

BOARD OF SELECTMEN
Minutes of December 21, 2015

MEMBERS PRESENT: Chairman Al Letizio, Selectmen Ross McLeod, Bruce Breton, Roger Hohenberger, and Joel Desilets were present, as was Town Administrator David Sullivan. Mr. Letizio called the meeting to order at 7:00 pm, and opened with the Pledge of Allegiance.

BUDGET WORKSHOP:

The Board revisited the following items which had previously been discussed:

Master Plan – The Board discussed the \$50,000 CIP recommendation to complete the Master Plan and whether or not this should be a CIP article or included in the overall operating budget.

Mr. Hohenberger felt the requested funds should be submitted as a separate CIP article. The remaining members all agreed that the requested funds should be submitted as a separate warrant article, but not referenced as a CIP article. Mr. Hohenberger questioned why the rest of the Board wished to leave the CIP language off the warrant article, to which the others expressed their view that they did not believe the request met the definition of a “capital” item.

Mr. Hohenberger moved to include the request as a separate warrant article without reference to the CIP. Mr. Breton seconded. Passed unanimously.

Consultant to Review Septic Plans – The Board discussed the Community Development Director’s recommendation to include funds to hire a part time consultant to assist her department by reviewing septic design plans.

Mr. McLeod presented a graphic depiction of the number of septic plans reviewed since 1997. Ms. Scott discussed that it generally takes two and one half hours to review a set of plans and, further, that she and the Building Inspector would recommend the Board establish two new permit fees –\$50 for pre-approval reviews and \$100 for the actual septic permit review and inspections.

After a brief discussion, Mr. McLeod moved to remove \$14,400 from the Community Development budget for this position. Mr. Desilets seconded. Passed 3-2, with Mr. Letizio and Mr. Breton opposed.

Mr. Breton then moved to proceed with establishing fees for these types of permits, moving those as proposed to a public hearing. Mr. McLeod seconded. After some discussion the motion was withdrawn. Ms. Scott will develop an updated list of department fees for the Board to consider in a future workshop prior to posting any for public hearing.

Highway CIP Article – The Board discussed the proposed CIP article to purchase a new 5 ton dump truck for the Highway Department under a Salt Ed Grant. No changes were made by the Board.

Town Clerk – Fee vs Salary Discussion – The Board readdressed the proposal warrant article to place the Town Clerk on a salary based compensation package versus fees.

Mr. Desilets moved to reconsider the Board’s decision at the last workshop to go forward with a warrant article. Mr. Breton seconded. Passed 3-2, with Mr. Letizio and Mr. Hohenberger opposed.

The Board will address the matter at the next meeting on December 28th.

New Item – Beautification Committee – Mr. Letizio discussed the ongoing work of the Route 111 Beautification Committee and presented the Board with a concept idea to install four “Welcome to Windham” signs in key areas of town including in the area of Exit 3, near the intersection of Route 111 and Route 28, and Route 111 and Route 128. These signs are intended to be low maintenance, have low operating costs, and involve perennial plantings. Mr. Letizio suggested the Board might wish to consider adding the estimated cost of the project, \$25,000, to the operating budget.

Mr. Hohenberger suggested that the funds for the project could be included in the Highway budget with an equal, off-setting sum being removed from the Highway CIP article.

Mr. Sullivan requested that the Board consider adding an additional \$5,000 for the Town Complex Beautification Committee to be used towards hiring a Landscape Architect to work with that committee on their project of beautifying the areas of the Town Complex.

Mr. Hohenberger moved to increase the Highway Budget by \$25,000 for use by the Route 111 Committee, as well as to increase the Administration budget by \$5,000 for use of the Town Complex Committee; and to reduce the Highway CIP article by \$30,000. Mr. Breton seconded. Passed 3-2 with Mr. Letizio and Mr. McLeod opposed.

Other Items – The Board discussed the following addition budget items:

Stormwater – Mr. Breton moved to reallocate the \$12,500 proposed for stormwater compliance expenses to the Administration’s Salary Account in order that the department may hire an Intern. It was understood that the funds could be used for stormwater needs should the EPA issue the permit, and that the intern could assist with any stormwater related needs.

Fire Department SUV – Mr. Hohenberger moved to remove the funds proposed for the replacement SUV and to defer said purchase for one year. Mr. Desilets seconded. Motion failed 2-3, with Mr. Letizio, Mr. McLeod, and Mr. Breton opposed.

Other Business – Mr. Sullivan discussed his projections for end of year budget expenses and advised the Board that he was confident that there will be sufficient funds remaining to allow the two following expenditures: \$12,500 to replace the Police Department voice recorder which has failed, and \$10,000 to be used towards the purchase of a Highway pickup to replace one which had an engine failure during the year. Mr. Hohenberger moved to allow the expenses for the voice recorder and truck as presented by Mr. Sullivan. Mr. McLeod seconded. Passed unanimously.

Non-Appropriation Articles – Mr. Sullivan reviewed several proposed warrant articles which did not involve appropriations. The Board made no changes.

Mr. Morris, Chairman of the Conservation Commission, discussed the need for a warrant article to establish By-Laws for the Campbell Farm property. The Board requested a draft document for their review and discussion at the December 28th meeting.

Mr. Hohenberger motioned and Mr. McLeod seconded to adjourn. Passed unanimously.

Meeting adjourned at 9:00pm

Respectfully submitted,

David Sullivan, Town Administrator

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