

BOARD OF SELECTMEN MEETING
Minutes of August 29, 2016

CALL TO ORDER: Chairman Joel Desilets called the meeting to order at 7:05 PM. Selectmen Bruce Breton, Jennifer Simmons, and Roger Hohenberger were present. Selectman Ross McLeod was excused. Town Administrator David Sullivan was delayed and arrived at 7:15 PM. Mr. Desilets opened with the Pledge of Allegiance.

ANNOUNCEMENTS/LIAISON REPORTS: Mrs. Simmons reminded all that local author and HDC member, Derek Saffie, would be hosting a book signing on 9/10 from 2-5 PM at the Windham Museum.

Mrs. Simmons announced that the Fire Department's Annual 9/11 Ceremony will take place on that morning at the Fire Station beginning at 8:30 AM.

Mrs. Simmons announced Harvest-Fest is scheduled for 10/15 at Griffin Park from noon to 4 PM.

Mr. Desilets extended congratulations to WHS Physics teacher Patrick Kaplo for recently receiving a top educator award from the Governor and the President of the United States.

IT DIRECTOR: Mr. Desilets explained that the Board would be discussing the Town website and their vision for the future; adding the Board had previously discussed this and established it as one of their top 2 goals for this year. Mr. Desilets indicated that, previously, full appreciation had not been expressed for the efforts of Ms. Devlin and Mr. Baetz as our website is currently one of the best in the State. He indicated that the Board would be talking about changes and ways to engage the community.

IT Director Eric DeLong, who has been with the Town since 2000, gave a brief presentation of the history of the website to date, and goals for the future (see attached).

Mr. Desilets requested that Mr. DeLong speak about search capacity concerns. Mr. DeLong replied that he believes all digital records should be searchable from one interface, including those the Town Clerk plans to digitize. He noted that tools are available to do so, but the Board needs to decide which one to utilize and how.

Mr. Desilets then moved the discussion to live streaming, noting that currently people on satellite television cannot watch local Board meetings. Mr. DeLong indicated that there are a number of such services, all of which have a different business model. He noted that implementing the service itself is relative inexpensive. Discussion ensued.

Mrs. Simmons inquired about offering Nixle, and Mr. DeLong replied that it is more of an emergency management tool for Police and Fire. He went on to note that there are others, such as "Notify Me" where someone can register for whatever they'd like to follow (eg non-emergency or recreation notifications). Discussion ensued regarding the School District's use of Nixle, the number of notifications they issue, and whether it is being used correctly.

Chief McPherson noted our Police and Fire do not currently use Nixle; although they had recently attended a workshop on it. He indicated the service offers varying types of alerts, including community ones, and he believed there will be a proposal during budget season to implement it. Finance Director Daniel Popovici-Muller, who serves as Chairman of the School Board, noted that Nixle allows subscribers to clarify a narrow topic of alerts for users. Discussion ensued regarding similar services.

Mr. Desilets noted the direction he wishes to go is he would like to see the Town having one of the best websites around; adding we should be able to have the best in the country. Mr. Desilets would like to see civic engagement, more notification, and more participation. Discussion ensued regarding polling site users to garner their input.

Mr. Dennis Senibaldi approached to inquire whether the Town could partner with the School District on the Nixle service at some savings. Discussion ensued.

Ms. Laura Scott approached noting discussions regarding the website have come up before. She reminded the Board that the Community Development site, windham-nh.com, was created through a grant from CTAP in 2011 and is supported through the Town budget, business sponsorships, and in-kind donations from AdminInternet. Ms. Scott noted this site was created separately due to the administrative work involved and for ease of access. She noted it includes much business promotion which is not appropriate for the Town site; indicating, however, that she would like to see it more prominently displayed on there. Ms. Scott also suggested that the Searles site be kept separate for economic development purposes, and urged the Board to not discount the fact that people still read newspapers; citing much outreach undertaken by the Planning Board for hearings, etc. Mr. DeLong replied that there was no reason to think newspaper readers were being discounted; rather the intent was to broaden outreach not decrease it.

Mr. Desilets suggested there would be flexibility within the RFP to allow for not incorporating all sites. Mr. DeLong added that he believed people are misunderstanding the term “consolidation”; explaining that the School site, for example, will not become a town site. Rather, consolidation refers to sharing/making better use of available tools.

