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**BOARD OF SELECTMEN**

**Draft Meeting Minutes January 9, 2017**

**CALL TO ORDER:** Chairman Joel Desilets called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Jennifer Simmons, Ross McLeod and Roger Hohenberger were present; as was Town Administrator David Sullivan. Mr. Desilets opened with the Pledge of Allegiance.

**ANNOUNCEMENTS**

Mr. Sullivan noted he had received official word that the Town would not receive any grant for the Greenway project. The Town is on a list of alternate projects but the project is number 26 on the list. The NHDOT gave funding to the communities in most need socioeconomically. He advised that based on prior discussions with the Board that the money earmarked towards the matching portion of the grant will now go towards the police command center replacement project.

**Fire department pinning ceremony**

Chief McPherson introduced the new administrative assistant for the fire department. Her name is Angela Marquis; she started in November. He reviewed her experience and noted she has been a great asset so far.

On January 28, 2017, Deputy Chief William Martineau is retiring. He has been with the department for six years. He did his primary service in N. Andover Mass for 32 years. There will be an open house to wish him well.

Dave Baker is a new firefighter just coming off probation. On January 4, 2016 he started with the department and began his probation. The Chief reviewed his experience. Mr. Baker completed all the requirements of the fire academy and the State of New Hampshire. He has logged over 400 hours and has been assigned to Group 4 under Lt. Moltenbrey. He is officially off probation. Chief McPherson presented Mr. Baker and his family with his badge which was pinned on to him by his son.

Mr. Baker noted it has been a great year and is evident to him that Windham will be the place he will spend his career. He thanked the Town for his employment, his family and the department.

**PUBLIC HEARING ON THE 2017 PROPOSED BUDGET**

The Board reviewed the proposed budget and warrant for 2017 as follows.

**Article 28 – Lease Former Police Station/Pre-School**

Mr. Desilets read the warrant article into the record. He added that there was not a full Board at the last meeting, but they did bring the article forward for the public hearing. He wanted to bring back up his suggestion that the Town lease the building for three years with the option to extend it for two additional years.

45 Superintendent Richard Langlois was present and appealed to the Board for a five-year  
46 lease. To get the benefit of their investment in the building, three years would not be long  
47 enough. They would like to do the renovations incrementally. The School staff did an  
48 inspection on the building, and while they have not had a chance to thoroughly review the  
49 report, noted the following items that will need to do included: new roof, siding, chimney  
50 repairs, flashing replaced, kick-out flashing, fascia boards, joist hangers, rotted  
51 doorframes, rotted window sills, garage stabilized and painted, rodent infestation, outside  
52 lighting fixtures and boxes that aren't covered. They also had the fire and police  
53 departments go through the building. They will need to do a cost analysis to see how  
54 much the repairs will be. Mr. Desilets requested to see a copy of that inspection report.  
55

56 Ms. Simmons questioned if there was any mold. Mr. Langlois noted they would do a  
57 mold and air quality test.  
58

59 Mr. Desilets noted he supported bringing the warrant article forward because he was  
60 under the impression the repairs would be around \$40,000-50,000. He would like to  
61 know what the costs would be to make a more informed decision. Mr. Langlois noted he  
62 didn't want to invest more time or funds into the project until he knew how they would  
63 move forward.  
64

65 Mr. Hohenberger noted they did not need the financial information to bring forward the  
66 warrant article. Mr. Langlois noted the district will do further inspections and will not  
67 spend money on the project until it is approved by voters. Mr. Langlois noted they likely  
68 wouldn't have total costs until after March. Mr. Desilets would like to know if the costs  
69 are estimated to be \$50,000 or \$250,000 to help him make a more informed decision. Mr.  
70 Hohenberger stated he trusted the school district to make the correct decision and how  
71 much to invest.  
72

73 Ms. Simmons questioned if they would need the building longer than five years. Mr.  
74 Langlois noted they likely would.  
75

76 Mr. Breton liked the five-year timeframe and believes it is a great idea to have those uses  
77 in that building. It is the Board's job to put it on the ballot and allow voters to decide if  
78 they want to move forward.  
79

80 *Ken Eyring*

81 Mr. Eyring noted as a parent and taxpayer, education is most important. The district is  
82 short of space and the school board supports this project. They need the space for  
83 students, administration and services. He asked them to consider it seriously. They are  
84 only asking for a five-year lease. Even if it passes, it will still take several years to  
85 complete the renovations.  
86

87 *Pat Robinson – 2 Kendell Pond Road*

88 Mr. Robinson questioned if there is there going to be a warrant article asking the  
89 taxpayers to pay for the renovations or will it be taken out of the budget. He wants to  
90 make sure they all know exactly where the money is coming from. Mr. Langlois noted

91 they don't have the money in the budget currently. Since the renovations would not  
92 happen all at once, they could budget for them in subsequent years.

