

SELECTMEN'S MEETING

MAY 19, 2003

MEMBERS PRESENT: Galen Stearns, Alan Carpenter, Roger Hohenberger, Christopher Doyle and Bruce Breton. David Sullivan, Town Administrator, was also present. Meeting commenced at 7:00 pm.

ANNOUNCEMENTS: Mr. Doyle announced that Governor Benson had declared May 16th as Mary Griffin Day in New Hampshire to honor her on her 77th birthday and for all her accomplishments and activities she is involved with. The Board extended their best wishes and congratulations to Mary.

Fire Chief Messier told the Board that Dan Goodwin would be doing an Eagle Scout project for the department. He will be rehabbing the Smokey the Bear Fire alert sign and moving it to the new station.

Chief Messier also reminded everyone to use boater safety measures especially over the Memorial Day weekend. Personal floatation devices are available at the station. He further noted that boating safety courses are conducted monthly at the Fire Department by the NH Marine Patrol. If you are interested in attending, contact the NH Marine Patrol for registration.

Mr. Sullivan told the Board that both the Tax and Assessing Offices are undergoing software conversions and that due to these ongoing conversions, new or updated property values will not be added on the July tax bills. These values will be changed for the December bills. The Assessor, Rex Norman, will advertise this in the local paper and will be available to answer any questions. He wants the taxpayers to be aware that their taxes could increase significantly in December and to plan accordingly.

The Memorial Day Parade will be held on Monday, May 26th. Mort Pearlman will be the Parade Marshall.

Cable Advisory Chairman, Margaret Case, introduced the Cable Coordinator, James Daddona. Mr. Daddona presented Wanda Koch, cable volunteer, with a plaque honoring her four years of volunteer services. Ms Koch stated that working at the cable studio is a great experience and she highly recommends it to others

LIAISON REPORTS: Mr. Hohenberger reported that the Planning Board worked on design review in the Gateway District.

Mr. Breton reported that he attended Baseball's Opening Day ceremonies at Griffin Park. He noted that it was very well supported by the community.

Mr. Stearns reported that he attended the Historic District/Heritage Commission meeting and they will be sending a letter to the Board recommending the Board ask the State to allow the Town to take ownership of the old train station at the Depot. The Commission is very interested in restoring the old station.

PUBLIC HEARING: Mr. Sullivan read the following notice: "In accordance with RSA 31:95-b, the Board of Selectmen will hold a Public Hearing on May 19, 2003 at 7:15 pm at the Planning and Development Department for the purpose of considering the acceptance of a DES grant in the amount of \$1,255 to the Town to be used towards the cost of purchasing lot 14-A-200". Mr. Sullivan stated that this land is the Ingersol land and is being purchased to preserve open space and protect the watersheds. Mr. Doyle motioned and Mr. Breton seconded to accept the DES grant in the amount of \$1,255.00 and

to authorize Mr. Sullivan to execute the appropriate documents. Passed unanimously.

INTERVIEWS: The Board interviewed the following residents for appointment to the committees indicated:

George Roy	Board of Adjustment
Bruce Anderson	Conservation Commission
Carol Pynn	Bicycle Path Committee - non abutter
Susan Azibert	Bicycle Path Committee - abutter
Brenda Seniow	Bicycle Path Committee - abutter
Joyce Wong	Recreation Committee
Kara DeFruscia	Bicycle Path Committee - non abutter

SEARLES SCHOOL: Mr. Sullivan told the Board that he had met with George and Marion Dinsmore of the Historic District Commission. The Commission is requesting the Board waive the bid process for the engineering costs (approximately \$5,000) and for the architectural services (NTE \$8,000) for renovations to the West Room.

Mr. Hohenberger stated that he had concerns on waiving the bids as the prices were not fixed and there was no specific scope of work or estimated hours, particularly regarding the architectural services.

Mr. Sullivan stated that the architect worked with the Commission on earlier renovations and had a good working relationship with him.

