

1 **BOARD OF SELECTMEN**  
2 **Draft Meeting July 31, 2017**

3  
4 **CALL TO ORDER:** Chairman Ross McLeod called the meeting to order at 7:00 PM.  
5 Selectmen Roger Hohenberger, Bruce Breton, Jennifer Simmons and Joel Desilets 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 275<sup>th</sup> celebration was kicking off on Friday, August 4, 2017. The list  
11 of events was on the website, Facebook and in the *Windham Independent*.

12  
13 Mr. Desilets noted that Enterprise Bank had their soft opening. He congratulated them and  
14 was thankful they chose Windham.

15  
16 Mr. McLeod noted the Town Wells agenda item would be postponed at the request of Tim  
17 Pitcher to another date, to be determined.

18  
19 **Eagle Scout Project – Veterans Memorial on Town Common**

20 Rourke Curtin was the Eagle Candidate presenting his project. Cheryl Hass noted she  
21 would be the one to oversee his project. They met with the town Beautification  
22 Committee, Frank Farmer and the Eagle Scout Board about the project.

23  
24 Mr. Curtin noted he would like to construct a memorial dedicated to Windham veterans  
25 to be located at the Town Common. The memorial will represent all branches of the  
26 armed services, POWs and have an American flag. On the back it will have the year it  
27 was completed, his name and the troop name. He is proposing to install it next to the rock  
28 where there is already a monument. It will be 40” wide, 8” thick and 30” tall. The cost  
29 will be \$2,255.00 and constructed by Hepworth Memorials. The material will be a  
30 medium Barre Vermont grey granite. The monument company would do the installation,  
31 but he will install the footing. He will beautify the area; add a solar light for both the  
32 monument and the flagpole.

33  
34 Mr. Curtin will fundraise through a GoFundMe page, social media and other ways. Any  
35 leftover funds will go towards the Beautification Project, the American Legion, and/or  
36 the Garden Club.

37  
38 Mr. Hohenberger noted the area floods, so the footing should be installed to survive the  
39 100-year storm. He also questioned why the monument wouldn't be placed by the  
40 flagpole. Mr. Sullivan noted they purposely placed it there so it would create a nice  
41 triangle with the other monument and the fire pit.

42  
43 Mr. Desilets noted typically the scout's name would not go on the project. The point of  
44 the project is to lead a team under your leadership. He did not believe it belonged on the  
45 memorial.

46

47 Mr. Sullivan noted they have done it before, but typically the names appear on small  
48 brass plaques. The Board agreed that was more appropriate.

49  
50 **MOTION:** Mr. Hohenberger made a motion to approve the erection of the proposed  
51 veteran’s memorial as presented. Mr. Breton seconded the motion.

52 Vote 5-0.

53 Motion carried.

54

55 The Board gave Mr. Curtin permission to fundraise at the transfer station.

56

57 **Cheryl Haas, Recreation Coordinator**

58 Ms. Haas requested permission for the boy scouts to have a fire pit at the town beach on  
59 August 5, 2017. They were hoping to do s’mores with a rain date of August 8<sup>th</sup> or 9<sup>th</sup>.

60

61 **MOTION:** Mr. Desilets made a motion to authorize the request to have the boy scouts  
62 have a fire pit at the town beach. Ms. Desilets seconded the motion.

63 Vote 5-0.

64 Motion carried.

65

66 **Permission to Install Crosswalk and Pedestrian Sign System on Roulston Road**

67 Doug McGuire with the Dubay Group presented the plans. They are proposing pedestrian  
68 safety improvements as part of Medicus’s Phase 4 parking area on Roulston Road within  
69 the right-of-way. It will be a LED lit sign, which will flash when activated by a control  
70 button at the start of the crosswalk. They will also install a crossing in the roadway.

71

72 Mr. McLeod noted the Planning Board approved the improvements subject to the Board  
73 of Selectmen approval.

74

75 **MOTION:** Mr. Desilets made a motion to approve and allow the installation of a  
76 crosswalk and pedestrian sign systems by Medicus on town property. Mr. Hohenberger  
77 seconded the motion.

78

79 *Discussion:* The Board confirmed that the Highway Safety Committee was in support.  
80 They were in support.

