

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5  
6 **Meeting Date: December 5, 2016**

7 **Type of Meeting: Regular Meeting and Public Hearing**

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

9 **Meeting Location: Town Hall**

10  
11  
12 **Members Present:** Selectman Tombarello, Selectman Devine and Selectman Treanor and  
13 Selectwoman Bucu arrived at 7:25 and Selectman Goldman arrived at 7:05.

14 **Town Administrator:** Lynne Blaisdell

15 **Recording Secretary:** Sue Reynolds

16  
17  
18 Selectman Tombarello called the meeting to order at 7pm and the Pledge of Allegiance was  
19 done.

20 Selectman Tombarello asked the Board to review the minutes of Monday, November 21,  
21 2016.

22  
23 **Motion by** Selectman Tombarello to accept the minutes of Monday, November 21, 2016 as  
24 written.

25 **Seconded by** Selectman Devine

26 **In Favor,** Selectman Devine, Selectman Tombarello and Selectman Treanor

27 **Motion passes** unanimously

28  
29  
30 **PUBLIC COMMENT**

31 Chief Gordon thanked the Highway Department for their work sanding 121A during the  
32 storm this am.

33  
34 Lynne let the public know that on Friday December 16<sup>th</sup> from 10am – 3pm there will be a  
35 blood drive and it is encouraged to make an appointment.

36 Lynne said the tree lighting was a huge success and thanked the public for attending and  
37 for everyone that helped.

38

39 Selectman Goldman arrived at this time.

40 **Mr. Donald Tyler, Human Resources Partners, LLC to discuss salary survey proposal**

41 Selectman Tombarello said the town is looking into a salary survey to be more in line with  
42 other towns in the area. Lynne asked which positions are typically surveyed and Don said  
43 his proposal said 20 positions but feels he can survey all of the positions with the town of  
44 Sandown. He said he will prepare a questionnaire with a job description attached that will  
45 be sent out to area towns to get the comparison. Selectman Tombarello said a few years  
46 ago a few of the selectman tried to do it on their own but found it to be extremely time  
47 consuming. Lynne asked how the response of the surveys and Don said he gets a really  
48 good return like 12 or 13 out of 15 sent out. He also said that if a town participates in the  
49 survey they will receive a copy of the outcome. Don said he would need copies of the job  
50 descriptions and asks the Board which communities they would like surveyed. Selectman  
51 Devine said when he started this before he and Selectwoman Bucu would have looked into  
52 local towns with comparatively the same size. Lynne said she can get Don a list. Selectman  
53 Goldman asked if Don had a way of guaranteeing the number of responses before he sent  
54 them out and Don said there is no guarantee, but because it is the public sector they seem  
55 to get a good response and he also said if he doesn't gather the data then he wouldn't  
56 expect to be paid for the survey. Don said he is looking for at least 10 towns to survey.  
57 Selectman Goldman asked if the amounts that come back will represent what that  
58 particular job requires. Don said they ask for comparability and attach the job description  
59 along with the questionnaire and if there is something different the Town's usually add  
60 what is different.

61 Selectman Goldman asked if the salary and benefits package can be looked at as well. Don  
62 said the quote he gave only included the salary range but he can talk benefits if they would  
63 like to. He said he can have a health insurance benefit question on the survey form if that is  
64 what the Board would like. Selectman Goldman would like to know how much of the  
65 insurance policy the employees are responsible for in other communities.

66 Selectwoman Bucu arrived at this time.

67 Don asked when the Board would like to get the results back and Selectman Tombarello  
68 said the salary increases have already happened for next year so by February would be a  
69 good time frame. Selectwoman Bucu asked how the results are presented and Don said he  
70 will present the Board with a comparison of the market by percentages, which is visually  
71 able to understand. Lynne said in order to encumber the funds to be able to do this she  
72 needs an agreement from Don and asked how he would like to be paid. Don said he will get  
73 that put together and email it to Lynne and he is typically paid by services rendered.

74 Lynne said the Finance Director is comfortable with taking the money from the Tan Note  
75 account.

76 **Motion by** Selectman Goldman to enter into a contract with Human Resources LLC in the  
77 amount of \$2,900.00 to be expended from the Tan Note account.

78 **Seconded by** Selectman Treanor.

79 ***In Favor***, Selectman Devine, Selectwoman Buco, Selectman Tombarello, Selectman  
80 Goldman and Selectman Treanor.

81 ***Motion passes unanimously***

82

83

84 Jess Edwards new elected State Rep from Chester, Auburn and Sandown is here to let the  
85 Board know that he will be sworn in on Wednesday. He is offering to bring anything  
86 forward to the State level that the Board need. Selectman Tombarello said to make sure he  
87 gives Lynne his information. Jess said there is a meeting in Auburn on January 19<sup>th</sup> and will  
88 forward the agenda with the Board when he has it.

89

90 **CORRESPONDENCE**

91 Info from Danville Planning Board to let the BOS know they are holding a public hearing on  
92 December 8<sup>th</sup> at 7:30 in regards to a sub division in Cotton Farm for 4 4 unit apartment  
93 buildings.

94

95 Notice of decision from Sandown Zoning Board for a residence converting from seasonal to  
96 a full time residence in Town.

97

98 Letter from Health Trust saying they are reviewing their bylaws on December 8<sup>th</sup> at  
99 12:30pm at NH Municipal in Concord.

100

101 Letter from Comcast informing the Board of continued changes. Lynne said as on January  
102 1<sup>st</sup> this type of information will be posted on the town website.

103

104 Letter from NHDOT, district 5 resurfacing Rte. 121, this was complete and accepted on  
105 November 16<sup>th</sup>.

106

107

108 **LIAISON REPORT**

109 Selectman Devine – nothing to report

110 Selectwoman Buco – nothing to report

111 Selectman Tombarello – budget public hearing will be, Wednesday, January 11<sup>th</sup> at 6pm  
112 and the snow date is Tuesday, January 17<sup>th</sup>.

113 Selectman Goldman – nothing to report

114 Selectman Treanor – nothing to report

115

116

117 ***Motion by*** Selectman Devine to go into non-public session under RSA 91A:3II (a) employee  
118 matters and possible amendment to the 2017 proposed budget and possible hiring of a  
119 new officer.

120 ***Seconded by*** Selectman Goldman

121 ***Roll Call*** Selectman Devine – yes, Selectwoman Buco – yes, Selectman Tombarello – yes,  
122 Selectman Goldman – yes, Selectman Treanor – yes.

123 **Motion passes unanimously**

124

125

126 **Motion by** Selectwoman Buco to seal the minutes of the non-public session.

127 **Seconded by** Selectman Devine

128 **In Favor,** Selectman Devine, Selectman Tombarello, Selectman Treanor and Selectwoman  
129 Buco.

130 **Opposed** Selectman Goldman

131 **Motion passes 4-1-0**

132

133 Selectman Tombaello stated that while in the non-public session it was decided to increase  
134 Chief Gordon's rate of pay to \$45.94 per hour, LT John Sable to \$31.49 per hour, SGT. Aurie  
135 to \$32.42, and SGT min, at \$28.46 effective January 1<sup>st</sup> 2017 and there will be no cost of  
136 living raise in April 2017.

137

138 **Motion by** Selectman Goldman to adjourn

139 **Seconded by** Selectman Tombarello

140 **In Favor,** Selectman Devine, Selectwoman Buco, Selectman Tombarello, Selectman  
141 Goldman, and Selectman Treanor

142 **Motion passes unanimously**

143

144 Respectfully submitted

145

146

147 Sue Reynolds

148