Mr. Carpenter motioned to approve the sole sourcing of the engineering services for a price not to exceed \$6,000.00 without prior approve from the Board of Selectmen. Mr. Hohenberger seconded. Passed unanimously.

The Board asked the staff to contact the Commission and request more detailed information on the scope of work, required hours, etc for the architectural services.

Financing for the Renovations: Dana Call, Finance Director, obtained quotes from four local banks for the interest rate on a note for \$100,000.00 with both a 10 year and 7 year repayment option for the improvement to Searles. Mrs. Call noted that based on an average for the last four years, the monthly income from the Searles rental is approximately \$17,400, less \$7,000 per year to cover the marketing costs, leaving \$10,400 per year to pay the bond payments. There is approximately \$35,000 available from the Searles Special Revenue Fund available to be used to supplement the monthly rental income to make the bond payments. Mrs. Call further recommended that the Board approve a ten year bond as this note is to be self funded and the 10 year schedule will work within the income projections. The Commission and Mr. Sullivan agree with this recommendation.

Mr. Hohenberger motioned to approve the Town enter into a ten year bond with Bank North for \$100,000.00 at a 4% interest rate. Mr. Doyle seconded. Passed unanimously.

HIGHWAY SAFETY COMMITTEE (HSC) RECOMMENDATIONS: Mr. Sullivan told the Board that the Highway Safety Committee met on May 6, 2003 and made the following recommendations:

- Mockingbird Hill Road - Request for a stop sign - HSC voted to recommend that the Selectmen hold a public hearing to approve this sign. The Board agreed to hold a public hearing on June 2, 2003.
- Beacon Hill Road - Petition opposed to line striping - Several residents on Beacon Hill Road

requested that the striping of the road not occur again in the future, but other means used to control the traffic. The HSC voted to agree with the residents and not stripe in the future but tabled discussion of other means of traffic control.

The Board discussed the striping and felt it was needed to have vehicles safely navigate the curvy sections of the road. The consensus of the Board was that the striping was working and should continue, whether it be one or two stripes. Mr. Sullivan will notify the residents as to why the Board felt the striping should continue.

- Depot Road - Trail Parking Area - Request received from the Selectmen to review Depot Road parking area for possible paving and other improvements to better regulate the parking of vehicles. The HSC voted to recommend the parking plan previously drawn by the town and state, and to request permission from the State (DRED) to erect a fence as shown on the plan from the parking area, through the highway operating area, to a point at the far end of the town shed parking lot. Parking to be restricted to the area outside the fence. The majority of the fence would be constructed on State property. The cost is approximately \$8,000 to \$10,000.

The Board agreed to await the outcome of HB 420 before asking the State for permission to erect the fence.

LIGHT AT THE DEPOT: Mark Samsel and John Mangan of Depot Road requested that a light be installed at the Depot for security. The Board had some concerns with adding a light but referred the matter to the Highway Safety Committee for review.

OTHER BUSINESS: Mr. Stearns asked the Board to consider sending a letter to Hudson encouraging them to ask the State for a traffic signal on Route 111 at Sullivan Road as there was another traffic fatality last week. He noted there have been multiple accidents and deaths at that intersection. Mr. Carpenter motioned to send a letter to Hudson encouraging them to ask the State to install a traffic light as described above. Mr. Doyle seconded. Passed 4 to 1 with Mr. Hohenberger opposed.

JOB DESCRIPTIONS: Mr. Sullivan asked the Board to give final approval to the following four job descriptions: Administrative Assistant to the Town Administrator, Human Resource Coordinator/Administrative Assistant to the Town Administrator, Highway Agent and Highway Laborer. Mr. Doyle motioned to accept the four job descriptions named above. Mr. Breton seconded. Passed unanimously.

MINUTES: Mr. Doyle moved to accept the minutes of May 5, 2003 as presented. Mr. Carpenter seconded. Passed unanimously.

