

BOARD OF SELECTMEN
Minutes of December 11, 2006

MEMBERS PRESENT: Chairman Galen Stearns called the meeting to order at 7:00 PM. Selectmen Roger Hohenberger, Alan Carpenter, Margaret Crisler, and Dennis Senibaldi were present. Town Administrator David Sullivan was delayed, and arrived at 7:05 PM. Following the Pledge of Allegiance, Mr. Stearns read the agenda into the record.

ANNOUNCEMENTS: Recreation Coordinator Cheryl Haas thanked all who assisted with and attended the Annual Tree Lighting the previous weekend. A brief discussion ensued regarding extending the timer to keep the lights lit until midnight. Mrs. Haas will follow-up.

Mrs. Haas announced that approximately 380 seniors would be attending the Annual Christmas Party on Wednesday. A discussion then ensued regarding an additional fee of \$500 being charged by Castleton to include the one bottle of wine per table traditionally provided to the attendees.

Mr. Hohenberger then moved and Mr. Senibaldi seconded to approve the expenditure of an additional \$500 for the purchase of one bottle of wine per table for the Annual Senior Christmas Party. Passed unanimously.

Transfer Station Manager, David Poulson advised the Board that he and Highway Agent Jack McCartney had attended a Salt Reduction Workshop on September 26th, organized by the US Environmental Protection Agency, NH Department of Environmental Services, and the NH Department of Transportation. The workshop had centered around the chloride (salt) impacts within the four water sheds in the I-93 expansion corridor and the affected communities of Windham, Derry, Londonderry, Auburn and Chester. Mr. Poulson indicated that the EPA has designated Policy Brook, Dinsmore Brook, Beaver Brook and an unnamed tributary to Canobie Lake as impaired waters on the 303(d) list of the Clean Water Act. He further explained that this means immediate action must be taken to protect these watersheds and stabilize any further impacts, and that the DES will be implementing a plan by 2008 to allocate the percentage of pounds of salt permitted per mile. A discussion ensued regarding realignment of the salt allowances to permit more utilization by the State versus towns. Mr. Poulson urged the Board to get involved in this matter, and suggested a joint meeting with the other impacted communities to discuss this matter further. After further discussion regarding safety concerns and the Town's current use of a sand/salt mix, it was the consensus of the Board that a letter be sent to the Town's Senators and State Representatives regarding this issue.

Mr. Poulson then updated the Board on the recent meeting of the Salt Shed Committee, highlights of which included: establishment of the Committee's charge; discussion of a joint collaboration with the NH Department of Transportation; discussion of Storm Water Regulations; and review of several potential locations. Mr. Poulson indicated the Committee would be asking the Board to consider supporting the following: joint collaboration with the DOT; use of the Wilson property for a multi-facet complex; and construction of a state-of-the-art salt storage facility.

Discussion ensued regarding the Wilson property, which Mr. Hohenberger indicated has a stipulation on it that it not be utilized for a Salt Shed due to concerns regarding the Town's largest aquifer district, which is located across Route 111 from the property. After further discussion regarding sending this matter to Town Meeting, it was the consensus of the Board that more information was desired regarding the proposed size of the facility, traffic impacts, amount of salt to be stored there, and what the agreement with the State would entail.

Mr. Wayne Morris approached and suggested that the output/quality of the water across Route 111 be tested, and the Board concurred. Mr. Sullivan will follow-up.

PUBLIC HEARING/FLAT ROCK ROAD: Mr. Sullivan stated that this hearing had begun in November, and been continued until this evening, however, the applicant had not submitted the plans as requested at the previous meeting in a timely fashion for this evening.

Mr. Carpenter then moved and Mr. Senibaldi seconded to continue the public hearing on Flat Rock Road until January 29, 2007 at 7:30 PM. Passed unanimously.

LIAISON REPORTS: Mrs. Crisler reported that the Planning Board is currently considering proposed zoning amendments, and a Public Hearing has been scheduled for December 29th. She noted that there are not many amendments proposed for this year, and most are housekeeping issues. She also advised that the Planning Board had received the CIP report.

ANNOUNCEMENTS CONTINUED: Chief McPherson advised the Board that the new ambulance has arrived at Greenwood, and would be delivered to the Station shortly. It is estimated that the vehicle will be in-service by year-end.

PUBLIC HEARING/DONATION: Mr. Charlie McMahon and Mr. Mike Hatem of the Windham Baseball/Softball League approached. Mr. McMahon indicated that a tremendous amount of progress has been made at Tokenal Field, and that a resident has approached and offered a donation to the WBSL of funds to pay for the materials and services of a contractor to install sod at Tokenal Field. Mr. Hatem and Mr. Senibaldi indicated that this will complete the field.

