

BOARD OF SELECTMEN
Minutes of December 5, 2013

MEMBERS PRESENT: Chairman Phil LoChiatto, Selectmen Kathleen DiFruscia, Al Letizio and Roger Hohenberger were present, as was Town Administrator David Sullivan and several department heads. Selectmen McLeod was excused. Mr. LoChiatto called the meeting to order at 7:10 pm, and opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. Letizio reminded the Board that they are invited to come to his office on Saturday the 7th at 1:00 to bake cookies for the Town tree lighting event.

BUDGET WORKSHOP:

IT – The Board discussed the service agreements line item and Mr. Hohenberger inquired about additional software modules required as part of the budget for the tablet computers in the EM budget which was previously discussed. Discussion turned to the proposed equipment to be purchased, which includes \$15,000 to be combined with approximately \$23,000 remaining in the 2013 warrant article funds to purchase 50 uniform PC's with Windows 7 and office software, so that all users are running on the same platform. Discussion turned to lease/purchase options, Windows 365, and the continued plan to virtualize systems as discussed in the previous year's IT report. Mr. Delong noted that as a result of the 2013 funding, the upgraded server "backbone" has been fully implemented. Mr. LoChiatto noted that he believes we should continue to move forward to implement the initiatives in that report. A brief discussion ensued regarding the GIS line item. No changes to the budget were made.

General Government/Maintenance – Mr. Hohenberger thanked Mr. McCartney for bringing in a responsible budget for both Maintenance and Highway and for the work he has done in overseeing the Maintenance department. Mr. McCartney discussed the groundskeeping line item and the various components of the contract including the fixed-cost mowing, and field maintenance projects done under unit pricing. A lengthy discussion ensued regarding the bypass maintenance and the need for additional weeding and ongoing maintenance throughout the season. Further discussion ensued regarding contracted services and areas that were adjusted in the budget to align with the department reorganization, and no changes were made.

Highways – Mr. McCartney discussed the budget for road maintenance and use of existing Paver program data in determining roads to be paved in the upcoming year. Discussion turned to the property maintenance line item and the proposed site improvements. The Board discussed the need for the \$15,000 and the fact that the DES permit to do this work on the driveway area is due to expire in 2014. The Board previously met for a site walk to discuss this project and generally were in support of the project. Mr. Sullivan suggested that the funding for this project remain, but that Mr. McCartney plan to reduce the summer maintenance line item by \$15,000 in hopes that there will be contractual savings next year. Consensus was to make this adjustment. Discussion turned to the cost of materials as well as potential budgetary savings from 2013. No other changes to the budget were made.

Administration Budgets:

Town Officer Salaries- Mr. Sullivan noted that we have included the traditional stipends of \$1,200 per Board member in the budget. Mr. Hohenberger made a motion to reduce the Board of Selectmen stipends to \$0 and Mrs. DiFruscia seconded. Passed 4-0.

Administration – Mr. Sullivan noted there were minor changes to the budget including a new copier contract. Mr. Hohenberger asked about the NHMA annual dues and what we get for the approximate \$13,000 cost. Mr. Sullivan explained that beyond the municipal advocacy provided by NHMA, there are staff training opportunities and other services the Town takes advantage of, and he has proposed other

areas of budgetary savings he would rather see reduced, then this line item. Additional discussion ensued and no changes to the budget were made.

Mr. Sullivan also noted there is no funding for long-term debt required this year.

Legal – Mr. Sullivan noted that the Town continues to benefit greatly from the “flat fee” arrangement with Attorney Campbell. Discussion turned to the ZBA portion of the budget and the need for that as a separate line item. No changes to the budget were made.

Senior Center/Health & Human Services – Mrs. Call noted that all service agencies which have previously been included in this budget have been level funded, as has typically been the practice, other than a very minor increase in one line item. Mrs. Barbara Coish addressed the Board and asked to speak about both the Senior Center and Health agencies. Mrs. Coish noted that the Senior Center is self-run by volunteers and always comes in under budget, with the Town covering the cost of just the utilities, phone and some maintenance. The building is highly used by outside groups and is well taken care of by the seniors.

Mrs. Coish noted that due to Federal sequestration, the Meals on Wheels program has lost funding and was noted in a recent article in the Eagle-Tribune explaining the concerns in Salem. She asked for clarification as to what was contained in the Town budget and Mrs. Call explained that there was an error in the initial budget summary document, but that the budget being reviewed by the Board tonight contains the total requested by the agency, \$2,680, which is a \$95 increase over the prior year request of \$2,585. Mrs. Coish expressed what a wonderful program it is for Windham seniors and asked the Board to consider an increase, above the amount requested, and fund the agency for 2014 at \$3,000. Mrs. DiFruscia motioned to increase Meals on Wheels funding to \$3,000 and Mr. Letizio seconded. Passed 4-0. Mr. LoChiatto echoed that his experience in riding along with the Meals on Wheels delivery folks was truly great. Mrs. Coish then presented a request pertaining to remaining funds in the 2013 Senior Center budget, in the property maintenance line item. She noted that the \$500 allocated here is never spent and always goes back to the taxpayers. She would like the Board to consider, before year-end, to send any remaining funds in this line item to the Meals on Wheels program for 2013. Further discussion ensued regarding the maintenance of the building and allocation of projects to this line item, and the Board agreed to address this issue at their last meeting on December 30.

Mrs. Call reminded the Board that we have received multiple requests from agencies requesting new funding, including Child & Family Services of NH, The Upper Room in Derry and the American Red Cross. She requested the Board review the request documents and noted that the agencies are typically willing to come meet with the Board to discuss funding. Mrs. Call noted this is the first time we have received a request from Child & Family Services and it is due to an uptick in assistance they have provided to Windham residents in the past year. Mrs. Call discussed the details and noted that this agency is eligible for federal match funding, so any amount received from local Towns will generate additional funds for the agency. Further discussion ensued and it was agreed to revisit this budget at our last budget meeting on December 19. Mrs. DiFruscia asked about the funding for Family Promise, and Mrs. Call noted that this is contained in the Welfare budget, and is level funded at \$5,000.

Welfare, Animal Control, Cemetery, Street Lights, Trust Funds, Retirement and Insurance – Mr. Sullivan noted that all of these budgets are level funded, with the exception of Insurance, which has a \$7,000 increase due to changes in rates, noting we are in the third year of our contract with Primex for Property-Liability insurance. Mrs. Call also brought to the attention of the Board that the Property Expendable Trust has been proposed at level funding of \$50,000, which was an increase last year over the normal \$30,000 funding. Mr. Sullivan noted that we have been making significant progress in accomplishing many of the building maintenance projects this year and would like to continue that into 2014. Mr.

LoChiatto noted the Board's previous discussions about the reorganization of the Maintenance department and asked that the Board be given an update on the status of the work being completed by the department.

NON-PUBLIC SESSION: Mr. Hohenberger motioned and Mr. Letizio seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a and c. Roll call vote all "yes". The subject matter was personnel and reputations, and no decisions were made.

Mr. Hohenberger motioned and Mr. Letizio seconded to adjourn. Passed unanimously. Meeting adjourned at approximately 8:55 pm.

Respectfully submitted,

Dana Call
Asst Town Administrator-Finance

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