

1 **Town of Sandown, NH**
2 **Board of Selectmen**
3 **Minutes**
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5 Meeting Date: Monday, May 19, 2014

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), Stephen Brown (Brown), Hans
10 Nicolaisen (Nicolaisen), Cindy Buco (Buco), James Devine (Devine), Lynne Blaisdell,
11 Town Administrator and Cynthia J. Robinson, Recording Secretary

12 Absent:

13 Late to arrive:

14 Departed Meeting:

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

16 Pledge of Allegiance
17

18 **Review of minutes of previous meetings**
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- 20 • Board members reviewed the minutes of May 5, 2014. Selectman Devine noted
21 in line 99 the term “knox box” should be “lock box”. It was noted that “knox box”
22 is a brand name for a lock box. **MOTION:** Selectman Brown moved to accept
23 the minutes of May 5, 2014 as written. Selectman Treanor seconded. Motion
24 passed unanimously.
25

26 Board members reviewed the non-public minutes for May 5, 2014. **MOTION:**
27 Selectman Devine moved to accept the non-public minutes of May 5, 2014 as
28 written. Selectman Brown seconded. Motion passed unanimously.
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30 **Public Comment**
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- 32 • Gordon Champion presented the Board with a letter regarding the condition of
33 NH Route 121A that he plans to send to the NH Department of Transportation
34 (NHDOT). Mr. Gordon read the letter and asked the Board for their support of his
35 request to have NHDOT give immediate attention to the condition of this
36 highway.
37
- 38 • Donna Green a Sandown representative on the Timberlane School Board came
39 before the Board. Ms. Green is here to ask the Board if they would consider
40 including a monthly school update on their agenda that she would provide. Ms.
41 Green updated the Board and community about a policy change to the bidding
42 requirement that was made at the last School Board meeting. Ms. Green was
43 unable to attend that meeting. Ms. Green noted that the policy requires bidding
44 to go out for items \$10,000.00 or greater. The policy change for services in this

45 category will no longer require their going out to bid if after an annual review it is
46 determined they continue to meet the needs of the district. Ms. Green feels there
47 are many questions that need to be answered concerning this policy change.
48 Ms. Green feels everything should go out to bid. Selectwoman Buco asked why
49 this policy change was made. Ms. Green stated she does not know adding
50 minutes are available from that meeting. Ms. Green stated when this policy
51 change first came out she proposed a three year bidding process but it was
52 rejected by the Policy Committee.

53
54 **Chief Joseph Gordon and Conservation Commission**
55 **Further discussion regarding property off Wells Village Road and**
56 **Update and status of 460 Main Street property**
57

- 58 • Chairman Nicolaisen announced that Chief Gordon is not available tonight but he
59 did send an email updating the Board on the above subject matter. Regarding
60 the shooting range on Wells Village Road, Chief Gordon has not heard from the
61 Conservation Commission. Chief Gordon will be meeting with the Conservation
62 Commission on June 12, 2014 to discuss this matter.

63
64 Regarding the 460 Main Street property (new police station). The architect
65 submitted new plans to Chief Gordon who requested some revisions be made.
66 Chief Gordon will be reviewing the changes on May 20, 2014. Chief Gordon
67 informed Chairman Nicolaisen who the members were on the Building
68 Committee for the new police station. There is a meeting of the Committee
69 scheduled for May 29, 2014 at 7:00 P.M. at the 460 Main Street location.

70
71 Chief Gordon also informed Chairman Nicolaisen those students attending the
72 Salem Vocation Program are interested in presenting a design for the new police
73 station. Andrea Warchaizer, the instructor who teaches the CADD program lives
74 in Sandown asked if this would be a possibility. Chief Gordon stated he agreed if
75 the design were done in a timely manner.

76
77 Chief Gordon picked up two (2) government surplus generators for Town use.
78 One is up and running the other is still needs to be worked on.

79
80 Ms. Blaisdell stated she spoke to a representative at NH Municipal Association
81 regarding the bidding process for buildings like the new police station. The
82 representative stated the Town should first start by coming up with a good plan
83 and talk to other towns that have had experience in building a new police station
84 and what the issues were that they experienced before putting the plan out to
85 bid.

86
87 Ms. Blaisdell stated the trash issue outside the building at 460 Main Street has
88 been taken care of but the trash inside is still an issue. Ms. Blaisdell has a letter

89 for the Board to sign tonight that will be sent to the previous property owner
90 tomorrow.