93  
94 Mr. McLeod noted given the proximity to the SAU building and the demonstration of the  
95 School Board on how they will use it, he supports it. The SAU will assume the risk of  
96 how much to invest into it.

97  
98 **MOTION:** Mr. McLeod made a motion to move Article 28 to the warrant with the  
99 recommendation of the Board of Selectmen. Mr. Breton seconded the motion.

100  
101 *Discussion:* Mr. Desilets would like to see copies of the inspection reports and asked that  
102 the board be kept up to date with any investment designs.

103  
104 Vote 5-0.

105 Motion carried.

106  
107 **Articles 24, 25 – Moeckel Pond Dam**

108 Mr. Bruce Moeckel noted they were fortunate to have a family make a substantial  
109 donation to the reconstruction of the dam of \$100,000. Because of that, they are going to  
110 rename the dam the Marston/Finn Dam.

111  
112 Mr. Jim Finn noted they wanted to help support the project and would appreciate the  
113 Town helping in any way they could.

114  
115 *Amy Manzelli, BCM Environmental Land Law*

116 Ms. Manzelli, lawyer for the Friends of Moeckel Pond, gave an overview of the project.  
117 She noted the Friends of Moeckel Pond Dam would take care of all the permitting and  
118 oversee the project.

119  
120 In terms of liability, the Town would have an easement on the property. There will  
121 always be \$20,000 set aside for the Town if the Village District does not maintain it's  
122 obligation to finish the project. That would be in the form of a bond or cash.

123  
124 Ms. Manzelli reviewed the construction access plans. Mr. Jim Webber a Dam Safety  
125 Engineer from NHDES was present. He noted he has personally reviewed the plans and  
126 they have all been approved. He noted it is a low hazard dam and there are conditions by  
127 statute it must meet which is why the project is so costly. The project involve  
128 constructing a more robust structure that can withstand a larger storm event. The dam is  
129 being designed to be a durable, long-term structure.

130  
131 Mr. McLeod questioned if Pelham needed to do anything for the easement. Ms. Manzelli  
132 noted they are negotiating for a perpetual easement for access purposes. In the end there  
133 will be two easements. Mr. McLeod questioned if the warrant article should be  
134 contingent on the receipt of those easements. Ms. Manzelli noted the warrant article  
135 mentions the access over Bay Leaf Road, so it would be null and void if they did not  
136 receive the easement.

137

138 *Diane Fallon, Friends of Moeckel Pond Dam*

139 Ms. Fallon noted they have already met with the Planning Board, Road Department and  
140 Conservation Commission in Pelham. Pelham and Windham both have conservation  
141 parcels in common on either side of the road so it is in everyone’s interest to make sure  
142 the road is accessible.

143

144 Mr. Sullivan noted the current article does not reference the lot in Pelham and after  
145 speaking with Attorney Campbell, believes it does need to be added to the warrant. Ms.  
146 Manzelli did not believe the warrant needed to be amended, but would have no problem  
147 adding Pelham lots 149-1 or 149-1A to the warrant.

148

149 Mr. Hohenberger questioned why they would only carry \$20,000 for liability. Ms.  
150 Manzelli noted that was in case the Village District folded and the Town needed to  
151 perform the maintenance. She added the Village District would carry insurance in case  
152 the dam breaks.

153

154 *Eric Teal – HTE Northeast, Design Engineer*

155 Mr. Teal noted that the dam will meet dam bureau requirements and will pass a 100-year  
156 storm. They achieved that by looking at conditions upstream and downstream. The dam  
157 will be reinforced concrete, founded on bedrock, with rock anchors in the bedrock. Other  
158 than cutting the grass and taking care of trees in the buffers, there won’t be any additional  
159 maintenance. Concrete does deteriorate over time, but a life cycle is typically 50 years.

160

161 *Norm Young, Friends of Moeckel Pond Dam*

162 He noted there would be a \$1M insurance policy, which will cost approximately \$1,795  
163 annually.

164

165 **MOTION:** Mr. Hohenberger made a motion to move Articles 24 and 25 to the warrant  
166 with the recommendation of the Board of Selectmen. Mr. Breton seconded the motion.

167

168 *Discussion:* The text should be amended to read “The Marston-Finn Conservation Dam  
169 (formerly known as the Moeckel Pond Dam).”

