

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: October 15, 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 Hudgins, Selectman Cleveland, Selectman Tombarello and
13 Selectman Brown.

14 **Members Not Present:** Selectman Goldman

15 **Town Administrator:** Lynne Blaisdell

16 **Recording Secretary** – Sue Reynolds

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19 Selectman Brown called the meeting to order at 7pm and the Pledge of Allegiance was
20 done.

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24 Selectman Brown asked the Board to review the minutes of Monday, September 24, 2018.
25 Selectman Hudgins said line 46 should read press release and line 55 should read they have
26 money in their budget and line 195 should read 2 -3 days to deliver. Selectman Cleveland
27 said line 96 should read applicant instead of appointment and line 111 should read ratio
28 instead of ration.

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

30 **Seconded by** Selectman Hudgins

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

33 **Motion passes unanimously**

38 Selectman Brown asked the Board to review the minutes of Monday, October 1, 2018.

39 **Motion by** Selectman Cleveland to accept these minutes as written.

40 **Seconded by** Selectman Hudgins.

41 **In favor** Selectman Cleveland, Selectman Brown and Selectman Hudgins.

42 **Abstain** Selectman Tombarello

43 **Motion passes 3-0-1**

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47 **Review of 2019 budget proposals for Debt Expense, TAN, Patriotic Purposes,**
48 **Community Assistance, Health & Human Services, Building Inspector, Plumbing,**
49 **Electrical and Septic.**

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51 **Community Assistance**

52 Lynne is asking to leave the budget as is even though it is only showing 48% used. She
53 said she has had 3 requests in the past few weeks and is anticipating using the entire
54 budget. She reduced the revenue by \$250.00 because they haven't been receiving funds
55 back.

56 **Motion by** Selectman Tombarello to recommend this budget to the Budget Committee with
57 Gross Expenses of \$11,452.00 Revenue of \$300.00 and Net Expenses of \$11,152.00.

58 **Seconded by** Selectman Cleveland.

59 **In favor**, Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
60 Brown.

61 **Motion passes unanimously**

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64 Selectman Brown announced that the Board will be postponing the discussion on the
65 employee insurance benefit as they do not have a full board and he will be recusing himself
66 from the discussion as his wife is a town employee. The Board feels they should have 4
67 selectmen for this. Selectman Brown then said a brief discussion will take place, however
68 there will be no decisions made this evening.

69

70

71 **Debt Expense Principal and Interest**

72 Lynne said this is the bond payment on the Minton property and the interest as well. She
73 said the payment is contractual and can't change and the interest has decreased from last
74 year to \$18,396.00.

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76

77 **TAN Note**

78 Tax Anticipation Note – this is to pay the interest if a note is needed at the end of the year if
79 a tax rate is set late. Lynne stated in 2018 this amount was reduced from \$8,000.00 to
80 \$1,431.00. This was last used in 2008 or 2009. Selectman Cleveland said he would like to
81 increase this to about \$4,000.00 especially because this is a default year and explains there
82 is virtually no wiggle room within the budget for unexpected expenses. Selectman Brown
83 and Selectman Tombarello agree.

84 **Motion by** Selectman Cleveland to increase the Tan Note line to \$4,000.00.
85 **Seconded by** Selectman Tombarello
86 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
87 Brown.

88 **Motion passes unanimously**

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90 **Motion by** Selectman Cleveland to recommend this budget to the budget committee with
91 Gross Expenses of \$4,000.00, Revenue of \$0.00 and Net Expenses of \$4,000.00.

92 **Seconded by** Selectman Tombarello

93 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
94 Brown.

95 **Motion passes unanimously**

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97 **Motion by** Selectman Brown to recommend the Debt Expense Principle to the Budget
98 Committee with Gross Expenses of \$50,000.00, Net Expenses of \$0.00 and Revenue of
99 \$50,000.00.

100 **Seconded by** Selectman Cleveland.

101 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
102 Brown.

103 **Motion passes unanimously**

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106 **Motion by** Selectman Brown to recommend the Debt Expense Interest to the Budget
107 Committee with Gross Expenses of \$18,396.00, Revenue of \$0.00 and Net Expenses of
108 \$18,396.00.

109 **Seconded by** Selectman Tombarello

110 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
111 Brown.

112 **Motion passes unanimously**

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115 **Patriotic Purposes budget**
116 Lynne said she kept this the same as last year and explained that \$4,500.00 is used for the
117 fire works for OHD and the buntings will need to be replaced late winter or early spring.

118 **Motion by** Selectman Tombarello to recommend this budget to the Budget Committee with
119 Gross Expenses of \$4,750.00, Revenue of \$0.00, Net Expenses of \$4,750.00.

120 **Seconded by** Selectman Cleveland

121 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
122 Brown.

