

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

5 Meeting Date: Monday, November 5, 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: Tom Tombarello (Tombarello), Stephen Brown (Brown), Hans  
10 Nicolaisen (Nicolaisen), James Devine (Devine), Lynne Blaisdell, Office Manager and  
11 Cynthia J. Robinson, Recording Secretary

12 Absent: Brenda Copp (Copp)

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                                   **Review of minutes of previous meetings**  
18

- 19                   • There were no minutes to be reviewed this evening.  
20

21                                   **Public Comment and Announcements**  
22

- 23                   • Chairman Brown reminded everyone tomorrow is Election Day. Polls are open  
24 from 8:00 A.M. to 8:00 P.M. and the voter identification law is in affect. Chairman  
25 Brown explained the requirements of the new law.  
26
- 27                   • Joseph McKinnon will be holding a car wash fundraiser on Saturday and Sunday  
28 at the Fire Station from 9:00 A.M. to 5:00 P.M. Mr. McKinnon stated the Fire  
29 Chief is okay with this. Enterprise Car Rental is providing Mr. McKinnon with a  
30 truck. The truck will not be leaving for Sandown until Monday morning and Mr.  
31 McKinnon was wondering if he could store the items collected at the car wash in  
32 the Town Hall basement until then. This would save him money on the truck  
33 rental. Ms. Blaisdell checked and there is nothing going on Monday morning in  
34 the lower hall. Chairman Brown explained these items would be going to the  
35 New Jersey and New York Red Cross Center for disaster relief. Selectman  
36 Nicolaisen wants the items gone Monday morning.  
37
- 38                   • Ms. Blaisdell stated the Food Pantry would be holding a raffle on Election Day.  
39 They are also in need of donations for the holidays. Items needed are posted on  
40 the Sandown website. If anyone wants to donate a turkey they are asked to call  
41 887-3453 to make arrangements.  
42

- 43 • Ms. Blaisdell stated the snow and ice removal policy and parking ordinance is in  
44 effect. Details pertaining to these items can be found on the Sandown website  
45 and in the Selectmen's Office.

46

47 **Appointments**

48

49 **Nelson Rheume, Senior Affairs Transportation Committee Chairman**  
50 **Statue and update of senior transportation program and acceptance of donation**  
51 **of money**

52

- 53 • Present for this discussion was Nelson Rheume, Director. Mr. Rheume stated  
54 the ham and bean supper raised \$582.00 and it is to be placed in the Senior  
55 Affairs Transportation Fund. An additional \$275.00 is being donated to the  
56 Senior Affairs Transportation Fund in memory Larry Nicholson. Mr. Rheume  
57 noted the Committee has not asked the Town for any funds to date. Mr.  
58 Rheume stated the Committee is going to stop raising funds at this time so they  
59 can concentrate on getting rides for people. They have volunteers who are  
60 willing to be drivers and are currently working on background checks. Chairman  
61 Brown asked for a motion to accept the \$582.00 donation to the Sandown Senior  
62 Affairs Transportation Fund. **MOTION:** Selectman Tombarello moved to accept  
63 \$582.00 to be placed in the Sandown Senior Affairs Transportation Trust Fund.  
64 Selectman Nicolaisen seconded. Motion passed unanimously.

65

66 Chairman Brown informed Mr. Rheume that at a previous meeting the Board  
67 appointed members to the Committee. Chairman Brown asked if the driver  
68 training is still taking place. Mr. Rheume stated yes noting while some drivers  
69 have completed the training there are still some who need to take the training.  
70 Chairman Brown asked who did the training. Mr. Rheume stated the  
71 Committee. Mr. Rheume gave a synopsis of what the driver training entails.  
72 There was discussion about insurance coverage on the drivers [personal and  
73 Local Government Center (LGC)]. Ms. Blaisdell stated she thinks LGC is the  
74 primary insurance. Chairman Brown asked Mr. Rheume to provide the  
75 Selectmen's Office with a copy of all policies and rules that have been given to  
76 the drivers. Mr. Rheume stated he would.

77

78 Chairman Brown asked Mr. Rheume to describe the ride process that takes  
79 place when someone calls and needs a ride. Mr. Rheume gave a synopsis of  
80 the Sandown Senior Affairs Transportation Program (SSATP) process.  
81 Chairman Brown asked how they handle individuals who have special equipment  
82 needs. Mr. Rheume stated they would have to deny the request, as the SSATP  
83 does not have equipment for special needs. Selectman Tombarello asked what  
84 happens when there is something negative noted on the questionnaire and is the  
85 Committee working with the Police Chief. Mr. Rheume stated they would  
86 discuss the circumstances with the individual and go from there and Chief

87 Gordon is on the Committee. Ms. Blaisdell stated she recommends the Board  
88 make the decision if some ones record comes back flagged because of the  
89 liability to the Town. Selectman Nicolaisen stated it would be similar to the Cable  
90 Committee recommending someone for appointment to their Committee, each  
91 one would come to the Board of Selectmen for appointment. Mr. Rheume  
92 agreed.