Mr. Scott Baetz, owner of AdminInternet the Town’s current vendor, approached and reviewed statistics of the current website with the Board, including:

- Currently the Town site receives 8-9,000 visitors per month, while the EDC site receives approximately 900/month.
- 90% of visits to the Town site over the last three months were to the Tax Collector, Town Clerk, and Assessing pages and 70% of the EDC visits were to the calendar; an indication that the sites are achieving their original goals.

Mr. Baetz pointed out that the Town site is an information repository, and went on to discuss the current content management system. He indicated that currently it costs less than \$370/year to host the Town site; adding that the Board needs to make sure they invest in professional development in order to make the CMS users successful.

Mr. Baetz noted that it does need a more responsive design, which can be achieved with relative ease, and that the search capability needs to be addressed. Mr. Baetz indicated that the EDC site is well defined and sustains itself. He went on to note that community engagement will be unsuccessful without education as to when to execute it.

Mr. Desilets expressed concerns with allowing Mr. Baetz to continue; noting that there were other vendors interested in the Town who were not invited to speak. Discussion ensued.

Mr. Desilets indicated he would like to see an RFP that includes consolidation of all web addresses and the flexibility to include all options. Mr. DeLong reiterated that consolidation referred to the sharing of assets only. Discussion ensued.

Mr. Hohenberger noted that he would like the search improved, however, he had no other problems with the current website. Lengthy discussion ensued regarding costs for the WEDC site and lack of “mobile friendly” access, as well as what should be included within the RFP and live streaming. Mr.

Breton indicated that he had concerns as to the latter as it pertained to cable having discussed it and subscribers subsidizing non-subscribers.

Mr. DeLong suggested that, before any decision is made, it be established what products are available; adding that the one he had found thus far would solve the archiving problem. Mr. Breton suggested that residents be surveyed as to what they want prior to putting out any RFP. Lengthy discussion ensued.

Mr. Desilets suggested that Mr. DeLong return to the Board with a draft RFP and, in the interim, the community be polled. After further discussion regarding what will be incorporated into the RFP itself and item costs/versus inclusive costs, Mr. Breton noted that he would like to pose a question to Mr. Baetz regarding his ability to provide such things as polling. Mr. Desilets, however, replied that he was not inclined to allow Mr. Baetz to speak further as other vendors had been told they could not come speak to the Board. Lengthy discussion ensued, with Mr. Breton becoming increasingly concerned that he could not obtain information from Mr. Baetz. Mr. Sullivan pointed out that this should not be an issue as Mr. Baetz is currently the vendor for our website; nor should it be an issue allowing him to answer questions regarding what we can do now with the existing website.

Mrs. Simmons concurred that she would like this information, as well. Discussion ensued, with Mr. Desilets reiterating that Mr. Baetz had already spoken at length and that other vendors had been advised not to attend; noting, however, that Board could overrule him.

Mr. Breton deferred his question to Mr. DeLong, again inquiring what can be done to enhance the current website at no charge. Mr. DeLong replied calendars and polling could be implemented, and that he could speak to Mr. Baetz about how to incorporate Twitter and Facebook. Lengthy discussion ensued.

Mr. Sullivan noted he liked the idea of doing a survey, which can be done right now at no cost with the current vendor. Mr. Desilets noted he supported the survey, as well, but it should be done in parallel with development of the RFP. Discussion ensued regarding scheduling of a joint meeting with the School Board to discuss this and other matters, and Mr. Sullivan indicated that he would prefer Mr. DeLong's time not be spent on the possibility unless there is a concurrence between the Boards. Mr. Desilets suggested that staff work with Mr. Popovici-Muller to set up a time that works and, as to the RFP, Mr. DeLong be prepared to bring it back to the Board prior to the joint meeting.

After further, brief discussion, thanks were extended to Mr. DeLong and Mr. Baetz.

TAX ABATEMENTS: Mr. Sullivan advised the Fairpoint matter has been deferred due to ongoing, legal issues. Mr. Scott Marsh, MRI, then reviewed the following abatement requests with the Board:

- 1-C-802 (19 New Road, \$1,555.15): adjusted due to livable area/listing errors. Discussion ensued relative to differentiation between sale price and assessment as to coding.

Mrs. Simmons moved and Mr. Breton seconded to grant the abatement for lot 1-C-802 in the amount of \$1,555.15. Passed 3-1, with Mr. Hohenberger opposed.

