

BOARD OF SELECTMEN
Minutes of May 5, 2014

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

EMPLOYEE PRESENTATION: Mr. Sullivan recognized Fire Lt. Jim Brown for 40 years of full-time service to the Department; presenting him with a plaque in appreciation for same which read “Presented to Lt. James Brown with the utmost respect and appreciation for 40 years of dedicated and professional full-time service to the Windham N.H. Fire Department, 1974 – 2014”.

Chief Tom McPherson approached and presented a certificate of achievement to Lt. Brown; noting that the latter had actually begun his career with the Department many years prior as a part-time firefighter. Lt. Brown extended thanks to all; noting his love for the job and adding that it was because of the people with whom he worked that he’d remained so long.

Mr. McLeod, on behalf of the Selectmen, extended his thanks to Lt. Brown; adding that this achievement speaks volumes to the high caliber of public service employees in Windham.

Mr. Sullivan then read into the record the attached listing of Town volunteers in recognition of Volunteer Appreciation week; noting the importance of volunteerism to the Town, and extending thanks to all. He also noted appreciation for the efforts of those various, private organizations who contribute so much, such as Helping Hands and the Garden Club. Mr. McLeod noted his gratitude for all who help to make Town a great place.

BOARD OF HEALTH: Mr. Breton moved and Mr. Hohenberger seconded to enter into the Board of Health. Passed unanimously. Mr. Sullivan advised that a permit application to sell shaved ice on Town property had been received from Kona Ice. He indicated the vendor has been approved for same for the past several years and that the Chief of Police and Recreation Coordinator support the request.

Mr. Letizio moved and Mr. Desilets seconded to approve the permit for Kona Ice for a period of twelve (12) months. Mr. McLeod sought clarification that the appropriate background checks had been completed, and Mr. Sullivan replied in the affirmative; adding that if the permit is approved by the Board of Health, the Health Officer will then proceed with his inspection. Motion passed unanimously.

Mr. Breton moved and Mr. Hohenberger seconded to adjourn the Board of Health. Passed unanimously.

COMMITTEE INTERVIEWS: The Board interviewed Mr. Bob Higgins and Mr. Mike Oldenburg for possible appointment to the Economic Development Committee. Mr. Sullivan advised that Mr. Oldenburg currently serves on the EDC, and that there is a third interested party who will be interviewed at the May 19th meeting. Mr. McLeod noted the Board would thus hold off on making any appointment until after that interview.

PUBLIC HEARING/CDD FEES: Mr. Sullivan advised that the proposed amendments to the fees charged by the Community Development Department had been posted for the required time period; with no input/concerns received. Mr. McLeod opened the hearing to the public for comment, and none was received.

Mr. Letizio then moved and Mr. Breton seconded to accept the proposed changes to the Community Development Department fees as posted. Passed unanimously.

CABLE ADVISORY BOARD: Mrs. Margaret Case, Chairman, approached noting new cameras were needed for the studio and, rather than going with the larger type, the CAB would like to purchase remote ones. Mrs. Case advised that she had been authorized by the CAB to expend up to \$10,000 toward the purchase of same; and then reviewed with the Board quotes which she had obtained for the purchase of three (3) Sony cameras, as follows:

Rule Boston Camera – Boston, MA: \$7,785

Access A/V – Concord, NH: \$7,758

B & H Photo – New York, NY: \$7,785

Mrs. Case noted her recommendation would be to award the purchase to Access; and Mr. Sullivan noted procedurally the Board would only need to authorize the withdrawal of the monies from the Special Cable Fund, as the actual award would fall within his purview. It was noted that the additional funding would go towards ancillary needs for the cameras.

Mr. Breton moved and Mr. Hohenberger seconded to authorize the withdrawal of up to \$10,000 from the Special Cable Fund as requested. Passed unanimously. Brief discussion ensued regarding the HD nature of these new cameras, and that Comcast currently does not support same for Community access broadcasts.

Mrs. Case then announced that the local channels had been unavailable over the weekend due to damage to the fiber line which had occurred during installation of new modulators. She noted that all is repaired and running, and extended thanks to Tom Case and Kelly Yucupicio for working over the weekend in preparation for Comcast's service call that morning.

