

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: December 4, 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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22 Selectman Goldman asked the Board to review the minutes of Monday, November 13, 2017.

23 Selectman Cleveland said line 194 should read Michael Higgins came too.....Selectman
24 Goldman said line 178 should read Marie not Maria and line 206 should also read Marie
25 and not Maria. Selectwoman Buco said line 258 there is no need for "a".

26 **Motion by** Selectman Tombarello to accept these minutes as written.

27 **Seconded by** Selectwoman Buco

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

30 **Motion passes unanimously**

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33 **PUBLIC COMMENT**

34 Selectman Brown would like to acknowledge the employees that are celebrating
35 anniversaries this month, Paula Gulla 15 years, Jayne Millard 14 years, Jon Goldman 12

36 years, George Kayyal 11 years, Chris Donnellan – 7 years, Scott Atkins 1 year, Joshua
37 Kuykendall 1 year, Paul Paquin –1 year and Walter Shackley 1 year.

38

39 Selectman Cleveland stated during the month of December the police dept. will be running
40 an enhanced program to implement the no texting and driving policy. Selectman Cleveland
41 said the fines associated with this are \$100.00 the first offense, \$250.00 the second offense
42 and \$500.00 for the third offense.

43

44 Lynne said there will be another blood drive sponsored by the Sandown Lions Club on
45 Friday, December 15th here at Town Hall from 10am – 3pm.

46

47 Selectman Goldman thanked Lynne, Paula and everyone that helped for the tree lighting on
48 Friday night.

49

50

51 **Review of 2018 budget proposal for Insurance and Executive**

52 **Insurance - 4196**

53 Lynne said she received the new rates from Primex for Property Liability, which are
54 \$55,378.00 increased from \$52,385.00.

55 Lynne also stated the Firefighters Life and Accidental Death and Dismemberment amount
56 has changed which changed the Firefighters Life Insurance to \$3,634.00.

57 **Motion by** Selectman Brown to change Firefighters Life Insurance line from \$3,152.00 to
58 \$3,634.00.

59 **Seconded by** Selectman Tombarello

60 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
61 Goldman and Selectwoman Buco.

62 **Motion passes unanimously**

63

64 **Motion by** Selectman Brown to change the Property Liability line from \$54,885.00 to
65 \$55,378.00.

66 **Seconded by** Selectman Tombarello

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

69 **Motion passes unanimously**

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71

72 Motion by Selectman Brown to recommend the Insurance budget to the Budget Committee
73 with Gross Expenses of \$102,574.00, Revenue of \$0.00 and Net Expenses of \$102,574.00.

74 Seconded by Selectman Tombarello

75 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
76 Goldman and Selectwoman Buco.

77 **Motion passes unanimously**

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80 **Executive – 4130-01**

81 Lynne explains that the Computer Support line needs to be amended. She said the support
82 fees were increased and she supplied the Board with the new changes. Lynne said the
83 original amount approved was \$16,215.00 and the new amount is \$28,184.00, and the
84 Computer Maintenance Software line will be reduced. Selectman Cleveland asked why the
85 large increase. Lynne explained there are 4 more servers that are being supported as well
86 as the email system that is being used. Selectman Goldman asked Lynne if he gave her a
87 few names can she consider someone else providing this service and Lynne said time is of
88 the essence and doesn't know if she has time to do an RFP and there is a lot more involved
89 than just a phone call. He feels the server maintenance and the contracted price for the pc's
90 are much higher than they should be. Selectman Cleveland also feels like these amounts
91 are high. Selectman Brown is concerned about the time line with Public Hearing next
92 month and feels the Board should explore other options prior to the next budget cycle.
93 Selectwoman Buco asked how long the new contract would be for and is concerned that
94 once you sign it you are locked into it. There was discussion regarding how long the
95 implementation of the new computer system took and the consensus of the Board is not to
96 expect a \$12,000.00 per year increase. Lynne said there is no current contract at this time
97 and would like to have the current vendor come to speak with the Board and answer their
98 questions. Selectman Brown agrees with Lynne and would like to speak with the current
99 vendor as well. The Board agrees to approve the amount that is before them with the
100 understanding that they are going to look into going out to bid. Lynne said they have until
101 Deliberative Session to change the amounts within the budget.

102 *Motion by* Selectman Brown to increase the Computer Support line from \$1,215.00 to
103 \$28,184.00.

104 ***Seconded by*** Selectman Tombarello

105 ***In favor,*** Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
106 Goldman and Selectwoman Buco.

107 ***Motion passes unanimously***

108

109 *Motion by* Selectman Brown to decrease the Computer/Hardware line from \$22,597.00 to
110 \$21,640.00.

111 ***Seconded by*** Selectman Tombarello

112 ***In favor,*** Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
113 Goldman and Selectwoman Buco.

114 ***Motion passes unanimously***

115

116 *Motion by* Selectman Brown to forward this budget to the Budget Committee with Gross
117 Expenses of \$288,244.00, Revenue of \$350.00 and Net Expenses of \$287,894.00.

118 ***Seconded by*** Selectman Cleveland

119 ***In favor,*** Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
120 Goldman and Selectwoman Buco.

