

**BOARD OF SELECTMEN**  
**Minutes of June 16, 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:** Mr. Hohenberger moved and Mr. Stearns seconded to approve the minutes of May 5<sup>th</sup> as written, and May 12<sup>th</sup> as amended to clarify the motion made by Mr. McMahon relative to staff at the Transfer Station. Passed unanimously.

**CORRESPONDENCE:** Letter received from the Zoning Board of Adjustment requesting the Board waive fees in the amount of \$129 as they relate to Case #35-2008. This matter was withdrawn due to a posting error on the part of staff, and now must be re-submitted by the applicant.

Mr. Hohenberger moved and Mr. Breton seconded to waive the \$129 re-submittal fee as requested by the ZBA. Passed unanimously.

*Letter received* from the NH DOT relative to the potential sale of a 2000 SFT portion of State owned lot 13-D-1000 to James and Norma Hines for \$7,100. Mr. Sullivan explained that this portion of the lot, which was purchased by the State as mitigation land, abuts the Hines property. The Hines are seeking to purchase the land to correct an overlap of their septic system onto the State's parcel. Mr. Sullivan indicated that if the Board had no issues with this sale, a letter would need to be sent to the State advising them to proceed accordingly.

A brief discussion ensued regarding the subdivision of the property by the State and if this parcel was related to the State's agreement to return land to the Town as part of the Route 111 bridge, which Mr. Sullivan indicated it was not.

Mr. McMahon then moved and Mr. Breton seconded that staff forward a letter to the NH DOT as described by Mr. Sullivan. Passed unanimously.

*Public Hearing* notice received relative to the Londonbridge Road layout. Mr. Sullivan indicated the public hearing will take place on July 21<sup>st</sup> beginning with a site walk at 6:00 PM. The abutters have been notified accordingly, and the public hearing notice will be in this week's paper.

*Letter received* from Tennessee Gas Pipeline inviting interested parties to attend a bus tour to view a compressor station similar to that being proposed by them for construction in this area. The tour will take place on June 18<sup>th</sup>, and the bus will leave from the Pelham Library at 4:00 PM.

**ANNOUNCEMENTS:** Mr. McMahon reminded all that Festa-ball would be taking place the following weekend, with Little League Championship games, a skateboard exhibition, and bouncy houses. Donations of non-perishable items to the Shepherd's Pantry can be presented in lieu of money for tickets.

*Mr. Breton* announced that season passes to Rockingham Park are available at the Recreation Department. In addition, the Park will be holding a family fun day on July 13<sup>th</sup>.

*Mr. Senibaldi* reminded all that the Annual Knight Ride will be taking place on Saturday the 28<sup>th</sup>.

*Mr. Senibaldi* advised the Board that work at Tokanel Field had been completed the previous Thursday, and an opening ceremony held on Saturday. He extended thanks to Mr. Mesiti, WBSL, the Soccer Association, Mr. Jim Finn, and all the contractors involved for their donations and efforts. Mr. Breton then extended congratulations and thanks to Mr. Senibaldi and Mr. McMahon for their efforts.

*Fire Chief McPherson* approached as Chairman of the Highway Safety Committee advising that the members had met that morning regarding several issues. Chief McPherson then made the following requests/recommendations to the Board:

- *Town Beach:* The Committee recommends that, due to the volume of use and resultant access/safety issues, the parking area be defined in some manner. The Chief indicated the Committee felt that the area could be delineated through oversized buckets with posts concreted into them and nylon ropes strung between. The emergency vehicle access could also be designated, as well. Discussion ensued regarding supplies available and time to implement.
- *Beach Parking along Cobbetts Pond/Range Road:* The Committee recommends that the Board request the NH DOT post “No Parking” signs along both sides of Cobbetts Pond Road from the intersection of Range Road up to #42, which is past the “S” curve. Discussion ensued regarding enforcement issues, posting of one side only, and that doing so would limit the number of residents who can use the beach.

Police Chief Lewis approached noting that the Committee’s primary concern is with users exiting the driveway to cross Cobbett’s Pond Road with their children. He indicated that allowing parking on the Beach side only could be tried as an alternative.

Discussion ensued regarding possibly paving the Beach parking area and related Stormwater Management requirements, and the possibility of additional parking in the corner of the existing lot. Staff will look into the latter.

It was the consensus of the Board that staff proceed to put in place the buckets/posts as proposed, and send a letter to the NH DOT requesting that one side of Cobbetts Pond Road be posted “No Parking” as discussed.

- *Griffin Park:* The Committee had discussed the worsening parking issues along Range Road, and recommends that the NHDOT be requested to install “No Parking” signs along both sides of Range Road between Sawtelle and Horseshoe Roads.

