

**BOARD OF SELECTMEN**  
**Minutes of August 24, 2015**

**MEMBERS PRESENT:** Vice-Chairman Joel Desilets called the meeting to order at 7:00 PM. Selectmen Ross McLeod and Roger Hohenberger were present, as was Town Administrator David Sullivan. Chairman Al Letizio and Selectman Bruce Breton were excused. Mr. Desilets opened with the Pledge of Allegiance.

**ANNOUNCEMENTS/LIAISON REPORTS:** None.

*Mr. Desilets* requested support to move a fee waiver request scheduled under correspondence up in the timeline; Mr. McLeod and Mr. Hohenberger concurred.

**CORRESPONDENCE:** Request received from the Mullaly family to waive electrical, plumbing and building permit fees in the amount of \$391.75. This work is necessary to make their home accessible for their disabled son. Mr. Sullivan advised that the Community Development Department is in support of this request. Brief discussion ensued, in which Mr. McLeod noted he was a bit conflicted by the request as, though he assumed the Mullaly's were financially able to pay these fees, the circumstances were a valid reason to request waiver of same.

Mr. Hohenberger moved and Mr. Desilets seconded to approve the fee waiver request. Passed 3-0.

**AUDIT PRESENTATION:** Ms. Cheryl Pratt, Director at Plodzik and Sanderson, presented the Board an overview of the results of the 2014 independent audit; expressing her thanks to Town staff for their cooperation and efficiency. Highlights of the presentation included:

- The Town received an unqualified opinion indicating that all financials were properly reported per GASB regulations.
- Unexpended funds at year end totaled \$683,126. The unassigned fund balance for tax setting purposes totaled \$1,194,132. Ms. Pratt indicated that, as it pertained to the 60-day rule for deferred property taxes, this had been modified to only reflect the Town's portion thus no deficit is shown in Exhibit A.
- 2016 will bring with it a new GASB requirement relative to retirement reporting; for which Plodzik and Sanderson are gathering testing data.
- No material weaknesses or significant deficiencies were found, and the Town should be commended for this.

Mr. Hohenberger sought clarification as to the unexpended funds in the amount of \$683,126, questioning why so much had remained. Discussion ensued, and Mrs. Call reminded the Board that there were staffing vacancies, as well as that some project funds were encumbered into the next year. Mr. Sullivan added that it had also been a mild winter; reminding the Board that this audit was for 2014. He stressed that there was no "slush" in the budget; rather some funding had lapsed or rolled over. Further discussion ensued regarding testing of budget to actual conducted by Plodzik and Sanderson.

Mr. McLeod extended thanks to Mrs. Call for her efforts; noting she does a fantastic job on the Town's financials. Thanks were also extended to Ms. Pratt for her presentation.

**FIRE DEPARTMENT:** Chief McPherson advised that, over the previous month, problems had arisen with the Department's communication system, including Derry having difficulties hearing personnel. He indicated he had contacted the Town's vendor and they had discovered, when inspecting the tower at Jenny's Hill, that the GE radio located there is no longer transmitting properly. Chief McPherson advised that the radio in question is too old to repair, and that the cost to replace same with APCO digital compliant equipment would be \$16,000 for the radio alone. He

advised that the Department currently has a loaner for use through the end of the year, at a cost of \$125 per month, and that the radio will need replacement at the beginning of next year. Brief discussion ensued.

Chief McPherson then noted that two bids had been received for installation of a vehicle exhaust capture system at the Station; which had been solicited in accordance with the affirmative warrant article vote in March. The bids received were as follows:

<b>Vendor</b>	<b>System</b>	<b>Bid Price</b>	<b>Cost for annual servicing</b>
Aire-Deb Corp, Alden NY	MagneGrip	\$73,730.00	Free for 7 years
Air Cleaning Specialists of NE, Hanover MA	Plymovent	\$54,101.00	\$441 for 9 vehicles

Chief McPherson advised he had met with the vendors, who were present, and deferred to them to provide additional information to the Board.

