

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: November 27, 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 Goldman, Selectman, Brown and
13 Selectwoman Buco.

14 **Not Present:** Selectman Tombarello

15 **Town Administrator:** Lynne Blaisdell

16 **Recording Secretary:** Sue Reynolds

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

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21 **PUBLIC COMMENT**

22 Lynne reminded the public that this Friday evening will be the 5th Annual Tree Lighting at
23 Town Hall at 6:30 and encouraged the public to attend.

24
25 Selectman Goldman stated that Parkland Medical Center as a new EMS coordinator to
26 increase community outreach. They will be offering a public training called Stop the Bleed,
27 so individuals are able to provide immediate frontline aide until first responders arrive.
28 The trainings are offered once a month until next November and asked Lynne if this can be
29 posted.

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31
32 **Review of 2018 budget proposals for Fire, Rescue, Community Assistance and Health
33 & Human Services**

34 **Fire budget - 4220**

35 Selectman Goldman recused himself from this discussion to present this budget along with
36 Chief Tapley and Chris Poole.

37 Selectman Brown stated the budget has come in with no increase except for the payroll
38 line. Selectwoman Buco asked about the training line and Chief Tapley said there was a
39 training snag this year as they were only offering them during the day, which his staff
40 couldn't attend. He said this was an off year and he is expecting to use it next year.
41 Selectman Cleveland asked about the reimbursement line for the Chief, and Chief Tapley
42 explained this is a small reimbursement that he receives for working more than 40 hours
43 per week. He did say that if the Board wanted to vote to pay him overtime instead of the
44 stipend he would gladly accept it.

45 **Motion by** Selectman Brown recommends this budget to the Budget Committee with Gross
46 Expenses of \$150,166.00, Revenue of \$100.00 and Net Expenses \$150,066.

47 **Seconded by** Selectwoman Buco.

48 **In favor**, selectman Brown, Selectman Cleveland and Selectwoman Buco.

49 **Motion passes unanimously**

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52 **Rescue - 4215**

53 Chief Tapley, Chris Poole and Jon Goldman are presenting this budget.

54 Selectman Cleveland asked about the stipend line as it has been overspent over the past
55 several years. He would like to see that line increased.

56 **Motion by** Selectman Cleveland to increase the stipend line to \$30,500.00.

57 **Seconded by** Selectwoman Buco

58 Selectman Brown asked if the extra \$500.00 is needed and Selectman Goldman said it won't
59 make a huge difference in the budget and they can adjust the supply line if needed. He said
60 this is something that gets paid out in November. Selectman Cleveland stated this line has
61 been overspent for the past several years.

62 **In favor**, Selectman Brown, Selectman Cleveland and Selectwoman Buco.

63 **Motion passes unanimously**

64

65 Selectman Cleveland asked about the New Equipment line as it has been decreasing each
66 year for the past few. Selectman Goldman said they don't have any large ticket items to be
67 purchased at this time. He did say that they are planning to purchase 4 CO monitors this
68 year and 4 next year and will begin a process to have them all replaced.

69 Selectman Cleveland asked about purchasing a new ambulance and Jon Goldman explained
70 he is planning to work with the Chief. Chief Tapley said they are looking to put money
71 away each year and they are planning to use grant money as well. He said they are currently
72 looking at breathing apparatus equipment and if they get a grant for this then the money
73 from that will be used towards the ambulance. Jon Goldman said the ambulance is the
74 most used vehicle that the Fire Department has.

75 **Motion by** Selectman Brown to recommend this budget to the Budget Committee with
76 Gross Expenses of \$48,200.00, Revenue of \$0.00 and Net Expenses of \$48,200.00.

77 **Seconded by** Selectwoman Buco

78 **In favor** Selectman Brown, Selectman Cleveland and Selectwoman Buco

79 **Motion passes unanimously**

80

81 **Community Assistance – 4445**

82 Lynne Blaisdell is presenting this budget.

83 Lynne explained that she has tried to decrease some of the lines based on past usage. She
84 said the biggest increase was the salary line that the selectman voted on in the amount of
85 \$4,000.00.