Discussion ensued regarding the additional posting of Sawtelle Road, the impacts to local organizations, and utilization of the original plans for overflow parking within the Park. The need to complete the parking project across Range Road was noted, as was the possibility of posting one side only.

Chief McPherson stated the Committee understood the secondary impacts that may result on side roads in the area, however, safety remains a concern. The possibility of obtaining pedestrian barrels similar to that on Depot Road was discussed.

- *Route 111 By-Pass:* The Committee recommends that the NHDOT be requested to install additional signage at the new signal located at Range Road directing traffic to go straight to Route 28, as there has been no lessening of traffic along the old Range Road. It was the consensus of the Board that Peter Stammus of the NHDOT be contacted as project manager.

Mr. Hohenberger requested that Planning Director Al Turner be tasked with reviewing the corner layout at the first entrance at Griffin Park for additional parking options. The Highway Safety Committee will follow up to do so and, in addition, will review the original plan for the park and meet with Mr. Zohdi regarding the pending overflow parking project.

**PUBLIC HEARING/CONTRACTED SERVICES:** Mr. Senibaldi read the public hearing notice into the record. Mr. Sullivan briefly reviewed previous discussions relative to the Police Contracted Services fund and the need to adjust the police detail rates in order to keep the fund solvent.

Mr. McMahon then moved and Mr. Hohenberger seconded to approve the increase from \$42.50/hour to \$50/hour for a police officer detail. Passed unanimously.

Discussion then ensued regarding the detail rate for an officer with a cruiser and related fuel/maintenance costs. Mr. Sullivan advised the Board that an analysis of 2007 expenditures shows that in excess of \$13,000 was spent on the cruisers designated to detail duty. Concerns were raised regarding the cruisers being left running for extended periods of time during details.

Chief Lewis explained that the current light bars on the vehicles involve a significant drain on the batteries, thus the officers must leave the vehicles running. The new cruiser will be equipped with a Federal LED light bar, which is more efficient. Discussion ensued regarding changing the means to determine a need for a cruiser and exploring purchasing portable battery systems for the cruisers.

Mr. Stearns moved and Mr. McMahon seconded to increase the detail rate for an officer with a cruiser from \$47.50/hour to \$60/hour. Passed unanimously.

**HIGHWAY VEHICLE BID AWARD/LEASE FINANCING:** Highway Agent Jack McCartney and Finance Director Dana reviewed the following bids received with the Board:

Vendor	Option A (Lease) – Cost for Dump Truck	Option A (Lease) – Cost for Pickup	Option A – Lease Principal for 2	Option B (Purchase) – Cost for Dump Truck	Option B (Purchase) - Cost for Pickup	Add'l for Extended Cab on Pickup
Grappone Ford, Concord NH	\$53,657	\$33,996	\$87,653	\$53,657	\$33,996	\$2,182
Hillsboro Ford, Hillsboro NH	\$52,301	\$33,624	\$85,925	\$52,301	\$33,624	No bid

After a brief discussion regarding the bid specifications and whether the vehicles were comparable between bidders, Mrs. Call suggested the Board award the bid up to the amount of \$87,653 and allow Mr. McCartney to clarify with Hillsboro Ford their specifications. Mr. Hohenberger sought clarification that, if Hillsboro’s vehicles were properly bid, then the award would go to them. Mr. McCartney replied in the affirmative.

After further discussion regarding the availability of in-stock vehicles versus special orders and the need to finalize the vehicles by the following Friday in order to obtain 2008 models, Mr. Breton moved and Mr. McMahon seconded to authorize the Highway Agent to expend up to \$87,653 per Option A, subject to further review of the bids. Passed 4-1, with Mr. Hohenberger opposed.

*Ms. Call* then requested the Board approve placing the lease financing out to bid on all department vehicles recently awarded, to include Police, Fire and the Highway departments.

After a brief discussion regarding the estimated interest costs per year, which had been budget for 2008 at 4%, and the length of the leases, Mr. Hohenberger moved and Mr. McMahon seconded that *Ms. Call* put the lump sum of all vehicles out to bid for financing as proposed. Passed 4-1, with Mr. Stearns opposed.

*Ms. Call* will return at a future meeting for review and decision.

**CASTLE HILL BRIDGE UPDATE:** Mr. Sullivan advised the Board that a public hearing has been scheduled for June 30<sup>th</sup>, and would include representatives from the Army Corps of Engineers, the Town of Pelham, and the Pelham and Windham Historical groups. This has been arranged per the requirements of the Division of Cultural Resources, as the bridge beams have been deemed to be historic in nature.

