

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5  
6 **Meeting Date: December 12, 2016**

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

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

9 **Meeting Location: Town Hall**

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

14 **Town Administrator:** Lynne Blaisdell

15 **Recording Secretary:** Sue Reynolds

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

20  
21 Selectman Tombarello asked the Board to review the minutes of Monday, November 28,  
22 2016.

23  
24 **Motion by** Selectwoman Buco to accept the minutes of Monday, November 28, 2016 as  
25 written.

26 **Seconded by** Selectman Treanor

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

29 **Motion passes** unanimously

30  
31 **Motion by** Selectman Tombarello to unseal the non-pubic minutes of Monday, December 5,  
32 2016 and for any employee names referred to in the minutes to be redacted. He stated that  
33 during that meeting the Board discussed the promotion and compensation of town  
34 employees and the changes made will significantly affect he proposed 2017 budget and  
35 feels the public should be aware of this.

36 Seconded by Selectman Treanor.  
37 ***In Favor***, Selectman Devine, Selectman Tombarello, Selectman Treanor, Selectman  
38 Goldman and Selectwoman Buco.

39 **Motion passes unanimously**

40

41 **PUBLIC COMMENT**

42 Selectman Tombarello said that all warrant articles are due to the BOS office no later than  
43 January 10, 2017 but the sooner they are submitted the better as they need to be reviewed  
44 by the BOS and Town Council as well. He also stated that the deadline for department  
45 heads to submit information for the Town Report is Thursday, January 26, 2017. The  
46 Budget Committee Public Hearing will be held on Wednesday, January 11<sup>th</sup>, with a snow  
47 date of January 17<sup>th</sup>. Deliberative Session will be held on Saturday, February 4<sup>th</sup> at Town  
48 Hall at 8am and the snow date is Monday, February 7<sup>th</sup>. Dates to declare candidacy is from  
49 January 25<sup>th</sup> – February 3<sup>rd</sup> at the Town Clerk's office and the office will also be open on  
50 Friday, February 4<sup>th</sup> from 3-5pm. The Annual Town Election will be held on Tuesday,  
51 March 14<sup>th</sup> from 8am – 8pm at Town Hall.

52

53 Deb Brown, Recreation Director is letting the residents know that New Year's Eve day,  
54 Saturday December 31<sup>st</sup>, and will be teaming up with Atkinson and Plaistow, they will be  
55 using the PAC. They are looking for people to pre-register by December 29<sup>th</sup>. They will  
56 have tickets available at the door until they run out. She encourages Sandown residents to  
57 come out to support the event.

58

59 **Cheryl Eastman – Finance Director to discuss options available for insurance**  
60 **coverage with All State Insurance and possible changes to position and review of**  
61 **2017 budget proposal for benefits.**

62 Cheryl stated currently the Town offers voluntary insurance coverage through AFLAC and  
63 is 100% paid by the employees. She said she has spoken to an All State representative and  
64 they would like to offer the same thing to the Town employees for a lot less money and  
65 Cheryl is asking the Board's permission to offer All State as another alternative to  
66 employees and the consensus of the Board is yes.

67 ***Motion by*** Selectman Goldman to allow the Town to offer All State #1 to the employees.

68 ***Seconded by*** Selectman Treanor.

69 ***In Favor***, Selectman Devine, Selectman Tombarello, Selectman Treanor, Selectman  
70 Goldman and Selectwoman Buco.

71 **Motion passes unanimously.**

72

73 Cheryl stated that the Recording Secretary position for the Budget Committee and the  
74 Finance Director's position are separate positions, however Cheryl is currently holding  
75 both positions. She is asking the Board to combine the Budget Committee Recording  
76 Secretary's position with the Finance Director's position and change the job description as  
77 such. She also stated that both positions are currently hourly and she would like the  
78 Finance Director's position to become a salaried position. She said she is not looking to  
79 change the rate of pay, and states that the amount allotted in the Budget Committee's

80 budget for the Recording Secretaries position can be removed from that budget. Selectman  
81 Devine asked what would happen if Cheryl vacated that position and Cheryl said the  
82 Recording Secretary position will be part of the Finance Director's job description moving  
83 forward so whoever takes over for Cheryl in the future would have the Recording  
84 Secretary's responsibility as well. Selectman Goldman asked how many other Finance  
85 Directors' in town's similar to Sandown have Salaried Finance Director's and Cheryl said  
86 about 98%. Selectwoman Buco asked about hours and Cheryl said in the middle of budget  
87 season and doing the Recording Secretary position she is averaging 41.25 hours and the  
88 other times of the year she averages 33.4 hours per week.