91
92 **Members of the Cable TV Advisory Board**
93 **Discussion regarding recommendations from counsel on Comcast**
94 **Agreement**
95

- 96 • Cable TV Advisory Board members present for this discussion were: Sue Godin,
97 Chairman, Lorraine Borin, Vice Chairman, Richard Lewis and Gordon Champion,
98 Negotiator. Chairman Nicolaisen stated the Comcast Agreement was sent to
99 legal counsel and she made a few recommended changes. Ms. Blaisdell went
100 over the list of changes legal counsel recommended for the Agreement and
101 discussion ensued. Mr. Champion noted that the Agreement legal counsel
102 reviewed was only a draft. Mr. Gordon stated the Agreement was sent to
103 Comcast and they will be sending back their proposed changes, which would
104 then be reviewed by the Town's legal counsel. Chairman Nicolaisen noted that
105 the changes recommended by legal counsel would be made to the Agreement
106 the Town receives back from Comcast.

107
108 Mr. Gordon explained that once Comcast sends back their Agreement it is final,
109 there are no more drafts. The Cable Advisory Board will review the Comcast
110 Agreement and make their changes then send it back to Comcast as the final
111 Agreement. Ms. Blaisdell asked if the Board would have the opportunity to have
112 a final review of the Agreement. Mr. Champion stated after the Advisory Board
113 has made their changes the Board of Selectmen and legal counsel will have the
114 opportunity to review the Agreement before it is returned to Comcast. Selectman
115 Brown asked if there is a change recommended by legal counsel is the Advisory
116 Board going to go along with it. Mr. Champion stated yes. Mr. Champion feels
117 that most of the comments by legal counsel are more verbiage not substantive.

118
119 A question was raised about the change in the amount of the Performance Bond.
120 Ms. Blaisdell asked what the bond is use for. Mr. Champion stated it is to cover
121 performance that the Town may have asked for and Comcast does not do. Ms.
122 Blaisdell will look into whether the \$25,000.00 bond is adequate. Mr. Champion
123 stated this amount is what other towns are using; the \$50,000.00 was when
124 Comcast was a new business and their performance was unknown.

125
126 Mr. Champion addressed the question Selectman Brown asked about senior
127 discounts. Mr. Champion stated the reduced amount for seniors was minimal
128 and this discount could be passed on to other subscribers. The Cable Advisory
129 Board will be meeting with Comcast next week.

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133 **New Business**

134 **Review quotes received for overhead doors for Fire Department**

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- 137 • Ms. Blaisdell stated she received two quotes along with the quote that was used
- 138 for the warrant article. Chairman Nicolaisen opened the bids. Ms. Blaisdell
- 139 noted that one quote was changed to require three rows of windows in the door
- 140 (bidding called for two), which increased their quote. Chairman Nicolaisen read
- 141 the quotes; Coastal Garage Doors - \$14,400.00 and CDD Contractors Door and
- 142 Dock Services - \$16,233.60 and Overhead Doors was - \$11,600.00, which was
- 143 the quote when this job was first bid out. Since the bids are higher than was
- 144 budgeted (\$11,600.00) the Board discussed how to go about handling the bids.
- 145 Ms. Blaisdell noted that since one bidder was requested to submit a quote for
- 146 more windows should she ask the other bidders for a quote for more windows
- 147 before the Board decides. Ms. Blaisdell will contact the other bidders. Selectman
- 148 Devine asked to go into non-public session under reputation to discuss this
- 149 further.
- 150

151 **Discussion and possible appointment of summer recreation counselors**

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- 153 • The Board of Selectmen received an email from the Recreation Director
- 154 regarding the appointment of four (4) new counselors for the summer recreation
- 155 program. Chairman Nicolaisen stated these individuals would be non-regular
- 156 employees with no benefits. **MOTION:** Selectwoman Bucu moved to accept the
- 157 recommendation for the hiring of counselor positions Nicholas Desrocher, Ashley
- 158 Warren, Amanda Mulhall and Hope Aubrey for each position at \$8.00/hour for
- 159 non-regular positions with no benefits pending background checks. Selectman
- 160 Treanor seconded. Motion passed unanimously.
- 161

162 **Review request from Planning Board to lift moratorium on building**

163 **permits on Valerie Way**

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- 165 • Chairman Nicolaisen noted the letter from the Planning Board requesting the
- 166 Board of Selectmen lift the moratorium on building permits for Valerie Way.
- 167 Chairman Nicolaisen read the letter from the Planning Board dated May 6, 2014.
- 168 The Planning Board is recommending that the Board of Selectmen lift the
- 169 moratorium since adequate surety for the completion of Valerie Way has been
- 170 put in place. Selectman Devine asked how many lots are involved. Ms. Blaisdell
- 171 stated there are three lots on Valerie Way (Lots 2-33, 2-33-1 and 2-33-7).
- 172 **MOTION:** Selectman Brown moved to lift the moratorium on building permits for
- 173 the remaining lots in the subdivision known as Valerie Way (Map 2 Lot 33, Map 2
- 174 Lot 33-1 and Map 2 Lot 33-7). Selectman Devine seconded. Motion passed
- 175 unanimously.
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177 **Review and possible acceptance of donations to the Senior Affairs**
178 **Transportation Committee**
179

