

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

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6 **Meeting Date: December 28, 2015**

7 **Type of Meeting: Special Meeting**

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

9 **Meeting Location: Town Hall**

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11 **Members Present:** Selectman Devine, Selectman Goldman, Selectwoman Buco, Selectman
12 Treanor and Selectman Tombarello.

13 **Town Administrator:** Lynne Blaisdell

14 **Recording Secretary:** Sue Reynolds

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16 Selectman Devine called the meeting to order at 7:00pm.

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18 Pledge of Allegiance was done.

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21 Selectman Devine asked the Board to review the minutes of Monday, December 14, 2015.
22 Selectman Tombarello said line 52 should be Frank Wells and line 84 should read the
23 chipper was falling apart and is unsafe.

24 **Motion by** Selectman Tombarello to accept the minutes of Monday, December 14, 2015 as
25 amended.

26 **Seconded by** Selectwoman Buco

27 **Abstain,** Selectman Devine and Selectman Treanor

28 **In Favor,** Selectman Tombarello, Selectman Goldman and Selectwoman Buco.

29 **Motion passes 3-0-2**

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31 **Discussion regarding 2016 Budget Proposals for Police & Benefits Accounts and**
32 **encumbrances from 2015 budget**

33 Chief Gordon said there are additional changes in the budgets in regards to the new full
34 time police officer's position. Lynne explains the reason for the increases in the Benefits
35 budget.

36 **Motion by** Selectman Goldman to recommend the Benefits budget to the Budget Committee
37 with Gross Expenses of \$474,818.00, Revenue of \$0.00 and Net Expenses of \$474,818.00.

38 **Seconded by** Selectman Treanor.

39 **In Favor,** Selectman Tombarello, Selectman Devine, Selectman Goldman, Selectman
40 Treanor and Selectwoman Buco.

41 **Motion passes unanimously**

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43 Chief Gordon explains the increases in his budget and the lines that are affected are Payroll,
44 Overtime and Incremental Sick Days. He said these will increase but the part time Holiday
45 and Vacation lines will be decreased. Chief also said the Educational Incentive will increase
46 as the new full time officer will receive an additional \$1.00 per hour. Chief said this officer
47 will start at step 1, which is \$18.12 per hour. This does not include his education benefit.

48 **Motion by** Selectman Tombarello to adjust the rate of pay for the new hire \$18.12 for first
49 13 weeks and \$18.49 for 39 weeks beginning January 1, 2016.

50 **Seconded by** Selectwoman Buco.

51 **In Favor,** Selectman Tombarello, Selectman Devine, Selectman Goldman, Selectman
52 Treanor and Selectwoman Buco.

53 **Motion passes unanimously**

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55 **Motion by** Selectman Tombarello to accept recommend the Police budget to the Budget
56 Committee with Net Expenses of \$605,210.00, Revenue of \$ 4,075.00 and Gross Expenses
57 of \$609,285.00.

58 **Seconded by** Selectman Goldman.

59 **In Favor,** Selectman Tombarello, Selectman Devine, Selectman Goldman, Selectman
60 Treanor and Selectwoman Buco.

61 **Motion passes unanimously**

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64 Chief Gordon said to paint the upstairs area the quote was \$4,500.00 for the walls, ceiling,
65 trim and 1 blue door. He said he was very shocked at this amount and wanted to know if
66 they can encumber this money and look for a better price. Lynne said in order to encumber
67 funds you have to have a contract for that amount of money. Selectman Devine asked if
68 there is \$27,069.00 in the budget and Lynne said the balance now is \$171,734.00 but there
69 is \$30,000.00 in payroll items that need to be paid and there are some other expenditures
70 to still be turned in. Chief Gordon said he has \$5,000.00 to \$7,000.00 left in his budget that
71 he can help with. Chief Gordon said in reference to the parking lot numbers 1 & 2 which
72 are paving the rear parking lot and sealcoating the front parking lot should be priority.
73 There was discussion in regards to the heating system and Lynne suggested to put it in the
74 budget for next year and Chief Gordon can get the additional quotes needed as the majority
75 of the Board feels the price given is a bit expensive. Lynne suggested putting in \$10,000.00
76 in the Government Buildings budget for next year for this project and Chief Gordon said he
77 is okay with this. The consensus of the Board is in favor of this. Chief said he would like to
78 remove the tile from the encumbrances as well as the quote he received was much higher
79 than he anticipated. Selectman Goldman feels that the dehumidifier is necessary as well as

