

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

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6 **Meeting Date: October 23, 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 Cleveland, Selectman Tombarello Selectwoman Buco.

13 **Not Present:** Selectman Brown, 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.

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21 Selectman Cleveland stated that on October 18<sup>th</sup> the Board had an emergency meeting to  
22 disperse school impact fees. There was about \$180,000.00 in the fund and the Board voted  
23 to disperse \$100,000.00 to the school to pay down the bond on Sandown North. Selectman  
24 Cleveland also stated they also talked about using new software for tax collecting purposes  
25 which will be an additional \$800.00 in this budget. He wanted the public to be aware of the  
26 meeting as it was held last week in the BOS office and was not televised.

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29 **PUBLIC COMMENT**

30 There was no public comment this evening.

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33 **Review of 2018 budget proposals for Health Officer, Animal Control, Police,**  
34 **Executive and Government Buildings**

37 **Health Officer budget 44-11**

38 Ed Mencis is presenting this budget.

39 Ed said he is increasing to incorporate the water testing at the library, the recreation  
40 building and the police station. He stated that he reduced the seminar line by \$50.00.

41 **Motion by** Selectwoman Buco to recommend this budget to the Budget Committee with  
42 Gross Expenses of \$4,207.00, Revenue of \$0.00 and Net Expenses of \$4,207.00.

43 **Seconded by** Selectman Cleveland

44 **In Favor**, Selectman Cleveland, Selectman Tombarello and Selectwoman Buco.

45 **Motion passes unanimously**

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47 **Animal Control budget - 4414**

48 Chief Gordon is presenting this budget. He said that he took a close look at this budget and  
49 was able to reduce a few lines.

50 **Motion by** Selectman Cleveland to recommend this budget to the Budget Committee with  
51 Gross Expenses of \$14,675.00, Revenue of \$500.00 and Net Expenses of \$14,175.00.

52 **Seconded by** Selectwoman Buco

53 **In Favor**, Selectman Cleveland, Selectman Tombarello and Selectwoman Buco.

54 **Motion passes unanimously**

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57 **Police budget - 4210**

58 Chief Gordon is presenting this budget.

59 Chief Gordon said the prosecution line needs to be changed to \$15,500.00, which is the  
60 same as last year. Chief Gordon said he was able to reduce this budget by \$10,000.00.

61 Selectman Cleveland asked about the overtime line being decreased and Chief Gordon said  
62 he had 3 individuals that came out of the union and became non-union members.

63 Selectman Cleveland asked about the decrease in the Bereavement line and Chief Gordon  
64 said that he looked at the budget and reduced what he could that hasn't been used.

65 Selectman Cleveland asked what the health line is for and Chief Gordon explained there is  
66 some polygraph testing that will take place if needed.

67 **Motion by** Selectman Cleveland to recommend the Police budget to the Budget Committee  
68 with Gross Expenses of \$681,592.00, Revenue of \$4,075.00 and Net Expenses of  
69 \$677,517.00.

70 **Seconded by** Selectman Tombarello.

71 **In Favor**, Selectman Cleveland, Selectman Tombarello and Selectwoman Buco.

72 **Motion passes unanimously**

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75 **Government Buildings - 4194**

76 Lynne is presenting this budget.

77 Lynne said that Chief Gordon is requesting a new light in the parking lot of the police  
78 station, similar to what is at town hall. He also asked about additional lighting in certain  
79 areas of the town and he will be researching that.

