

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5  
6 **Meeting Date: September 10, 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 Hudgins, Selectman Goldman, Selectman Tombarello, and  
13 Selectman Brown.

14 **Members Not Present:** Selectman Cleveland

15 **Town Administrator:** Lynne Blaisdell

16 **Recording Secretary:** Sue Reynolds

17  
18  
19 Selectman Goldman called the meeting to order at 7pm with the Pledge of Allegiance.

20  
21 Selectman Goldman asked the Board to review the minutes of Monday, August 27, 2018.

22 Selectman Brown said that line 220 should read Dupouy and line 244 should read Koester.

23 **Motion by** Selectman Brown to accept these minutes as amended.

24 **Seconded by** Selectman Tombarello

25 **In favor,** Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
26 Hudgins.

27 **Motion passes unanimously**

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30  
31 **PUBLIC COMMENT**

32 Paula Gulla came to the table to thank all that helped out to make OHD a success again this  
33 year. She thanked the voters that supported the event as well as the Highway and Police  
34 and Explorers for their extra efforts. She said it was a great event and they are looking  
35 forward to next year. Selectman Goldman thanked Paula and the OHD Committee for their  
36 efforts as well.

38 Selectman Brown congratulated the following employees with September anniversaries.  
39 Gary Paradis 9 years, Richard O’Hanley 5 years, David Salois 3 years and John Runcie 2  
40 years.

41  
42 **Motion by** Selectman Tombarello to go into non-public discussion under RSA 91-A:3 II (h)  
43 applications by the Finance Authority.

44 **Seconded by** Selectman Brown

45 **Roll Call** Selectman Hudgins – yes, Selectman Brown – yes, Selectman Goldman – yes and  
46 Selectman Tombarello – yes.

47 **Motion passes unanimously**

48

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

50 **Seconded by** Selectman Brown.

51 **In favor,** Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
52 Hudgins.

53 **Motion passes unanimously**

54

#### 55 **Discussion regarding grant opportunity for future treatment to Phillips Pond**

56 Paula Gulla and Al Lake, President of Phillips Pond Assoc. came to the table to discuss an  
57 upcoming grant opportunity for the town. The process right now is to submit a letter of  
58 intent, with no obligation, however the deadline to submit next Monday. Amy Smagula  
59 from DES feels it may be necessary to do follow up treatment and diving next year for  
60 Phillips Pond in the amount of \$22,000.00. Paula is asking the Board’s permission to submit  
61 the intent so that they will be placed on the list, which doesn’t lock the town into any type  
62 of commitment. Paula said she still has follow up questions for Amy regarding the process  
63 but would like to at least submit the letter of intent to get their name on the list. The  
64 consensus of the Board is to move forward with this.

65 Al explained there is a new grant process and if the application isn’t submitted the due date  
66 they will lose the grant rights. Al also said the Association is looking to raise money to help  
67 the town pay for these costs in the future.

68 Selectman Goldman explained the consensus of the Board, during a previous meeting, was  
69 to continue to put out a warrant article to create a trust fund for this purpose in future  
70 years to be able to put money aside so when it is needed it is there.

71 **Motion by** Selectman Tombarello to allow Paula to sign the grant application on behalf of  
72 the BOS.

73 **Seconded by** Selectman Brown.

74 **In Favor,** Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
75 Hudgins.

76 **Motion passes unanimously**

77

78 Selectman Tombarello asked how the association raises money and Al said that gaming  
79 facilities are looking for non-profit sponsors to help with their events. He said they were  
80 able to help at Ocean Gaming at Hampton beach for 5 days and they are able to raise up to  
81 \$20,000.00 to date for the Phillips Pond Association to be used strictly for the pond as  
82 needed.

83 Selectman Brown asked if Al has noticed a difference since the pond was treated in June  
84 and Al said yes except for 1 plant that was not touched. He said there was an unanticipated  
85 affect because different chemicals were used this year than in previous treatments. He said  
86 this treatment was extremely effective and eliminated most of the vegetation in the pond,  
87 however because of the summer that we had it created large amounts of bacteria in the  
88 pond.

89

90 **Galen Walton – to discuss proposed Eagle Scout Project**

91 Galen came to the table with Kevin Major to ask permission of the Board to renovate the  
92 grounds of the Old Meeting House and Hearse house behind it. Galen said he would like to  
93 clear trees and fix the stonewall that surrounds the house and talked about putting in wood  
94 chips near the wall. He’s looking to remove the brush from the Old Meeting House.  
95 Selectman Hudgins said he has a friend with a dump trailer that could possibly help him  
96 out.

