

1 **Town of Sandown, NH**
2 **Board of Selectmen**
3 **Minutes**
4

5 Meeting Date: Monday, October 15, 2012

6 Type of Meeting: Regular meeting

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

8 Meeting Location: Sandown Town Hall

9 Present: Selectpersons: Brenda Copp (Copp), Tom Tombarello (Tombarello), Stephen
10 Brown (Brown), Hans Nicolaisen (Nicolaisen), James Devine (Devine), Lynne Blaisdell,
11 Office Manager and Cynthia J. Robinson, Recording Secretary

12 Absent:

13 Late to arrive:

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

15 Pledge of Allegiance

16
17 Chairman Brown announced the passing of Irving Bassett and extended the Board's
18 deapest sympathy to his family.

19
20 **Public Comment and Announcements**
21

- 22 • Deb Brown, Recreation Director and Ed Mencis came before the Board to talk
23 about the town wide yard sale that will be held this coming weekend [October 20,
24 2012] at various locations throughout Sandown. Ms. Brown announced a map
25 and directory would be available prior to the yard sale. Mr. Mencis announced
26 that Chubb's fried dough will be sold at the Train Depot and a dollar from each
27 sale will be donated to the Depot. Ms. Brown announced the annual senior
28 luncheon is scheduled for November 3, 2012. Any Sandown senior 60 years of
29 age or older interested in attending should call 887-1872 to register and the
30 deadline to register is October 29,2012. The luncheon is free of charge to
31 Sandown seniors and pre-registration is required. Consensus of the Board is
32 they have no problem with Mr. Mencis selling fried dough at the Depot on
33 Saturday.
34
35 • Ms. Blaisdell announced that due to the services for Irving Bassett the blood
36 drive will be held on October 21st or 22nd. The actual date will be posted.
37

38 **Review of minutes of previous meetings**
39

- 40 • Board members reviewed the Minutes of September 24, 2012. **MOTION:**
41 Selectwoman Copp moved to accept the Minutes of September 24, 2012 as
42 written. Selectman Tombarello seconded. Three ayes [Copp, Tombarello and
43 Devine] and two abstentions [Nicolaisen and Brown]. Motion passed.

44
45 Board members reviewed the Minutes of October 1, 2012. **MOTION:** Selectman
46 Tombarello moved to accept the Minutes of October 1, 2012 as written.
47 Selectwoman Copp seconded. Four ayes [Copp, Tombarello, Nicolaisen and
48 Devine] and one abstention [Brown]. Motion passed.

49
50 Board members reviewed the Non-Public Minutes of September 24, 2012.
51 **MOTION:** Selectman Tombarello moved to accept the Non-Public Minutes of
52 September 24, 2012 as written. Selectwoman Copp seconded. Three ayes
53 [Copp, Tombarello and Devine] and two abstentions [Nicolaisen and Brown].
54 Motion passed.

55
56 Board members reviewed the Non-Public Minutes of October 1, 2012. **MOTION:**
57 Selectman Tombarello moved to accept the Non-Public Minutes of October 1,
58 2012 as written. Selectman Nicolaisen seconded. Four ayes [Copp, Tombarello,
59 Nicolaisen and Devine] and one abstention [Brown]. Motion passed.

60
61 **Appointments**

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63 **Kathleen Walton, Family Promise**
64 **Promotion of new hospitality program and request for funding**

- 65
66 • Present for this discussion was Melanie Nesheim from Family Promise
67 recognized as a national organization based out of New Jersey. Ms. Nesheim
68 stated Family Promise has been around this area for about two and a half years
69 covering the Derry/Salem area, which has no homeless shelters for families. Ms.
70 Nesheim stated that homeless families are the fastest growing population in the
71 United States and New Hampshire. Based on information from the school
72 system in this region they have found there are approximately 158 homeless
73 families, but they feel there are more. Also this number does not take into
74 account families with preschool children.