80 the gutters. He is also in favor encumbering the first two paving jobs. Selectman
81 Tombarello agrees and suggested to also put the air conditioning unit in the Government
82 Buildings for next year. Chief Gordon said he would be willing to have a painting party to
83 get the painting done. Selectman Tombarello suggested to put \$10,000.00 in the
84 Government Buildings for the air conditioning, \$3,000.00 for the painting and \$3,000.00 for
85 the tile for a total of \$16,000.00. Chief Gordon asked for money to be put in for the lines on
86 the paving as well.

87

88 **Motion by** Selectman Tombarello to install into the 2016 General Government Buildings
89 budget \$17,500.00 for the following items. Parking lines for front driveway at the Police
90 Station in the amount of \$1,500.00, \$10,000.00 for ac unit upstairs, painting the upstairs
91 conference room for \$3,000.00, tile for conference room at \$3,000.00, for a total of
92 \$17,500.00.

93 **Seconded by** Selectman Goldman

94 **In Favor**, Selectman Tombarello, Selectman Devine, Selectman Goldman, Selectman
95 Treanor and Selectwoman Buco.

96 **Motion passes unanimously**

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98 **Motion by** Selectman Tombarello to encumber \$1,768.00 for gutters from Gutterworks
99 LLC, paving for rear parking lot of \$2,955.00 to Petra Paving and sealcoating for the front
100 lot in the amount of \$2,587.00 to Petra Paving.

101 **Seconded by** Selectman Goldman

102 **In Favor**, Selectman Tombarello, Selectman Devine, Selectman Goldman, Selectman
103 Treanor and Selectwoman Buco.

104 **Motion passes unanimously**

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107 Lynne brings up the roof issue again with the BOS. She said she has sought quotes from 5
108 companies and only received 2. She said one of the companies asked why they want to
109 separate the jobs because usually when you do a roof you would do it all at the same time
110 as lot colors can change, etc. Lynne is asking the Board how they want to proceed.

111 Lynne also mentions that the back entrance is used a lot by handicapped people as it is the
112 closer entrance for town business. She is asking the Board's opinion in regards to

113 removing the parking lot paving warrant article and look at making the back entrance a
114 handicapped entrance. Lynne said her main concern in regards to the roof is that it is

115 leaking and wants to know if it should be tarped for the winter. The quote for that area is
116 \$5,250.00 and Selectman Goldman feels this area should be done immediately and feels the

117 paving warrant article should be removed at this time. Selectman Tombarello suggested to
118 put signs up that the handicapped entrance is in the front of the building. Lynne said there

119 is a small section on the back side of the larger section that has been damaged.

120 Selectwoman Buco said she would be in favor of putting that amount in the Government
121 Buildings budget for next year and Selectman Goldman and Selectman Tombarello agree.

122 **Motion by** Selectman Tombarello to encumber \$5,250.00 to Lane Roofing to repair the
123 lower roof of the Town Hall

124 **Seconded by** Selectman Goldman
125 **In Favor**, Selectman Tombarello, Selectman Devine, Selectman Goldman, Selectman
126 Treanor and Selectwoman Buco.

127 **Motion passes unanimously**

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131 **Review of Warrant Articles**

132 Paula Gulla is presenting the warrant articles. She is asking the Board to decide what they
133 would like as warrant articles and which ones should be made special warrant articles.

134 **Warrant Article J** – Library opening on Friday’s in the amount of \$5,800.00. The
135 consensus of the Board is to put this on the ballot.

