

BOARD OF SELECTMEN
Minutes of April 12, 2010

MEMBERS PRESENT: Chairman Charles McMahon called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Ross McLeod and Roger Hohenberger were present, as was Town Administrator David Sullivan. Selectman Galen Stearns was delayed and arrived at 9:20 PM. Mr. McMahon opened the meeting with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. McLeod noted the following: Earth Day event is scheduled for Saturday, participants should meet at the Town Hall; skate park will open for the season on April 19th; Geo-Syntech, the environmental engineers contracted by the Cobbetts Pond Improvement Association, will be presenting their findings at 9AM on April 17th at Town Hall; and the ZBA hearing on the proposed cell tower will take place on April 20th.

Mr. Tom Case approached to note that Geo-Syntech's presentation will be taped for future airing on WCTV.

LIAISON: None.

MINUTES: None.

CORRESPONDENCE: Letter received from Comcast relative to impending price increases.

VOLUNTEER OF THE YEAR: Mr. Sullivan presented the Annual Volunteer of the Year Award to the volunteer members of Windham's Helping Hands. Mrs. Ruth-Ann Calandra and Mrs. Denise Dolloff accepted on behalf of the recipients.

PUBLIC HEARING, PLANNING BOARD FEES: Mr. McMahon read the public hearing notice into the record (copy attached). Highlights of the discussion relative to the proposed fees included:

- Handling of the proposed escrow funds, which Ms. Scott indicated are new and in response to the recently passed Cobbetts Pond Watershed Protection ordinance and related engineering reviews. Ms. Scott indicated that these are up front fees, which will shorten the application process.
- Elimination of the current Sunday License fee, which resident Bob Coole questioned noting that it allows for regulation of which business can/cannot operate on Sundays. It was clarified that the businesses would still be required to obtain a permit, but at no charge. Mr. Coole felt that a source of revenue was being needlessly eliminated. Further discussion was held regarding moving of the process to the Town Clerk.

- Mr. Tom Case questioned whether the CPWP fees would be in addition to standard subdivision/site plan fees. Ms. Scott replied in the affirmative for projects within the District, citing it was structured to mirror the current WWPD fees. Mr. Case felt this was “triple-dipping” and that these reviews could be handled under the existing fees. He also noted that changes to the subdivision and ZBA regulations will have to be posted as these fee structures are contained within them.
- “Minor” changes include septic, tree removals, etc., in which no Planning Board review is required.
- Abutter fees are being increased from \$5 to \$6 to be in line with those currently charged for ZBA matters.
- ZBA fees are being reduced to be in line with current fees for other ZBA applications. Concerns were raised by Mr. Jim Tierney regarding amounts charged by other communities and staff time involved, and he suggested our fees be increased to reflect actual time/expense.

Mr. Hohenberger then moved and Mr. McLeod seconded to approve the fee structure as written; Ms. Scott to return by year-end with an analysis of the CPWP and ZBA fees collected versus actual processing costs. Passed 4-0.

INTERVIEW: The Board interviewed Windham High School Freshman Mr. Josh Hebert for appointment to the Local Energy Committee. Mr. Hohenberger moved and Mr. McLeod seconded to appoint Mr. Hebert as a Regular Member of the LEC for a term of one year. Passed 4-0.

OLD/NEW BUSINESS: Mr. Dennis Senibaldi, Acting Recreation Chairman, approached to speak to Mr. McLeod’s previously cited concerns relative to damage to the soccer field as part of the swale project. Mr. Senibaldi noted that he has been pursuing a permanent solution to the issue, and that all parties had met with Mr. Jay Yennaco of Delahunty’s Nursery who was completing the project relative to the sod. Mr. Senibaldi noted that approximately 500 sft will be laid in the area in question. He also clarified that the DES is aware of the work, and that no permits are required for the work completed thus far.

Mr. McLeod reiterated his concern that Soccer had not been contacted prior to the project beginning. He noted that large, crushed gravel would be a good idea for the swale to allow for ball retrieval, and suggested that Mr. Senibaldi explore that possibility. Mr. McLeod then noted that the underdrains are exposed and need to be addressed.

Mr. McLeod then noted that WSA will need to relocate to the front of the Park, due to the field being restricted on the other side, as well, because of the bridge work. He indicated that additional sod will be needed there, as well. Discussion ensued regarding the start of Soccer season, and Mr. Senibaldi indicated he would speak to Mr. Barlow regarding the bridge project.