97 Galen is looking to begin in November and anticipates it taking until October 2019.

98 The Selectman are happy to see this project take place. Galen also talked about the stone  
99 wall behind the meeting house and he would like to clear the brush and trees within 1 foot  
100 of the wall. Selectman Brown suggested that Galen reach out to the Heritage Commission  
101 and / or Pam Gaudreau for support on this project. Pam is very interested in preserving  
102 stone structures in town and may be of help to Galen with this project.

103 Galen said he also would like to clear around the flagpole and tree in that area. Kevin Major  
104 asked about help from the town and using the chipper and the Board recommended Galen  
105 speak with Artie Genualdo.

106 **Motion by** Selectman Tombarello to allow Selectman Goldman as the Chairman to sign the  
107 Eagle Scout Service Project for Galen Walton on the Old Meeting House property.

108 **Seconded by** Selectman Brown.

109 **In Favor,** Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
110 Hudgins.

111 **Motion passes unanimously**

112 Galen said that he will be meeting with the Conservation Commission as well because part  
113 of the land is conservation land.

114

115 **Discussion regarding status of 2018 proposed budget**

116 Cheryl Eastman, Finance Director is here for this discussion.

117 Cheryl handed the Board an updated P & L as well as a P & L with all supply lines expended.

118 Current P & L with estimated additional expenses and estimated balance remaining so the  
119 Board has an idea of what is anticipated, such as payroll, utilities, building operation costs,  
120 etc. Block Grant line includes the leases on the backhoe and chipper. This will give a good  
121 estimation as to what the end of year will look like. She did not include any anticipated  
122 purchases of general or office supplies and no associated costs such as tree removal,  
123 details, or anything not included in the contract from Busby Construction. There are also  
124 no storm associated fees such as sanding and salting included in these estimates.

125 Selectman Goldman said it looks like there will be a balance of \$349,920.00. The amount  
126 estimated for labor only per storm is an average of \$7,700.00 per day per storm.

127 Cheryl is concerned if there are a few storms between now and December this money can  
128 be used rather quickly.

129 The next P&L the Board looked at is with the \$100,000.00 removed from the paving line in  
130 the Highway budget so the estimated balance is \$249,920.00.

131  
132 The third P & L the Board looked at is with all supply lines expended and the \$100,000.00  
133 from the paving line removed for a total balance of \$239,374.00.  
134 Selectman Goldman said the Board should be reviewing new equipment purchases prior to  
135 them being purchased. Lynne stated currently the department heads are required to  
136 submit a PO to the BOS if anything exceeds the amount of \$5,000.00 and asked if the Board  
137 would like to lower that amount. Selectman Brown said he would like the Board to see  
138 anything that is \$2,500.00 or more. Selectman Tombarello agrees and would like to  
139 monitor what is being spent. Selectman Goldman suggested a letter go to the department  
140 heads with an explanation of why this is taking place and they are not trying to penalize  
141 anyone, but they would like them to consider any purchases they make to be sure they are  
142 necessary purchases. Selectman Tombarello said department heads should be aware that  
143 this is for the remainder of this year only, so they can monitor spending as things are tight  
144 and they are in a default budget. Cheryl asked the Board to ask department heads to go  
145 before the BOS even if the item was previously approved within their budget. Selectman  
146 Brown feels department heads should differentiate what is wanted vs what is needed.  
147 Selectman Goldman said the letter should not be stern as it is simply to let the department  
148 heads know that things are tight, and they have to make it through the end of the year with  
149 the money they have. Selectman Goldman stated the Highway budget was out of sand, salt  
150 and plowing funds by April, which is no fault of the department head. He said this is a good  
151 indication that this budget has been underbudgeted and should be looked at closely this  
152 upcoming budget season. Selectman Goldman asked Cheryl's opinion of the amount the  
153 purchase orders that should be brought before the Board and she said she would be  
154 comfortable with anything \$2,000.00 or higher. The Board is comfortable with this amount  
155 as well. Lynne asked what the process should be, and it was decided the Board would like  
156 to see the department heads come before them with their needs. Selectman Goldman said  
157 he would like department heads to be put on the agenda as soon as possible to discuss  
158 these items so they are not obstructing them from doing their jobs.

159 **Motion by** Selectman Tombarello to reduce the purchase order requirement from  
160 \$5,000.00 to \$2,000.00 through December 31, 2018.

161 **Seconded by** Selectman Brown.

162 Lynne reminded the Board that payroll driver's payroll is exempt from this.  
163 Selectman Goldman asks that all plow contractors submit their invoices immediately after a  
164 storm, so the town knows where they stand. There was talk of, in the future to have all  
165 plow contract invoices be in within 7 days of a storm.