86 Lynne presented the Board a 3 year look back as to financial assistance cases that have
87 been presented over that time to give the Board an idea of the need.

88 Selectman Cleveland asked about the increase in the cremation line and Lynne said the
89 \$500.00 amount only covers 1 cremation. Selectman Brown asked who is eligible to
90 receive this service and Lynne said it is anyone within the Town that qualifies.

91 **Motion by** Selectwoman Buco to recommend this budget to the Budget Committee with
92 Gross Expenses of \$12,152.00, Revenue of \$300.00 and Net Expenses of \$11,852.00.

93 **Seconded by** Selectman Brown.

94 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
95 Buco.

96 **Motion passes unanimously**

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98 **Health & Human Services – 4415**

99 Lynne Blaisdell is presenting this budget.

100 Selectman Cleveland asked about the Lamprey Healthcare and Lynne read the statistics
101 that are provided in the packet. Selectman Cleveland asked how we know those figures are
102 accurate when we provide a transportation service in town as well. Lynn explained that
103 Lamprey may provide all the healthcare needs to those that are underinsured or not
104 insured at all.

105 **Motion by** Selectman Goldman to reduce the Lamprey Healthcare line to \$1,400.00

106 **Seconded by** Selectwoman Buco

107 Selectman Goldman said his in favor of this amount, which is a \$200.00 increase over last
108 year's amount.

109 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
110 Buco.

111 **Motion passes unanimously**

112

113 Selectman Brown asked about the blank lines in the budget and Lynne said the A Safe Place
114 and S.A.S.S. is included in the Haven line and Seacoast Health is no longer in business.

115 **Motion by** Selectman Cleveland to recommend this budget to the Budget Committee with
116 gross expenses of \$19,668.00, Revenue of \$0.00 and Net Expenses of \$19,668.00.

117 **Seconded by** selectman Brown.

118 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
119 Buco.

120 **Motion passes unanimously**

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125 **Review of 2018 budget for Parks & Recreation, Summer & Special Recreation,**
126 **Recreation Building Operations**
127 **Parks & Recreation budget – 4520-36**

128 Deb Brown and George Blaisdell is here to present this budget.

129 Deb stated they tried to keep the bottom line budget and most of the increase is from the
130 Payroll line which the BOS voted to increase due to the salary survey.

131 Selectman Brown asked about the Recording Secretary Line not being used and Deb
132 explained that the recording secretary is now a member, so she does not get paid to attend
133 the meetings. She would like to keep the amount in the budget in case they need a new
134 recording secretary in the future. It was asked if she could live with the amount being
135 reduced to \$1,000.00 and Deb said that person has talked about stepping down from the
136 Board and then she would need that money in the budget to pay her for attending the
137 meetings as the secretary.

138 Selectman Goldman asked about the Lifeguard Payroll line not being used and Deb
139 explained that it depends on the weeks of the summer and how many lifeguards she can get
140 to work. Selectman Goldman feels like that line could be reduced comfortably to
141 \$10,000.00 and Selectwoman Bucu agreed. Deb said she is uncomfortable reducing this
142 line that much because she never knows how the weeks will fall for coverage needed.
143 Selectman Goldman stated he would like to see the beach open with lifeguards longer, even
144 before school gets out and Deb said that would be a challenge to figure out. Lynne said
145 there are times that the beach is open, but a lifeguard calls in sick and then there is no
146 lifeguard on duty at that time. Selectman Brown said he would be comfortable reducing
147 this line to \$10,500.00 but if the recommendation is to have the beach staffed for additional
148 weeks then the cut doesn't make sense. Deb cautions the Board not to cut this line because
149 of the number of weeks she plans to have the beach staffed next year and Selectman
150 Goldman said there will be more than enough money in this line if it is reduced to
151 \$10,500.00.