The Board heard from Mr. Chris Roche of Air Cleaning Specialists and Ms. Debbie Anslett of Aire-Deb Corp; who each provided information about their companies and fielded several questions from the Board members. Discussion included:

- Pneumatic versus magnetic systems, as it related to the bid specifications. The latter was requested to bid, and had been by Aire-Deb whereas Air Cleaning had bid the former.
- The variances in the products bid and any exceptions to the bids. The bid document had requested a sliding hose system, which Aire-Deb had also bid.
- The logistics of the pneumatic versus magnet systems (eg ease of connectivity, how they hang), and the minimum CFM requirements (600/vehicle).
- The warranty/services as bid.

Chief McPherson noted that he believed either bid will accomplish the Department's needs, just in different ways; clarifying this system is brand new to the Station. He advised that he had heard nothing bad regarding either vendor, he would leave it to the Board to decide.

After further discussion regarding the disparity of approximately \$20,000 in the bid price, Mr. Hohenberger moved and Mr. McLeod seconded to award the bid to Air Cleaning Specialists of NE for installation of a Plymovent system as bid. Motion passed 3-0.

**USE OF SEARLES:** Mr. Sullivan advised that a request had been received from Linda Moore to utilize the Searles facility at a reduced rate. He explained that the Moores had rented the facility on Christmas, 2014 at a cost of \$315, however, this year that same rental date would cost \$472.50 as it falls on a weekend and the Moores would like to maintain the \$315. They are also requesting to maintain the same fee for Christmas 2016, full price for which would be \$512.50.

Mrs. Moore explained that they have a very large family and rent the Searles for their holiday party; noting local non-profits are able to use the facility at no charge. Discussion ensued, and Mr. Sullivan inquired whether, if the Board were to approve the request and then someone came forward who wanted the facility that same date at the full market rate, the Moores would be okay with being bumped or paying the balance of the full rate themselves. Mrs. Moore replied that they could move their party to the other side of the facility, but it would be tough for them to be booted or have to pay the full rate. She suggested that they would have no objection to sharing labor with the Town, such as trash removal, saving the Town some costs.

Mr. Hohenberger noted he saw no issue with Mr. Sullivan's suggestion, and a brief discussion ensued regarding sharing as suggested by Mrs. Moore. Mr. Sullivan clarified an event such as this would not involve any overtime or other costs.

Mr. Desilets indicated he recognized what an asset the Searles is, and how far it has come; adding that he felt the rental prices are very affordable and he was not inclined to set a precedent such as this.

Mr. McLeod clarified he would not support any bartering situations; adding that this is a family use and not an organization. He indicated that the increase of approximately \$150 for this year represented a negligible dollar amount per person; expressing similar concerns regarding precedent.

After further discussion, Mr. McLeod moved and Mr. Desilets seconded to deny the request. Motion passed 3-0.

**RECREATION – SKATE PARK:** Recreation Coordinator Cheryl Haas and Mr. Steve Keach reviewed with the Board the final proposal and cost estimates, as attached, for re-purposing of the former skate park. Ms. Haas indicated that the plan represents passive recreation, as overwhelmingly preferred in the 2014 survey results, and that with the Board’s support it will be presented to the CIP on September 3<sup>rd</sup>.

Mr. Keach reviewed the plan with the Board, noting that the senior and toddler areas will be separated by hardscaping, and a gazebo and alcove seating are also planned. He indicated that 1 ¼” pavers were recommended on the senior side, which will require very little preparation, and paint on the existing surface on the toddler side. Also, the area is designed to allow for police visibility as they pass through the parking area. Mr. Keach noted that the budget numbers estimated for the CIP seem reasonable/true. Mr. Sullivan extended thanks to Mr. Keach, reminding the Board that he had donated his time to complete this.

Mr. Sullivan then indicated that he had spoken to Mr. Letizio that morning, who had expressed his support for the plan with the following comments/suggestions: incorporation of river rock; removal of the small plantings as these could be “adopted” by others; surface grittiness/texture to avoid slips; mobility for the adult picnic tables (eg quick disconnect system), and; the need for a water source. Mr. Letizio also advised that he would support up to \$200,000 in the CIP for the project.

Mr. McLeod sought clarification as to whether the yearly maintenance cost had been added to the capital costs, and discussion ensued. It was clarified that this should not be part of the CIP request.