80 Lynne said she left the electricity the as last year and can review is as it gets closer to the  
81 Public Hearing. She said the oil line was reduced reminding the Board that the past 2  
82 winters have been on the milder side, she reduced this down from \$12,000.00 to \$8,000.00.  
83 Lynne reduced the Gas/Propane by \$1,000.00. She said the alarm system is going up so she  
84 increased this line due to an annual cost and a new monthly cost as well. Supplies line was  
85 reduced by \$500.00. The uniform allowance hasn't been used for the past few years, but  
86 she is looking to get shirts and boots for the person in this position. Lynne asked the Board  
87 to review the attached information regarding Building Maintenance and Equipment  
88 Maintenance. She stated the water filtration system is \$900.00 which includes the town  
89 hall and the fire station as well. She said the building maintenance line amount comes from  
90 the breakdown attached as well as the equipment maintenance line. Lynne said these are  
91 requests from either the Board or other department heads. She is looking for quotes to  
92 pave the town hall parking lot. Lynne has been receiving quotes for the air conditioning in  
93 town hall and the one she received so far was for \$7,750.00 for the mini split units. She  
94 said she is expecting another quote tomorrow as well.  
95 The Air conditioning at the police station was quoted at \$10,000.00 last year and Chief  
96 Gordon is working on the lights at the police station and the transfer station. The fire  
97 department let Lynne know they need the roof to be repaired and she received a quote of  
98 \$2,200.00 for the entire roof. Misc. repairs for handrails and steps at the library and she  
99 said there is also a drainage issue in the back of the building and water is coming into the  
100 back of the building so Lynne will talk with the Highway dept. on this. The Historical  
101 Society has a quote of \$2,600.00 to repair and replace the facer boards at the Depot.  
102 Selectman Cleveland asked if they can contribute to this cost through fundraising efforts.  
103 Lynne mentioned the Barrett Report that was done for the depot last year and she has  
104 someone coming to talk to her about some repairs, he did some work at the Old Town  
105 Meeting House. The Recreation dept. is looking to install a sub pump in the amount of  
106 \$1,800.00 at the rec building and Lynne will finalize this with Deb after her vacation.  
107 Lynne said she can move this forward to the Budget Committee without the building maint  
108 line and Selectman Cleveland suggested to put in \$45,000.00 in this line just as a place  
109 holder.  
110 Selectwoman Buco asked if the additional work at the library that involved the highway  
111 dept was factored into the highway budget and Lynne said she has not spoken to Artie  
112 regarding this.  
113 **Motion by** Selectman Cleveland to recommend this budget to the Budget Committee with  
114 Gross Expenses \$107,285.00, Revenue of \$1,000.00 and Net Expenses of \$106,285.00.  
115 **Seconded by** Selectwoman Buco.  
116 **In Favor,** Selectman Cleveland, Selectman Tombarello and Selectwoman Buco.  
117 **Motion passes unanimously**  
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120 **Executive Budget - 4130-01**  
121 Lynne is presenting this budget.

122 She said she should be receiving an invoice for the tax mapping shortly. Lynne reduced the  
123 legal line by \$1,000.00 and reduced the telephone line a little as well. She will need to look  
124 at the computer support line as she hasn't received the increase for that line yet.  
125 Selectwoman Buco asked if this is the line for all of the new computers and Lynne said this  
126 line is for the computer support. Lynne said the \$1,325.00 per month will increase to about  
127 \$1,500.00.  
128 The storm water management grant was granted and Lynne isn't sure of the amount at this  
129 point so she is leaving this the same.  
130 Lynne asked the Board if there are any changes they would like to make.  
131 **Motion by** Selectman Cleveland to recommend this budget to the Budget Committee with  
132 \$277,232.00, revenue of \$350.00, Net Expenses \$276,882.00.  
133 **Seconded by** Selectwoman Buco  
134 **In Favor**, Selectman Cleveland, Selectman Tombarello and Selectwoman Buco.  
135 **Motion passes unanimously**

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139 **Paul Godin, Elderly Affairs Director – SSATP**  
140 **Update regarding Senior Affairs Transportation Program**

141 Paul said 9 months into 2017 they have transported 86 residents and the miles clocked  
142 were 2,802. Beginning of the year was a little slow but that was okay because they were  
143 short drivers. They have been transporting residents for 4.5 years and at the end of  
144 September they have transported 761 transports and logged 34,048 miles. Paul said you  
145 can see how much this program is needed.  
146 Treasurers report – 5 years of fundraising and the 2 warrant articles they have just under  
147 \$20,000.00 and they recently received a very large donation in the amount of \$8,625.00.  
148 Selectman Tombarello explained that he was left some money through the county and was  
149 told that it had to go to organizations that helped seniors so one of the organizations that  
150 he chose was the SSATP. Paul thanked Selectman Tombarello and said the account is at  
151 almost \$28,000.00.  
152 Paul said that as of April 1<sup>st</sup> he and his wife will be resigning from the leadership portion of  
153 this program. He is letting the town know they have 3 permanent Board members and they  
154 are looking for a few more. Selectman Tombarello said they will make announcements for  
155 him each week as well.  
156 Paul said he is going to China from November 16<sup>th</sup> – November 26<sup>th</sup>, and may have to put  
157 the program on hold for a week and a half if they don't have someone volunteer to dispatch  
158 the drivers.  
159 Paul said the commitment is the monthly meetings of 1.5 hours and a little more if they are  
160 doing the fundraising.  
161 Selectwoman Buco asked the what the dispatch commitment would be and Paul said  
162 someone just needs to be available by phone to set up the drivers.  
163 They ask for 3-7 days notice if possible.  
164 The Board thanked Paul for all that he does and for what the organization does.

