

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: September 25, 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 Cleveland, Selectman Tombarello and
13 Selectwoman Buco.

14 **Not Present:** Selectman Goldman

15 **Town Administrator:** Lynne Blaisdell

16 **Recording Secretary:** Sue Reynolds

17
18
19 The meeting was called to order at 7:00pm and opened with the Pledge of Allegiance.

20
21 Selectman Tombarello asked the Board to review the minutes of Monday, September 11,
22 2017.

23 Selectwoman Buco said line 33 Selectman Cleveland’s name is spelled incorrectly, line 57
24 should read period of time..., and line 155 should read letting her know what the inspection
25 revealed.

26 **Motion by** Selectwoman Buco to accept the minutes of Monday, September 11, 2017 as
27 amended.

28 **Seconded by** Selectman Cleveland

29 **In Favor,** Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
30 Buco.

31 **Motion passes unanimously**

37 **PUBLIC COMMENT**

38 Selectman Tombarello said that the town will not be able to process any registrations on
39 Tuesday, October 10th as a state-wide update will be performed.

40

41 Selectman Tombarello said that voting will take place at Town Hall tomorrow for the State
42 Representative seat and polls will be open from 8am – 8pm.

43

44 **Review of the 2018 Budget proposals for Cemetery Trustees, Trustees of the Trust
45 Funds, Planning and Zoning Board of Adjustments and further review of the Septic,
46 Town Clerk & Tax Collector budgets.**

47

48 **Planning Board – 4191-11**

49 Ernie Brown is presenting this budget. Ernie said that they increased the Payroll line up to
50 \$15,000.00 because of the 3% increase and Andrea felt she would need a buffer in that line
51 as well. There was no further discussion on this budget.

52 **Motion by** Selectman Cleveland to recommend the Planning Board budget to the Budget
53 Committee with Gross Expenses of \$29,150.00, Revenue of \$3,000.00 and Net Expenses of
54 \$26,150.00.

55 **Seconded by** Selectman Brown.

56 Selectman Tombarello asked why the Revenue line was reduced and Ernie said they never
57 know how much to estimate for that line so they went with what they have collected to
58 date for this year.

59 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
60 Buco.

61 **Motion passes unanimously**

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63

64 **Zoning Board of Adjustments – 4191-12**

65 Chris True is here to present this budget.

66 Selectman Cleveland asked why there is increase in the Ads line and Chris said it was
67 increased closer to what they have been spending in years past. He stated it is \$200.00 for
68 each meeting they post and they hope this will cover 10 months of meetings as they don't
69 meet every month.

70 **Motion by** Selectwoman Buco to recommend the Zoning Board of Adjustments budget to
71 the Budget Committee with Gross Expenses of \$2,680.00, Revenue of \$2,000.00 and Net
72 Expenses of \$680.00.

73 **Seconded by** Selectman Cleveland

74 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
75 Buco.

76 **Motion passes unanimously**

77

78 **Septic budget 4242**

79 Lynne said when this was reviewed by the BOS there was no revenue so they need to add
80 \$4,000.00 to that line. Lynne also said they have 3 additional water tests that need to be

81 done at least once a year and they are \$30.00 each. It was determined that they belong in
82 the Health budget so Lynne is going to fix that budget and bring it back to the Board next
83 week.

84 **Motion by** Selectman Brown to add \$4,000.00 to the Revenue line.

85 **Seconded by** Selectwoman Buco.

86 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
87 Buco.

88 **Motion passes unanimously**

89

90

91 **Town Clerk budget 4140-02**

92 This budget is being put back on the table for discussion because of the updated payroll
93 figures.

94 **Motion by** Selectman Cleveland to recommend the Town Clerk's budget to the Budget
95 Committee with revised figures of Gross Expenses of \$52,478.00, Revenue of \$1,372,201.00
96 and Net Expenses of -\$1,319,725.00.

97 **Seconded by** Selectwoman Buco

98 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
99 Buco.

100 **Motion passes unanimously**

101

102

103 **Tax Collector budget - 4150-07**

104 This budget is being put back on the table for discussion because of the updated payroll
105 figures.

106 **Motion by** Selectman Brown to recommend the Tax Collector's budget to the Budget
107 Committee with Gross Expenses of \$66,878.00, Revenue of \$15,878,028.00 and Net
108 Expenses of -\$15,811,149.00.