170

171 Mr. Hohenberger amended his motion to include the name change. Mr. Breton seconded  
172 the amendment.

173

174 Vote 5-0.

175 Motion carried.

176

177 **Article 4 - 2017 Fire Aerial Quint Bond**

178 The Board discussed the purchase of a new aerial quint for the fire department and to  
179 fund the new truck by the issuance of a long-term bond of \$850,000.

180

181 Chief McPherson presented the information and gave the history of the project. It was  
182 proposed as a CIP project, but was not supported for inclusion in this year’s plan. The

183 department's aerial truck went out of service permanently this year and are requesting the  
184 Town and Board support a bond to purchase the new apparatus.  
185

186 Chief presented information on the apparatus. Highlights from the presentation include:

- 187 • The department's previous ladder was a 1981 Spartan Chassis. It was in use by  
188 the Town of Merrimack previously and was donated to the Town. It was a non-  
189 NFPA compliant truck and had other deficiencies and limited abilities. It has now  
190 been permanently taken out of service.
- 191 • The deterioration of the vehicle in the body (rust, cracks and rust in the  
192 suspension) were highlighted.
- 193 • The department vehicles have to meet NFPA regulations and guidelines.
- 194 • An overview of the department's front line apparatus and projected replacement  
195 schedules. Typically the department tried to keep apparatus for 20 years. Should  
196 the new Aerial be approved the department will look to push back other apparatus  
197 replacement if possible.
- 198 • Windham has grown significantly with a lot of new proposed projects. With the  
199 growth, the emergency services must grow and they need the right tools and  
200 equipment to do their job.
- 201 • Provided an overview of staff and the department.
- 202 • Windham has many different style homes and deploying ground ladders is  
203 difficult and time consuming.
- 204 • The insurance industry equates the ISO reduction in Class rating to approximately  
205 \$200-250 annual savings in homeowner savings with the new aerial truck. With  
206 the aerial quint and the new tanker, they will request that ISO to do another  
207 review. It may not go down much further, but he pledges to pursue it.
- 208 • The department is also required to protect four schools.
- 209 • NFPA suggests you have at least one ladder truck.
- 210 • Ground ladders are difficult to use and raises the level of injury to firefighters.  
211 Ground ladders take at least four firefighters to set up and utilize.
- 212 • An aerial can be set up and operated by 1-2 people, which leaves other people free  
213 to do other things. The Quint provides greater capabilities with the current  
214 staffing levels.
- 215 • The department can use mutual aid but it takes time for the equipment to arrive.
- 216 • Mutual aid has equipment that may not be appropriate for Windham and there is  
217 no guarantee they can help when needed.
- 218 • The Quint is a combination fire truck and aerial in one. It provides fire stream,  
219 continued water supply, safe access to elevated areas, access to areas ground  
220 ladders cannot, and an anchor for technical rescue operations.

221  
222 The Quint Aerial will appear as Article 4 on the warrant. The Chief expressed his hope  
223 that it will be supported. He explained the estimated finances for a 12 year municipal  
224 bond; the first payment of \$83,000-85,000 being due in 2018. Based on current town  
225 valuations it would have \$12.95 annual impact on a property assessed at \$350,000  
226 (\$0.037 /\$1,000 valuation).  
227

228 Mr. Sullivan questioned how long it takes to have water with the quint vs. the old aerial  
229 truck. Chief McPherson noted it took approximately 12-13 minutes with the old truck  
230 from set-up to flow of the first gallons of water. The quint is approximately 4 minutes.

231

232 Mr. McLeod noted he fully supports the quint. It replaces an out of service ladder with a  
233 ladder plus other functionality; that is critical. Ground ladders in winter and mud season  
234 are difficult to use. It allows them to get to roofs faster and more effectively increasing  
235 safety for fire firefighters and homeowners.

236

237 Mr. Deselits agreed with Mr. McLeod. It's needed for safety and quality of service. He  
238 also appreciates efforts to reduce insurance costs. The Town has decided to operate with  
239 a certain number of firefighters and this allows them to be more flexible with the amount  
240 of staff.

241

242 Ms. Simmons was also in support of the quint. She questioned how well the truck would  
243 maneuver along the narrow roads in Town. Chief McPherson noted they would look to  
244 get a truck with a wheelbase and turning radius appropriate for their roads; most likely  
245 they will look at an aerial with a 100' reach.

246

247 **MOTION:** Mr. McLeod made a motion to move Article 4 to the Town warrant with the  
248 recommendation of the Board of Selectmen. Mr. Breton seconded the motion.

249

250 *Discussion:* Mr. Desilets added that he was an alternate on the CIP Committee this year  
251 and understands the decision that was made by the CIP Committee.