COMMUNITY DEVELOPMENT REORGANIZATION: Ms. Laura Scott presented a proposal to the Board to restructure the Community Development Department to include the following changes:

- Elimination of the Part-time Building Inspector
- Reduction of the Department Administrative Assistant hours from 40 to 20
- Hiring of a full-time dedicated Code Enforcement Officer/ZBA Administrator. This position would remove the CEO duties from the Community Planner position, and the ZBA duties from the Building Inspector

Ms. Scott explained that the reasoning behind her proposal was due to the continued increase in Code Enforcement, ZBA and Community Planning activity facing the Department; and the reactive rather than proactive nature of the department as currently staffed. She clarified that the proposed structure should not increase the departmental budget, due to the cost shifting that would occur with the elimination of the part time inspector, reduction in the Administrative Assistant hours, and reduction in overtime for the full-time Building Inspector with removal of the ZBA duties.

Mrs. Laura Cryts, Union representative, approached expressing concerns with the proposed reduction in hours for the Administrative Assistant. Mrs. Cryts noted that the individual in question has held this position for 22 years and asked that the Board respect the position and the individual and restructure accordingly. She also noted that the Town is growing, and questioned how the hours could be reduced to 20 if the office was so busy.

Mrs. Ginny Gray, CDD Administrative Assistant, approached and presented an analysis to the Board of her duties. She noted that she possesses excellent public service skills, which she believes are the most important aspect of her job.

Mr. Breton requested that the discussion be limited to the position rather than the personalities involved. Mr. McMahon then inquired whether Mrs. Gray believed the duties of the position could be completed in 20 hours, and Mrs. Gray replied in the negative given that the two part-time secretaries' primary duties are to do minutes and other committee related items. She added that the public would not be served as well as currently if the hours are reduced.

Mr. Breton stated that Ms. Scott was not cutting the hours of service, as she was adding a 40 hour position who could pick up any slack and allow for proactiveness in the department. Ms. Scott added that all within the Department currently pick up others' slack (ie: answering phones), and reiterated that her proposal was in light of increases in Planning Board/ ZBA, and Code Enforcement issues.

Mrs. Gray pointed out the CEO would be out of the office the majority of the time doing enforcement, and that the department has always had a full-time secretary.

Ms. Laurie Mounce approached to note that, during Mrs. Gray's recent extended absence due to illness, the department had to hire a temp individual to do minutes and additional hours were needed by existing staff to cover Mrs. Gray's duties. Discussion ensued regarding cross training and the Administrative Assistant duties. Ms. Scott concurred with Ms. Mounce, however, she noted that it had been due in part to the other part-time staff being unfamiliar with Mrs. Gray's functions which would not be the case now.

Mr. Phil Lochiatto, Planning Board Chairman, approached noting that the proposed CEO/ZBA position is critical to the Town's Master Plan and enforcement matters. Discussion ensued regarding the Department's resources allocated to the Planning Board.

Mr. Hohenberger sought clarification that all current duties/tasks were the same between the current staffing and the proposed staffing, and Ms. Scott replied in the affirmative; noting that some had been shifted between staff. Discussion ensued regarding reactivity versus proactivity, and potential benefits of the restructuring. Mr. Hohenberger noted that the lack of proactivity in the department is often cited, however, there is no list of goals or objectives that can be codified/quantified established. He suggested that Ms. Scott develop such a list of tangible goals/anticipated items, and a discussion ensued.

Mr. McMahon noted the challenge in the department is complying with the directives of the Town (ie: new ordinances), that they do not have the staffing to complete. He indicated he was not a supporter of cutting staff, but increases as needed with justifiable goals should be considered. Mr. McMahon then recommended the Board take no action at this time.

Mr. Lochiatto indicated that he advocated the Board look at implementing the new structure this year, as the ZBA case loads will not decrease and the impacts of other ordinances will require a change, as well. He then clarified that he was speaking solely to the addition of the proposed CEO/Zoning Administrator.

Mr. McLeod noted that CPWP ordinance is only one of many local and state changes, along with Town growth, that prompt the need for this additional position. He recommended the restructuring be adopted, however, the Administrative Assistant be kept at 40 hours per week.

Mr. Breton suggested that latitude be given to the Department Head and the restructuring approved with goals as discussed. He then moved and Mr. Hohenberger seconded to accept the Community Development Director's recommendation subject to goals being set by all department employees and the Department Head.

