

1 **BOARD OF SELECTMEN**
2 **Draft Meeting August 28, 2017**

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

8
9 **Announcements**

10 Mr. Desilets noted the Windham Art Association is looking for art to display at the pop-
11 up gallery. Contact Neil Fallon at 603-898-1974.

12
13 Mr. McLeod noted they are continuing to monitor the drought situation. Windham is
14 abnormally dry, but not in drought conditions.

15
16 Two agenda items—Use of Town Wells and the Record Retention Project will be
17 postponed to the September 11, 2017 meeting.

18
19 Mr. McLeod noted there was vandalism at the gazebo that was donated at Griffin Park.
20 Mr. Desilets offered \$500 as a reward to find out who did the damage.

21
22 Chief McPherson noted the Firefighters Association would hold their annual fundraising
23 auction on September 17, 2017. They are collecting donations.

24
25 He added that they have two members of their department that participate in the FEMA
26 Urban Search and Rescue Team. One has been deployed to Texas and the other has been
27 put on standby.

28
29 Mr. McLeod noted there is a stewardship opportunity for the Campbell Farmhouse. The
30 RFP has a September 8, 2017 deadline.

31
32 **Public Hearing – Highway Block Grant**

33 Mr. Sullivan read the notice into the record.

34
35 He further explained that the State allocated additional funds for road and bridge
36 improvements under SB38, legislation that was recently signed into law by the Governor.
37 Staff has suggested that the funds should be used to replace the “red listed” bridge on
38 Castle Hill Road which has reached a “failed” status thereby requiring the Town to close
39 the road to traffic.

40
41 The Board supported the suggested use for the additional funding. Mr. Sullivan will be
42 filing an application for Bridge Aid with the State to begin a quality based selection
43 process to hire an engineer. The State will reimburse the Town 80% for the engineering
44 costs, but 80% of the construction costs would not be reimbursed until 2022/2023. They
45 were previously looking at 2026/27 for funding to repair the bridge prior to SB38.

46

47 Mr. Hohenberger questioned if there was a way to back out of the process if the
48 engineering quotes came back and was exorbitant. Mr. Sullivan noted they could but
49 would need to return any reimbursements received for the engineering costs.

50

51 **MOTION:** Mr. Hohenberger made a motion to accept additional the Highway Block Grant
52 funds in the amount of \$285,146.34 and to use same towards replacement of the Castle Hill
53 Road Bridge over Beaver Brook. Mr. Desilets seconded the motion.

54 No discussion.

55 Vote 4-0.

56 Motion carried.

57

58 **Recreation Donations**

59 Cheryl Haas presented the donations.

60

61 A gazebo for the Griffin Park passive area, value of \$8,777.20, donated by Anthony and
62 Kathleen DiFruscia.

63

64 **MOTION:** Mr. Desilets made a motion to accept the donation for the gazebo with
65 gratitude. Mr. Breton seconded the motion.

66 No discussion.

67 Vote 4-0.

68 Motion carried.

69

70 *275th Donations*

71 Nantucket Snapbooth – photo booth \$700 value

72 Delahunty Nursery and Florist - \$800 value centerpieces

73 Sophisticakes-mini cupcakes - \$200 value

74 Joel Desilets – sign on Rte. 111 and poster at Gala

75 Christian Wilcox – pianist \$100 value

76 Anthony Gallo Productions – Video Montage - \$500 value

77 Windham Independent – one ad - \$150 value

78 Jessica O’Neil, State Farm - \$50 check

79 Lisa Walker, Edward Jones - \$150 check

80 Lisa Sama, Sama Chocolates - \$555 value – gala and community celebration day

81 Shaw’s - \$74.28 worth of paper goods

82 Chunky’s (popcorn) movie night - \$100 value

83 Carrier Funeral Home - \$75 check for ice cream at Community Band Concert

84 CPIA - \$275 check (s’mores night at beach)

85 Anne-Marie O’Neil - \$50 gift certificate

86 CYR Lumber - \$200 for Senior Picnic

87 Klemms Bakery - \$149 value worth of cupcakes

88 Windham Endowment - \$816.76 for mini golf

89

90 As recognition for time and assistance offer were extended to Livi Tsetsilas, Donna
91 Mollica, Emily Atkinson, Julia Dickey, Neil Fallon, Gail Hanlon, Emily Boland, Ryan
92 Mackey, Keleigh McAllister, Fay Morlock, Dallas Bradel, Mike Morin, Sienna Gatinella,
93 Dance Connection, Simmons Family, Dave Curto, Mary Anns Diner, Sophisticakes,

