

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

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6 **Meeting Date: February 5, 2018**
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, Selectwoman Buco and
13 Selectman Brown
14 **Not Present:** Selectman Tombarello
15 **Town Administrator:** Lynne Blaisdell
16 **Recording Secretary:** Sue Reynolds
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19 Selectman Goldman opened the meeting at 7pm with the Pledge of Allegiance.

20
21 Selectman Goldman asked the Board to review the minutes of Tuesday, January 16th,
22 Thursday, January 18th and Monday, January 22nd.
23

24 Selectman Cleveland stated on January 16th, line 63 should read even those that rent.
25 Selectwoman Buco line 81 should read matters instead of matter.

26 **Motion by** Selectman Cleveland to accept these minutes as amended.
27 **Seconded by** Selectwoman Buco
28 **In favor,** Selectman Brown, Selectman Cleveland and Selectwoman Buco
29 **Abstain,** Selectman Goldman
30 **Motion passes 3-0-1**

31
32 **Motion by** Selectwoman Buco to accept the minutes of January 18, 2018 as written.
33 **Seconded by** Selectman Brown
34 **In favor,** Selectman Brown, Selectman Cleveland, Selectwoman Buco and Selectman
35 Goldman
36 **Motion passes unanimously**
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38 The Board reviewed the minutes of January 22, 2018.
39 Selectman Cleveland said line 49 should read for instead of from.
40 Line 81 Selectman Goldman stated it should read Selectman Goldman feels they currently
41 have an elected position. And Selectwoman Buco asked to strike the a as well.
42 **Motion by** Selectman Cleveland to accept these minutes as amended.
43 **Seconded by** Selectwoman Buco
44 **In favor,** Selectman Brown, Selectman Cleveland, Selectwoman Buco and Selectman
45 Goldman
46 **Motion passes unanimously**

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49 **Motion by** Selectwoman Buco to accept the non-public minutes of January 22, 2018 as
50 written.
51 **Seconded by** Selectman Cleveland.
52 **In favor,** Selectman Brown, Selectman Cleveland, Selectwoman Buco and Selectman
53 Goldman
54 **Motion passes unanimously**

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57 **PUBLIC COMMENT**

58 Fred T. Daley came to the table to apologize to Selectman Brown regarding his comments
59 during Deliberative Session pertaining to the minutes of August 24th and the attendance at
60 that meeting. He is hopeful that he didn't offend Selectman Brown and said that he didn't
61 mean any ill will by his comment. Selectman Brown said he isn't sure what Fred is talking
62 about and took no offense. Then he said that he recused himself from the conversation that
63 took place during that meeting. Fred also said that he has voted for Selectman Brown in
64 the past because he feels that he is a fair, reasonable and thoughtful individual and would
65 vote for him again in the future.

66
67 Deb Hoadley, Library Director came to update the Board and thanked the BOS and Budget
68 Committee for working with them on the budget. She said they have new programs for
69 children, teens and adults. They now have morning mystery book club for those that would
70 rather not come out in the evening. They also have a cookbook club and have implemented
71 the Steam program on a weekly basis. She said they now have a Makers program for the
72 teens and have programs for February vacation as well. The Makers program encourages
73 space movement, snap circuits and creating something new. It encourages the children to
74 use their imagination. She encourages the public to visit the library website at
75 sandownlibrary.us. and visit them on Facebook and Instagram as well.
76 They have new brochures at the library for youth and adult programs.
77 She is encouraging and challenging the public to go on a blind date with a book. Come into
78 the library and choose a wrapped book, read it and be entered into a special drawing. Deb
79 said she is looking forward to coming before the Board with updates on a regular basis.

80
81 Selectman Brown asked if they still do cribbage and Deb said not currently but they can
82 always bring it back.

83

84 Selectman Goldman apologized to Deb Hoadley and the trustees for his comments on
85 Saturday regarding the budget and asked him to pass this along to the trustees as well.
86 Deb said great conversations took place between the library trustees, the BOS and the
87 Budget Committee and would like to keep the common goal in mind.

88
89 Deb Brown, Recreation Director came to the table to let the public know there is a CPR AED
90 class on Saturday, February 17th that is filling up quickly, 9-11 and 1-3 at the recreation
91 building. Open to those over 16 and it is \$30.00 per person open to residents as well as
92 non-residents through the American Heart Association.

93 They will have February vacation program on Tuesday and Wednesday for children in
94 grades of 1-5. She also stated they are having a senior St. Patrick's Day celebration on
95 Friday, March 16th in collaboration with Atkinson and Plaistow and this year the
96 celebration will be held in Plaistow at the town hall.

97
98 Selectwoman Buco asked Deb regarding the Facebook page and Deb said this is something
99 some of the commission members were working on and they haven't decided exactly how
100 it was going to be set up. Deb said they can discuss this at their next meeting.

