

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: October 22, 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 Brown, Selectman
13 Goldman and Selectman Tombarello.

14 **Town Administrator:** Lynne Blaisdell

15 **Recording Secretary** – Sue Reynolds
16
17

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

21 **PUBLIC COMMENT**

22 Sue Reynolds stated that Rock Church Sandown is holding a Trunk or Treat event on
23 Wednesday, October 31st from 5 – 7pm. There are a few open spots if anyone in the
24 community would like to provide a trunk. She also invited the public to come and enjoy
25 some safe fun with games and crafts inside as well.
26

27 Lynne stated there are many donations needed for the Sandown Food Pantry with the
28 upcoming Thanksgiving holiday. Some items that are needed are frozen or fresh turkeys,
29 frozen chickens, canned vegetables, except for green beans, brownie mixes and gift cards
30 are always welcome. If you have any questions you can contact Arlene Bassett 887-3453 or
31 email at abassett@gsinet.net. More info is posted on the town website.
32
33

34 **Mr. Bill Letsky, Civic Plus to do a presentation on town website options**

35 Bill stated the software is about 18 years old and will no longer be supported after next
36 year.

37 Advantages to the new software – smart phone/tablets are how people access websites and
38 this is smartphone and tablet friendly.
39 Responsive design – allows more space on the page to be used and conforms to device
40 used.
41 Able to update website from cell phone or tablet with access right on the web page.
42 Mega Menus and find it fast menu
43 Easier for staff to make updates and residents to find information.
44
45 Selectman Goldman asked if the community has the ability to report incidents and Bill said
46 yes by submitting a form that can be designated to a certain person, such as if there is a
47 down tree it can be routed to Artie.
48 Bill also said there can be a place for residents to submit comments to staff.
49
50 Option to connect to social media such as Twitter or Facebook.
51 Selectman Cleveland asked about the email function and is it the same as they already have,
52 and Bill said it is the same but upgraded.
53
54 Option 1
55 Template – for \$3,000.00 includes platform creation, template development and training
56 and the cost can be spread over up to 3 years.
57
58
59 Option 2
60 Custom design – for \$4,500.00 includes platform creation, template development and
61 training as well as the custom features desired, cost can be spread over up to 3 years
62
63 Selectman Cleveland said he explored some sites and found that the customized sites were
64 easier to navigate.
65
66 Selectman Tombarello said the issue is that there is no money in the budget which is a
67 concern and Selectman Goldman said he would have liked to work a deal in paying less for
68 the software if they could pay for it immediately. Bill said that isn't an option.
69
70 Bill said he would be willing to spread it over 3 years with next year being the first year so
71 it would actually be spread over 4 years. He said his company is willing to work with the
72 town and give them a few extra months next year if needed.
73
74 Selectman Tombarello said there is \$10,000.00 in the Storm Water line that could possibly
75 be used.
76 Selectman Goldman suggested tabling this discussion until January and Lynne is concerned
77 about waiting until the election to know if the budget passes and Bill said they will have
78 time to make the changes. Selectman Cleveland suggested looking at this year's budget
79 closer to the middle of December to see if they can find the money.
80 Selectman Goldman said they will be looking at this again the end of November to see
81 where they are with the budget.

82 **Fire Chief Bill Tapley and EMS Captain Jon Goldman to discuss purchase of**
83 **replacement ambulance**

84 Selectman Goldman recused himself from the Board to present this information.
85 Jon Goldman stated they have a 1995 E Series van that needs to be replaced. They have
86 been looking for a replacement over the last 5 years and felt it was important to have a new
87 ladder truck prior to purchasing a new ambulance due to the grant that was received for
88 the ladder truck. Jon stated this would be entirely funded by the Fire Dept. Capital Reserve
89 Fund, which currently has a balance of \$279,746.00. Selectman Goldman stated their
90 current ambulance caught on fire and is needed to be replaced. He also stated they are
91 requesting a sole source, which is outside of the purchasing policy because they feel the
92 customer service of this company is outstanding. He also stated they have a representative
93 that lives in Chester. Jon said that they reached out to several companies after the
94 ambulance caught on fire and although they received several phone calls asking when they
95 would like to see demos, Sugarloaf Emergency responded and said the Town can borrow an
96 ambulance for as long as they need it.
97 The cost for the vehicle itself is \$212,489.00 and the equipment needed is \$14,000.00 for a
98 total 226,732.00, which will leave about \$50,000.00 left in the fund.