BID AWARDS: Mr. Sullivan noted that three (3) bids had been received for the purchase of a new ambulance as approved at Town meeting, as follows:

Bulldog Fire Apparatus, Woodville, Ma. (Braun): \$207,553
Sugarloaf Ambulance/Rescue, Wilton, Me. (PL Custom): \$205,247
Greenwood Fire Apparatus, No. Attleboro, Ma. (Horton): \$207,414

Mr. Sullivan indicated that the recommendation of the Chief and Ambulance Committee is to award the bid to Greenwood; which he concurs with. He noted that the Horton ambulance includes a HOPS system and is the same make the Department has purchased for the past several years. Mr. Sullivan then clarified the purchase will be via a three year lease, with the financing to be worked out by staff.

Mr. McLeod noted that the Greenwood Horton bid was actually the middle bid received, with a nexus of approximately \$2,200, and a discussion ensued regarding the differences in options including the HOPS system and metal versus wood cabinetry. Chief McPherson approached to clarify that the former, "Horton Occupant Protection System", is a series of airbags throughout the ambulance designed to protect both staff and the occupant which the other two bids do not offer. He added he believes this system to be a priority, and that we currently have it in the other ambulance.

After brief discussion, Mr. Breton moved and Mr. Letizio second to approve the purchase of a Horton ambulance from Greenwood Fire Apparatus for their bid price of \$207,414. Passed unanimously.

Chief McPherson then extended thanks to the members of the Ambulance Committee for their extensive efforts on this bid: Firefighters DeMarco, Sliver, Doherty, Fischer, and Firefighter/Mechanic Zins.

Mr. Sullivan then advised that two (2) quotes had been received for the related purchase of a new stretcher for the ambulance, as follows:

Stryker EMS - Portage, MI: \$19,218.38
Ferno - Wilmington, OH: \$11,459.20

Mr. Sullivan advised that, as there were only two vendors, the Board would also need to waive the bid process to allow for acceptance of only two quotes. After brief discussion, Mr. Breton moved and Mr. Letizio seconded to waive the bid process as described. Passed unanimously.

Mr. Hohenberger then moved and Mr. Letizio seconded to award the purchase of the new stretcher to Ferno of Ohio for a price not to exceed \$11,459.20 Passed unanimously.

Mr. Sullivan then advised that the current ambulance would not be traded in toward the purchase of the new vehicle; as it was believed the Town could do better disposing of it on the open market. He indicated the vendors had each only offered a few thousand dollars in trade-in value, however, Greenwood had advised that their vehicle wholesaler would offer to purchase the ambulance for \$9,500.

Brief discussion ensued, and Mr. Letizio then moved and Mr. Breton seconded to accept the offer of \$9,500 from the designated wholesaler to purchase the ambulance. Passed unanimously.

OLD BUSINESS: Brief discussion ensued as to whether or not street sweeping could begin earlier in the year than May or June. Mr. Sullivan then advised the Board that, in accordance with their previous vote, sweeping would be conducted by Amric, as FB Hale had refused the bid due to concerns they had with a predetermined number of hours to complete. Brief discussion ensued, and Highway Agent Jack McCartney advised that Amric had begun operations the previous Friday.

BID AWARDS, CONTINUED: Mr. Sullivan advised that the following bids had been received for basin cleaning:

Vendor – Year 1	Bid Price – Clamshell with waste disposed off site	Bid Price – Clamshell with waste disposed at Town site	Bid Price – Vacuum system with waste disposed off site	Additional charges, if any
Larry Blanchette, Windham NH	No bid	\$16.00/basin	No bid	
Bellemore Catch Basin, Bedford NH*	\$35.00/basin	\$25.00/basin*	\$75.00/basin	\$175/ton if offsite hauling

Mr. Sullivan then noted that the recommendation would be to award the bid to Blanchette for his bid price of \$16/basin for clamshell removal; noting the Town had recognized significant savings over the years and had good luck with him.

Discussion ensued as to the number of basins in Town, which Mr. McCartney advised was approximately 2200, and clamshell versus vacuum cleaning. Mr. Breton expressed concerns regarding the effectiveness of the clamshell method; particularly in the area of the pond. Further discussion ensued regarding the differences in cost, and salt use in the area of the pond. Mr. Hohenberger noted the salt is soluble and thus is in the groundwater, regardless of whether the vacuum or clamshell method is used.

Mr. McCartney approached and clarified that the basins are split over the years, and all 2200 are not done at a time. He noted that, while vacuuming is more efficient, we are not required under current statute to verify efficiency. Mr. McCartney noted that the Town may be required to switch to vacuum in the future if new legislation passed.

