

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

5 Meeting Date: Monday, September 9, 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: Terry Treanor (Treanor), Brenda Copp (Copp), Tom

10 Tombarello (Tombarello), Hans Nicolaisen (Nicolaisen), James Devine (Devine), Lynne

11 Blaisdell, Town Administrator and Cynthia J. Robinson, Recording Secretary

12 Absent:

13 Late to arrive:

14 Departed Meeting: Brenda Copp – 8:17 P.M.

15 Call to Order: Chairman Tombarello called the meeting to order at 7:00 P.M.

16 Pledge of Allegiance
17

18 **Review of minutes of previous meetings**
19

- 20 • There were no minutes to review.
21

22 **Public Comment**
23

- 24 • Ms. Blaisdell informed the public there is a new Public Service of NH project to
25 replace existing static wires at their facility, which will be utilizing helicopters and
26 linemen. This work will take place from Chester to Seabrook over the next few
27 months. If anyone has questions they can contact the Selectmen's Office.
28
- 29 • Chairman Tombarello met with Hoyle-Tanner, Selectman Devine and the
30 Director of Public Works to discuss the work that needs to be done on the
31 Fremont Road bridge.
32

33 **Review of 2014 Budget Proposals**
34 **Electrical Inspector, Septic and Health Officer**
35

- 36 • Chairman Tombarello stepped down at this time in order to discuss the Electrical
37 Inspector's budget. Vice Chairwoman Copp will chair this portion of the meeting.
38

39 Electrical Inspector Acct. 4241.5 – Tom Tombarello is present for this discussion.
40 Vice Chairwoman Copp questioned why the Books line item increased this year.
41 Mr. Tombarello explained because every three years new publications of the
42 electrical code are printed. Vice Chairwoman Copp noted there is no revenue
43 noted in this budget. Mr. Tombarello recommended keeping revenue at

44 \$8,000.00. **MOTION:** Selectman Nicolaisen moved Electrical Inspector Acct.
45 4241.5 with Gross Expenses of \$6,670.00, Revenue of \$8,000.00 and Net
46 Expenses of - \$1,330.00 be recommended to the Budget Committee by the
47 Board of Selectmen. Selectman Devine seconded. Motion passed unanimously.
48

49 Tom Tombarello returned and will be chairing the remainder of the meeting.
50

51 Septic Acct. 4242.1 – Present for this discussion was Ed Mencis. Mr. Mencis
52 noted this past year was interesting and gave a brief overview of the past year's
53 activities. Selectman Devine questioned the expense for Septage Pumping.
54 Ms. Blaisdell explained this is used in the event a resident could not afford the
55 cost of having their tank pumped resulting in a health and safety issue.
56 Selectwoman Copp questioned what the qualifications are regarding the pumping
57 of a septic tank. Ms. Blaisdell stated this line has not been used since she has
58 been here [2006] but noted input from the Health Officer would probably be
59 utilized. **MOTION:** Selectman Nicolaisen moved Septic Acct. 4242.1 with Gross
60 Expenses of \$2,900.00, Revenue of \$2,550.00 and Net Expenses of \$350.00 be
61 recommended to the Budget Committee by the Board of Selectmen. Selectman
62 Devine seconded. Motion passed unanimously.
63

64 Health Officer Acct. 4411.0 – Present for this discussion was Ed Mencis. Mr.
65 Mencis gave a brief overview of the past year's activities. Selectwoman Copp
66 questioned why there was no deduction for water testing. Ms. Blaisdell stated
67 she would check with the Finance Director because Mr. Mencis has done the
68 water testing throughout the Town. **MOTION:** Selectman Nicolaisen moved
69 Health Officer Acct. 4411.0 with Gross Expenses of \$3,967.16, Revenue of
70 \$50.00 and Net Expenses of \$3, 917.16 be recommended to the Budget
71 Committee by the Board of Selectmen. Selectman Devine seconded. Motion
72 passed unanimously.
73

74 Conservation Commission

- 75
- 76 • Conservation Commission Acct. 4619.0 – Present for this discussion was Paul
77 Carey. Mr. Carey stated they are expecting more permits thus increasing the
78 Recording Secretary/Admin Assist line item. Selectwoman Copp asked what
79 Commission members based the increase in this line item on. Mr. Carey stated
80 the additional time needed in the office for administrative work that Commission
81 members do not have the time for and the increase in meetings now that they
82 have new members. Selectwoman Copp recommended to Mr. Carey he be
83 prepared to explain to the Budget Committee how the Commission figured the
84 hours for this position. Selectman Nicolaisen questioned the increase in the
85 Environmental Consultant line item. Mr. Carey explained this line item used to
86 be \$6,000.00 and the Commission has increased their fees. **MOTION:**
87 Selectwoman Copp moved to drop the Environmental Consultant line back to

88 \$3,000.00. Selectman Nicolaisen seconded. There was discussion about where
89 the budget is, past history and hours for the consultant. Two ayes [Copp and
90 Devine] and 3 nays [Treanor, Tombarello and Nicolaisen]. Motion fails.

