

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

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6 **Meeting Date: April 22, 2013**

7 **Type of Meeting: Regular Meeting**

8 **Method of Notification: Public Posting at Town Hall**

9 **Meeting Location: Town Hall**

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11 Chairman Selectman Tombarello called the meeting to order at 6:30pm.

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13 **Members Present:** Selectman Nicolaisen, Chairman, Selectwoman Copp,  
14 Selectman Devine, Selectman Treanor and Selectman Tombarello

15 **Office Manager:** Lynne Blaisdell

16 **Recording Secretary:** Sue Reynolds

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18 Pledge of Allegiance was done.

19  
20 ***Discussion regarding status of train depot museum renovations and***  
21 ***repairs, Moose Plate Grant Application and Preservation Alliance Grant***  
22 ***Application.***

23 Paula Gulla stated she asked LGC what could be done at the train depot since  
24 the warrant article failed and they say anything that has to do insulating can't  
25 be done. They also said anything that was going to reduce the annual heating  
26 cost could not be done to the building this year. LGC said a grant for exterior  
27 painting would be ok. Selectman Tombarello asked about the \$9,000.00  
28 amount and Paula Gulla said it is a matching grant of \$4,500.00. Selectman  
29 Tombarello asked about the Preservation Assessment Grant and Paula said  
30 they meet monthly and when the funds run out they run out. Paula asked the  
31 BOS if they had the \$4,500.00 to put up to match the grant and Selectman  
32 Tombarello suggested waiting until the grant line is built up. Paula feels the

33 Preservation Assessment Grant is the way to go. She also said she and  
34 Selectwoman Copp met with Maggie Steer from the Preservation Alliance and  
35 can help with the structural plan for the building. Paula also said Maggie  
36 suggested that the BOS and the Historical Society should get together and  
37 determine who is responsible for maintenance on what part of the building.  
38 Maggie also said that if the BOS agreed to shut the heat off in the building the  
39 artifacts items should be removed and stored. Resident, Roger Barczak feels  
40 that the residents of the Town voted the warrant article down and the BOS  
41 should take that as the heat should be shut off in the building. He also  
42 suggests that the tanks be removed from the side of the building so the heat  
43 doesn't get turned on at all. Selectwoman Copp said she and Paula Gulla and  
44 Selectman Treanor met with Peter Michaud and they were advised to be  
45 careful what is done to the building because blown in insulation could result  
46 in being removed from the National Register and he also said the artifacts are  
47 being destroyed just by being in the building. Selectman Nicolaisen suggested  
48 to have the Historical Society come into a future meeting to discuss this.  
49 Selectman Treanor also suggested taking inventory of the items and  
50 determine what belongs to the Town vs. the Historical Society.

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53 ***Arthur Genuardo, Public Works Director, and Steve Keach, Town Engineer***  
54 ***discussion regarding status of 2013 Road Improvement Program.***

55 Steve Keach stated they will be doing 2 projects this year, one being the Wells  
56 Village Rd and the other is Fremont Rd. & N. Danville Rd. Steve stated Artie  
57 spoke with Paul from Busby Construction and was told they would keep their  
58 2011 prices for 2013 and they are looking for the Boards approval to avoid  
59 the bid process. Steve said the plan is to do all of N. Danville Rd and start on  
60 Fremont Rd. at the town line and go towards Odell Rd. about half way. Steve  
61 feels that by not going out to bid they will be able to do an additional 1,000  
62 feet on Fremont Rd. Selectman Nicolaisen and Selectwoman Copp are  
63 concerned that they won't get the footage. Selectwoman Copp is a bit  
64 apprehensive as this would be the second year not going out to bid for this  
65 project. Selectman Treanor and Selectman Devine feel the Board should take  
66 the offer and take advantage of the 2011 prices. Selectman Nicolisen said he  
67 likes the bid process and feels that if Busby wants the job he would be  
68 competitive with his prices.

69 ***Motion by*** Selectman Devine to accept the contract from Busby Construction  
70 to continue the Roads of N. Danville and Fremont.

71 ***Seconded by*** Selectman Treanor.

72 Selectman Nicolaisen asked if would be beneficial to wait a few weeks to see  
73 what the amount of asphalt comes in at and Steve Keech said he doesn't feel  
74 the amount will compare to the 2011 prices and he would also like to get the  
75 bid process started now along with Wells Village Rd.

