

**BOARD OF SELECTMEN**  
**Minutes of June 9, 2008**

**MEMBERS PRESENT:** Chairman Dennis Senibaldi called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Galen Stearns, Charles McMahon and Roger Hohenberger were present, as was Town Administrator David Sullivan. Mr. Senibaldi read the agenda into the record; followed by the Pledge of Allegiance.

**MINUTES:** None.

**LIAISON REPORTS:** None.

**ANNOUNCEMENTS:** Mr. Stearns announced the success of the Strawberry Festival the previous weekend; noting it had been extremely hot but a good time was had by all.

*Mr. Senibaldi* announced that the Town Clerk's Office would be closed the following Wednesday for training. Also, 700 +/- dogs remain unlicensed and, effective June 1<sup>st</sup>, a penalty of \$25 will be charged in addition to the licensing fee.

*Mr. Senibaldi* advised the Board that the dugout roofs are currently being installed at Tokanel Field.

*Recreation Coordinator Cheryl Haas* announced that the Town Beach had officially opened the previous Sunday, and over 100 passes have been given out to date.

*Ms. Haas* noted it had come to her attention that Cobbetts Pond will undergo treatment for milfoil on June 16<sup>th</sup>, and that property owners around the pond had been issued warnings relative to swimming for 7 days following. Ms. Haas advised that she had attempted to contact the CPIA for additional information as it pertained to the Town Beach, but had not received a response. Ms. Haas plans to arrange for two (2) lifeguards to be on duty from Monday the 16<sup>th</sup> to the following Sunday between the hours of 9AM and 7 PM to divert visitors to the beach. Discussion ensued regarding the lack of information provided to the Town regarding this treatment, and it was the consensus of the Board to have representatives from the CPIA in the following week to clarify this matter.

**CORRESPONDENCE:** Notice received from the Transfer Station Manager of the following change to operational hours beginning on September 1<sup>st</sup>: Tuesdays 8AM to 6PM, Wednesday through Friday 8AM to 4 PM and Saturdays 7AM to 5PM.

**DONATIONS/FIRE DEPARTMENT:** Tabled until June 30<sup>th</sup>.

**CASTLE HILL BRIDGE UPDATE:** Tabled until June 16<sup>th</sup> or later.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. McMahon seconded to enter into a non-public session in accordance with RSA 91A:3 Iib, c and d. Roll call vote – all members “yes”. The topics of discussion were personnel, reputations, and land acquisition.

The Board, Mr. Sullivan, Fire Chief McPherson, Deputy Fire Chief Leuci, and Ms. Devlin were in attendance in the first session.

The Chiefs reviewed with the Board their recommended candidates for the four (4) firefighter positions available through the approved SAFER grant.

Mr. Stearns moved and Mr. McMahon seconded to extend conditional offers of employment to the recommended candidates, subject to the requirements of the Employment Policy. Passed unanimously.

*The Board*, Mr. Sullivan, and Ms. Devlin were in attendance in the second session.

The Board discussed the vacant Transfer Station driver position, which Mr. Sullivan advised had been posted internally with only one letter of interest being received. Mr. Stearns moved and Mr. McMahon seconded that Mr. Brian Tarmey be moved into that position effective September 1, 2008. Passed unanimously.

*The Board*, Mr. Sullivan, and Ms. Devlin were in attendance in the third session.

Mr. Sullivan updated the Board on a personnel matter at the Transfer Station regarding job assignments. No decisions were made.

*The Board*, Mr. Sullivan, Conservation Commission Chairman Jim Finn, Conservation Commission member Wayne Morris, and Ms. Devlin were in attendance in the final session.

The Board discussed the possible need to place a conservation easement on a current piece of town conservation land as a condition of a grant award. It was the consensus of the Board that Mr. McMahon work with the State of NH on alternative options prior to the June 13<sup>th</sup> deadline.

*Mr. Senibaldi* resumed the public session at 8:00 PM by advising that the Board had voted in non-public session to extend conditional offers of employment to four (4) individuals for the position of firefighter, and to move Brian Tarmey to the position of driver at the Transfer Station effective September 1<sup>st</sup>.

**PROPOSED SPECIAL TOWN MEETING/WARRANT:** Mr. Sullivan noted that, per the Board's previous discussion regarding the petition to lay out Londonbridge Road, a public hearing has been scheduled for July 21<sup>st</sup> to begin at 6:00 PM with the required site walk of the area from the end of High School access road to Castle Hill Road.

Mr. Sullivan then advised the Board that the proposed Special Town Meeting to fund the roadway cannot be held in conjunction with the November election, however it could be held as part of the September primary election if the Board voted to move forward that evening. The warrant itself would then need to be finalized no later than the following meeting.

Discussion ensued regarding the requirement to wait a period of ten (10) days subsequent to the vote before petitioning the Superior Court to allow for a Special Meeting, which must be done as funds are being requested. If approved by the Superior Court, the Warrant will then need to be posted for a period of fourteen (14) days.