81

82 Vote 5-0.

83 Motion carried.

84

85 **Cable Committee – Proposal to Pay Cable Videographers a Stipend to Cover**  
86 **Meetings**

87 Margaret Case and Kelly Yucupicio were present. Ms. Case noted the Cable Committee  
88 is proposing to pay a stipend to the videographers who cover all the meetings. They  
89 currently have three volunteers who do the work currently. They also have 1-2 interns,  
90 which they will continue to have. The current volunteers covered 213 meetings in 2016.

91

92 Ms. Case reviewed how surrounding towns (Salem, Londonderry, Concord, Goffstown,  
93 Bedford, Nashua, Sandown, Chester, Pelham) pay their videographers.

94  
95 The Cable Committee is proposing a flat rate for meeting coverage: \$35 for meetings up  
96 to three hours, \$50 for meetings over three hours. They would like to hire the three  
97 individuals that currently volunteer and in addition 1-2 additional videographers. They  
98 would be paid from the Cable Special Account for the first five years. That account has a  
99 current balance of \$337,024.67. They estimated the cost for covering 210 meetings (105  
100 less than three hours, 105 over three hours) would be \$8,925. They would like for the  
101 stipend to be in effect starting August 1, 2017.

102  
103 Mr. Hohenberger was in favor of the proposal but had issues with one of the volunteers  
104 approving the change. Ms. Case noted they have limited people on the Board.

105  
106 Mr. Desilets was in favor of the proposal and saw it as a good opportunity to recognize  
107 everyone who has volunteered a significant amount of hours. There are higher  
108 expectations by the public to have more and more meetings taped and they expect them  
109 to be posted sooner. The pay seems affordable and is on the lower end.

110  
111 Ms. Case added that none of the volunteers requested the stipend.

112  
113 **MOTION:** Mr. Breton made a motion to pay the videographers the proposed stipend and  
114 support the use of the Cable Special Account to fund the program for five years, advertise  
115 as need for the additional staff, and reaffirm the unpaid internship program for students.

116 Ms. Simmons seconded the motion.

117 Vote 5-0.

118 Motion carried.

119  
120 **MOTION:** Mr. Hohenberger made a motion to hire Bob Coole, Tom Case and Barbara  
121 Coish as videographers and waive background checks. Mr. Desilets seconded the motion.

122 Vote 5-0.

123 Motion carried.

124

### 125 **Record Retention Project Update**

126 Nicole Bottai gave an update on the progress of the record retention project. King  
127 Information Systems established a boxing method, which best utilized the area. They  
128 organized the records and finished a few weeks ago. She is extremely happy with the  
129 results. They will recommend moving forward with the digitizing of the records and will  
130 focus on the contents of the boxes. Currently, there is no backup besides the physical  
131 copy itself. A scanner will be set up so they can digitize everything going forward.

132

### 133 **Highway Safety Recommendations**

134 *Range Road at Searles* – Tom Sharpe, Chairman of the Highway Safety Committee noted  
135 that the Committee has concerns with the site line at the intersection of Range and  
136 Searles as a result of the shrubbery within the median.

137

138 The Board agreed there were issues at that intersection. Mr. Desilets suggested removing  
139 the shrubbery not just at that intersection but multiple locations along Route 111.

140

141 Chief Lewis recommended they conduct a review of all median strips from Route 28 to  
142 McDonalds and should review ASHTO engineering standards for safe site line distances.  
143 He would remove everything and plant something lower than 24", a tree with foliage that  
144 would be higher, or leave it blank and put in pavers/concrete and plant every 50'.

145

146 Mr. McLeod suggested they consult with the town Route 111 Beautification Committee  
147 and questioned if there would be any funding from the State. Mr. Sullivan noted there  
148 would be no funding from the State.

149

150 **MOTION:** Mr. Desilets made a motion to take the recommendation of the Highway  
151 Safety Committee and the Beautification Committee to remove any shrubbery that is not  
152 priority and also do a full analysis of all median strips along Route 111. Mr. Hohenberger  
153 seconded the motion.

154

155 *Discussion:* Mr. Desilets added that it would be great to see if they could repurpose any  
156 of what is removed.