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102 Selectman Brown recognizes the employee anniversaries.
103 Finance Director, Cheryl Eastman – 5 years.

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106 **Discussion regarding vacation and mileage policies**

107 Selectwoman Buco stated she met with Lynne and Cheryl today reviewing the vacation
108 policy. She stated because the Town Clerk/Tax Collector isn't running again it is a good
109 time to look at this policy. She said previously there was a warrant article for this position
110 to have 4 weeks vacation the day they start work. The current policy for all full-time
111 employee states that you must work a full year before you are able to take any time off. She
112 doesn't feel it is fair for an employee to have to work the entire year before they are
113 entitled to a day off. She refers to an employee being sick and having to decide as to
114 whether or not they will go to work sick because they don't have any time to use.

115 Selectwoman Buco feels this should be an earned benefit so the employees should start
116 accruing time as soon as they begin work. This would not affect any current employees as
117 they all have been here for more than 1 year. She also stated that if someone left prior to
118 being employed for 1 year they would not be paid unused time.

119 It was presented to start accruing time after 90 days and Selectman Cleveland would like to
120 see the accrual start on the first day of employment with the understating that they aren't
121 allowed to take any time off until after the 90 days.

122 There was discussion around sick time and Selectman Goldman suggested allowing sick
123 time to be used and Selectwoman Buco feels you should be able to start to accrue sick time
124 immediately and you can use what you have accrued if absolutely necessary.

125 Lynne will remove the 3-month anniversary date because the Board agreed the accrual
126 should begin on the date of hire.

127 Selectman Brown asked if the Board is willing to make the changes tonight or wait until
128 March until there is a new Board in hopes it will be in place for at least a year. Cheryl
129 stated this should be put into place because of the opening of the Town Clerk/Tax

130 Collector's position. The Board agreed, and the decision should be made prior to the
131 election.
132 Lynne asked if she should notify other employees and have them give their input and the
133 Board agreed that there are no current employees that this will affect so they would like to
134 implement this plan this evening.
135 **Motion by** Selectman Brown to accept the draft presented and to allow an employee to
136 accrue vacation time starting from day 1 and not be allowed to take it during the 3-month
137 probationary period, which is accrued at a rate of 1.54 hours per week.
138 **Seconded by** Selectwoman Buco
139 **In favor,** Selectman Brown, Selectman Cleveland, Selectwoman Buco and Selectman
140 Goldman
141 **Motion passes unanimously**
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144 Sick/Personal days reviewed
145 Sick/personal time will begin to accrue and be available for use on the date of hire at a rate
146 of .92 hours per week. At no time will a negative balance be allowed without approval of
147 the BOS. The Board are in agreement with the changes proposed.
148 Lynne talked about paying out sick time to employees that leave as there are 2 statements
149 that contradict themselves.
150 Selectman Goldman asked if sick time is paid out upon termination and Lynne said no, it is
151 only paid out in December for hours not used.
152 Cheryl suggested removing both of the bracketed sentences regarding paying out sick time
153 upon separation. Selectman Goldman suggested the wording to be unused sick/personal
154 time reimbursement will be paid during the last month of the calendar year to all actively
155 employed full time employees.
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157 **Motion by** Selectman Cleveland to accept the draft policy of the sick/personal days strike
158 the words 3-month anniversary as identified and remove upon termination of employment
159 the town may at the town's sole discretion buy back the unused sick time calculated at .5
160 per month worked, in the first paragraph. And in the 4th paragraph remove the words or
161 upon separation of employment and add to all active full-time employees.
162 **Seconded by** Selectwoman Buco
163 Lynne said there are sections of highlighted information regarding small changes that were
164 made in the fourth and last paragraphs.
165 **In favor,** Selectman Brown, Selectman Cleveland, Selectwoman Buco and Selectman
166 Goldman
167 **Motion passes unanimously**
168 The Board will be provided with a copy of the updated policies.
169
170 Lynne said she has a few more changes within the policy and would like to propose a
171 change on page 6 on reporting of time worked and would like to change the working of the
172 current practice to change Lynne's title to Town Administrator will approve all time sheets
173 submitted by the Finance Director, Office Assistant, Custodian and as a result of the
174 recommendations of the auditors, and after the organizational chart changes also currently
175 signing the additional departments of the Recreation Director, Public Works Director, Fire

176 Chief and Town Clerk/Tax Collector. She said the auditors want to be sure there are 2
177 signatures on each time sheet. She said there was a change from 9am to 10am for time
178 sheets to be submitted and Cheryl is asking to remove the last sentence that reads: time
179 sheets received after Monday at 9am will be processed the following week because the is
180 against the law. The board is okay with these proposed changes

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183 Personal Automobile Usage

184 Lynne said this policy was provided by Selectwoman Buco's employer and it was amended
185 to fit the town's usage.

186 First bullet - It was recommended to change the word traveler to employee. This also states
187 the employee needs to have adequate coverage and Selectwoman Buco suggested asking
188 Primex what their thoughts are what the adequate coverage is.