76 ***In Favor***, Selectman Tombarello, Selectman Treanor and Selectman Devine.

77 ***Opposed*** Selectwoman Copp, Selectman Nicolasién.

78 ***Motion passes 3-2-0***

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80 Selectman Nicolaisen asked if the Fremont Rd. project would begin right away  
81 and Artie said since the motion passed he will now begin next week removing  
82 the trees that need to come down.

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## NEW BUSINESS

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### **E911 Remapping of Town**

89 Lynne Blaisdell said there are many locations in town with the same  
90 addresses or very similar street names. Lynne said after being of a waiting list  
91 upwards of 1 ½ years she received the remapping information from E911.

92 She presented the Board with a letter summarizing the town layout and issues

93 that need to be fixed. Lynne said there is a sign off sheet once the layout is

94 accepted. Lynne feels this is a big project and it may need a subcommittee as

95 the BOS, Police Dept., Fire Dept., Emergency Mgt. Director is responsible for

96 the changes. Lynne said a process needs to take place to notify the residents

97 of the changes and suggests holding a public hearing and handle the project

98 entirely. The BOS gave Lynne permission to begin working on this project

99 and she said once she reviews the map she will ask the Board to sign off on the

100 remapping information.

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## OLD BUSINESS

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### ***Further review of information and job description for Town***

#### ***Administrator/Welfare Officer position.***

108 Selectwoman Copp asked the Board to reverse the decision of sealing the non

109 public minutes from Monday, April 15<sup>th</sup> meeting and allowing the minutes to

110 be public. She stated that last week she asked that the minutes be sealed as

111 the discussion had to do with employee matters, but now feels what was  
112 discussed should be made public.

113 **Motion by** Selectwoman Copp that the non public minutes of April 15, 2013 be  
114 unsealed.

115 **Seconded by** Selectman Nicolasien.

116 **Roll Call**, Selectman Devine – yes, Selectman Nicolaisen – yes, Selectman  
117 Tombarello – yes, Selectwoman Copp – yes, Selectman Treanor – yes.

118 **Motion passes unanimously**

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120 Selectwoman Copp explained that last week the Board agreed to change  
121 Lynne Blaisdell's position from Office Manager to Town  
122 Administrator/Welfare Officer. She explained that in 2006 Lynne went from  
123 Deputy Town Clerk to the BOS office with the promise of a \$2.00 per hour  
124 raise immediately and another \$2.00 per hour raise after 90 days.  
125 Selectwoman Copp explained that the second \$2.00 per hour raise never  
126 happened and resulted in a \$27,000.00 loss for Lynne. Selectwoman Copp  
127 said the Board contacted LGC to find out what the legal job description for an  
128 Office Manager vs. a Town Administrator and they found Lynne has been  
129 performing the Town Administrator duties. Selectwoman Copp also stated  
130 she contacted several area towns to see what Office Manager's and Town  
131 Administrator's were making and they ranged from \$60,000.00 - \$80,000.00.  
132 She stated that Lynne was making \$44,000.00 and her promotion her salary  
133 was increased to \$52,000.00, which is still low compared to the area towns.  
134 Selectman Copp also stated this position is now a salary position instead of an  
135 hourly position. This position is affective June 1, 2013. Selectwoman Copp  
136 passed out a budget report for the BOS to look at and stated there is enough  
137 money in the budget to cover the increase. Lynne thanks the Board and says  
138 she is looking forward to the future with the BOS. Lynne asked about the  
139 review of the job description and the Board agrees with it.

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## CORRESPONDANCE

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144 Selectman Tombarello stated the BOS received a letter from an attorney in  
145 regards to a builder in town with the results of the Tuesday night Planning  
146 Board meeting. Selectman Tombarello said that he watched the meeting and  
147 was very surprised and disappointed as to the way the meeting got out of  
148 control. The letter from the attorney stated that Mr. Villella is upset by events  
149 that happened at the Planning Board meeting and they are asking that Matt

150 Russell recruise himself from the meeting when Mr. Villella goes in front of the  
151 Board for any reason. The letter also stated that there is nothing the BOS can  
152 do in regards to the situation and it needs to be handled with the members of  
153 the Planning Board. Selectman Tombarello stated that he hopes this situation  
154 straightens out.