91 **MOTION:** Selectman Nicolaisen moved to reduce the \$3,750.00 to \$3,375.00.
92 Selectwoman Copp seconded. Four ayes [Treanor, Copp, Tombarello and
93 Nicolaisen] and one nay [Devine]. Motion passes. **MOTION:** Selectman
94 Nicolaisen moved Conservation Commission Acct. 4619.0 with Gross Expenses
95 of \$8,740.00, Revenue of \$240.00 and Net Expenses of \$8,500.00 be
96 recommended to the Budget Committee by the Board of Selectmen. Selectman
97 Treanor seconded. Motion passed unanimously.

98
99 **Treasurer**

- 100
- 101 • Treasurer Acct. 4150.0 – Present for this discussion was Erica Olsen.
102 Selectwoman Copp questioned the overage in the Mileage line. **MOTION:**
103 Selectman Nicolaisen moved Treasurer Acct. 4150.0 with Gross Expenses of
104 \$3,969.00, Revenue of \$0 and Net Expenses of \$3,969.00 be recommended to
105 the Budget Committee by the Board of Selectmen. Selectman Devine seconded.
106 Motion passed unanimously.

107
108 **Trustees of Trust Fund and Cemetery Trustees**

- 109
- 110 • Trustees Acct. 4199.0 – No one represented this budget. **MOTION:** Selectman
111 Nicolaisen moved Trustees Acct. 4199.0 with Gross Expenses of \$350.00,
112 Revenue of \$0 and Net Expenses of \$350.00 be recommended to the Budget
113 Committee by the Board of Selectmen. Selectman Devine seconded. Motion
114 passed unanimously.
 - 115 • Cemetery Acct. 4195.0 – No one represented this budget. **MOTION:**
116 Selectwoman Copp moved Cemetery Acct. 4195.0 with Gross Expenses of
117 \$3,400.00, Revenue of \$0 and Net Expenses of \$3,400.00 be recommended to
118 the Budget Committee by the Board of Selectmen. Selectman Devine seconded.
119 Motion passed unanimously. Selectman Nicolaisen noted that the 19% increase
120 in the Site R & M line is because of the increase in the cost of mowing.

121
122 **Plumbing**

- 123
- 124 • Plumbing Acct. 4241.4 – No one represented this budget. Selectwoman Copp
125 noted there was no revenue noted on the worksheet. Ms. Blaisdell stated it was
126 her understanding the Plumbing Inspector was putting forward the same budget
127 as last year. Ms. Blaisdell noted the decrease in revenue. Consensus of the
128 Board is to reduce the revenue to \$6,000.00. **MOTION:** Selectman Nicolaisen
129 moved Plumbing Acct. 4241.4 with Gross Expenses of \$8,621.00, Revenue of
130 \$6,000.00 and Net Expenses of \$2,621.00 be recommended to the Budget
131

132 Committee by the Board of Selectmen. Selectman Devine seconded. Motion
133 passed unanimously.

134

135 **Police Chief Joseph Gordon**

136 **Discussion regarding storage of furnishings and cruisers for 2014 budget**

137

- 138 • Present for this discussion was Police Chief Joseph Gordon. Chief Gordon
139 asked to have the Chairman sign the paperwork for the Town to receive the
140 radios obtained through a grant from the NH Department of Safety.

141

142 In anticipation of the construction of a new police station, Chief Gordon came
143 before the Board to ask for their support in his acquiring equipment from the
144 Department of Defense Logistics Agency and the placement of a storage
145 container on Town property [Town shed] for the storage of this equipment. Chief
146 Gordon explained what equipment is available through this agency and the
147 restrictions placed on the purchase of the equipment. Chairman Tombarello
148 asked if the police budget has the funds to purchase the equipment. Chief
149 Gordon stated the cost would be for shipping and he still has to figure the
150 financing out. Consensus of the Board is they are okay with the request.

151

152 Selectwoman Copp left the meeting at this time – 8:17 P.M.

153

154 Chief Gordon wanted to inform the Board that a couple of the cruisers are in
155 rough shape and a it is a very real possibility he will have to add one back in the
156 budget and a portion of another. Chief Gordon stated he doesn't have enough
157 money in the Detail account [\$17,336.00] to cover the cost of a new cruiser. The
158 cost of just a new cruiser [not outfitted] is \$31,000.00. Chief Gordon is
159 investigating the possibility of using the OHRV fund balance [just under
160 \$10,000.00] towards the purchase of the cruiser. Another possibility is leasing
161 the vehicle. Chief Gordon stated without a doubt his budget will be going up in
162 this line item.

