

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

5 Meeting Date: Monday, August 12, 2013

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), Hans
10 Nicolaisen (Nicolaisen), Lynne Blaisdell, Town Administrator and Cynthia J. Robinson,

11 Recording Secretary

12 Absent: James Devine (Devine)

13 Late to arrive: Terry Treanor (Treanor) – 7:10 P.M.

14 Call to Order: Chairman Tombarello called the meeting to order at 7:06 P.M.

15 Pledge of Allegiance
16

17 **Review of minutes of previous meetings**
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- 19 • Board members reviewed the minutes of July 15, 2013. **MOTION:** Selectwoman
20 Copp moved to accept the minutes of July 15, 2013 as written. Selectman
21 Nicolaisen seconded. Motion passed unanimously.
22
- 23 • Board members reviewed the non-public minutes of July 15, 2013. **MOTION:**
24 Selectwoman Copp moved to accept the non-public minutes of July 15, 2013 as
25 written. Selectman Nicolaisen seconded. Motion passed unanimously.
26
- 27 • Board members reviewed the minutes of July 29, 2013. **MOTION:** Selectwoman
28 Copp moved to accept the minutes of July 29, 2013 as written. Selectman
29 Nicolaisen seconded. Motion passed unanimously.
30
- 31 • Board members reviewed the non-public minutes of July 29, 2013. **MOTION:**
32 Selectwoman Copp moved to accept the non-public minutes of July 29, 2013 as
33 written. Selectman Nicolaisen seconded. Motion passed unanimously.
34

35 Selectman Treanor joined the meeting at this time – 7:10 P.M..
36

37 **Public Comment**
38

- 39 • Ms. Blaisdell gave an update on the bridge construction taking place on Rt.
40 121A. NH Department of Transportation informed the Town construction on the
41 first half of the bridge should be completed in the near future. There has been a
42 delay in construction due to the weather. Completion of the project should
43 happen around October 1, 2013.

- 44 • Chairman Tombarello read the announcement of who was chosen as Citizens of
45 the Year. There were two individuals this year they were Susan Dupouy and
46 Louise Chartier. Both individuals put in numerous hours for the Sandown Food
47 Pantry, which in turn helps many Sandown residents throughout the year.
48

49 Also nominated were Nelson Rheaume and Steve Brown.
50

51 **New Business**

52
53 **Review draft of comment for new Stormwater Management permit**
54

- 55 • Ms. Blaisdell noted the just received correspondence from Steve Keach
56 containing his thoughts about how the MS-4 General Permit will impact the Town
57 of Sandown. The letter from Mr. Keach was addressed to the Board of
58 Selectmen and from that letter Paula Gulla created a second letter from the
59 Board of Selectmen written to the U. S. Environmental Protection Agency.
60 Selectwoman Copp would like to see more put into the second letter about the
61 burden this permit would have on the Town. Ms. Blaisdell stated the letter has to
62 be submitted by Thursday. Due to the Thursday deadline Board members
63 signed the letter this evening.
64

65 **Discuss status of Suburban Propane – no longer delivering gasoline**
66

- 67 • Chairman Tombarello stated Suburban Propane would not longer be delivering
68 gasoline as of September 1, 2013. Ms. Blaisdell stated she contacted several
69 companies to find someone to take over as of the September date. Ms. Blaisdell
70 has the Finance Director working on usage estimates. Several of the companies
71 are willing to help out but would not give the Town a set rate at this time.
72

73 Ms. Blaisdell noted the Town is out the contract with Suburban and she
74 presented the Board with a draft Request for Proposal (RFP) for all fuel used by
75 the Town. Ms. Blaisdell said the RFP is ready to go out all she needs is a
76 deadline date. Board members discussed which company to go with in the
77 interim and consensus of the Board was to go with Hartman as of September 1,
78 2013 for gasoline only. Consensus of the Board is to use the date of September
79 3, 2013 as the deadline date.
80

81 **Review of 2014 Budget Schedule and discussion regarding pay rates for**
82 **proposed 2014 budgets**
83

- 84 • Ms. Blaisdell will email the budget schedule to Board members noting the first
85 budget submission is August 19, 2013. The Finance Director is proposing a new
86 format for the budget proposal sheets and Ms. Blaisdell would like Selectwoman
87 Copp to review it. Ms. Blaisdell has sent out the memo to department heads