- 8-C-500 (Rockingham Road, \$1,791.90): vacant, landlocked parcel. Discussion ensued regarding backland comparables, whether access could be gained, and why the property is not in current use.

Mr. Hohenberger moved to deny the abatement request. Discussion ensued in that failure to take any action would result in the abatement being "deemed denied". There was no second.

Board took no further action, and Mr. Marsh will return with more information on comparable data.

- 11-C-1000 (33 Indian Rock Road, \$10,749.23) Board previously took no action on this request; property owner has since offered a counter settlement.

Mr. Hohenberger moved and Mr. Breton seconded to approve the abatement request based upon new information presented. Passed 3-1, with Mr. Desilets opposed.

- 22-A-54 (Rolling Ridge Road, \$1,235.87): adjusted as the parcel has a deed restriction which prohibits it being built on. After brief discussion, Mr. Hohenberger moved to deny the abatement request. There was no second.

Mrs. Simmons moved and Mr. Breton seconded to grant the abatement for parcel 22-A-54 in the amount of \$1,235.87. Motion failed, 2-2, with Mr. Desilets and Mr. Hohenberger opposed.

- 13-B-85 (Land Use Change tax for FY 2015 - 33 Indian Rock Road, \$12,500.00): discussion ensued regarding new information brought to light by Town Counsel.

13-B-85 (for FY 2016 - 33 Indian Rock Road, \$1,312.21)

Mr. Breton moved and Mr. Hohenberger seconded to table these until the Town Attorney's information is available. Passed 4-0.

BID AWARDS: Town Clerk Nicole Bottai advised that the following bids had been received in response to a request for proposals to complete a full inventory analysis and digitization of records in the Town vault, plus a software application to manage and allow remote access to the electronic files:

Vendor	Total Cost
Inception Technologies	\$27,454.20
King Informational Systems Inc.	No bid
Morgan Records Management	\$26,397.50
TAB Products	No bid

Mrs. Bottai indicated that the Record Retention Committee after having met with the vendors and Historic, now felt the need to step back and complete an assessment of the records first. She indicated that the two “no bids” had been brought in, and the recommendation would be to contract with King Informational to do a full inventory of the vault and department records, as well as a categorization. Mrs. Bottai noted that, once a plan of action is in place, then the Town will own that document and can go out to bid.

Mr. Sullivan indicated that he believed the Board should reject the bids in total, and then allow the Committee to expend approximately \$2,000 on the assessment before rebidding for implementation. He reiterated that King would not own the assessment results, and would not be guaranteed anything as a result of completing it. Discussion ensued as to King's references and quality of work, as well as the budget, article language and phases of the project.

Mrs. Simmons moved and Mr. Breton seconded to reject the bids received. Passed 4-0.

Woodvue Road: Mr. McCartney approached and advised that, based upon excess funds available, he had placed Woodvue Road out to bid and received three responses as follows: Hudson Paving - \$92,390; Brox Industries - \$82,300, and; Tate Bros. - \$81,000. He recommended the bid be awarded to Tate Bros.

Mr. Breton moved and Mr. Hohenberger seconded to award the bid to Tate Bros. as recommended.

Discussion ensued regarding the existing work going on in the area and the timing of this project. Mr. McCartney advised that he will endeavor to work with the DOT as far as scheduling, however, it does need to be completed by October 1.

Motion passed 4-0.

Propane: Mr. Desilets explained that the School Department had recently solicited bids for oil and propane for the upcoming season and had included the Town in its bid process. He indicated that five vendors had replied, however, only Palmer Gas submitted a quote for propane at \$1.15/gallon; adding that our 2016 budget is based on \$1.47/gallon.

Mrs. Simmons moved and Mr. Hohenberger seconded to award the bid for propane to Palmer Gas for the bid price of \$1.15/gallon. Passed 4-0.

WORKSHOP SESSION: Postponed.

TAP GRANT – GREENWAY TRAIL: Mr. Sullivan explained that the Greenway Trail is the back end of the Rockingham Rail Trail from North Lowell Road to the intersection of Old Mill and Meetinghouse roads. He advised that improvements to the trail had previously been approved by the CIP committee and the voters, however, the Town had not been awarded the grant funds.

Mr. Sullivan advised that staff has prepared a new grant application, which has also been received well by the CIP. He indicated the intent is to apply for \$900,000, with the Town's 20% portion being \$180,000. Mr. Breton inquired whether, if we receive the grant, the Warrant Article will request the full amount. Mr. Sullivan replied in the affirmative, as it represents the gross appropriation.

