

1 **BOARD OF SELECTMEN**
2 **Draft Meeting May 22, 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. Town Administrator David Sullivan was also present. Chairman McLeod opened
7 with the Pledge of Allegiance.

8
9 **Announcements**

10 Ms. Simmons noted the Memorial Day parade would be held on May 29, 2017 from
11 Windham Center School ending at the cemetery. If it rains, the ceremony would be held
12 at the Windham Center School.

13
14 Chief McPherson had the paperwork for the aerial quint purchase to be signed by the
15 Chairman. He further advised the Board that the department was approved for the
16 emergency management grant for two complex sign boards, one at Fellows Road, and
17 one at the Town Common. The department is working with a local vendor for pricing and
18 questioned if the Board wanted to waive the bid process or create an RFP. As part of the
19 grant project they had to provide pricing so the figures came out due to the grant process.
20 They were approved for that dollar figure and cannot spend more.

21
22 **MOTION:** Mr. Breton made a motion to waive the bid process and proceed with the sole
23 source vendor. Ms. Simmons seconded the motion.
24 Vote 3-2. Mr. McLeod and Mr. Hohenberger opposed.
25 Mr. Hohenberger noted he is opposed to waiving the bid process, not the project.
26 Motion carried.

27
28 *Frank Farmer – Historic District Committee Chair*

29 Mr. Farmer noted they are planning for the 275th Anniversary Celebration and have many
30 volunteers involved. They are creating a new time capsule. There is one buried in the
31 front yard that will be dug up.

32
33 They are creating a commemorative book that will have artwork created by children.

34
35 They are also doing a scavenger hunt that will last the entire month with over 30-34
36 questions.

37
38 On August 12th they will have a ham and bean supper.

39
40 He thanked the many volunteers for their support.

41
42 *Other:*

43 Mr. Desilets congratulated Christie St. Laurent for her acceptance to the Committee for
44 Aging by the NH Governor.

45
46

47

48 **Committee Interviews and Appointments**

49

50 ***Cable Advisory Board***

51 Mary Griffith and Leo Hart were interested.

52 **MOTION:** Mr. Desilets made a motion to reappoint Mary Griffin and Leo Hart to the
53 Windham Cable Committee for a 3-year term. Mr. Hohenberger seconded the motion.

54 Vote 5-0.

55 Motion carried.

56

57 ***Conservation Commission***

58 Wayne Morris, Pam Skinner were interested.

59 Jason Roger’s term, while not responding as of yet, was expiring as an alternate

60

61 Wayne Morris and Pam Skinner were present and expressed interest in being
62 reappointed.

63

64 **MOTION:** Mr. Desilets made a motion to reappoint Wayne Morris and Pam Skinner as
65 regular members for a three-year term. Mr. Hohenberger seconded the motion.

66 Vote 5-0.

67 Motion carried.

68

69 Jason Rogers has not responded to Mr. Sullivan as to whether he wanted to be
70 reappointed, however he recommended the Board consider his reappointment.

71

72 **MOTION:** Mr. Breton made a motion to reappoint Jason Rogers as an alternate for a
73 three-year term. Mr. Hohenberger seconded the motion.

74

75 *Discussion:* The Board questioned if he attended meetings. Ms. Skinner noted he did.

76

77 Vote 5-0.

78 Motion carried.

79

80 Mr. Desilets requested that Mr. Sullivan confirm that Mr. Rogers wanted to continue.

81

82 ***Housing Authority***

83 Leo Hart and Kristi St. Laurent expressed interest.

84

85 Mr. Hart noted the Board has not been active in 1.5 years because of the lack of federal
86 funds but he would like to keep it staffed.

87

88 Mr. Hohenberger stated he served on another elderly housing committee with Mr. Hart
89 who has knowledge of the topic.

