

1 **BOARD OF SELECTMEN**

2 **Draft Meeting May 8, 2017**

3
4 **CALL TO ORDER:** Chairman Ross McLeod called the meeting to order at 7:00 PM.
5 Selectmen Joel Desilets, Roger Hohenberger, Bruce Breton and Jennifer Simmons were
6 present. Daniel Popovici-Muller was also present. Mr. Sullivan, Town Administrator,
7 was excused. Chairman McLeod opened with the Pledge of Allegiance.

8
9 Mr. McLeod noted that Mr. Desilets would be arriving late to the meeting.

10
11 **Announcements**

12 Betty Dunn, Chair of the Campbell Farm Subcommittee informed the Board they are
13 looking for a curator for the farmhouse and are having an open house on Thursday, May
14 11 from 4:00-6:00 p.m. If you are interested in the position or if you know of someone
15 that might be interested, please have them contact the subcommittee for a tour and
16 explanation of responsibilities.

17
18 They are looking for someone with the expertise and/or willingness to do the work or
19 contract out the work that needs to be done to restore the home. The rent would be the
20 equivalent of the tax bill.

21
22 Chief McPherson reminded residents that the live training burn at 15 Roulston Road
23 would be happening on May 9th and would take the entire day. There are nine towns
24 assisting with water. They will begin at 8:30 a.m. and hope to be finished by 4:00 p.m.

25
26 Ms. Simmons noted the Windham Historic District would be hosting Kevin Gardner on
27 May 10th at 7:00 p.m. at the fire department. He will be discussing his book on England's
28 stone walls.

29
30 Mr. McLeod noted Patricia Barstow from the Nesmith Library Board is looking for
31 someone to work on shortcakes on June 3rd at the Strawberry Festival. Contact her
32 through the library if you can help.

33
34 Mr. McLeod noted on May 16th State Representative Mary Griffin would be turning 91.
35 The Board also celebrated Mr. Breton and Ms. Simmons' birthdays.

36
37 **Public Hearing – Town Meeting Ratification**

38 Mr. McLeod read the public notice into the record and the proposed resolution and
39 distributed the proposed resolution to the Board. He noted at the last meeting, Attorney
40 Campbell advised they hold a public hearing to ratify the results of the town election that
41 was postponed due to inclement weather. Attorney Campbell advised the Board that he
42 would provide the necessary certification for the fire department quint bond.

43
44 There was no public input.

45

46 **MOTION:** Mr. Breton made a motion to legalize, ratify and confirm all actions and
47 procedures from voting day. Ms. Simmons seconded the motion.

48
49 *Discussion:* The Board made an amendment to the proposed resolution that the school
50 moderator, town clerk and town moderator were all present until 5:00 p.m.

51
52 Vote 4-0.

53 Motion carried.

54

55 **Public Meeting – Water Use Regulations**

56 Eric DeLong provided the Board with an updated drought map. The entire state is out of
57 drought and only 5% is in the abnormally dry area.

58

59 **MOTION:** Mr. Hohenberger made a motion to discontinue the residential outdoor
60 watering restrictions based on the fact that the Town is no longer in a drought. Ms.
61 Simmons seconded the motion.

62 Vote 4-0.

63 Motion carried.

64

65 Mr. McLeod noted the Board no longer has the authority to have any restrictions in place.
66 They will continue to monitor the conditions throughout the lawn-watering season.

67

68 *Jim Pocklington*

69 Mr. Pocklington questioned how they had the authority to restrict water usage when they
70 did not have a public water supply. How could the Board deny water usage on private
71 properties?

72

73 Mr. McLeod noted they follow state law, which allows them the right to do so.

74

75 Mr. Hohenberger noted that there is good likelihood that you and your neighbor share the
76 same aquifer. You may have good water supply, but your neighbor may not have water to
77 even bathe. If you can lessen the effect on your neighbor by lessening usage, why
78 wouldn't you want to do that?

79

80 Mr. Breton noted that RSA 41:11, Section D states municipalities can protect the health
81 and safety of all people in town. The Town ordinance is adopted off that RSA.

82

83 Mr. McLeod added it's not unlike zoning where you can be restricted to certain uses on
84 your property because it does affect certain rights of abutting properties. It is a communal
85 resource.

86

87 Mr. Pocklington suggested they consult Attorney Campbell and get something in writing
88 stating that the Town has the authority to restrict water usage.