165 Selectman Cleveland asked about the purchase of a vehicle and Paul said he is in the  
166 process of looking for one and even if he steps down as president of the organization he  
167 will not leave until a vehicle is purchased. Selectman Cleveland said he saw a van in town  
168 that they may be interested in.

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## 171 **NEW BUSINESS**

### 172 **Review and finalization of contracts with Municipal Resources Inc. for general** 173 **assessing services and revaluation**

174 Lynne explained the contract was redone and now there are two, one for each purpose.  
175 Lynne said that the DOR responded with some changes that had to be made to the contract.  
176 Under the Professional Services Agreement Part 2 item d) was added to this contract,  
177 which states they agree to meet all of the deadlines. Part 2 item b) includes the years of  
178 2017, 2019, 2020 and 2021. Lynne said 2018 was left out because that is the year the  
179 statistical update will be done. She will be meeting with the assessors and anyone on the  
180 Board that is interested and DOR as the kick off meeting. Part 2 item a) was added to this  
181 contract as well. The DOR provides the utility values.

182 On the Statistical Revaluation Contract there were 3 items mentioned.

183 Lynne said there will be a kick of meeting to set deadlines regarding this information.  
184 Reference to the data collection manual that will be used has been added to section 3.1.2.

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### 187 **Request permission to hold annual tree lighting and request funding**

188 Lynne said she is looking for the Board's permission to hold this upstairs again this year  
189 and she is asking to spend \$150.00 from the flowers/goodwill line. She said they use this  
190 towards some cookie platters and crafts for the kids. The date is Friday, December 1<sup>st</sup>.  
191 The consensus of the Board is to move forward with this.

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## 195 **OLD BUSINESS**

196 There is no old business this evening.

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## 199 **TOWN ADMINISTRATOR'S REPORT**

200 Lynne said she has nothing new to add other than she is looking forward to getting the tax  
201 rate set. And she has a non-public item that needs to be added to the end of the meeting.

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## 204 **CORRESPONDENCE**

205 Letter from a resident asking the Board to help with a situation. Lynne said there is a sign  
206 that is posted on town property and a homeowner is asking if the Board is okay with  
207 moving it as it is blocking her view to the lake. Lynne said there are other issues that they  
208 will have to deal with civilly between neighbors. Selectman Tombarello suggested giving a

209 copy of this letter to the Police Chief. Lynne said they have had issues in the past with  
210 items being left on the beach and they were told to clean them up. Selectman Cleveland  
211 said there's always two sides to every story and asked how the Board goes about hearing  
212 the other side of the story. Selectman Tombarello suggested sending a letter to the other  
213 party to get their response. Lynne explained this is a town owned parcel and others have  
214 rights as well. Lynne would like to call NH Municipal Association as well and the Board is  
215 okay with this.

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217 Invitation from RPC for a legislative forum regarding the future of water on Wednesday,  
218 November 8<sup>th</sup>. If you are interested in going please let Lynne know.

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### 221 **LIAISON REPORT**

222 Selectman Cleveland – said there are 44 units going in at Vantage Point not a few hundred  
223 that was mentioned at a previous meeting.

224 Selectman Tombarello said he has a cable meeting tomorrow evening that he will try to  
225 attend. The fire station is in their new area and it looks good.

226 Selectwoman Buco – highway have been working non-stop on Little Mill Rd., Stage Coach  
227 and Depot Rd. The upcoming rain may delay the paving.

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230 **Motion by** Selectman Tombarello to go into non-public session under RSA 91A:3 II (a)  
231 employee matters.

232 **Seconded by** Selectwoman Buco

233 **Roll Call** Selectman Cleveland – yes, Selectman Tombarello – yes and Selectwoman Buco –  
234 yes.

235 **Motion passes unanimously**

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

239 **Seconded by** Selectman Cleveland

240 **In Favor,** Selectman Cleveland, Selectman Tombarello and Selectwoman Buco.

241 **Motion passes unanimously**

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245 Meeting adjourned.

246 Respectfully Submitted,

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249 Sue Reynolds

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