

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: August 28, 2017**

7 **Type of Meeting: Regular**

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

9 **Meeting Location: Town Hall**

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12 **Members Present:** Selectman Brown, Selectman Tombarello and Selectman Cleveland,
13 Selectwoman Buco and Selectman Goldman.

14 **Town Administrator:** Lynne Blaisdell

15 **Recording Secretary:** Sue Reynolds

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18 The meeting was called to order at 7:00pm and opened with the Pledge of Allegiance.

19
20
21 **PUBLIC COMMENT**

22 Lynne reminded the public of the Household Hazardous Waste day in Brentwood on
23 Saturday, Sept. 16, 2017.

24
25
26 **Review of proposed 2018 budget proposals for Building Inspector, Electrical
27 Inspector, Plumbing, Septic, Code Enforcement and Street Lights.**

28 **Motion by** Selectman Cleveland to put the Electrical Inspection budget on the table for
29 discussion.

30 **Seconded by** Selectman Brown.

31 Tom Tombarello said he lowered the payroll amount to \$9,700.00 for 2018 year. He feels
32 half of the Wells Village development is completed. Lynne asked Tom if he is looking to
33 make an upgrade with his cell phone for 2018 and he said no he is okay with what he has.
34 Tom also said the forms are split with all other inspectors and the new code books aren't
35 coming out until 2019.

36 **Motion by** Selectman Brown to recommend the Electrical Inspection budget to the Budget
37 Committee with Gross Expenses of \$10,101.00, Revenue of \$11,500.00 and Net Expenses of
38 -\$1,399.00.

39 **Seconded by** Selectwoman Buco

40 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
41 Buco

42 **Abstain** Selectman Tombarello

43 **Motion passes 4-0-1**

44

45 **4241-20 – Building Inspection budget**

46 Bob Bogosh came to the table to present this budget.

47 Bob said this budget is basically the same as last year. Selectman Cleveland asked why the
48 increase in the phone line and Lynne said he is one of the inspectors that received the
49 upgrade on the phone.

50 **Motion by** Selectman Tombarello to recommend the Building Inspection budget to the
51 Budget Committee with Gross Expenses of \$11,800.00, Revenue of \$20,000.00 and Net
52 Expenses of -\$8,200.00.

53 **Seconded by** Selectwoman Buco

54 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
55 and Selectman Tombarello

56 **Motion passes unanimously**

57

58 **4241-21 – Code Enforcement budget**

59 Bob Bogosh came to the table to present this budget.

60 Bob said this is a stipend position and Selectman Cleveland recommended looking at the
61 stipends as well as the employee salaries so they don't get behind as well.

62 **Motion by** Selectman Tombarello to recommend the Code Enforcement budget to the
63 Budget Committee with Gross Expenses of \$3,650.00, Revenue of \$0.00 and Net Expenses
64 of \$3,650.00.

65 **Seconded by** Selectwoman Buco

66 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
67 and Selectman Tombarello

68 **Motion passes unanimously**

69

70 **4316 – Street Lights budget**

71 Cheryl Eastman came to the table to present this budget.

72 Cheryl said it is tough to estimate this budget because the lights that have been requested
73 to be shut off have not yet been done so this budget was estimated. Lynne said they were
74 shut off this past Friday.

75 Selectman Goldman suggested moving this to the Budget Committee as is and they will
76 have a much better idea of what the budget should be at the public hearing.

77 **Motion by** Selectman Brown to recommend the Street Light budget to the Budget
78 Committee with Gross Expenses of \$2,580.00, Revenue of \$0.00 and Net Expenses of
79 \$2,580.00.

80 **Seconded by** Selectwoman Buco
81 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
82 and Selectman Tombarello
83 **Motion passes unanimously**

84
85 **4241-22 – Plumbing Inspection budget**
86 Gary Paradis came to the table to present this budget.
87 Selectman Tombarello asked about the payroll line being decreased and Gary said he
88 thought the project on Wells Village Rd. was close to being done. Lynne said they can keep
89 the budget as is and in January at the public hearing it can be adjusted as needed. The
90 Board is okay with this.

