

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: July 2, 2018**

7 **Type of Meeting: Regular**

8 **Method of Notification: Public Posting at Town Hall**

9 **Meeting Location: Town Hall**

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11
12 **Members Present:** Selectman Cleveland, Selectman Hudgins, Selectman Goldman,
13 Selectman Tombarello and Selectman Brown

14 **Not Present:** Sue Reynolds

15 **Town Administrator:** Lynne Blaisdell

16
17
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, June 4 2018.

21 Selectman Tombarello said that Selectman Brown was present during this meeting so line
22 14 should reflect that.

23 Selectman Cleveland stated line 41 should read Lyme not Lime.

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

25 **Seconded by** Selectman Cleveland.

26 **In Favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman, Selectman
27 Tombarello and Selectman Hudgins.

28 **Motion passes unanimously.**

29
30
31 **Public Comment**

32 Paula Gulla came to the table to let the public know OHD is Friday night, September 7th, 7 –
33 11pm with the Black Light Band, a beer and wine tent and the chowder and chili cook-off at
34 the recreation building. Looking for people to submit entries and also looking for judges.
35 Saturday, September 8th there will be a parade – looking for children to decorate their
36 bikes, they are encouraging floats in the parade and they are also looking for a marching
37 band. Looking for all types of vendors for the event as well. Applications are available for

38 Citizen and Young Citizen of the Year at the Town Hall, library and on the website and
39 Paula encourages residents to nominate those that have made a difference in our
40 community.

41
42 Selectman Goldman said the School Board is looking for a Sandown citizen to represent our
43 town for the TRSD CIP Committee. The next meeting is August 1st and they are asking that
44 anyone interested in being nominated to let Lynne know. There will be a link on the town
45 website to the school board page as well. Deadline would be July 30th.

46
47 Selectman Cleveland said they are looking for a Deputy Treasurer, which comes with a
48 small stipend. If anyone is interested they can submit a letter of interest to the BOS. He
49 also stated that Chief Gordon has received information on phone call scams with callers
50 posing as the IRS stating that if you don't pay something immediately you will be locked up.
51 He wants to let the public know that these agencies don't operate this way. If you receive
52 these types of calls and you would like to report it, you can call the Sandown police dept.
53 non-emergency at 887-3887.

54
55 **Motion by** Selectman Brown to accept the non-public minutes of Monday, June 4th as
56 written.

57 **Seconded by** Selectman Tombarello.

58 **In Favor**, Selectman Brown, Selectman Cleveland, Selectman Tombarello, Selectman
59 Goldman and Selectman Hudgins.

60 **Motion passes unanimously.**

61

62

63 Selectman Brown recognized employees that are celebrating anniversaries in May, June
64 and July. May anniversaries are Michael Devine 12 years, Bill Tapley 10 years, Steven
65 Winter 9 years, Bob Bogosh 6 years and James Stewart 4 years. June anniversaries are
66 Michael Donovan 12 years, Artie Genualdo 12 years, Casey Lowes 8 years, Brady Bonnell 7
67 years, Amanda Mulhall 4 years, Ashley Warren 4 years, Kelly Lowes 3 years, Joe Margerecci
68 3 years, Taylor Donovan 2 years, Samantha Hamilton 2 years, Emma Manning 2 years. July
69 anniversaries are Rich Bucu 9 years, Jeff Farrell 6 years, Meghan Mclaughlin 6 years, Tim
70 Lucan 6 years, Brian O'Connor 1 year. Congratulations to all!

71

72 **Opening Bids for the retired fire truck**

73 Lynne stated there were 2 bids received. She advertised in the Eagle Tribune and on the
74 NH Municipal Association site, which reaches over 10,000 visitors each month. Selectman
75 Goldman said he posted it on a few fire related web sites.

76 Lynne reminded the Board that once the bids are reviewed the BOS have the right to either
77 accept one or refuse both. Selectman Goldman opened a bid from Asian Auto from Plaistow
78 in the amount of \$1,234.56 and Selectman Cleveland opened a bid from Sandown Firemen's
79 Association in the amount \$100.00 to use for fundraising purposes. Selectman Goldman
80 recused himself from the meeting to speak on behalf of this proposal as part of the
81 Sandown Firemen's Association and asked that Selectman Brown run this portion of the
82 meeting.