89

90

91

92 *Peter Griffin*

93 Mr. Griffin represents Windham on the NH Planning Commission. There is a much
94 larger issue in terms of what water needs would be in the future. The NH Planning
95 Commission would be exploring long-term water issues and not just responding during
96 times of drought.

97

98 **Public Hearing – Road Acceptance**

99 The Board considered accepting portions of Ludlow Road and Edinburgh Road as Town
100 Roads. The Planning Board, Highway Agent, and staff have recommended acceptance.

101

102 Mr. Hohenberger questioned who determined the waypoints within the public hearing
103 notice. Mr. Breton noted that Attorney Campbell reviewed the request and the deeds and
104 would check the accuracy.

105

106 **MOTION:** Mr. Breton made a motion to accept the portions of Ludlow Road and
107 Edinburgh Road as presented. Ms. Simmons seconded the motion.

108 Vote 4-0-1. Mr. Desilets abstained.

109 Motion carried.

110

111 Mr. McLeod noted there was also a request to release the remaining balance in the
112 escrow account.

113

114 **MOTION:** Mr. Breton made a motion to release \$17,670 from the escrow account
115 leaving a zero balance. Mr. Hohenberger seconded the motion.

116 Vote 5-0.

117 Motion carried.

118

119 **Cable Advisory Board – Comcast Franchise Renewal**

120 Margaret Case was present and noted the Cable Advisory Board did hold a public hearing
121 and there was no public in attendance.

122

123 *Mark Kovacs, 15 Viau Road*

124 Mr. Kovacs noted the franchising authority has the right to regulate basic cable service
125 rates unless it has been deemed there is adequate competition in a community, then they
126 do not have the right to establish basic cable rates. Where is the decision by some
127 authority that there is adequate competition that precludes the advisory board from
128 establishing basic rates?

129

130 Ms. Case noted that they previously had other companies but they have since merged and
131 Verizon pulled out of the town and it is too expensive for another provider to come to
132 NH.

133

134 Mr. Kovacs understood that but the FCC Act of 1996 stipulates that the town has the
135 right to establish and regulate the rates for basic cable service. He reviewed the minutes
136 from the last 12 years and there has never been an attempt to do so.

137

138 Ms. Case noted that the Cable Board determined it wouldn't be worth the time and
139 money to do all the filings that could possibly save residents only \$1 on their bill.

140

141 *Mr. Hart – Vice Chairman, Cable Advisory Committee*

142 Mr. Hart noted that satellite systems are effective competition to Comcast.

143

144 Mr. McLeod reviewed the contract and had the following changes/concerns:

145

146 Section 5.2 - discusses some sections that won't receive the Windham channels. Has it
147 been looked at recently? Ms. Case noted that was discussed and they were aware of that.

148

149 *Section 5.2, B, C, and D – any residential installation beyond 200', the homeowner must*
150 *pay for.*

151 He would like to see that all be free. Underground installations should be considered
152 standard and they should allow for 500' for every driveway. He would like to see that
153 further negotiated.

154

155 *Section 5.3, B – subscribers have to pay for the capital of the franchisee property*

156 He believes Comcast should pay for their own capital infrastructure.

157

158 *Section 5.7 – Add, “as determined by the franchise authority.”* Currently, there is no
159 guarantee based on the contract that they will repair damage in a reasonable timeframe.

160

161 *Section 5.14 – inspection of construction*

162 Add “but if any non-compliance is found, costs shall be reimbursed within 30 days”. If
163 we find non-compliance, they should pay. It gives them incentive to ensure compliance.

164

165 Ms. Case noted she would have liked to receive this input sooner as renegotiations will
166 further delay the process.

167

168 Mr. Desilets wanted to clarify what kind of HD they were discussing. He would like to be
169 at a minimum standard of 1980x1280, which they are not at currently.

170

171 *Section 7.4 - \$22,000 per year for capital funding.*

172 Mr. McLeod questioned how they came up with that figure. Ms. Case noted it went by
173 the number of subscribers and those funds went into the special fund to help offset the
174 cost of equipment.

175

176 Mr. McLeod questioned if there were budgets and operational plans to justify how much
177 money they needed and added they should review that figure. Ms. Case noted they were
178 looking into doing that.

179

180 Mr. Hohenberger added that 5% of the total bill is given back to the town and goes into
181 the general fund to offset the cost of the studio. Ms. Case noted that they would be
182 receiving **\$77,443.37** for this year.