157

158 Vote 5-0.

159 Motion carried.

160

161 *Rockingham (Route 28) Road Speed Limit*

162 Mr. Sharpe noted the Committee is recommending the Town request that the State  
163 consider reducing the speed limit along Route 28 from Roulston Road to the Derry Town  
164 line to 40 mph.

165

166 Mr. McLeod questioned if it had to go through the State. Chief Lewis noted it did and  
167 they would ask the Department of Transportation to do a traffic survey of the volumes  
168 and speeds and have their engineers do a study to determine appropriate speed limits.

169

170 Mr. Breton suggesting sending a letter to the State and a copy to Senator Birdsell. The  
171 State is currently exploring reconfiguring the Roulston Road intersection.

172

173 **MOTION:** Mr. Desilets made a motion to request that the NH Department of  
174 Transportation do a traffic survey of the volumes and speeds along Route 28 from  
175 Roulston Road to the Derry Town line and have their engineers do a study to determine  
176 appropriate speed limits. Mr. Breton seconded the motion.

177

178 Vote 5-0.

179 Motion carried.

180 ***Rail Trail – Depot Road***

181 Mr. McLeod reviewed the requests by the Committee:

- 182 1. Request of the New Hampshire Department of Transportation to conduct a traffic  
183 study as well as a speed study on North Lowell Road between Morrison Road to the  
184 Derry Town Line and to further request a reduction of speed in the same area to 35  
185 mph if applicable.
- 186 2. Request of the New Hampshire Department of Transportation to review current road  
187 alignment of the intersection of North Lowell Road and Depot Road.
- 188 3. Request of the Town Engineering firm to review current alignment of Frost Road and  
189 Depot Road.
- 190 4. Conduct a review of existing signage along Depot Road and consider the possibility  
191 of installation of illuminated speed signage or pedestrian crossing signage.

192

193 Mr. Sharpe added that they discussed adding speed bumps, but they become an issue for  
194 plowing.

195

196 Mr. McLeod noted he was not in support of item #1. He does not see the road geometry  
197 being the issue. They could do something in that area with signage.

198

199 Chief Lewis was in favor of item #1 because there is significantly increased foot and bike  
200 traffic in that area.

201

202 Mr. Breton suggested they incorporate these requests in their letter to the State so there  
203 was only one letter going there.

204

205 ***Mark Samsel – Rail Trail Alliance***

206 Mr. Samsel noted that he is also a member of the Southern NH Planning Commission.  
207 They recently did a study and determined that speed was an issue at that intersection.

208

209 Mr. Samsel reviewed some of the Rail Trail Alliance's concerns. They included:  
210 excessive speed, drivers unfamiliar with the location, and illegal parking. He concurs  
211 with the list provided by the Highway Safety Committee and added the Rail Trail  
212 Alliance would like to see reduction of the speed limit on Depot Road to 25mph as well  
213 as additional signage (electronic signs with pedestrian crossings and speed indicated).  
214 There are serious numbers of people using that trail and the issues are about safety.

215

216 ***John Mangan – 1 Depot Road***

217 His main concern was safety and traffic. The traffic flowing off there is dangerous with  
218 few people slowing down at the curve. The intersection needs to be corrected.

219

220 ***Wayne Morris – Rail Trail Alliance***

221 Mr. Morris suggested speed bumps the full width of the road. He noted the Rail Trail  
222 Alliance would pay for them. They could be portable so they could be removed in the  
223 winter.

224

225 Mr. Samsel noted early morning from 6am-7am and evenings from 5pm-6pm are the  
226 busiest times.

227

228 Chief Lewis noted there are officers up there frequently. They have a speed sign with a  
229 message board indicating speed. The Board will need to address that there is limited  
230 parking there.

231

232 **MOTION:** Mr. Breton made a motion to add the following to the letter going to the State  
233 stressing both are major concerns and the Town would like them addressed as soon as  
234 possible:

- 235 1. Request of the New Hampshire Department of Transportation to conduct a traffic  
236 study as well as a speed study on North Lowell Road between Morrison Road to the  
237 Derry Town Line and to further request a reduction of speed in the same area to 35  
238 mph if applicable.
- 239 2. Request of the New Hampshire Department of Transportation to review current road  
240 alignment of the intersection of North Lowell Road and Depot Road.