Mr. Hohenberger expressed his support, but concerns that \$150,000 of the proposed cost is for the pavers and sitting walls. He indicated he wanted it to pass in March, however, \$188,000 may be a hard sell; suggesting that bricks/pavers could perhaps be sold to offset the costs.

Mr. Desilets indicated he had previously asked about incorporating a path around the perimeter, which was approximately .10/mile. Mr. Keach felt this was a good idea that would not add significant cost. Mr. Desilets also indicated he would like to see the Garden Club given the opportunity to partner with the landscape architect on the project, and a discussion ensued. Mr. McLeod and Mr. Hohenberger concurred.

Mr. Desilets then noted that the 2014 survey data showed that nearly 4 times as many respondents listed passive recreation as the preferred use versus a tot area; adding that while he understood it was to be split 50/50 he did not necessarily agree that it was the right balance given its proximity to the existing tot area. Discussion ensued.

Mr. Desilets then echoed support for up to \$200,000 in the CIP, adding he would like the area to ultimately be something that will last for decades. Discussion ensued in that nearly all the proposed materials are virtually indestructible (eg granite/concrete); and whether mixed materials should be incorporated (eg a turf or grassy area). Mr. Keach noted that the latter would require removal of the concrete. Mr. Desilets noted that he would like to know the costs for same, and that he supported the idea of selling the pavers/bricks as well.

Mr. Bob Coole, Morrison Road, expressed his support for the plan; inquiring what the completion time would be if it passed. Mr. Keach noted it would be approximately 6 weeks.

After further discussion, it was the consensus of the Board to support Recreation’s proceeding to the CIP Committee.

**TAX ABATEMENTS:** Mr. McLeod moved and Mr. Hohenberger seconded to support the recommendation of Rex Norman and grant an abatement in the amount of \$732 for 40 Burnham Road. Mr. Sullivan clarified that this related to an administrative adjustment after completion of an interior inspection. Passed 3-0.

*The Board*, as the Board of Assessors, executed a Timber Tax Bond at Mr. Sullivan's request.

*Mr. Sullivan* requested authorization to file an extension until October 1 with the Department of Revenue Administration for completion of the MS-1. Mr. McLeod moved and Mr. Hohenberger seconded to authorize same. Passed 3-0.

**WINTER SALT:** Mr. Sullivan advised that the State bids for same were as follows, and that Mr. McCartney would recommend awarding the bid to Granite State:

Granite State Minerals- \$52.47/ton delivered

Morton Salt Inc. – \$58.11/ton delivered

Mr. McLeod moved and Mr. Hohenberger seconded to award the bid for winter salt to Granite State Minerals for their bid price of \$52.47/ton. Passed 3-0.

**ASSESSING CONSTANT SERVICES BID:** Mr. McLeod moved and Mr. Hohenberger seconded to award the bid for same to MRI. Mr. McLeod noted that MRI's was the lower priced of the two bidders, and that Mr. Breton had expressed his support for them, as well.

Brief discussion ensued, in which Mr. Sullivan expressed his support of the motion, which then passed 3-0.

Mr. Sullivan noted that, as it pertained to the balance of this year, both KRT and MRI had provided pricing to come in and provide coverage as soon as possible. He asked that the Board review these proposals and be prepared to discuss at the next meeting bringing someone in sooner, if possible. Brief discussion ensued.

**OLD/NEW BUSINESS:** Mr. Sullivan advised he had planned on seeking the Board's authorization to conduct a comprehensive compensation survey, but would defer same to a full board. Brief discussion ensued.

*Mr. Hohenberger* extended thanks to Recreation Coordinator Cheryl Haas and town staff for another successful Senior Picnic.

*Mr. McLeod* moved and Mr. Hohenberger seconded to re-appoint Ms. Grace Marad to the Housing Authority through 2018. Passed 3-0.

*Mr. Sullivan* advised that Mr. Vincent Rosa had resigned from the Recreation Committee. Mr. McLeod moved and Mr. Hohenberger seconded to accept with regrets. Passed 3-0.

Mr. Sullivan then recommended the Board move Mr. Dave Curto from Alternate to Regular to fill this vacant position. Mr. McLeod moved and Mr. Hohenberger seconded accordingly. Passed 3-0.