Mr. Desilets inquired whether there were any changes from the previous application. Mr. Sullivan explained that Windham had lost to others who had funding in place, however, this time we have the positive town meeting vote as well as the Salem connection. He indicated there are also two criteria where we lost points that have been eliminated.

After further brief discussion, Mr. Hohenberger moved and Mrs. Simmons seconded to support submission of the grant application and forwarding of a letter from the Board to that effect.

Passed 4-0.

INDIAN ROCK MUNICIPAL MANAGEMENT AGREEMENT: Mr. Desilets noted this agreement between the Town and the State would allow for improvements in the area of Indian Rock to include benches and a kiosk; adding that these will be completed as part of an Eagle Scout Project. Mr. Desilets also clarified that, if the agreement is executed, the Town thus assumes liability for the Eagle Scout and the project.

After a brief discussion, Mr. Hohenberger moved and Mrs. Simmons seconded to approve and execute the agreement. Passed 4-0.

SEARLES USE REQUEST: Mr. Desilets noted that the Windham Actors Guild has requested to use the Searles facility at a reduced rate from November 17 to 19 for a Shakespearean production. Mr. Sullivan added that this is an ongoing request and, historically, the Board has supported accepting 25% of the proceeds in lieu of the rental fee.

Mr. Hohenberger moved and Mrs. Simmons seconded to accept, as suggested, 25% of the proceeds for the 11/17-19 WAG production. Passed 4-0.

OLD/NEW BUSINESS: Mr. Sullivan advised that the Board has been provided information on the upcoming NHMA legislative session. He indicated that the Board could do one of three things: send no one; send one member to vote, or; send one member to vote the Board's position on matters. After a brief discussion, Mr. Hohenberger moved and Mrs. Simmons seconded to delegate Mr. Breton to attend and vote his conscience. Passed 4-0.

Mr. Sullivan requested that the Board formally adopt the following resolution relative to their continuation with Primex: *"To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex."*

Mrs. Simmons moved and Mr. Hohenberger seconded to accept the formal resolution. Passed 3-0-1, with Mr. Breton abstaining.

Mr. Sullivan advised that the State has not finalized utility assessments, and requested the Board authorize application for an extension on filing the MS-1.

Mr. Hohenberger moved and Mr. Breton seconded authorize the Chairman to execute the MS-1 extension request. Passed 4-0.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mrs. Simmons seconded to enter into non-public session in accordance with RSA 91-A:3 II b and c. Passed 4-0. Roll call vote all "yes". The topics of discussion were personnel and reputations, and the Board, Mr. Sullivan, and Ms. Devlin were in attendance in all sessions.

Mr. Hohenberger moved and Mrs. Simmons seconded to move Dave Curto from an alternate to regular member of the Conservation Commission to fill the spot vacated by Mr. Pare. Passed 3-0-1, with Mr. Breton abstaining.

Mr. Sullivan updated the Board on an accident claim. No action was taken by the Board, and Mr. Sullivan will follow up.

Mr. Sullivan updated the Board on a personnel matter relative to the performance of duties. No decisions were made.

Mr. Sullivan updated the Board on recruitment for the vacant Community Development and Planning director positions. It was the consensus of the Board that Mr. Sullivan arrange for a round of interviews as discussed.

Mr. Sullivan updated the Board on a personnel matter relative to a disability claim and the need for interim assistance. It was the consensus of the Board that Mr. Sullivan proceed as discussed.

Mr. Hohenberger moved to adjourn to a non-meeting. Mrs. Simmons seconded. Passed 4-0.

Meeting was adjourned at 10:15 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

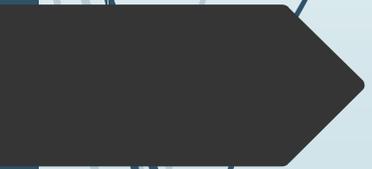
Note: These minutes are in draft form and have not been submitted to the Board for approval.

Windham on the Web

Since 1998

town.windham.nh.us

www.WindhamNH.gov
www.WindhamNewHampshire.com





town.windham.nh.us
1998-2003

Text Based
Volunteer Managed
Considered state of the art.

Fun fact:
All information was in text only, created, copied,
and posted by Volunteers

Annual Cost: < \$200

Questions at the time: Was it even necessary?

