

**BOARD OF SELECTMEN**  
**Minutes of September 19, 2005**

**MEMBERS PRESENT:** Chairman Roger Hohenberger called the meeting to order at 7:00 PM. Selectmen Galen Stearns, Bruce Breton and Margaret Crisler were present. Town Administrator David Sullivan was also present, as was Finance Director Dana Call. Mr. Carpenter was delayed, and arrived at 7:15 PM.

**BUDGET KICKOFF:** Mr. Hohenberger noted that nearly all Department Heads were present, and thanked them for their attendance.

Mr. Sullivan reviewed changes to the annual budget process, and explained that these changes, which the Department Heads are in support of, will bring a more global method to the development of the annual budget. Mr. Sullivan highlighted the following changes: after development of the budget with statutory increases, the Department Heads will then meet as a group with Mr. Sullivan and Mrs. Call to consider all discretionary requests for prioritization within a 7-8% overall increase; and, the prioritized list will then be submitted to the Board for review along with the overall budget.

Mrs. Call clarified that statutory items include such things as salary and benefit increases, but that the increased cost of utilities and fuel expenses would also have to be considered. A discussion ensued regarding the estimated percentages of increase and the status of some items as “cost of living” increases.

A lengthy discussion ensued regarding the Board’s preference for review of the budgets both individually and as a Board, and potential meeting schedules. The Board expressed a willingness to schedule at least one Saturday meeting sometime in November.

**OLD BUSINESS:** Mr. Turner advised the Board that he was receiving 10-12 emails daily from the State regarding the ongoing Eastern Equine Encephalitis issue, and reported that local fact sheets were being developed for posting and distribution to the local papers.

Mr. Turner stated he had also spoken with the State sprayer, who noted areas of confirmed cases are being treated. Mr. Turner stated the recommendation was not to spray now, as this late in the year personal protection measures were more effective. It was also recommended that all outdoor activities be scheduled so as to be completed by 6:00 PM until the first heavy frost.

Mr. Turner stated that there have been no positive tests for EEE in Windham to date, however, he recommended the Board begin the permitting process now for spraying in 2006. Doing so would allow the Town to spray immediately if any cases were confirmed in Windham, or as deemed necessary by the Board.

Mrs. Crisler noted for the record that she was opposed to spraying, citing the impossibility of killing all the mosquitoes and the false sense of security spraying offers.

After a brief discussion regarding the proximity of Windham to confirmed cases in surrounding towns and methods of public awareness including postings on the Town website, at Town parks, and in the Independent, it was the consensus of the Board that staff move forward with the permitting process.

*Bond Release/Hancock Rd:* Mr. Sullivan advised the Board that the Planning Board had recommended that the bond be released, and had requested that the bond amount be lowered by the \$10,000 added by the Selectmen for the cistern.

After a brief discussion, Mr. Breton moved and Mr. Carpenter seconded to release the bond as recommended by the Planning Board. Passed unanimously.

**RECREATION COMMITTEE WORKSHOP:** Mrs. Cheryl Haas, Recreation Committee, opened the workshop with discussion of security concerns at Griffin Park. Chief Lewis noted that the Skateboard Park is currently being locked by an officer between 7 and 8:00 PM and re-opened in the morning, however, that is a short-term solution to security in the area.

A discussion ensued regarding possibly powering the gate to allow remote locking and establishing a seasonal schedule for winterizing and closing the area.

Mr. Carpenter suggested that, at this late date, openings and closings should proceed as they are and the official closing set for November 15. He felt the electric gate could then be explored further. Chief Lewis noted that an electrified gate would deter only smaller criminal activity, but would not be effective on activities similar to the recent vandalism. He felt an overall security plan needed to be developed, and an ordinance developed to establish a time limit on the park. Chief Lewis noted that security cameras could be installed, but increased lighting is a more effective deterrent.

A discussion ensued regarding strategic lighting, alarms, and motion sensors, as well as controlling access to the vehicle gate and possibly gating the park overall.

Mr. Senibaldi pointed out that gating the park is unlikely to work, as access could be gained over the grassy area. Mr. McMahon pointed out that controlled access is key to security.

Discussion regarding closing the Skateboard Park for the season resumed, and the consensus of the Board was to close the area on December 1<sup>st</sup> or the first snowfall, at Mr. Barlow's discretion. Chief Lewis confirmed that he will continue to have his staff lock/unlock the gate for the remainder of this season.

*Mrs. Haas* then raised the issue of the multi-purpose building. Mr. Hohenberger noted that the Board had requested a punch list for items remaining. Mr. Senibaldi replied that he did not believe the Recreation Committee had been asked for a punch list, and Mr. Hohenberger then formally requested documentation of what is at the building, what materials were used, as-built plans, maintenance issues, and what belongs to whom.