88 reminding them employee evaluations are due. Ms. Blaisdell asked the Board if
89 they want to discuss a possible wage increase for next fiscal year. Selectwoman
90 Copp supports a 2 to 2.5% pay increase based on her knowledge of how hard
91 the staff works. Chairman Tombarello supports the staff but is unsure about a
92 pay increase. Selectman Nicolaisen supports a 2% pay increase. Ms. Blaisdell
93 asked Board members if they were ready tonight to make a decision on the pay
94 increase noting that if they are it will help during the budget season because
95 departments would not have to come back to this Board and the Budget
96 Committee to make changes in the payroll line. There was discussion about
97 whether this pay increase is straight across the Board or an up to or merit raise.
98 **MOTION:** Selectwoman Copp moved the Board of Selectmen okay a merit
99 raises up to 2% for the year 2014 budget for our employees. Selectman Treanor
100 seconded. Motion passed unanimously.

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102
103 **Review of MS-4 estimated revenues for submission to Department of Revenue**
104 **Administration and possible extension to file MS-1**
105

- 106 • Board members reviewed the MS-4 Revised Estimated Revenues and discussed
107 what was proposed last year. Consensus of the Board was to leave the form as
108 is. Ms. Blaisdell noted that changes to the form could be made in the future. Ms.
109 Blaisdell noted that abatement requests have gone down.
110
- 111 • Ms. Blaisdell explained what the MS-1 contains and what it is used for. Ms.
112 Blaisdell noted the revaluation is not going to be done until about August 19,
113 2013 and the MS-1 is required to be submitted by September 1, 2013. After
114 Vision Appraisal submits their final documents to the Board the Board has to
115 meet with Assessing to see whether the Town should accept their findings. That
116 meeting is scheduled for August 26, 2013 and then the Department of Revenue
117 Administration has to certify the revaluation. Ms. Blaisdell noted this could take
118 two weeks resulting in the Town not making the deadline. For this reason Ms.
119 Blaisdell is requesting an extension for submitting the MS-1 to September 30,
120 2013. Consensus of the Board is they are okay with the request and Board
121 members signed the request form.
122

123 **Discuss contract with Municipal Resources, Inc.**
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- 125 • Ms. Blaisdell informed the Board the Town's contract with Municipal Resources,
126 Inc. (MRI) expires on December 31, 2013 and she would like to know if the Board
127 wants to go out to bid or contract again with MRI. Following Board discussion it
128 was the consensus of the Board to go out to bid. Ms. Blaisdell asked the Board if
129 they were okay with MRI assisting her with the details of the RFP. Consensus of
130 the Board was they did not have an issue with the request.
131

Discuss well pump at Train Depot Museum

- Chairman Tombarello noted to repair the Depot pump the Board needs to come up with \$1,427.00. Ms. Blaisdell stated the well pump at the Depot keeps tripping the breaker. A check of the pump by Faxon Pump Company indicated the pump is burned out. Ms. Blaisdell asked if the Board feels the building needs to be closed. Selectman Nicolaisen supports fixing the pump. Chairman Tombarello also supports fixing the pump. Chairman Tombarello stated the Board has made the decision to turn off the heat for the winter at the Depot for financial reasons. Ms. Blaisdell stated there is still some money in the insurance line. Selectwoman Copp expressed concern about the tripping of the breaker. Ms. Blaisdell stated the building is posted "No Water". Chairman Tombarello stated he would check to make sure the breaker is turned off. Consensus of the Board is the heat will be turned off as of November 1, 2013. Ms. Blaisdell will check to make sure there was no events scheduled after that date and noted the pipes are drained for the winter. **MOTION:** Selectwoman Copp move to hire Faxon Pump Company to repair the pump at the Train Depot Museum with a quoted cost of up to \$1,427.00 and that money come out of Acct. 4196.0 - line .03 PLIT. Selectman Nicolaisen seconded. There was discussion about whether the amount should be increased in the event it takes more material to repair the pump. Selectman Nicolaisen withdrew his second and Selectwoman Copp withdrew her motion. **MOTION:** Selectwoman Copp move to hire Faxon Pump Company to repair the pump at the Train Depot Museum at a cost of up to \$1,700.00 and that money to come out of Acct. 4196.0 - line .03 PLIT. Selectman Nicolaisen seconded. Motion passed unanimously.

