

BOARD OF SELECTMEN
Minutes of April 10, 2006

MEMBERS PRESENT: Chairman Galen Stearns called the meeting to order at 7:00 PM. Selectmen Alan Carpenter, Roger Hohenberger, Margaret Crisler, and Dennis Senibaldi were present. Mr. Sullivan was also present. Mr. Stearns read the agenda into the record, followed by the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. Stearns announced that the Board had met the previous Saturday with the members of the Pelham Board of Selectmen to discuss the proposed closing of the Castle Hill Road bridge. Mr. Stearns noted the members had agreed to close the bridge for a period of one month to assess the impacts of the closing. The situation will be reassessed at that time.

Mr. Stearns also advised that the Board would be attending the Pelham Board of Selectmen meeting on April 18th, at which NHDOT Commissioner Murray will be present to discuss the possibility of having temporary blinking lights installed at the Mammoth Road/Castle Hill Road intersection.

LIAISON: Mrs. Crisler announced that the Planning Board had undergone their annual re-organization and that Mr. LoChiato was now Chairman, Ms. Ruth-Ellen Post was Vice-Chairman, and Ms. Nancy Prendergast was secretary.

Mr. Carpenter extended congratulations to Recreation Coordinator Cheryl Haas for the success of Saturday evenings Daddy/Daughter Dance. Mr. Carpenter noted approximately 200 people had attended, and an outstanding job had been done by Mrs. Haas, Ms. Wendi Devlin, Mr. Senibaldi, Mrs. Dana Call, and Mr. Ralph Valentine.

Mr. Senibaldi announced that the Easter Egg Hunt had been a great success, and echoed Mr. Carpenter's thoughts on the success of the dance.

Mr. Senibaldi also announced that the Recreation Committee is seeking volunteers to assist in cleaning out the culverts at Tokanel Field and to do sanding of the equipment at the Windham Wonderland Playground.

TRAILS COMMITTEE: Mr. Wayne Morris, Trails Committee member, approached to advise the Board that the grant applied for by the Committee in the amount of \$168,000 has been recommended for funding to the State DOT GASIT Committee. This committee consists of representatives of the NH DOT and the Governor's Council. Mr. Morris noted that the grant for Windham is one of only a few that has been recommended for award.

Mr. Morris requested the Board draft a letter to Councilor Ruth Griffin seeking her support of the grant, with a copy to Commissioner Carol Murray.

Mr. Morris then extended his thanks to the Trails Committee members, and to Mr. Scott Bogle of the RPC for their help in the grant process. Also, he extended thanks to Ms. Annette Stoller and Ms. Eileen Maloney for their support as Windham representatives to the RPC, to Assistant Planner Mrs. Rebecca Hebert, and Mr. Karl Dubay of MHS.

Mr. Carpenter inquired if the grant funds would allow for improvements to the grounds, as well as to the buildings at the Depot. Mr. Morris indicated that the 80% grant was intended for use on both.

Mr. Senibaldi inquired as to the progress of the Trails Committee overall. Mr. Morris indicated that the Committee continues to work on bids and funding for the Rail Trail. He stated he felt approximately half the necessary funding had been committed to date.

Mr. Hohenberger inquired as to the legal status of the buildings at the Depot. Mr. Sullivan explained that the State owns the garage and Depot building, while the Town has ownership of the Salt shed. The parking area ownership is divided between the State and the Town.

Mr. Stearns suggested a letter be sent to Mr. Edwin Smith of the DOT Surplus Property Bureau, requesting their assistance in finalizing the question of ownership.

After a brief discussion, it was the consensus of the Board to forward a letter of support to Councilor Griffin as requested by Mr. Morris, with a copy to Commissioner Murray.

STRATEGIC PLANNING/SCHOOL BOARD: Mr. Dave Poulson, Dr. Elaine Cutler, and Mr. Carl Heidenblad presented an overview of the Strategic Planning Process by way of a powerpoint presentation. The goal of the process is to develop a five (5) year operations plan inclusive of the Town, School District, and Library. The plan would be a living document, and utilized in formulating future budgets. Key elements of the model include:

- ◆ Customer Satisfaction: actions that will effect external individuals
- ◆ Employee Consideration: actions that will effect internal workforce
- ◆ Process Control: actions that will effect internal systems, budgets, policies, and operational procedures.

