

**BOARD OF SELECTMEN**  
**Minutes of March 26, 2007**

**MEMBERS PRESENT:** Chairman Alan Carpenter called the meeting to order at 7:00 PM. Selectmen Bruce Breton and Roger Hohenberger were present, as was Town Administrator David Sullivan. Selectman Dennis Senibaldi was delayed and arrived at 7:10 PM. Selectman Margaret Crisler was excused. Following the Pledge of Allegiance, Mr. Carpenter read the agenda into the record.

**ANNOUNCEMENTS:** Mr. Sullivan reminded all of the upcoming Spaghetti Dinner on April 20<sup>th</sup> from 4 to 7P.M. at the Windham Presbyterian Church to benefit Captain Patrick Yatsevich. Tickets are available at the Police Department.

*Chief McPherson* reminded all that the Annual Firefighters' Ball is scheduled for March 31<sup>st</sup> at Castleton beginning with cocktails at 6 PM. Tickets are available at the Fire Department.

**LIAISON REPORTS:** None.

**MINUTES:** Mr. Hohenberger moved and Mr. Breton seconded to approve the minutes of February 26<sup>th</sup>, March 5<sup>th</sup> and March 12<sup>th</sup> as written. Passed 2-0-1, with Mr. Breton abstaining as these meetings were prior to his election.

**CORRESPONDENCE:** Letter received from Police Chief Gerald Lewis relative to the SPOTS laptop computers grant and damage to the GE base radio on Jenny's Hill. Chief Lewis was in attendance and explained that the necessary transistors are en route to repair the base radio, and it should be operational by mid-week. As to the SPOTS computers, Chief Lewis explained that, since receiving the grant award notification, he had learned that in order to complete the project a minimum of \$19,000 would be required to install specific software and equipment required. Chief Lewis advised the Board that the implementation of the SPOTS in the cruisers has been placed on hold, and that he had contacted Verizon to cancel the air card/modem service for the time being.

*Letter received* from the Windham Performing Arts inviting all to attend an upcoming performance by the WPA of the "Sound of Music". Performances will take place at the Derry Opera House, and tickets are available at Ticketleap.com.

*Copy of letter received* from Ansel Sanborn of CTAP to Cliff Sinnott of the NHDOT, advising that CTAP has approved the award of \$7,000 in funding for use by the Town toward public safety and recreation impact fee studies. Mr. Sullivan noted that this grant will be combined with other Town budgeted funds resulting in a total of \$14,000 available overall for these studies.

*Letter received* from Mrs. Sandra Palmer, thanking the Board for their decision to refund in full monies paid by her to rent the Searles Facility for her wedding, which was re-located due to the severe weather conditions on March 16<sup>th</sup>.

*Letter received* from Gove Environmental containing supplemental information relative to the ongoing beach erosion problem. Mr. Sullivan advised the Board that he had spoken with representatives, as per the Board's request, and it was hoped that the project would be moved up on the DES schedule.

*Letter received* from Ms. Angela Ashegh requesting placement of the Windham Mom's Club on the Searles Facility non-profit organization listing, which would allow them to utilize the facility at a reduced fee. After a brief discussion, Mr. Hohenberger moved and Mr. Breton seconded to approve the addition of the Windham Mom's Club to the Searles non-profit list. Passed 4-0.

*Letter received* from the Greater Salem Chamber of Commerce inviting the Board members to attend the Chamber's Annual Meeting on April 18<sup>th</sup> at Castleton.

*Discussion of pending* letter from Mr. Maynard of Benchmark Engineering requesting the release of Town Counsel correspondence relative to the re-designation of Hopkins Road to a Class A trail. Mr. Sullivan advised the Board that he had reviewed Atty. Campbell's opinion again, and felt it was all right to release to the public. Mr. Hohenberger moved and Mr. Senibaldi seconded to release the document as requested. Passed 4-0.

*Letter received* from Mr. David Papa requesting reimbursement from the Town relative to damage to his mailbox. Mr. Sullivan advised the Board that he and Mr. McCartney had reviewed Mr. Papa's request, and neither felt that the damage was due to any negligence by the plow driver. Rather, as the post was still standing with only the plastic mailbox was knocked down, and the wing rows of the snow were located in front of the post, it is believed the weight of the snow caused the issue. After discussion, it was the consensus of the Board that it was not incumbent upon the Town to reimburse Mr. Papa for the damage, as there was no evidence of negligence.

**EAGLE SCOUT PROJECT:** Mr. Mark Samsel, WRTA, approached to introduce Keegan Cole of Boy Scout Troop 266. Mr. Samsel indicated that both Board and DRED approval would be required for Mr. Cole's project, as the Rail Trail is managed jointly by both.