89 **Motion by** Selectman Goldman effective January 1<sup>st</sup> the position of Finance Director is a  
90 salaried position working 40 hours per week and to add to the job description the duties of  
91 the Budget Committee Recording Secretary.

92 **Seconded by** Selectman Treanor

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

95 **Motion passes unanimously**

96

97 **Cheryl is now presenting the Benefits budget**

98 Cheryl said the changes in this budget are a direct effect of the changes recently made to  
99 the Police budget. Cheryl said the wages were increased therefore the NH Retirement costs  
100 will increase and the taxes will be increased as well. Chief Gordon joined Cheryl at the  
101 table at this time. Selectman Goldman said that initially the increase was represented at  
102 \$54,000.00 and there was discussion from one of the Budget Committee members that the  
103 amount us now \$69,000.00 Cheryl said this is incorrect as the Budget Committee member  
104 added that amount in twice. Cheryl said it is a \$42,000.00 increase on the Police budget  
105 and \$12,000.00 on the Benefits budget.

106 Selectman Goldman said he would ask the Police Chief to find the money within his budget  
107 and feels this is not the right time for this increase. He feels like the sacrifice in the budget  
108 should not be cruisers as that is a capital item and should not be substituted by salaries.

109 **Motion by** Selectman Tombarello to increase the Gross Expenses to \$552,654.00 and Net  
110 Expenses \$552,654.00 and to adjust each line according to match the Budget Committee's  
111 figures.

112 **Seconded by** Selectman Devine

113 **In Favor**, Selectman Devine, Selectman Tombarello, Selectman Treanor and Selectwoman  
114 Buco.

115 **Opposed** Selectman Goldman

116 **Motion passes 4-1-0**

117

118 **Motion by** Selectman Godman accept the non-public minutes of November 28<sup>th</sup> as amended

119 **Seconded by** Selectman Tombarello.

120 **In Favor**, Selectman Devine, Selectman Tombarello, Selectman Treanor, Selectman  
121 Goldman and Selectwoman Buco.

122 **Motion passes unanimously**

123

124 **Motion by** Selectman Goldman to unseal lines 1-40 and 61-93 minutes November 28<sup>th</sup> with  
125 redacting employee names.

126 **Seconded by** Selectman Tombarello

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

129 **Motion passes unanimously**

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131

132 **Paul Godin, SSATP to discuss 2017 warrant article update for 2016**

133 Paul said 2016 was an interesting year and through November they provided 274 trips  
134 which is 137 transports and 5,573 miles. He said this was much less than last year because  
135 this year they were experiencing growing pains last year. He said they went from 13  
136 drivers to 8 and felt there were a lot of rides they couldn't fill. He said because they were  
137 down several drivers the Board decided to limit the rides to 1 ride per week per person. He  
138 said last year was the first time they had to turn people away. He said they currently have  
139 7 drivers and 3 of the active drives will be going to Florida for 6-8 weeks so in February  
140 they will be down to 3 drivers. They are in desperate needs of drivers. Paul also said last  
141 year Kathy Richardson, the secretary had to resign in June and they had to cancel the  
142 motorcycle ride in July. Paul said they did 2 fundraisers this year and raised over  
143 \$2,000.00 and thanked Ed Mencis for this fundraising support. He also thanks the  
144 townspeople for their support as well. This year they are planning on 3 fundraisers. Right  
145 now they \$9,752.54 after expenses have been paid. He feels that within a year or two they  
146 will be able to look at purchasing a vehicle for the program with the Board's approval. Paul  
147 said he said he would like to change the amount of the warrant article from \$5,000.00 to  
148 \$2,500.00, because of the increase in the tax rate. The consensus of the Boar is to approve  
149 the warrant article in the amount of \$2,500.00.

150

151 **Motion by** Selectman Goldman to accept the \$25.00 gas card for the SSATP

152 **Seconded by** Selectman Treanor.

