of  
 159 the amounts would come down and the amount to the utility would go up but they  
 160 would pass on the increase to the customer. Selectwoman Copp doesn't see it  
 161 saving the taxpayers anything.

162

163 **MOTION:** Selectwoman Copp moved the Sandown Revaluation for 2013 go to  
 164 Visions Government Solutions in an amount not to exceed \$41,100.00. Vice  
 165 Chairman Tombarello seconded. Motion passed unanimously. Ms. Blaisdell  
 166 reminded the Board they have to decide if they want this as a warrant article or in  
 167 the budget.

- 168
- 169 • Selectwoman Copp asked about the status of the House Numbering. Ms.
- 170 Blaisdell stated she is unsure but a letter is drafted for those who are still non-
- 171 compliant. Ms. Blaisdell noted the Police Department has gone out and a new
- 172 list has been created where the number of non-compliant houses has been
- 173 reduced. Ms. Blaisdell stated the Board now has to decide on how to send out
- 174 the letter. Vice Chairman Tombarello stated as he travels around Town he has
- 175 noticed it is much easier to find houses because of the numbering system.

176  
177 • Selectwoman Copp would like to bring back the Finance Budget because it came  
178 through before the Board of Selectmen approved raises. Ms. Blaisdell stated the  
179 Board would have to perform her evaluation; she does not do the Finance  
180 Director.

181  
182 Selectwoman Copp stated the Health Officer and Code Enforcement budget has  
183 gone back before the Budget Committee with no hours only a stipend.

184  
185 The Board needs to come up with something for the Moderator budget. Ms.  
186 Blaisdell stated she would work with the Town Clerk on this budget.

187  
188 The Budget Committee has come up with an error in the Plumbing Inspector  
189 budget on the supply line. Selectwoman Copp stated this has to come back to  
190 the Board. Ms. Blaisdell explained the change in the supply line.

191  
192 **Department Liaison Report**

- 193  
194 • Selectwoman Copp noted that there is no change in membership on the Budget  
195 Committee. They are currently working under an Acting Chairman. Position is  
196 open until October 1, 2012.  
197  
198 • Selectman Devine stated everything is okay at the library.  
199  
200 • Vice Chairman Tombarello spoke about the tractor pull involving the Sandown  
201 Police Explorers.

202  
203 **Public comment**

- 204  
205 • Kathleen Stevens a resident on Penacook Road just moved to town. She is  
206 working on a Master’s Degree and had a question regarding the Health Officer  
207 position and the role it plays in town relative to Triple E and West Nile Virus. Ms.  
208 Blaisdell explained the role of the Health Officer, how nominated and the  
209 requirements.

210  
211 **Non-Public Session under RSA 91A:3 II (e) Litigation**

- 212  
213 • **MOTION:** Vice Chairman Tombarello moved to go into Non-Public Session per  
214 RSA 91-A:3 II (e) Litigation. Selectwoman Copp seconded. Roll call: Copp –  
215 aye, Tombarello – ayes, Brown –aye, Nicolaisen - aye and Devine – aye. Motion  
216 passed unanimously.

- 217  
218 **MOTION:** Vice Chairman Tombarello moved to come out of Non-Public Session.  
219 Selectwoman Copp seconded. Motion passed unanimously.

220  
221 Vice Chairman Tombarello announced while in Non-Public Session the Board  
222 voted to seal the Non-Public Session Minutes.

223  
224 **MOTION:** Vice Chairman Tombarello adjourned the meeting at 8:50 P.M.

225  
226 Respectfully Submitted,

227  
228  
229  
230 Cynthia J. Robinson  
231 Recording Secretary

*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*