*Mr. Sullivan* advised that Ms. Kathy Smith has resigned as interim Library Trustee, and that staff will advertise to fill this vacancy. Mr. McLeod moved and Mr. Hohenberger seconded to accept with regrets. Passed 3-0.

*Chief McPherson* advised that the Town of Derry Communication Department would be having an open house for their contracted departments, including a tour of their facilities/equipment. He noted the Board is welcomed to attend, on September 30 from 5P to 9P.

*Mr. Desilets* advised that the EDC has been having difficulty filling their Vice-Chair position, and requested the Board waive the EDC Rules of Procedure to allow Mr. Letizio to serve in said position. This is similar to prior waivers by the Board allowing Mr. Letizio to serve as EDC Chairman.

Mr. McLeod moved and Mr. Hohenberger seconded to waive the Rules of Procedure as requested. Passed 3-0.

**NON-PUBLIC:** Mr. Hohenberger moved and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II e. Passed unanimously. Roll call vote all “yes”. The Board, Mr. Sullivan and Ms. Devlin were in attendance in all sessions.

*Mr. Sullivan* updated the Board on a legal matter relative to a tax abatement. Mr. Hohenberger moved to deny the abatement. Mr. McLeod seconded for discussion, after which the motion passed 2-1, with Mr. McLeod opposed.

*Mr. Sullivan* updated the Board on a legal matter. Mr. Hohenberger moved and Mr. McLeod seconded to authorize Town Counsel to continue negotiations as discussed, up to 50%. Passed 2-0-1, with Mr. Desilets abstaining.

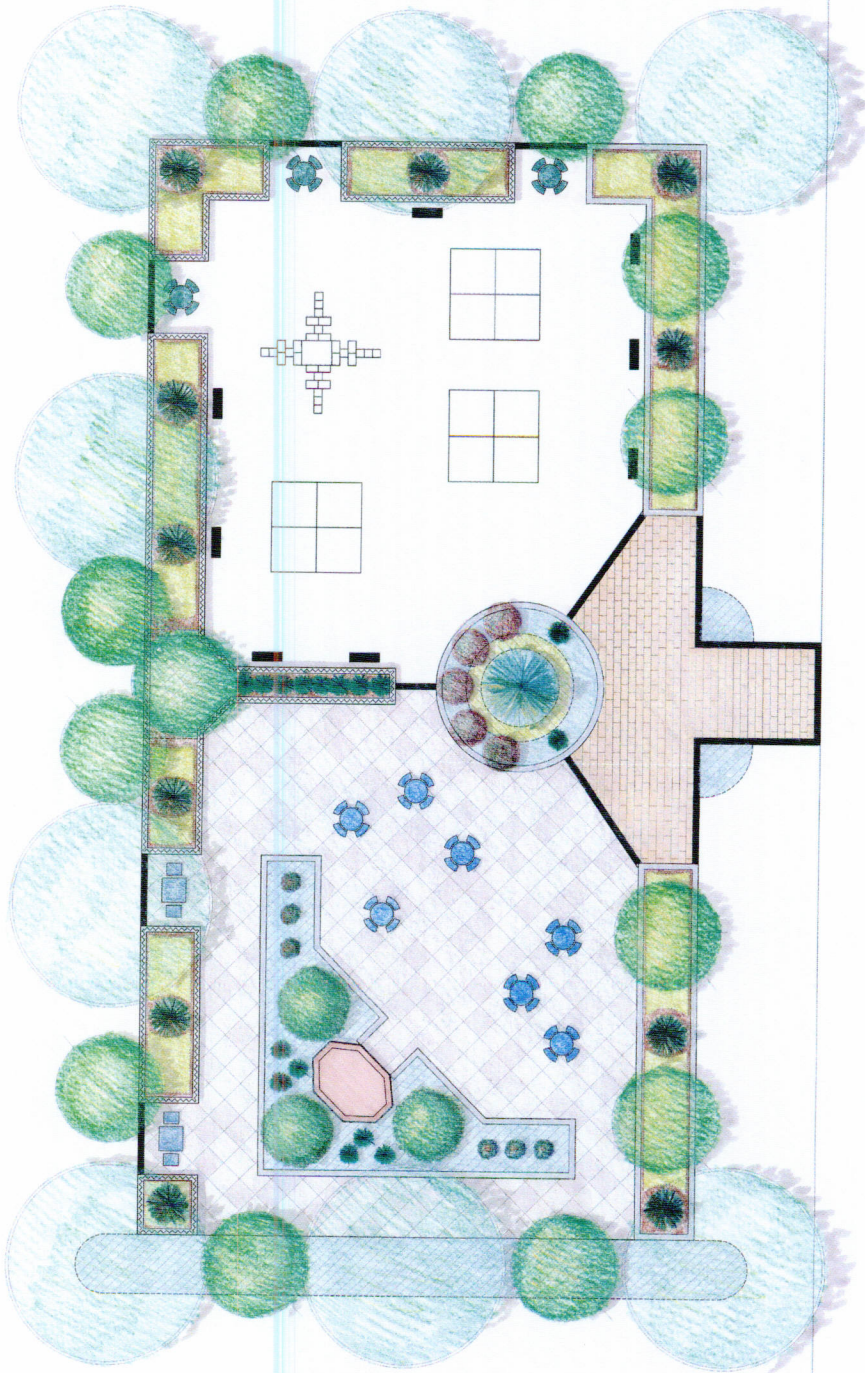
After further discussion, Mr. Hohenberger moved to deny the request if 50% is not achieved. Mr. McLeod seconded for discussion, after which the motion failed 1-1-1 with Mr. McLeod opposed and Mr. Desilets abstaining.

