

BOARD OF SELECTMEN
Minutes of June 15, 2015

MEMBERS PRESENT: Chairman Al Letizio called the meeting to order at 7:00 PM. Selectmen Bruce Breton and Roger Hohenberger were present, as was Town Administrator David Sullivan. Selectman Joel Desilets was briefly delayed, arriving at 7:05 PM, and Selectman Ross McLeod was excused. Mr. Letizio opened with the Pledge of Allegiance, and thanked Mr. Sullivan for being in attendance on his birthday. Birthday wishes were extended to Mr. Sullivan, followed by a chorus of "Happy Birthday" sung by those in attendance.

ANNOUNCEMENTS/LIAISON REPORTS: Community Development Director Laura Scott announced that on Thursday the 25th, from 2-6 PM at the Department, Dartmouth College will be conducting outreach regarding arsenic in residential wells. Representatives will answer questions, and water sampling kits will be available.

COMMITTEE INTERVIEWS: The Board heard from Mr. Mark Moreau and Ms. Joanne Dickie for possible appointment to the Historic District/Heritage Commission. Mr. Sullivan advised that there were two alternate positions available, and that Mr. Griffin wished to be reappointed to his regular position. Discussion ensued regarding the need to have a workshop session with the various historic groups.

Mr. Hohenberger moved and Mr. Desilets seconded to appoint Mr. Moreau and Ms. Dickie as alternates, and reappoint Mr. Griffin as a regular on the Historic District/Heritage Commission. Passed 4-0.

Mr. Sullivan then advised that he had confirmed Mrs. Griffin does wish to be reappointed to the Housing Authority and Ms. Monterio wishes to continue as a Museum Trustees. Mr. Hohenberger moved and Mr. Breton seconded to re-appoint both. Passed 4-0.

Mr. Sullivan extended his thanks to Mr. Rouillard for his many years of service, and noted that there will be an alternate position vacated on the Conservation Commission with his departure. He indicated this, as well as any remaining openings, will be advertised.

PUBLIC HEARING - SEARLES: Mrs. Margaret Case approached and requested that the Board accept a number of donations received in memory of Mrs. Pat Skinner. She went on to outline Mrs. Skinner's many years of service in various roles, noting she had done much for the Town; adding the family and Historic Commission had decided a stained glass window should be installed in her memory.

Mrs. Case advised that the total cost of the window, \$14,500, has been raised through donations from the following: St. Laurent Family, Mark Branoff, Dana Call, Alan and Diane Carpenter, Kathleen DiFruscia, Elsie Talanian, David and Adrienne Wright, Auburn Village School, Christopher and Ann-Marie O'Neil, John and Donna Sytek, Stephan and Margaret Orroth, Stacy and Zia Khadaroo, Erica Garvey, Rockingham County Republic Committee, LTC Carlton and Margot Luhrmann, William Doll, AJ Letizio, Robert Skinner, Carl Heidenblad, Adel-Marie Cerri, Women's Service Club of Windham, William Brady, Dr. and Mrs. John Bassett, Brian and Grace Munier, Everett Ryan Jr., Rosemary and Joseph Pothier, Shirley and Raymond Beaulieu, Paul and Pat Sykas, John and Clare Dowd, Windham Animal Hospital/Timothy Butterfield, Hamlin Family, Lisa Cheng, Windham Senior Citizens Inc., Walter and Toni Freeman, Mary Griffin, Mary and Thomas Durant, MacMulkin Chevrolet, Barbara Case, Thomas and Margaret Case, Joyce Wilt, FLOW, and an anonymous donor.

She asked that the Board accept these funds and authorize ARTGlass by Misci to complete the work. Discussion ensued in that a waiver of the bid process to allow for a sole source would be necessary.

Mr. Breton moved and Mr. Hohenberger seconded to accept with gratitude the donations. Mr. Letizio noted that Mrs. Skinner had set an example for many as it pertained to volunteer service in the community, and that the window will serve as a lasting tribute to her.

Motion passed 4-0.

Mr. Hohenberger then moved and Mr. Desilets seconded to waive the bid process as requested, due to the uniqueness of the service and prior work performed by ARTGlass, and authorize same to complete the work. Passed 4-0.