CORRESPONDENCE: Road Bond Partial Release - Mr. Carpenter motioned and Mr. Doyle seconded to approve a partial release in the amount of \$24,007.20 for the road bond for Heritage Hill/Timberlane Roads to RJR Development. Passed unanimously.

Disposal Agreement - Mr. Poulson, Transfer Station Manager, negotiated a mutual disposal program with Gateway Resource Recovery and the Town of Windham for metal waste streams and demolition/construction debris which he is asking the Board to approve. The agreement states that Windham will deliver a variety of metal waste streams at no cost to Gateway and Windham will deliver demolition/construction debris at a tipping fee of \$15.00 per ton.

Mr. Sullivan told the Board that this agreement will save the Town approximately \$15,000 in tipping and revenues for metal are very low. The agreement is for a one year period. Mr. Doyle motioned to approve the contract between the Town of Windham and Gateway Resource Recovery as presented. Mr. Hohenberger seconded. Passed unanimously.

OLD BUSINESS: Mr. Sullivan told the Board that he had received an email from Recreation stating that Recreation and Windham Baseball/Softball have agreed on the specifics for the signs on outfield fences at Griffin Park. The signs will be 4' x 6', white background with up to three colors and the logo, business name, location and telephone number may be on the sign. The fees will be \$500/yr or \$1,200/3 yrs. The revenues will be divided - 90% Baseball, 10% Town. Mr. Samsel told the Board that the signs will only be at Griffin Park, one sign per panel of fencing and only up from April to July.

Mr. Breton motioned and Mr. Carpenter seconded to approve the request from Windham Baseball/Softball for signs on the outfield fences at Griffin Park as discussed above. Passed unanimously.

Engineering Study Contract for the Proposed Lowell Road Bicycle Path - Mr. Sullivan requested the Board approve the Agreement between the Town of Windham and the State of New Hampshire Department of Transportation for the costs for the engineering study for the proposed Lowell Road Bicycle Path. The estimated cost is \$143,000 with the Town's portion \$23,000. Mr. Sullivan explained that the contract can be broken for "just cause" and explained what conditions would be considered just. Mr. Carpenter motioned and Mr. Hohenberger seconded to approve said Agreement. Passed unanimously.

Lamplighter Village - Mr. Carpenter noted that there may be violations at the construction site for Lamplighter Village - ie - watershed, tree cutting. He asked that Mr. Turner check into this and report to the Board on June 2nd. Other members of the Board concurred.

CHIEF MOECKEL - INCREASING PARKING FINES AND OTHER ITEMS: Chief Moeckel gave the Board a memo regarding increasing parking fines. He noted that they have not been increased since they were first initiated. He requested the Board review the schedules and schedule a public hearing to consider the increases.

A public hearing will be scheduled for June 2, 2003 and the proposed fine schedule will be published.

RR Bed Patrols - Mr. Carpenter asked Chief Moeckel for an update on the patrolling of the RR beds east and west of Interstate 93. Chief Moeckel gave the following program update: A letter of intent was sent to Honda today, the machines should be in by the end of the week, Sgt Caron is scheduling the training and hopefully the program will commence in two weeks.

Diana Fallon stated that the Chief has been helping the Conservation Commission with OHRV problems and noted that the makeshift signs prohibiting riding are being removed. She noted that metal signs are more costly. Mr. Carpenter suggested using the makeshift signs until the police program is underway and check the results then.

Mr. Samsel stated that the land has to be posted allowing the OHRV to use it. If it is not posted, they cannot ride.

Police Pistols - Chief Moeckel told the Board that new weapons are in and the personnel will be trained on them in the near future.

NEW BUSINESS: Mr. Sullivan expressed his disappointment that the renovations to the Bartley House are still not completed. He spoke with the contractor today and he promised to be at the Bartley House working on Wednesday. He had left last week to complete a previous job. Mr. Sullivan stated that the work is good, but wished that it was more timely. He asked the Board to motion to show their support and our need to complete this project as soon as possible. He noted the original completion date was late in February, plus an additional few weeks for Town requested changes.