183

184 *Section 8.1* – Mr. McLeod noted they should add an incentive into that language to
185 provide better services. Ms. Case noted the Town is limited by federal law as to what
186 they could receive.

187

188 Mr. Desilets agreed on all of Mr. McLeod’s points. He does not have issues with
189 Comcast, but it is a contract and it should be reviewed. He would like to see the image
190 quality go up and wants to fully understand how that is going to improve.

191

192 Mr. Hohenberger noted that Comcast is giving them an upgrade if they negotiate prior to
193 the expiration of the current contract. They may lose that upgrade if they push
194 negotiations out further.

195

196 *Section 10.5* – add, “after the date mailed”

197

198 *Section 11.2 – performance evaluation hearings*

199 Mr. McLeod questioned why they wouldn’t hold up to two evaluations? Ms. Case
200 responded that they have never had the need to hold an evaluation hearing.

201

202 Mr. Desilets noted Section 7.3B addresses video and audio quality. Ms. Case clarified
203 that the audio quality issue is internal. They are addressing that at their next meeting and
204 will start looking at ways to improve the room. The upgrade that Comcast will make
205 means a lot to the quality of the equipment.

206

207 Mr. McLeod questioned the information on page 38 asking why there was a need behind
208 a sliding scale; why not put a uniform dollar amount. Ms. Case noted they have never had
209 a problem before and there has never been a breach in contract. They are limited by
210 federal guidelines.

211

212 Mr. Desilets wanted to know what the drop-dead date was for making adjustments for
213 contracts. Ms. Case stated they would have to enter into new negotiations and it would
214 delay the upgrades.

215

216 Mr. McLeod summarized that Sections 5.2, 5.3, 5.7, 5.14 and liquidated damages are his
217 main concerns.

218

219 **MOTION:** Mr. Desilets made a motion to approve the Comcast Franchise contract with
220 the understanding there would be a separate parallel action by the Cable Advisory
221 Committee to codify the issues within Sections 5.2, 5.3, 5.7, 5.14 and liquidated
222 damages. Mr. Hohenberger seconded the motion.

223

224 Discussion: Mr. McLeod would provide Ms. Case a memo with the points to be
225 renegotiated.

226

227 Vote 4-0-1. Mr. McLeod abstained.

228 Motion carried.

229

230 Mr. McLeod read the limited franchise agreement into the record. Media One was
231 servicing residents in Windham without the authority to do so. They developed a contract
232 for that portion of the Town.

233

234 **MOTION:** Mr. Breton made a motion to approve the limited franchise agreement as
235 presented by the Cable Advisory Board. Mr. Hohenberger seconded the motion.

236 Vote 5-0.

237 Motion carried.

238

239 **Bid Award – Highway Truck**

240 Jack McCartney was present.

241

242 The Board reviewed the bids to purchase a new One (1) Ton Highway Truck (F450 or
243 equivalent) to replace the current 2008 (Ford) Truck. The Town received six bids. Mr.
244 McCartney recommended the Board approve the bid from MacMulkin Chevrolet of
245 Nashua for a net sum of \$22,776, which includes a trade in allowance of \$20,000 for the
246 2008 vehicle.

247

248 Ms. Simmons questioned whether it would be a purchase or lease. Mr. Popovici-Muller
249 noted that they originally planned to lease because they thought the price would be
250 higher, but given the trade-in allowance, they are recommending purchasing it outright.

251

252 **MOTION:** Mr. Desilets made a motion to award the bid to MacMulkin Chevrolet of
253 Nashua for a sum of \$22,776 and pay for the purchase out of this year’s budget. Ms.

254 Simmons seconded the motion.

255 Vote 5-0.

256 Motion carried.

257

258 **Bid Award - HVAC Replacement**

259 Mr. McLeod read a memo from Windham’s Local Energy Committee. They reviewed the
260 differences in the efficiencies and considered the total cost and town’s electricity usage
261 and stated it would take 44.8 years to recoup the additional costs for the Carrier System.

262

263 Mr. Breton noted that the difference is that Controlled Systems would have to redo all the
264 duct work for the Carrier System.

265

266 Mr. Desilets thanked the Local Energy Committee for their work in reviewing the
267 proposals.

268

269 **MOTION:** Mr. Desilets made a motion to award the bid to Mechanical Construction
270 Services for their bid price of \$22,120. Mr. Breton seconded the motion.