DONATIONS: Ms. Scott approached and noted that pictures of the Community Garden and Adopt-a-Spot kick-off events are available on the Town website. She then requested that the Board accept the following donations toward both: Crossing Life Church – use of land for the garden, Boyden’s Landscaping – equipment and labor, Senibaldi Contracting – equipment and labor, JR Gauthier Inc. – equipment and labor, Fisette Small Engine Repair – equipment, Kinder Morgan - \$250, Windham Outdoor Material Sales – loam, David Kling – manure, Top Dog Banners – banner, A Simply Wholesome Life – organic seeds and plants, Cyr Lumber – watering cans, Elliot Family Medicine – hand sanitizer and Chapstick, Heav’nly Donuts – coffee and pastries, Klemm’s Mobile on the Run – bottled water, Shaw’s - \$35 gift card, MacMulkin Leasing & Rental – equipment and labor, Delahunty Nurseries – flowers, Merrymeeting Daylilies – flowers, and Edward N Herbert Associates Inc - \$150.

Mr. Breton moved and Mr. Hohenberger seconded to accept same with gratitude. Passed 4-0.

OLD BUSINESS: Chief McPherson approached relative to repairs to Engine-1; which is out of service due to an engine failure. He noted that at the previous meeting, he had come to the Board with a quote from Bulldog Fire Apparatus, however new issues have arisen and the costs will exceed what was authorized by the Board. Chief McPherson noted that Jeff Mazzo and Brian Beaudoin from Bulldog were present to explain the situation further and field any questions the Board had. Discussion ensued in that the work was originally not to exceed \$25,051 and the additional damage discovered by Bulldog. Mr. Hohenberger expressed concerns regarding the existing quote, as well as any further ones, from Bulldog given this change.

Mr. Mazzo approached and explained that they had not had the truck onsite when they had provided the Chief with the original quote; and that they had believed it was to be just an in-chassis rebuild of the engine. He indicated that they had then discovered there was a failure in the sleeve that had penetrated the block and steam had been released throughout the engine; which resulted in the need to replace other items to avoid additional issues down the road.

Mr. Hohenberger reiterated his concerns, noting the truck had been brought to Bulldog as they were the manufacturer and had provided a not to exceed quote; adding the Board had made their decision to move the truck based upon the integrity of that quote. He indicated that the Town could not now go back to the Manchester vendor, and a discussion ensued. Mr. Mazzo noted that the estimate included a notation that the vehicle was “unseen” and Mr. Beaudoin clarified that while the liner issue was noted the block issue was not. He also indicated that the revised estimate includes no mark up on the additional work.

Mr. Desilets sought clarification as to whether the Town will receive a signed agreement or another quote that would involve a margin of risk. Mr. Beaudoin noted that the original quote had included provisions that the engine could be rebuilt; clarifying that this is not a standard motor, but rather is 470HP deviated standard. He noted the motor does not exist in top level form, which is why they cannot take a chance with a marginal block. Mr. Mazzo added that they have discovered pitting, and may find more damage as it is pulled apart further, such as to the injectors and twin turbos; adding if they can use the latter items, they will. He noted they were endeavoring to minimize the Town’s costs with the first quote, thus they priced it for an in-chassis rebuild; however they cannot eat these additional costs.

Mr. Breton noted that Bulldog has always looked out for the best interest of the Town, and their original proposal was done sight unseen. He noted that the truck needs to be repaired, and inquired whether this will extend the life of the truck. Discussion ensued regarding return on the investment and that it would extend the life given the Town’s 20 year replacement schedule. Mr. Beaudoin clarified that this would not be a rebuild, but rather a brand new long block. Mr. Mazzo noted the cost for same would be \$35,000 +/-, and if the twin turbos and injectors were replaced as they were recommending the total cost would be \$52,000.

Mr. Letizio sought clarification as to what would be kept from the existing engine, and Mr. Beaudoin replied the intake/exhaust manifold. Discussion ensued as to the credits that may be available for certain parts, those parts which are compromised and the possibility of failure, and that the entire engine needs to come out for repairs as they cannot be done in-chassis.

Mr. Letizio noted that on his similar engines he conducts annual fluid samples to try and prevent failures, and inquired whether such efforts would have helped in this case. Mr. Beaudoin replied in the affirmative, adding that it was a coolant failure which caused this issue. Discussion ensued as to testing methods/procedures, and Mr. Letizio noted that he was in support of staff conducting bottled samples versus test strips, as well as maintaining a log book and an aggressive testing schedule.

Further discussion ensued, and Mr. Beaudoin noted that he can find out via the OEMs what the proper interval should be for such testing and pass that information on to Firefighter/Mechanic Zins. Chief McPherson noted that the department does currently maintain an aggressive maintenance program including transmissions each year, flushing of fluids, etc.; adding that moving forward this CAT sampling will also be incorporated. Further discussion ensued.