189 Second bullet - mileage reimbursement discussion and it was recommended to change the
190 reimbursement request from 30 days after the end of the month to 15 days.

191 Third bullet - change company to Town of Sandown throughout the document per
192 Selectman Goldman. Selectman Goldman feels very strongly that it should be mandated
193 that an employee on company time must wear their seatbelt in their own vehicles. There
194 was discussion regarding how this would be implemented and Selectwoman Buco said she
195 would like to speak to the highway department before the Board decided on town vehicles.
196 Lynne will ask this question of Primex as well.

197 Lynne will make the changes discussed above that the Board agreed on.

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201 **Review of selectman's report for 2017 Annual Report**

202 Selectwoman Buco mentioned thanking Donna Green for her years of service as she is
203 vacating her spot on the School Board as the town's representative and moving out to
204 town.

205 Selectman Brown feels this is a town report and the town employees should be mentioned
206 but it should not be reflective of School Budget Committee members or School Board
207 Members. Selectwoman Buco said they are town representatives and Selectman Cleveland
208 feels that the town elects them, and Selectman Goldman agrees they are elected by the
209 townspeople but would not want to miss anyone. Lynne asked where do we draw the line?
210 It was suggested that there be a separate page in the town report thanking all the elected
211 officials at the end of their term. Lynne will work on this for tomorrow and next year the
212 Board would like to see any appointed people on town boards and their term be put in the
213 report. The Board agrees that what was presented looks good as is.

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217 **Discussion regarding request by Representative Lerner to access House Bill 413**

218 Lynne presented the Board with the letters that she prepared for the State Representatives
219 and asked for their signatures, so she can get them out in the mail tomorrow to meet the
220 February 7th meeting.

221

222 **NEW BUSINESS**

223 Lynne stated the electrical and propane are hooked up to the generator and she has call out
224 to the vendor to review the operations of it with her. She also said the mini splits are
225 hooked up and running well.

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229 **OLD BUSINESS**

230 **Further discussion regarding disposition of police cruiser.**

231 The Board reviewed the information that Selectman Cleveland presented and with the
232 numbers presented they decided it is not feasible for the town to keep the vehicle. It was
233 suggested to donate the vehicle to SSATP and have them pay to maintain it from their fund.
234 Lynne said that Chief Gordon is meeting with SSATP tomorrow night and she will let
235 Selectman Tombarello know in case he would like to attend.

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238 **CORRESPONDENCE**

239 Legal notice from the BOS stating they are a holding the Public Hearing regarding the KENO
240 warrant article on February 12th, which will be part of the regular weekly meeting.

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242 Notice from Hooksett ZBA letting the town know of a cell tower proposal and a Public
243 Hearing will be held on Tuesday, February 13th at 6:30pm.

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247 **LIAISON REPORT**

248 Selectman Brown – has nothing to report

249 Selectman Cleveland – Finance is preparing for the audit.

250 Selectman Goldman – conservation had their snow shoe event on Saturday evening.

251 Selectwoman Buco – highway is going their day to day operations and small storms and
252 said they did a great job setting up for Deliberative Session.

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257 **Motion by** Selectman Cleveland to go into non-public discussion under RSA 91-A:3 II (a)
258 employee matters and (b) hiring and (c) reputation

259 **Seconded by** Selectwoman Buco

260 **Roll Call**, Selectman Brown – yes, Selectman Cleveland – yes, Selectman Goldman - yes and
261 Selectwoman Buco – yes.

262 **Motion passes unanimously**

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268 **Motion by** Selectman Cleveland to seal the minutes of the non-public session.
269 **Seconded by** Selectman Brown
270 **In Favor,** Selectman Brown, Selectman Cleveland and Selectwoman Buco, Selectman
271 Goldman
272 **Motion passes unanimously**
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275 **Motion by** Selectman Brown to hire Melissa Tapley as the recording secretary for the Cable
276 Committee at \$18.56 per hour.
277 **Seconded by** Selectwoman Buco
278 **In favor,** Selectman Brown, Selectman Cleveland, Selectwoman Buco and Selectman
279 Goldman
280 **Motion passes unanimously**
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284 **Motion by** Selectman Goldman to adjourn
285 **Seconded by Selectwoman Buco**
286 **In Favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
287 Buco.
288 **Motion passes unanimously**
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292 Respectfully Submitted,
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296 Sue Reynolds