Mr. Carpenter sought further details, and Mr. Senibaldi indicated that turf, sod, seed, and any irrigation repairs would be included, and that the field was expected to be ready by season open.

Mr. Senibaldi then moved and Mrs. Crisler seconded to accept the donation from the Windham Baseball/Softball League of maintenance, materials, and installation to complete Tokanel Field. Passed unanimously.

BID AWARDS: *Town Report:* Mr. Sullivan indicated that five bids had been received, as follows:

<i>Eprint</i>	\$8,900 (black only) \$9,200 (with color)
<i>Wharf Industries Printing</i>	\$11,925 (black only) \$12,175 (with color)
<i>Commonwealth Printing</i>	\$8,251 (black only) \$8,701 (with color)
<i>Armstrong Graphics</i>	\$12,900 (black only) \$14,100 (with color)
<i>Nittany Valley Offset</i>	\$11,642 (black only) \$13,996 (with color)

After a brief discussion, Mr. Carpenter moved and Mr. Hohenberger seconded to award the bid to Commonwealth Printing for an amount not to exceed \$8,701 for a two page color spread. Passed unanimously.

Ladder Truck Cables: Chief McPherson advised the Board that several bid packages had been mailed out to qualified vendors and only one bid had been received from Bulldog Fire Apparatus for an amount of \$7,834.52.

After a brief discussion regarding the advertising process, bid specification, and inspection/installation methods, Mr. Senibaldi moved and Mr. Carpenter seconded to award the bid to EJ Murphy/Bulldog Fire Apparatus for a sum

not to exceed \$7,834.52 for the repair of the ladder truck cables. Passed unanimously.

Doiron Road Culvert: Mr. McCartney advised the Board that three bids had been received, however he recommended that all be rejected and the project rebid separately for the culvert purchase and installation. He indicated he felt that the bidders had been confused by the bid specifications.

After a brief discussion, Mr. Senibaldi moved and Mrs. Crisler seconded to reject all bids as recommended for the replacement of the Doiron Road Culvert. Passed 4-1, with Mr. Carpenter opposed.

After further discussion regarding the timing of the project, it was the consensus of the Board to allow a shorter than usual time frame for bid receipt of approximately one week.

TAX ASSESSOR: Mr. Norman reviewed several items with the Board, including:

- The annual sales validation report has been completed for the Department of Revenue Administration, and the preliminary study shows the Town's equalization ratio to be at 96%. The Chairman executed the report accordingly.
- A comparison of surrounding community tax rates indicates that Windham falls in the middle of comparable communities.
- Data shows that taxpayers receiving the elderly and/or disabled exemptions were hit harder by the revaluation than others. Mr. Sullivan advised that State statute prohibits the Board from changing the exemptions or granting an across the Board abatement. He further stated that a letter had been drafted for mailing to all receiving the exemptions in 2005 regarding application for a hardship abatement. It is expected that approximately 50% of recipients will contact staff to attend the non-public session scheduled for December 19th.

Mr. Norman then reviewed an exemption comparison between Windham and surrounding communities which indicates that Windham's exemptions are higher than others at the lowest age bracket. A discussion ensued regarding changing the amounts at the March Town Meeting, and it was the consensus of the Board that the letter be sent as written and an article be prepared.

Mr. Norman then requested the Boards approval of three (3) administrative abatements as follows:

3 Kendall Pond Road: An abatement in the amount of \$1,842 as a result of a coding error relating to residential property in a commercial area. Mrs. Crisler moved and Mr. Senibaldi seconded to grant the abatement as recommended by the Assessor. Passed unanimously.

Viau Road: An abatement to correct the erroneous removal of a Veterans Credit. Mrs. Crisler moved and Mr. Senibaldi seconded to grant the abatement as recommended by the Assessor. Passed unanimously.

16 Roulston Road: An abatement to correct the erroneous removal of an Elderly Exemption. Mr. Senibaldi moved and Mr. Hohenberger seconded approve the abatement as recommended by the Assessor. Passed unanimously.

OLD/NEW BUSINESS: Finance Director Dana Call provided a brief financial update to the Board, noting that expenditures are at 80-90%, right where they should be for this time of year, and that revenues are also on track for the year. A brief discussion ensued regarding Capital Outlay Funds.

Mrs. Call then noted that a significant savings of approximately \$100,000 had resulted throughout the year in the salary and benefit accounts due to vacancies and employee disabilities, and reviewed a list of possible items that could be removed from the 2007 budget and purchased this year. She requested that the Board review the list of potential purchases for future discussion.