Dr. Cutler reviewed key concepts on the development of the Plan, including such components as: assessing the organization; defining departmental and community goals; defining and overcoming challenges or limitations, and; actual plan implementation. Dr. Cutler emphasized that, throughout these areas, the key concept will be collaboration and cooperation between all parties.

Mr. Heidenblad reviewed a variety of worksheets developed for use by all departments in ascertaining their “SWOT” (Strengths, Weaknesses, Opportunities, Threats), which will be used in creation of each department’s portion of the overall plan.

Mr. Hohenberger noted how the process of the Capital Improvements Committee has evolved over the years, and expressed high hopes that the Strategic Planning process would have similar results.

Mr. Carpenter sought clarification of the time frame for completion. Dr. Cutler noted that the Committee hopes to kick off the process with staff on April 20th, with forms being required back by May 20th.

Dr. Cutler summarized the discussion by emphasizing that the Strategic Plan will only be successful through collaborative effort.

Mr. Stearns announced that School Board member Barbara Coish was celebrating a birthday that evening. A chorus of “Happy Birthday” was sung by those in attendance.

PERSONNEL POLICY AMENDMENTS: Mr. Stearns read the public hearing notice into the record. The intent of the amendment is to increase the percent of health insurance cost paid for by the employees from 10% to 12.5% effective April 1, 2006 and then to 15% effective October 1, 2007. After a brief discussion, Mr. Hohenberger moved and Mr. Carpenter seconded to accept the Personnel Policy as amended with minor verbage changes. Passed unanimously.

CEMETERY BIDS: Mr. Sullivan advised the Board that three bids had been received for maintenance of the Town’s cemeteries:

- ◆ Methuen Memorals, Methuen, MA: \$28,016

- ◆ NJ Hamel Enterprises, Atkinson, NH: 27,865
- ◆ Plaza Landscape, Windham, NH: 28,500

Mrs. Call noted that, after review of the proposals, it was recommended that the bid be awarded to Methuen Memorials. Ms. Gail Webster, Cemetery Trustee Chairman, concurred.

After a brief discussion, Mr. Hohenberger moved and Mrs. Crisler seconded to award the bid to Methuen Memorials for their bid amount of \$28,016 for 2007, with both a second and third year open to the Board's option. Passed unanimously.

ADELPHIA BOND RELEASE: David Sullivan reviewed two (2) bond release/reduction requests received from Adelphia Cable:

\$150,000 bond which was posted to ensure the rebuild of the cable system was completed by the end of 2002. Adelphia is requesting, per the franchising agreement, a reduction in the bond amount to \$75,000 as the rebuild has been completed, and

\$50,000 bond required as part of the transfer agreement entered into between the town and Adelphia to ensure Adelphia remained in compliance with the town's contract entered into between Harron Cable and the town. The bond has been in place beyond the required three year period and Adelphia has requested it be released.

Mr. Carpenter moved and Mr. Senibaldi seconded to approve as requested. Passed unanimously.

Road bond release/Jenny's Hill Road: Mrs. Call presented a request to release \$136,387 to Windham NH Development LLC, retaining \$21,000.

Mrs. Crisler moved and Mr. Hohenberger seconded to release the bond as requested. Passed unanimously.

GRIFFIN PARK DISCUSSION: Tabled per the request of the applicant.

CORRESPONDENCE: Letter received from the Nutfield District of the Boy Scouts of America, extending thanks for use of the Searles Building and the efforts of Ms. Jeannette McMahon and the maintenance staff.

Notice of workshop received relative to the National Association of Development Organizations May 11-12, 2006 Northern New England Rural Transportation Workshop, at which Commissioner Murray will be guest speaker.

Notice of meeting received from the Rockingham Planning Commission, which will be meeting April 12th at 7:00 PM at the Stratham Town Hall.

Letter received from Mr. Raymond Rees, 8 Heritage Hill Road, seeking clarification of the property assessment procedure as approved by Town Meeting. Mr. Sullivan clarified that the technicians are being contracted to assist in the data collection/entry of approximately 2400 parcels. The necessary data has already been collected on the remaining parcels in town by Mr. Norman. Collectively the data will be entered into the Town's Assessing system to complete a revaluation of the community to bring the Town into compliance with Department of Revenue requirements.