75
76 Ms. Nesheim explained that the Interfaith Hospitality Network (IHN) is a program
77 created by Family Promise of Greater Rockingham County that provides a safe
78 place for homeless families with children to turn to for food, shelter and social
79 services. Ms. Nesheim explained how participating congregations offer guidance
80 and encouragement. Ms. Nesheim stated that they figure \$140,000.00 a year
81 will support their organization. Ms. Nesheim ran a CD showing what IHN does.

82
83 Ms. Nesheim stated they are asking Sandown for \$5,000.00 to help fund this
84 program noting that IHN does not just provide housing they provide social
85 services as well. This is not a religious organization they just utilize the volunteer
86 support from these organizations. Selectwoman Copp asked what portion of the
87 \$140,000.00 goes toward salaries. Ms. Nesheim stated approximately \$70-

88 80,000.00. Selectman Tombarello asked if the Town doesn't provide the
89 \$5,000.00 support could the Town send people to Family Promise. Ms. Nesheim
90 stated yes but it would not be fair for the Town to pay nothing and receive
91 services. Ms. Blaisdell explained just today she had a homeless family and there
92 was no place for them to go locally. Selectman Nicolaisen questioned what
93 happens if Sandown provides funding and there is no space when a Sandown
94 family needs help. Ms. Nesheim stated families are interviewed prior to
95 acceptance. There was discussion about towns larger than Sandown being
96 asked for the same amount of funding. Selectwoman Copp asked Ms. Nesheim
97 to send the Town a breakdown of their budget. Ms. Nesheim stated she would
98 send the information to Ms. Blaisdell.

99

100 Chairman called for a five minutes break.

101

102

**Michael Sullivan, owner of Michael Sullivan Construction
Discussion proposal for ADA Compliant Restroom in Upper Town Hall**

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105

- Present for this discussion are: Michael Sullivan owner of Sullivan Construction and Jim Mitchell. Chairman Brown noted that the quote from Sullivan Construction for the handicapped bathroom was \$26,395.00 and the Town budgeted \$19,700.00. Chairman Brown asked Mr. Sullivan if there is any part of the project that the Town can do to help reduce the cost of the project. Mr. Sullivan stated he didn't feel they could because of the logistics of the jobs [possibility the excavation of the septic system]. Chairman Brown asked if the Board puts off the project in order to request more funds will the cost go up. Mr. Sullivan stated no. Chairman Brown asked if weather is an issue with any of the work. Mr. Sullivan stated the septic work should be done before the middle of December. There was discussion about what work needs to be done on the septic system.

117

118

Selectwoman Copp asked if the Board could spend more than was requested in the warrant article. Ms. Blaisdell stated the Board can't over spend the warrant article they would have to find the difference elsewhere in the budget.

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121

Selectwoman Copp would like the bathroom fixtures to match the year of the building. It was the consensus of the Board to have Sullivan Construction do all the work. Mr. Sullivan stated it would take about a month to complete the project.

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

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130

131 • Present for this discussion was Robert Bogosh, Assistant Building Inspector. Mr.
132 Bogosh stated he has been working with the new form with help from Ms.
133 Blaisdell and Paula Gulla. Ms. Blaisdell would like to have all inspectors use the
134 new form. Selectman Tombarello stated the form is working out well. Consensus
135 of the Board is to have all the inspectors begin using the new form.
136

137 Chairman Brown asked Mr. Bogosh how things are going with the fees. Mr.
138 Bogosh stated he feels the fees need to be adjusted based on what he sees in
139 other towns. Mr. Bogosh described the different fee structures used in other
140 towns and how the inspectors are paid. Following Board discussion it was the
141 consensus of the Board for Mr. Bogosh to get together with the other inspectors
142 and a couple selectmen in order to come up with a fee schedule to present to the
143 Board of Selectmen at a future meeting.
144

