

BOARD OF SELECTMEN
Minutes of April 30, 2007

MEMBERS PRESENT: Vice-chairman Dennis Senibaldi called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Margaret Crisler and Roger Hohenberger were present, as was Assistant Town Administrator Dana Call. Selectman Carpenter and Town Administrator David Sullivan were excused. Mr. Senibaldi read the agenda into the record, followed by the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. Bruce Moeckel reviewed the recent trip made by him, Barbara Coish and John Breda to Windham's sister city, Suzdal Russia. Highlights included: a visit with the Mayor, the Quilter's Society, and the orphanages. Also, Mr. Moeckel noted that the city has undergone many changes, including a new fire station, new church school, several hotels and bed and breakfasts, and a new group aimed at promoting tourism. After further discussion regarding the trip, Mrs. Coish presented the Board members with sachets as gifts from the Quilter's Society, along with an ornamental figurine depicting Suzdal's emblem and a cityscape.

Mrs. Cheryl Haas, Recreation Coordinator, advised the Board that the Cobbett's Pond Improvement Association has offered to replace the boat launch gate at the Town Beach. This item will be a donation, and will be scheduled for a future meeting.

Mrs. Haas then noted she would be drafting an Ice Cream Vendor Policy for the Board's review at a future meeting, as concerns continue regarding safety issues.

Mrs. Haas then requested that the Board grant a waiver of the purchasing policy relative to powerwashing and sanding/sealing of the wood at the Wonderland Playground. *Mrs. Haas* explained that she was unable to obtain three (3) quotes for the projects, despite contacting several vendors, and noted that each project would be under \$1000. A discussion ensued.

Mrs. Crisler then moved and *Mr. Breton* seconded to waive the purchasing policy as requested and allow *Mr. Sullivan* to sign off on these projects. Passed 3-1, with *Mr. Hohenberger* opposed. *Mr. Hohenberger* then clarified for the record that he was not opposed to the projects, but to the waiver of the process.

Mrs. Call advised the Board that the bathrooms at Griffin Park were now 100% functional, and that the booster system and pump have been replaced. She also noted that the water has been chlorinated and tested.

Mr. Breton advised the Board that he, *Mrs. Haas*, *Mr. Poulson*, and *Mr. Barlow* had been working on the trash issue at Griffin Park, and he believed he had found a solution. He stated that Ideal Disposal is willing to supply 20 barrels and 20 recycling bins, which will be emptied twice a week. *Mr. Breton* stated that, if this works well at Griffin Park, it may be extended to other Town facilities. He then noted that the donation, which will be over \$5,000, will be posted for a future meeting.

A *brief* discussion ensued regarding dogs. No issues have arisen yet at the Park, and it appears leashes are being used and the area is clean.

Chief Lewis approached requesting the Board's support of two (2) grant applications: one in the amount of \$2,800 for use towards salary reimbursement for Route 111 corridor enforcement from June to September; and the other for \$4,300 toward salary reimbursement for Labor Day DUI enforcement. He noted that neither involves any cost to the Town.

A discussion ensued regarding staffing and overtime revenue versus the bottom line budget, and utilization of the Contracted Services Fund.

Mrs. Crisler then moved and Mr. Hohenberger seconded to approve both grant requests and allow the Chief to work with Mr. Sullivan to finalize the payment process. Passed 4-0.

MINUTES: None.

BUILDING PERMIT/PRIVATE ROAD: Mr. Peter Zohdi of Herbert Associates approached on behalf of the owner. He explained that the private road in question, Buttrick Road, was originally left as a right-of-way as part of the Bear Hill Phase II subdivision. Mr. Zohdi noted that the right-of-way led to a 10 acre parcel owned by his client, as well as to the Town's Gage property. The 10 acre parcel is now being subdivided into two (2) building lots, and "Buttrick Road" will actually serve as a shared driveway to both. A third parcel as part of the subdivision will be transferred to the Town for addition to the Gage lands. Mr. Zohdi explained that Buttrick Road will be improved to the second lot, and the cistern at its intersection with Bear Hill Road will also be upgraded.

Mrs. Call advised the Board that the only issue noted during review by the Highway Safety Committee was the lack of a hammerhead or similar area for use as a turnaround by emergency vehicles. During a brief, ensuing discussion, Mr. Zohdi indicated his willingness to work with the Highway Agent and Planning Director to establish a turnaround area.

After further discussion, Mr. Breton moved and Mrs. Crisler seconded to approve the issuance of building permits as requested, subject to the applicant meeting with the Police and Fire chiefs, and the Highway Agent to address the Highway Safety Committee's recommendation.

Mrs. Crisler then requested that Mr. Breton add that Bear Hill Road not be blocked and that a revised plan be submitted showing the 14" base requested under Buttrick Road by Mr. Hohenberger during the discussion. Mr. Breton amended his motion, and Mrs. Crisler her second, accordingly. Motion passed 3-1, with Mr. Hohenberger opposed due to concerns related to this being used a shared driveway.