99
100 Selectman Tombarello asked about only getting 1 quote and Selectman Goldman said that
101 this company is the only one that offers the options they are looking for. Safety, design and
102 customer service are why they are leaning towards this company.

103
104 Selectman Cleveland asked about the customer service because the company is so far away,
105 and Jon said they come to us, we do not bring the vehicle to them.

106
107 Selectman Brown is concerned because this is going against the bidding policy in that there
108 is only one quote for this. Selectman Cleveland agrees but feels the Board sets the policy
109 and understands the reason they are asking this. Chief Tapley said if they went out to bid
110 for this they would only get this bid back because of what the need is specific.

111
112 Selectman Tombarello agrees with Selectman Brown however he feels the Board should
113 honor this request and credits chief Tapley with receiving the grant for the ladder truck
114 which saved the town lots of money. Chief Tapley said Jon did a lot of research on this and
115 there aren't any other companies out there that can bid on what they are looking for.

116
117 Selectman Cleveland stated he is very familiar with ambulances and was impressed when
118 he was reviewing the information that was provided and feels this is a good investment for
119 the town.

120
121 Selectman Brown feels that the bid that was put together was done intentionally to fit the
122 criteria from Sugarloaf Emergency and said he can't vote in favor of this. Selectman Tapley
123 said they bid out the specs they needed and there isn't another company out there that can
124 provide them with what they need and feels that going out to bid would not be prudent.

125
126 Selectman Hutchins said he is in favor of the purchase as he trusts the judgement of Jon and
127 Chief Tapley.

128 **Motion by** Selectman Tombarello to remove from the Fire Equipment Capital Reserve Fund
129 for an ambulance (Dodge D5500) \$212,489.00, associated radio equipment \$12,243.00
130 totaling \$226,732.00 for new Sandown Town ambulance.

131 **Seconded by** Selectman Cleveland

132 Selectman Brown said he is voting no because it does not meet the bid policy, however he
133 hopes to see this pass as he understands the need for the vehicle.

134 **In favor** Selectman Tombarello, Selectman Cleveland and Selectman Hudgins.

135 **Opposed** Selectman Brown

136 **Motion passes 3-0-1**

137

138 **Further discussion regarding 2019 health insurance rates**

139 Selectman Brown said that he is going to recuse himself from this discussion and sit in the
140 audience while this is taking place as he is married to the Recreation Director.

141 Lynne explained the difference in the documents within the packet.

142 Selectman Cleveland explained what he put together stating that if an employee on the
143 single plan received a 3% raise their increase would be \$95.00 and with a 3% employee
144 insurance contribution would only be \$2.88 for 160 hours.

145 The Board reviewed the information presented from the survey of other towns and how
146 they handle their employee contributions.

147 Selectman Goldman is in favor of the 89/11 split for 2019 with a 1% increase for the next
148 few years and opted to put in a warrant article for a 1% per year until it reaches the 85/15
149 split, which will save the Board from having to have this same discussion every year.

150 Selectman Tombarello said he would not be in favor of the warrant article and this should
151 be up to the Board each year to make that decision. He said he came here tonight with an
152 88/12 split in mind but would agree with the 1% increase having the split be 89/11 if the
153 rest of the Board was in agreement with that.

154 Cheryl stated she is concerned with the warrant article because if the article is changed at
155 deliberative session to the employees paying 100% of the insurance the Board can't do
156 anything about it. The Board agreed.

