

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

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6 **Meeting Date: February 26, 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,
13 Selectman Brown and Selectman Tombarello

14 **Town Administrator:** Lynne Blaisdell

15 **Not Present:** Recording Secretary – Sue Reynolds

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18 Selectman Goldman opened the meeting at 7pm with the Pledge of Allegiance.

19
20 Selectman Goldman asked the Board to review the minutes of Monday, February 5, 2018.
21 Selectwoman Buco stated line 62 should read that he recused himself, line 147 the word
22 are should be replaced with the word is, line 179 should read because that, not the and line
23 251 the word going should be replaced with doing.

24 **Motion by** Selectman Tombarello to accept the minutes of Monday, February 5 as amended.

25 **Seconded by** Selectwoman Buco.

26 **In Favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
27 Buco.

28 **Abstain,** Selectman Tombarello

29 **Motion passes 4-0-1**

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31 Selectman Goldman asked the Board to review the minutes of Monday, February 12, 2018.
32 Selectwoman Buco said line 44 should read “the”. She also made a comment regarding the
33 Old Business and wanted to add “once the policy has been approved the employees will
34 receive a copy it.”

35 Selectman Cleveland reworded his comments from line 148 to 150 and feels it should say
36 he wondered why they still have a pension retirement system and also mentioned that
37 grandfathering existing employees would have to be a part of this.

38 **Motion by** Selectman Tombarello to accept the minutes of Monday, February 12, 2018 as
39 amended.

40 **Seconded by** Selectwoman Buco

41 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectwoman Buco,
42 and Selectman Tombarello

43 **Motion passes 4-0-1**

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46 **PUBLIC COMMENT**

47 Chief Gordon came to the table to state as the Chief he is not a big fan of Facebook but
48 recognizes that it helps people voice their concerns regarding the community. He is
49 encouraging the residents to call the police department with things they see in the
50 community that shouldn't be happening and encourages them not to post these kinds of
51 things on Facebook. He is asking that the calls are made while things are happening.

52

53 **Motion by** Selectman Cleveland to go into non-public session under RSA 91-A:3 II (d)
54 property and (c) reputation

55 **Seconded by** Selectman Tombarello

56 **Roll Call**, Selectman Brown – yes, Selectman Cleveland – yes, Selectman Tombarello – yes,
57 Selectman Goldman – yes and Selectwoman Buco – yes.

58 **Motion passes unanimously**

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

61 **Seconded by** Selectman Brown.

62 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
63 Goldman and Selectwoman Buco.

64 **Motion passes unanimously**

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66 **Motion by** Selectman Cleveland to accept the non-public minutes of Monday, February 5,
67 2018 as amended.

68 **Seconded by** Selectman Brown.

69 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
70 Buco.

71 **Abstain**, Selectman Tombarello

72 **Motion passes 4-0-1**

73

74 **Motion by** Selectman Cleveland to accept the non-public minutes of Monday, February 12,
75 2018 as amended.

76 **Seconded by** Selectwoman Buco

77 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
78 Goldman and Selectwoman Buco.

79 **Motion passes unanimously**

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83 **Discussion regarding address change for Showell Pond Rd., Showell Pond Circle and**
84 **Showell Pond Lane and possibility of holding a Public Hearing**

85 Paula Gulla is here to discuss with the Board address changes with the above listed streets.
86 She said because of the mapping of 911 a few years ago there were suggestions made
87 because some areas didn't comply with the current guidelines. She said they were
88 concerned that Showell Pond Lane, Rd, and Circle all have duplicate street names. She also
89 said one of the residents is asking to change their address from Showell Pond Circle to
90 Ureka Circle, which has family history to them. She said they met with the fire chief to see
91 what could be done, however she reminded the Board according to the RSA they have the
92 authority to have the final say on these types of changes. Paula referred to the current map
93 of the 3 streets and then looked at the proposed map in which the highlighted area is being
94 proposed to change to Ureka Circle. She said they are looking to bring Showell Pond Rd.
95 come all the way down, and possibly have it continue and eliminate Showell Pond Lane.
96 She stated some of the final details haven't been settled at this time. She also said
97 according to 911 the residents can be approached to make this voluntary change and if all
98 of the residents agree they can move forward. However, if 1 resident is not in favor of this
99 then it is up to the Board to hold a Public Hearing to make that change. Paula said they sent
100 out 16 voluntary change forms and only 6 came back saying they are in favor of the new
101 address, 1 person verbally voiced he is against this change and 9 didn't respond at all.
102 Paula is proposing the Board hold the Public Hearing to finish this process sometime in
103 April. Selectman Tombarello is in favor of holding the Public Hearing. Selectman Brown
104 asked Chief Gordon if he is aware of any problems in this area and the Chief replied no.
105 Selectman Brown is asking if they are looking to make these changes because they have to
106 or because a resident is requesting it. Selectman Goldman said he would defer to the Fire
107 Chief and Lynne stated with the acceptance of taking on 911 remapping of the town it is
108 highly suggested that you follow their recommendations by renaming the suggested
109 streets. She said it is not mandatory but highly recommended and when she spoke with the
110 Fire Chief he was in favor of these changes as well. Lynne said this is an overwhelming
111 project and there are other areas in town that have been affected as well. Selectman
112 Goldman said it is a tough area as there are no street lights down there and it very easy to
113 get turned around. Lynne suggested that the members of the Board drive through that area
114 to see for themselves how confusing it can be. The consensus of the Board is in favor of
115 holding a Public Hearing on this on April 2nd.