Mr. Hohenberger then moved and Mr. Letizio seconded to award the bid for basin cleaning to Larry Blanchette for the bid price of \$16/basin for three years, with a \$0.50/basin increase per year and the option to not extend if deemed appropriate. Passed unanimously.

BID WAIVER REQUESTS: Mr. Sullivan advised that, as part of the ongoing FairPoint suit regarding assessment of pole taxes, the firm of Donahue, Tucker and Ciandella has been retained to represent the 35 communities involved. He indicated, however, that there is a need for these same towns to have an expert witness available; and that contracting with George Sansoucy has been recommended. Mr. Sullivan indicated that Mr. Sansoucy will provide his expertise and a utility appraisal for Windham to the courts. He noted that, procedurally, the Board would need to waive the bid process and then authorize an expenditure not to exceed \$6,000 from the Town’s legal budget.

Discussion ensued regarding the previous contractor who conducted a utility appraisal for the Town and the costs involved to bring them back from Texas to serve in this capacity; which Mr. Sullivan indicated would be \$1,000/day.

Mr. Letizio then moved and Mr. Desilets seconded to accept the recommendation to waive the bid process. Further discussion ensued regarding the Texas vendor, and Mr. Norman clarified they had delivered their appraisal as agreed, which had been accepted by the Department of Revenue Administration. Motion passed unanimously.

Mr. Letizio moved and Mr. Hohenberger seconded to award the contract to Sansoucy as recommended. Passed unanimously.

Beta Site: Mr. Sullivan advised that the Town has the opportunity to participate on the ground floor level of a new software tool designed to provide PDF sketches of properties via a simple, efficient walk-around of the structure. He indicated participation in the beta launch affords the Town an opportunity for preferred purchase of the software, and would cost \$1,000 for 50 parcels; which is available in the Assessing Contracted Services budget.

Mr. Hohenberger inquired whether the data collected is certified in the event it is challenged, and Mr. Norman replied that manual testing will be involved throughout. He added that the device had been tested live at the Local Government Center, and was found to be accurate within 1" (one inch); adding that the resulting 3-D model would prove invaluable as it pertained to public safety.

After a brief discussion regarding increased efficiency and lowered costs as a result, Mr. Desilets moved and Mr. Hohenberger seconded to enter into a contract with 3D Data, Ltd. as requested, and that funding for same be expended from Assessing Contracted services. Passed unanimously.

TAX ABATEMENTS: Mr. Norman reviewed with the Board six (6) administrative abatements; noting there are eight (8) remaining for the year. He indicated each of the following was recommended for approval:

- 1-C-2550: \$1,500 abatement relative to Current Use
- 1-C-2551: \$17,000 abatement relative to Current Use
- 11-A-2: \$346.92 abatement relative to proration for fire damage
- 5-A-1020: \$3,912.88 abatement relative to proration for fire damage
- 1-C-2551: \$3,947.81 abatement relative to revision of assessment
- 7 -A-769: \$764.64 abatement relative to calculation error of finished area

After brief discussion, Mr. Hohenberger moved and Mr. Letizio seconded to approve the abatements as presented. Passed unanimously.

PUBLIC HEARING DONATION ACCEPTANCE/SEARLES LANDSCAPING: Mrs. Margaret Case deferred to the donor, Mr. Jay Yennaco. Mr. Yennaco reviewed with the Board a sketch of the area; noting it will incorporate native plants and be designed so as to serve as a buffer between the field/parking and the back yard, as well to provide an area for outside functions. He indicated he anticipates installation to take place in mid-summer.

Discussion ensued regarding the need for irrigation to the area, and the lack of even a water spigot on the facility; as well as ongoing improvements in the area of the Searles facility including those made by Mr. Yennaco to his property. Mr. Yennaco indicated willingness to assist in facilitating contacts regarding installation of irrigation. Further discussion ensued as to it being more advantageous to install irrigation concurrently with the planting, costs, and the need for a plan for same.

Mr. Letizio then moved and Mr. Desilets seconded to accept with gratitude the donation of landscaping for the Searles Facility from Jay Yennaco/Delahunty Nurseries; valued at \$16,345. Passed unanimously.

Mr. Sullivan was excused from the remainder of the meeting.