109 **Seconded by** Selectwoman Buco

110 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
111 Buco.

112 **Motion passes unanimously**

113

114

115 **Town Clerk - 4140-02**

116 This was put back on the table to correct the previous motion.

117 **Motion by** Selectman Cleveland to recommend the Town Clerk budget to the Budget
118 Committee with Gross Expenses of \$54,160.00, Revenue of \$1,372,201.00 and Net
119 Expenses of -\$1,318,041.00.

120 **Seconded by** Selectwoman Buco

121 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
122 Buco.

123 **Motion passes unanimously**

124

125 The Board decided to put the Cemetery budget on next week's agenda.

126

127

128 **Trustees of the Trust Funds – 4199**

129 There was no discussion on this budget, and Selectman Cleveland recused himself from this
130 budget as his wife is a trustee.

131 **Motion by** Selectman Tombarello to recommend the Trustees of the Trust Funds to the
132 Budget Committee with Gross Expenses of \$450.00, Revenue of \$0.00 and Net Expenses of
133 \$450.00.

134 **Seconded by** Selectwoman Buco

135 **In Favor**, Selectman Brown, Selectman Tombarello and Selectwoman Buco.

136 **Abstain**, Selectman Cleveland

137 **Motion passes 3-0-1**

138

139 **Further discussion regarding proposed wage matrix**

140 Selectman Tombarello said this discussion will be put on hold until there is a full board.

141 Lynne handed the Board information that Cheryl put together regarding the matrix and

142 Lynne also stated that Cheryl separated the part time and full-time employees so it's easier
143 for the Board to review.

144

145 **NEW BUSINESS**

146 **Discussion regarding Assessing contract and 2018 Revaluation**

147 Lynne said that MRI is now able to do revaluations and the Board previously talked about
148 possibly having them to the revaluations and using them for the service contract. Lynne

149 said MRI presented the town with a proposal of \$5,000.00 per month for the service

150 contract and a cost of \$45,000.00 for the revaluation. Lynne said there is \$15,000.00 in a

151 capital reserve fund for the revaluation an asked MRI if they would accept \$10,000.00 from

152 the fund and rewrite the contract. Lynne said they agreed to do this and the remaining

153 amount of the contract would be paid monthly of \$700.00 for 50 months.

154 **Motion by** Selectman Brown to terminate the current agreement with MRI effective

155 October 31, 2017 and begin a new multiyear agreement effective November 1, 2017

156 through December 31, 2021 which includes general assessing services and the 2018

157 revaluation and further to authorize an expenditure from the revaluation capital reserve

158 fund in the amount of \$10,000.00.

159 **Seconded by** Selectwoman Buco

160 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
161 Buco.

162 **Motion passes unanimously**

163

164

165 **Acceptance of donations to the SSATP Trust Fund**

166 Selectman Tombarello said they are constantly looking for drivers. Selectman Brown said

167 they are also looking for members of the committee as well.

168 **Motion by** Selectman Cleveland to accept the donation of \$506.00 to be deposited in the
169 SSATP fund account.

170 **Seconded by** Selectwoman Buco

171 **In Favor,** Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
172 Buco.

173 **Motion passes unanimously**

174

175

176 **Request permission to paint flag pole at town hall**

177 Lynne said Patrick Robinson was an Eagle Scout that donated the flagpole a few years and
178 Lynne was contacted by his dad to see if they can remove the rust and repaint it so it looks
179 better. Lynne said the reason she is bringing this to the Board's attention is because Mr.
180 Robinson is no longer part of the Boy Scouts so he isn't covered under their insurance if
181 something were to happen while he is working on the flagpole. Selectwoman Buco asked if
182 he could sign a volunteer waiver and the Board is okay with this. She also asked if the
183 sprinklers have been moved away from it and Lynne said she can look into it.

184

185 **Election coverage for tomorrow**

186 Lynne reviewed the coverage with the Board - Selectman Cleveland can cover 8am - 12pm.
187 Selectman Tombarello said he can cover at 1:30. Selectman Brown said he will be there
188 between 5 & 5:30 and Selectman Goldman told Lynne that he could cover late afternoon.