157 Selectman Cleveland is in favor of a 2% increase making the split be 88/12.

158

159 **Motion by** Selectman Tombarello, effective January 1, 2019 to change the insurance
160 contribution split from the town's portion of 90 % to 89% and from the employee's portion
161 of 10 % to 11% split for health insurance plan and dental will stay the same.

162 **Seconded by** Selectman Hudgins.

163 Selectman Goldman stated the employee is responsible for 100% of the dental plan.

164 Cheryl stated the vision plan's deductible is the same as the health insurance but because
165 the new rates aren't in, yet the Board opted to leave that amount the same for now and will
166 review the contributions in the future when the new rates are received.

167 Selectman Cleveland would like to see the increase be at 2% which would make the
168 employee contribution 12%.

169 **In Favor** Selectman Tombarello, Selectman Hudgins, Selectman Goldman.

170 **Opposed** Selectman Cleveland

171 **Motion passes 3-1-0**

172

173 Steve asked the Board if they were going to discuss the employee buyout, Lynne states it is
174 currently 15% of the town's portion of the family plan, with a maximum of \$2,500.00
175 Selectman Goldman suggested it to be 15% of the portion of the plan the employee
176 qualifies for. Cheryl said currently everyone the qualifies for this plan receives the
177 maximum of \$2,500.00.

178
179

180 Selectman Brown came back to the table at this time.

181

182 **NEW BUSINESS**

183 **Review of proposed 2019 Budget Proposals for Executive Account**

184 Lynne presented this budget to the Board

185 The Board reviewed the Payroll line and Selectman Goldman asked if the employees
186 received a 3% increase why this line increased by 4.5% and Lynne explained the buyout of
187 the unused sick days (up to 48 hours) is included in this line and it hasn't been budgeted in
188 year's past.

189 The consensus of the Board is ok with the payroll line of \$\$130,708.00.

190 There was discussion about the Stipend line and Selectman Cleveland said the Board has a
191 lot of responsibility to run the town and feels it takes time to do it well and thinks there
192 should be at least a 1% increase of the budget, which is about a \$45,000.00. He thinks this
193 will create more interest in professionals and thinks the members would run for longer
194 lengths of time.

195 **Motion by** Selectman Cleveland to increase this line from \$10,000.00 to \$20,000.00.

196 **Seconded by** Selectman Brown for discussion.

197 Selectman Brown said he has spoken to others that don't feel the Board should be giving
198 themselves a raise and they think it should take place at the end of a term.

199 Selectman Brown asked if he can amend the motion to be effective with each newly elected
200 selectman. Selectman Goldman likes the proposition but feels it should go to a warrant
201 article.

202 Selectman Tombarello would like to see what other towns are paying their selectman.

203 Lynne will gather this information for the Board.

204 ***These motions were withdrawn, and the discussion was tabled until next week.***

205

206

207 Auditor – Lynne is waiting for the amount of the 2018 audit.

208 Payroll – Selectman Goldman asked why the payroll line has increased by 4.5% when only
209 a 3% increase was given to the employees and Lynne stated it also includes 48 hours of
210 unused sick time to be paid out. She said this has not been included in this line in the past.

211 Selectman Goldman suggested an uncompensated absence fund for these instances.

212 Elected Payroll – Selectman Brown feels this line should be increase by \$500.00 per person.

213 Selectman Cleveland said he is in favor of any increase up to 1% of the total budget. He
214 feels there is a lot of responsibility on the Selectman in managing over a 4-million-dollar
215 budget along with all the town assets and employees of the town. He feels if there was an
216 increase they would attract people with the skillset to do the job and that have a greater
217 understanding of how this works and could create longevity among Board members as
218 well. He said it takes time to do the job well and takes time away from their families as

219 well. He feels there is interest in the community in this position, but people aren't willing
220 to do it for the \$2,000.00 a year that is offered. Selectman Cleveland said he's been thinking
221 about this for some time and was prepared to put forth a warrant article in his last year of
222 his term but if the Board was willing to entertain such a thing now, he would be willing to
223 donate his additional income for the remainder of this term only so that the public
224 understands that he's not doing this for himself.