83 Selectman Goldman said the Firemen's Association have been talking about the truck and
84 decided today to put in a bid for it. They feel there is value in this as a truck, not necessarily
85 as a firetruck. Their mechanic feels that they can either part the truck out or sell it as a
86 whole and make money from it. He said the motor alone is worth \$2,000 - \$5,000. He said
87 the Firemen's Association would like the truck and they will determine how they will sell it
88 and the money received will go back to the Firemen's Association. He said the \$1,200.00
89 that was offered would go into the General Fund, but it won't make a difference in anyone's
90 taxes. The money the Association makes from the truck would be used to offset costs for
91 items needed and would help the community in that way. Jon Goldman asked that the
92 Board consider accepting the bid from the Sandown Firemen's Association for the \$100.00.
93 Selectman Cleveland likes the idea of keeping the money within the town and asked where
94 it would be stored until it is sold or parted out. Selectman Goldman said this was discussed
95 and they understand it needs to be off of the town property as quickly as possible.
96 Selectman Cleveland asked what they are planning to use the money for and Selectman
97 Goldman said they have no set plans yet but have talked about outfitting the firefighters
98 with Class A uniforms. They want the money earmarked to be used specifically from
99 Engine 3.

100 Selectman Tombarello supports the Fire Department but feels that Sandown wouldn't
101 benefit as much from receiving \$3,000.00 for the truck as a third world country would
102 benefit from receiving it. He is in favor of donating it to the third world country. Selectman
103 Cleveland stated he kind of had that same feeling. Selectman Hudgins said he originally felt
104 that way as well but now feels if there is enough interest in town and the fire dept will
105 benefit from the Class A uniforms he is in favor of accepting the bid from the Firemen's
106 Association. Selectman Goldman stated the uniforms were just an example and he would
107 like to see the money used towards firefighter safety or such. Selectman Brown has the
108 same thoughts and feelings as Selectman Tombarello and Selectman Cleveland and is torn
109 as to what to do. He asked if any of the Board members would like to make a motion either
110 way to see where this goes.

111 **Motion by** Selectman Hudgins to accept the bid from the Sandown Firemen's Association in
112 the amount of \$100.00.

113 **Seconded by** Selectman Cleveland

114 **In Favor,** Selectman Cleveland, Selectman Brown and Selectman Hudgins.

115 **Opposed,** Selectman Tombarello

116 **Motion passes 3-1-0.**

117

118 Selectman Goldman is back as part of the Board.

119

120 **Review agreement with Monarch Data Distribution to transfer image files from the** 121 **Rockingham Registry of Deeds**

122 Lynne said this is the new software package for reporting the deeds and the contract is
123 being transferred from Rockingham County to Monarch Data Distribution. Lynne said the
124 Monarch software needs to be loaded onto the Town's system in order for the deeds to be
125 viewed. Lynne said the assessors and the IT providers reviewed the contract and they
126 didn't see any reason not to move forward. Selectman Tombarello said the county
127 invested in this a few years ago and allows people to view deeds online without having to
128 come into the office. Selectman Cleveland asked about item 4 on page 2 regarding images

129 being deleted and what the cost is. Lynne said they charge \$1.00 per image for this, which
130 is the same cost currently.

131 **Motion by** Selectman Tombarello to accept the agreement with Monarch Data Distribution
132 for the transfer of deeds.

133 **Seconded by** Selectman Brown.

134 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Brown, Selectman
135 Goldman and Selectman Hudgins.

136 **Motion passes unanimously**

137

138 **Acceptance of donation to Senior Affairs Transportation Fund**

139 **Motion by** Selectman Tombarello to accept the \$120.00 cash donation to the SSATP fund.

140 **Seconded by** Selectman Cleveland.

141 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Brown, Selectman
142 Goldman and Selectman Hudgins.

143 **Motion passes unanimously**

144

145 **American Red Cross request to hold blood drive**

146 Lynne said it is being requested to hold a blood drive on Friday, December 14th at Town
147 Hall from 10am – 3pm. She said this is something they do each year and have never had
148 any problems. The consensus of the Board is in favor of this taking place.