252

253 Vote 4-1. Mr. Hohenberger opposed.

254

Motion carried.

255

256 Mr. Hohenberger noted that he believes the quint is the best investment for the fire  
257 department and the CIP committee also agrees with that. Most of the CIP committee  
258 ranked it as a 1 and see it as a valuable asset. There were a lot of projects before the  
259 Committee this year including a bond for school renovations and other significant  
260 articles. In addition, other projects ranked higher than the quint. He explained that he  
261 believes in the concept of the quint, seeing the safety it provides, and understands the  
262 savings in time, but feels there are other issues that the CIP committee thought took  
263 priority for this year. H noted that the CIP committee did put it in 2019 for the full  
264 expenditure, adding that the payment plan proposed through a bond adds an additional  
265 \$154,628 just in financing, whereas if we waiting we could pay for it all in one year.

266

267 Chief McPherson noted if it were to be delayed, the price of the truck would be over a  
268 million dollars. The fire department has been pursuing it since 2009. It is always listed in  
269 the CIP as priority with full funding the following year but it has not happened yet.

270

271 Mr. Hohenberger noted that even when the ladder truck was functional, it didn't get  
272 called out often because of staffing. If we do get the quint, which of our other trucks  
273 won't be called out because of staffing. He added that mutual aid is available; towns

274 should collaborate in larger equipment purchases regionally similar to the HAZMAT  
275 equipment purchase.

276  
277 Chief McPherson noted that the HAZMAT purchase was shared between 14 Towns.  
278 When the Town of Derry pays for a truck, Windham doesn't pay anything for it, but they  
279 can use it if needed. If mutual aid is being abused, they may be asked to compensate the  
280 towns they call on.

281  
282 **Article 27 – McIlvaine Town Forest Bylaws**

283 Bylaws for the management for the McIlvaine Town Forest. There is no appropriation.  
284 Mr. McLeod noted the changes were made to the bylaws that they requested at their last  
285 meeting.

286  
287 **MOTION:** Mr. McLeod made a motion to move Article 27 to the Town warrant with the  
288 recommendation of the Board of Selectmen. Mr. Hohenberger seconded the motion.  
289 Vote 5-0.  
290 Motion carried.

291  
292 **Article 26 – Special Forest Maintenance Fund**

293 There is no tax impact; funding source is already in existence.

294  
295 Mr. Hohenberger questioned if the Forestry Committee had plans for the \$6,000.

296  
297 *Norm Babineau, Forestry Committee*

298 He noted they do not have plans for the entire \$6,000, but it will be spent on signs, trail  
299 improvements, a wildflower meadow and some mowing and maintenance.

300  
301 **MOTION:** Mr. McLeod made a motion to move Article 26 to the Town warrant with the  
302 recommendation of the Board of Selectmen. Mr. Hohenberger seconded the motion.  
303 Vote 5-0.  
304 Motion carried.

305  
306 **Articles 18- 22 – Discontinuation of existing Capital Reserve Funds -**

307 Mr. Breton suggested moving Articles 18, 19, 20, 21, and 22 forward all at once since  
308 they all involve discontinuing existing Capital Reserve Funds which both have served  
309 their purpose and which have very small amounts remaining He reads the articles for the  
310 record.

311  
312 **MOTION:** Mr. Breton made a motion to move Articles 18, 19, 20, 21 and 22 to the  
313 Town warrant with the recommendation of the Board of Selectmen. Mr. Hohenberger  
314 seconded the motion.

315 Vote 5-0.  
316 Motion carried.

317  
318 Mr. Sullivan provided a presentation reviewing the Town budget. Highlights include:

