

BOARD OF SELECTMEN

Minutes of December 10, 2015

MEMBERS PRESENT: Chairman Al Letizio, Selectmen Ross McLeod, Bruce Breton and Roger Hohenberger were present, as was Town Administrator David Sullivan and several department heads. Selectmen Joel Desilets was excused. Mr. Letizio called the meeting to order at 7:03 pm, and opened with the Pledge of Allegiance.

BUDGET WORKSHOP:

Fire/EM – Chief McPherson reviewed the proposed budget and noted areas in which the budget increased. One expense, associated with replacing the radio on Jenny’s Hill, will be offset by a 50% matching grant that the department recently was notified of being awarded. Chief McPherson asked the Board to formally accept the grant this evening.

Mr. Breton moved that the Town of Windham Board of Selectmen, in a majority vote, accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of (\$9,561.00) for the purchase of communications equipment. Furthermore, the Board acknowledges that the total cost of this project will be (\$19,122.00), for which the Town will be responsible for a 50% match (\$9,561.00). Mr. McLeod seconded. Passed unanimously.

Mr. Hohenberger asked about the Incentives paid to the firefighters and how these incentives are achieved. Chief McPherson noted that the % of base salary that is paid for these specialty trainings, is earned based on specific certifications that each firefighter maintains; adding it is all governed by the Fire Union contract. It was explained that the Town pays for the firefighter to achieve the initial certification, and the firefighters that maintain these certifications beyond the basic Firefighter-EMT requirements, receive incentive pay as a percentage of their base pay for each level of certification.

Mr. Sullivan asked the Chief whether, based on the three year trend of spending under the Call Firefighter budget, the budget could be lowered. After a brief discussion all agreed to reduce the line item by \$4,000 to \$8,000 for 2016.

Discussion turned to the request for a replacement SUV for the Chief, based on the Vehicle/Equipment “VEIP” replacement plan. It was noted that this 2008 vehicle, which is heavily used, is due for replacement and that delaying this replacement will affect the scheduled replacement of future vehicles.

No further changes were made to the Fire Department budget.

The Board briefly discussed the Emergency Management budget’s phone line costs and asked the status of the town phone replacement project. Mr. Sullivan indicated that Mr. DeLong, IT Director, would be discussing this during his budget discussion next week. No changes to the EM budget were made.

Solid Waste – Mr. Poulson discussed a lighting upgrade project he has proposed for his budget which would include a 50% matching grant from Eversource. The project would involve replacing the lighting at the Transfer Station with more energy efficient lighting, with a payback of three (3) years. Mr. Breton requested that Mr. Poulson contact Eversource to see if they would come down to give an opinion as to what is needed, notwithstanding what the contractor who provided a quote had done. Mr. Senibaldi, Transfer Station Supervisor, who had spearheaded the project, explained that he had gone directly to Eversource who, in turn, had directed him to contact the vendor who ultimately provided the quote. It was the consensus of the Board to leave the funds for the project in the budget, but that the department contact Eversource before placing the project out to bid or recommending the Board go with a sole source vendor.

The Board briefly discussed the increased cost in demolition disposal, with Mr. Poulson explaining that the cost per ton has increased, as well as the actual tonnage processed from last year.

No changes were made to the Solid Waste budget.

Highways – Mr. Hohenberger asked Mr. McCartney what roads were planned for 2016 and whether or not, in light of the gas/oil prices, the CIP allocation could be reduced for the upcoming year. After a brief discussion Mr. Hohenberger moved to reduce the CIP allocation for road improvement from \$390,000 to \$375,000. Mr. Breton seconded. Motion failed to receive a majority at 2-2. No changes to the CIP resulted.

The Board discussed \$15,000 allocated for Site Improvements with Mr. Breton suggesting that the whole amount be placed out to bid rather than paying on an hourly basis. It was agreed that the funds would remain in the budget but that Mr. McCartney would look to see if he could isolate a specific area for clearing and place that project out to a total bid rather than continue on an hourly basis rate. Prior to proceeding Mr. McCartney will come back to the Board to discuss whether or not he will be able to put a specific section out to bid.

Mr. Sullivan updated the Board on the department's efforts to replace the Highway Agent's one ton truck. He explained that while \$35,000 was originally budgeted for the replacement vehicle the department, with the Board's approval, has been working with Deluca Chevrolet to purchase a new or used vehicle using the proceeds from this year's sale of our surplus vehicles towards same. If successful, the \$35,000 can remain removed from the proposed budget.

No changes to the budget were made.

General Government/Maintenance – Mr. Poulson indicated that the cost to clean the carpets and floors in each building can now be done by the contracted janitorial service at a lower cost than our current vendors. Therefore he suggested that the Contracted Service line item be reduced by \$2,200, and the Property Maintenance line be reduced by \$1,200.

No other changes were made to the budget.

Town Officer Salaries – The Board discussed the proposed allocation of stipends between the Treasurer and Deputy Treasurer positions and agreed to amend the current allocation to \$2,250 for the Treasurer and \$250 to the Deputy Treasurer.

Administration Budgets: Mr. Sullivan noted there were no significant changes in this budget, other than he was proposing \$12,500 be allocated towards the cost of complying with the anticipated new storm water (federal) permit. Mr. Breton moved to reallocate \$6,000 of these funds to the salaries account for the purpose of hiring an intern for the Administrative office, who could also assist in the storm water project. The motion failed due to a lack of a second.

Mr. Sullivan advised that the final cost of the new Finance Director position is still being considered but that the final budget numbers will be known by the end of the Board's workshops on December 21st.

No changes to the budget were made.

Health & Human Services – It was noted that the proposed budget includes agency funding requests at level funding from the prior year, and no changes to the budget were made.

New Business – Zoning Petitions – Mr. McLeod moved to accept as received two submitted zoning petitions. Both petitions will be forwarded to the Planning Board for handling.

Mr. Hohenberger motioned to go into Non-Public session in accordance with RSA 91: A-3 IIa – Personnel. Mr. McLeod seconded. Passed unanimously. The Board, Mr. Sullivan, Mr. McCartney, and Mr. Poulson were presented, and the Board discussed a matter regarding compensation of employees; directing Mr. Sullivan to follow-up.

Mr. Hohenberger motioned and Mr. McLeod seconded to adjourn. Passed unanimously. Meeting adjourned at 9:35pm

Respectfully submitted,

David Sullivan, Town Administrator

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