145 New Business

146 **Discussion regarding quotes for health insurance, disability insurance** 147 **benefit and life insurance benefit** 148 149

150 • Health insurance – Ms. Blaisdell informed the Board they need to choose a new
151 insurance agent. Ms. Blaisdell stated she has contacted three insurance
152 agencies [Foy, Insurance Solutions and one other]. They are telling her there is
153 no difference in price when it comes to the same policy it is more a matter of
154 what agent you want to work with. Ms. Blaisdell asked the Board how they want
155 to go about doing this. Following Board discussion it was the consensus of the
156 Board to compare plans to the current plan and bring the different insurance
157 companies in to meet them.
158

159 Disability insurance – Ms. Blaisdell stated a new company wants to submit a
160 quote for short and long term insurance and possibly life insurance. Ms. Blaisdell
161 asked the Board if they want this individual to come in and invite employees as
162 well. Ms. Blaisdell stated employees are not happy with the current provider.
163 Ms. Blaisdell would like to invite two more companies to the meeting.
164

165 Life insurance – Ms. Blaisdell brought up the life insurance policy for the fire
166 department. Current full time employees receive a \$10,000.00 death benefit
167 policy. The quote for the fire department was for \$25,000.00/\$6,742.92 for 36
168 members. The company issuing the policy will not write a policy for less than the
169 \$25,000.00 because there are no age or health restrictions until they are 70
170 years old. Ms. Blaisdell asked another agent if he could find a company that
171 would issue the \$10,000.00 policy. He did at an annual cost of \$2,655.50 for 36
172 members. Ms. Blaisdell noted that in order to receive state benefits the fire
173 fighter must be covered under a Town insurance policy. There was discussion
174 on how the insurance policy will be paid for. **MOTION:** Selectmen Nicolaisen

175 moved to buy the \$10,000.00 Plan 1 life insurance plan from Provident Insurance
176 Company for a sum up to \$2,655.50. Selectwoman Copp seconded. Chairman
177 Brown noted the policy includes accidental death and dismemberment. Four
178 ayes [Copp, Tombarello, Brown and Nicolaisen] and one abstention [Devine].
179 Motion passed.

180
181 **Discuss request by Sandown Central to borrow voting booths**

- 182
183 • The Sandown Central School sent an email asking if they could borrow five
184 voting booths for their student council elections on October 29, 2012.
185 Consensus of the Board is it is okay to let the school use the five voting booths.
186 Selectman Tombarello stated Mr. Dulong has offered to take them to the school.
187 Ms. Blaisdell asked the Board if Mr. Dulong can help the school set up the voting
188 booths. Consensus of the Board is Mr. Dulong can help set up the voting booths.
189 It was noted the voting booths have to be back at Town Hall by Friday of the
190 same week.

191
192 **Old Business**

193
194 **Further discussion regarding disbursement from school impact**
195 **fee account**

- 196
197 • Ms. Blaisdell noted the bond schedule and line 12 has this year's bond payment
198 of \$2,314,000.00. Sandown's 17% share of that amount is \$393,380.00. Ms.
199 Blaisdell stated it is important that the Town send a letter to the School District
200 asking them to inform the Town [for auditing purposes] specifically as to where
201 they are spending the impact fee money. Ms. Blaisdell stated that before an
202 amount is decided on the Board has to make a decision as to whether they want
203 to return the impact fee [\$4,511.00 plus \$8.35 interest] back to the individual who
204 paid it but never built in Sandown. It was noted that the \$138,000.00 would
205 come out of impact fees the remainder of the \$393,380.00 will be through
206 taxation. Consensus of the Board is to retain the \$4,519.35. **MOTION:**
207 Selectman Devine moved to give \$138,389.38 to the school from impact fees to
208 pay down the 12-year of the bond. Selectman Tombarello seconded. Motion
209 passed unanimously.