225 **Motion by** Selectman Cleveland to double the stipend line from \$10,000.00 to \$20,000.00.
226 Selectman Goldman asked if this had to be done by warrant article and Lynne said no.

227 **Seconded by** Selectman Brown for discussion.

228 Selectman Brown said he has spoken with other former selectman and other residents and
229 they do not feel the Board should be giving themselves a raise and possibly it can take
230 affect with each new Board member. Selectman Cleveland agrees with this concept as he is
231 not looking to give himself a raise but would like to increase the amount paid for the job
232 that is being done.

233 Selectman Brown asked to amend the motion to read with each newly elected Selectman
234 and Selectman Goldman reminded the Board they can't do this. They only have the
235 authority to approve the budget for the next year. He stated he likes the creativity but feels
236 this would have to be put forth in a warrant article. Selectman Tombarello would like a
237 study done on what other comparable towns are paying. Lynne will look into this this
238 week.

239 **The motion and second were withdrawn and the discussion was tabled until next week.**

240 Consulting/Engineering – Lynne said she is comfortable leaving this as it was last year.
241 Tax Maps – depends on the changes on the maps, this was increased a little based on the
242 changes that were made last year.

243 Legal – Currently \$20,000.00 and is in favor of decreasing this slightly and Selectman
244 Goldman said there could be talk about withdrawing from the SAU so he would like to keep
245 this line at \$20,000.00 and Lynne cautions the Board to not having any buffer in some of
246 the line items in case there is a need.

247 Services/Deeds – the board is okay with leaving this as is.

248 Telephone – contractual amount

249 Computer Support – contractual amount

250 Website Supp/Maint. – Lynne explained this is for the Virtual Town Hall and the amount
251 presented tonight includes the \$1,500.00 to customize the website for year one of three
252 years. This line will be revisited at a later date. The Board agreed to move this to the
253 Budget Committee and remove it at a later date if needed.

254 Grants – money to be used to put towards a matching grant

255 Survey Town Property – used to survey the property by the rec building.

256 Storm Water Management – nothing spent this year – report from RPC with an outline as to
257 what needs to be done next year. Lynne and Paula will work on a more solid number for
258 next year.

259 Hiring Costs – keeping it the same

260 DSL Lines – this line can be removed

261 Seminars – increase this line to \$200.00 the Board is in agreement with this.

262 Ads – over budget this year due to more public hearings, Lynne feels comfortable with
263 leaving it the same.

264 Town Report – increased because every 3 years the report needs to provide a complete
265 property listing.
266 Dues – paid to several different organizations
267 Postage Supplies – ink cartridges cost \$150 - \$175.
268 Supplies – same as last year
269 Postage – slight increase – looking into implementing bulk mailing rate
270 Computer Software/Hardware – contractual obligation
271 Mileage – increased slightly over last year – using more than previous years – the Board
272 agreed to increase this line to \$1,250.00.
273 Flowers/Goodwill – same as last year
274 Mosquito Control Program – same as last year
275 Postage Meter Lease – same as last year
276
277