152 **Motion by** Selectman Goldman to reduce the lifeguard payroll line to \$10,500.00.

153 **Seconded by** Selectwoman Bucu.

154 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
155 Bucu.

156 **Motion passes unanimously**

157
158 Selectman Goldman asked about the Electric line being over budget this year and Deb said
159 there was a problem with the well that was continually pumping for a month. She talked to
160 Eversource and they fixed it.

161 Selectman Cleveland asked what the Trainings/Seminars line is for because he feels it is
162 more than is allowed in other budgets. Deb said this is the CPR certifications for lifeguards
163 and recreation seminars for herself as well.

164 Selectman Cleveland said that he is being asked what the town is getting for increasing the
165 number of hours that the Recreation Director is now working.

166 Deb said the number of hours that were budgeted for many years were not nearly enough
167 and by increasing the hours has allowed her to do what she needs to on a weekly basis. She
168 said she is a one-person office and if she is out she has a lot of work to be made up.

169 Selectman Goldman said they now have a fulltime recreation department that oversees
170 \$140,000.00 and Deb has never had a shortage of information regarding what she does.
171 Deb stated when the Commission came to talk to the Board they realized that the programs
172 have increased a lot over the past several years and they were still working with the same
173 34-hour staff. Deb invited anyone to come to the recreation meetings as well.
174 The Board agreed that the new bottom line is \$95,903.00.
175 Lynne asked about the Revenue line having \$1.00 in there the past few years and now there
176 is nothing and Deb said that it should be there.

177 **Motion by** Selectman Brown to recommend this budget to the Budget Committee with
178 Gross Expenses of \$95,903.00, Revenue of \$1.00 and Net Expenses of \$95,902.00.

179 **Seconded by** Selectwoman Buco

180 **In favor**, Selectman Cleveland, Selectman Goldman and Selectwoman Buco.

181 **Abstain** Selectman Brown

182 **Motion passes 3-0-1**

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185 **Summer Special Recreation – 4520 -37**

186 Deb Brown and George Blaisdell are presenting this budget.

187 Selectman Cleveland asked what the special programs are, and Deb said they are after
188 school programs that they try to run or programs during school vacation weeks.

189 Selectwoman Buco asked about the Special Programs payroll line and if it can be reduced
190 and Deb said she has someone that is able to run this program in January, so she'd rather
191 not see this line cut. Lynne said the Revenue line under the Special Programs is missing
192 and Deb said this is an oversight and this amount is usually the same cost of the program,
193 so it is a wash. Selectman Goldman asked what happens if the amount of the projected
194 revenue doesn't come in and Deb stated the actual expenses are down as well so typically it
195 is a wash. Selectman Cleveland is suggesting that the revenue is over estimated, and tax
196 payer's money will be used to cover the difference.

197 **Motion by** Selectwoman Buco to add \$1,000.00 to the Revenue line of the Special Programs.

198 **Seconded by** Selectman Cleveland

199 **In favor** Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
200 Buco.

201 **Motion passes unanimously**

202

203 Selectman Goldman stated the bottom line of the budget is now \$17,996.00. Lynne said
204 this sounds like a large number for a budget that is supposed to be supplemented mostly by
205 the program itself. Lynne pointed out that last year's bottom line was \$9,000.00 and this
206 year it has jumped to \$17,000.00 and feels the payroll line should be adjusted accordingly.
207 Deb stated that they have a lot of younger students in the program whose parents aren't
208 sure if they will have them continue in the program, so they sign up for a week or two to try
209 it out. Deb also explained that as the 8th graders age out they still come back to the
210 program as CIT's or they may come back to the program for a few weeks to help without
211 getting paid. She also state there is a state mandated ratio that she has to maintain.

212

213 There was a question regarding the Summer Recreation Payroll line not being be used the
214 past several years.

215 Selectwoman Buco said the payroll line for summer recreation hasn't been used more than
216 89% in the past 3 years. Lynne stated based on the history over the past 3 years the
217 payroll line can comfortably be reduced to \$50,000.00 and still be ok.