241

242 Ms. Simmons seconded the motion.

243 Vote 5-0.

244 Motion carried.

245

246 **MOTION:** Mr. Breton made a motion to have the Highway Safety Committee evaluate  
247 and implement the installation of portable speed bumps on Depot Road and install  
248 additional signage as appropriate. Mr. Hohenberger seconded the motion.

249

250 Mr. Breton amended his motion to have the Highway Safety Committee conduct a review  
251 of the existing signage on Depot Road and come back to the Board for review. Ms.  
252 Simmons seconded the motion.

253 Vote 5-0.

254 Motion carried.

255

256 The Board discussed whether they wanted the Town Engineer to review the current  
257 alignment of Frost Road and Depot Road and the possibility of conducting a speed study  
258 on Depot Road.

259

260 Mr. Hohenberger wanted to wait until they had the results of the signage study.

261

262 Mr. Breton suggesting they eliminate parking on the side of that road and questioned if  
263 there was anywhere to expand parking. The Board discussed and determined there were  
264 very few options.

265

266 Mr. Samsel requested that the Southern NH Planning Commission receive a copy of the  
267 letter going to the State.

268

269 **MOTION:** Mr. Desilets made a motion to wait until after implementation of the above  
270 tasks before the move forward with engaging the Town Engineer and doing a speed  
271 survey on Depot Road. Mr. Hohenberger seconded the motion.

272 Vote 4-1. Mr. McLeod opposed because he would like the Town Engineer to review the  
273 intersection.

274 Motion carried.

275

276 **MOTION:** Mr. Breton made a motion to reconsider having the Town Engineer review  
277 the intersection. There was no second. The motion failed.

278

279 **MOTION:** Mr. Breton made a motion to request that the State review the intersection of  
280 Frost Road and Depot Road. Ms. Simmons seconded the motion.

281 Vote 5-0.

282 Motion carried.

283

284 **Workshop with Department Heads and other staff**

285 Mr. Sullivan noted the intent of the workshop was to have more connection between the  
286 Board and staff. Moving forward they will schedule specific department workshops.

287

288 Munis software system – Mr. Sullivan noted they have been exploring ways to expand on  
289 what they can currently do with the software. Some opportunities include: citizen portal  
290 where people can look up properties. They also have an expanded employee portal.

291

292 Mr. Desilets was open to reviewing the full costs for the expanded capabilities.

293

294 Mr. Breton and Mr. Hohenberger expressed frustration that they are locked into using  
295 them because they have invested significant time and money into the system and it  
296 wouldn't be cost effective to go elsewhere.

297

298 Mr. Sullivan noted overall they have been very happy with the system. He can negotiate  
299 costs for the additional features and bring them to the Board for review.

300

301 Mr. Sullivan added that Mr. Delong is working to upgrade both the website and the  
302 telephone system.

303

304 Chief McPherson noted they are in the process of building the ladder truck. They  
305 continue to have issues with staffing and the increased ambulance calls. Increased  
306 staffing will be a priority for him over building the substation.

307

308 Mr. Sullivan noted there is almost \$200,000 available in fire department impact fees,  
309 some of which is about to expire and more in future years if not used. They need to  
310 review the proper usage of the fees and determine if there are any projects they could  
311 apply those funds towards.

312

313 Mr. Desilets noted they should look at updating their impact fees, since the last study was  
314 done using inaccurate population data.

315

316 The Board further discussed impact fees and noted they needed to justify the use of them,  
317 tying them to growth.

318

319 Mr. Desilets suggested using impact fees for engineering studies to address the potential  
320 for major growth.

321  
322 Dennis Sennibaldi noted the General Services Department has been going very well.

323  
324 Eric Delong noted the internet would have interruptions on Friday, August 4, 2017 since  
325 they will be getting an upgrade to a speed 5x greater than their current speed. The  
326 upgrade will increase some costs, but as a result, allows him to remove two networks  
327 which will likely result in overall net savings.