FINANCIAL UPDATE/Q1: Finance Director Dana Call reviewed her first quarter financial report with the Board. Discussion included:

- Revenues: Most items are in line with expectations; we need a few more months' of activity to determine if budgeted amounts remain reasonable.
- Budget to Actual: Most line items approximately 25% expended. Extensive plowing this season has impacted vehicle fuel costs for the Highway Department. Also, while Winter Maintenance (plowing/sanding) is over 60% expended, this is in line with the average expended for this period.
- Impact fees: Very little activity is shown, as fees are now collected upon issuance of the Certificate of Occupancy.
- Highway overtime was discussed, particularly as it pertained to contracted costs versus employee overtime costs and the ramifications of replacing the latter with part-time staffing.

2014 GOAL SETTING: The Board reviewed at length those items proposed as goals for the ensuing year. These items included:

- a) Adoption of an Operations Plan to address the equipment, vehicle, and infrastructure/building needs of all departments over the next ten years
- b) Readdressing the idea of a Strategic Plan
- c) Reviewing the Maintenance/Highway and Transfer Station staffing matrix to determine whether any additional changes
- d) Review of all undesignated Town Lands for possible sale or reclassification (ie into Conservation); based upon determination those parcels acquired by tax deed could be sold this year, while others would have to be submitted to Town Meeting
- e) Review the former Police Station/School building which was re-conveyed to the Town late last year to determine future use of same
- f) Establish individual workshops with the following School Board, Planning Board, and State Legislative Delegation
- g) Establish a Cistern maintenance program with applicable funding
- h) Employee personal and professional development
- i) Impact Fee Updates (to amount charged)
- j) Determine future use of former skateboard park area at Griffin Park
- k) Review of all Town buildings and properties to determine plans for current and future uses
- l) Utilize the management team and their professional skills in various projects
- m) Enhance our use of the web and social media
- n) Review organizational structure of the town and its departments
- o) Establish a beautification program for the town
- p) Keep connected with the Searles School improvements and future plans/needs
- q) Review former sections of the old Route 111 as conveyed to the Town; and determine those sections to retain and those that should be presented to town meeting to for disposal.

It was the ultimate consensus of the Board to combine items a and g, c and n, as well as d, e, and p; and add review of Class VI roadways/Range Road. Staff will compile the new listing for ranking of priority by the Board.

OLD/NEW BUSINESS: Mrs. Call updated the Board on her findings relative to Mr. Breton's concerns regarding the Library expenditures and the Town manifests; noting she had reviewed all relevant statutes and provided a brief overview of the Town's disbursement procedures. Mrs. Call advised that, although the Library Trustees do operate as an autonomous Board, the Selectmen are still required to sign off on their payments from the Town's General Fund.

Mr. Breton clarified that he wanted the Library checks to be cut separate from the balance of the manifest; as he had concerns regarding their lack of backup, in particular, and indicated for the record that he would not sign any manifest that was inclusive of Library checks. A lengthy discussion ensued regarding process, timing of the manifests, and access to invoices and/or back up.

Library Director Carl Heidenblad approached to clarify that, although it functions differently than the Town, the Library is not withholding any information, and would provide any backup the Selectmen desired in whatever format they preferred. Further discussion ensued.

Mrs. Call indicated she was willing to proceed in whatever fashion the Board desired in order that Mr. Breton will be comfortable signing the manifests; including issuing the Library checks separately. She sought clarification as to whether Mr. Breton would sign a separate manifest of just Library checks, and he replied in the negative; noting he would, however, then sign the balance of the bills.

After further discussion, it was the consensus to: 1) run two (2) A/P manifests, with the Library separated from the remaining Town bills; both of which will be signed by the majority of the Selectmen; 2) have A/P manifests/invoices available for inspection by Board members at close of business day Friday; with questions directed to Mrs. Call during the business day on Monday, and; 3) continue to process a combined payroll for Library and other Town employees.

ANNOUNCEMENTS/LIASION REPORTS: None.

MINUTES: Mr. Letizio moved and Mr. Hohenberger seconded to approve the minutes of 4/21/2014 as written. Passed 4-0-1, with Mr. McLeod abstaining due to absence.

CORRESPONDENCE: Waiver request received relative to a building permit extension for a garage at 3 Winter Street. Mr. Desilets moved and Mr. Letizio seconded to waive the payment of an additional fee as requested. Passed unanimously.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Letizio seconded to enter into a nonpublic session in accordance with RSA 91-A:3 II a and c. Roll call vote - all members "yes". The topics of discussion were personnel and reputations; and the Board, Ms. Scott, Mrs. Call and Ms. Devlin were in attendance in the first session.

Mr. Letizio moved and Mr. Hohenberger seconded to hire the recommended candidate for summer intern to the Community Development Department. Passed unanimously.