271 Vote 5-0.

272 Motion carried.

273

274 **Bid Award – “Handy-Man” Extension**

275 Mr. McLeod noted that both Dave Poulson and Mr. McCartney recommended staying
276 with KO Construction for handyman services. The new hourly rate is \$35/hour going up
277 from \$25/hour. The other two bids they received were \$75/hour when they went out to
278 bid two years ago.

279

280 Mr. Desilets stated in general he would want to go out to bid since there are a lot of
281 people capable of doing this work, but he is working well and has the recommendation of
282 staff.

283

284 **MOTION:** Mr. Desilets made a motion to extend the current contract with KO
285 Construction for \$35 per hour for handyman services. Mr. Breton seconded the motion.

286 Vote 5-0.

287 Motion carried.

288

289 **Bid Award – Fire Aerial Quint**

290 Chief McPherson noted they received the final proposal from Pierce Fire Apparatus for a
291 price of \$859,285, assuming 100% prepayment. The town will receive \$25,000 trade-in
292 value for the 1997 pumper truck, which brings the final cost to \$834,284.97. They
293 negotiated the price to try and get as close as possible to the warrant article and they were
294 able to achieve that.

295

296 **MOTION:** Mr. Desilets made a motion to award the bid for the aerial quint to Pierce
297 Fire Apparatus for a net price of \$834,284.97. Mr. Breton seconded the motion.

298 Vote 5-0.

299 Motion carried.

300

301 Mr. Popovici-Muller added that the Board approved the financing at the previous meeting
302 and had Mr. McLeod sign the paperwork for the loan so payments would start
303 immediately.

304

305 **Bid Award – Personnel Protective Clothing (PPE's – Fire)**

306 Due to the suggestion by Mr. Breton, Chief McPherson went back to Bergeron to see if
307 they could get a longer term quote to save money in the future. They were able to work
308 on an agreement. He did go back to his department's Safety Committee to ensure they
309 still wanted to use this gear and they recommended staying with Globe.

310

311 They can lock in 2017 pricing for 2018 purchases and they also will guarantee no more
312 than a 4.5% price increase over each of the next two years 2019 and 2020.

313

314 Mr. Desilets questioned if the quality of the equipment is still serving them well. Chief
315 McPherson was comfortable that Globe would stay current of any technological
316 advances.

317

318 **MOTION:** Mr. Desilets made a motion to enter into an agreement with Bergeron and
319 lock in 2018, 2019 and 2020 pricing as proposed. Mr. Breton seconded the motion.

320 Vote 5-0.

321 Motion carried.

322

323 **Letizio Enterprises – Permission to install temporary sign on grounds of Searles**
324 **Chapel**

325 Nick Letizio was present and explained that Letizio Enterprises has a temporary location
326 at Delahunty Nurseries and would like to put up a temporary sign on the grounds of
327 Searles Chapel while they are located there.

328

329 He added they had a productive site visit with the Searles Chapel Trustees. Mr. Letizio
330 proposed putting up a 4'x4' sign. The Searles Chapel Trustees would like it reduced to
331 3'x3'; they also requested putting in directional signs to further clarify the new location,
332 moving the sign closer to Delahunty Nurseries and that there were no large trucks
333 brought into the parking lot.

334

335 Mr. Letizio noted they were amendable to all their suggestions, but would like to keep the
336 sign at 4'x4'. He added that most of their employees work on the road so there were
337 likely be only six core employees that would be there on a daily basis.

338

339 Peter Griffin, a member of the Searles Chapel Trustee confirmed it was an amicable
340 meeting. Mr. Desilets questioned if there was some flexibility for Mr. Letizio to make
341 some adjustments to directional signs once they install them. Mr. Griffin noted they were
342 flexible.

343

344 The Board further discussed the size and location of the sign noting a smaller sign on a
345 busy road may be difficult to see. Mr. Letizio noted in winter months, when there are
346 snow banks, a smaller sign may be more difficult to see and may get buried. They want
347 the sign to be functional.

348

349 Betty Dunn also stated they had a pleasant discussion. Their rationale for the smaller sign
350 was to ensure that they weren't detracting from the school's signage in any way. They are
351 working on a new logo and marketing materials for the school and are working hard to
352 identify the school and chapel.

353

354 Mr. Desilets respects their suggestions, but added that Letizio Enterprises is making a
355 significant investment in Windham and the sign would be temporary.

