

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: March 19, 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, Selectman Tombarello
13 Selectman Hudgins and Selectman Brown

14 **Town Administrator:** Lynne Blaisdell

15 **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 stated that all new town representatives will be sworn in at this time.

21
22
23 **Welcome new board members, appointment of chair and vice chair positions and**
24 **department liaison appointments.**

25 Selectman Brown feels that Selectman Goldman has done a good job over the past few
26 years on the Board and last year as Chair and would like to see him be Chairman for one
27 more year.

28 **Motion by** Selectman Brown to nominate Selectman Goldman for BOS Chairman.

29 **Seconded by** Selectman Tombarello

30 **In favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectman Hudgins
31 and Selectman Tombarello.

32 **Motion passes unanimously**

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34 **Motion by** Selectman Tombarello to appoint Selectman Brown as the Vice-Chairman of the
35 BOS.

36 **Seconded by** Selectman Hudgins.

37 It was asked if there were other nominations and there were none.

38 **In favor**, Selectman Cleveland, Selectman Goldman, Selectman Hudgins and Selectman
39 Tombarello.

40 **Abstain**, Selectman Brown

41 **Motion passes 4-0-1**

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43 **Department Liaisons**

44 Building Dept/Code Enforcement - Selectman Goldman

45 Conservation Commission – Selectman Hudgins

46 Town Clerk/Tax Collector – Selectman Tombarello

47 Library Trustees – Selectman Brown

48 Joint Loss Mgt. Committee – Selectman Brown

49 Cable TV Advisory Board – Selectman Tombarello

50 Fire/Rescue Dept – Selectman Tombarello

51 Emergency Mgt. Director – Selectman Tombarello

52 Recreation Commission – Selectman Hudgins

53 Old Home Day Committee – Selectman Tombarello

54 Highway/Sanitation – Selectman Brown

55 SSATP – Selectman Brown

56 Zoning Board – Selectman Goldman

57 Budget Committee – Selectman Tombarello

58 Municipal Records Committee – Selectman Brown

59 Finance Dept – Selectman Cleveland

60 Planning Board – Selectman Cleveland

61 Police Dept – Selectman Cleveland

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64 Selectman Goldman asked the Board to review the minutes of Monday, February 26, 2018.

65 Selectman Cleveland said line 181 the word he should be the and line 301 should read

66 Planning Board member.

67 **Motion by** Selectman Tombarello to accept these minutes as amended.

68 **Seconded by** Selectman Brown.

69 **In favor** Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectman

70 Tombarello

71 **Abstain** Selectman Hudgins.

72 **Motion passed 4-0-1**

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75 Selectman Goldman asked the Board to review the minutes of Monday, March 5, 2018.

76 Lynne said line 26 should read Auri. Selectman Cleveland stated line 60 should read she

77 reminded the public, and also line 153 should read snow removal budget.

78 **Motion by** Selectman Tombarello to accept these minutes as amended.

79 **Seconded by** Selectman Brown.

80 **Abstain** Selectman Tombarello and Selectman Hudgins.

81 **Motion passes 3-0-2**

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83 **Motion by** Selectman Tombarello to accept both sets of non-public minutes from February
84 26, 2018 as written.

85 **Seconded by** Selectman Cleveland

86 **Abstain** Selectman Hudgins

87 **Motion passes 4-0-1**

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91 **PUBLIC COMMENT**

92 There was no public comment this evening.

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95

96 **Discussion regarding the 2018 Operating Budget**

97 Selectman Goldman explained we are running on a default budget, which means the 2018
98 budget will be the 2017 budget minus any one-time expenses and plus or minus any
99 contractual obligations. He said this difference is about \$68,000.00.

100 Cheryl came to the table to present the budget information to the Board.

101 Lynne said she and Cheryl reviewed the budget to see what areas can be reduced. She said
102 this is a first look with advice from department heads.

