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BOARD OF SELECTMEN

Draft Meeting Minutes January 23, 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. McLeod noted the Planning Board has taken up several proposed amendments to the Zoning Ordinance. They include:

- Changing sign heights (increasing what is allowed) in the Village Center District area that abuts Route 111
- Elderly housing ordinance – proposing to define open space so that a currently developed project could not be used for elderly housing and to define a yield plan in ways that restrict them to waivers and variances and not special permits.
- Density – to clarify definitions and set the number of bedrooms equal to or less than the allowed lots

Mr. McLeod and Mr. Desilets encouraged the public to attend the public hearing. The previous discussion happened at 10:00 p.m. when there were no residents in the room.

Ms. Simmons noted the tickets for the Daddy Daughter Dance were going on sale soon. The dates are March 19th from 4:30-6:30 and March 10th from 6:00-10:00 at Castleton.

The Windham Historic District Commission will have author J. Atkinson on January 26th. Mr. Atkinson wrote *Massacre on the Merrimack*. He will be there to speak and sign copies. There will be light refreshments.

The Fire Department will have an open house on Friday, January 27th from 12-3 to wish Deputy Bill Martineau a fond farewell as he enters retirement.

Sign-ups for the school board and town government positions begin on January 25th.

Chief McPherson

Chief McPherson noted that Deputy Martineau is retiring and the open house for him will be Friday, January 27th from 12-3. The Windham Kitchen will provide lunch.

The Chief added that he has done a lot of research on the quint. He is looking at a Houston-Galveston (bidding consortium) vetted vendor. They are trying to get the equipment that suites their needs, they need to send the vendor the specs they are looking for, but he believes their base price is below what they are asking for on the warrant. He may not have the price prior to town meeting. He is asking for further direction from the Board.

45 Mr. Hohenberger noted they legally couldn't act on any contract until the voters have
46 approved it. Chief McPherson noted he would just like the opportunity to work with the
47 vendor further to get a price so they could be ready if the voters approved it.

48

49 The Board was comfortable with the Chief continuing discussions with the vendor.

50

51 **Committee Interview – Searles Trustee:**

52 The Board interviewed Michael Mazalewski for appointment as a Searles Trustee.

53

54 Mr. Desilets read a letter from the Searles School and Chapel Trustees. They
55 unanimously approved Mr. Mazalewski's appointment.

56

57 Mr. Mazalewski spoke. He noted he has lived in Windham for 16 years. He is an
58 alternate on the Zoning Board. He is looking to further give back to the town. He has a
59 degree in the building sciences and architecture and has a good amount of experience
60 restoring old buildings. He has an interest in historic buildings. He has attended several
61 trustee meetings over the last few months.

62

63 **MOTION:** Mr. Hohenberger made a motion to approve the appointment of Mr.
64 Mazalewski as a Trustee to the Searles School and Chapel Trustees for a three-year term.
65 Mr. Breton seconded the motion.

66

67 *Discussion:* Mr. Breton noted he serves on the Zoning Board with Mr. Mazalewski and
68 he is a valuable member. Mr. McLeod spoke with Peter Griffin the Chair of the Trustees
69 who stated that Mr. Mazalewski has attended several meetings and Mr. Griffin believes
70 he will be a great asset to the Trustees.

71

72 Vote 5-0.

73 Motion carried.

74

75 **Joint Meeting with School Board**

76 *School Board Members present:* Daniel Popovici-Muller, Rob Breton, Tom Murray
77 SAU Superintendent, Mr. Langlois was also present.

78

79 Mr. Eyring was at a Budget Committee meeting and could not attend. Mr. Senibaldi was
80 also unavailable due to previous commitments.

81

82 Mr. Desilets noted they did not set a strict agenda. He asked the Board to bring forward
83 their discussion items.

84

85 Ms. Simmons noted she has received calls about the road conditions going into the
86 Middle School after it has snowed. She wanted to make sure there is communication
87 between the School Board and Highway Department. Mr. Langlois noted he had the same
88 concern and they have addressed that issue.

89

90 Mr. Desilets noted the Board received a letter from a Mr. Langlois (resident) who also
91 had concerns about the roads. Mr. Sullivan noted that Mr. McCartney from the Highway
92 Department has addressed the issues. Mr. McCartney will have crews in earlier to treat
93 the hills as needed. He stated that they are in need of more contractors for sanding. He
94 further added there has always been open communication between the Highway
95 Department and the Superintendent/schools.