91 **Motion by** Selectman Tombarello to recommend the Plumbing Inspection budget to the
92 Budget Committee with Gross Expenses of \$6,514.00, Revenue of \$7,900.00 and Net
93 Expenses of -\$1,386.00

94 **Seconded by** Selectwoman Buco
95 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
96 and Selectman Tombarello
97 **Motion passes unanimously**

98
99 **4242 – Septic Inspection budget**
100 Selectman Goldman said Mr. Mencis is not here however the budget is down by 21%.
101 Selectman Tombarello asked about the pumping line and Lynne said this line is there in
102 case there is an emergency and the town becomes responsible for the pumping. The Board
103 is okay with moving forward with this budget as presented.

104 **Motion by** Selectman Tombarello to recommend the Septic Inspection to the Budget
105 Committee with Gross Expenses of \$3,960.00, Revenue of \$0.00 and Net Expenses
106 \$3,960.00.

107 **Seconded by** Selectwoman Buco
108 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
109 and Selectman Tombarello
110 **Motion passes unanimously**

111
112 Selectman Brown said as the ex-officio to the Budget Committee he will be voting in favor
113 of the BOS vote when the Budget Committee votes on the budgets.

114
115
116 **Further discussion regarding salary survey**
117 Selectman Cleveland wanted to talk about the Welfare Officer’s position as a separate
118 position and asked if the discussion can be postponed to the end of the meeting.
119 It was decided to discuss the salary survey at the end of the meeting.

120
121
122
123

124 **NEW BUSINESS**

125 **Review of 2017 MS-1 to be filed with Dept. of Revenue**

126 Lynne said everything is up to date and submitted through the portal but she still had to
127 print the signature page. Lynne pointed out this is listed as the draft, which it is the way it
128 printed out. There will be a revised report submitted approximately mid-September,
129 which has been happening for the past 5 years.

130 **Motion by** Selectman Brown to sign the MS1 draft.

131 **Seconded by** Selectman Tombarello

132 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
133 and Selectman Tombarello

134 **Motion passes unanimously**

135

136 **Review of memorandum from Municipal Resources about taxing campground**
137 **properties**

138 Lynne said the Board previously agreed to have MRI look into this and they have met with
139 the campground. She that there are about 22 sites at Angle Pond Campground that are
140 taxable. If the Board agrees they will be taxed for the 2017 year. Selectman Goldman said
141 campers have a choice to either pay taxes or register the camper and feels it will be much
142 less expensive to register the camper so that is the way most of the campers will go.

143 **Motion by** Selectman Goldman to allow the structures at Angle Pond Campground be
144 assessed for the appropriate amount for the 2017 tax year. Lynne said recent guidelines
145 have just came out regarding more permanent structures.

146 **Seconded by** Selectman Tombarello

147 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
148 and Selectman Tombarello

149 **Motion passes unanimously**

150

151

152 **Review of letter from Pennichuck Water regarding rate increase**

153 Lynne stated that some developments in town use this water company and the town is
154 being notified that there is a \$12.00 per month increase. She said the letter is on the
155 website for anyone to see.

156

157 **Contract from American Thunder Fireworks**

158 Lynne said she received the contract for American Thunder Fireworks for the Old Home
159 Day event in the amount of \$4,500.00. The Board is okay with Selectman Goldman signing
160 the contract.

161 **Motion by** Selectman Tombarello to accept the contract form American Thunder Fireworks
162 for September 9, 2017 in the amount of \$4,500.00.

163 **Seconded by** Selectwoman Buco

164 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
165 and Selectman Tombarello

166 **Motion passes unanimously**

167

168 **Regional Selectman's Meeting**
169 Lynne said this is coming up on September 27th at 6:30 and asked if Selectwoman Buco and
170 Selectman Cleveland can attend. Lynne said this will take place at the Atkinson library.
171

172

173

173 **OLD BUSINESS**

174 **Amendment to previous motion made regarding total lease price on Ford Police**
175 **Utility Vehicle**

176 Lynne said the original motion that was made in the amount of \$28,448.45 did not include
177 the interest payments. The 3 payments of \$10,040.43 equals \$30,121.29 and a new motion
178 needs to be made in this amount.