Mr. Cole explained his proposal, which includes the construction and installation of mile markers along one side of the Windham portion of the Rail Trail from Roulston Road to the Depot. The markers, as proposed, would be 6"Wx6"Dx4'H, set 2-3' deep for stability, and placed at ½ mile increments with the distance noted on each side. Mr. Cole noted that the cost estimate for supplies is \$160, unless the posts require concrete to set, which would add additional costs. He also noted that Dig Safe would have to be contacted regarding an underground fiber optic cable in the area.

A discussion ensued regarding the proposed location of the posts, and their possible interference with equestrian use of the trail. Mr. Samsel noted that ASHTO requires that such markers be 5' off the trail, and that there may not be enough room on the other side. Mr. Senibaldi suggested that some sort of reflector be incorporated into the design to avoid night-time hazards to snowmobile users, etc. He then volunteered to work with Mr. Cole on the project, as he had with Kyle Cole on his Eagle Scout Project at Griffin Park.

After further brief discussion, Mr. Senibaldi moved and Mr. Breton seconded to endorse Keegan Cole's conceptual project to place mile markers along the rail trail as proposed.

Mr. Hohenberger requested that Mr. Senibaldi add that Mr. Cole will contact Dig Safe as necessary and comply with ASHTO requirements. Mr. Senibaldi amended his motion, and Mr. Breton his second, accordingly. Passed 4-0.

**OLD/NEW BUSINESS:** On behalf of the Historic Committee, Mr. Sullivan sought the Board's endorsement of their application for a non-matching grant for use towards the Searles facility. Mr. Sullivan explained that these

grant monies have been generated from the moose plate program initiated by the State, and that the funds would be put towards projects such as the windows, interior paint, and work on a patio in the rear of the facility. This grant, of up to \$10,000, involves no match of Town funds.

After a brief discussion, Mr. Breton moved and Mr. Senibaldi seconded to approve the Historic Committees application for the grant funds as requested. Passed 4-0.

*Mr. Sullivan* advised the Board that Mr. Barlow had completed the review of the submitted quotes for the water tank replacement at Griffin Park. The project will be scheduled for the ensuing weeks at a cost of \$2,600.

*Mr. Carpenter* noted that the transformer platform at Griffin Park appears to be sinking again. Mr. Sullivan will follow-up to have Mr. Barlow inspect the area.

*Mr. Carpenter* inquired as to the status of the proposed bridge to the soccer field. Mr. Sullivan noted that the project requires State approval if we were to change the swale, and that he had spoken with Recreation Committee Chairman Ralph Valentine about the matter and had advised him the area should be inspected as the snow is now gone. A brief discussion ensued, and Mr. Sullivan will follow-up with Mr. Barlow and Mrs. Haas.

*Mr. Sullivan* advised the Board that the Transfer Station trailer will be going out for bid shortly, and that Mr. Poulson had indicated he would like to reference the available funding in the bid specifications. It was the consensus of the Board that Mr. Poulson not do so, and a discussion ensued whether or nor to allow Mr. Poulson to explore purchase options during the bid period. It was the consensus of the Board to allow Mr. Poulson to explore purchase and/or lease options simultaneous to the bid. Mr. Breton also requested that photographs be required to be submitted with the bid packages.

*Mr. Sullivan* presented the Board with a draft Employee policy for review and discussion at a future meeting. Mr. Breton expressed concerns that the current policies need to be addressed prior to development and presentation of anything new by staff.

*Mr. Senibaldi* noted that staff may be receiving calls relative to the Field Use Policy approved in 2006, as there has been a push of late to open the fields earlier.

*Discussion moved* to the Media Relations Policy. Mr. Sullivan reiterated that only positive feedback had been received from the employees, and that the Policy Committee would like the Board's endorsement of the policy, which simply codifies current procedures. A lengthy discussion ensued regarding the benefits of having a policy in place, whether such a policy was needed, and concerns regarding references to disciplinary action. Mr. Sullivan indicated the latter could be removed, if the Board wished.

After further discussion, it was the consensus of the Board to amend the policy as follows: add "Employee" to the title; add reference to "contracted" employees; remove section IX; remove section VII b; and remove second V,F,1,a. Mr. Sullivan will make the changes and submit it to the Board for additional review.

*Mr. Sullivan* indicated he had received the members' requests for liaison appointments, and would update and forward the spreadsheet to the Board for review. A discussion ensued regarding the liaison assignment to the Planning Board, and it was the general consensus of the Board to wait until Mrs. Crisler's return to discuss the matter further.

A *brief* discussion ensued regarding the Wednesday closing of the Board's agendas and the scheduling of workshops on light agenda evenings.

**NON-PUBLIC SESSION:** Mr. Senibaldi moved and Mr. Breton seconded to enter into a non-public session in accordance with RSA 91-A:3-IIc. Roll call vote – all members “yes”. The topic of discussion was reputations, and the Board and Mr. Sullivan were in attendance.

The Board discussed a property tax issue. No decisions were made.

Mr. Senibaldi moved and Mr. Hohenberger seconded to adjourn. Passed 4-0.

The meeting was adjourned at 9:25 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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