96
97 Mr. Hohenberger questioned why the school leaves money in the impact fee account. Mr.
98 Popovici-Muller noted that was a previous approach from previous administrations. It
99 doesn't make sense to leave it in the account and that practice should end. Mr. Murphy
100 added that they received an internal controls audit report so there will be many things in
101 terms of process that will change and that will be one of them.

102
103 Mr. McLeod questioned what the School Board planned to do in regards to the Heritage
104 Hill Road Connection to the Middle School. Mr. Murray noted it is unlikely that they will
105 need it. They have a warrant on the ballot to create a loop road for the entire campus,
106 which would help alleviate some of the traffic. If that loop were built, they would not
107 need that access.

108
109 Mr. Desilets reviewed the warrant article to lease the old police station/former preschool
110 back to the school. Both boards are in favor of the project. Mr. Murray noted it would be
111 a bonus to have that building connected to the rest of the campus.

112
113 Mr. Langlois reviewed the potential uses of the building. He added that they may
114 consider a connection between the SAU and the building because of the lack of parking.
115 They are lined up to do air quality testing and cost analysis and will forward that
116 information to the Board when they receive it.

117
118 Mr. Desilets had concerns about the connectivity and the wetlands in the back. He would
119 hope they would be aware of that and not neglect zoning laws and possibly look at
120 permeable pavement with less impact. Mr. Popovici-Muller added they would make sure
121 they are on the same page as the town before moving forward with anything.

122
123 Mr. Murray noted when they looked at the price of remodeling vs. building a brand new
124 space they found that the price to build new would be \$200 per sq. ft., and to renovate it
125 is likely \$2-\$3 per sq. ft. It is well worth the investment given the overcrowding situation.

126
127 Mr. Bruce Breton noted that the current cost for the Town to maintain the building is
128 \$4,000 per year and over five years it would be \$20,000. It makes sense financially and
129 he will do his best to promote it.

130
131 Mr. Rob Breton agreed. They did a lot as a School Board to put together a building
132 program that is comprehensive for all the schools. They were very close to getting it to
133 passed last year. They brought in a new Superintendent and are working with all groups
134 to put together a program that includes more space and is more 21st-century for less
135 money.

136

137 Mr. Murray added the building and grounds committee has been a huge asset to the
138 community. Mr. Popovici-Muller added the amount of time the committee has put in has
139 been exceptional. This really fixes the district issues for many years if it passes. It is the
140 right time to move it forward.

141

142 Mr. Desilets questioned if the fiber connection with the schools would be compatible
143 with the new police dispatch center. Mr. Langlois noted some switches at the Center
144 School were damaged. They reordered them and they are to be replaced in February.

145

146 Mr. Langlois noted they are updating the website and will soon have a contract with
147 School Messenger to host and develop it. That should be completed in February. Nixle
148 was not a good fit for the school—they couldn't inventory the people that received the
149 messages. School Messenger can get a list of who received the message and they can
150 control the message to a restricted audience (e.g.; bus, athletics).

151

152 Chief Lewis noted they have live fiber between the schools and the police department.
153 They need to run the network cables from the switch to the various monitors. It is there
154 and ready to go and will be completed through the dispatch project. They are not
155 intending to monitor the cameras all the time—only if there was an emergency. Mr.
156 Popovici-Muller noted they have been working very closely with the police department
157 and there probably should be a policy on how they will balance privacy of students and
158 safety issues. Chief Lewis noted the intent was to only use it in the event of an incident.
159 They can gather and relay information while the officers are on their way. Chief Lewis
160 noted the project would be completed early Fall.

161

162 Mr. Langlois noted they are working on the homeland security assessment. That will be
163 done over the next week. They will do full facilities assessment of all schools.

164

165 Mr. Hohenberger questioned what the cost of School Messenger was going to be. Mr.
166 Langlois did not have that information with him, but would be happy to provide it. Mr.
167 Bruce Breton questioned if the town could utilize it if there were road closures. Mr.
168 Langlois noted it could. In the past, he would get an email from the town with the
169 information and send it out. The town could also purchase a smaller package and utilize it
170 themselves.

171

172 Chief Lewis added that Nixle allows adjoining communities to sign up for alerts.

173

174 The joint meeting was called to a close at 8:12 p.m.

175

176 **Presentation of the Annual Financial Audit Report**

177 The audit firm, Plodzick and Sanderson presented their annual audit report to the Board. A
178 copy of the full report is available for review at the Administrative Office.