123 **Motion passes unanimously**

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126 **Building Inspector budget**
127 Bob Bogosh is presenting this budget and the Board is reviewing the information provided
128 by Bob for all Inspector's budgets. Selectman Brown asked why some amounts increased
129 and some decreased and Bob said it's easier to keep the same permit fee all the inspectors.

130 Bob said there is an increase of .20sq ft from .08 sq ft. He is asking for a permit application
131 increase from \$35.00 to \$40.00 for a building permit and an increase on inspections from
132 \$35.00 to \$50.00. Plumbing fees were reviewed, some went up and some went down,
133 however there was no discussion on this budget. The Electrical budget was reviewed and
134 Selectman Tombarello said they are behind the times regarding the amounts that are
135 charged. He said he will be abstaining from the vote. There is an increase in all the areas of
136 this budget.

137 Selectman Brown asked about the Septic budget and what was decreased, and Bob
138 explained that there was an additional charge if the dwelling had more than one unit in it
139 and he feels the inspection is the same regardless of the number of dwellings.

140

141

142 **Motion by** Selectman Cleveland to accept the proposal for the Building Inspector, Plumbing
143 Inspector, Electrical Inspector and Septic Inspector budget as outlined in the document
144 provided effective January 1, 2019.

145 **Seconded by** Selectman Hudgins

146 Lynne asked the Board as to when they think this should be effective but doesn't feel it
147 should go into effect now as it will affect the bottom line of the budget and feels things are
148 too tight for this to be effective immediately. She said she would be okay with it being
149 effective January 1st, however has concerns if we end up in another default year what
150 would the Board do. Lynne said she can ask NH Municipal about this being a contractual
151 obligation if the Board agrees on having this become effective on January 1st. Bob said he is
152 agreement with it beginning in January. Selectman Brown asked about waiting until April
153 to see what happens with the budget in March.

154 **In favor,** Selectman Cleveland, Selectman Hudgins and Selectman Brown.

155 Abstain, Selectman Tombarello

156 **Motion passes**

157 **Motion passes 3-0-1**

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160 **Building Inspector Budget**

161 **Motion by** Selectman Cleveland to recommend to the Budget Committee this budget with
162 Gross Expenses of \$13,115.00, Revenue of \$23,000.00 and Net Expenses of -\$9,885.00.

163 **Seconded by** Selectman Tombarello.

164 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
165 Brown.

166 **Motion passes unanimously**

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169 **Septic**

170 Lynne said the Septic Inspector wasn't able to make it this evening but asked if the Payroll
171 line can be increased to \$4,500.00 as well as the Revenue line. The Board is in agreement
172 with this.

173 **Motion by** Selectman Tombarello to increase the Payroll line to \$4,500.00

174 **Seconded by** Selectman Cleveland

175 ***In favor***, Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
176 Brown.

177 ***Motion passes unanimously***

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180 ***Motion by*** Selectman Tombarello to increase the Revenue line to \$5,000.00.

181 ***Seconded by*** Selectman Cleveland

182 ***In favor***, Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
183 Brown.

184 ***Motion passes unanimously***

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187 ***Motion by*** Selectman Tombarello to recommend this budget to the Budget Committee with
188 Gross Expenses of \$4,960.00, Revenue of \$5,000.00 and Net Expenses of -\$40.00.

189 ***Seconded by*** Selectman Brown

190 ***In favor***, Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
191 Brown.

192 ***Motion passes unanimously***

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195 **Plumbing Inspector**

196 Lynne explained keeping it at \$9,000.00 would be ok with the plumbing inspector

197 ***Motion by*** Selectman Tombarello to recommend this budget to the Budget Committee with
198 Gross Expenses of \$ 9,564.00, Revenue of 11,000.00 and Net Expenses of -\$1,436.00.

199 ***Seconded by*** Selectman Cleveland

200 ***In favor***, Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
201 Brown.

202 ***Motion passes unanimously***

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205 **Electrical Inspector**

206 Tom Tombarello said he would be comfortable keeping his budget at \$9,700.00.

207 ***Motion by*** Selectman Cleveland to recommend this budget to the Budget Committee with
208 Gross Expenses of \$10,101.00, Revenue of \$11,500.00 and Net Expenses of -\$1,399.00.

209 ***Seconded by*** Selectman Hudgins

210 ***In favor***, Selectman Cleveland, Selectman Hudgins and Selectman Brown.

211 ***Motion passes unanimously***

212 ***Abstain***, Selectman Tombarello

213 ***Passes unanimously 3-0-1***

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216 **Health & Human Services budget**

217 Lynne asked the Board to reconsider donating to Isiah 58 NH, which is the organization
218 that came before the Board last year with a warrant article that was defeated. Lynne said
219 last year this organization has helped her with community assistance cases tremendously
220 and would like to receive statistics from them as to the actual number of people they

221 helped and how. Lynne said they are able to help quicker in some instances than the town
222 is able to.