Mr. Hohenberger indicated that he would prefer to see the goals set prior to approval of the structure. Discussion ensued. Motion failed 1-4, with Mr. Breton being the only affirmative vote.

Mr. Hohenberger then moved Mr. McLeod seconded that Ms. Scott return to the Board with department-wide goals for the Board's review. Discussion ensued, and Mr. Hohenberger clarified that the Board was seeking measurable goals with a time frame attached. Mr. McMahan also requested an analysis of the cost impacts over several years (ie: step raises).

Mr. Hohenberger amended his motion and Mr. McLeod his second to add that Ms. Scott will provide a cost/salary analysis, as well. Motion passed unanimously.

LIAISON ASSIGNMENTS: Discussion ensued regarding liaison assignment to the Planning Board, with both Mr. Breton and Mr. McLeod advocating for the Regular position. Mr. Hohenberger indicated he believed Mr. Breton's work on the Planning Board had been excellent, however, the Board had had many discussions in the past regarding rotation of the assignment which he believed was a good thing. He then moved and Mr. Stearns seconded to appoint Mr. McLeod as lead liaison and Mr. Breton as alternate. Mr. Stearns indicated that, while he agreed with Mr. Hohenberger in principal, he felt given Mr. Breton's time and effort the appointment should be left as is. Motion failed 2-3, with Mr. McMahan, Mr. Breton, and Mr. Stearns opposed.

Mr. Stearns then moved and Mr. Breton seconded to appoint Mr. Breton as lead liaison and Mr. McLeod as alternate. Passed 4-1, with Mr. McLeod opposed.

Mr. Breton then moved to appoint Mr. Hohenberger as lead CIP liaison and Mr. Stearns as alternate. Passed unanimously.

Mr. Breton then moved and Mr. Hohenberger seconded to approve the remaining liaison assignments as follows:

- Cable: Mr. Hohenberger/Mr. Breton, Alt.
- CTAP: Mr. Stearns/Mr. McMahan, Alt.
- Haz Mat District: Mr. Breton
- Historic Committee: Mr. Stearns
- Joint Loss Mgmt. Committee: Mr. Breton
- Welfare Overseer: Mr. McMahan
- Housing Authority: Mr. Breton/Mr. McLeod, Alt.
- Technical Advisory Committee: Mr. Hohenberger
- Recreation: Mr. McLeod
- Depot Advisory Committee: Mr. Stearns
- Salt Shed Committee: Mr. McMahan/Mr. Hohenberger, Alt.
- Economic Development/COC: Mr. McMahan/Mr. Breton, Mr. McLeod Alts.

- Police, Fire, Municipal Negotiations: Mr. McMahon/Mr. Breton, Alt.
- CTAP-Wall Street: Mr. Breton
- CTAP-Mapping: Mr. Stearns

Motion passed unanimously.

OLD/NEW BUSINESS CONTINUED: Mr. Hohenberger requested that staff work to ensure that the playground repairs at Griffin Park are completed, as funds have been approved in the Property Maintenance Trust to do so. Mr. Sullivan reminded the Board that the Town does not yet own the playground, however, Mr. Senibaldi has been working with the Playground Committee on the drainage issues. In addition, Childscapes is committed to replacing the base and top coats in the center section, and it will be the Town's responsibility to remove the existing material and ensure the drainage is implemented. Mr. Sullivan noted that the Committee has \$6K remaining for the drainage work, and he suggested that the Board allow them to proceed and then officially accept the playground before moving forward to replace the coating. The Board concurred.

Mr. Sullivan gave a brief update of the Depot Project, noting that the garage addition has been removed from the freight building and extensive restoration work has been completed on the station. Mr. Sullivan noted that the state would like to preserve the historic beehive culvert discovered on the property by covering it with Lexan material and adding some landscaping, which would result in the loss of two parking spaces. In addition, it has been determined that, relative to the water tower footings found, only the original four will be left exposed and the two others discovered paved over.

Mr. McMahon presented to the Board a draft Credit Card policy prepared by Assistant Town Administrator Dana Call, which he asked the members to review in preparation for the 26th agenda.

Mr. Bob Coole approached noting that the Police Department will be holding a Blood Drive the following day at Windham Middle School from 8:30 AM to 1:30 PM.

Mr. Hohenberger and Mr. Stearns seconded seconded to adjourn. Passed unanimously.

The meeting was adjourned at 10:10 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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