356

357 **MOTION:** Mr. Desilets made a motion to allow for the sign requested by Letizio
358 Enterprises at a size of 4'x4'. Mr. Breton seconded the motion.

359

360 *Discussion:* Mr. McLeod was involved in the Planning Board decision to make signs
361 smaller overall. Given the higher speeds of traffic along that road, he believes the 3'x3'
362 sign would do a disservice to those trying to get to their property in a safe fashion and
363 supports the 4'x4' size.

364

365 Ms. Simmons suggested making the address larger so it's easier to see.

366

367 Vote 4-1. Mr. Hohenberger opposed.

368

369 The Board took a brief recess.

370

371 **Well Agreement Discussion – Village Center District**

372 Ralph Valentine and Tim Pitcher were present.

373

374 Mr. Pitcher noted the intent of the discussion was to begin establishing some parameters
375 for the project. He showed a concept master plan of their proposal. Some highlights of
376 the plan include:

- 377 • There would be three wells; they did testing of those that were previously drilled
378 and there is enough water for 56,000 gallons per day
- 379 • They have all the easements in place except for the one with the Town
- 380 • Pennichuck drafted the preliminary water system which would connect to a
381 system they already have in place
- 382 • They have proposed phases for expansion
- 383 • The main extension agreement would be turned over to Pennichuck once the
384 system is built
- 385 • They would need a utility easement from the Town to allow the use
- 386 • They would only have pumps and back-up generators on Town property and
387 would need access for maintenance
- 388 • The Town would receive the tax on the utility system
- 389 • The Town would have the option to connect into the water system at any point
- 390 • There would be enough water if the developer of the senior housing center off
391 Fellows Road wanted to connect into it
- 392 • The system would connect to the Hardwood Heights system

393

394 Mr. Pitcher added the agreements, including the easements would be made available in
395 the future for review by the town attorney.

396

397 Mr. Hohenberger had concerns with moving water off-site and bringing it up to
398 Hardwood Heights. If they bring water far away, it wouldn't recharge the aquifer. Mr.
399 Pitcher noted everything would come back down to the site.

400

401 Mr. Hohenberger questioned if the town would have any liability if there was
402 contamination. Mr. Pitcher clarified that the water is not owned by anyone, according to
403 state law. Contamination is the responsibility of whoever is doing the contaminating.

404

405 Mr. Hohenberger questioned if there would be a fill station for the fire department. Chief
406 McPherson noted they currently have a 47,000 gallon cistern. The benefit to them would
407 be the hydrants that would be installed. They are more reliable but also help with
408 insurance ratings.

409

410 Mr. Hohenberger believed the water line would go up Fellows Road. Mr. Pitcher noted
411 there was never any intention of going up Fellows Road because of costs. The developer
412 of the senior housing would need to bear the cost burden of connecting to the system.

413

414 Mr. Breton suggested having a fire hydrant at each town building and a shut off provided
415 for the town if they want to hook into the system as well as one for the senior housing
416 project.

417

418 Mr. Pitcher noted they more than meet the needs from a fire protection standpoint. There
419 would be no economic benefit for him to add a line for Fellows Road.

420

421 Mr. Desilets requested to see costs associated with each option.

422

423 Mr. Valentine indicated that there is a portion of water allocated to town properties even
424 though they may not use it.

425

426 Ms. Simmons questioned how many gallons the Village District required. Mr. Pitcher
427 stated based on lot loading it is about a 40,000 gallon/day maximum draw.

428

429 Ms. Simmons questioned if the town would need to pay for water to Pennichuck if they
430 connected and how long it would take to go under Route 111 and if traffic would be
431 interrupted.

432

433 Mr. Pitcher confirmed the town would pay for water. Any traffic interruptions to Route
434 111 would be minimal.

435

436 Mr. Breton questioned if a hydrant could be located by Church Street. Chief McPherson
437 indicated that there would be a hydrant less than 1,000 feet from that area which would
438 be sufficient.

439

440 *Mark Kovacs – 15 Viau Road*

441 Mr. Kovacs questioned how this plan would fit into the Planning Board's overall water
442 plan. Mr. McLeod noted that the Water Subcommittee is in their early stages.

443

444 Mr. Kovacs questioned if the insurance savings would be applicable to the entire town.
445 Chief McPherson noted it would.

446

447 Mr. McLeod noted he would like to see the town tap into the system, but use the
448 untreated water so there were no costs from Pennichuck.