Proposed Franchise Agreement received from Verizon. Mr. Sullivan advised the Board that this has been forwarded to the Windham Cable Advisory Board for review.

Letter received from Atty. Campbell relative to the proposed parking area across from Griffin Park. Mr. Sullivan explained that Mr. Campbell has opined if the property is not currently Town-owned that the applicant would have to seek a variance from the Zoning Board to allow a parking area. Mr.

Campbell further indicated that the town had at least the following options available: accept the property as a donation prior to construction, with Mr. Mesiti retaining reversionary rights should the parking not be completed, or lease the property from Mr. Mesiti with an agreement in the lease to have a parking lot constructed.

After some discussion, Mr. Hohenberger moved and Mrs. Crisler seconded to release the letter of opinion to the public. Passed unanimously.

The Board reviewed a Purchase Order for paramedic training. It was the consensus of the Board that the Chair execute the document accordingly.

The Board reviewed a forbearance agreement between the Town and a taxpayer on Millstone Road to allow a well to remain on town conservation land. After some discussion, it was the consensus of the Board to execute the document as this agreement had previously been discussed and approved by the members.

OLD/NEW BUSINESS: Mr. Sullivan requested authorization to expend \$3,123 from the Property Maintenance Trust to replace the Fire Department well pump which was damaged. After a brief discussion, Mr. Carpenter moved and Mr. Senibaldi seconded to approve. Passed unanimously.

Mr. Sullivan advised the Board that the Pine Hill Rd reclassification hearing continued for April 17th has been requested to be continued until May 22 by the applicant. Mr. Sullivan will send follow-up notices via regular mail to the abutters.

Mosquito Control: Mr. Sullivan advised the Board that he, Mr. Turner, and Mr. McGuire had met with representatives of Municipal Pest Management Services, who can complete the program for the budget amount of \$35,000.

Mr. Sullivan stated that ten (10) days public notice is required before beginning, and that MPMS would need to start larvaciding identified breeding grounds by the 24th of April to be successful. Following that, testing will be conducted utilizing various methods/traps and, if any positive results are found, spraying would then be conducted.

General discussion ensued regarding the types of areas to be treated, types of chemicals utilized, and the possibility of the company sending a representative to the next Board of Selectmen meeting.

Mr. Senibaldi moved and Mrs. Crisler seconded to waive the bid process for the Mosquito Control Program. Passed 4-1, with Mr. Hohenberger opposed.

Mr. Senibaldi moved and Mrs. Crisler seconded to approve Municipal Pest Management Services and Associates to begin the program as presented. Passed 4-1, with Mr. Carpenter opposed.

Mr. Sullivan presented an abatement request pertaining to an oversight on the town's part in applying a \$250 Veteran's credit to lot 21-V-285. Mr. Carpenter moved and Mr. Hohenberger seconded to approve the abatement request. Passed unanimously.

The Board discussed the "block scheduling" concept for future Board of Selectmen meetings as proposed by Mr. Carpenter. The consensus of the Board was to try the new scheduling method, close the agenda at 8:30 AM on the Wednesday prior, and to post the agenda weekly in the Windham Independent.

The Board will not meet on April 24th.

Mr. Senibaldi advised the Board that Kyle Cole's Eagle Scout project had been resumed, and the kiosk construction was underway.

Mr. Senibaldi noted that helmets remain an issue at the Skateboard Park, which officially opened on April 3rd.

MINUTES: Mr. Hohenberger moved and Mrs. Crisler seconded to approve the minutes of March 20th and 27th as written. Passed unanimously.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Senibaldi seconded to enter in non-public session in accordance with RSA 93-A:33-IIc. Roll call vote – all members “yes”. The topics of discussion were legal matters, and the Board and Mr. Sullivan were in attendance.

The Board discussed a possible appeal of a recent Zoning Board of Adjustment decision. Mr. Carpenter moved and Mr. Hohenberger seconded to request a rehearing of the ZBA decision relative to Case #17-2006. Passed unanimously.

Mr. Senibaldi and Mr. Hohenberger seconded to adjourn. Passed unanimously.

The meeting was adjourned at 9:50 P.M.

Respectfully submitted,

David Sullivan, Town Administrator/
Dana Call, Finance Director/Assistant Town Administrator

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