153 **In Favor,** Selectman Devine, Selectman Tombarello, Selectman Treanor, Selectman  
154 Goldman and Selectwoman Buco.

155 **Motion passed unanimously**

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159 **Chief Joseph Gordon – further review of 2017 budget proposal for police account**

160 Chief Gordon said that when the motion was made on his rate of pay, it was made for \$1.00  
161 more than he was asking for. Chief Gordon also said there are 5 lines that need to be  
162 changed with in his police budget and \$519,106.00 is the new Payroll line. He said the  
163 Overtime line should be \$33,125.00, Grievance pay should be \$249.00 and Incremental sick  
164 days should be \$3,927 and the Education Incentive should be at \$5,877, which adds up to a  
165 \$5,000.00 buyout of the union that will offset some of the additional costs to this budget.

166 **Motion by** Selectman Treanor to reduce the chief's hourly rate to \$44.94.

167 **Seconded by** Selectman Treanor.

168 **In Favor**, Selectman Devine, Selectman Tombarello, Selectman Treanor and Selectwoman  
169 Buco.

170 **Opposed** Selectman Goldman

171 **Motion passes 4-1-0**

172

173 Selectman Goldman left the meeting for a minute.

174

175 **Motion by** Selectwoman Buco to change the hourly rate for the Lt. to \$31.43.

176 **Seconded by** Selectman Treanor

177 **In Favor**, Selectman Devine, Selectman Tombarello, Selectman Treanor and Selectwoman  
178 Buco.

179 4-0-0

180

181 Selectman Goldman is back now.

182

183

184 **Motion by** Selectman Goldman to change the Payroll line to \$519,106.00,

185 **Second by** Selectman Treanor

186 **In Favor**, Selectman Devine, Selectman Tombarello, Selectman Treanor and Selectwoman  
187 Buco.

188 **Opposed** Selectman Goldman

189 **Motion passes 4-1-0**

190

191 **Motion by** Selectman Goldman to accept the Police budget with Gross Expenses of  
192 \$696,586.00, Revenue of \$4,075.00 and Net Expenses of \$692,511.00.

193 **Seconded by** Selectman Tombarello

194 **In Favor**, Selectman Devine, Selectman Tombarello, Selectman Treanor and Selectwoman  
195 Buco.

196 **Opposed** Selectman Goldman

197 **Passes 4-1-0**

198

199 **Motion by** Selectman Goldman to change the payroll line to \$467,944.00 in the Police  
200 budget, which will remove the raises and have the chief to find the money in his budget.

201 **There was no second to this motion.**

202

203 Chief Gordon said he is looking to purchase 1 car this year and if everything passes next  
204 year he can lease 1 the detail revolving account. He said this will free up \$25,000.00 that  
205 was set aside for the leasing of the vehicles. He said he is waiting for an answer from Quirk  
206 in regards to getting an invoice to encumber the money for this. Selectman Goldman said  
207 this is using the detail revolving fund to cover raises for 1 year and he is not in favor of this.  
208 He is also concerned because he thought the cars were leased to own and didn't realize  
209 they weren't sent back. He would rather the Chief continue to lease the vehicles and not get  
210 off the cycle he is currently on. Chief said they will be in need of cars next year no matter  
211 what and he is feverishly working to get a contract by December 19<sup>th</sup>.

212 **NEW BUSINESS**

213 **Encumbrances from 2016 budget**

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215 BCM Planning in regards to school impact fees, looking to encumber \$3,200.00 from the  
216 2016 budget.

217 **Motion by** Selectman Goldman to encumber \$3,200.00 from the Planning Board budget for  
218 BCM Planning, LLC to update the school impact fees.

219 **Seconded by** Selectman Treanor

220 **In Favor**, Selectman Devine, Selectman Tombarello, Selectman Treanor, Selectman  
221 Goldman and Selectwoman Bucu.

222 **Motion passes unanimously**

223

224 Lynne said she is waiting for a quote from Messina Flooring in regards to fixing the floor  
225 downstairs from the flood. She will be looking to encumber \$2,907.00 next week.

226

227 Lynne said there may be other dept.'s that will be coming forward as well and they have a  
228 deadline of next week.