149

150 **Discussion regarding contract for additional Sandown road maps**

151 Lynne said people ask for road maps all the time. She said this is done by donation and
152 would not cost the town anything. They are looking to have 5,000 2 sided colored maps
153 printed. The consensus of the Board is to move forward with this and allow Selectman
154 Goldman to sign the agreement.

155

156 **Review of memo to change entity administrator for System for Award Management 157 (SAM)**

158 Lynne said any time they receive any federal grant they need to have all updated
159 information. Previously Michelle Short was listed as a contact and this information needed
160 to be updated. Lynne also stated that there was suspected fraud activity on the SAM
161 database, so they are asking the Town's to verify their information and to authorize
162 Selectman Goldman to sign the notarized letter to designate Lynne to be the administrator.
163 Selectman Goldman explained that SAM is a federally government software that manages
164 grants to ensure that there is no fraud. He said this is mandatory if you do business with
165 the federal government.

166 **Motion by** Selectman Tombarello to authorize Lynne Blaisdell, Town Administrator to be
167 the administrator for all matters related to the federal System for Award Management
168 know as SAM and to authorize Bruce Cleveland to sign on behalf of the BOS all necessary
169 paperwork to facilitate this authorization.

170 **Seconded by** Selectman Brown.

171 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Brown, Selectman
172 Goldman and Selectman Hudgins.

173 **Motion passes unanimously**

174

175 **OLD BUSINESS**

176 **Further discussion regarding business expo**

177 Selectman Goldman asked the Board to review the documents handed out in the packet as
178 well as the information Lynne is handing out. Included in the packet is a letter that was
179 developed to go out to the vendors along with an application. Lynne said this is similar to
180 what they use for OHD. The amount of space for each vendor needs to be determined but
181 the design being reviewed is based on 6ft tables. Upstairs will hold 25 tables with 4" in
182 between each table and a few feet behind, and the downstairs will hold 17 tables. There
183 was talk about which businesses would be invited, such as Sandown businesses or
184 businesses Sandown residents own but are out of town.

185 The Board talked about the statement that reads "if your business serves Sandown
186 residents then you are invited". Selectman Brown feels the invitation should first go out to
187 actual businesses located in Sandown to see how many they attract. There was further
188 discussion regarding this and it was decided that anyone that would like a spot needs to
189 submit their application by Thursday, September 13th. The applications will be reviewed
190 as they come in and will be date stamped and numbered in order. Sandown based
191 businesses will have first priority and then businesses outside of Sandown will receive a
192 spot in the order their application was received. The Board decided they need a minimum
193 of 10 business to sign up in order to move forward with the expo. Selectman Brown said it
194 is important for businesses to know that they need to bring their own 6ft table.

195 The Board reviewed the letter and decided the application deadline for everyone will be
196 September 13th, and all out of town applications will be accepted on a first come first
197 served basis. The amount of space being provided will be up to 5x8 with and nothing
198 longer than a 6" table will be allowed. Lynne asked if the businesses will be required to
199 sign a waiver and any businesses that are selling food will have to have their own
200 insurance, which is what they are required to do at OHD. The Board agreed to require the
201 same as OHD. Lynne said vendors are able to park at St. Matthew's church to leave room at
202 town hall for attendees. Selectman Brown suggested times for vendors should be 8am –
203 2pm to give them time to set up and break down. The expo will run from 9am – 1pm.

204

205

206 **Town Administrator's Report**

207 Permanent file report from DOR shows past history. There were several questions as to
208 what was in the report, so they asked the DOR to amend it and they did and provided an
209 updated report.

210

211 2018 revaluation assessment was submitted by the assessors with old and new values and
212 attached for the Board to review. Lynne said the assessors are expected to meet with the
213 Board on July 16th to have the values approved. Once they are approved notices will be
214 sent to homeowners.

215

216 Accountants report from tax collector activity – this report has been completed and there
217 were no findings. Everything has been materially reported supportable and traceable to
218 the town's general ledger and other supporting documentation.