Mr. McMahon noted that he is in the process of compiling a binder of all information related to the multi-use building for submission to the Board prior to year-end. Mr. Carpenter requested the information be submitted by December 1, and Mr. Ralph Valentine of the Recreation Committee then expressed concerns that waiting would eliminate the opportunity to appropriate funds this budget cycle to address any punch-list items. Mr. Breton responded that no major issues exist with the building, and the Property Maintenance Trust could be utilized, if necessary.

A discussion ensued regarding heating and insulating the umpire room to preserve the equipment, and adding an emergency pull there, as well. Mr. McMahon pointed out that the WBSL would like everything completed before the Town accepts the building.

Mr. Breton pointed out that a donation is being explored to address the issue of the building's well. A discussion ensued regarding possible options including drawing off the wells in the rear or tying into Pennichuck's line. Mr. Valentine pointed out that water is not a necessity during the winter season, and urged the Board to accept the building now and approach Pennichuck in the spring.

After further discussion regarding the well, Mr. Breton noted that he would be meeting with the well people later that week. The Chair requested Mr. Breton provide a written report of that meeting to the Board.

*Mrs. Haas* presented a draft facility use application to the Board for review. She noted this form would be required for all uses and submitted to her for review and scheduling. *Mrs. Haas* explained that she was concerned about scheduling/parking conflicts, noting that several events were coming up that she had not been aware of, such as the AAU tryouts at the park.

After a brief discussion regarding the tryouts, Mr. Carpenter moved and Mr. Breton seconded to accept the application form as submitted. Passed unanimously.

Mr. Senibaldi then pointed out that Mr. Carbonello had approached him regarding scheduling the AAU tryouts at the Park, and that he had referred him to the WBSL.

Mr. Carpenter moved and *Mrs. Crisler* seconded to deny the use of Griffin Park by the NE Storm for AAU tryouts on October 8, 2005, or any other date, until they have completed the application and are authorized to do so.

Mr. Stearns felt the procedure should be explained to Mr. Carbonello, and that the Town should put a notice in the local paper that the tryouts were not authorized and would not be occurring as scheduled. Mr. Breton suggested that Mr. Sullivan or *Mrs. Haas* draft a certified letter to Mr. Carbonello explaining the Board's position, and that a non-disparaging letter be sent to the Windham Independent that the tryouts will not occur.

Mr. McMahon pointed out that the WBSL had been approached by Mr. Carbonello, and that he had been told to approach either the Recreation Committee or the Selectmen.

Mr. Barlow inquired what would occur if Mr. Carbonello showed up despite the Board's denial.

The motion passed unanimously.

*Mr. Senibaldi* advised the Board that he had received a call from the Pelham Windham Razorbacks requesting practice space for next year. He noted that facilities would be needed for two teams from August 1<sup>st</sup> to mid-October. Mr. Carpenter inquired where space was available, and Mr. Senibaldi suggested Rogers Field. Mr. Senibaldi also noted that the Razorbacks wished to contribute to the field maintenance, as well. Mr. Carpenter suggested that the Razorbacks should be submitting a written request to the Recreation Coordinator and Committee.

*Mrs. Haas* advised the Board that she had contacted Vermont Tennis to discuss heaving and ripples in the tennis courts. She also noted that there is a two-year warranty against heaving.

After a brief discussion, it was the consensus of the Board that *Mrs. Haas* will continue to pursue the warranty with Vermont Tennis, and obtain quotes for budgeting the necessary repairs.

*Discussion moved* to the Town Beach sand. Mr. Stearns pointed out that the sand was supposed to be sifted and 10 yards brought in. Mr. Senibaldi suggested that the new sand be brought in prior to the sifting, which can be scheduled for a future date, and offered to truck the material in himself.

After some discussion, Mr. Breton suggested the Board wait to schedule the sifting, and bring in the new sand after. The remaining members concurred.

Mr. Senibaldi then suggested that the Board apply for a full permit to replace the sand at the beach, without the perching requirements. Mr. Breton noted

that a regular sifting schedule should help, and suggested Mrs. Haas work on a comprehensive maintenance program for the Beach. Mrs. Haas agreed.

*Mr. Senibaldi* advised the Board that the fencing around the Searles field was overgrown. He noted he had obtained three quotes, ranging between \$2800 and \$3500, to clear the entire fence line, front and back.

Mr. Sullivan noted that the overall remaining budget was still under review, but that he had advised Mr. Senibaldi that the money could be taken from the Property Maintenance Trust now, and then journaled out at year-end if other funds were available.

Mr. Carpenter moved and Mrs. Crisler seconded to approve the clearing providing staff reviews the quotations to ensure the lowest bid is being awarded, and that the funds are taken from the Property Maintenance Trust. Passed 4-1, with Mr. Hohenberger opposed.