103 Selectman Goldman said it can be discussed this evening and then be revisited next week to
104 make decisions.

105 Selectman Brown asked the Board to think about the mosquito control and feels strongly
106 that this amount should not be reduced because eliminating that could be disastrous.

107 He feels that one-time events should be eliminated from the budget and suggested the
108 Fireworks line.

109 Lynne said when she and Cheryl reviewed the budgets they looked at keeping the building
110 infrastructure in place, road improvements, and the employee benefits.

111 Selectman Cleveland agrees with Selectman Goldman to discuss this tonight, review it
112 during the week and come back next week ready to make decisions. Cheryl said that she
113 provided options to the Board as a starting point for conversation.

114 Selectman Goldman said they would need to find \$68,000.00 within the budget.

115 He asked the Board for further comments and Selectman Tombarello agrees with

116 Selectman Brown in not cutting the Mosquito Control Program. He also stated this has
117 been a warrant article for many years in the past and has passed every year.

118 Selectman Goldman said the total for this project is close to \$26,000.00. He said the repairs
119 to the town parking lot is estimated at \$25,300.00 and the Board has wanted to have this
120 done several times. Selectman Tombarello said this was a warrant article for the past few
121 years and has been defeated and feels this year might not be the year to do it.

122 Fire Station roof – Lynne said this is not currently leaking but shingles are starting to peel
123 back. Selectman Goldman asked Lynne to speak with the Fire Chief on this.

124 Fire Works – Selectman Tombarello understands the concern for cutting this but feels this
125 is a big community event and if it is cut he'd like to see fundraising done so that this does
126 not get taken away from the citizens of the town.

127 Cemetery Wall project – Lynne said the trustees would like to get this done as soon as they
128 can, Lynne will speak with them to see if they can wait one more year.

129 Reduction in Health & Human Services items either by a reduction of a dollar amount or a
130 percentage. Selectman Goldman stated this budget line is \$17,893.00, which are donations
131 paid to local organizations in need of support from the town.
132 Another option is to use the Disaster Expendable Trust Fund for snow removal, which has a
133 balance of \$34,578.84. Selectman Goldman said that some of the Highway Block Grant
134 money can be used for snow removal as well. Selectman Cleveland reminded the Board
135 that snow removal also occurs in the fall.
136 Reduce Road Improvement Plan projects – Selectman Goldman stated there is \$100,000.00
137 in the budget today. Selectman Brown is not in favor of not repairing the roads and Lynne
138 said the Road Improvement Plan includes this \$100,000.00 so the expectation of the voters
139 is that is what this will be used for.
140 Selectman Goldman stated with the new compactors there will be savings and could
141 possibly reduce the operating costs and hauling fees associated with this budget, but they
142 won't know how much that will be affected until they are further into the year.
143 Other suggestions were to not give raises effective April 1st, which is a \$14,000.00 savings.
144 Or reverse all previous increases from 2017 effective January 1, 2018, which would be a
145 savings of \$33,000.00 or reverse all new positions created in 2017 and funding effective
146 January 1, 2018, which is a savings of \$14,000.00.
147
148 Selectman Tombarello asked about the health insurance costs and if Cheryl can provide the
149 Board with what the cost would be if the insurance went from a 90/10 split to an 80/20 or
150 an 85/15 split.
151 Selectman Cleveland said the Board needs to find 1.7% of the operating budget and another
152 option would be to reduce operating hours by 35 hours for a full-time employee over the
153 course of 1 year. Selectman Goldman said they can also spread the 1.7% over all
154 departments evenly and ask the department heads to find that money within their own
155 budgets.
156
157 Selectman Tombarello said that 3 articles failed, including the Bridge Repair funding,
158 Revaluation of the town and the Storm Water Management article. He is concerned
159 because at some point the town will need large amounts of money to fulfill these
160 obligations and feels saving for them a little each year was the best way to do it. He feels
161 the Board needs to consider these amounts when reviewing the budget changes next week.
162
163 Selectman Cleveland stated that in order to have the amount of money needed when
164 necessary the town needed to have \$190,000 per year for the next 5 years. Because this
165 article failed they now need to have \$212,500 per year for the next 4 years. He said the
166 Board is trying to budget the money each year instead of having to pay a large sum all in 1
167 year. Some of the items that were voted down will need to be paid at some point.
168 Selectman Cleveland also stated that if some of these items aren't taken care of the town
169 can be assessed fines.
170
171 Selectman Brown asked if next year's budget fails, does this year's default budget become
172 next year's default budget as well and Cheryl said no, if next year's budget fails then that
173 budget will be calculated from that bottom line number plus or minus any contracts that
174 come up during the year or plus or minus any one-time expenses.