93  
94 Chairman Brown asked about the calls going into a dispatcher. Mr. Rheume  
95 stated calls would go to a number in the Police Department where information  
96 will be collected and given to a volunteer. Mr. Rheume stated the Police Chief  
97 is okay with this process. Drivers will be responsible for the maintenance of their  
98 vehicle.

99  
100 Chairman Brown expressed concern about funds being raised and going into the  
101 Senior Affairs Transportation Trust Fund, which can only be used for this  
102 purpose. Chairman Brown asked that fundraising cease and no more donations  
103 be accepted for the time being until the Board can find out what happens to the  
104 funds should the Program not get off the ground and until the Program is up and  
105 running. When all of these questions are answered this is when the Board of  
106 Selectmen will reopen the discussion regarding fund raising and donations. Mr.  
107 Rheume agreed. Mr. Rheume stated he thought the money would go into the  
108 General Fund if the Committee ceases to exist. Selectman Brown stated the  
109 Board does not want the money going into the General Fund because it is  
110 earmarked for the Senior Affairs Transportation Trust Fund. Ms. Blaisdell will  
111 look into what the process would be should the Program not take off. Selectman  
112 Tombarello looks forward to seeing the Program take off. Chairman Brown  
113 asked if minutes are being taken. Mr. Rheume stated they are and turned into  
114 the Town Clerk.

115  
116 **Jeff Reardon, Davis & Towle Insurance Group**

117 **Discussion regarding proposal for short term and long term life insurance**

- 118  
119 • Present for this discussion was Jeff Reardon and Stacy MacIntyre of David &  
120 Towle. Ms. Blaisdell recapped for those present the reason these individuals  
121 were asked to come in and present to the Board pricing for short and long term  
122 life insurance. Ms. Blaisdell stated that there have been complaints about the  
123 processing of claims with the current carrier.

124  
125 Mr. Reardon stated he would be talking about short and long term life insurance.  
126 Mr. Reardon stated that he and Ms. MacIntyre work primarily with cities, towns  
127 and school districts in New Hampshire. Mr. Reardon went through the details of  
128 the proposal from Boston Mutual, who he feels provided the Town with a  
129 competitive quote and compared their plan to the current policy. Mr. Reardon

130 noted that there are savings to employees with this plan. Mr. Reardon  
131 recommended offering employees a buy up option.

132  
133 Group Health Insurance – Ms. MacIntyre stated she was made aware that the  
134 Town was looking for a broker for group health insurance. Ms. MacIntyre stated  
135 their agency has access to the same information as other brokers and they have  
136 a good working relationship with the group health agencies. Chairman Brown  
137 stated the Board would get back to her on this topic when they know where they  
138 stand on health insurance. Ms. Blaisdell stated this is the agency that is  
139 providing life insurance for the fire department. Ms. MacIntyre stated they would  
140 need a Board decision by December 1, 2012. Selectman Devine asked about  
141 the claims process. Ms. MacIntyre stated they like to pay the claim within a  
142 week. Ms. Blaisdell will schedule this for discussion at the November 19, 2012. If  
143 employees have any questions regarding the plan they can contact Ms.  
144 MacIntyre.

145  
146 **Review of 2013 Budget Proposal**  
147 **Executive, Government Building, Community Assistance, and Health and**  
148 **Human Services**  
149

150 • Executive Acct. 4130.0 – Chairman Brown noted that last year’s Gross Expenses  
151 was \$198,740.73 and this year’s is \$203,319.89 about a 2.3% increase. Ms.  
152 Blaisdell explained the Board reviewed this budget one other time but now has to  
153 finalize Payroll and determine whether the Board wants to add items to the  
154 budget or present them as warrant articles. Ms. Blaisdell explained the removal  
155 of the Webmaster from Payroll and the addition of a new Website Support &  
156 Maintenance line. Consensus of the Board is to add Mosquito Surveillance as a  
157 new line item in the budget in the amount of \$25,500.00. Consensus of the  
158 Board is to reduce the Legal line to \$25,000.00. Consensus of the Board is to  
159 reduce the Ad line to \$500.00. With the 2% increase in the Payroll, the Payroll  
160 line item increased by \$655.20 for a total of \$107,135.09. **MOTION:** Chairman  
161 Brown moved Executive Acct. 4130.0 with Gross Expenses of \$224,375.09,  
162 Revenue of \$750.00 and Net Expenses of \$223,625.09 be recommended by the  
163 Board of Selectmen. Selectman Tombarello seconded. Motion passed  
164 unanimously.