121 ***Motion passes unanimously***

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123

124 **NEW BUSINESS**

125 Lynne said they received a \$50.00 gift card to Market Basket from the Lions Club for the
126 tree lighting.

127 **Motion by** Selectman Tombarello to accept the donation from the Lions Club in the amount
128 of \$50.00 for the tree lighting ceremony.

129 **Seconded by** Selectman Brown.

130 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
131 Goldman and Selectwoman Buco.

132 **Motion passes unanimously**

133

134 Lynne stated they have a new hire for cable and stated when the paperwork went to the
135 state they scanned him but handed him back the forms and asked the town to process a
136 check. Lynne said she has submitted the check and they are awaiting the results but in the
137 meantime Chris is asking if the Board is okay with hiring him pending his background
138 check so that he can begin training and observe meetings with Chris supervising him.
139 Consensus of the Board is in agreement of this.

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141

142 **OLD BUSINESS**

143 Notice of information regarding damage to someone's vehicle. Lynne is asking if the Board
144 would like to her to file the claim through the insurance company. She said the damage is
145 in the amount of \$2,100.00, and the Town's deductible is \$1,000.00. Selectman Brown is in
146 favor of filing the claim as the wind blew and a fence hit a vehicle. Selectman Cleveland
147 agrees but they need to be sure that this doesn't happen again. Lynne said they are looking
148 into this and have put precautions in place for the future. Selectman Goldman said maybe
149 the Joint Loss Management Committee can look into this as well and suggested that
150 employees should be parking in the employee parking area.

151 The consensus of the Board is to allow Lynne to file the claim.

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153

154 **TOWN ADMINISTRATOR'S REPORT**

155 Lynne said the fire dept. has been painted and looks great and thanked everyone for their
156 efforts.

157 Lynne thanked the BOS for allowing them to have the tree lighting and thanked everyone
158 that helped to make it possible.

159 Lynne stated the gentleman came this morning regarding the generator and there was
160 discussion regarding the location of where it should be installed. Lynne said there is more
161 of an electrical cost by putting it in the back of the building. She also said they may need to
162 add 2 bollards in the front of the town hall to protect it as well.

163

164 Selectman Tombarello stated he spoke to the Office Manager from the Building Dept. in
165 Plaistow regarding the gas and electrical permits and they said it was a fairly easy process.
166 He referred to the letter from the town attorney and wants to be sure she understands that
167 they are only looking to change a few items. Selectwoman Buco asked what the RSA states

168 and is concerned that the RSA doesn't have it broken down. Lynne will talk with Selectman
169 Tombarello and Gary regarding what Lynne should specifically ask the town attorney.

170

171

172 **CORRESPONDENCE**

173 Lynne said she received a letter from NH State Conservation Commission stating they were
174 not able to approve the grant that was requested. Lynne said they have reached out to ask
175 if it was a procedural issue or if the project didn't meet the grant guidelines and they are
176 waiting to hear back from them.

177

178 Lynne said she received a letter from AT&T letting to town know they suffered a data
179 breech and if they want to take the following steps to identify this they may.

180

181 **Motion by** Selectwoman Buco to approve the two sets of non-public minutes of Monday,
182 November 13, 2017, one set has minor amendments and one set is being approved as
183 written.

184 **Seconded by** Selectman Tombarello.

185 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
186 Goldman and Selectwoman Buco.

187 **Motion passes unanimously**

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190 **LIAISON REPORT**

191 Selectman Brown – Budget Committee revisited the Highway dept. budgets and some of the
192 funds were put back into the budget and the Library presented their budget with the 8%
193 increase that they presented to the BOS. He said they presented it with a different
194 summary page and the Budget Committee asked them to revise the summary page and
195 come back this week.

196

197 Selectman Cleveland – Police Dept. received a wreath donation from the Sandow Mother's
198 Club and thanks them for that. He also stated the Planning Board meets tomorrow evening
199 at 7pm and they will have a continued public hearing regarding a subdivision on 11 Main
200 Street, which is on 56 acres, with only 4.3 in Sandown. He said this is for 12 single family
201 lots, with only 1 being in Sandown. There will also be a public hearing for a sub division
202 located at 68 North Rd., which is a 2 lot single family subdivision.

203 Selectman Goldman – had nothing to report

204 Selectman Tombarello – had nothing to report

205 Selectwoman Buco – she said she visited a resident that had an issue with the snow
206 plowing and Artie said that he will do what he can to be sure it is straightened out.

207

208 Selectman Brown said that he is concerned that the Town is missing grants and
209 remembered a few years ago they had a grant writer for the town. He said this was not a
210 salaried position, but they would receive a percentage of the grants that were awarded. He

211 said that he doesn't expect to have a discussion on this this evening, but he wanted to bring
212 it up and ask the Board to at least think about it.

213

214

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

217 **Seconded by** Selectman Cleveland

218 **Roll Call**, Selectman Brown – yes, Selectman Cleveland – yes, Selectman Tombarello – yes,
219 Selectman Goldman – yes and Selectwoman Buco – yes.

220 **Motion passes unanimously**

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223 **Motion by** Selectman Brown to seal the minutes of the non-public session.

224 **Seconded by** Selectwoman Buco

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

227 **Motion passes unanimously**

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

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234

235 Respectfully Submitted,

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239 Sue Reynolds