210
211
212 **Review and amend 2013 Assessing Budget Proposal to**
213 **include statistical update**

- 214
215 • Selectwoman Copp noted for Chairman Brown's benefit since he was out when
216 this was discussed, the change in the Vision Appraisal quote and the decision on
217 the utility taxation. **MOTION:** Selectwoman Copp moved to create in the
218 Assessing Acct 4150.3 a new line item for Revaluation. Selectman Tombarello

219 seconded. Motion passed unanimously. **MOTION:** Selectwoman Copp moved
220 Assessing Acct. 4150.3 under the new line item for Revaluation be added the
221 amount of \$38,400.00. Selectmen Tombarello seconded. Motion passed
222 unanimously. **MOTION:** Selectwoman Copp moved Assessing Acct. 4150.3
223 with Gross Expenses of \$120,400.00, Revenue of \$0 and Net Expenses of
224 \$120,400.00 be recommended by the Board of Selectmen. Selectman
225 Tombarello seconded. Motion passed unanimously.
226

227 Selectwoman Copp noted that a change in the Planning Board Acct was made at
228 the Budget Committee meeting. The Budget Committee voted to remove the
229 \$450.00 from the Copy line and increased the Payroll line from \$12,897.15 to
230 \$14,994.91. **MOTION:** Selectwoman Copp moved Planning Board Acct. 4191.1
231 Copier line be deducted in the amount of \$450.00 and brought down to \$0.
232 Selectman Tombarello seconded. Motion passed unanimously. **MOTION:**
233 Selectwoman Copp moved Planning Board Acct 4191.1 to increase the Payroll
234 line to \$14,994.91. Selectman Tombarello seconded. Motion passed
235 unanimously. **MOTION:** Selectwoman Copp moved Planning Board Acct.
236 4191.1 with Gross Expenses of \$27,444.91, Revenue of \$4,000.00 and Net
237 Expenses of \$23,444.91 be recommended by the Board of Selectmen.
238 Selectman Tombarello seconded. Motion passed unanimously.
239

240 Selectwoman Copp noted there was an error in the Town Clerk Acct. Payroll line
241 because last year's numbers were used. The Account needs to be increased by
242 \$861.67. Two lines are involved, the Deputy Town Clerk and Municipal Clerk.
243 **MOTION:** Selectwoman Copp moved Town Clerk Acct. 4140.1 in the Deputy
244 Town Clerk line be increase to \$24,057.35. Selectman Tombarello seconded.
245 Motion passed unanimously. **MOTION:** Selectwoman Copp moved Town Clerk
246 Acct. 4140.1 in the Municipal Clerk line be increased to \$19,738.94. Selectman
247 Tombarello seconded. Motion passed unanimously. **MOTION:** Selectwoman
248 Copp moved Town Clerk Acct. 4140.1 with Gross Expenses of \$49,024.05,
249 Revenue of \$934,974.38 and Net Expenses of -\$885,950.33 be recommended
250 by the Board of Selectmen. Selectman Tombarello seconded. Motion passed
251 unanimously.
252

253
254 **Further discussion regarding Cable TV Advisory Board's request to**
255 **use town counsel**
256

- 257 • Chairman Brown read the email from Betsy Donahue-Davis requesting the name
258 of the Town's legal counsel so the Cable Advisory Board can contact him/her to
259 help them with the cable contract. Ms. Blaisdell noted on the email that Chris
260 Donnellan stated franchise fees not Town funds would pay the lawyer.
261 Selectman Devine stated this type of a contract is very specialized. Ms. Blaisdell
262 stated within the firm that works for the Town there is someone who works with

263 this type of contract. Selectwoman Copp explained why the Cable Advisory
264 Committee did not want to utilize the lawyer they had spoken to in the past.
265 **MOTION:** Chairman Brown moved to allow the Cable Advisory Committee to
266 use the Town's law firm to study the cable franchise contract negotiations.
267 Selectman Tombarello seconded. Motion passed unanimously.
268