449

450 Mr. Pitcher would finalize details and come back to the Board with an updated proposal.

451

452 **Employee Satisfaction Survey**

453 Ms. Simmons noted they distributed 108 surveys and had a 43% return rate. She thanked
454 Ms. Devlin and Mr. Sullivan for their work and all the employees that participated.

455

456 Ms. Simmons reviewed the survey results for some of the best things about working for
457 the Town which included: interacting with public, location of job, working with
458 coworkers, activities and tasks they do for their job. Overall employees were satisfied.

459

460 She also reviewed areas that had 20% of employees answering disagree and strongly
461 disagree and they included: wages, low morale being addressed, benefits and recognition
462 and feedback. Some additional comments they received were relative to earned time and
463 communication issues.

464

465 Mr. Desilets suggested they identify 3-5 top issues to investigate and improve.

466

467 Ms. Simmons added that the Board needs to reach out to employees more. They should
468 also improve recognition and feedback; wages, earned time and communication.

469

470 Mr. Hohenberger added that accountability should be looked at. Employees don't feel
471 like their coworkers are held accountable for their actions.

472

473 Mr. Desilets added that overall, employees know what is expected of them and believe
474 timeframes to complete tasks are reasonable. Three out of four employees believe they
475 can discuss things in confidence with their supervisor. They could possibly drilldown
476 more on what would alleviate favoritism and accountability, which were both big
477 concerns. Not a single employee believed the workplace was unsafe or they didn't have
478 the materials needed to perform their job. Overall, there was good feedback on
479 management. 90% believe everyone is treated with respect in terms of race, gender, age
480 or disability; he feels they should strive for 100%. Many employees were looking for
481 more training and one out of four believed they did not receive timely feedback on
482 performance. He also agreed they need to address employee recognition.

483

484 Mr. Desilets noted that only one of three employees believed that employee satisfaction
485 was important to the Board of Selectmen and that the Board is not interested in their
486 ideas.

487

488 Mr. McLeod believes their job as Selectmen is to find a balance between providing high
489 quality services and keeping taxes down. Employee opinions are important to him and it
490 is a red flag that only 13% agree.

491

492 Mr. Breton added that the only way employees are in front of them is when they need
493 something. They don't interact with them on a daily basis. He suggested having more
494 workshops for employees.

495

496 Ms. Simmons suggested each department do a team building activity and have one
497 representative from the Board participate in that and bring feedback back to the entire
498 Board. That way they are kept aware of what is going on in each department.

499

500 Mr. Breton suggested discussing it at another meeting when Mr. Sullivan could be
501 present. Mr. McLeod suggested each member come prepared with a top five list of items
502 they want to work on. Mr. Sullivan could help them drill down to what would be the best
503 use of their time.

504

505 Mr. Hohenberger added that they used to have roundtable discussions with department
506 heads and they no longer do that.

507
508 Mr. Breton noted they no longer sign evaluations anymore. Mr. Desilets added to that
509 they should be more involved in goal setting.

510
511 The Board agreed they each would come to the next meeting with a list of five areas they
512 want to work on and two suggestions on how to improve each area.

513
514 **275th Anniversary Celebration**

515 Ms. Simmons reviewed the schedule for the week.

516
517 The Friday night gala will be an adult only event. The Town will not cover any of the
518 costs for this event, it will be offset by ticket sales.

519
520 They will be doing a scavenger hunt throughout the month of July that will take residents
521 to various locations in town.

522
523 They will create a photo album and a time capsule.

524
525 Ms. Simmons questioned if they could authorize Dave Sullivan or his designee to sign off
526 on check requests in accordance with the purchasing policy.

527
528 Ms. Simmons presented a contract for the DJ for the kick-off gala that needed to be
529 approved. Chief McPherson, Deputy Town Administrator signed off on the contract.

530
531 Mr. Desilets questioned who was managing the overall \$20,000 budget and strategy for
532 the celebration. Ms. Simmons noted that Frank Farmer, Chair of the Historic District
533 Commission, is helping put that together.

534
535 **Telephone System Bids: reconsideration to bid both hardware and service**
536 **components**

537 Mr. DeLong noted in order to receive the largest number of responses, they should put
538 out to bid both hardware and “dial tone” service. They now have a formal RFP to submit.
539 He added by limiting the bid process to those that provide SIP would handicap a number
540 of vendors and leave them out of the bidding process.

541
542 **MOTION:** Mr. Hohenberger made a motion to reconsider the previous motion to only
543 bid out the hardware component. Ms. Simmons seconded the motion.