Mr. Sullivan indicated that alternative uses for the beams have been proposed to the DCR by both Windham and Pelham, and that the Division seemed to support them, however, a public hearing must still be held.

Mr. Sullivan stated that the hope remains that the bid specifications for the replacement will be out by year end so that the 50% reimbursement for the project can be obtained from the State.

**BARTLEY HOUSE RENOVATIONS:** Mr. Sullivan opened the discussion with a brief history of the building to date. He noted that the first floor had been renovated in 2005 when the Administrative Office relocated. Funds for phase two of the project in the amount of \$50K had been approved, and were earmarked to renovate the second floor of the building and replacement of all windows. Mr. Sullivan indicated that the funds had not been appropriated for an elevator as, at this time.

Mr. Sullivan noted that renovation of the second floor will allow him, Mrs. Call, and Ms. Devlin to move upstairs, as well as provide an office/conference area for the Historic District/Heritage Commission and possibly the Cemetery Trustees. This move will free up space in the main lower level as well as his and Mrs. Call's offices. Mr. Sullivan indicated the Recreation Coordinator could then move into the main area, and the offices could be used for the Human Service Coordinator and/or IT Director.

Mr. Sullivan advised the Board that the bid specifications had been completed and the project was ready to proceed and could be completed by next summer, however, Mr. McMahon had expressed a desire to discuss a new Town Hall complex. As such, the Board's guidance was being sought as to how to proceed.

Mr. McMahon asked that the Board consider the Windham 2000 building plan, developed for the Fellows Road area, which had included the Police and Fire departments, Nesmith Library, and a Town Hall. Mr. McMahon indicated that land remains available in the area near the Fire Department, and felt that such a facility should be prioritized within the Town's CIP program, citing issues relative to ADA compliance, security, parking, and operational costs.

Mr. McMahon further stated he did not believe that further renovation of the Bartley House was a prudent use of funds, and felt that subsequent to the construction of a new facility the current buildings could be re-used or rented. He then noted that the Fellows Road complex had been built with a level funded tax rate, and stated he believed it could be done again.

Mr. Hohenberger inquired what type of facility Mr. McMahon was proposing and what the estimated cost would be. Mr. McMahon replied that he believed a 15,000SFT, one-story building could be constructed over a period of 3 years at a cost of approximately \$2.25M. Mr. McMahon indicated that the \$1-1.25M required in bonding would equate to \$0.15 on the tax rate.

Mr. Sullivan added that, a ten-year \$2M bond would equate to an annual payment of \$276K. He further noted that the time to proceed with such a project would be next year, as the master bond would be expiring and \$236K would be available to roll into the new bond.

Mr. Hohenberger stated he felt such a facility was a want as opposed to a need, and that completion of the Bartley House project would serve the needs of the staff into the future. He further noted that, in light of the current and future school expenses related to the High School and elementary school, it was the wrong time to undertake such a project as \$2.2M was a significant amount of funding.

Mr. Breton spoke in support of Mr. McMahon's proposal, feeling it would be more conducive to users to have all Departments under one roof. He further noted the lack of a crosswalk between the Town Hall and Administrative Office and cited the hazards of crossing North Lowell Road between the facilities.

Mr. Stearns noted that significant tax increases would be coming in the next few years due to the operational costs for the new school, and stated he did not feel it was a prudent decision.

Mr. Senibaldi disagreed that such a facility was a want, and indicated he felt it was time to consider a new facility to update the Town's antiquated service. He further noted that newer technologies are available that would lower the operational costs, and stated that there will never be an opportune time to build such a facility as there will always be school expenses.

Mr. Hohenberger opined that, regardless of which way the Board proceeded, utilizing the available \$50K on the Bartley House was a good expense. Discussion ensued regarding the timing of the project completion, putting phase two out to bid to evaluate the costs, and the benefits of expending the available funds to increase any potential income.

Mr. McMahon reiterated that security and working are an issue, and that the Town needs to change the way it does business.

Town Clerk Joan Tuck approached in support of the proposal, noting that it was important to bring all of the Departments together. She also noted she and the Tax Office can no longer accommodate the growth in Town, and often have lines out into the parking lot. Ms. Tuck urged the Board to consider the project, indicating they need to think of the employees and the residents, as well, as opposed to just the Schools.

Mr. Sullivan stated that, while a new facility would be operationally more efficient, he did not believe current conditions effect the teaming of departments. He also noted that there are security measures in place in each department.

Discussion ensued regarding several items including: construction cost increases, past options that were not taken advantage of including the purchase of the Village Green complex, and safety issues related to the current facilities.