Old Business

Date and time to inspect properties eligible for deeding and what Board Members and/or designees will need

- Chairman Tombarello summarized what the Board has been discussing for the past couple weeks regarding the deeding of property and viewing the property before the deeding to make sure the Town doesn't end up with property they don't want. Ms. Blaisdell stated the letters have not gone out because she needs a date that the Board will go to inspect the properties. Ms. Blaisdell stated one property will be paid off before the next meeting or he will come before the Board and the other is due to be sold on August 30, 2013. Ms. Blaisdell stated the residents have to be given a 30 day notice. The Board discussed who will attend the inspection and when it will take place. Consensus of the Board is Selectmen Nicolaisen and Tombarello, Bob Bogosh and Ed Mencis will do the inspections on September 30, 2013 at 4:30 P.M.

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Correspondence

- Chairman Tombarello read an email from Cindee Tanuma of the Community Caregivers responding to an article in the Tri-Town Times about the Sandown Transportation Senior Affairs Committee and proposed van.
- Letter from NH Department of Transportation regarding the Highway Block Grant 2014. This year’s grant is \$136,325.43.
- Letter from Hoyle, Tanner & Associates, Inc. regarding the Fremont Road bridge over the Exeter River – Scour Review. Chairman Tombarello stated the bridge has been looked at and the Town was provided a detailed letter of their observations and recommendations. Chairman Tombarello asked to have someone from Hoyle, Tanner come in to talk to the Board.
- Informational status report from Vision Government Solutions.
- Abutter notification from the Sandown Planning Board regarding a subdivision of Map 5, Lot 3 located at Walnut Hill Road and Chase Road.
- Email from Paula Agrella asking the Town to sign the Small Group Anniversary Change form as a contingent action in regard to The Affordable Care Act regarding a change in the health insurance change to renewal date. Ms. Blaisdell will place them on the next agenda.
- Five (5) informational letters from legal counsel regarding legal action currently before the Board.

Department Liaison Report

- Selectman Nicolaisen stated a resident would like permission to clean up the Philips Pond boat ramp and would the Board mind if he talks to the Public Works Director about this. Selectman Nicolaisen also knows he should check with the Conservation Commission to see what needs to be done. Consensus of the Board is they are okay with this request. Selectwoman Copp asked if the Philips Pond Association should be involved. Ms. Blaisdell stated they deal with the water quality.
- Chairman Tombarello announced the Old Home Day celebration was successful. Chairman Tombarello announced the police defeated the firemen again [4-2]. Chairman Tombarello thanked the Old Home Day Committee for their hard work. Chairman Tombarello thanked the Mencis family for the use of their property for the fireworks.

220 Chairman Tombarello thanked the third grader for singing the national anthem
221 during the police and firemen softball game.
222

- 223 • Selectwoman Copp stated Channel 17 has a new program called “Sandown
224 Rundown” that runs every day at 9:00 A.M. and 6:00 P.M., hosted by Donna
225 Green with technical assistance from Chris Donnellan.
226
- 227 • Chairman Tombarello stated the Sandown Senior Affairs Transportation
228 Committee received donations totaling \$545.00.
229
- 230 • A couple Board members shared the positive comments they over heard during
231 the Old Home Day celebration and how great it was to share time with family and
232 friends in such a friendly environment.
233
- 234 • Ms. Blaisdell stated the Old Home Day Committee is looking for feedback both
235 positive and negative from anyone regarding the celebration. Residents can go
236 to the Town website to fill out their survey.
237

238 **Non-Public discussion under RSA 91-A:3 II (e) Litigation**
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- 240 • **MOTION:** Selectwoman Copp moved to go into non-public session per RSA 91-
241 A:3 II (e) Litigation. Selectman Nicolaisen seconded. Roll call: Treanor – aye,
242 Copp – aye, Tombarello – aye and Nicolaisen – aye. Motion passed
243 unanimously.
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245 **MOTION:** Selectman Nicolaisen moved to come out of non-public session.
246 Selectwoman Copp seconded. Motion passed unanimously.
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248 Chairman Tombarello announced while in non-public session the Board voted to
249 seal the non-public minutes.
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251 Chairman Tombarello adjourned the meeting at 9:13 P.M.
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253 Respectfully Submitted,
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257 Cynthia J. Robinson
258 Recording Secretary