328  
329 **Employee Survey**

330 Paula Carmichael, the new HR Coordinator, noted she has been working on getting to  
331 know the employees as well as learning the welfare and payroll systems. She reviewed  
332 the employee survey and found that performance management and communication are  
333 the main issues. She is trying to meet with department heads and employees and hopes to  
334 finish meeting with everyone by September 1st. Common themes she is starting to see are  
335 the need for an employee management program. She hopes to work on going to a  
336 quarterly or semi-annual review system; developing a true on-boarding/recruitment  
337 program; developing a true orientation program; reviewing the benefits; teamwork among  
338 departments; and updating employee policies/employee handbook.

339  
340 Ms. Simmons would like to focus on the Board of Selectmen section of the survey and  
341 improve communication with employees. Mr. Sullivan noted department heads have  
342 more interaction with the Board; it would be helpful for Board members to engage more  
343 with staff.

344  
345 Mr. Desilets noted that it is important for him to see that employees feel they are treated  
346 fairly with regards to race, gender, and disability. They should have a zero tolerance  
347 policy.

348  
349 Mr. Sullivan noted they have individual department workshops in the future.

350  
351 Mr. Sullivan noted that the workers compensation insurance is ready for renewal. He  
352 would like to look into other programs and noted he is serving on a study committee for a  
353 new proposed “pooled risk program”.

354  
355 Mr. Sullivan noted that he has department heads involved on three internal committees  
356 (operations, training, and policy). They are reviewing current job descriptions to see if  
357 anything needs to be updated or changed and are reviewing policies. Mr. Breton noted the  
358 Facility Maintenance Policy will need to be updated based on the new job descriptions  
359 they just implemented.

360  
361 **General Services Manager**

362 Mr. Senibaldi noted they did a safety review of all Town buildings and reviewed his  
363 report. There are a handful of safety issues they are working to fix. Mr. Breton suggested



364 they include estimated completion times for tasks on his report. Mr. Senibaldi noted he  
365 would do that moving forward.

366  
367 Mr. Senibaldi noted the inspections for fire, burglary, AEDs and emergency lights are in  
368 progress and will be done shortly.

369  
370 Mr. Desilets wanted to be sure the report Mr. Senibaldi provided should be a working  
371 document for him and not just something the Board would review. Mr. Senibaldi noted  
372 the list will help him keep track of completed items and his budget.

373  
374 Mr. Senibaldi added that some items he can complete within his budget and other items  
375 are much larger and may need direction from the Board before moving forward.

376  
377 Mr. Desilets requested that Mr. Senibaldi report back to the Board quarterly.

378

379 **Transfer Station Trailers**

380 Mr. Senibaldi noted a large section of one of their trailers has rotted away. They had  
381 someone come in and do a professional evaluation on repairing the trailer. The repair  
382 requires huge amounts of labor and becomes cost prohibitive. The trailer is off the road  
383 currently and he needs a new trailer. He received two prices for purchasing new trailers.  
384 He cannot wait to get on the CIP because the need is urgent.

385

386 Mr. Sullivan noted they can do a three-year lease on a new trailer for about \$23,000 per  
387 year.

388

389 Mr. Desilets questioned if they could rent a trailer. Mr. Senibaldi noted that Mr. Poulson  
390 previously looked into that option and found it would be \$1,000 per week.

391

392 Mr. Sullivan noted the Board was presented with two prices for purchasing a new trailer.  
393 The lower price is through a company they currently purchase from. They could either  
394 explore lease pricing for that option or go out to bid.

395

396 Mr. Senibaldi noted the two trailers are similar quality, but there are differences in  
397 hydraulics between the two.

398

399 **MOTION:** Mr. Hohenberger made a motion to waive the bid process and accept three  
400 qualified quotes for the Board to review in two weeks. Mr. Desilets seconded the motion.

