

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: April 29, 2019**

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 Brown, Selectman Hudgins, Selectman Tombarello,
13 Selectman Cleveland and Selectman Olsen

14 **Recording Secretary:** Sue Reynolds

15 **Town Administrator:** Lynne Blaisdell

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18 Selectman Tombarello called the meeting to order at 7pm and opened with the Pledge of
19 Allegiance.

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22 Selectman Tombarello asked the Board to review the minutes of Monday, April 8, 2019.
23 Selectman Brown stated that on line 21 James Passanisi’s name was spelled incorrectly.
24 Selectman Cleveland stated line 236 and line 243 should not have his name in the votes as
25 he was not present that evening.

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

27 **Seconded by** Selectman Olsen.

28 **In Favor,** Selectman Olsen, Selectman Brown, Selectman Tombarello, Selectman Hudgins.

29 **Abstain,** Selectman Cleveland.

30 **Motion passed 4-0-1**

31
32 Selectman Tombarello asked the Board to review the minutes of Monday, April 15, 2019.
33 Selectman Olsen stated line 216 should read \$4.99 to \$5.99.
34 Selectman Brown stated line 139 didn’t make sense with the wording of retirement day
35 and the Board agreed it should read retirement pay.

36 **Motion by** Selectman Olsen to accept these minutes as amended.

37 **Seconded by** Selectman Brown.

38 ***In Favor***, Selectman Olsen, Selectman Brown, Selectman Tombarello, Selectman Hudgins.
39 ***Abstain***, Selectman Cleveland.
40 ***Motion passed 4-0-1***

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43 **PUBLIC COMMENT**

44 Lynne congratulated Sara Tubbs for recently being crowned Miss NH.

45

46 Selectman Tombarello stated that Sandown is the safest place to live in NH and he thanks
47 the police department for their efforts in keeping us safe.

48

49 **Joint Loss Management Committee to discuss the proposed amended Safety Policy**

50 Chief Gordon and Paula Gulla came to the table for this discussion.

51 Selectman Brown asked to put a period at the end of the first bullet point and then further
52 down he asked about the wording “ensure protective guarding”. It was explained that this
53 is for equipment guarding. Selectman Cleveland agrees that this should read “equipment
54 guarding”. He handed Paula the policy that he had made changes to and had several
55 questions on. Selectman Tombarello asked that Paula and Chief Gordon review the changes
56 and Lynne asked if any of the changes are significant enough that would require a
57 discussion of the Board first. Selectman Cleveland questioned the section regarding
58 seatbelts as all vehicles have them and Paula said she had questioned that herself when
59 reviewing this but realized that not all busses have seatbelts and wondered if the town
60 would ever be in a position to utilize a bus. Selectman Cleveland also mentioned the length
61 of the document and Paula stated the current policy is about 38 pages and what they are
62 presenting is half that. Chief Gordon suggested that a couple of the selectman attend the
63 Joint Loss Management Committee meeting so they can review the entire policy together.
64 Then it can be brought back before the entire BOS for approval. Selectman Brown asked
65 about there not being any mention in this policy of AED’s and Paula said she thinks that
66 falls under the training but will include a line regarding them in this policy as well.

67

68 **Further discussion regarding the proposed Longevity Pay Policy**

69 Chief Gordon is present during this discussion. Chief Gordon said this was sent to Primex
70 for their review and it was determined that it did not need to go to town counsel. Chief
71 Gordon is asking permission to have this put in place and move forward with the policy.
72 Lynne stated that Primex didn’t really approve the policy, but instead polled other towns to
73 see if and how they were handling this and to share them with us as well. Lynne said they
74 haven’t received any formal policies, but they did get some responses from area towns
75 stating they do have a longevity policy and how they are handled, which vary. Selectman
76 Cleveland said when this was first proposed he wasn’t a big fan, however after speaking
77 with Chief Gordon further he realizes that it will benefit the town if they hire an employee
78 who stays in their position for many years as they will be able to pass along their
79 knowledge to others. He feels this is also an incentive for the employees to stay, however
80 he feels it should begin at year 15 and not year 10. Selectman Brown feels the town should
81 reward employees for their longevity, however he doesn’t feel this is a fair way to go about
82 it. He likes the idea of rewarding employees for their years of service on a basis of maybe
83 every 5 or 10 years, instead of them having to wait until they retire. He said there are

