

BOARD OF SELECTMEN
Minutes of July 19, 2004

ROLL CALL: Chairman Alan Carpenter called the meeting to order at 7:10 pm. Those present included Selectmen Bruce Breton, Christopher Doyle, Roger Hohenberger, and Galen Stearns. Mr. Sullivan was delayed. Mr. Carpenter read the agenda into the record.

WORKSHOP/MAINTENANCE: Maintenance Supervisor Allan Barlow updated the Board on the department's progress. He noted that the Mr. Gebo, the new part-time staff member, has started and is working out well. Highlights of their completed and ongoing activities include:

- The picnic tables and benches for Griffin Park have all been received and assembled. To date, the picnic tables have been delivered to the Park, and the benches will follow as soon as the asphalt is ready.
- The stairs to the Planning and Development Department have been completed.
- The lighting system at the Fire Department is undergoing repairs.
- Upon their arrival, new backstops will be installed at Nashua Road to replace those damaged by vandals and/or rough play.
- Compilation of annual property maintenance reports will be starting soon.
- The old footbridge over Collins Brook will be disposed of and ramps installed on the new.
- Finish work at the Bartley House is ongoing.

Discussion ensued regarding Griffin Park and its impacts on the Maintenance Department including: increased clean-up requirements, daily checks on the multi-purpose building, and increased trash removal. Mr. Barlow noted that there is a shortage of trash barrels at the Park, but he believes the Recreation Committee is obtaining more.

Mr. Barlow also noted that the handicapped parking spaces were all clearly marked now, and the Maintenance Department will be looking to re-work the gate to allow for better handicapped access to the Park.

Mr. Carpenter inquired if Mr. Barlow had specific concerns regarding dogs at the Park. Mr. Barlow replied that he is very concerned about animals in general, as there is no policy in place. He also questioned liability issues in the event someone gets hurt by an animal.

Mr. Stearns noted that the Recreation Committee was supposed to be drafting proposed regulations regarding animals at the Park. A public hearing will be scheduled and Recreation invited to attend to discuss this issue.

Mr. Barlow requested that the Maintenance Department be considered to receive a replacement vehicle should any other department upgrade theirs, such as the highway department.

Other items discussed included: Searles overtime budget; controlled access to the fields; and painting of the Town Hall and other buildings.

Barbara Coish approached the Board on behalf of the Windham Seniors to extend thanks to Mr. Barlow and his crew for all their efforts.

OLD BUSINESS: Mr. Stearns expressed his dismay that the sand at the Town Beach had not been replaced. This subject was deferred until later in the evening when Mr. Senibaldi of the Recreation Committee would be available to provide further information.

WORKSHOP/TAX ASSESSOR: Mr. Norman requested that he be allowed a brief non-public session with the Board to discuss a legal matter. Mr. Carpenter asked that they conduct their workshop prior to entering into non-public.

Mr. Norman advised the Board that several bids had been received regarding the digital orthophotography and parcel mapping. He stated that, as the scope of work was very detailed, review of the bids would require a lot of sifting through, but he hopes to have the data compiled by the next Board meeting.

Mr. Norman went on to explain what the project involved, including among other things: computerized maps with detailed parcel lines and a “fly over” to obtain aerial photographs of the Town.

Mr. Stearns inquired if the result would be similar to Nashua’s data, and Mr. Norman indicated it would. The Board suggested that links to examples of the product and the vendors’ work be posted to the Town’s website.

Mr. Hohenberger inquired as to why the GIS and fly over had been combined when they had been included in the CIP as two separate proposals. Mr. Norman explained that the vendors recommend the two be done together to ensure accuracy.

Mr. Hohenberger asked if this project would aid in the validation of the Assessing database. Mr. Norman replied it would help with some information, such as proper acreages, but that the current issue was related to the historical assessment data. He noted that Data Transitions, the company he had previously spoken to the Board about, had provided him a proposal of \$4,500 to do the following:

- Compare the Assessing and Tax Collector databases
- Populate the Assessing system with the correct data
- Generate a detailed error report
- Perform a total data comparison between the two systems (book and pages, etc.)
- Populate the Tax Collector system with correct data

He noted that, as part of the proposal, the Town would then own the software allowing us to periodically check the validity of the data and avoid future errors.

A discussion ensued regarding the procedures to verify the accuracy of Data Transition’s data; provisions within the contract to ensure accuracy; possible future integration with the Planning Department permitting information; availability of funds; and the bid process. Mr. Norman will present the Board with a detailed of the contract and services to be performed prior to any decision being made.