Windham, New Hampshire



[Town Web Site](#) | [History](#) | [Demographics](#)
[Facts about Town](#) | [Pictures](#) | [Map of Town](#)

[Town and School Election Results](#)
[1998 Town Warrant](#)
[1998 Special Town Meeting Warrant](#)
[Town Reports](#)

Windham is mainly a residential community bordering Derry, Hudson, Londonderry, Pelham, and Salem. Located in Rockingham County in southern New Hampshire approximately 3 miles from the Massachusetts border at exit 3 of Route 93. Windham has become an attractive place to live, with easy access to the growing hi-tech industry north of Boston. There are a growing number of small specialized retail and service businesses, along Route 111 and Route 28, and also a few farm stands, and an apple orchard, with locally grown fruits and vegetables, and for the avid golfer there are two golf courses and a driving range.

Thanks to the many volunteers in town, Windham offers many services and recreational activities for the entire family. Community activism is largely responsible for the many sports, educational, and recreational activities available for the children. There are also sports and recreational activities for adults, and the Senior Center continues to flourish with many trips and social gatherings throughout the year.

The Town Center is just off Route 111, three miles west of Route 93. Just past the town common at the end of Church Street you can find the Town Hall, the Fire Department, and the Armstrong Building, which was recently vacated by the town Library. The new Library is now open and located across Route 111 on Fellows Road. A new police station is being built, also on Fellows Road, and will be open later this year.

Our Governor is [Jeanne Shaheen](#).

Our State Senator is [Joe Delahunty](#).

Our Executive Councilor is [Ruth L. Griffin](#).

Our [State Representatives](#) are Janet Arndt, Mary Griffin, Arthur Klemm, Debra Morris

Our US Senators are [Judd Gregg](#) and [Bob Smith](#).

Our US Representatives are [Charles Bass](#) and [John Sununu](#)

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|--|---------------------------------|---------------------------------------|
| Town Line | Town Services | Administration |
| Up-coming Events | Public Safety | Organizations |
| Committees | Our Sister City | Special Notices |
| Library | Schools | Legal/Bid/Job Notices |
| Recreation | White Pages | Yellow Pages |
| Capital Improvement Plan | Policies | Impact Fees |
| Satellite Picture of Town
<small>(loads slow)</small> | | forms |



www.WindhamNewHampshire.com 2003 - 2013

Text, Graphic, Java, Google Search
Employee Managed
Considered state of the art.

Fun fact:

Information now being created in PDF, fully Searchable, some limited applications (Special Menu), all art work, graphics custom, the day we stopped using this site, Wendi Devlin managed 95% of the site.

Annual Cost: < \$200, plus an average of 1 hour per business day of management time (estimated). Part of the impetus of change was the increasing time spent by Wendi managing data flow.

Questions being asked at the time: Email Address for Employees? Elected Officials?
PDF or Text or both, JAVA or No Java.



Welcome to WINDHAM, NH

LAST UPDATED MAY 17, 2013

OFFICIAL TOWN WEBSITE

The Town of Windham is a thriving community located in the southern region of the State of New Hampshire in Rockingham County. With a current population of approximately 15,000, the Town offers excellent educational, recreational, and business opportunities. Local access to I-93 and other major routes provide ease in commuting to Boston, Manchester Airport, the Seacoast, and the White Mountains. As a community, Windham consistently maintains its rural, open character with large areas of open space and conservation land throughout, while welcoming influxes of economic development.

Windham has often been referred to as "The Jewel of Southern New Hampshire" relative to the efforts expended by a dedicated group of staff and elected officials toward keeping our level of service high and our taxes low. By consistently maintaining one of the lowest property tax rates in the region, while simultaneously enhancing our infrastructure and services, Windham has fast become a highly sought after location within the nation's "Safest" and "Most Livable" state.

The Mission of the Government and staff of the Town of Windham is "To provide the highest quality public service through professionalism dedicated to excellence." Toward that end, we have developed a [mission statement](#) built around the theme of "teamwork", that we strive to adhere to on a daily basis.

In all, Windham is an ideal place to raise a family, start a business, or just stop to visit. We invite you to explore our site, and our community. Input is always welcomed, and we encourage you [contact us](#) with any questions, suggestions, or comments that you might have.

If you'd like to learn more about Windham, please take a look at our latest [Annual Reports](#).

[Click to Read What's New in Town](#)
Hover below to pause text or use the link above. Thank you.

... posted.