223 Selectman Brown asked if the Board would be comfortable adding an amount to the budget
224 for this organization. Selectman Tombarello said he would be comfortable adding
225 \$2,500.00 to this budget and the rest of the Board agrees.

226 Lynne stated they have helped numerous Sandown residents either matching or exceeding
227 the \$2,500.00 recommendation. Lynne also said that regardless of the fact that the warrant
228 article was defeated last year they still continued to serve our community.

229 **Motion by** Selectman Tombarello to add the line item to the Health & Human Services
230 budget for Isiah 58 NH and fund it with \$2,500.00.

231 **Seconded by** Selectman Hudgins.

232 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
233 Brown.

234 **Motion passes unanimously**

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237 **Motion by** Selectman Tombarello to recommend this budget to the Budget Committee with
238 Gross Expenses of \$21,345, Revenue of \$0.00 and Net Expenses of \$21,345.00.

239 **Seconded by** Selectman Cleveland

240 Selectman Cleveland asked about \$5,600.00 being paid out to one organization and Lynne
241 said Rockingham County Community Action is the primary support for the assistance to the
242 community. She said they help with fuel assistance, emergency electric and emergency
243 homeless situations.

244 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
245 Brown.

246 **Motion passes unanimously**

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249 **Discussion regarding 2019 health insurance renewal rates**

250 Selectman Brown said there will be no vote on this tonight, because he will need to recuse
251 himself from the discussion/vote and that will only leave 3 Board members to discuss this.
252 Selectman Brown asked the Board to review the information for next week's meeting.

253 Lynne said the increase on insurance coverage is increasing by about 4 % and she reviewed
254 the information in the packet that the Board received. They are looking at differences of a 1
255 - 5% contribution increase. Lynne said she's heard from some employees and they are
256 very satisfied with the plan they are currently on and hope to keep the same plan this year.

257 Selectman Brown encouraged the Board to review the information this week and if they
258 have any questions to let Lynn know so she can get them answered for next week's
259 meeting. Selectman Tombarello asked if the town saves money on a different plan can they
260 offer an additional salary increase to the employees. Selectman Cleveland said he would
261 like to bring back a matrix for the Board to review at the next meeting. Lynne will get
262 Bruce the figures to work with.

263

264 Lynne mentioned the buyback plan which is 15 % of the family plan of the town's portion,
265 not to exceed \$2,500.00. This will also be a discussion for next week's meeting.

266

267 **NEW BUSINESS**

268 Update and status of recommendation from Planning Board and Conservation Commission
269 on sale of town properties 10 & 12 Birch Drive

270 Lynne stated because of the requirements under RSA41-14A she met with the Planning
271 Board on October 2nd and they recommend that these lots be combined to lessen the risk of
272 building 2 houses on non-conforming lots. Lynne spoke with the attorney and it is as
273 simple as a voluntary lot merger and recommended drafting the deed to be recorded which
274 will combine the language of the two lots into one prior to the sale of the property.

275 Lynne said Mr. Moussa is in agreement with this process. Lynne said the P & S has been
276 updated to read “a track of land” instead of 2 tracks of land and is now number 10 Birch.

277 The consensus of the Board is in agreement with this change and will be willing to sign a
278 new P & S.

279 Lynne will meet with Conservation at their next meeting as they didn’t have a quorum at
280 their last meeting, so she is on their agenda for the next meeting.

281 The Board is in agreement with signing the P & S at this time according to the changes that
282 Lynne presented, however they will wait on signing this until the lots are actually merged.

283 Selectman Cleveland said this was a change to the zoning ordinance this past year.
284

285 **Motion by** Selectman Cleveland to accept he non-public minutes of Monday, September
286 24th.

287 **Seconded by** Selectman Tombarello.

288 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
289 Brown.

290 **Motion passes unanimously**
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293 **Motion by** Selectman Cleveland to accept the non-public minutes of Monday October 1,
294 2018

295 **Seconded by** Selectman Hudgins

296 **In favor,** Selectman Cleveland, Selectman Hudgins and Selectman Brown.

297 Abstain, Selectman Tombarello

298 **Motion passes 3-0-1**
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301 **Acceptance of donation to Senior Affairs Transportation Fund**

302 **Motion by** Selectman Tombarello to accept the \$35.00 donation to be put in the SSATP
303 donation fund.

304 **Seconded by** Selectman Hudgins.

305 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
306 Brown.

307 **Motion passes unanimously**
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310 Lynne stated the Moderator would like the Board to appoint Carol Butts as an election
311 inspector for a term until August 1, 2020.

