

BOARD OF SELECTMEN

Minutes of June 14, 2004

Present in celebration of the Town Administrator's birthday, former Selectmen Fred Noyles, Carolyn Webber, Margaret Case, and Margaret Crisler, opened the meeting and read the agenda into the record. Mr. Noyles then called for a five minute recess to allow the current members to convene.

ROLL CALL: Vice-chairman Christopher Doyle called the members to order at 7:15. Those present included Selectmen Bruce Breton, Roger Hohenberger, and Galen Stearns. Chairman Alan Carpenter was excused. Mr. Sullivan was also present.

ANNOUNCEMENT: Mr. Stearns announced the 8th grade graduation ceremony would be conducted on June 16 beginning at 6:30 PM at the Middle School.

Mr. Sam Maranto, Chairman of the Recreation Committee, announced that the Annual 4th of July Field Day would be held on July 3rd, beginning at 10:00 AM. Further information will be available in the local papers prior to the event.

CABLE AWARD: Cable Coordinator Jim Daddona presented a Cable Volunteer Award was Belinda Sinclair. Mrs. Sinclair has been a volunteer for the studio for approximately two years, and is the host of the "Woof Woof Show". She also organizes the "Santa Claus is Coming to Windham" presentation, which is a live broadcast each year wherein children can come visit with "Santa". Mr. Daddona presented Mrs. Sinclair with a commemorative plaque in appreciation of her efforts.

Mrs. Margaret Case, Chairman of the Cable Advisory Board, updated the Board on several items pertaining to Adelphia, including: their announcement of our new Regional Manager Charles Hanley; the current availability of HDTV; establishment of its new 24-hour customer service line; and the impending availability of Video on Demand, which is currently in beta mode. Mrs. Case also extended congratulations to Mrs. Sinclair on her achievements, and thanked her for her efforts on behalf of the studio.

LIAISON REPORTS: Mr. Breton noted that a Master Plan meeting had been conducted the previous week regarding land use, and that the next one is scheduled for August.

AUDIT REPORT: Mr. Bob Vachon, of Vachon, Clukay & Associates, gave a brief overview of the Town's 2003 Audit Report as prepared by auditors from his firm. Mr. Vachon extended his congratulations to the Town once again, for being a model community in the southern tier. He noted that the audit had revealed no significant areas of concern, and that the Town is in very good financial shape.

Mr. Vachon also noted that he will be working with the Town Administrator and Finance Director to facilitate the implementation of GASB 34, and in particular the new fraud standards required, and expressed hope that one or more of the Selectmen will take part in the discussions.

A brief discussion ensued regarding a notation about forfeited road bonds in the audit. Mrs. Call advised the Board that this is an ongoing issue, and that the \$4,000 +/- indicated in the report is comprised of several forfeited bonds,

some of which are years old. These funds will eventually, per state statute, be relinquished to the State of New Hampshire as unclaimed funds.

Mr. Sullivan extended his thanks to Mr. Vachon and his staff for their work on behalf of the Town.

Mr. Breton moved and Mr. Stearns seconded to open the public hearing regarding donations. Passed 4-0.

PUBLIC HEARING/DONATIONS: Attorney Campbell approached the Board to present his opinion regarding the status of funds received from developers as collected by the Planning Board. Atty. Campbell noted that, in his legal review of the matter, he had researched minutes, correspondence, etc., and determined that the funds in question are not donations but impact fees under Section 718 of the Zoning Ordinance. Atty. Campbell recommended that the Board not conduct a public hearing to accept these as donated funds, but to proceed according to the Zoning Ordinance and utilize them accordingly as impact fee assessments.

After lengthy discussion regarding proper procedures to collect and expend these funds, it was determined that, until a procedure is established by the Planning Board with input from Town Counsel, no further funds would be collected. However, those previously approved subdivisions currently contributing will continue to do so.

Mr. Breton moved and Mr. Stearns seconded to close the public portion of the meeting with no further action. Passed 4-0. The public hearing was closed at 8:05 PM.

WORKSHOP/RECREATION: A discussion was held with Mr. Al Matthews of the Recreational Basketball Program regarding the operation of the program, surplus monies, and the necessity for proper accounting with the Town Finance Director.