175 Selectman Tombarello is leery of reducing the Tan Note below \$1,400.00.

176

177 Selectman Goldman said this will be tabled until next week's meeting if there is no further
178 discussion.

179

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181 **NEW BUSINESS**

182 **Review of Selectmen Meeting Procedures**

183 Lynne said this is usually reviewed at this meeting so new Board members can see how the
184 meetings are run. There were no questions or comments regarding this.

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186

187 **Discussion regarding agreements for the treatment of Phillips Pond**

188 Lynne said there are 3 documents in the file along with suggested wording for motions.

189 Lynne said they are hopeful the treatment is done early this spring.

190 The first document is the actual grant agreement for the treatment. She said the treatment
191 went out to bid and they received 2 bids back. One is for the treatment of the pond from
192 Solitude Lake Management and the other is from Aqualogic for the diving portion of the
193 treatment. She said the Board can make the decision to accept the bids that were received
194 or they can rebid the project, however Lynne did say there are not a lot of companies out
195 there that do this type of work, so it was difficult to get responses.

196 Lynne stated the Aqualogic contract has some redaction on the second page which asks for
197 30% down payment in the amount of \$1,267.00 and DES is recommending that the town
198 not give this down payment but instead be billed as the treatment takes place.

199 Lynne stated that both companies are needed as they are doing 2 different services.

200 Selectman Hudgins asked how it would work with 2 different companies doing work at the
201 same time and Lynne said she can look into this but doesn't remember there being any
202 issues in 2006 when they did the same thing. Lynne said both of these vendors are on
203 DES's recommended list of vendors.

204 Selectman Brown asked for clarification on the documents that are in front of him and
205 Lynne explained that the amounts that he is looking at is the amount the Town received for
206 quotes on the job as well as the grant amount that will be received.

207 **Motion by** Selectman Tombarello accept the NH Dept. of Environmental Services 2018
208 Exotic Aquatic Plant Prevention Grant in an amount of \$10,999 and to authorize Chairman
209 Goldman to sign the grant agreement on behalf of the BOS and further to authorize Lynne
210 Blaisdell, Town Administrator to sign the Certificate of Authority for said grant.

211 **Seconded by** Selectman Brown.

212 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
213 Goldman and Selectman Hudgins.

214 **Motion passes unanimously**

215

216 **Motion by** Selectman Tombarello to authorize Chairman Goldman to sign on behalf of the
217 BOS, the Solitude Lake Management agreement in an amount of \$39,772.50 for chemical
218 treatment of Phillips Pond.

219 **Seconded by** Selectman Brown

220 ***In Favor***, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
221 Goldman an Selectman Hudgins.

222 ***Motion passes unanimously***

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224

225 ***Motion by*** Selectman Tombarello to authorize Chairman Goldman to sign on behalf of the
226 BOS, the Aqualogic contract for services in an amount up to \$4,225.00 for diver assisted
227 harvesting of exotic weeds in Phillips Pond.

228 ***Seconded by*** Selectman Brown

229 ***In Favor***, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
230 Goldman an Selectman Hudgins.

