

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: December 27, 2018**

7 **Type of Meeting: Special**

8 **Method of Notification: Public Posting at Town Hall and Post Office**

9 **Meeting Location: Town Hall**

10
11
12 **Members Present:** Selectman Brown, Selectman Goldman, Selectman Hudgins, Selectman
13 Cleveland and Selectman Tombarello

14 **Not Present:** Recording Secretary Sue Reynolds

15 **Town Administrator:** Lynne Blaisdell

16
17 Selectman Goldman called the meeting to order at 9am and the Pledge of Allegiance was
18 done.

19
20 **Review and Discussion Regarding 2018 Encumbrances for Various Departments**

21
22 Selectman Goldman explained the documents in the packets. With projections done and
23 many bills submitted, the Finance Director has estimated the budget will end at
24 approximately \$105,372 in the black. There are 6 items departments have requested be
25 encumbered, keeping in mind the fund balance should be taken into consideration when
26 making a final decision.

27
28 First is the treatment of Phillips Pond in the amount of \$4,377.50. It was explained that this
29 amount is coming from the Special Warrant Article, not the operating budget. The motion
30 to encumber this amount was done on Dec. 18, 2018.

31
32 The remaining items to discuss are an infield renovation with The Greenskeeper in the
33 amount of \$1,850, a software update on the card access system for the recreation building
34 in the amount of \$1,649, playground equipment by Utiliplay for recreation in the amount of
35 \$2,000, repairs and paving of the parking lot at Town Hall with Petra Paving in the amount
36 of \$25,590 and lastly the air conditioning upstairs in the police station in the amount of
37 \$9,500.

38

39 Selectman Tombarello asked if we have a set number in mind to put towards these
40 projects. Selectman Goldman explained that it's all up for discussion, but the board should
41 keep in mind we don't want to spend it all, keeping some for the fund balance. He
42 explained that today is the last opportunity to encumber these funds before the end of the
43 year. It was discussed further that if the board agreed to encumber all items and if, at the
44 end of the year, all bills are submitted or a huge snow storm takes a large chunk of what's
45 left, can we change the decision and not complete the projects.

46

47 Selectman Cleveland would like to see at least half the money stay in the fund balance. The
48 total amount of the requests would be \$40,589. Selectman Hudgins suggested to just
49 encumber them all and make a final decision at the beginning of the year once all bills are
50 submitted. Selectman Cleveland wanted to know if the revolving fund could come into play
51 with some of these items. Deb Brown, Recreation Director, came to the table for further
52 explanation. She stated the infield work was something that was already on the calendar to
53 get done in November, however, the weather conditions didn't allow for it. She explained
54 this work is typically done in late fall because it can be more economical since some
55 businesses are looking to keep their crews working and it doesn't take a field out of use
56 during a regular season. The other items, the software upgrade to their card access system
57 was something already budgeted for and a 50% deposit has been made. It just won't be
58 done before the end of the year. The last item is the playground equipment. The actual
59 cost of this is over \$3,000. The equipment line was taken out of their budget initially due to
60 the default budget adjustments but they are asking to take \$2,000 from their operating
61 budget with the remaining balance most likely coming from the revolving fund. Selectman
62 Goldman asked if the revolving fund could absorb the full \$3,000. Mrs. Brown said she
63 can't say since this is something her board would have to agree on but yes, the funds are
64 there. Selectman Cleveland asked how much was in that fund, ballpark. Mrs. Brown said
65 she hasn't looked lately. Some of it is set aside in a money market account and she hasn't
66 looked at it lately and some of the money is from programming fees. Selectman Tombarello
67 would like to see the field item and the card access go forward since these are items that
68 were already in her budget and he'd be in favor of those being encumbered and maybe the
69 revolving fund can pay for the equipment. He said all these items are important and it's
70 difficult to prioritize.

71

72 Selectman Cleveland agreed with Selectman Hudgins' earlier comment that maybe we
73 should just encumber and circle around after the end of the year for final decisions.
74 Selectman Brown would love to see the parking lot get done. The Police Station is being
75 used more and more. He agreed with Bruce that we should encumber all now and look at
76 them again after the end of the year. Lynne Blaisdell explained to the board that
77 departments have until the second week of January to submit invoices for 2018 and it
78 won't be until the third week of January to know the final figure the year.

79

80 Mrs. Brown just wanted to add that the security system software is already ordered and
81 may be done before the end of the year but she doesn't know right now when they're going
82 to get there. Since a 50% deposit is already paid the amount to encumber would be
83 reduced to \$825. Mrs. Blaisdell gave a new total of \$39,765 to encumber.