Mr. Breton noted that there is no question the engine must be repaired, and inquired where the funding would come from. Mr. Sullivan noted it would be out of the budget bottom line; adding the Town maintains a very tight annual budget which is already over for this year due to Assessing. He indicated that he believed the Board should consider utilizing Health Trust funds and a discussion ensued with Mr. Breton noting the Board will need to have a budget discussion soon.

Mr. Sullivan advised that there is \$100,000 available from the Health Trust to pay down the Town's bills; and that he would suggest the Board do so. Further discussion ensued.

Mr. Breton moved to authorize the Chief and Scott Zins to work with Bulldog to get the truck back on line for a cost not to exceed \$52,000. There was no second.

Mr. Hohenberger sought clarification as to how often these engines fail at only 6000 hours, and it was noted this is rare. He then expressed concerns that Bulldog was unwilling to back up their product, and Mr. Beaudoin noted they cannot, rather it would be up to CAT to do so.

Mr. Letizio noted that this was the result of a maintenance issue, and Mr. Hohenberger disagreed in that we conduct more than adequate preventative maintenance. Discussion ensued, and Mr. Desilets indicated that he wished more analysis had been completed prior to this request so that the Board could have that information available. Further discussion ensued, and it was noted that the pricing presented represented worst case scenario.

Mr. Breton moved and Mr. Hohenberger seconded to authorize the Chief and his team to get E-1 back on the road with the help of Bulldog Fire Apparatus; with any cost savings/parts credits being passed back to the Town.

Discussion ensued, and Mr. Desilets sought clarification as to whether Mr. Breton's intent was for the full \$52,000. The latter replied in the affirmative. Mr. Letizio reiterated that he wants the Department to conduct gear, crank case, and coolant analyses every year. Chief McPherson assured him staff will do so going forward, and discussion ensued in that Bulldog will get the information and pass it on to staff.

Motion passed 4-0.

POLICE DEPARTMENT: Chief Lewis approached to request the Board's authorization to utilize Police Detail funds to replace the 2009 Impala detail vehicle with a Ford F250 per the State's bid. He indicated the pickup would provide better visibility, the ability to carry equipment, and would allow for towing of the EM trailer. He noted that there is approximately \$70,000 in the fund, and the cost of an F250 would be \$35,564.50. Discussion ensued as to the Impala, which will either be sold or transferred to another department.

Mr. Hohenberger expressed concerns in that he didn't envision the Detail Fund being utilized to add to the Town's vehicle fleet. Discussion ensued in that the Department already has detail vehicles.

Mr. Breton noted that the existing detail truck was a good purchase, but suggested that the Chief look into a Tahoe or other enclosed vehicle. Discussion ensued, and the Chief noted that his goal is to obtain a vehicle that can tow the trailer plus has storage. He noted that while they are primarily detail vehicles, all are emergency vehicles; adding that their maintenance and fuel, etc., are paid via the Detail fund. Further discussion ensued regarding the SRO vehicle and impending purchase of same.

Mr. Desilets inquired what was wrong with the Impala, and whether it could be used for the SRO. The Chief replied that the vehicle runs, however he didn't believe it could be used for the SRO. Lengthy discussion ensued regarding the Town's vehicle replacement schedule, that the SRO also responds to emergencies, benefits of an SUV versus truck, and the State's bid.

Mr. Desilets moved and Mr. Breton seconded to waive the bid process to proceed with purchase of a vehicle per the State's bid and to authorize the Chief to move forward to obtain a vehicle that meets the same towing capacity needs of the F250 proposed at an amount not to exceed \$40,000. Brief discussion ensued as to whether the waiver was actually needed given the State's bid process involved three quotes. Motion passed 3-1, with Mr. Hohenberger opposed. Chief Lewis advised if the cost exceeds \$40,000 he will return to the Board; adding he did not believe a Tahoe could be purchased for that amount.

BID AWARD – PROPANE: Mr. Sullivan advised that the School District had placed their oil and propane needs out to bid, and that staff would recommend taking advantage of their low bid for propane of \$1.47/gal fixed; adding that the Town is currently paying \$1.72/gal. Mr. Breton expressed concerns that the District had only received one bid for propane, and suggested that the Town put it out to bid itself. Discussion ensued, and Mr. Sullivan advised that there is only a 10-day window to decide and that we will be unable to go back to that vendor if we don't do so now.