84 current employees that won't benefit from this proposal for at least 29 years. Selectman
85 Brown also states that because each employee's salaries are different, they will receive
86 different longevity amounts and he would like to see each employee receive the same
87 amount for certain years of service. Selectman Olsen said he researched this as well to see
88 how other towns are handling this and agrees with Selectman Brown. He is in favor of a
89 longevity policy but would like to see all the employees receive the same amount of money
90 for being employed for a certain amount of time. Chief Gordon said he came up with a
91 percentage of pay as a starting point and asked what the max amount an employee would
92 earn under the proposal of Selectman Brown and Selectman Olsen. He also stated that in
93 his plan this would be funded in the current payroll line and with the new potential
94 proposal it would have to be additionally funded each year an employee hit a milestone.
95 Selectman Cleveland said if a police officer's position needed to be filled it would take
96 longer to do so than another town employee's, so this would work better for that instance
97 as there will be unused money in the payroll line. Selectman Brown asked when the money
98 at the end would be paid out and Chief Gordon stated upon retirement. Selectman Brown
99 made a point of saying he feels if the employee retires but comes back to help out and train
100 a new employee, they shouldn't be entitled to their longevity pay until their final day of
101 work. Chief Gordon agrees this should be paid on the last day of an employee doing their
102 current job. Selectman Tombarello said they are having this discussion because they are
103 faced with an employee with 30 years of service getting ready to retire and feels this
104 person should be rewarded for being employed for that long. Lynne cautions the Board to
105 determine whether this is a longevity plan or a retirement plan and when it will go into
106 effect. She also feels that the decision that is made should be consistent for all employees.
107 There was talk about how this could affect the current budget if the new proposal was put
108 into place because there could be additional money to be paid out this year. Selectman
109 Cleveland said he liked the new proposal of paying employees on incremental years and
110 feels that they can approve a policy now to go into effect at a future date. Selectman Brown
111 again stated that he is more in favor of doing something for all employees every 5 years
112 than one lump sum upon retirement. Chief Gordon said there was something similar to this
113 in the union contract that was not welcomed by employees, in which 2 employees each
114 year received an additional \$250.00 based on their performance. Lynne stated this has
115 nothing to do with performance and would be available to all employees based on
116 longevity. The decision was made for Chief Gordon to work with Lynne and Selectman
117 Tombarello to put together a spreadsheet with what the longevity payout would be for
118 each employee for every 5 years, or every year and this will be put back on the agenda in
119 two weeks. Chief Gordon stated that time is of the essence as he as an employee ready to
120 retire after 30 years of service and he would like to be able to offer her something.
121 Selectman Cleveland feels that whatever is decided with this policy wouldn't affect the
122 employee retiring. He stated there is currently a police employee that is planning to retire
123 soon and holds many responsibilities. They are looking to bring someone in for lesser
124 money and hope to have an existing employee take on some of these roles. Selectman
125 Cleveland said this would not be an additional amount that needs to be budgeted for, it is
126 currently in the payroll line of the police budget. Lynne said there is currently no policy in
127 place, however the Board has the right to decide what to do for a retiring employee,
128 keeping in mind they may not want to set a precedence for this. Lynne will work with Chief
129 Gordon this week in hopes to present something back to the Board next week.

130 **Motion by** Selectman Brown to accept the non-public minutes of Monday, April 15, 2019 as
131 written.

132 **Seconded by** Selectman Olsen.

133 **In Favor,** Selectman Olsen, Selectman Brown, Selectman Tombarello and Selectman
134 Hudgins.

135 **Abstain,** Selectman Cleveland.

136 **Motion passes 4-0-1**

137

138 **NEW BUSINESS**

139 **Request to hold annual Reach the Beach Relay through Sandown**

140 Selectman Tombarello said this will be held on September 13th and 14th and the Board
141 approves this request. Lynne said police detail is in place for this.

142

143 **Consideration of Two Proclamations – National Public Works Week and Municipal 144 Clerks Week.**

145 Lynne stated she received information regarding the above proclamations. National Public
146 Works week is May 19th – May 25th and the 50th anniversary of Municipal Clerk’s week is
147 May 5th – May 11, 2019.

148 Selectman Olsen read the proclamation for National Public Works and Selectman Cleveland
149 read the proclamation for Municipal Clerk’s week.

150

151 **Discussion regarding possible change of fiscal year accounting**

152 Selectman Tombarello said they are looking for someone to spearhead this committee. He
153 also referred to the second page of the document regarding going to an 18-month budget
154 for the first year and wondered how this would work. Selectman Cleveland said he’s done
155 some research regarding this and even if you opt for an initial 6-month budget you still
156 need to come up with the money ahead of time, which in our case is 2.3 million dollars. He
157 said he feels the only practical option is to save ahead but that would cost the town
158 \$250,000.00 a year for at least 10 years. He also states one of the benefits of this is that it
159 will improve the cashflow of the town and in a default year it will allow the Board time to
160 figure out how to spend the proposed budget, rather than being 3 months into the spending
161 as we currently are. He said this is something that a committee needs to look into and the
162 dynamics of how it will all work and doesn’t think it is something that will be implemented
163 this year. Selectman Cleveland said he is not interested in heading up this committee
164 because he currently is only guaranteed a spot on the Board for this year only, whereas
165 there are 3 other Board members that will be here for the next 3. He said he is interested in
166 being part of the committee. Selectman Tombarello said he is interested in being part of
167 the committee as well and feels that this should be discussed on the “off” weeks in the
168 summer from when the regular BOS meetings are held. He also said he’s not sure if they
169 can get the voters to commit to putting away upwards of \$250,000.00 per year for 10 years
170 and doesn’t want to waste a lot of time meeting if this isn’t something they can convince the
171 taxpayers to approve. He feels there are good and bad aspects of this. Lynne asked if this
172 should just involve the BOS or if they want to have work sessions and have other people on
173 the committee. She also mentioned that she spoke with the auditor briefly regarding the
174 passing of the warrant article and asked him his opinion as to how this would work. Lynne
175 said the auditor gave her 4 – 5 points to consider during this process and would like to