MINUTES: None.

CORRESPONDENCE: *Bond Release/Heritage Hill Road Ext.:* Mr. Hohenberger moved and Mr. Carpenter seconded to release the bond in the amount of \$14,078 to Everett Ryan. Passed unanimously.

Bond Release/Settlers Ridge Road: Mr. Senibaldi moved and Mr. Hohenberger seconded to release the bond in the amount of \$26,525.36 to Mountain Home Builders. Passed unanimously.

Bond Release/Fieldstone Woods-Sagamore Road: Mr. Hohenberger moved and Mr. Carpenter seconded to release the bond in the amount of \$34,122 to Joint Venture. Passed unanimously.

Bond Release/Fieldstone Woods-Appleton Road: Mr. Senibaldi moved and Mr. Carpenter seconded to release the bond in the amount of \$110,448 to Joint Venture. Passed unanimously.

Bond Release/Fieldstone Woods-Glendenin Road: Mr. Carpenter moved and Mr. Hohenberger seconded to release the bond in the amount of \$35,149 to Joint Venture. Passed unanimously.

Bond Release/Fieldstone Woods-Poplar Road: Mr. Senibaldi moved and Mr. Carpenter seconded to release the bond in the amount of \$31,372 to Joint Venture. Passed unanimously.

Bond Release/Fieldstone Woods-Butternut Road: Mr. Senibaldi moved and Mrs. Crisler seconded to release the bond in the amount of \$31,508 to Joint Venture. Passed unanimously.

OLD/NEW BUSINESS CONTINUED: Mr. Sullivan requested that the Board accept donation of a 9' artificial Christmas tree from Mr. Matthews of Flat Rock Road. If accepted, the tree will be placed in the Town Hall.

Mr. Senibaldi moved and Mr. Carpenter seconded to accept the donation of a 9' Christmas tree from Mr. Matthews with thanks. Passed unanimously.

Mr. Sullivan then requested that the Board authorize him to execute an administrative amendment to the Town's supplemental retirement plan for Group I employees. Mr. Carpenter moved and Mr. Senibaldi seconded to authorize Mr. Sullivan to sign the amendment as requested. Passed unanimously.

NON-PUBLIC SESSION: Mr. Carpenter moved and Mr. Senibaldi seconded to enter into a non-public session in accordance with RSA 91:3-11b and c. The topics of discussion were personnel and reputations.

The Board, Mr. Sullivan, and Tax Collector Ruth Robertson were in attendance in the first session.

The Board agreed to implement earned time benefits for the Tax Collector effective January 1, 2007.

The Board, Tax Assessor Rex Norman, and Mr. Sullivan were in attendance in the second session.

Mr. Norman recommended a hardship abatement in the amount of \$1,963.43 be granted. Mr. Hohenberger moved and Mr. Carpenter seconded to approve the abatement as recommended. Passed unanimously.

Mr. Norman recommended an elderly exemption abatement in the amount of \$4,700 be granted. Mr. Hohenberger moved and Mr. Carpenter seconded to approve the abatement as recommended. Passed unanimously.

Mr. Norman recommended an abatement for an elderly exemption/Veteran's credit in the amount of \$480 be granted. Mr. Hohenberger moved and Mr. Carpenter seconded to grant the abatement as recommended. Passed unanimously.

Mr. Norman recommended a Veteran's Credit in the amount of \$500 be granted. Mr. Carpenter moved and Mr. Senibaldi seconded to approve the Veteran's Credit as recommended. Passed unanimously.

Mr. Norman recommended that a Disabled Veteran's Credit in the amount of \$2,000 be granted. Mr. Hohenberger moved and Mr. Carpenter seconded to approve the Veteran's Credit as recommended. Passed unanimously.

Mr. Norman recommended that a Veteran's Credit be granted. Mr. Carpenter moved and Mr. Senibaldi seconded to grant the credit as recommended. Passed unanimously.

The Board and Mr. Sullivan were in attendance in the final session.

Mr. Sullivan reviewed a Fire Department grievance with the Board. After a brief discussion, Mr. Senibaldi moved and Mrs. Crisler seconded to support the decision of the Chief and deny the grievance. Passed unanimously.

Mr. Sullivan reviewed the Factfinder's report relative to the Police Union Contract with the Board. After a brief discussion, Mr. Hohenberger moved and Mr. Senibaldi seconded to approve the report as presented. Passed unanimously. A warrant article will be submitted to the 2007 Town meeting for the purpose of ratifying this report.

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

The meeting was adjourned at 10:30 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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