218 Deb said the budget is based on last year's budget in hopes that all the counselors come
219 back but they won't know that until after the budgets are due.

220 **Motion by** Selectwoman Buco to reduce the summer rec payroll line to \$50,000.00

221 **Seconded by** Selectman Cleveland

222 Selectman Cleveland said this makes sense because only \$48,400 is the most that has been
223 spent over the past few years. Deb said she is nervous with this reduction and Selectman
224 Goldman said she should be ok however if she goes over in payroll then the revenue
225 coming in will offset it.

226 **In favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
227 Buco.

228 **Motion passes unanimously**

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231 **Motion by** Selectwoman Buco to recommend this budget to the Budget Committee with
232 Gross Expenses of \$59,464.00, Revenue from Summer Recreation of \$45,320.00, Revenue
233 from Special Programs of \$1,000.00 and Net Expenses of \$13,144.00.

234 **Seconded by** Selectman Cleveland

235 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
236 Buco.

237 **Motion passes unanimously**

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240 **Recreation Building Operations - 4520 - 38**

241 Deb Brown and George Blaisdell are presenting this budget.

242 Selectman Cleveland asked about the Electric line in this budget and Deb said this strictly
243 for the building. Selectman Goldman asked about the Field Maintenance line and Deb said
244 because they have been flooded several times this year, so they have someone coming in to
245 look at this issue. Deb also said that the remainder of this line will be used for the building
246 maintenance. Selectman Goldman feels the expenses for the building should come out of
247 the building maintenance line and Deb agreed. Selectman Cleveland asked about the
248 Revenue line being increased by \$2,000.00 and Deb said that this is the amount that has
249 already been collected for this year. It was recommended by the Board to under estimate
250 the revenue a little rather than over estimate it. There was a discussion regarding the
251 amount of the Revenue line being changed and it was decided it should be reduced.

252 **Motion by** Selectwoman Buco to reduce the Revenue line to \$3,500.00.

253 **Seconded by** Selectman Cleveland.

254 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
255 Buco.

256 **Motion passes unanimously**

257 **Motion by** Selectwoman Buco to recommend this budget to the Budget Committee with the
258 Gross Expenses of \$17,330.00, Revenue of \$3,500.00 and Net Expenses of \$13,830.00.

259 **Seconded by** Selectman Cleveland.

260 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
261 Buco.

262 **Motion passes unanimously**

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266 **NEW BUSINESS**

267 **Review of possible signing of special permit for the 2018 Mosquito Control Program**

268 Lynne stated by state law the permit process can take up to 180 days and this does not
269 commit the Board to using Dragon Mosquito, but by signing the permit now in the amount
270 of \$750.00 it will be included in their yearly fee. Lynne has the application and is asking
271 the Chairman of the Board to sign it. It is the consensus of the Board to have Selectman
272 Goldman sign the application.

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275 **OLD BUSINESS**

276 **Further discussion regarding generator for Town Hall**

277 Lynne presented the Board with 2 quotes that were obtained and said the third vendor that
278 was contacted stated he was not able to quote on this at this time as he is too busy. Lynne
279 said there is a Disaster Management Trust Fund that has \$44,254.00 in it and doesn't see
280 any reason why this money can't be used for this purpose. Selectman Goldman asked if
281 there will be money left in the operating budget so the total \$8,000.00 doesn't have to come
282 from this fund. Selectwoman Buco asked how money gets put into this fund and Lynne said
283 it can only come from warrant articles and if the Board would like to have a warrant article
284 in March to put in a few thousand dollars into this fund they can. Selectwoman Buco feels
285 taking the entire amount from this fund is okay and Lynne said by having a generator at
286 Town Hall benefits all the residents and employees as well. Lynne said if they have to run
287 on generators are they able to run computers and leased servers on the generator and
288 wonders if this size is ok. The feeling of the Board is yes, the generator will be able to run
289 the computers in the building. Lynne just wanted the public to be aware that just because
290 they have a generator they still may not be able to register vehicles because of the state
291 systems being down. Selectman Brown asked if anyone else is concerned that the two
292 quotes could be coming from the same company as the addresses are very close and one
293 quote is hand written and one is typed out. Selectman Goldman stated that Selectman
294 Tombarello knows both of the companies and knows they are not the same people.
295 Selectman Brown also asked about purchasing supplies such as cases of water, etc. because
296 residents can come to use the building. Selectman Goldman stated this is not a shelter and
297 Lynne said the water was given to the town in the past from FEMA.