176 have them attend a meeting to give their opinion on this as well. There was talk about have
177 a few budget committee members take part in this committee as well as some residents of
178 the town. Selectman Brown said that he is not in favor of this at all for several reasons.
179 One being that if they go the save ahead route, then they will have to establish a capital
180 reserve fund through a warrant article and isn't convinced that the residents will vote to
181 approve this at this time. He also doesn't think the bond method, or the quarterly billing
182 method are the way to go. He doesn't see the benefit of implementing this at this time and
183 would much rather see a proposed budget pass first. Selectman Olsen said he'd like a
184 committee to look into this and Selectman Cleveland likes the idea of a workshop and to
185 have all that are interested be a part of it. He said it may not be a benefit to the town but if
186 you don't explore it then you don't know. Selectman Tombarello said they have to at least
187 explore the option as the warrant article stated but also agrees that if they were to put
188 forth a warrant article in the amount of \$250,000.00 to fund a capital reserve fund for this
189 purpose it would not pass. Selectman Hudgins said he's on the fence but feels it is a good
190 option to explore during the summer months as there are pros and cons to the change.
191 Selectman Tombarello asked Lynne to reach out to the auditors to see when they will be
192 available, and she will also reach out to the Budget Committee to see if any of the members
193 are interested.

194

195 **Discussion regarding 2019 Roadway Improvement Plan and disposal of 2 town**
196 **vehicles.**

197 Arthur Genualdo is present during this discussion. Artie said he would like to put the 2
198 vehicles out for bid at this point. The Board is okay with this and Artie will post these
199 separately. Selectman Tombarello said he had a conversation with Artie today regarding
200 the RIP. Artie said he's been in contact with Busby regarding finishing up with Sargent Rd.
201 and Reed Rd. He said he spoke with them regarding Wells Village Rd. and Hale True Rd.
202 with last year's pricing. Artie said he's also been in contact with Steve Keach and would
203 like to have binder put on Wells Village Rd. (from the Chester line to Eagle Ridge). Then
204 he'd like to get Reed Rd. and Sargent Rd. ready to top coat. Once that is completed, he'd like
205 to top coat Wells Village, Hale True, Reed Rd. and Sargent Rd. He said this will allow him to
206 be on schedule at this point and not paving in the winter and it will save on about half of
207 the engineering costs. Selectman Tombarello asked Artie to see what he is proposing, and
208 he said the he doesn't have the information with him. Selectman Brown asked for him to
209 provide this to the Board so they can look at the figures on paper. Lynne stated this would
210 be a change order to the 2018 contract. Brox has also agreed to hold to last year's pricing
211 as well. Selectman Tombarello is in favor of saving the town money and Artie said they
212 have a good working relationship with Busby and would like to continue working with
213 them. The consensus of the Board is in agreement to move forward however they would
214 like to see the proposal in writing first.

215 Selectman Brown asked where we are in the hiring process for the open position at the
216 transfer station and Artie said he's received 1 application and is waiting to for them to call
217 him back. Selectman Brown said he was there on Wednesday night and was impressed
218 with the organization of the flow and he was in and out in 10 minutes. Artie handed
219 Selectman Cleveland a notice and asked him to read it and pass it to the rest of the Board.
220 The Board took a minute to read this information.

221

222 **Initial discussion regarding painting of Town Hall**

223 Selectman Tombarello stated the warrant article was for painting and repairs at Town Hall.
224 Lynne stated that during the initial budget discussion the Board talked about replacing the
225 aluminum siding with vinyl and as the season continued it was decided if a few areas were
226 repaired they would be able to paint the building instead of replacing the siding. There was
227 money allowed in the warrant article for repairs of the front porch as well. Lynne said she
228 has heard many different opinions since the election as to what should be done and would
229 like the Board to have this discussion to ensure they are all in agreement as to what
230 direction should be taken. Lynne said the bid they received for vinyl siding and the
231 molding was about \$26,000.00 and there was a \$2,200.00 increase for premium vinyl.
232 Lynne said the porch is safe but is in need of cosmetic work. Selectman Tombarello feels
233 the windows should be replaced. Selectman Cleveland said there is little to no insulation in
234 the building and isn't sure replacing the windows without insulating is a smart thing to do.
235 He said this is something to be looked into in more detail in future years. Selectman
236 Hudgins feels the voters approved a warrant article that stated to paint town hall and feels
237 it should be painted. Lynne said the last time the trim was painted in 1997 or 1998. The
238 Board decided to continue this conversation in two weeks.