Mr. Hohenberger moved and Mr. McLeod seconded to adjourn. Passed 3-0.

Meeting was adjourned at 9:41 PM.

Respectfully submitted,  
Wendi Devlin, Administrative Assistant

*Note: These minutes are in draft form and have not been submitted to the Board for approval.*



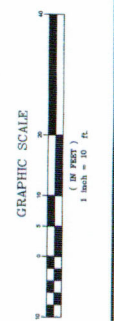
CONCEPTUAL SITE PLAN  
**GRIFFIN PARK**

RANGE ROAD  
 WINDHAM, NEW HAMPSHIRE  
 ROCKINGHAM COUNTY

PREPARED FOR:  
 WINDHAM RECREATION DEPT.  
 4 NORTH MAIN ST.  
 WINDHAM, NH 03093

**KMA** KRECHT-HOUSTON ASSOCIATES, INC.  
 One Parkside  
 10 Commerce Park North, Suite 300, Andover, NH 03016 Phone (603) 877-3841

No.	DATE	REVISIONS	BY



DATE: AUGUST 24, 2015 SCALE: 1" = 10'  
 PROJECT NO: 15-0708-1 SHEET 1 OF 1

## Passive Recreation area proposal at Griffin Park (80 x 170)

<b>6 picnic tables</b>		
3 of the 48" square	\$1,000/each plus s/h	\$3,000
2 of the 46" round	\$900-\$1,100/each plus s/h	\$2,200
1 ADA table	\$900/plus s/h	\$900
<b>2 chess/checker tables (46")</b>	\$1,500/each plus s/h	\$3,000
<b>1 ADA chess/checker table</b>	\$1,500/plus s/h	\$1,500
<b>1 Bike Rack</b>	\$500	\$500
<b>Paintings:</b>	\$300	\$300
4 square		
Hopscotch		
<b>Gazebo (11x15; vinyl oval w/benches)</b>	\$9,000	\$9,000
<b>Resurfacing (partial/right side)</b>	\$5,000	\$5,000
<b>Sitting Walls</b>	\$65,000	\$65,000
<b>Pavers (gazebo (left) side)</b>	\$59,220	\$59,220
<b>Paver border around edges</b>	\$27,600	\$27,600
<b>Plantings</b>		
Shade trees and bushes etc	\$8,000	\$8,000
Plantings, mulch, etc	\$1,500	\$1,500
<b>Yearly Maintenance</b>	\$1,000	\$1,000
<b>Landscape Architect Design fees</b>	\$1,000	\$1,000
<b>Total:</b>	<b>\$188,720</b>	
<b>Potential Donations:</b>	<b>\$20,000</b>	
<b>Possible final figure with donations:</b>	<b>\$168,720</b>	