BID AWARDS: Mr. McCartney advised the Board that one bid had been received for roadside mowing as follows:

Blazing Saddles, Hooksett: \$50/hr + \$500/ea landfill mowing

Mr. McCartney noted that this vendor had had the contract for the last three years, and he was very happy with his service.

Mr. Breton then moved and Mrs. Crisler seconded to award the bid for mowing to Blazing Saddles for the bid amount specified; with an optional second and third year extension if the Board so desires. Passed 4-0.

Striping: Mr. McCartney advised that two bids had been received as follows:

Seal-tec Asphalt Coating, Londonderry, NH: .06/ft reflective or .04/ft latex
Highway Safety Systems, Hanover, MA: .058/ft latex or reflective double
.03/ft reflective or latex single

Mr. McCartney stated he had no preference as to the bid award, but that he would prefer reflective paint. Mrs. Crisler moved and Mr. Breton seconded to award the bid for striping to Highway Safety Systems for their bid amount of \$.058/ft and \$.03/ft for reflective paint. Passed 4-0.

Sweeping: Mr. McCartney advised that three bids had been received for for roadway power sweeping as follows:

<i>Immaculate Power Sweeping, Pelham, NH:</i>	<i>\$78/hr</i>
<i>AMRIC Power Sweeping, Tewksbury, MA:</i>	<i>\$73/hr</i>
<i>FB Hale, Hudson, NH:</i>	<i>\$82/hr</i>

Discussion ensued regarding the manpower necessary to accompany the sweeper and possibly hiring a temporary employee at a lower rate to do so.

After further discussion regarding the estimated number of hours necessary to do the project, Mr. Hohenberger moved and Mrs. Crisler seconded to award the bid for roadway sweeping to AMRIC for their bid amount of \$73/hr for an amount not to exceed the cost of 120 hours. Passed 4-0.

Plows: Mr. McCartney noted that three bids had been received for the purchase of two plows for the department as follows:

<i>Howard P. Fairfield, Pembroke, NH:</i>	<i>\$10,420</i>
<i>EW Sleeper, Concord, NH:</i>	<i>12,262</i>
<i>Donovan Equipment, Londonderry, NH:</i>	<i>12,420</i>

Mr. McCartney advised that all bids were comparable and represented plastic plows with a steel cutting edge.

After a brief discussion, Mrs. Crisler moved and Mr. Hohenberger seconded to award the bid to Fairfield for the purchase of two Everest plows in the total amount of \$10,420. Passed 4-0.

Police Cruiser: Chief Lewis advised the Board that three bids had been received as follows:

<i>MacMulkin Chevrolet, Nashua:</i>	<i>\$16, 725 (wht) or 17,925 (b&w)</i>
<i>Herb Chambers Ford, Braintree:</i>	<i>18,685 (wht) or 19,135 (b&w)</i>
<i>MHQ (Ford), Marlboro:</i>	<i>21,097 (wht or b&w)</i>

Chief Lewis recommended that the bid be awarded to MacMulkin, noting that he felt the 6-cyl, front-wheel drive Caprices bid would offer better fuel economy and winter handling. He noted however, that the Caprices bid were model year 2008, which was contrary to the bid specifications, and that some additional equipment would be necessary to retrofit the vehicles. Even with the retrofit expense, Chief Lewis indicated that MacMulkin would still be the low bidder.

A brief discussion ensued regarding the Chief's reason for requesting black and white, and the possible use of decals versus painting the vehicles.

Mr. Hohenberger then moved and Mrs. Crisler seconded to approve the purchase of two cruisers from MacMulkin for a cost not to exceed \$35,850, The Chief shall work with MacMulkin toward lowering the paint cost. Also, the bid technicality regarding the vehicle year shall be waived. Passed 4-0.

FINANCIAL UPDATE: Mrs. Call presented her quarterly update to the Board. Highlights included:

- Expenditure and revenues are in line for this time of year
- Discussion occurred regarding the Basketball surplus funds and means of expending them, such as redoing the floors at Golden Brook School. Mrs. Call clarified for the Board that the funds may only be expended towards basketball purposes.

Mr. Breton suggested the funds be utilized to lower user fees or pay for custodians. Mr. Senibaldi pointed out that Basketball was supposed to present their accounting books to the Board for review,

and they have yet to do so. He suggested the funds could be put towards hoops, backboards, etc.

It was the consensus of the Board that a letter be sent to the Windham Basketball group to schedule a meeting to discuss these funds further.

- Brief discussion occurred regarding the Police Asset Forfeiture fund. Mrs. Call clarified for the members that these funds can only be expended at the Chief's discretion towards non-budgetary law enforcement purposes/equipment.
- Mr. Breton inquired as to the method of transferring land use tax collected to the Conservation Fund. He questioned whether the holding of the funds in the General Fund prior to transferring them was proper. Mrs. Call stated the process had always been conducted this way, and felt that the handling was not improper or contrary to the Statute. She indicated the funds are held for 30-60 days in case of abatement requests and, at the time of transfer, the funds are transferred with interest. Mrs. Call then advised Mr. Breton she would look into the matter further.