136 **Warrant Article K** – Increased hours for the Assistant Library Director/Catalogers hours
137 to 35 hours, which is full time in the amount of \$19,500.00. The consensus of the Board is
138 to put this on the ballot.

139 Paula explains what deems an article to be a Special Article.

140 Special Warrant Article monies can’t be transferred to any other purpose.

141 Selectman Tombarello doesn’t feel either of these articles need to be Special Warrant
142 Articles and Selectman Goldman and Selectwoman Buco agree.

143 **Warrant Article 2** is the operating budget but the figures aren’t available at this time.

144 **Warrant Article A** – Highway Block Grant article for \$156,639.00. Paula said there was
145 discussion earlier today as to whether or not this article should be a Special Warrant
146 Article and Lynne said the Block Grant money can’t be spent for anything else anyway. The
147 consensus of the Board is to make this a Special Warrant Article. Paula said this will go to
148 the DOR for approval.

149 **Special Warrant Article B** – OHD Warrant Article for \$7,000.00. Paula explains the
150 Committee is asking for an additional \$1,000.00 and she said they paid for a band to play, 2
151 citizens of the year for the extra awards and the cost for the marching bands keep
152 increasing. She said the Committee will continue to seek donations and sponsors.
153 Selectman Goldman asked what the total cost to run the event was and Paula said
154 \$7,400.00. The consensus of the Board is to move this to the ballot.

155 **Special Warrant Article C** – Fire Equipment and Apparatus Capital Reserve Fund in the
156 amount of \$100,000.00. The consensus of the Board it so move this to the ballot. Lynne
157 said they will be looking at warrant articles again and there are large increases in the Road
158 Improvement Plan and the Bridges as well. She asked the Board to consider reducing this
159 Warrant Article to may be \$75,000.00 or \$50,000.00 for a better chance of it passing.
160 Selectwoman Buco agrees with a reduction. Selectman Devine refers to matching funds
161 and there isn’t enough money in this account yet and feels it should stay at the \$100,000.00
162 for the next few years and Selectman Goldman agrees with Selectman Devine as they are
163 just about there to make the large purchases they need.

164 **Special Warrant Article D** – Town Disaster Management Expendable Trust Fund in the
165 amount of \$43,460.00. Paula said advice from Legal Counsel suggested adding the words to
166 raise and appropriate up to \$43,460.00. Lynne said she doesn’t completely agree with
167 taking this total amount from the fund balance and feels that half the amount would be a

168 good number. Selectman Goldman feels comfortable with reducing the amount to
169 \$5,000.00 or \$10,000.00. Lynne said this money is used for any type of disaster. Selectman
170 Devine is in favor of keeping it at the \$43,460.00 as there are lots of storms upon us.
171 Selectman Tombarello is in favor of reducing it to \$25,000.00. Selectwoman Buco said she
172 would like to see it being funded over time and feels that \$15,000.00 would be a good
173 amount. Selectman Treanor agrees with selectman Tombarello's amount of \$25,000.00.
174 The consensus of the Board is agreeable to \$20,000.00. The Board is in agreement to
175 adding the words "up to".

176 Lynne said that other Towns in the past have put out an information booklet that give
177 information in regards to the warrant articles as to what it is for and why and this may be a
178 good place to list how much money is already in the funds. Lynne said she wouldn't mind
179 putting something together for the voters if the Board is in agreement.

180 **Special Warrant Article E** – Revaluation Capital Reserve Fund in the amount of \$5,000.00.
181 The consensus of the Board is to move this to the warrant.

182 **Special Warrant Article F** – Bridge Capital Reserve Fund in the amount of \$100,000.00.
183 Paula said there is \$50,000.00 in the account at this time. Paula refers to the letter from
184 Keach Nordstrom stating \$60,000.00 for the temporary fix of Phillips Road Bridge and
185 \$90,000.00 for the Fremont Road Bridge. The consensus of the Board is to move this to the
186 warrant.