- 319 • Overall the budget proposed prior to workshops with the Board of Selectmen has
- 320 been reduced about 1% to a level similar to last year.
- 321 • The overall budget recommended is \$14,303, 685; an increase of \$495,055 or
- 322 3.59%.
- 323 • The public hearing notice for tonight was published before the Board’s year-end
- 324 meeting where at the Board used remaining funds in the 2016 budget to purchase
- 325 the Fire Department gear dryer and the Police Department trailer. Based on this
- 326 funds were removed from the 2017 budget. The correct budget was posted and put
- 327 on the website with updated numbers.
- 328 • He showed charts representing the budgets over the last 10 years highlighting that
- 329 the 2017 budget increased is just slightly over the last few years.
- 330 • Health insurance, workers compensation insurance, retirement and a 2% cost of
- 331 living increase for union and non-union employees are the primary reasons for the
- 332 increase.
- 333 • The operating budget increase represents 1.67% points of the total 3.95% budget
- 334 increase. Special article increases represent 0.78% points and the increase in the
- 335 capital budget 1.14% points.
- 336 • The default budget, the budget which the Town would operate on if the operating
- 337 budget is not accepted would be \$13,438,435.22, which is \$267,765 different
- 338 from the proposed budget, meaning that if the default budget were to pass, the
- 339 Town would have to take this amount out of the operating budget to meet the
- 340 default guidelines.
- 341 • The change in the operating budget can be attributed to health insurance (5.2%
- 342 increase), workers compensation (up almost \$70,000), state retirement, non-union
- 343 wage increases (2%), HR position change to full-time, and increase in police
- 344 overtime.
- 345 • Significant savings to the Town where realized as a result of the maintenance
- 346 department reorganization in 2016; a net budget savings of \$96,970.
- 347 • Special/Trust article increases of \$107,220, mainly due to three proposed new
- 348 Union contracts for the police, fire, and municipal union employees.
- 349 • Capital Budget (CIP) – road improvements were level funded; Greenway grant
- 350 was not received so the \$180,000 match will move to the police dispatch center
- 351 replacement article, fire engine (2015 purchase) bond payment, library
- 352 improvements, and phone system replacement.

353

354 Following Mr. Sullivan’s presentation the Board reviewed each article that comprised the  
355 budget as follows:

356

357

358 **Article 5 – Property Maintenance Trust - \$50,000**

359 **MOTION:** Mr. McLeod made a motion to move Article 5 to the Town warrant with the  
360 recommendation of the Board of Selectmen. Mr. Hohenberger seconded the motion.

361 Vote 5-0.

362 Motion carried.

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**Article 6 – Earned Time Trust - \$30,000**

**MOTION:** Mr. McLeod made a motion to move Article 6 to the Town warrant with the recommendation of the Board of Selectmen. Mr. Hohenberger seconded the motion.  
Vote 5-0.  
Motion carried.

**Article 7 – Create new Facilities Improvement Expandable Trust Fund**

This past year the Board sold several vacant Town parcels for a sum in excess of \$330,000. All but \$100,000 of this revenue was used in 2016 towards the Town’s tax rate. Article 7 would create an Expendable Trust Fund to be named the Facilities Improvement Trust Fund, and place the \$100,000 into it. The fund would be for the purpose of large scale repair and improvement projects to various town assets – including grounds, buildings, and other infrastructure. Unlike the Property Trust Fund which may be expended by vote of the Board, the new fund will require a vote of the Town Meeting to expend.

**MOTION:** Mr. McLeod made a motion to move Article 7 to the Town warrant with the recommendation of the Board of Selectmen. Mr. Breton seconded the motion.  
Vote 4-1. Mr. Hohenberger opposed.  
Motion carried.

Mr. Hohenberger noted the Town already has a rainy day fund. He would rather return the funds to the taxpayers now instead of creating another fund.

**Article 8 – Searles Special Reserve Fund - \$32,000**

Mr. Hohenberger hoped people would read the articles carefully. This article is just asking permission to move money from one account to another and there is no additional tax impact.

**MOTION:** Mr. McLeod made a motion to move Article 8 to the Town warrant with the recommendation of the Board of Selectmen. Mr. Hohenberger seconded the motion.  
Vote 5-0.  
Motion carried.

**Articles 9, 10, 11 – Union Bargaining Agreements**

Mr. Sullivan noted the Board and each of three Unions have negotiating new three (3) year contracts. Each includes wage adjustments of 2% for 2017 and 2018 and 2.5% for 2019. Additional changes in each contract include the following:

*Municipal:* the comprehensive, partially self-insured health plans have been eliminated; 6 part-time employees will now receive Christmas as a paid holiday.

409 *Fire:* the comprehensive, partially self-insured health plans have been eliminated; health  
410 stipends given to waive health insurance increased \$2,000 for two-person and family  
411 plans; and minor changes on the incentive plans.

412

413 *Police:* the comprehensive, partially self-insured health plans have been eliminated;  
414 health stipends given to waive health insurance increased \$2,000 for two-person and  
415 family plans; The school resource officer will receive a 1.5% stipend; and the part-time  
416 dispatcher is now recognized as a member of the bargaining unit.

417

418 **MOTION:** Mr. McLeod made a motion to move Article 9 (Municipal Union \$11,190) to  
419 the Town warrant with the recommendation of the Board of Selectmen. Mr. Hohenberger  
420 seconded the motion.

421 Vote 5-0.

422 Motion carried.

423

424 **MOTION:** Mr. McLeod made a motion to move Article 10 (Fire Union \$36,190) to the  
425 Town warrant with the recommendation of the Board of Selectmen. Mr. Hohenberger  
426 seconded the motion.