179 **Motion by** Selectman Tombarello to amend the previous motion that was made with a new
180 motion of 3 payments of \$10,040.43 totaling \$30,121.29 which includes the interest.

181 **Seconded by** Selectman Cleveland

182 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco
183 and Selectman Tombarello

184 **Motion passes unanimously**
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187 **ADMINISTRATOR'S REPORT**

188 Filed an application with Rockingham Planning Commission for assistance for a grant and
189 should hear by the end of September and Lynne thanked Andrea and Paula for working on
190 this.
191

192

192 Employee evaluations are being worked on this month. Lynne said regardless of what
193 happens with the salary matrix discussion the Board still needs to decide about 2018
194 increases. Selectman Goldman suggested not delaying evaluations if a determination isn't
195 made by the Board.

196 Selectman Cleveland feels the Board should move forward with an overall increase because
197 the salary matrix doesn't affect all employees.

198 Selectman Tombarello feels the review should have the box checked as a merit increase
199 with an up to amount.

200 Lynne said merit increases are usually an up to amount, but a cost of living increase is a set
201 increase for all employees across the board.
202

203

203 Some sprinkler heads outside are not working and Lynne gave Artie the list and he is
204 working on it.
205

206

206 Armon Equipment has started the computer upgrades and the system is now password
207 protected. Servers and computers will be up over the next few weeks.
208

209

209 Cheryl Eastman has resigned as recording secretary on the Cable Board so this position will
210 be posted. Lynne said that she has asked other town recording secretaries and they are not
211 interested in this position.

212 Sealy beach had bacteria but has now been cleared and Lily pond is still under warning and
213 will be tested again this week.

214
215 Police union negotiations need to be scheduled so Lynne is asking that the Board come up
216 with dates/time frames that she can give to the town attorney as well.

217
218 BOS needs to evaluate Lynne and she asked how the Board wants to handle this. Lynne
219 said last year she emailed all the evaluation forms to all the Board members and they filled
220 them out. They met and reviewed what each Board member said and completed one
221 evaluation to be reviewed with Lynne. The Board agreed to do the same process and meet
222 at 6:30 at the next meeting.

223

224

225 **CORRESPONDENCE**

226 Letter from the DRA – can we set a new timeframe for the town audits with the DRA – letter
227 received confirms that all information will be evaluated at the same time.

228

229

230 **Further discussion regarding salary survey**

231 Selectman Cleveland wanted to talk to the Board about establishing a stipend for the
232 Welfare Officer. He said this is a mandatory position and would like to suggest that this be
233 a separately paid position. Selectman Cleveland said the applications that are listed are just
234 applications and doesn't reflect the amount of time that is spent researching other avenues
235 to help the individuals. He said that he looked at the other town's in the area as well and
236 they have separate stipends for this position. He said he would like to know what the
237 Board's opinion is on this. Selectman Goldman said it initial thought is to leave it as is and
238 no other Board member had a comment on this at this time.

239

240 Selectman Goldman said the salary increases have been a discussion with the Board for
241 some time and they have received the additional information that has been requested. He
242 feels that there are several employees that are not being paid what they should be.

243 **Motion by** Selectman Goldman that all the employees listed on the salary increase cost
244 page on the front be moved to their appropriate wages as indicated with a grand total of
245 \$70,566.93 and any employee that receives less than 2% with this motion be moved to the
246 next step on the wage matrix.

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

248 Selectman Brown is recusing himself from the rest of the conversation moving forward but
249 will remain at the table.

250 Selectwoman Buco said if the Board talks about this as a whole she would have to recuse
251 herself as well but if they talk about each department head then all members of the Board
252 can have input in the discussion except for the particular budget that would affect them
253 directly.