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117 **Review and approval of proposed Voter Guide**

118 Lynne said there are many variations of voter guides out there and the point of this is to let
119 the public know the date time and location of the town election as well as to highlight the
120 warrant articles that will be presented along with an explanation from the BOS as to why
121 the articles are being presented. She said there are limitations as to what can be put on the
122 articles on the ballot, so this allows the opportunity for the articles to be explained.
123 Selectwoman Buco asked how this would be distributed as it is a large document. Lynne
124 said they would make copies for the public if they wanted and it would also be on the
125 website and it can be emailed to the public as well. Selectman Goldman said this is a lot
126 more information than what he was envisioning but is okay with it either way. Lynne said
127 changes can be made by reducing the font and spacing and she can also remove the budget
128 proposals as well. Selectwoman Buco asked to have 2 options, just a summary option and

129 one with all of the information presented. Lynne said this can be done but they would be
130 creating another document. Selectman Cleveland suggested getting the opinion of the
131 public and Selectman Brown said he likes it the way it is. The consensus of the Board is to
132 scale it down a bit with leaving all of the contents.

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136 **Discussion on Storm Water Management meetings**

137 Lynne said the meetings have been started with Rockingham Planning Commission to work
138 on the MS4 permit requirements. They met last week with Selectman Brown, Highway
139 Dept., Fire Dept., Planning, Health Officer and the Planning Administrative Aide. Selectman
140 Brown said this was an eyeopener for him and stated they are required to have 6 tasks
141 completed by October, including inventorying every facility of the town. He said one thing
142 that caught his interest is the amount of waste going into Angle Pond from the homes in
143 that area. There are currently no requirements as far as the septic systems and they talked
144 about making it a requirement that when a resident sells their home they must have their
145 septic system inspected. He said this is a big problem but little by little he thinks it can be
146 fixed and is hopeful that either this Board or the new Board will take this into
147 consideration. He would like to continue to attend the meetings and report back to the
148 Board. Selectwoman Buco asked about the septic system inspection requirement and
149 would the homeowner be required to do anything if the inspection failed. Selectman
150 Brown said they are only in the discussion stage, so he doesn't have the answer but feels
151 there should be guidelines set as to what the inspection will entail.

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154 **Appointment of Ballot Clerks for 2018-19**

155 Selectwoman Buco asked if they had to identify their affiliation and Lynne said for some
156 elections they do. Selectman Cleveland said a lot of the clerks are Independents and will
157 switch their affiliation to fulfill the technical obligation. He stated there always needs to be
158 one Republican and one Democrat watching whatever is being done.

159 **Motion by** Selectman Tombarello to appoint Richard Davidson, Mary Cane, Carol Busby,
160 Erica Olsen, Caroline Morse and Donna Proctor as a ballot clerks for the 2018-2019
161 duration.

162 **Seconded by** Selectwoman Buco

163 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
164 Goldman and Selectwoman Buco.

165 **Motion passes unanimously**

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168 **OLD BUSINESS**

169 **Final changes to the Employee Personnel Policies & Procedures**

170 Lynne said per the Board's request she forwarded this to the employees for their review
171 and comments and she heard back from 3 employees stating everything looked good to
172 them. She heard from 1 employee that had some concerns regarding the insurance
173 deductibles. She also included the updated sick and personal time procedures. Lynne said
174 the part that was changed under the automobile mileage policy is the second to last bullet.