312 **Motion by** Selectman Tombarello to Appoint Carol Butts as an election official through
313 August 1, 2020.

314 **Seconded by** Selectman Cleveland

315 **In favor,** Selectman Tombarello, Selectman Cleveland, Selectman Hudgins and Selectman
316 Brown.

317 **Motion passes unanimously**

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320 Lynne said she received a purchase order from All Pro for tree work in the amount of
321 \$2,200.00. Selectman Brown said he spoke with Artie regarding this and he said it was an
322 honest mistake and wanted the Board to know he apologizes for this. Lynne will have
323 Cheryl draft a letter for the Board to sign approving this purchase order.

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328 **TOWN ADMINISTRATOR'S REPORT**

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330 Lynne provided the Board with a report as a result of her meeting with Department Heads
331 and asked them to review it.

332

333 Capital Improvement Committee has met with department heads and would like to submit
334 this to the Budget Committee.

335

336 Selectman Cleveland thanked Lynne for this good work.

337

338 2018 Tax Rate Setting – Lynne said they are waiting for the Utility Values from the DRA and
339 should be available by Friday. Lynne is asking the Board's permission to contact the
340 director to see if they can receive a waiver to file for the tax rate without them. She said the
341 estimated value is 500ths of 1%, which is about \$304,400.00. Lynne said this wouldn't
342 have an impact on the town's tax rate at all. The Board is in agreement for Lynne to call to
343 obtain a waiver. Lynne said that she has a completed MS1 and asked the Board to sign it
344 with the understanding that it can change once these rates are received.

345 The board will sign with the understanding that the figures for the 2 utilities will change.

346 Lynne will email a copy of the new rates as she submits it.

347

348 Furnaces have been cleaned at Town Hall, Fire Dept, Highway and all are in good working
349 order.

350

351 Phillips Pond still have milfoil and fanwort and a dive team has been contacted to pull,
352 which is included in the contract. Invoices submitted to be reimbursed through the grant
353 and all figures are set for next year's warrant article.

354

355

356 Blood Drive – Lynne thanked the public for their support of another successful drive.

357

358 Lynne said the salt shed currently holds 105 ton and the proposed one will hold 800 –
359 1,200 ton. Quotes range from \$98,000.00 - \$117,000.00. Artie would like to repair the salt
360 shed and use it to store the sand. Lynne said the Highway Dept is in need for a lot of work
361 and would like to make the public aware of this. Selectman Brown said Artie has done so
362 much on his own in the past but the equipment is needing to be replaced or repaired at a
363 level that Artie isn't able to do. Lynne said Artie is looking for a new Ford Dump Truck
364 because the one he is using is a 2001.

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367 **CORRESPONDENCE**

368 Letter from Mikayla Cole regarding recognition of Red Ribbon Week, October 23 – 31st. The
369 Board is okay with putting this information on the website. Selectman Brown is asking
370 how the organization benefits without a donation and should the town do anything other
371 than put up a sign. Selectman Cleveland said they are looking to broaden the scope and
372 bring the awareness to the public regarding this.

373
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375 Letter from Rockingham Planning Commission requesting the 2019 dues in the amount of
376 \$6,268.00. Lynne said this comes from the Planning Board's budget but wanted to make
377 the BOS aware of the request.

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380 Weekly update of 2018 budget was handed out.

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383 **LIAISON REPORT**

385 Selectman Tombarello – SSATP – in need of donations, fundraiser at the Manchester
386 Monarchs raffle with a signed shirt, Friday, October 26th. They made a motion to put
387 \$10,000.00 into a 1-year interest bearing CD. Budget Committee met and interviewed and
388 appointed Dave Solomon. Selectman Cleveland asked if the SSATP is able to help seniors
389 get to the polls on election day.

390 Selectman Cleveland - Police Department Trick or Treat will be Wednesday October 31st
391 from 6 – 8pm. SUV was in a minor accident and was fixed and paid for by the offender's
392 insurance. Graffiti in the area of Rowell Rd.

393 Planning Board meeting tomorrow evening discussing 58 & 60 Tenney Rd. CMS Sullivan
394 Road Bond Release, 2019 budget along with the Capital Improvement Plan and talking
395 about a Heritage Commission Member. New 2-year alternate member.

396 Selectman Brown – nothing to report

397 Selectman Hudgins – Conservation Commission cancelled their walk on Saturday due to the
398 rain. Spooky Walk is this weekend.

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401 Lynne let the Board know she came in this am and the building smelled like septic/
402 sewerage – men's bathroom toilet is being fixed but they aren't sure if this is where the
403 smell is coming from.

404 New cameras are installed.

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408 Meeting adjourned

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413 Respectfully Submitted

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415 Sue Reynolds