229 Selectman Goldman said the fund balance is about \$500,000.00 and asked if it would be  
230 appropriate to encumber funds for the upper town hall floors, meeting house roof and  
231 some other smaller items to offset next year's budget as well as painting ceilings at fire  
232 station and chairs. Lynne said she can talk with the Finance Director this week to see  
233 where we will be at the end of the year. She said there is still 3 weeks left for payroll and  
234 unforeseen storms as well.

235

236 Lynne said the budget increase is pretty high this year and they were looking to put the  
237 block grant into the budget and Lynne is asking if they want to do the cleanup with this  
238 next year and having the warrant article remain for this year. She feels the public should  
239 see an exact increase of the budget and not an increase of the warrant article being put in  
240 the budget. Selectman Tombarello said he likes it to be in the warrant article for this year  
241 so the public can be educated ahead of time and feels this should be mentioned at the  
242 Deliberative Session. The Board agrees to remove the Block Grant from the budget and put  
243 it back to the warrant article.

244

245 Lynne said Selectman Goldman has been meeting with the inspectors in regards to how  
246 they are handling the inspector's and feels it would be best to have all the money being  
247 handled by the Town Clerk's office. She said this will take a lot off the office staff in the BOS  
248 office and all money is handled in the same place. Lynne said the BOS office will still the  
249 verification and the filing of the permits and the Finance Director will still do the same  
250 thing but the permits will be pulled from the Town Clerk's office. She is asking permission  
251 to make these changes effective January 1<sup>st</sup>.

252 The board is ok with this change.

253

254

255 Selectman Tombarello mentioned the renovations of the downstairs and Lynne said there  
256 is an architect coming in this week. Selectman Treanor feels like the cabinets can come  
257 down for a minimal cost. His proposal would be to remove cabinets, counter space and  
258 griddle and keeping the non-kitchen side, leaving the microwave, etc. He said Gary  
259 Paradis offered to remove the pipes, sink and stove from this area for a few hundred  
260 dollars. Selectman Treanor feels the renovation to that area can be completed under  
261 \$2,000.00.

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#### 264 **CORRESPONDENCE**

265 Letter from St. Matthew's church inviting the BOS to their grand opening service on  
266 Sunday, December 18<sup>th</sup> at 8:45am.

267 Selectman Tombarello said he has been there several times and said they have done a  
268 wonderful job and this is something the town should be proud of and have no mortgage on  
269 the property.

270

271 Letter from resident looking to purchase town owned parcels on the corner of Cedar Circle.  
272 Lynne asked if the Board is ready to meet with them either in public or non-public.

273 Selectman Tombarello said he is in favor of sending out a letter inviting them in to start the  
274 discussion. Lynne said they received their equalization ratio and they are currently at 82%  
275 of the market, which means they are under assessed. Selectman Goldman said he would  
276 like to discuss this in non-public first as a Board.

277  
278

#### 279 **LIAISON REPORT**

280 Selectman Devine – had nothing to report  
281 Selectwoman Buco – had nothing to report  
282 Selectman Tombarello – had nothing to report  
283 Selectman Goldman – had nothing to report  
284 Selectman Treanor – had nothing to report

285  
286

287 **Motion by** Selectman Tombarello to go into non-public session under RSA 91A:3II (c)  
288 reputation (for 3 discussions) (d) property.

289 **Seconded by** Selectman Goldman

290 **Roll Call** Selectman Devine – yes, Selectwoman Buco – yes, Selectman Tombarello – yes,  
291 Selectman Goldman – yes, Selectman Treanor – yes.

292 **Motion passes unanimously**

293

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

295 **Seconded by** Selectman Devine

296 **In Favor**, Selectman Devine, Selectman Tombarello, Selectman Treanor and Selectwoman  
297 Buco.

298 **Opposed** Selectman Goldman

299 **Motion passes 4-1-0**  
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302 **Motion by** Selectman Goldman to adjourn  
303 **Seconded by** Selectman Tombarello  
304 **In Favor,** Selectman Devine, Selectwoman Bucu, Selectman Tombarello, Selectman  
305 Goldman, and Selectman Treanor  
306 **Motion passes unanimously**  
307  
308 Respectfully submitted  
309  
310  
311 Sue Reynolds  
312