90

91 The Board would discuss the topic in non-public.

92

93 ***Historic District Commission***

94 Carol Pynn, Derek Saffie current members, expressed interest.

95 Peter Noel also expressed interest.

96

97 There were two regular terms and one alternate term available.

98

99 Ms. Pynn spoke to the history of the creation of the Historic District Committee.

100

101 **MOTION:** Mr. Hohenberger made a motion to reappoint Derek Saffie and Carol Pynn as
102 regular full members to the Historic District Commission for a three-year term and Peter
103 Noel for a three-year term as an alternate. Mr. Breton seconded the motion.

104 Vote 5-0.

105 Motion carried.

106

107 Frank Farmer noted there is a historic house on Range Road being taken down. The buyer
108 is dismantling it and trying to reuse the timbers from the house and rebuild a home up
109 north.

110

111 ***Recreation***

112 Jason Gill, current member, and Khadija Lodhi expressed interest

113

114 Mr. Breton wanted to change the charge of the committee a bit. They do business
115 differently now and he would like to see it function more broadly as more of an advisory
116 committee. Mr. McLeod requested that Mr. Breton have something prepared to discuss
117 with Cheryl Haas and Committee members.

118

119 Jason Gill stated he has enjoyed being on the committee the last three years. The biggest
120 opportunity would be to help with the strategic direction of Recreation.

121

122 **MOTION:** Mr. Desilets made a motion to appoint Jason Gill and Khadija Lodhi as
123 regular members to the Recreation Committee for three-year terms.

124 Vote 5-0.

125 Motion carried.

126

127 ***Trustees of the Museum***

128 Dennis Root and Eileen Mashimo, while not yet expressed interest, are the current
129 members that have terms expiring.

130 Derrick Saffie who is currently an alternate would like to move to a regular position.

131 Amy Marie Regan and Bob Coole requested alternate positions.

132

133 Mr. Sullivan noted he has not heard back from current members as to whether they remain
134 interested. The Board requested he give them notice and if they don't hear back, they will
135 be replaced.

136

137 The appointments will be postponed to the June 5, 2017 meeting.

138

139 ***Economic Development Committee***

140 Ed Gallagher and Mike Oldenberg’s terms are expiring.

141 Four people expressed interest – Gabe Toubia, Michael Oldenburg, Nick Shea, and Clare
142 Macoul.

143

144 Mr. Desilets noted that Ed Gallagher is not able to continue on the committee due to
145 work obligations.

146

147 *Gabe Toubia* – Mr. Toubia noted he has an MBA and extended education in investment
148 banking. He has a deep understanding of how businesses work. He has been working in
149 Manchester for two years. He is currently an alternate on the Planning Board and believes
150 those committees go hand in hand.

151

152 Mr. Desilets noted he served on the Planning Board as a liaison and served with Mr.
153 Toubia and it has been a good experience.

154

155 The Board acknowledged that Dom Feroche resigned about two months ago, so there is a
156 third spot with a term expiring in 2019.

157

158 *Nick Shea* – Mr. Shea wants to give back to the community. He has spent most of his
159 career in the financial industry and brings a sense of innovation. He just joined with his
160 father’s real estate business and has been involved in urban development.

161

162 *Clare Macoul* – She has been in Windham since 1985. She is an advocate for the
163 development of Windham but doesn’t want to see Route 111 turn into Route 28. Her
164 career is in banking. She worked locally for 25 years and was recently hired as Enterprise
165 Bank’s new branch manager.

166

167 The Board would discuss the candidates in non-public.

168

169 ***Local Energy Committee***

170 Pat Manzo and Peter Tousignant, current members as well as Kevin Wolff, expressed
171 interest.

172

173 **MOTION:** Mr. Desilets made a motion to reappoint Kevin Wolff and Pat Manzo for a
174 three-year term and Peter Tousignant for a two-year term to the Local Energy Committee.

175 Mr. Hohenberger seconded the motion.

176 Vote 5-0.

177 Motion carried.

178

179 ***Forestry Committee***

180 Wanda Rice expressed interest.

181

182 **MOTION:** Mr. Desilets made a motion to reappoint Wanda Rice to the Forestry
183 Committee for a three-year term. Mr. Hohenberger seconded the motion.

