

BOARD OF SELECTMEN
Minutes of May 18, 2009

MEMBERS PRESENT: Chairman Galen Stearns called the meeting to order at 5:40 PM. Selectmen Bruce Breton, Roger Hohenberger and Charles McMahon were present, as was Town Administrator David Sullivan. Ross McLeod was excused. Mr. Stearns turned the meeting over to Mr. Sullivan.

STRATEGIC PLANNING WORKSHOP: Mr. Sullivan discussed the agenda for the workshop session with the department heads which included the following topics:

- 1) Reintroduction of the strategic planning process that began in 2004, which kicked off with a similar meeting as tonight's meeting, involving the Selectmen, department heads and a facilitator.
- 2) Overview of the Town's current financial picture, including a projection of the 2009 Town tax rate, as it pertains to the overall strategic planning model.
- 3) Discussion of the current 2009 operating budget and any potential areas of savings.
- 4) Discussion of department head top goals for the upcoming 24 months and commentary by the Board on these goals.
- 5) Discussion of Board members' top goals for the upcoming 24 months.
- 6) Discussion of the organizational culture within the Town government and expression of ideas or concerns regarding how departments and/or the Board are operating; with teamwork as a platform for continuing success.

Extensive discussion ensued with an action plan of pursuing opportunities to improve communications between both departments and the Board, as well as between the Town government and residents. The next scheduled strategic planning workshop is set to take place on July 13 as the agenda for a regular Board meeting. The purpose of the meeting will be to review the

departments' updated SWOT analyses and strategic planning worksheets. The Board also discussed preparing "milestone" dates in which outside forces will determine what areas or projects need to be focused on in the short-term.

The Board took a brief recess and reconvened at 8:50 pm.

OLD/NEW BUSINESS: The Board discussed the makeup of several committees currently being established including the committee overseeing the Open Space plan, the Wall Street Corridor Study Project and the CTAP Roadmap project.

Ms. Scott explained that the Open Space committee was moving forward based on the application submitted to the RPC by the Town, prior to her arrival, and that Bev Donovan is in the process of confirming with the committee members that were originally submitted with the application. After a brief discussion, consensus of the Board was to establish the committee with a member of the Selectmen, Planning Board, Conservation, Historic, Recreation, 2 citizens at large and 2 Town staff members (Mr. Sullivan and Ms. Scott). It was agreed to advertise the open position for 1 citizen, as the other citizen member, Karl Dubay, had previously been submitted with the application. Ms. Scott indicated this would be advertised

once the meeting dates have been established.

The Board then discussed the Wall Street Corridor Study Project Advisory Committee and the suggested makeup provided by the State. After discussion, consensus of the Board was to establish the committee with a member of the Selectmen, Planning Board, Conservation Commission, Historic District Commission, 1 member from RPC/MPO, 1 member from SNHPC/MPO, 1 member from the State DOT, 2 citizens (1 at large and 1 targeted to the affected district), the Town Administrator, Highway Agent, Police Chief and Fire Chief, and 4 project staff members.

The Board then discussed the CTAP Roadmap committee and consensus of the Board was to establish the committee with a member of the Selectmen, Planning Board, Conservation Commission, School Board, 2 Town staff members (Mr. Sullivan and Ms. Scott) as well as 1 citizen at large, which will be advertised once the Community Assessment web survey is underway.

The Board then reviewed minor proposed changes to the job description for the Planning Department position previously held by Nancy Charland, including a title change to "Administrative Assistant to the Planning Department". Mr. Breton voted to approve as amended and Mr. Hohenberger seconded. Passed 4-0.

Chief McPherson then presented a request to utilize a sole-source vendor for the purchase of "Globe" brand fire protective gear, under the provisions of the Purchasing Policy. The Chief explained the process in which the department tested several sets of gear by different manufacturers and determined that the Globe-manufactured gear was the best for the department. The Globe gear is solely distributed in this region by Bergeron Protective Clothing out of Epsom NH. After a brief discussion, Mr. McMahon motioned to waive the requirements of the Purchasing Policy and utilize a sole source vendor for the purchase of 3 sets of protective gear totaling \$5k. Mr. Breton seconded. Passed 4-0.