175 It was added that employees are required to wear safety belts while operating any vehicle
176 or equipment and helmets when operating a motorcycle. Selectwoman Buco said she
177 spoke with Artie and the Highway Dept. would also have to follow the same guidelines
178 regarding the safety belt. Selectwoman Buco referred to the vacation time section and said
179 it appears that the accrual starts after the 3-month probation period, however the Board
180 discussed it start accruing from the day they start but they wouldn't be able to use it until
181 after their first 3 months. She asked that he example be updated. The Board is okay with
182 approving this with the amendment.

183 **Motion by** Selectman Brown to approve the vacation policy with the amendment that an
184 employee can't take vacation during the first 3-months, but it accrues from day 1.

185 **Seconded by** Selectwoman Buco.

186 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
187 Goldman and Selectwoman Buco.

188 **Motion passes unanimously**

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190 **The Board is now reviewing the sick/personal policy**

191 Selectman Tombarello asked about the request for the letter from the employee's doctor
192 and should it be after being out for 3 or more days. Lynne explained that they had an
193 employee in the past that was out very often for 1 day at a time and it was asked they
194 provide a letter supporting the condition of the continual absences. Selectwoman Buco
195 feels it should read a letter is required for 3 consecutive days and the supervisor can
196 always address an employee being out if there is a pattern of absences. Lynne said this
197 wording was taken from LGC's personnel policy. Selectman Goldman thinks its okay to
198 leave it as. Selectwoman Buco feels that if an employee is out on a consistent basis then it
199 is a performance issue and there would not be a need for a doctor's note. She then asked
200 about the disciplinary action and stated it usually reads "up to and including termination".
201 Selectman Cleveland said he has seen this as well. Lynne again said this came from LGC
202 and they have made very few changes to it. Selectman Goldman said it probably isn't in
203 there because it is assumed that if you violate the policy then you are subject to disciplinary
204 action and is okay with it either way. The consensus of the Board is in favor of adding the
205 wording "up to and including termination". The Board felt the changes were minor and
206 there isn't a need for the employees to review it.

207 **Motion by** Selectman Tombarello to accept the sick/personal policy with the discussed
208 amendments.

209 **Seconded by** Selectman Brown.

210 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
211 Goldman and Selectwoman Buco.

212 **Motion passes unanimously**

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214 **The Board is now reviewing the Personal Automobile Usage/Mileage Policy**

215 Selectman Goldman said there are concerns submitted by the Recreation Director and
216 Lynne said she is not sure as to how to answer the questions as she is not an insurance
217 agent. She is not sure that this can be answered to Deb's satisfaction, Lynne said this was
218 reviewed by the Town's existing insurance company and it was approved and suggested
219 the changes that Deb is questioning. Selectman Goldman feels that Deb brings up a valid
220 point. Selectwoman Buco feels that it should be dealt with on a case by case basis. There

221 was a brief discussion as to whether this should go back to out to the employees to ensure
222 that all employees that use their personal vehicle had a chance to review this. Lynne was
223 concerned that if someone was hired with a certain understanding of the policy it may not
224 be a good idea to change it. The consensus of the Board is to leave it the way it is.

225 **Motion by** Selectman Tombarello to accept the Personal Automobile Usage/Mileage Policy
226 as drafted.

227 **Seconded by** Selectwoman Buco

228 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
229 Goldman and Selectwoman Buco.

230 **Motion passes unanimously**

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232 Selectwoman Buco asked about the distribution process of the approved policies and
233 Lynne said she will do a standard memo to all of the employees which will go with their
234 paychecks. Either a detailed memo or the policy will be attached with a signature line, so
235 the employee can recognize they are aware of the changes, which is then given back to
236 Lynne.

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239 **Town Administrator's Report**

240 Lynne let the Board know the mini splits are installed and working. She said they have
241 remotes for them and wants to know where they should be kept. Lynne said also she has
242 an AP on her phone that can control the temperature as well. Selectmen Tombarello asked
243 if this will be included in the rental agreement as he is afraid that the ac may be left on
244 unnecessarily and Lynne said they also have the capability to set it on a timer of the Board
245 chooses. It was discussed that the remote will become part of the town hall rental
246 checklist. Selectman Goldman suggesting managing the temperature the same way they
247 have been doing in the past and will address it in the next few months.