The Board briefly discussed the vacant ZBA/CEO position. No decisions were made.

The Board, Mrs. Call and Ms. Devlin were in attendance in the final session.

Mr. Hohenberger moved and Mr. Letizio seconded that the Tax Collector be instructed to not record the tax deeds on those properties reviewed due to liability and/or related concerns. Passed unanimously.

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

Meeting was adjourned at 10:25 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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

John Alosso
David Appleby
Bob Ashburn
Marilyn Bailey
Allan Barlow
Patricia Barstow
Tom Barstow
David Bates
Brenda Behling
Lane Bickford
Steve Bookless
Jacques Borcoche
Nicole Bottai
Mark Branoff
Stephen Brikiatis
Richard Brown
Dan Burke
Tim Buttram
Greg Capiello
Katie Carmody
Alan Carpenter
Margaret Case
Tom Case
Anna Marie Cattarin
Harvey Champigny
Daphne Chien
Dave Cleasby
James Coburn
Estelle Cohen
Barbara Coish
Fred Connarn
Dianne Connolly
Bob Coole
Johanne Couet
Margaret Crisler
Karen Cuipylo
Dick Cumming
Sally D'Angelo
David Demers

Doreen Demone
Susan Denopoulos
Lisa Desrochers
Sophie Desrochers
Kathleen Difruscia
George Dinsmore
Marion Dinsmore
Betty Donovan
Bev Donovan
Deb Drake
Karl Dubai
Brenda Dunkley
Betty Dunn
Bob Ehrlich
Dianna Fallon
Lisa Ferrisi
Ben Fidler
Jim Finn
Allison Fitzpatrick
Scott Fitzpatrick
Dick Forde
Cory Forrest
Jesse Forrest
Jim Fricchione
Kelley Gage
Ed Gallagher
Gary Garfield
Neelima Gogumalla
Paul Gosselin
Don Graham
Mary Griffin
Peter Griffin
Rob Gustafson
Chad Hamilton
Leo Hart
Wally Heath
Jim Hebert
Josh Hebert
Kevin Hughes

Mary Johnson
Tim Kelleher
Tom Kendzulak
Babar Khan
George Kimball
Nancy Kopec
Mark Kovacs
Ann Kusch
Katherine Lacharite
Tom Langlois
Fred Linnemann
Mark Lucas
Dave Macary
John Mangan
Jean Manthorne
Grace Marad
Al Marcil
Karen Marcil
Donna Markham
Michael Martel
Eileen Mashimo
Donna Mauro
Mike Mazalewski
Chris McCarthy
Charlie McMahon
Bill McNally
John Mentuck
James Mentzer
Kathy Merchel
Bruce Moeckel
Donna Mollica
Russell Montenero
Kim Monterio
Wayne Morris
Barry Munroe
Mark Murphy
Ethel Neusch
Chris Nickerson
Tom Nicoli

Vanessa Nysten
Michael Oldenburg
David Oliver
Anne-Marie O'Neil
Chris O'Neil
Justin Pare
Bonnie Parenteau
Ed Parsons
Sandi Parthum
Heath Partington
Tracey Partington
Dan Pascarella
Meghan Peabody
Anthony Pellegrini
Russ Perkins
Matt Peterson
Tony Pfeiffer
Tara Picciano
Pattie Provenzano
Kris Putnam
Carol Pynn
Cathy Robertson-Souter
James Robinton
Judy Romano
Dennis Root
Bernie Rouillard
Jeanne Rouleau
Charles Russo
Kathrine Salanitro
Mark Samsel
Michael Scholz
Dennis Senibaldi
Dan Shattuck
Alan Shoemaker
Jennifer Simmons
Belinda Sinclair
Ralph Sinclair
Bob Skinner
Pam Skinner

Pat Skinner
Derek Small
Mike Sorter
Susan Souza
Kristi St. Laurent
Jonathan Sycamore
Joe Tauras
Jim Tierney
Peter Tousignant
Angelina Townsend
Karen Townsend
Scott Townsend
Jamison Trainito
Joan Tuck
David Vafides
Ralph Valentine
Chris Williamson
Joyce Wilt
Mark Wimmer
Bob Winmill
Sy Wrenn
Jay Yennaco
Mike Yucupicio
Jeannine Zins



*We would also like
to thank our local
organizations who
continuously strive,
through dedication and
generosity, to better the
Town of Windham.*