254 Selectman Cleveland said he would like to talk to the Board about the Welfare Officer's
255 position at this time. He said the Board agreed to wait until September 18th to make a

256 decision on the salary matrix so they still have some time on that. He would like to
257 separate out the Welfare Officer's position from the Town Administrator's position
258 regarding the salary and not the actual duty.
259 Selectwoman Buco feels it is its own separate position and if the position is still Lynne's she
260 would get that increase and if it changes at a later date then that person would get that
261 stipend.
262 Selectman Tombarello said some Town Administrators have assistants and some don't. He
263 said he is fine either way. Selectman Brown said he feels there should be a separate
264 stipend for that position as it is a time-consuming role.
265 Selectman Cleveland suggested the stipend to be \$1,000.00 per quarter which would equal
266 \$4,000.00 per year.
267 Selectman Goldman said he doesn't disagree with it but he doesn't want to see it come from
268 the Town Administrator's salary and would like to discuss this further after the salary
269 matrix is discussed. Selectman Cleveland said that was not his thought process.
270 **Motion by** Selectman Cleveland to create a Community Assistance Officer position with a
271 stipend in the amount of \$4,000.00 a year beginning the first week of January 2017.
272 **Seconded by** Selectman Tombarello
273 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
274 Buco.
275 **Opposed** Selectman Goldman
276 **Motion passes 4-1-0**
277
278 Selectman Goldman asked how the Board wants to fill the position because as of January 1st
279 it is no longer Lynne's responsibility. Selectman Tombarello said he didn't think that was
280 the motion. Selectman Cleveland said his intent was to create a stipend for that position.
281 Selectwoman Buco said all they were doing is funding the position.
282
283 **Motion by** Selectman Brown to appoint Lynne as the Community Service Officer effective
284 first week of January.
285 **Seconded by** Selectman Tombarello
286 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectwoman
287 Buco and Selectman Goldman
288 **Motion passes unanimously**
289
290 Selectman Tombarello referred to the letter from Donald Tyler regarding his
291 recommendation which stated this matrix was to be used as a guide and increases should
292 be given over a few years. He feels they should discuss each budget separately because
293 Selectman Goldman's motion earlier didn't get a second. He feels that if Lynne left they
294 would not get a new Town Administrator for \$58,000.00 and would like to see a mid-range
295 of the minimum vs maximum.
296 Selectman Cleveland said he's been working on this as well and handed the Board what he
297 is proposing in draft form. He said he has been talking to people and hearing comments
298 and he feels they needs to look at future year's budgets as well. He said the actual window
299 hours are 34 and employees are getting paid for 40. Lynne said 34 hours is a part time

300 position. She also said that salary employees attend meetings and work before or after
301 hours and even work from home. He also said they need to take into consideration the long
302 term effect it has on the town's budget and at the 3rd year it could cost upwards of
303 \$808,000.00. He said if he can't answer how he got to that decision then he won't be voting
304 on the motions. He needs to be able to support his vote with valid data.

305 He is asking if the increases can be over a few years recognizing the fact that they can't bind
306 future Boards to what their decision is currently. He also said employees accepted their
307 position at the rate it was at.

308 Selectman Goldman said for the last 10 years the Board has been looking at the numbers
309 and feels it is time to move forward with increases. He said the town employees are
310 underpaid in comparison to other area towns. He is very upset because 3 out of the 5
311 Board members voted last year to do the salary matrix and he stated they would be
312 spending dollars and not percentages. He said the only people that are being affected by
313 not increasing the salaries are the employees.

314 Cheryl Eastman – Finance Director came to the table to say that a salaried position is a set
315 amount of money paid to an employee over the course of the year regardless of hours, the
316 quality or quantity of work that is done. She said that she normally works 35 hours per
317 week minimally however many times throughout the year she works upwards of 50 hours
318 and she would like the public to understand that.

319 Selectman Cleveland and Selectman Goldman had a brief discussion as to how the matrix
320 works and Selectman Cleveland feels that this would work well in a large corporation but
321 doesn't think it will work well with the few employees that they have. He feels there are
322 too many levels on the matrix. Selectman Goldman said he understands what Selectman
323 Cleveland is saying but he would like to figure out what the employees deserve today and
324 would like to move forward. Selectman Goldman said that this was created by the Finance
325 Director as a guide for the BOS to use.

326 Selectwoman Buco said she was under the impression that the matrix was going to be used
327 as a tool and not something that was going to be the sole piece of information.

328 Selectwoman Buco said she doesn't even know what she can and can't say because she
329 doesn't know if they are discussing all employees or not. She asked again if the discussion
330 is going to be by department or all inclusive.