219

220 Auditor's report – minimal findings, uncompensated absences that the Board is currently
221 working on as well as custodial credit risks for deposits, (too much in one bank to cover the
222 amount protected.) Lynne said they are in the process of additional coverage of collateral
223 and if this doesn't work they may have to open another account in a separate to eliminate
224 the risk.

225

226 Phillips Pond was treated on June 18th and residents are confirming that weeds are dying
227 and seem to be happy. People are asking if they are able to drink their water and Lynne
228 said they have not received confirmation that it is safe at this point. The town received an
229 invoice but there was an additional amount of \$288.00 because there were 32 additional
230 abutters that needed to be notified of this treatment. Lynne said this amount was not
231 included in the warrant article and the Recreation Dept. is going to talk about paying for
232 this difference from the rec donation fees.

233

234 Supreme Court Decision regarding agency fees for collective bargaining agreement was
235 received from the town attorney as well as NH Municipal that states it is unconstitutional to
236 require public employees to pay agency fees to unions. Lynne said the Town's CBA does
237 not required this, so it shouldn't be an issue in Sandown.

238

239 Generator – electricians were here today and are finished and the vendor will be back
240 tomorrow and will be completed.

241

242 P & L are in the mailboxes for the BOS to review.

243

244 **Correspondence**

245

246 Notice from the Planning Board regarding Montana Realty Trust and additional conditions
247 they need to meet on property located on Pheasant Run Drive & Mallard Lane.

248

249 Notice from NH Dept of Natural & Cultural Resources Division of Forest & Lands – accepted
250 Wilfred Tapley as the Forest Warden and there is a list of Deputy Wardens included as well.

251

252 Letter from Vegetation Control Services (VCS) notifying the town they will be removing
253 vegetation growing within the powerlines. They will notify the residents in the area that
254 will be affected and there is more information on the website.

255

256 **Liaison Report**

257 Selectman Tombarello – Cable meeting last week – went well. Budget Committee has a
258 scheduled preliminary scheduled July 11th and the Budget Workshop will be held on July
259 25th.

260 Selectman Cleveland stated that Chief Gordon was rear ended while in traffic. There was
261 about \$1,400.00 in damage that should be covered by the other insurance company. The
262 police dept acquired a 1997 Ford Ranger at no cost to be used by the ACO and as needed by
263 the dept.

264 Selectman Brown said the library summer reading program has started and is for everyone
265 from 2 years old through adults. Prizes will be given out based on those participating in the

266 program and the first prize will be given out on Saturday, July 7th at noon. They are holding
267 pop-up libraries on Monday evenings with different themes each week. July 11th there will
268 be a cookbook book club. Through a grant they are able to preform Treasure Island which
269 will be free to everyone on Tuesday, July 31st at 10:30am. The library has everything
270 available on their website.

271 Selectman Hudgins said the Conservation meeting was cancelled last week and recreation
272 is in full swing with the summer rec program. He said you need to get a key pass to attend
273 the town beach and you can get them from the recreation director. If you plan to use the
274 beach and you don't have a pass you need to show proof of residency to the lifeguards with
275 a valid driver license or proof of residency.

276 Selectman Goldman was not able to attend the Zoning meeting last week and Code
277 Enforcement is doing well and handling some issues that will be discussed in non-public
278 session shortly.

279 Selectman Brown signed up for a communication skills course that costs \$85.00, which is in
280 the budget.

281

282

283 **Motion by** Selectman Tombarello to go into non-public session under RSA 91-A:3 II (c)
284 reputation, (a) employee matters and (d) property.

285 **Seconded by** Selectman Brown

286 **Role Call**, Selectman Tombarello – yes, Selectman Cleveland – yes, Selectman Goldman –
287 yes, Selectman Brown – yes and Selectman Hudgins – yes.

288 **Motion passes unanimously**

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

292 **Seconded by** Selectman Cleveland.

293 **In Favor**, Selectman Tombarello, Selectman Cleveland, Selectman Goldman, Selectman
294 Brown and Selectman Hudgins.

295 **Motion passes unanimously**

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300 Meeting adjourned.

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303

304 Respectfully Submitted,

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308 Sue Reynolds

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