231 ***Motion passes unanimously***

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234 **Appointment of Joint Loss Management Members**

235 ***Motion by*** Selectman Tombarello to appoint the following employees as members to the
236 Joint Loss Management Committee, Chief Joseph Gordon, Deb Hoadley, Mike Devine, John
237 Runcie and Paula Gulla. He also stated the Town Clerk/Tax Collector's office will have a
238 representative on the committee at some point.

239 ***Seconded by*** Selectman Brown.

240 ***In Favor***, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
241 Goldman an Selectman Hudgins.

242 ***Motion passes unanimously***

243

244 **Updated quote for the compactors**

245 Lynne said asked if the Board can sign the updated quote for the compactors so they can be
246 ordered. Same contract, same price, different dates as quotes are only good for 30 days.

247 ***Motion by*** Selectman Tombarello to authorize Chairman Goldman to sign the contract for
248 the new compactors with Atlantic Recycling Equipment in the amount of \$33,280.00.

249 ***Seconded by*** Selectman Cleveland

250 ***In Favor***, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
251 Goldman an Selectman Hudgins.

252 ***Motion passes unanimously***

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254 **CORRESPONDENCE**

255 Requests from 3 residents that are interested in being appointed to the Heritage
256 Commission - Lynne asked the Board if they are okay with holding off on this so she can
257 take time to look further into this and the consensus of the Board is to wait to address this
258 at a future meeting.

259

260 Letter from Xfinity

261 Several channels will not available May 9, 2018 and the information will be posted on the
262 website.

263

264 Letter from Rockingham County Finance stating there was some money left from the estate
265 of Rheba Suprenand that the county received in the amount of \$56.25, which will be going
266 to the SSATP.

267 **Motion by** Selectman Tomarello to deposit \$56.25 into the SSATP fund.

268 **Seconded by** Selectman Brown

269 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
270 Goldman an Selectman Hudgins.

271 **Motion passes unanimously**

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274 **LIAISON REPORT**

275 Selectman Tombarello - nothing to report

276 Selectman Cleveland – Planning Bd meeting tomorrow night, Finance – auditors came in
277 today

278 Selectman Goldman – nothing to report

279 Selectman Brown – nothing to report

280 Selectman Hudgins – nothing to report

281

282 Selectman Goldman talked about the generator and stated it was installed too close to the
283 building, which put a lot of CO in the building when it was used.

284 Lynne said the electrician will be coming in tomorrow to see what can be done.

285 Selectman Goldman suggested moving it out back and paying for it out of the Expendable
286 Trust Fund. Selectman Brown agrees with Selectman Goldman but is frustrated because
287 nobody wants to own up to whose responsibility it is to put it in that place. Selectman

288 Tombarello said he spoke with the person that installed it and he stated that the windows
289 are so old in the building so the fumes leaked into the building, which they didn't expect.

290 Lynne said the CO was just in the kitchen area and didn't go anywhere else, due to the
291 windows being very old.

292 Selectman Goldman asked if they moved it to the other side of the building would there be
293 an issue in the Town Clerk's office and Lynne said she didn't think so.

294 Selectman Cleveland agrees to move it to the back of the building with it 10 feet away from
295 the building. Lynne will work on this and let the Board know if there are any issues.

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298 **Motion by** Selectman Brown to go into non-public session under RSA 91-A:3 II (e) litigation

299 **Seconded by** Selectman Tombarello

300 **Roll Call**, Selectman Brown – yes, Selectman Cleveland – yes, Selectman Tombarello – yes,
301 Selectman Goldman – yes and Selectman Hudgins – yes.

302 **Motion passes unanimously.**

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305 **Motion by** Selectman Tombarello to seal the minutes of the non-public session.

306 **Seconded by** Selectman Brown.

307 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
308 Goldman and Selectman Hudgins.

309 **Motion passes unanimously**

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312 Meeting adjourned.

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314 Respectfully Submitted

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316

317 Sue Reynolds

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