165  
166 Government Buildings Acct. 4194.0 –Chairman Brown noted that last year’s  
167 Gross Expenses was \$89,620.52 and this year’s is \$97,558.60 about a 8.86%  
168 increase. Ms. Blaisdell noted that the quotes for projects have come in.  
169 Chairman Brown read the list of projects and their amounts listed under  
170 Equipment Maintenance/Purchase totaling \$17,215.00 and the list of projects  
171 and their amounts listed under Maintenance of Buildings totaling \$15,805.00.  
172 Consensus of the Board is to add under Maintenance of Buildings \$1,000.00 to  
173 the new tables for upper Town Hall for a total of \$2,000.00. Chairman

174 Tombarello asked about the Revenue being \$0. Ms. Blaisdell stated she forgot  
175 to add the revenue amount and recommends the Board decrease the amount  
176 because revenue is down. Consensus of the Board is to put in \$2,500.00 for  
177 Revenue. Selectman Tombarello asked about a line for uniforms for the  
178 custodian. Consensus of the Board is to add a Uniform Allowance line in the  
179 amount of \$200.00. Consensus of the Board is to change repaint ceiling and  
180 walls at fire station to handicapped bathroom and change the amount to  
181 \$6,695.00. Ms. Blaisdell stated she attends the Budget Committee meetings  
182 when they discuss the Selectmen's budgets. **MOTION:** Chairman Brown moved  
183 Government Building Acct. 4194.0 with Gross Expenses of \$100,353.60,  
184 Revenue \$2,500.00 and Net Expenses of \$97,853.60 be recommended by the  
185 Board of Selectmen. Selectman Nicolaisen seconded. Motion passed  
186 unanimously.

187  
188 Community Assistance Acct. 4445.0 – Chairman Brown noted that last year's  
189 Gross Expenses was \$14,151.00 and this year's is \$14,751.00 about a 4.24%  
190 increase. Ms. Blaisdell noted that she has outstanding rent bills that will be due in  
191 the near future. Consensus of the Board is to increase the Rent line by \$500.00  
192 to \$9,000.00. Add Revenue of \$500.00. **MOTION:** Chairman Brown moved  
193 Community Assistance Acct. 4445.0 with Gross Expenses of \$15,251.00,  
194 Revenue of \$500.00 and Net Expenses of \$14,751.00 be recommended by the  
195 Board of Selectmen. Selectman Tombarello seconded. Motion passed  
196 unanimously.

197  
198 Health & Human Services Acct. 4415.0 – Ms. Blaisdell noted these are the same  
199 services the Town has been funding over the past several years. The  
200 information attached explains what services are offered by the various agencies.  
201 **MOTION:** Selectman Nicolaisen moved Health & Human Services Acct. 4415.0  
202 with Gross Expenses of \$23,243.00, Revenue of \$0 and Net Expenses of  
203 \$23,243.00 be recommended by the Board of Selectmen. Selectman Devine  
204 seconded. Motion passed unanimously.

205  
206 **New Business**

207  
208 **Review of unexpended line items from 2012 budget**

- 209
- 210 • Ms. Blaisdell asked the Board to review the Profit and Loss spreadsheet for  
211 unexpended funds over the next few weeks. Ms. Blaisdell will place this on the  
212 November 19, 2012 agenda for discussion. Board should be looking for funds to  
213 put towards the handicapped bathroom, garage doors at Highway Garage, etc.  
214
  - 215 • There was discussion about looking for a new electric carrier for 2013 when the  
216 current contract expires. Chairman Brown will get more information from  
217 Hampstead.

218 **Old Business**

219

- 220 • Ms. Blaisdell recapped coverage at the polls for tomorrow noting a selectman  
221 has to be present at the polls. Police will be available for traffic control. Ms.  
222 Blaisdell stated Selectwoman Copp is planning on being at the polls tomorrow.

223

224 **Correspondence**

225

- 226 • Ms. Blaisdell stated the Finance Director needs a motion to clarify the transfer of  
227 funds from one account to another. **MOTION:** Chairman Brown moved to take  
228 \$1,900.00 from Acct. 4130.11 and \$1,000.00 from Acct. 4150.4.09 for a total of  
229 \$2,900.00 and add to Acct. 4130.04. Selectman Tombarello seconded. Motion  
230 passed unanimously.

231

232 **Department Liaison Report**

233

- 234 • Selectman Tombarello attended a scholarship fundraiser for the Police Explorer  
235 program for a young man who lost his life.
- 236 • Selectman Nicolaisen went to the Senior Luncheon and had a great time noting it  
237 was well attended.

238

239 Selectman Nicolaisen thanked the Highway Department for their work during and  
240 after the recent storm.

241

242 **MOTION:** Chairman Brown adjourned the meeting at 9:25 P.M.

243

244

Respectfully Submitted,

245

246

247

248

249

Cynthia J. Robinson  
Recording Secretary

250