Mr. Norman advised the Board that the Town is scheduled for review and certification by the Department of Revenue Administration in the year 2005. He explained that, if we do not meet the DRA’s certification requirements, generally between 90-100% of full market value, we may be required to undergo a full revaluation.

A discussion then ensued regarding assessment adjustments and proportionality; calculation methods; percentages of value; re-sale values; and vacant land assessments.

OLD BUSINESS CONTINUED: Mr. Carpenter noted that the Board had received proposed revisions to the Technical Advisory Committee charge. He asked that the Board review them and submit any comment to Mr. Sullivan.

Mr. Carpenter noted that recommendations had been received from the Conservation Commission relative to Hopkins Road, reading their correspondence into the record. The Board requested that Mr. Sullivan contact the developer to attend a future meeting to discuss the Commissions suggestions.

NEW BUSINESS: Relative to OHRV enforcement and reporting, Mr. Doyle moved and Mr. Stearns seconded that Chief Bruce Moeckel is hereby authorized to execute and deliver for in the name and on the behalf of the Town of Windham, New Hampshire all professional service contracts, agreements and reports with the State of New Hampshire Fish and Game Department for Off Highway Recreational Vehicle law enforcement purported to be binding upon the Town shall be conclusive evidence for all purposes that such instrument is authorized by this vote. Passed unanimously.

OLD BUSINESS CONTINUED: Town Clerk, Joan Tuck, approached the Board regarding the refund of a \$25 dog fine as approved by them at the July 12th meeting. She felt that the Board had overridden her decision and the State statutes.

She explained that notices are sent out at the end of March and that owners have five months to renew their dog licenses. She feels there should be no excuse for failure to register. A discussion ensued regarding the Board reasoning for the refund; requirements of the State statutes; and failure of the Board to contact the Town Clerk prior to rendering a decision.

Mr. Sullivan will review the Board's decision for discussion at the next meeting, and the check will be held. Mr. Sullivan will also look into the possibilities of satellite licensing.

Chief Moeckel updated the Board on OHRV patrols. He noted that two patrols were being conducted on the weekends, at staggered hours, concentrating primarily on the Rockingham Recreational Trail, Bear Hill Road, and Ministerial Road areas. He noted that while the amount of summons issued is decreasing, numerous vehicle checks are still occurring.

OLD BUSINESS CONTINUED: Mr. Stearns sought clarification from Mr. Senibaldi regarding the sand replacement at the Town Beach. Mr. Senibaldi explained that the replacement required a dredge and fill permit at a cost of \$0.10 per square foot, totaling approximately \$1,000. He stated the Committee had decided to hold off on paying for the permit until more information was available on the 319 Stormwater grant, and that the existing sand had been raked out instead. Mr. Sullivan gave a brief review of the requirements of the 319 grant, and a discussion ensued regarding the cost of the sand and the amount necessary. Mr. Carpenter requested that an estimate of the total cost to replace the sand be provided to the Board.

NON-PUBLIC SESSION: Mr. Breton moved and Mr. Stearns seconded to enter into a non-public session in accordance with RSA 93-A:3a,c,e Roll call vote – all members “yes”. The subjects were personnel, reputations, and legal.

The Board, Mr. Norman, and Mr. Sullivan were in attendance in the first session. Mr. Norman discussed with the Board elderly exemption income requirements and definitions as reviewed by the Department of Revenue Administration and the Town accountant. No decisions were made.

Mr. Norman discussed with the Board anticipated appeals of tax abatement denials. No decisions were made.

The Board, Chief Moeckel, and Mr. Sullivan were in attendance in the second session. Chief Moeckel advised the Board that the offer of employment to the previously approved candidate for patrolman had been withdrawn, and recommended hiring of the recruitment team's second choice. After some discussion, Mr. Stearns moved and Mr. Breton seconded to hire the alternative candidate as per the Chief's recommendation subject to successful completion of physical and background checks. Passed unanimously.

The Board, Mr. Senibaldi, and Mr. Sullivan were in attendance in the third session. The Board had a brief discussion with Mr. Senibaldi to clarify questions relative to his appointment to the Recreation Committee. No decisions were made.

The Board and Mr. Sullivan were in attendance in the final session. After a brief discussion, Mr. Stearns moved and Mr. Hohenberger seconded to appoint Dennis Senibaldi as a regular member of the Recreation Committee provided a regular position is available. If not, the Board will re-address this appointment at their next meeting. Passed unanimously.

Mr. Stearns moved and Mr. Hohenberger seconded to adjourn. Passed unanimously.

The meeting was adjourned at 9:45 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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