WRTA: Mr. Mark Samsel of the Windham Rail Trail Alliance updated the Board on the preparations for placement of the caboose, noting that the site had been established as being between Frost and Depot roads. He also noted that the rail, ties, plates, spikes, and gravel had all been delivered, and the rail will be set up by Saturday, May 5th. The ballast is also ready for delivery.

Mr. Samsel then noted that there were concerns regarding the donated caboose, and whether it could be transported to the site given its condition. He advised the Board that an opportunity had arisen to purchase a fully restored caboose. The latter is located in Lawrence, MA, and the interior and exterior are in excellent condition. Also, the trucks are in place, and the interior is carpeted, set up for electrical, re-upholstered, and the bathroom has been removed and an authentic stove installed. Mr. Samsel then noted that the approximate cost increase between proceeding with the donation and purchasing the restored caboose would be \$13,000.

A lengthy discussion ensued regarding the additional cost versus funds available, and the ability to safely move the restored caboose. Mr. Samsel indicated the WRTA would undertake fundraising to offset the remaining moving expenses beyond the \$1,800 the WRTA has available, and that Woody's Towing had agreed to accept payment over time.

Discussion ensued regarding utilization of the Recreation Improvement Funds towards the shortfall for the purchase of the restored caboose.

Mrs. Crisler then moved and Mr. Breton seconded to authorize the expenditure of \$15,000 towards the purchase of the B & M C16 caboose; \$12,000 to come from the Depot warrant article and the remaining \$3,000 to come from the Recreation Improvement Fund. Passed 4-0.

Further discussion ensued regarding the Depot line item versus the funding available for the move. Mrs. Crisler suggested that the WRTA be allowed to begin their fundraising efforts while Mr. Sullivan and Town Counsel check other means.

OLD BUSINESS: Recreation Director Cheryl Haas noted that she would be meeting with individuals the following Wednesday at Griffin Park regarding various fountain options for the pond. She will update the Board further at the May 14th meeting.

NEW BUSINESS: Mr. Senibaldi noted that Mrs. Haas had obtained two quotes to remove the bittersweet and other growth at the front portion Griffin Park. A discussion ensued regarding funding and the remaining \$1,400 in the White fund.

Mr. Hohenberger felt that this was a maintenance item that should have been funded in the budget. Mrs. Crisler suggested that Mrs. Haas try to obtain a third quote, and that this matter be scheduled for further discussion at a workshop session. This item will be readdressed on May 14th.

Mr. Wayne Morris approached requesting the Board's permission to send out abutter letters relative to surveying of the Town's trail easements, which Mr. Zohdi has volunteered to complete. The Board approved this request, and the use of Planning Department letterhead to do so.

CORRESPONDENCE: Letters received from Mr. Barlow and Mr. Turner regarding the makeup of the Highway Safety Committee. Mr. Turner felt that Mr. Barlow and Mr. Sullivan should be re-instated, and Mr. Barlow expressed surprise that his seat on the Committee had been eliminated.

Discussion ensued regarding the makeup of the Committee as altered by the Board at a previous meeting. It was the consensus of the Board to make no further decision regarding Mr. Barlow's membership until the close of the submission period for citizen letters of interest.

Letter received from Mr. Turner regarding the Flat Rock Road island. Mrs. Call indicated that Mr. Harvey will be before the Board at an upcoming meeting regarding his permit to work within the Town's right-of-way to install the island, which is a condition of his Planning Board approval. She indicated the Board will either need to approve Mr. Harvey's request, or refer the matter back to the Planning Board. It was the consensus of the Board to send this matter to the Highway Safety Committee for analysis. Mrs. Call will follow-up to do so.

Letter received regarding an upcoming CTAP meeting. Mrs. Crisler indicated that she will be attending as the Board's representative.

Notice of approval received from the Department of Environmental Services relative to the Town Beach. After a 30 day waiting period, 90 yards of sand are approved for the area. Mr. Breton requested that, in the interim, snow fencing be installed around the eroded area as opposed to stakes/tape. Mr. McCartney will follow-up.

Copy of letter to Mr. Turner received, requesting that the area of 16 and 18 Golden Brook Road be added to list of problem mosquito areas for treatment.

NEW BUSINESS CONTINUED: Mr. McCartney advised the Board that Mr. Eric Nickerson had volunteered to clean-up Hayes Hart Road and center and re-pave Sylvestri Road as part of an area project of his, with Mr. McCartney's input. After a brief discussion, it was the consensus of the Board to proceed to post this as a donation.

Mr. Hohenberger moved and Mr. Breton seconded to adjourn. Passed 4-0.

The meeting was adjourned at 10:20 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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