278 **OLD BUSINESS**

279 Planning Board’s recommendation on the sale of 10 & 12 Birch Drive
280 Lynne stated their recommendation is to combine the lots and the attorney said this would
281 be a voluntary lot merger and will be recorded at the Registry of Deeds. It was
282 recommended that a new P&S is drafted with the 1 lot. Lynne said she will be meeting with
283 the Conservation Commission on October 25th. Lynne said the RSA is very specific as to
284 when the Public Hearings can take place and the first eligible evening is November 5th,
285 however it is the day before the election, but the Town Hall will be set up. She doesn’t feel
286 that having the meeting downstairs and not televised is the best idea for a Public Hearing.
287 Lynne also said she has a number of people asking about the sale of this property and feels
288 there will be a large presence at the Public Hearing. Lynne stated the following week is
289 November 12th, which is Veteran’s Day observation and the Board doesn’t usually meet on
290 this day. She asked the Board if they would rather meet November 12th or Tuesday,
291 November 13th. She said the second Public Hearing would be on November 26th and the
292 vote would be held on December 10th. Selectman Brown said he would be willing to have a
293 meeting on Veteran’s Day and Lynne said she’s not sure this is the best idea to hold a Public
294 Hearing on a Federal Holiday. Selectman Cleveland asked Lynne to talk with the buyer to
295 see if having the Public Hearings a few weeks later than planned is okay with him and
296 Lynne said she also has to speak with him because the original P & S said the closing will
297 happen prior to November 15th. Selectman Brown, Selectman Hudgins and Selectman
298 Tombarello are available on the 13th and Selectman Cleveland said he would be willing to
299 attend if there is a need to have a meeting on an off day. Lynne said she was planning to
300 send the letters out to the abutters tomorrow if the Board agreed on the proposed dates, so
301 they would have enough notice of the Public Hearings. The Board is in agreement to wait
302 until next week to see if the buyer is okay with postponing the Public Hearings a few weeks.
303

304 Lynne said she is still waiting to hear from the DRA in setting the tax rate and asked the
305 Board if they wanted to meet towards the end of the week if they hear soon. The consensus
306 of the Board is not to have a special meeting for this. Lynne also said they have received
307 the utility values and have forwarded the MS1 to the DRA.
308
309

310 **CORRESPONDENCE**

311 Letter from the Recreation Director stating there is a change in their recording secretary
312 and is looking to have Jess Scarlet be appointed to this position. Veronica is not stepping
313 down as a member, but she is stepping down from recording secretary. Selectman
314 Tombarello feels that she should not start at the same rate as the previous recording
315 secretary and Lynne said they have had recording secretaries in the past start at the same
316 rate as previous ones. Lynne said the person in this position will not be paid while
317 attending the meeting, only for the hours they are transcribing the minutes.

318 **Motion by** Selectman Tombarello to hire Jessica Scarlet as the recording secretary for the
319 Recreation Commission at a rate of \$19.82 per hour as currently budgeted.

320 **Seconded by** Selectman Hudgins

321 Selectman Goldman asked if they would receive a 3% increase effective January 1st and
322 Lynne she said she doesn't think so as they are a new employee. Selectman Cleveland feels
323 they shouldn't receive an increase until the following year.

324 **In Favor** Selectman Goldman, Selectman Tombarello, Selectman Hudgins and Selectman
325 Cleveland.

326 **Abstain** Selectman Brown

327 **Motion passes 4-0-1**

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331 **LIAISON REPORT**

332 Selectman Hudgins – recreation – Partnering with Plaistow recreation to present Heart
333 Pounders Halloween Tails of Horror which will be held in Plaistow this Friday night at
334 7pm. You must be at least 16 years old to attend. Holiday seasonal trip will be Friday,
335 November 30th to Newport, RI.

336 Selectman Brown – nothing to report

337 Selectman Goldman – nothing to report

338 Selectman Cleveland – nothing to report

339 Selectman Tombarello – Budget Committee meeting Wednesday night and Tuesday night a
340 Cable TV meeting.

341 Selectman Tombarello said the Board voted last week to put \$2,500.00 in the Health &
342 Human Services budget for Isiah 58 NH.

343

344 Selectman Tombarello asked to discuss election coverage for the November election.

345 Selectman Cleveland said he can do 8-12, but they will continue this discussion next week.

346

347 Selectman Cleveland said Planning Board is going to a once a month schedule and their
348 meetings will be on the third Tuesday of each month.

349

350 Meeting adjourned

351

352

353 Respectfully Submitted

354

355 Sue Reynolds