544
545 *Discussion:* Mr. DeLong noted it is difficult to talk about vendors in terms of apples to
546 apples because they each provide different services. Their main concern is “dial tone.” It
547 will come down to each vendor’s monthly costs.

548
549 Vote 5-0.

550 Motion carried.

551 **MOTION:** Mr. Hohenberger made a motion to go out to bid for both the hardware and
552 “dial tone.” Mr. Breton seconded the motion.

553 Vote 5-0.

554 Motion carried.

555

556 Mr. DeLong noted he annually purchases Lego kits and raffles them off and asked for
557 permission to use the town email to make staff aware of his fundraising effort and status
558 of purchasing raffle tickets.

559

560 **MOTION:** Mr. Hohenberger made a motion to allow Mr. DeLong to use town email to
561 make staff aware of the status of the raffle. Ms. Simmons seconded the motion.

562 Vote 5-0.

563 Motion carried.

564

565 **Liaison Assignments**

566 *Planning Board*

567 Mr. McLeod requested to be considered a primary liaison instead of an alternate. He has
568 extensive experience with the Board.

569

570 **MOTION:** Mr. Breton made a motion to appoint Mr. McLeod as the primary liaison and
571 Mr. Breton as the alternate. Mr. Hohenberger seconded the motion.

572

573 *Discussion:* Mr. Desilets added he did serve on the Planning Board for several years. He
574 supports Mr. McLeod as the primary liaison, but has concerns about Mr. Breton being on
575 both the Planning Board and the Zoning Board. He would request that the Board appoint
576 himself as the alternate.

577

578 Vote 2-3. Motion failed.

579

580 **MOTION:** Ms. Simmons made a motion to appoint Mr. McLeod as the primary liaison
581 to the Planning Board and Mr. Desilets as the alternate. Mr. Hohenberger seconded the
582 motion.

583 Vote 4-0-1. Mr. Breton abstained.

584

585 *Joint Loss Management*

586 **MOTION:** Ms. Simmons made a motion to appoint Mr. Breton as the primary liaison to
587 Joint Loss Management and Mr. Desilets as the alternate.

588 Vote 5-0.

589 Motion carried.

590

591 *Economic Development Committee - Alternate*

592 Mr. Desilets noted he would still like to be the liaison but would be willing to split the
593 meetings with someone else.

594

595 **MOTION:** Mr. Breton made a motion to appoint Ms. Simmons as the liaison to the
596 Economic Development Committee.

597 Ms. Simmons noted she has a hard time getting to the meetings because of the timing.

598

599 **MOTION:** Mr. Breton made a motion to appoint Mr. Desilets or his designee as liaison
600 to the Economic Development Committee. Mr. Hohenberger seconded the motion.

601 Vote 5-0.

602 Motion carried.

603

604 **New Business**

605 Mr. McLeod reviewed the meeting schedule. He mirrored last year's budget schedule.

606

607 Mr. Desilets requested to put board goals on the next agenda. He also added that they've
608 discussed in the past having legislative updates on the agenda. They need to determine
609 the best time of year to do that so they can review upcoming legislation and have an
610 impact on it.

611

612 The Board also discussed having the first quarter financial update on a future agenda.

613

614 **Correspondence**

615 The Board approved the following final bond releases.

616

617 **Carrier Funeral Home – Site Work Bond**

618 **MOTION:** Mr. Breton made a motion to release the amount of \$7,200 with a balance to
619 Remain of \$0 for the Carrier Funeral Home. Ms. Desilets seconded the motion.

620 Vote 5-0.

621 Motion carried.

622

623 **Wood Meadow Estates**

624 **MOTION:** Mr. Breton made a motion for a partial release of \$549,901.25 with a balance
625 to remain of \$591,742.60 for Wood Meadow Estates. Mr. Hohenberger seconded the
626 motion.

627 Vote 5-0.

628 Motion carried.

629

630 **4/27/17 Minutes**

631 **MOTION:** Mr. Desilets made a motion to approve the 4/27/17 minutes as written. Mr.
632 Hohenberger seconded the motion.

633 Vote 4-0-1. Mr. Breton abstained.

634

635 **MOTION:** Mr. Desilets made a motion to adjourn. Mr. Hohenberger seconded the
636 motion.

637 Vote 4-0.

638 Motion carried.

639 Meeting adjourned at 11:47 p.m.