427 Vote 5-0.

428 Motion carried.

429

430 **MOTION:** Mr. McLeod made a motion to move Article 11 (Police Union \$39,840) to  
431 the Town warrant with the recommendation of the Board of Selectmen. Mr. Hohenberger  
432 seconded the motion.

433 Vote 5-0.

434 Motion carried.

435

436 **Article 12 – To allow a one special meeting for Union cost items if any of the above**  
437 **articles fail.**

438 **MOTION:** Mr. McLeod made a motion to move Article 12 to the Town warrant with the  
439 recommendation of the Board of Selectmen. Mr. Hohenberger seconded the motion.

440 Vote 5-0.

441 Motion carried.

442

443 **Article 13 - Phone system - \$50,000; CIP Article**

444 Mr. Breton suggested they change the wording to read, “Replace the 40-year-old system  
445 with a VOIP system which will result in both cost savings and cost savings initiatives.”

446

447 **MOTION:** Mr. McLeod made a motion to move Article 13 as amended to the Town  
448 warrant with the recommendation of the Board of Selectmen. Mr. Breton seconded the  
449 motion.

450 Vote 5-0.

451 Motion carried.

452

453

454

455 **Article 14 – Carpet, hardwood flooring and exterior painting of Library - \$85,000;**  
456 **CIP Article.**

457 **MOTION:** Mr. McLeod made a motion to move Article 14 to the Town warrant with the  
458 recommendation of the Board of Selectmen. Mr. Breton seconded the motion.

459 Vote 5-0.

460 Motion carried.

461

462

463 **Article 15 – Greenway Grant – eliminated as Town did not receive funding.**

464

465 **Article 16 – Dispatch Command Center - \$280,000; CIP Article**

466 With the fact the Town would not receive a grant for the Greenway Project, the Dispatch  
467 Command Center replacement will be proposed to be completed in one year rather than  
468 two.

469

470 Chief Lewis spoke about the Dispatch center. The equipment is reaching the end of its  
471 life; parts are partially available, but that is not always the case. The workstations are all  
472 18 years old, and the equipment is in constant use. The new equipment may give them the  
473 ability to live stream from the schools should there be an incident there. He will provide a  
474 more detailed information at the Deliberative Session.

475

476 **MOTION:** Mr. McLeod made a motion to move Article 16 to the Town warrant with the  
477 recommendation of the Board of Selectmen. Ms. Simmons seconded the motion.

478 Vote 5-0.

479 Motion carried.

480

481 **Article 17 - 275<sup>th</sup> anniversary - \$20,000**

482 **MOTION:** Mr. McLeod made a motion to move Article 17 to the Town warrant with the  
483 recommendation of the Board of Selectmen. Mr. Hohenberger seconded the motion.

484 Vote 5-0.

485 Motion carried.

486

487 **Article 22 - Veterans Tax Credit**

488 This article would expand the eligibility guidelines and increase the number of veterans  
489 that may be eligible for a \$500 tax credit. Mr. Desilets noted the financial impact is not  
490 clear because they did not receive data on how many new veterans this would impact, but  
491 he is still in support of this.

492

493 **MOTION:** Mr. McLeod made a motion to move Article 22 to the Town warrant with the  
494 recommendation of the Board of Selectmen. Mr. Hohenberger seconded the motion.

495 Vote 4-0. Ms. Simmons recused herself because her husband is a veteran.

496 Motion carried.

497

498 **Article 29 - Operating Budget**

499 The Board held the vote on the operating budget until they had the discussion on the  
500 website.

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Mr. Sullivan noted there was another warrant article being requested by the Campbell Farm Committee. It is a not an appropriation article so it doesn't require a public hearing. If the Board is not interested in moving forward with the article, a citizen's petition would need to be submitted by January 10, 2017.

*Betty Dunn, Chair of the Campbell Farm Sub-Committee*

The committee is aware that tomorrow is the deadline for a citizen's petition. They would prefer not to do it that way. She explained that recently the Committee had a meeting with the NH Preservation Alliance to discuss the concept of a curatorship lease for the house only. The Town would lease the building for occupancy under terms the Board and Conservation would set up. They would send out an RFP to find someone that would live and work in the building and restore the property. They would be unlikely to get someone to do the work until they know there is someone authorized to sign the lease. They could authorize the Conservation Commission to do that. The terms of the lease would be complicated.

If the Board were to move forward with a warrant article, they would have more information by deliberative session.