179

180 Mr. Scott Eagan reviewed the report for December 31, 2015. He reviewed the opinion
181 letter. The audit presents fairly and it was a clean opinion. He reviewed some of the

182 budgetary highlights for the general fund; the expenditures and encumbrances; the
183 unassigned fund balance; governmental fund balance sheet, non-spendable fund balance;
184 restricted fund balance; committed fund balance; and pensions.

185

186 Mr. Eagan noted there was a transition in pension accounting requiring the town to report
187 their proportionate share of the new pension liability for the NH retirement. It resulted in
188 additional liability being reported. It is reflective of the economic reality if the pension
189 plan was to dissolve. It is not a true allocation of what each town would owe since it is
190 adjusted every year through the rates.

191

192 Mr. Hohenberger requested that Mr. Eagan give a synopsis of the total findings for the
193 year. Mr. Eagan noted overall there were favorable revenue results in the departments.
194 The town did a good job staying within budget and didn't have a large unexpended
195 budget and didn't have over-expenditure. They were able to operate the town with an
196 \$800,000 surplus.

197

198 Mr. Eagan noted the Trustee of Trust Funds have some investments that are held as
199 physical stock certificates and dividends come in the form of a check. They are at a risk
200 of getting lost. It's not a significant amount of money, but they would be better to put
201 them in book form so the custody is safeguarded. Mr. Breton noted they should make a
202 recommendation to the Trustees that they implement this change.

203

204 Mr. Desilets questioned the statement at the bottom of page two that investment policies
205 be reviewed or reaffirmed every year. Mr. Eagan noted they recommended the Board
206 review those policies on an annual basis to be sure they are in accordance with state
207 statutes. Mr. Sullivan noted they are normally reviewed annually but were not done last
208 year due to staffing changes. This will be scheduled in the near future.

209

210 **Bid Award – Record Retention Project**

211 Ms. Nicole Bottai noted that at a prior meeting the Board moved to waive the bid process
212 contingent upon having King Information Systems come to a meeting and present their
213 final findings to the Board.

214

215 Lindsey Eison from King Information Systems was present. He reviewed their proposal
216 for the labor to clean out the records and equipment and supplies to get better use of the
217 vault. He added that labor would be a total of 25 man-days. They will take every box,
218 separate them by redundant or expired, and then index the remaining records and put
219 them into a management system.

220

221 The equipment they are proposing is designed to get the maximum use out of the vault so
222 they don't need to expand the space. They will replace the wooden shelving with metal
223 shelving built specifically for archiving and records retention. At the end, they will be put
224 the information into a Microsoft Access database, so going forward they know where
225 each record is, how long they should be there and when they can be destroyed.

226

227 Mr. Hohenberger believed the original proposal took them through digitizing the data and
228 making it accessible by the public as well as preservation of some of the documents. He
229 questioned when that would happen.

230

231 Ms. Bottai noted that when they originally went to CIP, they had the same expectation.
232 They have since learned that they need to organize the records first before they digitize
233 them because they pay per piece to have the records digitized. The records need to be
234 brought up to par so they can move forward in a more responsible way.

235

236 Mr. Eison noted that they found approximately 15-20% of the files are either expired, are
237 redundant and/or have no historical significance. Just based on that analysis they have
238 close to 1.5M documents and it could cost upwards of \$250,000 to digitize them all. A
239 better approach is to organize the documents and target those that make the most sense
240 for digitization. Once they get the records indexed, they will have a better idea of the
241 scope of the project and can identify the cost of the project more effectively.

242

243 All records are historical. They always keep that in mind and never destroy a record
244 before they receive permission from the town. They will complete an inventory of
245 records to be destroyed and get town approval before they do anything.

246

247 Mr. Breton noted that Mr. Sullivan keeps a copy of every legal correspondence that
248 comes to the town, but each department likely keeps their own copy. How do they deal
249 with that? Mr. Sullivan noted they need to develop a policy to help deal with duplicates
250 and who is responsible for keeping what. Mr. Eison noted they could help develop
251 policies for municipalities to deal with records.

252

253 Mr. McLeod noted he was on-board with where they were at with the contract. Mr.
254 Sullivan questioned if they could purchase their own supplies. Mr. Eison noted the
255 current shelving is inefficient and causing them to lose significant floor space. They
256 recommend archival shelving. They will work with other shelving as long as it is within
257 their specs. They based their layout on specific sizes. Their costs include labor for
258 assembly.