239

240 **CORRESPONDENCE**

241 Letter from the Planning Board regarding a sub-division proposal located at 56 North Rd.
242 Lynne said this was approved with conditions.

243

244 Letter from Primex to Deb Hoadley regarding the flood at the library. Lynne stated she met
245 with Deb Hoadley and Tom Parrott, the adjuster from Primex and the letter is stating they
246 will not pay for the repairs of the concrete block in which the water entered the building.
247 Lynne said this area will need to be looked into to ensure that this doesn't happen again.
248 Selectman Cleveland feels that this will happen again, and the water should be redirected
249 to the parking lot area and away from the building. Lynne said there is a catch basin in this
250 area, but it couldn't keep up with the level of rain.

251

252 Email from Lee Dube letting the Board know that the Capital Improvement Committee is
253 looking for a Sandown representative. Selectman Brown said that Lee's email states that he
254 has stepped down from this committee, in which he hadn't. Selectman Brown said that he
255 was invited to the first meeting, in which he couldn't attend and was invited to the second
256 meeting and attended. He said that he hadn't received another email after that and
257 assumed they didn't meet over the summer and wanted the Board to know that he did not
258 resign from this position. He stated at this point he is not interested in continuing so there
259 is an open position. Lynne said the opening does not have to be filled by a selectman, but it
260 should be someone that has knowledge of the district. Lynne will ask Lee how often they
261 meet and either Selectman Hudgins or Selectman Tombarello will plan to fill this position.

262

263 Letter from DES offering state wide fire station sampling, testing due to chemicals found in
264 drinking water sources near fire stations. Lynne said they will be doing the testing in the
265 next 60 days and the Board is in agreement to have them test it if there is no charge to the
266 town.

267

268 Letter from Hampstead Area Water notifying the Board of the petition filed with the state
269 of NH Public Utilities Commission to franchise a limited area in Sandown in the Wilkele
270 area. Lynne said with all that is taking place at this time regarding this issue she doesn't
271 feel the Board should be signing this petition. Lynne said the Board has already signed
272 something in the past regarding this same thing, but nothing was presented to be signed
273 along with this letter.

274 The Board agreed to have Leonard from the Hampstead Town Committee come speak to
275 them regarding this along with the Water Resource Committee.

276
277 Letter from Skyler Wolsey from Ballston Spa, NY regarding suggestions on how the town
278 can handle some of the intersections in town. Lynne asked the Board if they would like to
279 move forward with any of this to let her know.

280
281

282 **LIAISON REPORT**

283 Selectman Olsen – Cable meeting this past Tuesday and attended a ZBA meeting and the
284 Shady Lane variance was approved.

285 Selectman Brown had nothing to report.

286 Selectman Tombarello had nothing to report.

287 Selectman Hudgins stated the Conservation Commission had their annual fishing derby on
288 Saturday.

289 Selectman Cleveland has a Planning Board meeting on Tuesday, May 21st at 7pm.

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291

292 **Motion by** Selectman Brown to go into non-public session under RSA 91-A:3 II (d) property
293 and (a) employee matters for 4 instances.

294 **Seconded by** Selectman Tombarello.

295 **Roll Call**, Selectman Olsen- yes, Selectman Brown – yes, Selectman Tombarello – yes,
296 Selectman Hudgins – yes and Selectman Cleveland – yes.

297 **Motion passes unanimously**

298

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

300 **Seconded by** Selectman Brown.

301 **In Favor**, Selectman Olsen, Selectman Brown, Selectman Tombarello, Selectman Hudgins
302 and Selectman Cleveland.

303 **Motion passes unanimously.**

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305

306 **Motion by** Selectman Hudgins to accept the non-public minutes of Monday, April 8th, 2019
307 as amended.

308 **Seconded by** Selectman Tombarello.

309 **In Favor**, Selectman Olsen, Selectman Brown, Selectman Tombarello and Selectman
310 Hudgins.

311 **Abstain**, Selectman Cleveland.

312 **Motion passes 4-0-1.**

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314 ***Motion by*** Selectman Brown to adjourn.

315 ***Seconded by*** Selectman Olsen.

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317 Meeting adjourned.

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319 Respectfully submitted,

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323 Sue Reynolds

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