Mr. Desilets sought clarification as to whether the vendor in question is the only one which will deliver to the Town's welfare clients. Mr. Sullivan clarified that the Town can utilize other vendors, at their current prices, and that the vendor in question, Palmer Gas, is our current vendor. Discussion ensued.

Mr. Desilets moved and Mr. Hohenberger seconded to approve the bid for propane to Palmer Gas at the fixed price of \$1.47/gallon. Passed 3-1, with Mr. Breton opposed as they had been the only bidder.

PUBLIC SAFETY IMPACT FEE: Mr. Sullivan advised that it had been discovered that this fee was refunded last year as part of the staff impact fee analysis, and thus no action was needed.

OLD/NEW BUSINESS, CONTINUED: Mr. Letizio noted that the Board had voted to amend the Town's contract with Integrated Paper to include a new negotiated rate of \$0/ton and a payment plan to recoup funds owed to the Town. He also noted that Transfer Station Manager Dave Poulson had provided data to the Board regarding other communities which indicated that they were paying tipping costs and/or receiving zero dollars. Mr. Breton clarified that, as to the latter, he had been seeking information regarding other communities that utilize IP. Discussion ensued, and it was noted that information was not available. Mr. Desilets expressed his concurrence with Mr. Breton; in that he had also wished to see data on other IP contracts.

Mr. Sullivan noted that Resource Recovery had provided an average, and that we currently send all our recyclables, collected via single-stream, to IP. He noted that the Town's which use IP are paying them to remove their recycling; adding many Towns are not using them. Discussion ensued regarding our contract with IP, which had entailed \$13/ton in revenue, supply versus demand, and that the revised contract is a good deal for the Town.

Mr. Desilets noted he supported moving forward, however, he did not view it as a good deal. Mr. Sullivan replied that, given the market today, zero cost is a good deal; and Mr. Letizio added that it also allows us to collect funds that have been in abeyance.

Mr. Breton sought clarification as to whether the contract will be renegotiated on December 15th, or whether the Town will continue to be locked in. Mr. Sullivan replied in the negative to the latter, noting that if the Town does not feel it is appropriate to continue it can go back out to bid. Discussion ensued in that IP had wanted zero dollars for the balance of the contract, whereas the Board had wanted it only until 12/15.

Further discussion ensued regarding the Town's ability to terminate the contract and whether interest should also be collected. It was noted that the latter had not been negotiated as part of the amendment.

Mr. Hohenberger moved and Mr. Desilets seconded to proceed with the agreement as presented for the IP contract. Passed 4-0. Mr. Breton noted that, while he agreed with the payment schedule, he believed interest should have been included.

BID AWARD – VAN: Mr. Sullivan advised that seven (7) bids had been received for a new accessible van, as attached, reminding the Board that the financing for the 4-year lease will be done separately. He then indicated that all had met the bid specifications, and that he had done an extensive review of Creative and Anderson; including reference checks. He advised he had found nothing to deter from going with the low bidder, and recommended the Board award the bid to Creative Bus Sales for the purchase of a Starcraft van on an F350 chassis in the amount of \$48,411; contingent upon his final review of particulars such as warranty information.

Mr. Breton sought clarification as to who services these types of vehicles. Mr. Sullivan replied service would be performed by Irwin Motors; which is the local authorized service provider. Discussion ensued.

Mr. Hohenberger moved and Mr. Desilets seconded to award the bid to Creative Bus Sales in the amount of \$48,411 contingent upon validation of minor items by Mr. Sullivan. Mr. Desilets noted that the Town currently has a great team of drivers, and that he hopes the ridership will increase with the new vehicle.

Motion passed 4-0.

CORRESPONDENCE: Mr. Sullivan advised that a request had been received by a developer to name a new subdivision road “Marden Road”. He then gave a brief background regarding past development of an approved road name list by the Board; adding Marden does appear on that list and no one had any opposition to same. After brief discussion, it was the consensus of the Board to approve the request.

OLD/NEW BUSINESS, CONTINUED: Mr. Sullivan advised that there was a bat infestation at the Armstrong Building, and that quotes for their removal, in the area of \$10,000 to come from the Property Maintenance Trust, would be forwarded to the Board for discussion at the next meeting. Mr. Desilets inquired whether Town staff could just do the removal, and Mr. Sullivan replied in the negative; clarifying that this represents a health hazard and must be handled by trained/certified personnel. Also, bats are a protected species.

After further brief discussion, Mr. Hohenberger moved and Mr. Breton seconded to authorize the expense of up to \$10,000 from the Property Maintenance Trust for removal of bats from the Armstrong Building. Passed 4-0.