259

260 Mr. Eison noted they did provide a separate cost for the digitization of election
261 documents, planning and zoning and annual town meeting records. Ms. Bottai will share
262 that with the Board.

263

264 Mr. Hohenberger confirmed that they would get some documents digitized for the
265 original cost of \$50,000. Ms. Bottai noted they would have some documents digitized,
266 but probably not all of them.

267

268 Mr. Hohenberger noted he would change his vote to be in favor of the project based on
269 the discussion. The shelving is needed. He believes a lot of the work to eliminate
270 duplicates could potentially be done internally. Mr. Eison noted they only charge for the
271 days they spend there, so any work the town did ahead of time would help reduce some
272 hours.

273

274 Mr. Hohenberger questioned what they would use microfilm for. Mr. Eison noted it
275 would depend on the record. He would recommend it for old town meeting minutes and
276 anything that is at high risk of deterioration. It should be used sparingly, and simply as a
277 disaster backup.

278

279 Mr. Sullivan confirmed they were only discussing documents in the attic of Bartley and
280 the Town Hall and not the Community Development documents. Mr. Eison confirmed
281 that was correct. A different solution would be needed for documents accessed on a daily
282 basis.

283

284 The board was in full support.

285

286 **MOTION:** Mr. Breton made a motion to effectuate the proposal provided by King
287 Information Systems for the record retention project and move the project forward. Ms.
288 Simmons seconded the motion.

289

290 *Discussion:* Mr. Sullivan noted he would put together a letter accepting the proposal with
291 the details identified in the scope of work for a not to exceed cost which would go back to
292 the board for review.

293

294 Mr. Breton retracted his motion and Ms. Simmons retracted her second.

295

296 **Police Department – Traffic/Message Information Trailer Bid Waiver**

297 Captain Caron was present. He requested that the Board approve the use of a sole source
298 vendor to provide a new traffic/message information trailer for the Police Department.
299 The expenditure was approved to be funded from the 2016 remaining town budget at the
300 December 29, 2016 “year-end” Board meeting. The equipment is being purchased as part
301 of a 50%/50% State Highway Safety reimbursable grant.

302

303 Mr. Caron noted the vendor has met all the requirements of the grant. The trailer is made
304 in America. There are other companies out there, but this looks to be the best.

305

306 **MOTION:** Mr. Breton made a motion to approve waiving the bid process for the
307 traffic/message information trailer. Ms. Simmons seconded the motion.

308 Vote 3-2. Mr. Hohenberger and Mr. McLeod were opposed.

309 Motion carried.

310

311 **MOTION:** Mr. Breton made a motion to award the bid to Stalker Radar for the
312 traffic/message information trailer as presented by Captain Caron. Mr. Hohenberger
313 seconded the motion.

314 Vote 4-1. Mr. McLeod was opposed.

315 Motion carried.

316

317 Mr. McLeod noted he is still unsure if the equipment is necessary.

318

319 Captain Caron added that they were approved for a \$3,600 fully reimbursable grant to
320 purchase equipment for the electronic submission of citations from cruisers. The grant is
321 to purchase thermal printers, bar scanners and GPS receivers. They will purchase the
322 equipment and the state will reimburse them, providing the state enters into the program.
323 It will only be used for front line cruisers.

324

325 **MOTION:** Mr. Breton made a motion to accept the fully reimbursable highway safety
326 grant for \$3,600 to purchase equipment for electronic submission of citations from
327 cruisers. Mr. McLeod seconded the motion.

328 Vote 5-0

329 Motion carried.

330

331 **Bid Award Recommendation – Town Website Redevelopment**

332 Mr. Sullivan gave a history of the project. He noted it would be his recommendation for
333 the Board to consider awarding the contract to Civic Plus. He spoke with Mr. DeLong
334 and they looked at the potential savings to the budget to see if they could cover the costs
335 of \$7,235/per year. The Community Development department spends \$4,500/year for the
336 current site—they also have added \$1,500 into the budget to make that site more
337 responsive. With the support of voters, they will get the telephone system replaced, which
338 will save \$5,000-6,000 this year in costs. He would suggest they do not add any money
339 into the operating budget and fund the project through anticipated savings and overall
340 bottom line budget.

341

342 Mr. Breton suggested they move forward after town meeting since they have a line item
343 for web services in the budget. Mr. Sullivan had concerns about anticipated savings if
344 they waited since it would push the project out even further.

345

346 Mr. Desilets looked into other communities that use their sites. They are seeing
347 significant transparency from residents with the C-Click Fix tool.