298 **Motion by** Selectman Cleveland to purchase and install a back up generator to town hall
299 from Tri State Generators in the amount of \$8,600.00 to be paid from the Disaster
300 Management Expendable Trust Fund.

301 **Seconded by** Selectwoman Buco
302 Lynne asked if anyone has talked to them regarding where it will be located and Selectman
303 Cleveland said it should go outside the door of the furnace area.

304 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
305 Buco.

306 **Motion passes unanimously**

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310 **CORRESPONDENCE**

311 Lynne stated she received a letter from Erica Olsen stating that Christopher Short is
312 resigning as the Deputy Treasurer as of 12/1/17. Lynne said it is up to the Treasurer to
313 appoint someone to this position with the approval of the BOS. She said that the current
314 treasurer has not needed anyone in the 3 years she has been Treasurer. Lynne said that
315 Erica's position is up in March and she is asking the Board if they want to appoint someone
316 to the assistant's position now or wait until the election in March. Lynne asked the Board
317 how they want to move forward with this and the consensus of the Board is to leave it open
318 however if someone notifies the office that they are interested they will revisit this at that
319 point.

320 **Motion by** Selectman Brown to accept the resignation from Christopher Short as the
321 Deputy Treasurer with regret.

322 **Seconded by** Selectwoman Buco

323 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
324 Buco.

325 **Motion passes unanimously**

326

327 Letter from a resident to request a permit to put a dock at 24 Round Hill Rd. Lynne said
328 this this is town owned property but doesn't know how it became town owned. She said
329 the Town may own it but only those that have deeded rights have access to it. Lynne said
330 dock permits are typically given out by the State of NH but because the town owns the
331 property they are asking the permission of the town. Selectwoman Buco feels that this
332 would be a liability to the town and the rest of the Board agrees.

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334

335 **LIAISON REPORT**

336 Selectman Brown – has nothing to report.

337 Selectman Cleveland – Pubic Hearing was held for Vantage Point and it is continued to the
338 next meeting on December 19th.

339 Selectman Goldman – Conservation – turkey presentation went well and commends
340 Conservation for their efforts for what they are bringing to the town.

341 Selectwoman Buco – highway – posts were installed at Town Hall, Little Mill shoulder
342 gravel is in place and pipe replacement is being done on Depot Rd. and they are prepping
343 the plow equipment and continuing to do hand work on Little Mill Rd.

344

345 Selectman Goldman asked the Board if they would like to wait another week to discuss the
346 employee matters until they have a full Board and the consensus was to put this on the
347 agenda for next week at 7pm and do it at the beginning for the meeting.

348

349 **Motion by** Selectman Brown to go into non-public session under RSA 91-A3 II (c)
350 reputation and (d) property.

351 **Seconded by** Selectwoman Buco.

352 **Roll Call**, Selectman Brown – yes, Selectman Cleveland – yes, Selectman Goldman – yes and
353 Selectwoman Buco – yes.

354 **Motion passes unanimously**

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357 **Motion by** Selectwoman Buco to seal the minutes of this non-public meeting.

358 **Seconded by** Selectwoman Cleveland

359 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
360 Buco.

361 **Motion passes unanimously**

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363 **Motion by** Selectman Goldman to adjourn.

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365

366 Respectfully Submitted,

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369

370 Sue Reynolds