187 **Warrant Article G** - Parking lot at Town Hall and the Board is in consensus of removing
188 this article from the warrant at this time. Selectman Goldman said he'd like to keep this
189 from going to warrant and see if Artie can help with this.

190 **Special Warrant Article H** - Road Improvement Capital Reserve Fund in the amount of
191 \$435,000.00. This is to repair Fremont Rd. entirely, including the \$100,000.00 in the
192 budget for a total cost of \$535,000.00. The consensus of the Board is ok to move this to the
193 warrant.

194 **Warrant Article I** – Main section of the roof at Town Hall in the amount of \$17,000.00.
195 The consensus of the Board is to remove this from the warrant. Lynne cautions the Board
196 that if the Budget Committee removes the money from the budget they may want to
197 consider keeping it an article. Selectwoman Buco said she will explain this to the Budget
198 Committee.

199 **Special Warrant Article L** – SSATP Expendable Trust Fund in the amount of \$5,000.00.
200 Paula said this is a Special Warrant Article by definition. The consensus of the Board is to
201 move this to the warrant. Selectman Goldman asked what the difference in the funds are
202 and Lynne said this account is raised through taxation and the other account is raised
203 through donations. Selectman Devine asked if there should be a liaison to this committee
204 and Lynne said it is Selectman Tombarello. The consensus of the Board is okay with
205 moving this to the warrant.

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207 Paula said she will be forwarding these articles to the Budget Committee for their
208 recommendations and encourages anyone else if they have articles to get them in as soon
209 as they can.

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212 **NEW BUSINESS**

213 **Further discussion regarding declaring a fire lane on School House Rd.**

214 Lynne said she asked for some time so she can be sure they follow the correct process to do
215 so. Lynne said there is info in the packet as to how to go about this. Lynne was questioning
216 who establishes a fire lane and the answers weren't clear. She is asking the Board if they
217 want to move forward with this as she hasn't found documentation either way. Selectman
218 Tombarello is in favor.

219 **Motion by** Selection Tombarello by to make a fire lane on School House Road.

220 **Seconded by** Selectman Treanor

221 **In Favor**, Selectman Tombarello, Selectman Devine, Selectman Goldman, Selectman
222 Treanor and Selectwoman Buco.

223 **Motion passes unanimously**

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225 Lynne said she has in writing from the Ryan's that they will be responsible for maintaining
226 the road and it should be filed with the Registry of Deeds as this could bind a future
227 resident of this property as well.

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230 **CORRESPONDENCE**

231 **Letter from Busby Construction Co.**

232 Lynne said she received an extension of the 2015 Roadway Improvement Program contract
233 to extend prices into the 2016 season. They will maintain all unit prices throughout the
234 2016 construction season. Lynne said the decision is up to the Board but she suggests for
235 the Town to go out to bid. Selectman Tombarello agrees as well as Selectman Devine. The
236 consensus of the Board is to seek additional quotes and Selectman Devine said the cost of
237 petroleum has gone down and feels there should be some savings from last year. Lynne
238 said she will ask Busby Construction how much the petroleum has gone down.

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241 **LIAISON REPORT**

242 Selectman Tombarello – said the SSATP is receiving gas card donations and they have been
243 accepted by the BOS. And they have put in a warrant article for \$5,000.00. and wishes
244 everyone a Happy New Year.

245

246 Selectwoman Buco – Library put in 2 warrant articles and Highway will be getting ready for
247 the first storm.

248

249 Selectman Devine – said the Fire Dept. was in last week to make their requests.

250

251 Selectman Goldman – Conservation met with the archeologist and researching grants to get
252 that on a National Historical Register and there will be a warrant article coming for the
253 Land Use Change Tax and Code Enforcement is doing well.

254

255 Selectman Treanor – nothing to report.

256 ***Motion by*** Selectman Tombarello to adjourn
257 ***Seconded by*** Selectman Goldman
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259 Meeting adjourned at 9pm
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263 Respectfully submitted
264 Sue Reynolds