MINUTES: Mr. Desilets moved and Mr. Hohenberger seconded to approve the minutes of 5/4, 5/18, and 6/1 as written. Passed 4-0.

OLD/NEW BUSINESS, CONTINUED: Mr. Sullivan advised that three (3) proposals had been received relative to Assessing Consulting Services for a contract period of five (5) years; those being from KRT, MRI, and CMP. He noted that he had reviewed and analyzed the proposals, and would like the Board to do so, as well. Discussion ensued regarding Mr. Sullivan compiling an analysis and submitting same to the Board. Mr. Breton suggested that the Board meet with the three companies, and then look at their proposed costs. Mr. Hohenberger disagreed, indicated he would like to look at the costs first. Mr. Sullivan concurred with Mr. Hohenberger, and discussion ensued.

It was the consensus of the Board that Mr. Sullivan’s analysis and the proposed costs be reviewed by the members before any are invited in to meet with the Board. Mr. Sullivan suggested that the Board review the analysis in preparation for the 29th meeting, at which time it can be discussed and a special meeting scheduled to meet with the contractors. The Board concurred.

Mr. Desilets moved and Mr. Hohenberger seconded to adjourn. Passed 4-0.

Meeting adjourned at 9:10 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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

BID OPENING RESULTS - Revised

June 10, 2015 – Administrative Offices: The following bids for the Accessible Van were publicly opened at 2:00 PM on this date by Assistant Town Administrator, Dana Call. *Note: Bids are currently under review for compliance with detailed specifications.*

Vendor	Option A: Purchase w/ 5 yr lease	Other Costs	Annual Payment (5 yr lease)	Interest Rate	Total Payments (P&I)	Option B: Purchase (if Town to finance separately)	Notes –all vendors bid a 158” wheelbase, where spec called for 170-185
Anderson Motors, Inc., E. Providence RI (1)	\$53,492.00	\$400 doc fee	\$11,452.00	3.52%	\$57,660.00	\$53,492.00	
Alliance Bus Group, Inc., Hudson NH (2)	\$59,120.00	n/a	\$12,905.43	4.48%	\$64,527.15	\$59,120.00	
Shepard Bros, Inc., Canandaigua NY (3)	\$56,000.00	n/a	\$11,760.00	2.501%	\$58,800.00	\$56,000.00	
TESCO, Oregon OH (4)	\$56,073.00	n/a	\$11,809.00	2.65%	\$59,045.00	\$55,650 or \$56,073.00 w/ Options for cloth	
Matthews Buses, Inc., Glastonbury CT	\$52,671.00	\$300 doc fee	\$11,435.60	4.28%	\$57,478.00	\$52,671.00	Same price for 2 single flip seats or double foldaway
Creative Bus Sales, Jacksonville FL	\$48,441.00	\$750 doc fee	\$10,352.25	3.43%	\$51,761.25	\$48,441.00	2015 Starcraft Allstar 22
Patsy’s Bus Sales, Concord NH	\$53,713.00	n/a	\$11,925.36	4.2%	\$59,626.80	\$53,713.00	2016 Ford E350 V8 (14 seat)

(1) *Exceptions to spec: aluminum roof, fabric on ceiling/wall not included, no overhead storage for driver*

(2) *Padded vinyl ceiling/wall extra \$300 (fabric is std), power windows locks & remote starter will be aftermarket in lieu of OEM*

(3) *Exceptions to spec: no remote starter or power windows/locks*

(4) *Exceptions to spec: 5-speed auto transmission, 6 all season tires, 2016 MY Chassis, no remote starter or power windows/locks, interior width 90 3/8”, interior height 79”*

Alternate Bid Options provided by bidders:

Vendor	Option A: Purchase w/ 5 yr lease	Other Costs	Annual Payment (5 yr lease)	Interest Rate	Total Payments (P&I)	Option B: Purchase (if Town to finance separately)	Notes
Anderson Motors, Inc., E. Providence RI (1)	\$57,477.00	\$400 doc fee	\$12,305.00	3.52%	\$61,925.00	\$57,477.00	176" wheelbase per spec
Patsy's Bus Sales, Concord NH	\$60,306.00	n/a	\$13,389.12	4.2%	\$66,945.60	\$60,306.00	2014 Ford E450 V10 (12 seat); 158" wheelbase

(1) Exceptions to spec: aluminum roof, fabric on ceiling/wall not included, no overhead storage for driver