166 Selectman Tombarello asked if the Board needs the department heads to come before them  
167 or is the request with back up enough. Selectman Goldman said he would leave that up to  
168 the department head. Cheryl stated the current guidelines for purchase orders would  
169 remain the same. The only thing that has changed is the minimum amount.

170 **In Favor,** Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
171 Hudgins.

172 **Motion passes unanimously.**

173 Lynne let the Board know that there is information in the packet as to the process of  
174 overspending the budget if needed, although she doesn't think they are at that point yet.

175 Selectman Brown thanked Cheryl for her efforts in preparing this information for the Board  
176 on such short notice.

177

178 Selectman Brown asked if the Board can come to the office to read the non-public minutes  
179 on August 27<sup>th</sup> and vote on them at the next meeting because they are lengthy. The Board  
180 agreed.

181

182

183 **Review of Application for Voluntary Lot Merger - Request to merge 2 Beach Rd. to 50**  
184 **Holds Point Rd.**

185 Tom Stachulski came before the Board for this process.

186 Lynne explains the process is first through the Planning Board and they received a letter  
187 with Steve Keach's recommendations of clarification. Both properties are both now in the  
188 name of the trust. The other item is the mortgage company should be notified of the  
189 merger and there is a letter from mortgage holder acknowledging this and they are okay  
190 with the merger. Lynne said she has a letter from the Planning Board okaying this signed  
191 by the vice chairman – Selectman Tombarello said he watched the Planning Board meeting  
192 and they were in favor of this merger.

193 **Motion by** Selectman Tombarello to approve the lot merger brought forward with the  
194 Planning Board's approval for lot map 26-44 & 26-45, which will now consist of map 26 lot  
195 32 as well.

196 **Seconded by** Selectman Hudgins.

197 Lynne said this will be recorded at the registry of deeds and will need to be 1 lot number  
198 and ask Mr. Stachulski if he has a preference. He said he would like the address to be 50  
199 Holts Point and Lynne will speak with the assessor to see what the map & lot should be.

200 **In Favor**, Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
201 Hudgins.

202 **Motion passes unanimously**

203

204

205 **Opening of sealed bids for Oil, Gas, Diesel and Propane**

206 Lynne stated they received a bid that was opened accidentally because it wasn't stated on the  
207 outside of the envelope that it was a sealed bid. The Board felt unanimously that they are  
208 disregarding this bid because it was not submitted properly. A letter will be sent to this  
209 company stating the bid was not considered because the RFP was not followed correctly.  
210 The bids from Hartman Oil and Palmer Gas & Oil have been opened and Lynne will prepare  
211 a spreadsheet with the bid amounts, so the Board can compare them at the next meeting.

212

213 **NEW BUSINESS**

214 **Appointment of Inspector of Election**

215 **Motion by** Selectman Tombarello to appoint Michelle Short as a Ballot Clerk for the  
216 upcoming State Primary.

217 **Seconded by** Selectman Brown.

218 **In Favor**, Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
219 Hudgins.

220 **Motion passes unanimously**

221 **Acceptance of donation to Senior Affairs Transportation Trust Fund**  
222 **Motion by** Selectman Tombarello to accept \$240.00 to be deposited in to the SSATP trust  
223 fund.

224 **Seconded by** Selectman Brown

225 **In Favor,** Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
226 Hudgins.

227 **Motion passes unanimously**

228

229

230 **Discussion regarding possible employee increases for 2019 budget**

231 Selectman Goldman stated there is information in the packet with the amount of increases  
232 from 1% - 5% and he is not expecting that the Board will make a decision this evening.

233 Selectman Tombarello said he would be in favor of a 3% increase for all employees and  
234 feels that a 1 or 2% increase would be going backwards. Selectman Goldman agrees on a 3  
235 percent increase and should be the lowest percent of increase. He also talked about the  
236 insurance premiums as well and reminded the Board that there has been discussion over  
237 the past few years of trying to move the premiums to an 85/15 split. Currently it is a 90/10  
238 split. He said that if the healthcare premiums come in at a high rate then the Board should  
239 reconsider the salary increases so they are going backwards. He feels the Board should be  
240 looking to change the healthcare premiums by a 1% difference each year for the next 5  
241 years, so next year would be a split of 89/11. Selectman Brown stated this has nothing to  
242 do with the default budget as it is next year's budget and he is comfortable with the 3%  
243 increase. Selectman Hudgins feels 3% is fair as long as the employees aren't going  
244 backwards. Selectman Goldman stated that since there are 4 members present and  
245 everyone agreed on the increase of 3%, and so they aren't in the same boat as last year with  
246 having it be December before raises are agreed upon, he asked the board if they are ready  
247 to make a decision on this tonight, that way department heads are able to prepare their  
248 budgets with this information. Lynne said she and Cheryl were hoping the Board would be  
249 able to make a decision tonight, so the budget calculations don't have to be done at a later  
250 date.