269 **Correspondence**

- 270
- 271 • Letter from the office of Senator Kelly Ayotte stating her representative will be in
272 Sandown on October 22, 2012 from 9:30 to 10:30 AM.
273
 - 274 • Letter from Primex regarding a public hearing on the proposed rate setting to be
275 held on October 4, 2012.
276
 - 277 • Letter from Sad Café requesting funding. Consensus of the Board is to place as
278 a warrant article.
279
 - 280 • Updated Dragon Mosquito Report. This Report can be found on the Sandown
281 website.
282
 - 283 • Letter requesting a meeting to discuss insurance needs.
284
 - 285 • Letter from a law firm asking the Town if they are interested in utilizing them for
286 any tax appeal filed by FairPoint. Municipal Resources stated this could be a
287 benefit to the Town because they would be sharing legal costs.
288
 - 289 • Letter from Local Government Center on ****Important Healthcare Reform
290 Compliance Information****.
291

292 **Department Liaison Report**

- 293
- 294 • Selectman Devine stated the library budget went through the Budget Committee.
295
 - 296 • Selectman Nicolaisen reminded everyone of the Boy Scouts "Spooky Walk" on
297 October 20, 2012.
298
 - 299 • Chairman Brown stated the Senior Affairs Ham & Bean Supper was sold out.
300
 - 301 • Selectman Tombarello asked the Board if they would mind if he skipped the
302 October 29, 2012 meeting so he could sit on the oral board for a new hire at the
303 Police Department. Board members were okay with this.
304
 - 305 • Selectwoman Copp announced the cancellation of the Budget Committee
306 meeting and the Sandown Republican Committee meeting for Wednesday

307 because of Irving Bassett's services and buckets are still placed around Town to
308 collect donations for the maintenance of the flags along Main Street. Also
309 cancelled for Wednesday night is the Recreation Commission meeting.
310

- 311 • Ms. Blaisdell asked the Board if they want to send flowers to the Bassett funeral
312 and does the Board want the offices closed so employees can attend the funeral.
313 Consensus of the Board is to close the Town Offices from 10:00 A.M. to 1:30
314 P.M. Selectwoman Copp stated the family is requesting in lieu of flowers a
315 memorial donation be made to the Sandown Fire & Rescue Association in Irving
316 Bassett's name. **MOTION:** Selectwoman Copp moved that the Board of
317 Selectmen make a donation to the Sandown Fire & Rescue Association in Irving
318 Bassett's name in the amount of \$100.00. Selectman Tombarello seconded.
319 Motion passed unanimously.
320

321 **Non-Public Session under RSA 91A:3 II (b) Hiring, (g) Security-related issues**
322 **and (c) Reputation**
323

- 324 • **MOTION:** Selectman Tombarello moved to go into Non-Public Session per RSA
325 91-A:3 II (b) Hiring, (g) Security-related issues and (c) Reputation. Selectman
326 Nicolaisen seconded. Roll call: Copp – aye, Tombarello – ayes, Brown – aye,
327 Nicolaisen - aye and Devine – aye. Motion passed unanimously.
328

329 **MOTION:** Selectman Nicolaisen moved to come out of Non-Public Session.
330 Selectman Tombarello seconded. Motion passed unanimously.
331

332 Chairman Brown announced while in Non-Public Session the Board voted to seal
333 the Non-Public Session Minutes.
334

335 Chairman Brown announced while in Non-Public Session the Board voted to hire
336 Robert Bogosh as permanent Building Inspector, Paul D'Amore as the Assistant
337 Building Inspector and Tom Tombarello as the Electrical Inspector. Mr.
338 Tombarello will be interviewing potential Assistant Electrical Inspectors and the
339 Board will be interviewing for Health Officer.
340

341 **MOTION:** Chairman Brown adjourned the meeting at 10:47 P.M.
342

343 Respectfully Submitted,
344

345
346
347 Cynthia J. Robinson
348 Recording Secretary