- 180 • Chairman Nicolaisen noted that the Sandown Senior Affairs Transportation
181 (SSAT) Committee is requesting the Board of Selectmen accept a donation of
182 \$70.00 to be deposited in the SSAT Fund account. **MOTION:** Selectman Devine
183 moved to accept the \$70.00 donation to the SSAT Fund account. Selectwoman
184 Bucu seconded. Motion passed unanimously. Selectman Devine asked why the
185 Board of Selectmen has to accept the donations. Ms. Blaisdell stated because
186 the warrant article that gave that provision gave it to the Board of Selectmen.
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188 **Other**
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- 190 • Selectman Brown asked if the Board is willing to move forward with the NH
191 Route 121A repairs as suggested by Gordon Champion would Board members
192 mind if he spoke to representatives in Plaistow, Auburn, Chester and Hampstead
193 to see if they would be interested in joining Sandown in a group letter to NH
194 Department of Transportation (NHDOT). Selectman Devine stated he would
195 send a letter to the NH Department of Public Works Commissioner regarding this
196 topic. Ms. Blaisdell stated she made a note to contact the NHDOT to see if they
197 could fix the approaches to the bridge they worked on last fall. Selectwoman
198 Bucu will discuss this with Sandown's Public Works Director to see if he can
199 help.
200

201 **Old Business**
202

- 203 • Nothing at this time.
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205 **Correspondence**
206

- 207 • The Sandown Board of Selectmen have been invited to attend the Timberlane
208 Regional High School Class of 2014 graduation to be held on Saturday, June 14,
209 2014 at 10:00 A.M.
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- 211 • Letter from NH Wood Energy Council announcing they would be interested in
212 speaking to the Town should they be considering converting to wood.
213
- 214 • Update from White Columns Office Solutions – April electrical savings of \$163.00
215 with a total savings of \$4,061.00 for 18 months. Ms. Blaisdell stated renewal of
216 the contract with White Columns will be coming up this fall.
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221 **Department Liaison Report**

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- Selectwoman Bucu asked to discuss the procedure for addressing concerns the Board may have on invoices. Selectwoman Bucu mentioned the article in the newspaper regarding the discussion the Board had at last week's meeting where the bidding of jobs was discussed. Selectman Brown explained he had a concern about some invoices and noted it was not his intention to imply any improprieties on any ones part he was only questioning the use of the Town's bid policy for projects costing greater than a certain amount. Selectwoman Bucu stated she would like the opportunity to talk to the department head about the invoices before they were discussed publicly. Selectman Brown stated before signing any invoice if he has a question about it he needs to get answers before signing. Selectman Brown recommended placing on the agenda a review of the Town's bid policy since there are new members on the Board.

The Library Trustees meet tomorrow.

The Highway Department is beautifying Sandown this week in anticipation of Memorial Day Observance. The Highway Department has done drainage work on County Acres Road and Hollow Oak Drive. Chairman Nicolaisen asked if the drainage work is being done in house. Selectwoman Bucu did not know but she will find out. The culvert work on Wells Village Road will be going out to bid sometime next month.

- Chairman Nicolaisen stated at the Recreation meeting they made the recommendation to hire the four new counselors, discussed the summer program and the need for lifeguards. Also, there are still Red Sox tickets available. Details on the lifeguard positions can be found on the Recreation website.
- Selectman Devine stated the Conservation Commission did not have a quorum and they asked him to become a member.

The fire department met and worked on the monument.

- Selectman Brown will be going to the School Board next Thursday to congratulate them on the award they received.

The Planning Board meets next week.

MOTION: Selectman Devine moved to go into Non-Public Session per RSA 91A:3 II (c) Reputation. Selectwoman Bucu seconded. Roll call – Devine – aye, Bucu – aye, Nicolaisen – aye, Brown – aye and Treanor – aye. Motion passed unanimously.

264 **MOTION:** Chairman Nicolaisen moved to come out of Non-Public Session. Selectman
265 Brown seconded. Motion passed unanimously.

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267 Chairman Nicolaisen announced that while in Non-Public Session the Board voted to
268 seal the minutes.

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270 Chairman Nicolaisen adjourned the meeting at 8:35 P.M.

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Respectfully Submitted,

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Cynthia J. Robinson
Recording Secretary

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