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

402 Motion carried.

403

404 **Finance overview**

405 Mr. Popovici-Muller reviewed the current financial report. He noted there are no major  
406 issues and revenues were tracking as expected. Some highlights included:

407

408 *Revenues - Revenues are tracking within expectation. After the 3<sup>rd</sup> quarter, we will make*  
409 *adjustments to estimated revenues for purposes of tax rate setting.*

- 410 • Most of the year over year variance in Other Licenses and Permits is due to a ~5k
- 411 increase in Planning Board fees.
- 412 • Income from Departments year over year variance is driven by changes in
- 413 Welfare reimbursement (+21k) and a drop in Ambulance fees from 214k in 2016
- 414 to 183k in 2017 (only 42% of budgeted revenue of 435k).
- 415 • The drop in Other Miscellaneous revenues is due to the 2016 133k grant we got
- 416 for a highway truck which did not reoccur in 2017.
- 417 • We will receive an unanticipated 285k in Highway Block Grant funds (SB38).

418

419 Budget Expenditures Analysis

420

421 *Most line items should be approximately 50% expended, although certain items are paid*

422 *“up-front” causing line items to exceed 50%. The following One-time items and up-front*

423 *contractual payments are reflected in the Q2 expenditure detail:*

- 424 • One-time items – i.e. Town Report/NHMA dues (Admin); Dog License Fees
- 425 (Town Clerk); copier/elevator maintenance contracts (Gen Govt, Comm Dev);
- 426 (Elections) expenses for Town Meeting; Service Agreements (IT); vehicle
- 427 equipment purchase (Highway); Service Agency payments (Health/Human
- 428 Services, and Welfare); annual video on demand contract (Cable), Emergency
- 429 Management Field expenses.
- 430 • Dispatch – (Contracted Services) Derry Fire contract paid Jan/July each year.
- 431 • Insurance - Workers & Unemployment Comp insurance reflect contractual
- 432 payment up-front.

433

434 *Areas tracking over budget:*

- 435 • Town Admin – Legal ads is over expectations due to the need to send a mailer to
- 436 all town residents due to the March election being postponed. Overall, Town
- 437 Admin is tracking under budget.
- 438 • General Govt Building – Equipment maintenance is already above budget due to
- 439 additional HVAC repair needs at Searles and other buildings.
- 440 • Assessing – Contracted Services account is tracking over the budget due to
- 441 payment timing (8 monthly payments have been made). The negative amount in
- 442 Equipment is due to a voided check that will be zeroed out if necessary at year
- 443 end.
- 444 • Information Technology - Equipment maintenance is already above budget due to
- 445 unanticipated phone system repairs and data recovery expenses.
- 446 • Health Insurance Accounts – Most health insurance accounts are over 50%, but
- 447 are not of concern as we only budget for 75% of the overall cost of health
- 448 insurance in the department budgets with the remaining 25% funded from the
- 449 health trust through the employee’s co-pay contributions. We make the first 9
- 450 monthly payments out of the budget and the last 3 monthly payments from the
- 451 health trust – the health insurance accounts should be around 2/3 spent vs. budget
- 452 at this time.
- 453 • Police – the overtime account is over the budget due to several employees being
- 454 out on disability, which also brought the salary line under budget. Regular salary
- 455 combined with overtime tracks at 47.5% of the budget – we do not expect the

- 456 combined accounts to exceed budget by the end of the year. Also, the vehicle  
457 maintenance budget is tracking above expectations.
- 458 • Dispatching – the overtime account is almost fully expended due to vacancy.  
459 Regular salary combined with overtime track at 48.4% of the budget.
  - 460 • Fire – the overtime account is over the budget due to several employees being out  
461 on disabilities during the year. Regular salary combined with overtime tracks at  
462 47% of the budget, but we do expect the combined accounts to exceed budget by  
463 the end of the year. Also, the fire equipment budget is tracking above expectations  
464 due to timing of purchases, but is expected to stay within budget.
  - 465 • Road Maintenance/Solid waste – Overtime budget is above the budgeted amount  
466 already due to snow plowing early in the year. Typically, November and  
467 December do not require a lot of snow plowing, so we do not expect those  
468 accounts to be a major issue.
  - 469 • Solid Waste – Regular salaries is above the projections due to the earned time  
470 payout for the former Transfer Station Manager. No over expenditure is expected  
471 for the year as these costs will be reallocate to the Earned Time Trust fund as  
472 needed.