94 Gourmet Bites, Yang Ming Chinese Restaurant, Klemms Bakery, Love and Flour
95 Bakery, The Kitchen/Windham Junction, Lucias Bodega, LulaRoe, Cobbetts Pond Pizza,
96 B's Tacos, Kiddie Academy, Technology Seed – Erin Simione, Joanne Dickie, Krystal
97 Ballroom Dance Studio, Let's Play Music and Make Art LLC, Country Farm Candles,
98 Cluck and Baa Farm, Sheila Arinello, Searles Castle, Susan Azibert, Joanne and Chip
99 Dickie, Kristina Mearls Photography, StateLine Waste Management, Rebecca Howard,
100 Joel Desilets, Valerie Bronstein, Maureen Homsey, Women's Service Club of Windham
101 and 1st NH Regiment.

102

103 **MOTION:** Mr. Hohenberger made a motion to accept all the donations with gratitude.

104 Mr. Breton seconded the motion.

105 No discussion.

106 Vote 4-0.

107 Motion carried.

108

109 **Windham Fire Association**

110 Requested to use the town grills for the auction to be held on September 17, 2017.

111

112 **MOTION:** Mr. Breton made a motion to approve the use of town grills by the Windham
113 Fire Association for the auction on September 17, 2017. Mr. Desilets seconded the
114 motion.

115 *Discussion:* The Board requested that fire extinguishers be on-hand.

116 Vote 4-0.

117 Motion carried.

118

119 **Bid Awards**

120 *Winter Salt*

121 Mr. Sullivan noted they received two bids through the State bid process. Granite State
122 Minerals, their current vendor, came back with a price of \$54 per ton. The other vendor,
123 Morton, came back with a price of \$55.61 per ton.

124

125 **MOTION:** Mr. Desilets made a motion to award the winter salt bid to Granite State
126 Minerals for a price of \$54 per ton. Mr. Hohenberger seconded the motion.

127 No discussion

128 Vote 4-0.

129 Motion carried.

130

131 **MUNIS Software Upgrade**

132 Mr. Sullivan provided the documentation with the breakdown of costs for the additional
133 items they were proposing.

134

135 He noted there were four modules they would like to add:

136 *Dashboard:* a platform they can use to get into the MUNIS program easier and quicker.

137

138 *Employee Portal:* it allows employees to get on the system to check payroll records,
139 copies of checks, earned time, insurance information, etc. It would be a great help to the
140 HR department.

141

142 *Citizen portal:* citizens can check on building permits and tax information. This will
143 alleviate the number of calls received by staff.

144

145 *TCM (Tyler Content Management):* allows the Town to store all their documentation
146 on-line for any service they use MUNIS for versus going into a file cabinet making it far
147 more accessible.

148

149 *Tyler Forms:* this provides W2, 1099, ACA information and standard template forms
150 which they currently purchase on the open market.

151

152 They chose not to use the Enterprise Edition of the TCM. The cost was prohibitive for
153 this and records retention committee is already handling these items.

154

155 Mr. Sullivan noted the quote they originally received was much higher, but he negotiated
156 it down. They gave credits back for some portals and won't charge for implementation
157 for several of the portals and also cut support costs.

158

159 The total costs for first year, which includes licenses, implementation, training and one
160 year of support is \$47,730. After the first year, the town's current support cost would go
161 up by \$7,000, which is the cost of support for the new modules.

162

163 Mr. Sullivan added they didn't budget for these costs this year, but he believes they have
164 funding available through other budgets. He proposed they implement the Dashboard and
165 Employee and Citizen portals for a cost of \$16,052. Phase 2 would be the TCM and Tyler
166 Forms for \$22,670 plus an additional \$4,700 for annual support. He would like to be able
167 to do it all this year, but he does not believe they will have the funding for all of the
168 portals.

169

170 Mr. Sullivan added that the annual support charges are currently \$37,508. If they move
171 forward with adding the additional portals, MUNIS will freeze those costs for three-years
172 which would save them the 5% annual increase they would typically incur or close to
173 \$2,000 annually.

174

175 Mr. Desilets questioned if they could further negotiate better price breaks. Mr. Sullivan
176 noted they would not discount TCM and Tyler Forms, but they did discount the other two
177 portals.

178

179 Mr. Desilets believes they should cut those as well. He also expressed disappointment
180 that they would only lock the support costs for three years and not five. He questioned if
181 they could authorize Mr. Sullivan to further negotiate the costs aiming for a September
182 close.

183

184 Mr. Sullivan noted they already cut costs by a third. He is pleased with the pricing they
185 received, but could go back and further negotiate. He would like to get moving since
186 implementation will take time.

