

BOARD OF SELECTMEN
Minutes of May 3, 2010

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

ANNOUNCEMENTS: Mr. Mark Samsel of the Windham Rail Trail Alliance advised that the Alliance, along with the Derry and Salem alliances, had been approved for TE funding in the amount of \$1.272M to cover various projects in the three towns to complete the rail trail. He noted that Windham's portion of the project, paving of the final .6 miles of trail, will take place in approximately 2-3 years as part of the phased project. He noted that Windham's portion of the funds would total \$180K, requiring \$36K in matching funds. Mr. Samsel then extended thanks to Salem's Community Development Director William Scott for spearheading/compiling the grant documents.

Mr. Hohenberger inquired if it would be 2-3 years before the Town's matching portion would need to be available; and Mr. Samsel replied it would need to be available prior to that. He added that the WRTA will be undertaking fundraising efforts and working to arrange in-kind services, such as engineering. Discussion ensued as to what would happen if matching funds were not available, and Mr. Samsel noted Windham's portion of the TE grant could then be reverted back into the pool for distribution toward other projects.

Mr. McLeod and Mr. McMahon extended thanks to the WRTA for their efforts toward securing funds, and Mr. McMahon added that the WRTA should return to the Board with fundraising opportunities they can assist with. Mr. Samsel indicated that anyone who wished to make a donation toward the project should contact him.

LIAISON: Mr. McLeod noted the following Recreation announcements: Fireworks will be held on July 3rd at the Windham High School, along with Town Day from 12-3 PM; Ms. Haas is now the contact person for issues related to the chemical toilets; new basketball nets have been installed at Griffin Park; Windham night at the Fisher Cats is scheduled for 8/5; on 7/29 a family concert will be held at Griffin Park; and "Fun Runs" are coming soon as part of a Girl Scout project.

MINUTES: None.

CORRESPONDENCE: Update received relative to Highway Block funds paid quarterly, of which \$278K have been received to date. Mr. McMahon noted that there are two payments remaining, however, these funds can no longer be counted on as revenue given the fiscal crisis at the State level.

Ms. Stephanie Wimmer of FLOW approached to further explain her written request for a temporary sign waiver. She noted that FLOW had applied for permits to post a sign at Fellows Road and one at Waterhouse's relative to the Strawberry Festival on June 5th. Ms. Wimmer indicated that she had been advised that, at 26', the signs used annually did not comply with the ordinance requirement of 20'.

Mr. McLeod moved and Mr. Stearns seconded to waive the temporary sign ordinance and grant FLOW's request. After a brief discussion relative to revising the sign ordinance as it pertained to town and non-profit organizations, the motion passed unanimously.

INTERVIEW: The Board interviewed Mr. Doug Wolf for possible appointment to the Local Energy Committee. Mr. Hohenberger then moved and Mr. McLeod seconded to appoint Mr. Wolf as a regular member of the LEC for a term of 3 years. Passed unanimously.

CTAP GRANT REVIEW: Community Development Director Laura Scott reviewed with the Board a proposed CTAP grant application relative to further exploration of the feasibility of a Windham/Salem sewer system. Ms. Scott explained that this phase of the study does not represent a commitment to establish or fund a joint system, but is a means of investigating the potential costs to do so. Ms. Scott noted that the study proposal was based upon Underwood Engineering's scope of work and recommended alternative.

Mr. McLeod sought clarification that this study would not determine costs for individual hook-ups, etc., but rather it was to study the feasibility as it pertained to infrastructure, topography, etc. Ms. Scott replied in the affirmative, noting that the former would be determined far later in the process should it proceed as part of the agreement with Salem.

Mr. McLeod inquired when the study would be complete, and Ms. Scott replied she anticipated it would be finished by year-end. Discussion ensued regarding the next step, should the Town choose to proceed, which would be to go to Town meeting for funding.

Mr. McLeod indicated that more information would be needed to go to Town meeting than this study would provide, and further discussion ensued regarding the many steps and phases that would be involved in this process.