FROM ADMINISTRATION: [Notice of change in hours](#)

UPDATED: The [Town Tax Maps](#) are now updated for 2012.

DID YOU KNOW? The Windham Fire Department has a [RED Leaper](#)

IF YOU DO NOT SEE A MENU ABOVE, PLEASE REFER TO THE [SITE MAP](#)

IMPORTANT NOTICE
Please be advised that the Board of Selectmen has PERMANENTLY CLOSED the Skate Park at Griffin Park. Effective immediately, there is NO admittance to the area. Violators will be prosecuted.
April 8, 2013

CONTACT US AT
(603) 965-1200
CONNECTING ALL DEPTS.

CAN'T FIND IT? VISIT OUR [FAQS](#)
OR TRY OUR [Google](#) CUSTOM SEARCH

FIND IT!

RENEW YOUR VEHICLES ONLINE!
CLICK ABOVE TO VISIT E-REG.

GET AN ESTIMATE TO REGISTER
[YOUR NEW OR USED VEHICLE](#)



www.WindhamNH.gov 2013 to present day

A CMS based, Graphical, State of the Art, Static Web site

Fun fact:

Site continues to be Managed by Wendi Devlin, but key departments now post their own information.

Annual Cost: \$2000+, impossible to determine real cost as time spent by multiple employees is not possible to calculate

Questions being asked today? Responsive Design? Integration with Social Media?, CMS Upgrades and Improvements, Thin or Heavy Footprint (why does the town have multiple web sites?)

www.WindhamNH.gov



The future:

Better CMS (more efficient, less time spent on management)

Integration

Advanced Online tools (Notify Me, Integrated Calendars, more)

Social Media Integration

Centralized, Heavy, Strong Foot Print

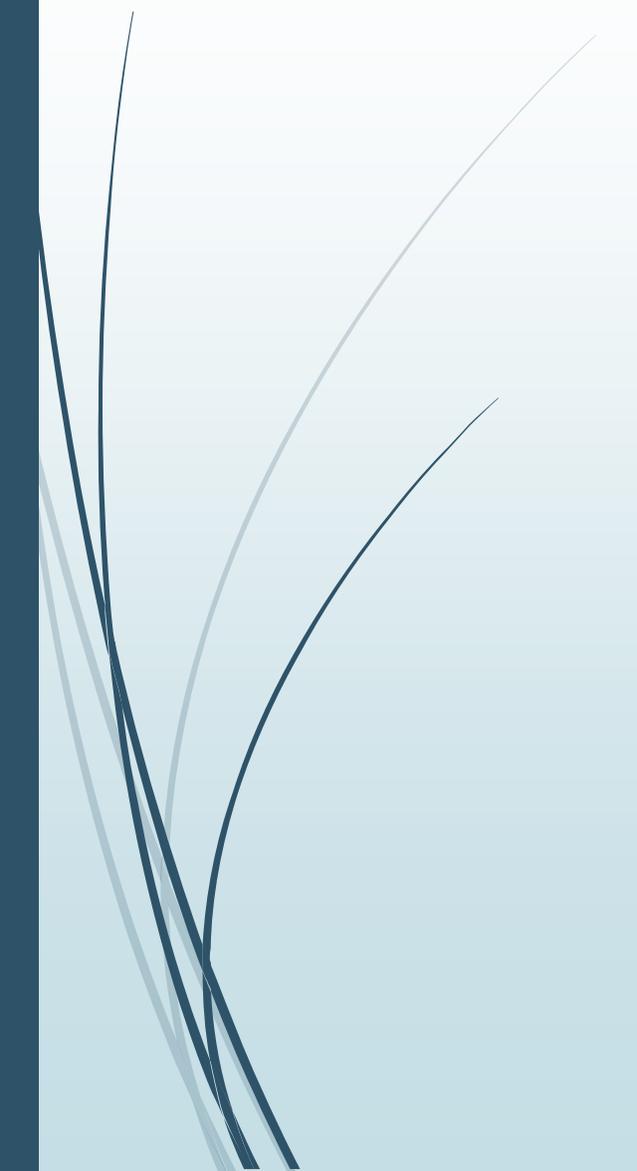
Archives –

In addition to Meeting Minutes, Agendas consider

Newspaper

Videos

Multitude of Public Records



CIVIC WEB DESIGN

Examples of
Chelmsford, MA

Patricia Dzuris

CIVIC WEB DESIGN

Oskaloosa Iowa