*Mr. Senibaldi* advised the Board that the backstops at Tokanel Field were an ongoing issue. After some discussion regarding the shape of the field and location of the backstops, it was the consensus of the Board that the Recreation Committee work to develop a proposal for the entire field.

*Mr. McMahon* raised the issue of athletic infield maintenance, particularly at Rogers Field. Mr. McMahon sought a cooperative effort between the Town and the WBSL to edge the Rogers infield, repair the pitchers' mound, and spread infield mix at a cost of \$2,480 to the Town, with the balance being paid by the WBSL. In addition, Mr. McMahon presented estimates for the Nashua Road t-ball field, Griffin Park baseball field, and landscaping around the playground and pump house area.

Mr. Hohenberger inquired what the total cost for all four areas would be for the Town. Mr. McMahon replied approximately \$14,000. Mr. Breton noted that cost would be in excess of \$18,000 without WBSL's contribution.

After some discussion, Mr. Carpenter moved that staff prepare bid specifications for the four items, after which the Board will determine how to proceed.

A lengthy discussion ensued regarding capital expenses, field maintenance funds, and timing of the projects. Mr. McMahon pointed out that the WBSL has an overriding responsibility to pay off the note on the multi-use building by November of 2006. Mr. Sullivan noted that a donation was pending of \$1,500 toward the playground, and suggested that item not be included within the bid but just completed.

Mr. Carpenter amended his motion and Mr. Breton his second to exclude item 1, the playground and pump area landscaping. Passed 3-2, with Mr. Hohenberger and Mr. Stearns opposed.

A discussion ensued regarding funding of the Town's portion of the playground area, totaling \$2,350. This matter will be discussed further at the next meeting.

*Mr. Senibaldi* broached concerns regarding a lack of communication between organizations such as Baseball and the Recreation Committee and Coordinator.

Mrs. Crisler suggested that a letter be drafted to all Town organizations requesting that they please make an effort to work with Mrs. Haas. The Board concurred, and staff will follow-up.

*Mr. Senibaldi* noted that concerns had been raised regarding the recent whiffle ball tournament hosted by Mr. Jay Yennaco. Mr. Senibaldi clarified that the Recreation Committee had sanctioned the tournament, and that Mr. Yennaco had received no profit as a result of the event. Mr. Hohenberger pointed out the Board's concerns had stemmed from learning about the event

through the local paper, that money was clearly being exchanged, and that the Board had voted not to allow for profit uses of the Park.

A discussion ensued regarding periodic updates to the Board via a calendar, allowing the Board to review and discuss planned events.

Mr. Hohenberger extended the Board's thanks to Mrs. Haas and the Recreation Committee.

**NEW BUSINESS:** Mr. Hohenberger noted a lengthy letter had been received from Mrs. Jennifer Colvin, expressing her concerns regarding the early closing of the Town Beach this year. Mr. Senibaldi responded that the beach closing had been earlier than usual this year due to the unavailability of the lifeguard staff.

*Mr. Senibaldi* noted that the Recreation Committee had submitted two letters to the Board: one, a letter of recommendation that Mr. Glen Yergeau be appointed to the Recreation Committee, and; the second relative to a project scheduled for future discussion.

The Board requested that an interview with Mr. Yergeau be arranged for the next scheduled meeting. Staff will follow-up to contact Mr. Yergeau.

**OLD BUSINESS, CONTINUED:** Mr. Sullivan advised the Board that he had received a response from Town Counsel relative to the proposed additional parking for Griffin Park, which will require a Special Town Meeting. Mr. Sullivan indicated that the earliest the meeting could be scheduled would be November 3 if approved by the Board that evening, as 14 days posting was required for the Deliberative Session and 28 days thereafter for the vote. If held on November 3, the work should be able to be completed prior to year-end.

Mr. Carpenter expressed concerns that this item had not been listed on the agenda, and therefore no opportunity for public input was being offered by the Board. A discussion ensued regarding holding of a public hearing, the deliberative session, and wording of the warrant article.

Mr. Valentine expressed concerns that there was no finalized plan for the area, and Mrs. Gail Webster noted that the public should be aware of what it's getting prior to the public hearing.

A discussion ensued regarding the possibility of accepting the area as a park instead per RSA 35-B. After some discussion it was the consensus of the Board that given the controversial nature of this issue, it was best to let the public vote on the actual proposal.

Mr. Carpenter moved and Mr. Breton seconded to move forward with scheduling a Special Town Meeting for October 14, 2005. Passed unanimously.

Mr. Sullivan requested the Board add a second article to the Warrant relative to the contracted police details. He explained that new legislation allows towns to establish revolving funds for contracted services, and it was the consensus of the Board that Mr. Sullivan proceed accordingly.

Mr. Carpenter moved and Mr. Stearns seconded to adjourn. Passed unanimously.

The meeting was adjourned at 10:45 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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