473

474 **Bid Award – Financing for Police Cruisers**

475 The Board was asked to approve awarding the bid for the lease financing five police  
476 cruisers. They received eight proposals. Mr. Popovici-Muller recommended going with  
477 Granite Bank to preserve the ability to prepay any remaining balances earlier than  
478 scheduled without a penalty.

479

480 **MOTION:** Mr. Desilets made a motion to award the financing for the lease of the police  
481 cruisers to Granite Bank. Ms. Simmons seconded the motion.

482 Vote 5-0.

483 Motion carried.

484

485 **Additional use of highway block grant funds.**

486 Mr. Sullivan noted that Senate Bill 38 for local highway aid and municipal bridges will  
487 award the town with \$285,000 of unanticipated funds. He suggested the repair of the  
488 Castle Hill culvert as an appropriate project. The funds could be carried over to the next  
489 year.

490

491 Mr. Sullivan noted the culvert is on the red bridge list. He was going to put it on the CIP  
492 for repair. Because of the additional State funding, the bridge repair can be moved up in  
493 the program to 2022-2023 if the Town commits the funds. The Town would receive  
494 reimbursement for the engineering portion of the project as soon as completed, however  
495 any the expected 80% reimbursement for the construction phase would not be reimbursed  
496 by the State until 2022. The other option would be to utilize their local engineer who had  
497 an estimate of \$250,000 to repair it, but under this alternative the State would not  
498 reimburse the town for any costs.

499

500 Mr. Desilets questioned what the costs would be if they were to enter the program. Mr.  
501 Sullivan noted the cost of the repairs would likely be 30-35% more, but they would get  
502 80% of all costs back.

503

504 Mr. Sullivan would prefer to get the funds from the State, have the public hearing to  
505 accept them, and then commit the funds to the State Bridge program. He added the  
506 engineering firm would then need to be selected through a quality based selection  
507 process.

508

509 **Correspondence**

510 The Board was asked to sign off on Timber Tax Warrant for lot 21-D-150 (\$525.35 – 14  
511 Cobbetts Pond Rd – Windham Bible Chapel) and accept a Timber Tax Bond for lot 24-F-  
512 2000 (\$800 - Middle School and Golden Brook School lot).

513

514 **MOTION:** Mr. Desilets made a motion to sign off on the Timber Tax Warrant for lot 21-  
515 D-150 (\$525.35 – 14 Cobbetts Pond Rd – Windham Bible Chapel) and accept a Timber  
516 Tax Bond for lot 24-F-2000 (\$800 - Middle School and Golden Brook School lot. Mr.  
517 Breton seconded the motion.

518 Vote 5-0. Motion carried.

519

520 The Board considered the recommendation of the Planning Board to reappoint Carl  
521 Griffin to the Southern NH Planning Commission (SNHPC).

522

523 **MOTION:** Mr. Hohenberger made a motion to reappoint Carl Griffin to SNHPC for an  
524 additional four (4) years. Ms. Simmons seconded the motion.

525 Vote 5-0.

526 Motion carried.

527

528 The Board reviewed a request to refund \$292.50, half of the cost to rent the Searles  
529 Building on 7/22, due to the window renovations and other issues.

530

531 **MOTION:** Mr. Hohenberger made a motion to refund \$292.50 as requested. Ms.  
532 Simmons seconded the motion.

533 Vote 4-1. Mr. Desilets opposed.

534 Motion carried.

535

536 Mr. Desilets opposed because he believed staff acted appropriately.

537

538 **Review Minutes**

539 **MOTION:** Mr. Breton made a motion to approve the 7/17/17 minutes as amended, the  
540 amendment being to include the two selectmen that voted no in the non-public. Mr.

541 Desilets seconded the motion.

542 Vote 5-0.

543 Motion carried.

544

545 Mr. Sullivan noted relative to the refund, he supports it because the building and  
546 renovations were not to the point where the renters thought they would be. The staff acted  
547 appropriately and was supportive.

548

549 **MOTION:** Mr. Desilets made a motion to adjourn. Ms. Simmons seconded the motion.

550 Vote 4-1. Mr. Hohenberger opposed.

551 Motion carried.

552 Meeting adjourned at 11:48 p.m.