189

190

191 **OLD BUSINESS**

192 **Town Administrator's report**

193 Paula is on vacation for the next two weeks and Lynne asked residents to be patient when
194 calling the office.

195 Special Election for tomorrow all is set.

196 Fremont Rd. Bridge renovation is complete and certificates needs to be executed and if the
197 Board is okay with this he will sign them. The state has been notified and they are
198 scheduled for the next inspection round and they should hear that they have been removed
199 from the red list.

200 Lynne said she met with Deb Hoadley as far as the library looking for some updates
201 regarding the Government Building budget. Lynne said there is a question as to what falls
202 under the town's responsibility and the Library Trustees responsibility. Lynne said they
203 are looking for new lighting outside as well as the handrails need to be repaired. Lynne
204 said she will put together a list of things they are looking for and present it to the Board at a
205 later date. Deb is also looking for help from the public works dept. to help with some of the
206 grounds maintenance. Selectman Cleveland said he is torn because the Library has a large
207 budget and feels they should be paying for those things out of their budget. Selectwoman
208 Buco said she would be okay with this as this is a town building and the Highway budget
209 would have to be increased accordingly. Selectman Tombarello said he would be in favor
210 of this as well.

211

212 Lynne said last week the air pump mechanism on the water filtration system had to be
213 replaced in the amount of \$554.00.

214
215 Lynne received the new rates for the 3rd party electric supplier as the new contract will be
216 up in November. She said they will have an option of choosing a 12 month to 48 month
217 contract. Lynne said she can have Tad come to talk to the Board next week and the Board
218 agreed.

219
220 **CORRESPONDENCE**

221 Lynne said there is an abutter notification for shore land permit application by Promise
222 Land Survey for 22 Hemlock Circle. The information is on file at the Town Clerk's office if
223 anyone wants additional information.

224
225 Lynne said the next 2 letters are from the Planning Board for abutter notifications.

226
227 **Motion by** Selectwoman Buco to accept the first set of non-public minutes from Monday,
228 September 11, 2017 as written.

229 **Seconded by** Selectman Cleveland.

230 **In Favor**, Selectman Brown, Selectman Cleveland and Selectwoman Buco.

231 **Abstain**, Selectman Tombarello

232 **Motion passes 3-0-1**

233
234 **Motion by** Selectwoman Buco to accept the second set of non-public minutes from Monday,
235 September 11, 2017 as amended.

236 **Seconded by** Selectman Brown.

237 **In Favor**, Selectman Brown, Selectman Cleveland and Selectwoman Buco.

238 **Abstain**, Selectman Tombarello

239 **Motion passes 3-0-1**

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241 **LIAISON REPORT**

242 Selectman Brown had nothing to report.

243 Selectman Cleveland had nothing to report.

244 Selectman Tombarello had nothing to report.

245 Selectwoman Buco said the Highway Dept. is working on their trucks getting them ready
246 for inspections, the brush pile at the transfer station has been burned, the culvert on Depot
247 Rd. survey has been done, the voting booths were put up for the Special Election and they
248 are starting to cut the brush on the roads that are due to be paved.

249
250 **Motion by** Selectman Brown to go into non-public session under RSA 91-A:3II (a) employee
251 matters and (c) reputation.

252 **Seconded by** Selectwoman Buco

253 **Roll Call**, Selectman Brown – yes, Selectman Cleveland – yes, Selectman Tombarello – yes
254 and Selectwoman Buco – yes.

255 **Motion passes unanimously**

256 Motion by Selectman Tombarello to seal the minutes of the non-public session.
257 Seconded by Selectman Brown.
258 ***In Favor***, Selectman Brown, Selectman Cleveland and Selectwoman Buco and Selectman
259 Tombarello.
260 ***Motion passes unanimously***
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264 ***Motion by*** Selectman Tombarello to adjourn
265 ***Seconded by*** Selectwoman Buco
266 ***In Favor***, Selectman Brown, Selectman Cleveland, Selectman Tombarello and Selectwoman
267 Buco.
268 ***Motion passes unanimously***
269
270 Respectfully Submitted,
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272
273 Sue Reynolds
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