163

164 The new door at the police station has been installed.

165

166

167

168 **Planning Board**

- 168 • Planning Board Acct. 4191.1 – Present for this discussion was Mark Traeger.
169 Mr. Traeger noted the increases in the various line items. Selectman Nicolaisen
170 stated his recollection is the Board based the increases on applications and legal
171 activity and he had no issue with those increases. **MOTION:** Selectman
172 Nicolaisen moved Planning Board Acct. 4191.1 with Gross Expenses of
173 \$28,793.00, Revenue of \$4,000.00 and Net Expenses of \$24,793.00 be
174 recommended to the Budget Committee by the Board of Selectmen. Selectman
175 Devine seconded. Motion passed unanimously.

176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219

Mr. Traeger explained to the Board the details associated with his letter to Boemark Construction Corporation regarding the fire hydrant on Meghan Drive/Penacook Road that is in the Board's correspondence packet tonight.

New Business

Review draft of Request for Proposal for Assessing Services

- Board members reviewed the Request for Proposal (RFP) for assessing services. Ms. Blaisdell stated this RFP is based on the one sent out five years ago when Municipal Resources Inc. (MRI) became the Town's regular assessing service. Ms. Blaisdell stated MRI did review the RFP and suggested a few minor changes. Ms. Blaisdell stated she left the Term of the contract at five years. Consensus of the Board is they are okay with the RFP.

Opening of bids received for oil, propane, gasoline and diesel providers

- Ms. Blaisdell stated she sent out nine Requests for Proposal and only received two back. Ms. Blaisdell stated the Town is currently with Suburban [formerly Difeo] and they did not submit a bid. Ms. Blaisdell stated the bids are from Palmer Gas and Hartman Oil noting that Hartman Oil is the company who will be picking up the Town's gasoline services as of September. Chairman Tombarello opened the two bids. Because of the way the companies submitted their bids, Ms. Blaisdell will analyze the proposals by comparison and place on next week's agenda for a decision.

Discussion regarding driveway permit fee

- Ms. Blaisdell explained that several years ago there was a blanket increase on all permits [including driveway] of \$15.00, which became the Administrative fee. As a housekeeping measure back in March of 2013 one of the zoning articles addressed the price of driveway permits by increasing the fee to \$35.00. Voters said no to the increase so the price of a driveway permit is still \$20.00. A builder brought this to Ms. Blaisdell's attention and she is not sure if they will want a refund. Ms. Blaisdell noted that the Director of Public Works does not get paid for driveway inspections. Ms. Blaisdell is looking to the Board for guidance as to how they want to handle the refund. Consensus of the Board is to refund the money if requested.

220 **Old Business**

221

- There was no old business to discuss.

223

224 **Correspondence**

225

226 • Letter inviting the Board to attend the Eagle Scout Court of Honor on October 20,
227 2013 at 2:00 P.M. to recognize Michael Blache' who is from Sandown. Chairman
228 Tombarello will attend. Ms. Blaisdell will send Chairman Tombarello a reminder.

229

230 • Email from the Treasurer regarding a credit card for the Town. Ms. Blaisdell
231 stated it appears a credit card change will not be possible.

232

233 • Letter from the NH Department of Transportation regarding a listing of dates,
234 times and locations of public meetings pertaining to the states ten year
235 transportation plan.

236

237 • Letter from Granite State Communications regarding their Home Town Hero
238 Open House to be held on Saturday, September 14, 2013 at 11:00 A.M. at their
239 Weare, NH office.

240

241 • Letter from the Hampstead Planning Board regarding a public hearing for a
242 subdivision involving Sandown Map 5, Parcel 3.

243

244 • Notice of Decision from the Sandown Planning Board regarding Map 5, Parcel 3.

245

246 • Letter from legal counsel regarding Granite State Telephone.

247

248 **Department Liaison Report**

249

250 • Selectman Devine stated the Recreation Commission met and discussed their
251 activities.

252

253 • Selectman Nicolaisen stated the Recreation Commission did their employee
254 evaluation, talked about the summer program and the upcoming budget.

255

256 • Chairman Tombarello stated the Recreation Summer Program had another
257 successful season.

258

259 **MOTION:** Selectman Nicolaisen moved to go into non-public session per RSA 91A:3 II
260 (c) Reputation. Selectman Devine seconded. Roll call: Devine – aye, Nicolaisen –
261 aye, Tombarello – aye and Treanor – aye. Motion passed unanimously.

262

September 9, 2013

263 **MOTION:** Selectman Nicolaisen moved to come out of non-public session. Selectman
264 Devine seconded. Motion passed unanimously.

265
266 Chairman Tombarello announced while in non-public session the Board voted to seal
267 the non-public minutes.

268
269 Chairman Tombarello adjourned the meeting at 9:10 P.M.

270
271 Respectfully Submitted,

272
273
274
275 Cynthia J. Robinson
276 Recording Secretary