Mr. Stearns moved and Mr. Hohenberger seconded to instruct staff to go out to bid for the renovation of the second floor of the Bartley House. Passed 3-2, with Mr. McMahon and Mr. Breton opposed.

Mr. McMahon then requested a workshop be scheduled with the Department Heads to discuss the proposed facility and garner their input. After a brief discussion regarding the timing of CIP submissions and incorporation of Strategic Planning into the workshop, it was the consensus of the Board that the workshop be scheduled as requested on an off night. Mr. McMahon will follow-up with Mr. Sullivan.

**OLD/NEW BUSINESS:** Mr. Sullivan advised the Board that he was nearing the end of the easement process as it pertained to the Lowell Road Bike paths, with only the Town and School remaining. Mr. Sullivan expects the School to approve its easement at their next meeting. He advised that the Town will need to grant a temporary stonewall easement to the State for the project, which will entail moving and reconstructing the wall back a distance of about 5’.

Mr. Hohenberger moved and Mr. McMahon seconded to grant the easement as described. Passed unanimously.

*Mr. McMahon* moved and Mr. Breton seconded to accept the donation of \$650 from Windham Seniors, Inc. for use toward the purchase of AED’s. Passed unanimously.

*Mr. McMahon* reminded the Board that the Long Range Capital Utilization Committee meeting will take place the following Wednesday at 1 PM in room 201 of the State House; where the Driving Range and Delahunty properties will again be discussed.

*Mr. McMahon* advised the that he had spoken to the State as requested regarding a proposed conservation easement relative to receipt of grant funds, however, he had yet to be advised of their decision. Mr. Sullivan indicated that this matter does appear on the draft warrant for the upcoming Special Town Meeting.

*Maintenance Supervisor* Al Barlow approached to advise the Board that the third pump at Griffin Park, which controls the pond, had died. He presented three (3) quotes to the Board for its replacement, and recommended the low bid of a Franklin Motor/stainless steel Gould Pump. After a brief discussion, Mr. Hohenberger moved and Mr. Stearns seconded approve the expense of \$2,400 to replace the pump. Passed 3-2, with Mr. Senibaldi and Mr. Breton opposed.

Mr. Sullivan sought clarification of where the monies should be allocated from, and it was the consensus of the Board to expend the funds from the Property Maintenance Trust.

Mr. Hohenberger moved and Mr. Stearns seconded to restrict reconsideration of this vote. Failed 2-3, with Mr. Breton, Mr. Senibaldi, and Mr. McMahon opposed.

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

reputations and legal.

*The Board*, Mr. Sullivan, Police Chief, and Ms. Devlin were in attendance in the first session.

The Chief advised the Board of a personnel matter related to reputations. No discussion were made.

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

The Board reviewed annual Committee appointments and the following decisions were made:

- Mr. Hohenberger moved and Mr. McMahan seconded to appoint Wayne Morris as a regular member of the Conservation Commission. Passed unanimously.
- Mr. McMahan moved and Mr. Hohenberger seconded to appoint Pamela Skinner as a regular member of the Conservation Commission. Passed unanimously.
- Mr. Hohenberger moved and Mr. Stearns seconded to appoint Mary Griffin and Leo Hart as regular members of the Cable Advisory Committee. Passed unanimously.
- Mr. Hohenberger moved and Mr. Stearns second to appoint Nancy Kopec and Carolyn Webber as regular members of the Historic District/Heritage Commission. Passed 4-1, with Mr. Breton opposed.
- Mr. McMahan moved and Mr. Hohenberger seconded to appoint Grace Marad to the Housing Authority. Passed unanimously.
- Mr. McMahan moved and Mr. Hohenberger seconded to appoint Scott Meuller and Glen Yergeau as regular members of the Recreation Committee, and Bill Brennan and Michele Langlois as alternates. Passed 4-1, with Mr. Stearns opposed.
- Mr. McMahan moved and Mr. Hohenberger seconded to appoint Dennis Root as a Museum Trustee. Passed unanimously.

All appointments made were for three-year term, with the exception of the Housing Authority, which was for a period of five years.

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

Mr. Sullivan updated the Board on a legal matter related to a proposed conservation easement. No decisions were made.

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



session.

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

*The Board*, Mr. Sullivan, Planning Director Al Turner, and Ms. Devlin were in attendance in the final session.

The Board discussed with Mr. Turner reputational matters related to recent allegations regarding departmental procedures. Mr. Sullivan advised Mr. Turner that if he wished to have this matter discussed in the public forum, it was his prerogative to do so.

Mr. Turner requested this be scheduled for public session. Mr. Sullivan will post this item on the next agenda to continue the discussion.

Mr. Hohenberger moved and Mr. McMahon 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.*