331 Cheryl Eastman came to the table to suggest that the Board look at one department at a
332 time. Selectman Goldman feels that if they do it that way it won't be fair to all employees
333 but he is willing to do what the Board suggests.

334

335 **Motion by** Selectman Tombarello to use the 85% average mark of the salary matrix in the
336 amount of \$59,981.89 effective January 1, 2018.

337 **Seconded by** Selectman Goldman for discussion.

338 Selectman Goldman asked what about the employees that aren't getting a 2% increase.

339 Selectwoman Buco said the highway supervisor's job description has not been updated and
340 that needs to be re-evaluated again before deciding on an increase for him.

341 Selectman Goldman said this department head is being paid at 106%.

342 Selectman Cleveland asked if this motion is to make this go away and Selectman

343 Tombarello said he's been in favor of the 85% all along and hasn't changed his mind.

344 Selectman Goldman said he is willing to support this to move it forward and will have a
345 follow up motion to be sure that everyone receives at least a 2% increase.

346 ***In Favor*** Selectman Tombarello and Selectman Goldman

347 ***Opposed*** Selectman Cleveland

348 ***Abstain***, Selectwoman Buco

349 ***Motion passes 2-1-1***

350

351 Selectman Cleveland cautions the Board not to do this \$50,000.00 increase outside of the
352 budget. It doesn't allow the townspeople to make any changes and it doesn't put the town
353 in a good position. He also feels it should be timed with the budget. Selectman Tombarello
354 said he will present this during deliberative session.

355

356

357 ***Motion by*** Selectman Goldman that any town employee receive a minimum of a 2%
358 increase from 2017 to 2018 effective January 1, 2018, with the exception of DPW Director,
359 Police Chief, Administrative Sgt. and the Detective. Selectman Goldman said that this
360 increase gets employees where they belong.

361 ***Seconded by*** Selectman Tombarello for discussion.

362 Selectman Goldman feels strongly at 100% but will agree to the 85% to get employees
363 something rather than continuing to talk about this. He's made this motion to be sure all
364 town employees have at least a 2% increase and those that will be effected by the previous
365 motion of the increase due to the salary matrix will not get an additional 2%.

366 Selectman Tombarello said he'd like to know the amount that he is voting on before he
367 votes on this motion.

368 ***This motion and second were withdrawn.***

369

370 Lynne asked the Board's intention regarding the 4 positions that were mentioned in the
371 motion above and not giving them an increase for 2018?

372 Selectman Brown said the 4 people that were just mentioned are on the list throughout no
373 fault of their own and should get an increase for the 2018 year.

374 Selectman Goldman agrees and feels that all other employees that aren't on that list should
375 be looked at well for their yearly increase.

376

377 Lynne suggested the Board deciding on the 2% increases when the budgets are presented.
378 Selectman Goldman asked if the Board wanted to do an increase of up to 3%. The Board
379 asked Cheryl to present them with a 1%, 2% and 3% increase of cost.

380

381

382 **LIAISON REPORT**

383 Selectman Brown – nothing to report

384 Selectman Cleveland – nothing to report

385 Selectwoman Buco – met with Recreation and they have wrapped up the season and
386 looking at fall and winter programming. They are talking about an informational FB page.

387 Selectman Tombarello – nothing to report

388 Selectman Goldman – Conservation had their Sasquatch hunt and they had a huge turnout
389 and he said they did a great job.

390

391 **Motion by** Selectman Tombarello to go into non-public under RSA 91A:3 II (d) property

392 **Seconded by** Selectwoman Buco

393 **Roll Call**, Selectman Brown – yes, Selectman Cleveland - yes, Selectman Tombarello – yes,
394 Selectman Goldman – yes and Selectwoman Buco – yes.

395 **Motion passes unanimously**

396

397

398 **Motion by** Selectman Tombarello to adjourn

399 **Seconded by** Selectman Cleveland

400 **In favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectwoman
401 Buco and Selectman Goldman.

402 **Motion passes unanimously**

403

404

405 Respectfully Submitted,

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408

409 Sue Reynolds

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