184 Vote 5-0.

185 Motion carried.

186

187 ***Searles School and Chapel Trustees***

188 Betty Dunn and Mike Mazalewski's terms were expiring.

189 The Board confirmed Mr. Mazalewski was already appointed earlier in the year.

190

191 **MOTION:** Mr. Desilets made a motion to reappoint Betty Dunn to the Searles School
192 and Chapel Trustees for a three-year term. Ms. Simmons seconded the motion.

193 Vote 5-0.

194 Motion carried.

195

196 ***Technical Advisory Committee (TAC)***

197 Nick McNulty expressed interest.

198

199 Mr. Sullivan noted there are no specific terms for committee members.

200

201 Mr. Breton would like to look at this committee and revamp their charge. The Town is
202 making significant investments in the telephone system and website and they should be
203 more involved in those decisions. They should establish concrete terms.

204

205 **MOTION:** Mr. Desilets made a motion to appoint Nick McNulty to the Technical
206 Advisory Committee. Mr. Breton seconded the motion.

207 Vote 5-0.

208 Motion carried.

209

210 **First Quarter Financial Report**

211 Daniel Popovici-Muller, Finance Director, reviewed the first-quarter financial report with
212 the Board. Some highlights include:

- 213 • Revenues are within what they estimated.
- 214 • Budget expenditures are normal. A lot of one-time items get paid during the first
215 quarter so some budgets may seem high.
- 216 • Health care distributions from the budget are paid in the first three quarters, while
217 the health trust account pays for the 4th quarter.
- 218 • Dispatch is slightly higher than expected because overtime is up a bit.
- 219 • Fire Department is slightly higher than expected because of overtime.
- 220 • Highway overtime budget is fully used at 110% because we had a lot of plowing
221 this winter but the outside contractor line is only 56% so that is in good shape.
- 222 • Auditors will be here the week of June 5th.

223

224 Mr. Breton questioned why the highway electricity line item was high. Mr. Sullivan
225 noted that is because of the garage and the higher use during winter months.

226

227 Mr. Hohenberger questioned why the Expendable Health Trust income line item was
228 more than the disbursements line. Mr. Popovici-Muller noted that they accumulate the
229 disbursements in the first nine months, and then disperse them in quarter four.

230

231 The Board further discussed other line items.

232

233 The Board took a five-minute recess.

234

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

238 5-0

239

240 The Board discussed the candidates for the Housing Authority.

241

242 **MOTION:** Mr. Hohenberger made a motion to appoint Leo Hart to the Housing
243 Authority for a 5 year term. Mr. Desilets seconded the motion.

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

245 Motion carried.

246

247 The Board discussed the candidates for the Economic Development Committee.

248

249 **MOTION:** Mr. Desilets made a motion to reappoint Mike Oldenberg to the Economic
250 Development Committee for a three-year term. Mr. Breton seconded the motion.

251 Vote 5-0.

252 Motion carried.

253

254 **MOTION:** Mr. Desilets made a motion to appoint Gabe Toubia for a three-year term and
255 Claire Macoul for a two-year term to the Economic Development Committee. Mr.
256 Hohenberger seconded the motion.

257 Vote 5-0.

258 Motion carried.

259

260 The Board asked staff to reach out to Nick Shey and see if he would be interested in
261 serving on the Local Energy Committee.

262

263 Mr. Desilets added that the meetings for the Economic Development Committee are open
264 to the public and people are always welcome to attend and participate.

265

266 **Transfer Station Structure**

267 Mr. Sullivan presented the Board with three alternatives for organization of the Transfer
268 Station. He noted with the retirement of Mr. Poulson it gives them the opportunity to look
269 at the structure.

270

271 *Option 1:*

272 Current structure: The Board of Selectmen and Town Administrator are always at the top.
273 Below them would be a Solid Waste Manager (pay grade 24), Highway Manager (pay
274 grade 24), they each receive \$3,000 stipends to oversee the Maintenance Department.

