

BOARD OF SELECTMEN
Minutes of September 24, 2007

MEMBERS PRESENT: Vice-Chairman Dennis Senibaldi called the meeting to order at 7:15 PM. Selectmen Bruce Breton and Roger Hohenberger were present, as was Town Administrator David Sullivan. Chairman Alan Carpenter was delayed, and arrived at 8:40 PM. Selectman Margaret Crisler was excused. Following the Pledge of Allegiance, Mr. Senibaldi read the agenda into the record.

SENATOR LETOURNEAU UPDATE: Senator Letourneau thanked the Board for inviting him to attend, and offered updates on several items occurring at the State level, including:

- Several taxpayer increases have been approved in all aspects of government including: land transfer taxes; registration fees; deed recording; court fees; and the tobacco tax.
- Several bills, sponsored by the Senator, were passed relative to veteran services including driver's license extensions for those on active duty and funeral procession protection.
- The Senator will be drafting a letter of support and making calls relative to the Fire Department's SAFER grant application.
- The Senator indicated he had made inquiries on the Town's behalf regarding the status of the Depot building lease, and expected to hear back the following day.
- The Senator confirmed that the rumors regarding the I-93 project ending in Windham are accurate. Due to the ongoing court issue and cost issues, the State is only proceeding with the bridge repairs and park and rides from Salem to Exit 3 and then from Exit 5 to Manchester.
- The Senator noted that, as part of the mandate for full-time kindergarten, the State will offer funding for the program but not the facility. Communities are responsible to construct/provide the latter.
- The Route 111 by-pass is expected to open shortly on the Shadow Lake side, which should offer some relief at the 5-way intersection on Route 28.
- Shrinking gas tax revenues were briefly discussed, as were funds put into the turnpike system which have not been self-funding through tolls as intended. The Senator pointed out the Nashua Turnpike specifically, at which planned toll booths were not constructed by the City.
- At the request of Mr. Poulson, Senator Letourneau indicated he will look into the status of allocation of \$5M in funding to the corridor towns along the I-93 project and the means, if any, of Windham obtaining a portion for use towards the salt shed.

LIAISON REPORTS: Mr. Hohenberger noted the CIP Committee had met the previous Thursday, and would again meet the following Thursday to finish up with Department Head requests. The items will then be prioritized by the Committee.

ANNOUNCEMENTS: Mr. Breton extended congratulations to Maintenance Supervisor Al Barlow on successful completion of the parking lot striping project.

CORRESPONDENCE: Letter of resignation received from Cable Studio Coordinator Jim Daddona, effective October 2, 2007.

Mr. Breton moved and Mr. Hohenberger seconded to accept Mr. Daddona's resignation with regret. Passed 3-0.

TRANSFER STATION HOURS: Mr. Poulson approached to request the Board consider making the change in Transfer Station hours, as approved in July, permanent due to continuing staffing issues.

Mr. Breton indicated he had received no complaints, and supported Mr. Poulson's request. Mr. Hohenberger noted that, though he had received no complaints either, it may be due to it being the summer season.

Mr. Poulson noted that to return to 50 hours of service per week would require replacing personnel, and stated he was endeavoring to hold the budget down by holding staffing down.

Discussion ensued regarding current staffing, the effectiveness of two evenings per week, the 2008 budget and pending single stream possibility, and the average hours of surrounding communities, which Mr. Poulson indicated was 40.

Mr. Sullivan expressed his support of Mr. Poulson's proposal, but noted it may not be the proper time to make the change permanent. He recommended that the current hours be extended for the balance of the year, which will allow for staff to return to work and the Board to reach a determination on the single stream concept.

After a brief discussion, Mr. Breton moved and Mr. Hohenberger seconded to continue the hours as they are, indefinitely. Passed 3-0.

MINUTES: Mr. Breton moved and Mr. Hohenberger seconded to approve the minutes of August 6th, August 13th, and August 27th as written, provided the typographical error in gas pricing is corrected as per the bid. Passed 3-0.

ANNOUNCEMENTS CONTINUED: Recreation Coordinator Cheryl Haas approached advising that the Girl Scouts have been painting at Windham Wonderland Playground. She also noted that the Annual Harvest Festival is scheduled for Saturday October 20th at 3:30 PM at Griffin Park. Rain site will be Center School.

Mrs. Haas then advised that the beach roof has been completed.

PUBLIC HEARING: Mr. Senibaldi read the public hearing notice into the record. Mr. Breton then moved and Mr. Hohenberger seconded to open the public hearing. Passed 3-0.

Mr. Sullivan advised that there were several issues with the posting relative to the stations/roadways involved, and indicated this hearing would need to be reposted.

Mr. Breton then moved and Mr. Hohenberger seconded to take no action on this matter; without prejudice. Passed 3-0.

EMPLOYMENT POLICY: Mr. Sullivan reviewed the proposed policy with the Board, noting he had received no matters of concern from Mr. Carpenter or Mrs. Crisler. He indicated, however, that if the members wished to wait for a full Board he had no issue with that.

