

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

5 Meeting Date: Monday, November 17, 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
17 Pledge of Allegiance

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

- 20
21 • There were no minutes to review this evening.
22

23 **Public Comment**

- 24
25 • There was no public comment this evening
26
27

28 **Old Business**

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30 **Review of contract with BMSI for Accounting software**

- 31
32 • Cheryl Eastman, Finance Director was present for this discussion. Chairman
33 Nicolaisen recapped a previous meeting where purchasing software for the
34 Finance Department was discussed. Chairman Nicolaisen stated the money is
35 available to make this purchase and BMSI has agreed to honor last years price.
36 Selectwoman Buco asked if this software provides the Finance Department with
37 everything they need. Ms. Eastman stated it does. Chairman Nicolaisen stated
38 all the current equipment having to do with the computer is compatible with the
39 software. Selectman Devine asked if getting set up is going to be a long task.
40 Ms. Eastman stated she hopes to be up and running by the beginning of next
41 year. **MOTION:** Selectwoman Buco moved to accept the BMSI software
42 contract in the amount of \$7,500.00 for software and \$1,350.00 for
43 license/support. Selectman Treanor seconded. Motion passed unanimously.
44

45 **Other**

- 46
- 47 • Oil and Propane Bids – Board members reviewed the bids for 2014-15 Fuel
48 Prices. Bids for fuel were received from Hartmann Oil & Propane and Palmer
49 Gas Ermer Oil. Ms. Blaisdell explained the bid pricing to Board members.
50 Hartmann is the Town’s current supplier. **MOTION:** Selectman Brown moved to
51 contract with Hartmann Oil and Propane for oil, propane, gasoline and diesel as
52 bid. Selectman Devine seconded. Motion passed unanimously.

53
54 **New Business**

55
56 **Discussion regarding disposing of police cruisers by sealed bid**

- 57
- 58 • Ms. Blaisdell read the email from Chief Gordon asking that an ad be put out for
59 the sale of the retired cruisers (2006 and 2011). Chief Gordon supports the bids
60 being sealed noting that the 2011 cruiser is worth \$3,500.00 and should have a
61 reserve placed on it. The 2006 does not need to have a reserve placed on it.
62 Ms. Blaisdell explained the process for placing the ad. Consensus of the Board
63 is to place a reserve of \$3,000.00 on the 2011 cruiser.

64
65 **Review of 2015 Proposed Budgets for Parks & Recreation, Summer Recreation &**
66 **Recreation Building Operations**

- 67
- 68 • Parks & Recreation Acct. 4520.0 – Present for this discussion were Deb Brown,
69 Recreation Director and George Blaisdell and Veronica Utman members of the
70 Recreation Commission. Ms. Brown gave an over view of the responsibilities of
71 the Recreation Department for those who were not familiar with the Department.
72 Ms. Brown added that the Recreation Department spends most of their budget in
73 the last quarter.

74
75 Because this is Selectwoman Bucu’s first time reviewing the Recreation
76 Department budget many questions about the budget as it relates to the
77 recreation facilities were asked. Selectwoman Bucu asked about the 8% pay
78 increase for the Director. Mr. Blaisdell explained the increase in responsibility of
79 the Director. Chairman Nicolaisen explained briefly the past history regarding a
80 pay increase for this position. Selectwoman Bucu does not support this large of
81 an increase. Ms. Utman and Ms. Brown spoke to the increase in the
82 responsibilities of the Recreation Director over the past several years. Ms.
83 Blaisdell suggested the Board look at what is actually spent on this position.
84 There was Board discussion about amending the Director payroll line and the
85 discussion resulted in two selectmen agreeing to leave the line as is, one wanting
86 to amend and two abstaining. Split vote, no changes were made.

88 **MOTION:** Selectman Brown moved to accept Parks & Recreation Acct. 4520.0
89 with Gross Expenses of \$88,574.00, Revenue of \$1.00 and Net Expenses of
90 \$88,573.00 and be recommended to the Budget Committee. Selectman Devine
91 seconded. Three ayes (Treanor, Nicolaisen and Devine), one nay (Buco) and
92 one abstention (Brown). Motion passed.
93

94 Rec. Building Operations Acct. 4520.2 – Board members reviewed and briefly
95 discussed the budget lines. Ms. Brown noted that a large increase is due to
96 propane. **MOTION:** Selectman Brown moved to accept Rec. Building
97 Operations Acct. 4520.2 with Gross Expenses of \$16,545.00, Revenue of
98 \$3,270.00 and Net Expenses of \$13,275.00 and be recommended to the Budget
99 Committee. Selectman Treanor seconded. Motion passed unanimously.