187

188 Mr. Breton questioned if it would be helpful to have Mr. Desilets meet with them as well
189 since he works in the industry. Mr. Desilets indicated he would be happy to be part of the
190 negotiations.

191

192 Mr. Hohenberger noted he was against spending more money on the package.

193

194 **MOTION:** Mr. Desilets made a motion to proceed with the plan as recommended by
195 staff not to exceed the existing proposal of \$47,730 for the first year, with the
196 understanding that they will try and negotiate a better rate. Mr. Breton seconded the
197 motion.

198

199 *Discussion:* Mr. Breton would prefer not to approve any costs until negotiations were
200 complete.

201

202 Vote 2-2. Mr. Breton and Mr. Hohenberger opposed.

203

Motion failed.

204

205 **MOTION:** Mr. Breton made a motion to have Mr. Desilets and Mr. Sullivan further
206 negotiate with MUNIS. Mr. Desilets seconded the motion.

207

No discussion.

208

Vote 3-1. Mr. Hohenberger opposed.

209

Motion carried.

210

211 Mr. Sullivan would try and schedule a meeting immediately.

212

213 Mr. Breton noted that Mr. Norman indicated he only used 10% of the program currently.

214

215 Mr. Sullivan noted the Dashboard would provide him ease of use and the content
216 management tool would allow them to scan all their files into the system.

216

217 Mr. Popovici-Muller noted he would help to train department heads to keep training costs
218 lower.

219

220 **New Business**

221

222 Mr. Sullivan noted on he recently opened bids for road work on Sharon Road. Four bids
223 were received and will be on the next agenda for the Board's.

223

224 The Town received a letter from Pennachuck Water. The letter indicated residents would
225 see a rate increase under the company's latest request to the rate setting agencies.

226

227 They received an invitation to the Southern NH Planning Commission Annual meeting
228 on Friday September 8, 2017 at Fratello's.

229

230 **Review of the 8/14 Minutes**

231

MOTION: Ms. Hohenberger made a motion to approve the 8/14/17 minutes as amended.

232

Mr. Breton seconded the motion.

233

Vote 4-0.

234 Motion carried.

235

236 **Non-Public Session:** Mr. Hohenberger made a motion to go into non-public session in
237 accordance with RSA 91-A:3 II (a, b) Mr. Desilets seconded the motion. Passed
238 unanimously. Roll call vote all “yes”.

239

240 The Board signed the deed to sell the property located at Lot 16-C-5 on Gaumont Road.

241

242 Mr. Sullivan updated the Board on an ongoing water concern.

243

244 The Conservation Commission has requested the Board to authorize their purchase of 10
245 Pinehill Rd, 3.8 acres of general wetlands, for \$2,500 with the current taxes owed
246 (\$1,589.79) and accrued fees of approximately abated.

247

248 **MOTION:** Mr. Hohenberger made a motion to approve the Conservation Commission’s
249 request to purchase 10 Pinehill Road for the price of \$2,500. Mr. Desilets seconded the
250 motion.

251 No discussion.

252 Vote 4-0.

253 Motion carried.

254

255 **MOTION:** Mr. Hohenberger made a motion to abate the taxes, interest and fees in the
256 amount of \$1,589.79 for 10 Pinehill Rd. as recommended by staff. Mr. Breton seconded
257 the motion.

258 No discussion.

259 Vote 4-0.

260 Motion carried.

261

262 Mr. Sullivan noted there would be a lengthy period of time before the part-time transfer
263 station operators would be up and running. He suggested they increase one of the town’s
264 current part time employees, Park Ranger Paul Lutz, to fill in more often at a rate of
265 \$16.39 for hours worked at the Transfer Station during the period until the new
266 employees are on boarded.

267

268 **MOTION:** Mr. Breton made a motion to increase the pay rate for Paul Lutz who
269 currently serves as a park ranger to \$16.39 per hour for the hours he works at the transfer
270 station as recommended. Mr. Desilets seconded the motion.

271

272 *Discussion:* The Board discussed the responsibilities of the park ranger.

273

274 Vote 4-0.

275 Motion carried.

276

277 **MOTION:** Mr. Hohenberger made a motion to hire the two part-time transfer station
278 operators as recommended by staff at a base pay for the Operator II position of Grade 13,
279 Step 1, conditioned on normal background check requirements. Mr. Desilets seconded the
280 motion.

281 No discussion.

282 Vote 4-0.

283 Motion carried.

284

285 **MOTION:** Mr. Hohenberger made a motion to adjourn. Mr. Breton seconded the motion.

286 Vote 4-0.

287 Motion carried.

288 Meeting adjourned at 7:58 p.m.