**MOTION:** Mr. McLeod made a motion to draft a warrant article to be discussed at a further date. Mr. Hohenberger seconded the motion.

*Discussion:* Mr. Hohenberger noted they gave authority to the Conservation Commission. Ms. Dunn noted that if the Town sells property, it has to go to Town meeting and if the Town has a lease for more than a year it has to go to Town meeting. Mr. Sullivan noted that Attorney Campbell is suggesting that it will need to go to Town meeting.

Vote 5-0.  
Motion carried.

**Bid Award Recommendation – Town Website Redevelopment**

Eric DeLong, IT Director noted the board started discussing updating the website over a year ago. A lot of work goes into the current site by Wendi Devlin, Eric DeLong, and Julie Suech, but updates are very time consuming. The current website does not allow anyone else to make changes so all updates fall primarily on Ms. Devlin.

He explained that 11 RFP responses were received, but there were only three companies that matched the two main requirements (cost and servicing municipalities exclusively). The companies were CivicPlus, VTI, Granicus. All three companies could produce a good site but CivicPlus was clearly the easiest to manage the back-office functionality. It will require little to no training for staff. The average training time is a one (1) hour. They have done websites for over 2,300 municipal customers. He recommended the Town hire CivicPlus.

546 Mr. DeLong added that CivicPlus is flexible with payment. They have payment options  
547 available. Further that it will take 16-25 weeks for the creation of the website.

548  
549 Mr. Hohenberger noted the existing site is functional, it may not be very pretty, but  
550 besides the aesthetics, he asked what the new site will give the Town.

551  
552 Mr. DeLong noted the site would have a search functionality that stays within the realm  
553 of the website and does not go out to Google. It would be user friendly so it would have  
554 significant time-savings for the staff that updates it and allow additional staff to add  
555 relevant content.

556  
557 Mr. Desilets noted that his hope was the site would be user-friendly and engage the  
558 community. It is worth the investment, in his opinion.

559  
560 Mr. DeLong noted the initial cost would be \$13,902 and then \$3,900 per year. The  
561 vendor is willing to divide the entire cost over three years so it would be \$7,235 for the  
562 first three years. This would include them moving the Town's entire existing site over to  
563 the new website. The other companies gave a per page costs to move the existing content  
564 so it is hard to determine a final cost.

565  
566 Mr. Hohenberger questioned what problem the Town was they trying to fix. Mr. Desilets  
567 noted that it was to make it easier for people to get information and be more engaged in  
568 the community.

569  
570 *Rex Norman, Community Development Director*

571 Mr. Norman noted that his department was doing research into minutes from the last 15  
572 years to determine when a road was approved. With the search function of the new  
573 website, they would be able to do keyword searches of all the minutes. The potential of  
574 that function is huge.

575  
576 Mr. Desilets believed it would be an investment that could have good results.  
577 He believes it will save staff hours and is 100% convinced it will make an improvement.

578  
579 In response to questions regarding annual costs, Mr. DeLong noted that with the realize  
580 savings from cost of our existing site plus additional Town sites (EDC), the new site  
581 would likely net about \$1,500 more per year.

582  
583 **MOTION:** Mr. McLeod made a motion to support the recommendation to hire CivicPlus  
584 for a cost of \$21,704 over a three-year period to be divided equally and to add \$7,235 to  
585 the IT Budget in Article 29. Ms. Simmons seconded the motion.

586 Vote 3-2. Mr. Breton, and Mr. Hohenberger were opposed.

587 Motion carried.

588  
589 Mr. Hohenberger opposed it because he does not see a need for an updated website. Mr.  
590 Breton opposed because there was no public input and the topic should have been put on  
591 as a normal agenda item and not discussed at such a late hour.

592 Mr. McLeod made a motion to move Article 29 to the warrant as amended by the IT  
593 budget line, with the recommendation of the Board of Selectmen. Mrs. Simmons  
594 seconded the motion.

595 Vote 3-2. Mr. Breton, and Mr. Hohenberger were opposed.  
596 Motion carried.

597

598 The Board discussed the split vote.

599

600 Mr. Hohenberger added that the Board has spent three months working on the budget and  
601 at the last minute \$7,235 was added for a website he doesn't feel is needed.

602

603 Mr. Breton noted if the Board would support adding that figure in at Town meeting  
604 where it could be discussed with the public, then he would support the budget.

605

606 Mr. Desilets had issues with the budget not having the full recommendation of the Board  
607 over a small line item addition.

608

609 **MOTION:** Ms. Simmons made a motion to reconsider Article 29. Mr. McLeod seconded  
610 the motion.