Mr. Hohenberger motioned and Mr. Doyle seconded to support Mr. Sullivan in his efforts to have this project completed and that it is imperative to move the offices at the earliest date possible. Passed unanimously.

NON-PUBLIC SESSIONS: Mr. Doyle motioned and Mr. Carpenter seconded to go into non-public session in accordance with RSA 91-A:3, IIa, c and e. Roll Call Vote - all members - yes. The subjects were personnel, land acquisition and legal.

First Session: The Board and Mr. Sullivan and Chief Moeckel were in attendance. Mr. Doyle motioned to accept the recommendation of the Chief on the hiring of a part time records clerk pending successful background and medical checks. Mr. Hohenberger seconded. Passed unanimously.

Second Session: The Board and Mr. Sullivan were in attendance. Mr. Sullivan updated the Board on a potential legal matter. The Board supported Mr. Sullivan in his settlement plans for this matter.

Third Session: The Board, Mr. Sullivan, Ms Linowes, Ms Fallon, and Ms Skinner of the Conservation Commission were in attendance. Mr. Doyle motioned to seal the minutes of this session. Mr. Breton seconded. Passed unanimously.

Other Session: The Board (Mr. Stearns rescued himself on the issue of the lifeguard salaries) and Mr. Sullivan were in attendance for the remaining sessions.

The Board considered pay increases for the lifeguard staff at the town beach. Mr. Doyle motioned to adjust the wages by 4%. Mr. Hohenberger seconded. Failed 2-2 with Mr. Carpenter and Mr. Breton opposed.

Mr. Doyle motioned to adjust the wages by 5%. Mr. Hohenberger seconded. Failed 2-2 with Mr. Carpenter and Mr. Breton opposed.

Mr. Doyle motioned to adjust the wages by 6%. Mr. Breton seconded. Passed 3-1 with Mr. Hohenberger opposed.

Building Inspector Position - Mr. Sullivan updated the Board of the status of the building inspector position. He request permission from the Board to hire a 30 hour per week inspector for a contracted period of one year with benefits if the department was unable to find temporary help while Mr. Flanders continues to recover. Mr. Carpenter motioned to support the recommendation if no temporary assistance was available after a two week recruitment period. Mr. Doyle seconded. Passed unanimously.

Appointments: The Board discussed appointments to various town boards and committees and made the following motions:

Bike Path Advisory Committee - Mr. Doyle motioned to appoint the following to the committee - Brenda Seniow (Abutter member); Susan Azibert (Abutting member); Carol Pynn (non-abutting member); and Kara DiFruscia (non-abutting member). Mr. Hohenberger seconded. Passed unanimously.

Conservation Commission - Mr. Hohenberger motioned to appoint Bruce Anderson as an alternate member until 2004 and Lisa Linowes as a regular member until 2006. Mr. Carpenter seconded. Passed unanimously. Passed 4-1 with Mr. Doyle opposed.

Recreation Committee - Mr. Carpenter motioned to appoint Joyce Wong as an alternate member until

2005 and Dennis Senibaldi as alternate until 2004. Mr. Hohenberger seconded. Passed unanimously.

Zoning Board - Mr. Hohenberger motioned to appoint Bruce Breton and Rob Gusterson as regular members until March 2004 due to the upcoming elections for ZBA members. Mr. Doyle seconded. Passed 4-0 with Mr. Breton rescuing himself from the matter.

Mr. Doyle motioned to appoint Georges Roy as a regular member until March 2004, due to upcoming elections. Mr. Hohenberger seconded. Passed unanimously.

Mr. Carpenter motioned to adjourn. Mr. Doyle seconded. Passed unanimously. Meeting adjourned at 11:20.

Respectfully submitted,

David Sullivan
Town Administrator

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