348

349 Mr. Hohenberger had concerns over utilizing the savings they suggested to taxpayers for
350 the upgrade in the phone system. He also questioned if other companies were less
351 expensive. Mr. DeLong noted they were, but the back office functionality was very
352 different. Civic Plus also has a mobile site that will allow police and fire to make updates
353 right away.

354

355 Mr. Breton believed they should wait until the contract for the phones is approved at
356 town meeting. Mr. Sullivan noted the Town had a surplus of \$202,000 this year. Based
357 on historical trends, he noted he was confident that the Town's overall budget would
358 have at least the \$7,000 in the bottom line of the budget at next year end. He reiterated
359 that he would not propose adding it to the budget.

360

361 Mr. DeLong added that Civic Plus offered a revised scope that could potentially reduce
362 their costs, should the Town wish to extend the contract out to five years. It will be
363 \$5,000/annually rather than \$7,235, a potential savings of \$5,000 over the five year
364 period.

365

366 Mr. McLeod supported it noting there are many features that will directly benefit the
367 residents.

368

369 *Kristi St. Laurent*

370 Ms. St. Laurent noted she is on the Planning Board, but was speaking as a resident.

371 Having wrestled with getting documents on the website, the current site it is very
372 challenging. The ability for more staff to get documents up in a timely manner would be
373 great, especially given the time requirements they have for certain documents. When
374 divided up between the households in town the economic impact is so minimal. Anyone
375 that interacts with the town would benefit from the update.

376

377 Mr. Sullivan noted with the amended proposal, if they went with the five-year plan the
378 cost would go from \$29,892 to \$25,000 over the five year period. Mr. DeLong added that
379 in addition, it is the vendor's standard practice to redesign the site every three years at no
380 additional cost.

381

382 **MOTION:** Mr. Breton made a motion to award the website redesign to Civic Plus for a
383 5-year contract. Ms. Simmons seconded the motion.

384 Vote 4-1. Mr. Hohenberger opposed.

385 Motion Carried.

386

387 **New Business**

388 **MOTION:** Mr. Breton made a motion to make Mr. McCartney the authorized agent to
389 approve ROW permits. Mr. Hohenberger seconded the motion.

390

391 *Discussion:* Mr. Sullivan noted he already is the Right of Way agent but that the
392 ordinance would have to be amended to grant him the additional authority. A public
393 hearing will need to be held.

394

395 Mr. Breton and Mr. Hohenberger withdrew their motion and second.

396

397 **MOTION:** Mr. McLeod made a motion to have staff post a public hearing to consider
398 amendments to the policy to allow the Right of Way Agent, Mr. McCartney, to be able to
399 approve ROW permits. Mr. Breton seconded the motion.

400 Vote 5-0.

401 Motion carried.

402

403 **Correspondence/Recurring Items**

404 Mr. Sullivan noted that MRI, Assessing Consultants provided information on some house
405 bills that were pending pertaining to the Assessing Standards Board and Utility
406 Valuations.

407

408 Mr. Campbell, Town Attorney, provided follow-up opinions on the Campbell Farm
409 proposed warrant article as well as the citizen's petition to town wells for use in the

410 Village Center District. He suggested potential amendments for deliberative session to
411 clarify language within the petitioned article.

412
413 Mr. Desilets noted he wrote the Selectmen’s report. Mr. Sullivan and Ms. Devlin edited
414 it. He requested the Board review it and make any comments by Friday.

415
416 **Review of Minutes**

417 **MOTION:** Mr. McLeod made a motion to approve the 12/1/16 and 12/12/16 minutes as
418 written. Mr. Hohenberger seconded the motion.

419 Vote 5-0.

420 Motion carried.

421
422 **MOTION:** Mr. McLeod offered an amendment to the 12/15/16 minutes to clarify that he
423 opened the meeting as Vice Chair and to approve as amended. Mr. Hohenberger
424 seconded the motion.

425 Vote 5-0.

426 Motion carried.

427
428 **MOTION:** Mr. McLeod offered an amendment to the 1/9/17 minutes dealing with
429 Article 29 (Operating Budget) and the website bid award, and to approve as amended.
430 Ms. Simmons seconded the motion.

431 Vote 5-0.

432 Motion carried.

433
434 **MOTION:** Mr. McLeod made a motion to adjourn. Mr. Hohenberger seconded the
435 motion.

436 Vote 5-0.

437 Motion carried.

438 Meeting adjourned at 10:39 p.m.