248 Lynne said at a previous meeting they discussed having an on-call person for electrical or
249 plumbing needs and she said that Atkinson Electric is willing to be on call for the town and
250 wants to make sure the Board is okay with this. She has not yet researched the plumbing
251 needs as of yet. Lynne said she contacted 2 companies and didn't hear back from one of
252 them. Selectwoman Buco asked about their rates and Selectman Tombarello said they have
253 very good rates. Selectman Goldman said he would like to find a plumber that is a Sandown
254 resident or electrician. Selectman Tombarello said one of the owners of Atkinson Electric
255 lives in Sandown.

256 2017 Annual Reports are in and available at the Town Hall and the Library as well and
257 thanked Paula for putting this together and thanked Andrea Carnes for the design and
258 graphics.

259 Area selectman meeting – Lynne has started communicating with the area towns and
260 Wednesday, April 11th seems to be the best day so far. Lynne is looking for agenda items
261 and who will be running the meeting.

262 Lynne received an email from NH Municipal Association regarding bills going to the House
263 and Senate. There is a bill regarding the postponement of town meetings but there hasn't
264 been a decision made on this as of yet.

265 She then talked about an email that she received from George Sansoucy, a utility appraiser
266 regarding assessments. She said there are serious issues regarding what is being proposed.

267 She said there are a number of towns that have been sued regarding the values that have
268 been placed on their utility lines and rights of way. She encourages the Board to read the
269 information she provided in detail. There is a new calculation on the values, which in turn
270 will be taking tax money away at the local level. Lynne again encouraged the Board to read
271 the information in detail and let her know if they would like her to reach out to our local
272 representatives it has to be done very quickly.

273 There are changes to the Right to Know bill regarding personnel discussions and Chief
274 Executive Officers and House Bill 1323 and the discipline of an employee in a public
275 session. Discussion under House Bill 1344 and collective bargaining sessions being done in
276 public. House Bill 1347 contents of meeting minutes and those that have made, or
277 seconded motions and discussions shall be recorded in the minutes regarding non-public
278 meetings.

279 Lynne said these are all items that are expected to go before the House on March 6 & 7th.
280 Selectman Brown suggested having Representative Keri Lerner to come in and explain her
281 take on these and Selectman Goldman said if one was invited they should all be invited to
282 share their comments. Selectman Goldman stated due to the time constraints that if
283 anyone listening had concerns they should contact our Representatives.

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285 Selectwoman Buco asked about the area selectmen's meeting and Selectman Goldman said
286 if anyone has any ideas for agenda items let Lynne know. There was mention of regional
287 purchasing and Storm Water Management discussion.

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291 **CORRESPONDENCE**

292 Letter from DOT regarding the Fremont Rd. Bridge is in compliance and no further action is
293 needed.

294 Letter from James Levelle because the town is an abutter to the mentioned property.

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298 **LIAISON REPORT**

299 Selectman Brown- had nothing to report

300 Selectman Cleveland – Planning – Willkelly near Rowell Rd, 22 – 24 2-bedroom apartment
301 buildings going in, 4-6 buildings. He also mentioned that one of the members is a real
302 estate agent and attended a meeting regarding marijuana for public use. This will be
303 coming to our state and he would like to come before the Board regarding this.

304 Selectman Goldman – said he would like to offer sympathy to Mike and Judy Devine as
305 Judy's mother passed away this weekend.

306 Selectman Tombarello – said he spoke with Chief Tapley regarding electrical fires in homes
307 and if this happens it will be reported to him as he is the electrical inspector.

308 Selectwoman Buco – highway is cleaning the culvert dams and dealing with the storms as
309 they come.

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312 **Motion by** Selectman Tombarello to go into non-public session under RSA 91-A:3 II (e)
313 litigation
314 **Seconded by** Selectwoman Buco
315 **Roll Call**, Selectman Brown – yes, Selectman Cleveland – yes, Selectman Tombarello – yes,
316 Selectman Goldman – yes and Selectwoman Buco – yes.
317 **Motion passes unanimously**
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319 **Motion by** Selectman Goldman to seal the minutes of this non-public session.
320 **Seconded by** Selectman Tombarello
321 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
322 Goldman and Selectwoman Buco.
323 **Motion passed unanimously**
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325 Selectman Goldman announced that the meeting is adjourned.
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328 Respectfully Submitted
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332 Sue Reynolds