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156 **Letter from the Festival of Trees**

157 Letting the BOS know they are having a 20<sup>th</sup> anniversary to thank all who help  
158 make the event possible over the years. There will be an Emerald Celebration  
159 and the tickets are \$65.00. Lynne asks the BOS to let her know if anyone is  
160 interested in attending. She also reminded the Board that this is where the  
161 \$10,000.00 came from to paint the Old Meeting House.

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163 **Letter from the Town of Hudson**

164 The letter states they are holding a public hearing in regards to a cell tower.

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166 **Letter from Family Promise**

167 This letter is inviting the BOS to a Grand Opening celebration on April 30<sup>th</sup>  
168 from 11:30 am – 1:30 pm and the letter also thanks the Town of Sandown for  
169 their \$2,000.00 donation.

170  
171 **Letter from Parkland Medical Center**

172 This letter is letting the Board know about an upcoming senior health fair  
173 being held at the West Running Brook Middle School in Derry on Tuesday,  
174 April 23<sup>rd</sup> from 9:30 am – 1:00 pm.

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176 **Letter from NHDES**

177 The letter is stating that the permit was approved for Deer Run Rd.

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**LIASIAN REPORT**

182 Selectman Devine brought to the Board's attention that the Recreation  
183 Director is paying for items out of pocket and being reimbursed and he feels  
184 that the Recreation Department should have a debit card for this purpose.  
185 Lynne said when the Town looked into getting a credit card a few years back  
186 there was only 1 company that would issue a credit card to the Town without  
187 a personal social security number. Lynne said the Town currently has 2 debit

188 cards. Selectwoman Copp feels that submitting receipts is similar to  
189 submitting mileage reimbursement.

190 **Motion by** Selectman Devine to issue the Recreation Department a debit card  
191 with a \$200.00 limit.

192 **Seconded by** Selectman Treanor.

193 Selectwoman Copp feels this is opening a can of worms and they have petty  
194 cash to use. Lynne Blaisdell stated the petty cash is used for the summer  
195 recreation program and does not come from the General Fund. Selectman  
196 Nicolaisen suggests to do away with the petty cash if the debit card is issued  
197 and also feels the Board should ask the Recreation Director which is more  
198 convenient for her.

199 Selectman Treanor removed his second and Selectman Devine removed his  
200 motion and the Recreation Director will be asked to come to the meeting next  
201 week to discuss this.

202

203 Selectman Nicolaisen said he didn't attend the Planning Board meeting last  
204 week and Selectman Tombarello thought there may be an emergency meeting  
205 this Thursday night.

206

207 Selectman Tombarello said he has a ZBA meeting this Thursday evening. He  
208 also said that Patrolman Buco and the Captain of the Fire Department went to  
209 Romania to donate their time to build a church.

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211 Selectwoman Copp said there is a cable meeting scheduled for tomorrow  
212 evening and they are reviewing the Comcast contract. She also said that the  
213 Budget Committee will meet Wednesday night.

214

215 Selectman Treanor said he went to the Library meeting and stated they are  
216 concerned about the well. He said the well tested fine but the water inside the  
217 building did not test well. He said the library would like to know if it is their  
218 responsibility to replace the filter and the Board agreed that whatever is  
219 inside the building is their responsibility and whatever is outside the building  
220 is the Town's responsibility. Selectman Nicolaisen said it should probably be a  
221 budget item. Selectman Tombarello asked Lynne to send Barbara LaChance a  
222 letter regarding this. Selectman Treanor also mentioned the back door of the  
223 library and Lynne said that work will be done this year and she will begin  
224 working on the bid process soon.

225

226 Lynne Blaisdell said that this week is National Volunteer Appreciation Week  
227 and she would like to thank any residents that volunteer for the various  
228 groups in town. She also reminded everyone that this Saturday is the Fishing  
229 Derby at Sals' Pond.

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231 **Motion by** Selectwoman Copp to go into non public session under 91A:3II(a)  
232 Employee Matters.

233 **Seconded by** Selectman Nicolasien.

234 **Roll Call Vote**, Selectman Devine – yes, Selectman Nicolaisen – yes, Selectman  
235 Tombarello – yes, Selectwoman Copp – yes, Selectman Treanor – yes.

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238 While in non public session a motion was made to seal the minutes .

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241 Meeting adjourned at 9:00 pm

242 Respectfully submitted

243 Sue Reynolds