Mr. Sullivan explained that this policy encompasses current practices and standardizes the full employment process from advertisement to termination/resignation. There is currently no single, comprehensive policy in place relative to hiring/recruitment.

Mr. Hohenberger inquired whether there were a means included to extend an employee's probationary status. Mr. Sullivan replied in the negative, noting that State statute does not allow the Town to do so beyond one year. After further brief discussion, the members indicated they had no issue with the policy, but would like to wait for a full board. This matter was then tabled until the next regular meeting.

Mr. Senibaldi stepped out of the meeting momentarily.

SALT SHED COMMITTEE UPDATE: Mr. Poulson noted that the Committee had been discussing conducting a feasibility study to evaluate the Wilson property for use as the salt shed site. He noted he had contacted a local engineering firm that was familiar with the area relative to a proposed scope of work for the study, and requested the Board proceed to waive the bid process and allow for a sole source bid to complete the study. Mr. Poulson explained that the Committee was endeavoring to determine the costs involved to develop the site and construct a facility, noting that regardless of whether the State partners with the Town, Windham needs to move forward to establish a facility.

Mr. Hohenberger expressed concerns that a very different scope of work would be required if the Town were to partner with the State, and felt it made more sense to wait and allow Senator Letourneau to follow up as promised, as then the Town will know how it has to proceed. Mr. Breton concurred, noting that if the Town were to partner with the State then their engineers/resources would be available to evaluate the site.

Mr. Poulson indicated it was unknown whether or not the Wilson site would work for the State. Mr. Breton suggested that they be asked to evaluate the site and advise the Town whether it will meet their needs. If not, then the Town could move forward to conduct its own feasibility study.

A discussion ensued regarding future space needs, what will occur if the State does not enter into an agreement with the Town, and the 2008 deadline to relocate.

Mr. Sullivan suggested that the State be contacted and asked to respond within 30 days as to their intent. If they ignore the Town's request, or reply in the negative, then the Board should move forward with Mr. Poulson's request.

Further discussion ensued regarding the Town's expectations relative to bays/DPW functionality, and space needs for the Highway Department

It was the consensus of the Board that Mr. Sullivan draft a letter, with a copy to Senator Letourneau, requesting the State confirm within 30 days their intention relative to the salt shed.

OLD/NEW BUSINESS: Mr. Sullivan advised that the line/location for the Londonbridge Road layout needs to be established, and that Mr. Zohdi had offered to provide, at no charge, a survey of the area. In addition, Mr. Zohdi had also offered to provide the engineering services necessary at a greatly reduced cost, which the Town would be unable to match through the bid process.

After a brief discussion, Mr. Breton moved and Mr. Hohenberger seconded to waive the bid process for engineering services to layout the Londonbridge Road extension. Passed 4-0.

Mr. Breton then moved and Mr. Hohenberger seconded to contract with Mr. Zohdi to provide the engineering services for Londonbridge Road at a cost not to exceed \$10,000. Passed 4-0.

Mr. Breton requested that Mr. Sullivan contact the School District to advise them of the layout and request copies of any information they may have related to this area. Mr. Sullivan will follow-up.

Mr. Senibaldi advised the Board that the Tokanel Field fencing is now open due to the removal of the backstop, and requested the Board's support to expend \$1,400 to enclose the field. He expressed concerns regarding damage from ATV/snowmobile traffic, and noted that funds are available in the Recreation Improvement Fund due to the engineering intended for Nashua Road being donated by Herbert Associates.

Mr. Hohenberger expressed his opposition to this expense, noting that there is a budget process in place in which this was not included. He did not support taking funds out this account for such items, as it was acquired from people in a certain area of Town. Mr. Hohenberger felt that if there were extra funds available they should go to the Depot.

Discussion ensued regarding the potential for damage at the field, the Nashua Road engineering donation, and the remaining \$2,000 in the Improvement fund. It was the general consensus of the members that Mr. Senibaldi present three proposals to the Board for review.

NON-PUBLIC SESSION: Mr. Breton moved and Mr. Hohenberger seconded to enter into a non-public session in accordance with RSA 91A:3 II a, c and e. Roll call vote – all members “yes”. The topics of discussion were personnel and reputations, and the Board, Mr. Sullivan and Ms. Devlin were in attendance in all sessions.

Mr. Sullivan discussed a union matter with the Board. No decisions were made.

Mr. Sullivan discussed a personnel/legal matter with the Board. No decisions were made.

Mr. Sullivan discussed a personnel matter with the Board. No decisions were made.

Mr. Sullivan discussed a legal matter with the Board. No decisions were made.

Mr. Sullivan discussed a matter pertaining to reputations with the Board. No decisions were made.

Mr. Sullivan discussed a personal matter with the Board. No decisions were made.

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

The meeting was adjourned at 9:55 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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