611 *Discussion:* Ms. Simmons made the motion so they could bring it to deliberative where  
612 there would be public input. Mr. Desilets noted that if someone had an issue with it, they  
613 could remove it at deliberative.

614

614 Vote 5-0.

615

615 Motion carried.

616

617 **MOTION:** Mr. McLeod made a motion to reconsider the IT motion to hire CivicPlus  
618 and to add money to the IT budget in Article 29. Mr. Breton seconded the motion.  
619 Vote 5-0.

620

620 Motion carried.

621

622 **MOTION:** Mr. McLeod made a motion to move Article 29 as presented to the Town  
623 warrant with the recommendation of the Board of Selectmen. Mr. Hohenberger seconded  
624 the motion.

625

625 Vote 4-1. Mr. Desilets was opposed.

626

626 Motion carried.

627

628 Mr. Desilets felt the website, which was one of the Board's top goals for the year should  
629 be included.

630

631 **Citizen's petition – Use of Town Wells**

632

632 Mr. Sullivan noted the Board received a citizen's petition to allow the use of the wells  
633 adjacent to the Police Station, drilled in 2008 as part of a similar request, to serve the  
634 properties within the Village Center District. He read the petition into the record. The  
635 Selectmen do not have to recommend it, but the Board bylaws allow them to do so if they  
636 want to. He noted that in the past the Board has added recommendations to citizen's

637 petitions. The Board agreed they would discuss it at the second budget public hearing on  
638 January 12, 2017 so it could be posted on an agenda.

639

640 **Community Development Department – On Line Permitting Program**

641 The Board discussed implementing “on line permitting” software for use at the  
642 Community Development Department. Initial usage will be for Building Permits. One of  
643 the company’ owners lives in Windham and has offered to waive the initial setup fee of  
644 \$4,300 and further to cap the monthly fee of \$99 for the duration of the relationship with  
645 the Town. There would be a \$5 usage fee charged for each permit, which would be  
646 payable to the vendor. The credit card processing would be processed through the vendor  
647 the Town Clerk currently uses. Mr. Sullivan asked the Board to waive the bid process and  
648 support the proposal.

649

650 **MOTION:** Mr. McLeod made a motion to waive any bid process that might be  
651 applicable and authorize the staff to engage in the services for the online permitting  
652 program as discussed. Mr. Hohenberger seconded the motion.

653 Vote 5-0.

654 Motion carried.

655

656 **Bond Releases**

657 The Board considered approval of the following two partial bond releases as  
658 recommended by the Planning Board:

- 659 • Great Mountain View (Phase I) – Original Amount of \$40,356, Release Amount  
660 of \$33,156, Balance to Remain - \$7,200
- 661 • Great Mountain View (Phase II) – Original Amount of \$1,485,764, Release  
662 Amount of \$1,165,124, Balance to Remain - \$320,640

663

664 **MOTION:** Mr. McLeod made a motion to grant release for both bonds as presented by  
665 Mr. Sullivan. Mr. Hohenberger seconded the motion.

666 Vote 5-0.

667 Motion carried.

668

669 **Trenching Permit -**

670 Mr. Sullivan noted that he had received a public right away trenching permit for  
671 Comcast. The \$100 fee has been received and the required insurance surety is in place.

672

673 **MOTION:** Mr. Hohenberger made a motion to approve the public ROW trenching  
674 permit for Comcast. Mr. McLeod seconded the motion.

675 Vote 5-0.

676 Motion carried.

677

678 **Review of the 12/29/16 Minutes**

679 **MOTION:** Mr. Hohenberger made a motion to approve the 12/29/16 minutes. Mr.  
680 Breton seconded the motion.

681 Vote 3-0-2. Ms. Simmons and Mr. McLeod abstained.

682 Motion carried.

683

684 **Correspondence**

685 Mr. Sullivan noted that he had received notice from the State that they will be repaving  
686 Salem Road in the spring and asked the Town to sign off on the typical municipal work  
687 zone agreement which allows the State to control traffic as needed.

688

689 **NON-PUBLIC SESSION:** Mr. Breton made a motion to go into non-public session in  
690 accordance with RSA 91-A:3 II (c). Mr. Hohenberger seconded the motion. Passed  
691 unanimously. Roll call vote all “yes”.

692 The Board discussed a requested leave of absence for an employee due to medical  
693 reasons. Mr. Hohenberger moved to grant the request for a period of up to thirty (30)  
694 days. Mr. McLeod seconded. Passed unanimously.

695

696 **Motion to Adjourn**

697 Mr. Hohenberger moved to adjourn. Mr. McLeod seconded. Passed unanimously.

698 Meeting adjourned at 1:05 am