Mr. Hohenberger moved and Mr. Breton seconded to move forward to petition the Superior Court to hold a Special Town Meeting for Article 1 as proposed: "ARTICLE 1. To see if the Town will vote to raise and appropriate the sum of One Million Two Hundred and Fifty Thousand and no 100ths (\$1,250,000.00) Dollars for the purpose of engineering and constructing a new Town road which will transverse over the general area of the former Londonbridge Road beginning at its intersection with the Windham High School entrance and ending at its intersection with Castlehill Rd and payment of costs associated with the financing of said project; any federal, state or private funds made available therefore shall be applied toward the cost of the project; and to raise the same by issuance of not more than \$1,250,000.00 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note; and to take any other action as may be necessary to carry out and complete financing of this project." Passed unanimously.

After a brief discussion regarding the easement discussed in non-public, Mr. McMahon moved and Mr. Breton seconded to instruct Mr. Sullivan to draft a second warrant article relative to this item and to include it in the warrant. Passed 4-1, with Mr. Stearns opposed.

**OLD/NEW BUSINESS:** *Mr. Sullivan* inquired whether the Board was intending to meet on July 7<sup>th</sup> due to the holiday weekend. The Board members replied in the affirmative.

*Mr. Sullivan* advised that Mr. Turner had distributed the CIP request forms, and that he will compile a list of proposed submissions for the Board's review. The Board requested that Mr. Sullivan schedule a discussion on the CIP for an upcoming agenda within the next few weeks.

*Mr. Sullivan* indicated the Department of Transportation had forwarded an agreement to the Town which indicates that they reserve the right to determine whether flaggers or officers are needed as part of their projects on State owned roadways. After a brief discussion, the Board executed the agreement accordingly.

*Mr. Senibaldi* requested a letter be forwarded to the Department of Transportation confirming the Board's previous vote that no changes will be made to the right-hand lane at the Shaw's intersection. Mr. Sullivan will follow-up.

*Mr. Hohenberger* requested that Mr. Turner address his inquiry from the previous week relative to changes to the EPA arsenic standards. Mr. Turner replied that the Town has adopted and adheres to the EPA drinking water standards, and thus our requirements change according to theirs. These standards pertain to Certificates of Occupancy. A brief discussion ensued regarding the need for filtration systems in order to meet the standard and the hazards to children of arsenic.

*Mr. McMahon* noted that the next meeting of the State regarding the disposition of surplus State-owned land in Windham will take place on June 18<sup>th</sup>.

Mr. McMahon advised that Festa-ball will be taking place on June 21<sup>st</sup> at Griffin Park.

Mr. Senibaldi reminded all that the Annual Knight Ride is scheduled for June 28<sup>th</sup>.

**WORKSHOP/PLANNING DIRECTOR:** The Board met in workshop session with Planning Director Al Turner. Items discussed included:

- *Job Descriptions:* The need to update the Town Planner/ Zoning Administrator job description or possibly restructure the Department was discussed. Also discussed was the labor-intensive, in-field nature of these duties versus other communities.
- *Mapping and GIS:* Currently part of the Town Planner duties. It was suggested that they be removed from the Town Planner job description and that the IT Director be approached to handle these responsibilities. Mr. Sullivan will follow-up.
- *Zoning Administration/Code Enforcement:* Building Inspector Mike McGuire has temporarily undertaken these duties during the Assistant Planner recruitment. Mr. Turner recommends a shift in staff assignments to allow for an individual charged only with these duties, similar to surrounding communities.
- *Staff Job Descriptions:* Some time ago, staff submitted suggested revisions to their job descriptions, which the Board has yet to review due to other projects. Mr. McMahon requested the Planner description be revised to include language directly referencing the Tuesday morning engineering meetings procedures; expressing concerns regarding procedural issues, extortion, adherence to existing regulations versus conditional requirements, and the need to document the process. Mr. McMahon suggested that those items being discussed in the Tuesday morning meetings should be discussed at the Wednesday Planning Board meetings, instead. Establishment of a Technical Review Committee was also suggested.
- *Lake and Pond Testing:* After discussion regarding past practice of lakeside monitoring and concerns raised last year regarding Seavey Pond testing, it was the consensus of the Board that testing for failed septic systems only be completed, utilizing the Town collection methods in conjunction the State's equipment available for loan to communities.
- *Department Equipment/Vehicles:* The Department's Jeep will soon be replaced by the surplus Ford Expedition from the Fire Department. It was noted that the Department's engineering copier and standard copier should be replaced to newer models. No decisions were made.
- *Right-of-Way Ordinance:* Proposed revisions to the document will be discussed by the Board at a future meeting.

- *Building Permits/Inspections:* Mr. Turner indicated handling this portion of the Department's responsibilities is currently sufficient between the full-time and part-time inspector, but stressed the need to retain the part-time inspector throughout the winter season.
- *Public and Citizen Services:* Full implementation of the Vision software to allow for on-line tax cards, etc., was briefly discussed.

This workshop will be continued at a future meeting, and representatives from the Planning Board will be invited to attend to discuss the Tuesday morning engineering meeting process.

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

The Board discussed an ongoing issue relative to code enforcement. No decisions were made.

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

The meeting was adjourned at 10:15 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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