The Board reviewed the agreement with the State regarding future maintenance of the new emergency access road to I-93. Mr. McMahon motioned to accept the agreement as written and Mr. Breton seconded. Passed 4-0.

Mrs. Call presented a request that the Board make a minor amendment to the motion passed at the May 11 meeting regarding the approval of the terms of the Tax Anticipation Note, as it was determined that the maturity date listed in the original motion was incorrect. Mr. McMahon motioned to approve the issuance of a Tax Anticipation Note Line of Credit with Ocean Bank in the amount of \$1,800,000 at an interest rate of 2.34% and due August 28, 2009. Mr. Hohenberger seconded. Passed 4-0.

Mr. Sullivan presented a request on behalf of Margaret Case, Chairwoman of the Cable Advisory Board, to utilize \$2,500 of funds in the Cable TV Trust fund for hiring a vendor to develop an RFP relating to equipment needs for a Cable Access location at the Windham High School. Mr. Hohenberger seconded. Passed 4-0.

Mr. Sullivan presented the final contract with American Excavating for the Londonbridge Road construction. The agreement with American represents a maximum guaranteed price, with no exclusions, for \$840,000, based on the plans as amended in accordance with the Alteration of Terrain Permit. The only additional cost, outside of the contract with Herbert Associates, is a potential 98 foot retaining wall located near a wetlands area, which will represent an additional cost of \$6,000-\$18,000. Mr. McMahon motioned to

approve the contract as presented and Mr. Breton seconded. Passed 4-0.

Mr. Sullivan presented a notice of intent to cut wood for the Londonbridge Road project and requested the Board waive the tax estimated at \$130. Mr. Breton motioned to grant the waiver and Mr. McMahon seconded. Passed 4-0. Mr. Breton also motioned to waive any Town permit fees for permits pulled in conjunction with the Londonbridge Road project. Mr. McMahon seconded. Passed 4-0.

Mr. Stearns read a letter from PSNH requesting the Town allow them to cut trees in Town right-of-ways and Mr. McMahon motioned to approve the request. Mr. Breton seconded. Passed 4-0.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. McMahon seconded to enter into a non-public session in accordance with RSA 91-A:3-II b, and c. Roll call vote – all members “yes”. The topics of discussion were hiring and reputations. Mr. Sullivan and Mrs. Call were present for all sessions.

Jack McCartney, Highway Agent, was present for the first session. Mr. McCartney presented the results of the background check completed on the candidate for the Highway Laborer position and advised the Board that the background was satisfactory and we were moving forward with a final employment offer.

The Board then discussed the candidate for the part-time, temporary Building Inspector position and Mr. Breton motioned to approve the selected candidate to be hired on an as-needed basis effective June 1st. Mr. McMahon seconded. Passed 4-0.

Mr. Sullivan then discussed some minor modifications to the agreement with one of the abutters of the Londonbridge Road project, clarifying the legal entity providing the financial donation to the Town and the timing of payment. Mr. Hohenberger motioned to approve the revisions and Mr. Breton seconded. Passed 4-0.

Mr. Sullivan then discussed the properties that were eligible for consideration to be accepted by the Board through tax deed. Mr. Sullivan suggested the Board not accept the properties at this time and allow for staff to conduct property reviews as well as make additional attempts to work with the property owners, recognizing that the Board could take an action to accept the properties at any time in the future. Mr. Hohenberger motioned to proceed as suggested by Mr. Sullivan and Mr. McMahon seconded. Passed 4-0.

David Poulson, Transfer Station Manager, was present for the last session. Mr. Poulson and Mr. Sullivan discussed an employment matter regarding a pending employee vacancy and Mr. Hohenberger motioned to move forward with an advertisement for a replacement Transfer Station Supervisor. Mr. Breton seconded. Passed 4-0.

Mr. Hohenberger moved and Mr. McMahon seconded to adjourn. Passed unanimously. The meeting was adjourned at 10:10 PM.

Respectfully submitted,

Dana Call, *Assistant Town Administrator*

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