84
85 **Motion by** Selectman Brown to encumber \$1,850 for infield renovations with The
86 Greenskeeper, \$825 to update software and equipment on card access system with Eastern
87 Alarms and Communications, \$2,000 for playground equipment cubes with Utiliplay,
88 \$25,590 for repairs and paving to parking lot at Town Hall with Petra Paving and \$9,500
89 for air conditioning units at the Police Department with Samson Duclair HVAC, Inc. The
90 total amount encumbered is \$39,765.

91 **Seconded by** Selectman Tombarello.
92 Mrs. Blaisdell wanted to remind the board they also previously discussed encumbering
93 \$4,500 for the website redesign and wanted to know what the board wanted to do with
94 that? The board agreed to move forward and add this to the encumbrances. Selectman
95 Brown amended his motion to add \$4,500 for the website redesign for a new total for all
96 encumbrances from the operating budget of \$44,265. Selectman Tombarello seconded this
97 amendment.

98 **Motion with amendment passed unanimously.**

99
100 The board reiterated they will review these items once again after the end of the year.

101
102 **Arthur Genualdo, Discussion regarding Purchase/Leasing of Highway Vehicles**

103
104 The board was presented emails and options for an F450 and F750 trucks. The options
105 show a purchase price and a lease price with terms, payment amount and interest for each
106 vehicle. There are 3 year and 5 year options. Selectman Goldman asked if it was possible
107 to go through the town's bank. Mrs. Blaisdell wasn't sure what they offer but could speak
108 with the Finance Director. He wondered if they could give us a better interest rate. Mr.
109 Genualdo added the leasing company told him that if both trucks passed, the lease could be
110 combined and would have a better rate. Selectman Tombarello stated he wants to have the
111 articles be contingent if they both pass. If both the lease option and the purchase option
112 passes he'd rather see the town purchase the vehicle instead of paying over \$23,000 in
113 interest. Selectman Goldman agreed there would be contingency language. Selectman
114 Hudgins asked what happens at the end of the lease, would we buy the vehicle out and how
115 much would that be? Selectman Goldman and Mrs. Blaisdell pointed out it's a \$1.00 buyout
116 at the end of the term. It was agreed that both vehicles will go on the ballot with options
117 for each to purchase or lease.

118
119 Mrs. Blaisdell also mentioned the board wanted to ask Artie about the amount listed in the
120 warrant for the bridge capital reserve fund. We previously agreed on \$157,000. The
121 question for Artie was how far out should the plan for repairs be on the Odell Road bridge?
122 Artie said Odell is at the end of the next 5 year Road Improvement Plan. It was decided if
123 they spread the \$100,000 over 6 years that will be sufficient. Selectman Tombarello is
124 wondering which bridge will take priority at the end of the 6 years, Phillips or Odell. He's
125 only hearing about Odell this year. Artie explained that the reason Odell came up was they
126 were preparing the 5 year plan and this road is a high traveled road. They will have to
127 install a box culvert similar to Hale True and Wells Village but smaller. The box will handle
128 more water than the existing culvert pipe.

129

130 Mrs. Blaisdell said she will review all the numbers to be sure this is accurate before the
131 final review of the articles later in January. She also asked the board to review the packets
132 given to them tonight which includes some new language and be ready to discuss in more
133 detail before the public hearing.

134

135 **Motion by** Selectman Brown to go into non public under RSA 91-A:3 II (a) employee
136 matters.

137 **Seconded by** Selectman Tombarello.

138 **In Favor,** Selectman Hudgins, Selectman Brown, Selectman Goldman, Selectmen Cleveland
139 and Selectman Tombarello.

140 **Motion passes unanimously.**

141

142 **Motion by** Selectman Tombarello to seal the minutes of the nonpublic session.

143 **Seconded by** Selectman Brown.

144 **In Favor,** Selectman Hudgins, Selectman Brown, Selectman Goldman, Selectman Cleveland
145 and Selectman Tombarello.

146 **Motion passes unanimously.**

147

148 **Motion by** Selectmen Goldman to adjourn.

149 **Seconded by** Selectman Brown.

150 **In Favor,** Selectman Goldman, Selectman Brown, Selectman Hudgins, Selectman Cleveland
151 and Selectman Tombarello.

152 **Motion passes unanimously.**

153

154

155 Respectfully Submitted,

156

157

158 Lynne Blaisdell