275

276 If they went with this option, they would need to replace the Transfer Station Manager.

277

278 *Option 2:*

279 Mr. Sullivan noted they would develop a General Service Division and create a General
280 Service Manager (pay grade 25) to oversee Highway, Maintenance and Transfer Station.
281 Then have three foreman/supervisors that would oversee each of the three departments.

282

283 They currently send people from Highway or Maintenance to cover staffing needed at the
284 Transfer Station. Mr. Sullivan had confidence that if they did not replace the Transfer
285 Station Manager, they would have the funding available to hire two new additional part-
286 time operators and still have an estimated \$30,000 in savings.

287

288 *Option 3:*

289 This option would have a General Services Manager and an Assistant Manager. They
290 would not have any foreman below them, just laborers and staff.

291

292 They would maintain the current full-time and part-time person at the Transfer Station
293 and still add two additional part time operators. Maintenance and Highway would remain
294 the same as it is today.

295

296 Under both Options 2 and 3 Mr. Sullivan estimated they would save about \$50,000+ over
297 today's costs and in the long-term when everyone is at top pay step, they would save
298 about \$28,000 over today.

299

300 Mr. Hohenberger asked for further clarifications on what the job descriptions would be
301 for the General Services Manager and Assistant General Services Manager questioning if
302 there would be overlap in their positions.

303

304 Mr. Sullivan noted they would both be working managers. The General Services
305 Manager would be responsible for overall budgets, administrative oversight, hiring of
306 personnel and would report to the Town Administrator. The Assistant would coordinate
307 "boots on the ground" and be less administrative.

308

309 Mr. McLeod questioned why they would bump that position to a pay grade of 25. Mr.
310 Sullivan noted currently, they are running one department at pay grade of 24; they would
311 be taking on the responsibility of all three.

312

313 Mr. Desilets questioned if the foreman for Option 2 would be a working foreman. Mr.
314 Sullivan confirmed they would be working foreman. He suggested that if they stay with
315 Option 1, they make the Transfer Station Manager a working manager.

316

317 The Board agreed they would like to put the topic on the agenda for the June 5, 2017
318 meeting for further discussion.

319

320 Dennis Sennibaldi was present. He preferred to discuss his thoughts with Mr. Sullivan
321 directly. Mr. Desilets wanted to make sure that Mr. Senibaldi and Mr. McCartney had the
322 chance to express their opinions with either Mr. Sullivan or at the next meeting.

323

324 **Board Goals**

325 Mr. Desilets wanted to make the feedback they received from the Employee Satisfaction
326 Survey a top priority. He also wanted to review town ordinances and the Board’s bylaws.

327

328 Mr. Sullivan noted that he has a standing committee of department heads reviewing all
329 town policies over the next year. The Board discussed the Board concentrating on the
330 review of the bylaws for the Housing Authority, Recreation Committee and the Technical
331 Advisory Committee.

332

333 The Board agreed to put the Employee Satisfaction Survey results on the June 5, 2017
334 agenda to decide on a course of action to resolve some of the issues.

335

336 Mr. Breton wanted to have an off-site workshop to get input from employees.

337

338 Mr. Hohenberger added that a review of the Town Administrator should be done since it
339 hasn’t been done for the past few years.

340

341 Mr. Desilets suggested collaborative workshops about state legislation. Mr. Breton noted
342 they should do them in the summer when legislators are not as busy and when they are
343 not in budget season.

344

345 Mr. Desilets wanted an updated on the town center beatification program. He also wanted
346 to see a comprehensive maintenance program. Mr. Hohenberger only wanted to see major
347 projects and did not want to micromanage maintenance. Mr. Desilets wanted a report
348 done for whoever is managing it so there wouldn’t be any surprises at the end of the year.

349

350 Mr. Desilets also wanted to see the plans for the new passive recreation area at Griffin
351 Park and to finalize the design for Phase 2.

352

353 Mr. McLeod will circulate a more concrete list for the Board to review.

354

355 **MOTION:** Mr. Hohenberger made a motion to adjourn. Ms. Simmons seconded the
356 motion.

357

357 Vote 4-0.

358

358 Motion carried.

359

359 Meeting adjourned at 9:21 p.m.