

SELECTMEN'S MEETING

AUGUST 3, 2009

MEMBERS PRESENT: Galen Stearns, Bruce Breton, Roger Hohenberger, Charles McMahon and Ross McLeod. Dana Call, Assistant Town Administrator, was also present. Meeting commenced with the Pledge of Allegiance at 7:00 pm.

ANNOUNCEMENTS: Mr. Stearns stated that Eldon Haegle passed away over the weekend. Mr. Haegle was a long time resident of Windham and was very active with the Boy Scouts, American Legion, Windham Senior Citizens, St. Matthew's and a cable volunteer.

Mr. McMahon stated that Jill Moe's mother, Ruth Goundrey, also passed away. Jill is a long time resident of Windham and her family owned Goundrey's Funeral Home in Salem for years.

Condolences were extended to both families.

Mr. Breton announced that on August 10th a new business will open in Windham – Rockingham Emergency Veterinary Hospital located on Cobbetts Pond Road at the intersection of Lowell Road. Doctor Barnett and Veterinary Technical Specialist Keefe will be operating the hospital. Open House will be held Saturday, August 8th from 1 to 5 pm.

Dana Call reminded all that the Back to School Clothing Drive sponsored by Windham's Helping Hands needs your assistance. Please stop at the Nesmith Library to see what clothing is still needed. Donations are due by August 16th.

Dana Call announced that the Annual Senior Picnic held last Friday was a huge success with about 300 seniors in attendance. She thanked the employees, selectmen and volunteers for their help. She also apologized to the residents who were not able to register their vehicles on the last day of the month. Although it was advertised that the office would be closed, we will attempt to plan future events so as not to interfere with the end of the month deadlines.

MINUTES: Mr. Hohenberger motioned and Mr. McLeod to approve the minutes of July 13 and 14, 2009 as written. Passed unanimously.

ROAD BOND RELEASE: Mr. Stearns read a request from the Planning Board and Director of Planning for a road bond release as described below:

To release \$85,632.00 for Bear Hill Extension and Westchester Roads – Station 38+50 to 63+00 and Station 13+00+18+00 to Dean Smith. Mr. McMahon motioned to approve the release of \$85,632. as written. Mr. McLeod seconded. Passed unanimously.

2008 TOWN OF WINDHAM AUDIT REPORT: Robert Vachon and Jen Dorr of Vachon Clukay and Company PC presented the 2008 Audit Report to the Selectmen. The report stated that the Town has sound accounting procedures with no changes this year, there are no disagreements with management, no findings and no difficulties were encountered during the audit.

The Board members, Mr. Vachon, Mrs. Dorr and Dana Call discussed the Town's bond rating – it was lowered slightly last year due to the Town's decision not to maintain 5-10% of total appropriations as a fund balance, but to use most of those funds to lower the tax rate. Mr. Vachon stated he understood

the Town's philosophy as the Town is not looking to bond items currently, however this lack of reserve could become an issue in a cash flow emergency situation.

Mr. Breton asked how the impact fees were audited. He stated that the incorrect amount of fees may have been collected for a period of time. Mrs. Call stated that she was recently made aware of this and is researching if this is the case. She and Mr. Vachon stated that this would be an internal control and not a specific part of the audit. Mr. Vachon noted that all collected fees were deposited.

INVESTMENT POLICY REVIEW: Mrs. Call stated that the Investment Policy must be reviewed each year by the Board and that on page 3 a change was made to conform current wording to updated RSA's. No action is required this evening by the Board, unless changes are made, and the revised policy will be posted.

Robert Skinner, Town Treasurer, told the Board that interest rates are now very low only ½% on the General Fund account and up to 1.3% on long-term Certificates of Deposit. Mr. Breton asked what our average daily balance was for July – Mr. Skinner stated he will have that information when he receives his July statement. Mr. Breton also inquired if Mr. Skinner planned to go out to bid for bank services. Mr. Skinner stated that he is not and is pleased with the services now provided by Citizens. Mr. Skinner and Mrs. Call clarified that the Town does not pay any direct fees for banking services, but instead maintains a \$100,000 "target" account balance with the bank on which the bank earns interest to cover the cost of banking services provided to the Town.

Mr. McLeod stated that he felt we should be investing more to obtain as much interest as possible. Mrs. Call stated that in order to receive over ½ % we would have to be able to invest for at least six months and we are not able to tie up funds for that long a period. She stated that we have a larger balance when taxes have just been collected, however this balance dwindles quickly over a six month period.

The Board requested that Mr. Skinner meet with the bank and press for better rates. He will report back to the Board on September 14th. The re-adoption of the Investment Policy will be scheduled on that date also.

OLD/NEW BUSINESS: It was stated that the opening for a Town Planner has been advertised and the job description remained the same.

Mrs. Call told the Board that they are still working on solutions for the generator at the Police Station. She further explained that they plan to have a three option bid – option for repair, replacement of the engine and replacement of the full unit. She asked Mr. Stearns to help review the specifications for the bid once drafted.

Mr. McMahan asked if there was any liability by the maintenance company and discussion ensued.

Mr. McMahan stated that the State budget may still change and that could mean more down shifting to towns. It was noted that the increased costs for the public safety portion of NH Retirement is being paid by the town under protest.

Mr. McLeod motioned and Mr. Hohenberger seconded to adjourn the meeting. Motion passed unanimously. Meeting adjourned at approximately 8:15 pm.

Respectfully submitted,

Kathleen Davis

Human Resources Coordinator

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