251 **Motion by** Selectman Tombarello that the 2019 employee raises for the town of Sandown  
252 be a 3% increase at an estimated increase over 2018 rates of \$35,000.50 to be effective  
253 April 1, 2019.

254 **Seconded by** Selectman Brown

255 **In Favor,** Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
256 Hudgins.

257 **Motion passes unanimously**

258

259 Selectman Goldman said when they get to the insurance discussion he would like to see a  
260 comparison as to what it will cost the town vs. employee for the different premium  
261 percentages.

262

263 **Discuss office hours for Christmas Eve and New Year's Eve**

264 Lynne said Christmas Eve is on a Monday and employees are asking what the hours will be  
265 for that day. There was discussion to either close on Monday and work on Friday, close  
266 early on Monday and work on Friday or just close early on Monday and give the employees

267 the afternoon off with pay. Selectman Goldman said whatever the Board decides should be  
268 town wide and not just for the employees that work at the town hall.  
269 It was decided that employees will work until noon on Christmas Eve and New Year's Eve  
270 and be paid until 5pm. If an employee would like to be paid until 7pm they can use 2 hours  
271 of vacation time.

272

## 273 **OLD BUSINESS**

### 274 **Discussion regarding details of Business Expo to be held on September 22<sup>nd</sup>**

275 Lynne handed out information as to who has signed up so far and there are 13 vendors.  
276 Lynne said Paula is still reaching out to local businesses. Lynne asked about the logistics  
277 for the day. Selectman Goldman and Selectman Brown said they will be here to help set up  
278 and Selectman Goldman asked that all members of the Board make an appearance.

279

280

## 281 **TOWN ADMINISTRATOR'S REPORT**

282 Thanked the OHD Committee and all those that worked hard and made this day a success.  
283 She stated the Committee works hard all year long. Lynne also congratulated Mike Harnois  
284 and Samantha Olsen for winning Citizen of the Year and Young Citizen of the Year.

285

286 Unlicensed dogs are down to 3 and they will be moving forward with the warrant process.

287

288 Non-conforming lots – Lynne requested to have a meeting with Planning, Zoning, Building  
289 Inspector and Planning Board Aide and Town Counsel. Lynne said there are some new  
290 ordinances and would like everyone to meet and be on the same page. Selectman  
291 Cleveland and Selectman Goldman are interested in attending this meeting as well.

292

293 MS4 Storm Water – Paula and Lynne met with RPC last week to review the notice of intent  
294 that needs to be filed by October 1<sup>st</sup>.

295

## 296 **CORRESPONDENCE**

297

298 Letter from ZBA regarding a public hearing being held on September 27<sup>th</sup> at 7pm.

299

300 Letter from citizen regarding the Minton property on Fremont Rd. and wants to know why  
301 the property is not being maintained as it used to be. Lynne said this has been addressed  
302 with the conservation commission.

303 Selectman Goldman asked to be sure to let this citizen know that the town did not purchase  
304 this property, the conservation commission purchased the property.

305

306

## 307 **LIAISON REPORT**

308 Selectman Tombarello – Budget Committee meets next Wednesday and will not be here  
309 next Monday as he will be away.

310 Selectman Goldman – won't be here on the 24<sup>th</sup>. Zoning Board meeting on the 27<sup>th</sup>.

311 Selectman Brown – nothing to report.

312 Selectman Hudgins – Conservation meeting this Thursday night.

313 Selectman Tombarello thanked Tim Rand for being the Chairman of the OHD Committee  
314 and he doesn't live in town. He said Tim is a very dedicated individual and the town is  
315 lucky to have him on the committee.

316

317

318 **Motion by** Selectman Tombarello to go in into non-public meeting under RSA 91-A : 3 II  
319 (b) hiring.

320 **Seconded by** Selectman Brown.

321 **Roll Call**, Selectman Tombarello – yes, Selectman Brown – yes, Selectman Goldman – yes  
322 and Selectman Hudgins – yes.

323 **Motion passes unanimously**

324

325

326 **Motion by** Selectman Tombarello to seal these non-public minutes.

327 **Seconded by** Selectman Brown

328 **In favor**, Selectman Tombarello, Selectman Goldman, Selectman Brown and Selectman  
329 Hudgins.

330 **Motion passes unanimously**

331

332 Selectman Goldman announced that while in non-public session there was no action taken.

333

334 Meeting adjourned.

335

336

337

338 Respectfully submitted,

339

340

341

342 Sue Reynolds