100
101 Summer & Special Rec. Acct. 4520.1 – Board members reviewed the budget
102 lines. Selectwoman Bucu asked about additional revenue. Ms. Brown briefly
103 explained the revenue process. Chairman Nicolaisen noted this is a reduced
104 budget. **MOTION:** Selectman Brown moved to accept Summer & Special Rec.
105 Acct. 4520.1 with Gross Expenses of \$63,302.00, Revenue from Summer
106 Recreation \$53,115.00, Revenue from Special Programs \$3,358.00 and Net
107 Expenses of \$6,829.00 and be recommended to the Budget Committee.
108 Selectman Treanor seconded. Four ayes (Treanor, Brown, Nicolaisen and
109 Devine) and one abstention (Bucu). Motion passed.
110

111 **Public Hearing - Review of the Draft Natural Hazard Mitigation Plan Update. The**
112 **Draft Plan is available for review in the Town Office and on the Town website**
113

- 114 • Present for this discussion were Brian Chevalier, Emergency Management
115 Director and Theresa Walker, Rockingham Planning Commission. Ms. Walker
116 explained that FEMA requires all municipalities to have a Hazard Mitigation Plan
117 on file in order to qualify for funding in the event of a disaster. Funding for
118 preparing this plan comes down to the Planning Commissions from the NH
119 Emergency Management Programs and the federal government. Ms. Walker
120 went over the components of the plan and explained what the Town needs to
121 have in place for a natural disaster. The public is encouraged to read the
122 document and provide their comments and/or corrections.
123

124 Ms. Walker stated the recommended time period for public comment is two
125 weeks to 30 days. Comments can be left in the Selectmen's Office. After the
126 public comment period ends corrections can be made. The Plan will then be
127 sent to NH Homeland Security who will review the plan. Ms. Walker noted that
128 this Plan is an update to the original Hazard Mitigation Plan. Updates are
129 required every five years.
130

131 Once Homeland Security has reviewed the Plan it will be sent to FEMA in
132 Boston, MA who will perform their review. This review could take some time.
133 After FEMA has reviewed the plan and it is sent back to the Town, the Town
134 must then officially adopt it at a regularly scheduled selectmen's meeting. Mr.
135 Chevalier recommends a two week comment time period and then allow them to
136 move forward with the process. Mr. Chevalier explained how this Plan was a
137 group effort and was designed to explain to everyone how things will work in
138 Town in the event of a disaster. The Hazard Mitigation Plan and maps will be
139 reviewed and the comment period will end on December 8, 2014.
140

141 **Review of 2015 Proposed Budget or Government Buildings**

- 142 • Gov't Buildings Acct. 4194.0 - Chairman Nicolaisen noted that this budget was
143 down approximately 14%. Ms. Blaisdell stated there needs to be discussion
144 regarding the new police station. Ms. Blaisdell explained how she developed this
145 budget.
146

147 Ms. Blaisdell went over the Maintenance of Buildings budget line with the Board
148 and made the following changes - Rebuild front porch at Town Hall - \$3,000.00
149 and Roof sign at Town Hall - \$2,000.00 for a total of \$17,950.00.
150

151 There was discussion about whether the electricity for the new police station
152 should be in this budget. Board members went down the budget line by line
153 discussing items before making the following changes: Electricity increased to
154 \$15,000.00, Gas (propane) increased to \$6,500.00, Maintenance – Buildings
155 increased to \$17,950.00.
156

157 Ms. Blaisdell asked the Board what they are going to do about the building
158 contract as far as looking at the unexpended fund balance for 2014 or
159 appropriate more money next year. Consensus of the Board is to look at this
160 year's budget. Ms. Blaisdell and the Finance Director will look at the current
161 budget. Chief Gordon stated he has cut as much as he can from the plan and
162 currently they need \$50,000.00 to match the bid proposal; \$60-70,000.00 could
163 bring some items back to the plan. December is the proposed start date for work
164 under the original contract.
165

166 **MOTION:** Selectman Brown moved to accept Gov't Buildings Acct. 4194.0 with
167 Gross Expenses of \$93,941.00, Revenue of \$1,000.00 and Net Expenses of
168 \$92,941.00 and be recommended to the Budget Committee. Selectman Treanor
169 seconded. Motion passed unanimously.
170

175 **Correspondence**

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177 • Letter from legal counsel regarding the cell tower. James George of Infill
178 Development was present to hear what legal counsel had to say and to see if
179 there were any action items he may have to work on. Legal counsel
180 recommends the Town perform their own title search. A warrant article will be
181 needed to authorize the selectmen to lease property to a cell tower company.
182 **MOTION:** Selectman Devine moved to move forward with the Town's own title
183 search. Selectman Brown seconded. Motion passed unanimously. Mr. George
184 is willing to share any of his research information.

185

186 • Letter from Xfinity regarding the change in installation rates.

187

188 • Invitation to the dedication of the sign in front of Town Hall provided by Eagle
189 Scout Jared Magoon on November 22, 2014 at 11:00 A.M. at the Town Hall.

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191 **Department Liaison Report**

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193 • There were no liaison reports.

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195 Chairman Nicolaisen adjourned the meeting at 9:14 P.M.

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Respectfully Submitted,

Cynthia J. Robinson
Recording Secretary