Mr. Matthew's explained that, when his group had taken over the program they had understood that the Recreation Committee was no longer going to be involved, and expressed concerns that if their surplus money from the fees were turned back to the Town it would be expended on other programs rather than basketball.

Mr. Sullivan explained that the Recreation Revolving Account had been established to track various recreation programs, and that basketball was still a sub-committee of the Recreation Committee.

Sam Maranto, Chairman of the Recreation Committee, expressed concerns regarding the lack of communication between the Basketball and Recreation committees.

After a discussion regarding the workings of the Revolving Account and the means to address the Basketball Committees concerns about access to the funds, Mr. Doyle suggested that the Recreation and Basketball committees meet to establish a procedural agreement for review by the Board. The Committees will meet on June 30 to formalize said agreement.

Mr. Matthews will provide an accounting of the Basketball program and the balance of the unexpended funds to Mrs. Call within the next few days.

The Board called for a five minute recess.

GRIFFIN PARK BUILDING REGULATIONS: The proposed regulations for the Griffin Park multi-use building were reviewed, and several revisions made. Highlights of the discussion included: collection of fees; removal of all references to the Baseball League's repayment of their loan; and possible leasing of the building to the League until loan is cleared.

The Board and Recreation Committee determined that all references to the loan should be stricken from the regulations, and a separate document drafted to address its repayment.

A lengthy discussion was held regarding the usage/permit fees, and who would be allowed to utilize the building.

The changes proposed during the discussion will be incorporated in the draft document, which will be reviewed again at a future meeting.

Transfer Station Manager Dave Poulson presented the Board with a proposed trash control program. Highlights of his proposal, which he would like to see implemented town-wide, as well, include: signage; strategic placement of trash receptacles; community outreach; organized clean-up days; partnerships with sporting leagues, civic organizations, schools, and the general public; and enforcement via an ordinance.

Mr. Poulson expressed his willingness to work with the Recreation Committee and/or the Board of Selectmen to successfully implement such a program in the Town.

BEACH SALARIES: Mr. Stearns recused himself from the Board for the topic of lifeguard salaries, which were discussed at length.

Concerns were raised regarding the various lifeguard positions and titles, and it was determined that job descriptions should be developed, and Mr. Maranto indicated he would do so.

Mr. Hohenberger moved and Mr. Breton seconded to accept the 2004 approved Board of Selectmen rates. Passed 3-0. The rates are as follows: Junior Lifeguard \$7.35, Lifeguard \$8.50, Senior Lifeguard \$9.70, and Supervisor \$13.23.

MINUTES: Mr. Hohenberger moved and Mr. Breton seconded to approve the minutes of May 17, 2004 as written. Passed 4-0.

OLD BUSINESS: Mr. Sullivan advised the Board that only one bid had been received relative to the Town's roadside mowing from Col-Cor Enterprises as follows: tractor with boom, \$45/hr, tractor with offset rear deck, \$40/hr, and tractor with side deck, \$40/hr. Mr. Sullivan noted that the vendor had agreed to maintain these prices for three years, with the later two years at the Town's option. Highway Agent, Jack McCartney, recommended award to this vendor, who has previously worked with the Town.

Motion by Mr. Stearns and second by Mr. Hohenberger to award the bid for Town's roadside mowing to Col-Cor Enterprises as per their bid proposal. Passed 4-0.

CORRESPONDENCE: Letter received from Pike Industries advising the Town that repairs to I-93 were planned for the near future. Night paving is planned for the north and southbound barrels beginning in late July, and bridge work will be commencing in early July.

NEW BUSINESS: None.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Stearns seconded to enter in a non-public session in accordance with RSA 93-A:3a and c. Roll call vote – all members “yes”. The Board and Mr. Sullivan were in attendance.

The Board began to discuss appointments to the various Boards and Committee, however made no decisions, as they felt the full Board should be present.

Mr. Sullivan updated the Board on several personnel matters, no decisions.

Motion by Mr. Stearns and second by Mr. Breton to adjourn. Passed 4-0.

The meeting was adjourned at 11:40 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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