Mr. Hohenberger inquired whether the Board would have to waive the bid requirements to proceed with the proposed engineer should the grant be awarded, and it was determined that this would not be required as the grant was being managed through the Town of Salem and the CTAP funding would not be coming through the Town of Windham.

Mr. Breton then moved and Mr. Hohenberger seconded to approve the CTAP grant application as presented. Passed unanimously.

OLD/NEW BUSINESS: Ms. Scott requested the Board formally accept donations from the following towards the recent Earth Day event: Delahunty Nurseries, Dunkin Donuts, Chatterbox Café, Howie Glynn & Sons, Shaws, Go Green, Coffee Roasters Café, A Simply Wholesome Life, and NaraStyle.

Mr. Breton moved and Mr. Stearns seconded to accept the donations from all with gratitude. Passed unanimously.

WEDC Rules of Procedure: Ms. Scott advised the Board that all previous amendments had been incorporated into the final document. Mr. Breton moved and Mr. Stearns seconded to accept the document as presented. Passed unanimously.

STRATEGIC PLANNING WORKSHOP: The Board met in workshop session with Fire Chief McPherson and Deputies Leuci and Morgan to review the Department's strategic plan highlights of which include:

- Provide for on-line permitting including purchase of a computer system and creation of a permit program. Chief indicated this could be completed by year-end.
- Expand departmental technology capabilities including updating the Town GIS mapping and purchase of Mobile Data terminals and associated software. Department is working with IT Director and the 9-1-1 Coordinator on the former.
- Purchase 23 sets 23 spare bottles of Self Contained Breathing Apparatus. Chief indicated these could be purchased as rehabbed units or upgrades as opposed to new equipment. Brief discussion ensued regarding NFPA standards as it pertained to current equipment life span, and the possibility of seeking a 95/5% AFG grant to fund these items.
- Provide for full, 24 hour ALS service by increasing the number of paramedics by one and implementing a coverage plan to ensure at least one paramedic is on shift daily. Currently, the department has 8 full time paramedics and operates with two scheduled per shift. The coverage plan refers to the collective bargaining process as a means to ensure that at least one is present daily.
- Replace or add to equipment assets including purchase of a new engine to replace Engine 3, purchase of a new Quint to replace Engine 2 and Ladder truck, and purchase of a new ambulance to replace the 2002 model. Discussion ensued regarding the Quint, which is essentially a 5-way truck affording greater versatility and efficiency.
- Possibility of moving the radio equipment from Jenny's Hill to the High School was discussed, and it was noted that a quote of \$12K had been obtained from R&R Communications to do so. It was also noted this possibility is still in the discussion phase, and it was the consensus of the Board that Chief McPherson, along with Chief Lewis, provide cost savings estimates to the Board for future discussion.

- Study the feasibility of moving Fire Dispatch back to either the Police Department or to a separate facility within the Windham Fire Station. It was the consensus of the Board that the Chief compile a cost analysis of the three options: staying with Derry, moving to the Police Department, or establishing a dispatch center at the Fire Department.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Stearns seconded to enter into nonpublic session in accordance with RSA 91-A:3 IIa, c and e. Roll call vote, all members “yes”. The topics of discussion were personnel, reputations, and legal and the Board, Mr. Sullivan and Ms. Devlin were in attendance in all sessions.

Mr. Sullivan discussed with the Board the Deputy Animal Control Officer position. It was the consensus of the Board that the current Deputy ACO be formally removed and a background check run on the recommended replacement candidate.

Mr. Sullivan updated the Board on a legal matter. No decisions were made, and Mr. Sullivan will follow-up to keep the Board apprised.

Mr. Sullivan updated the Board on an ongoing matter related to Town property. No decisions were made.

Mr. Sullivan updated the Board on the annual tax deeding process. It was the consensus of the Board that Mr. Sullivan follow-up to advise the property owner to respond accordingly within 14 days.

Mr. Sullivan discussed a personnel matter with the Board. No decisions were made and Mr. Sullivan will schedule a follow-up discussion with the staff member in question on May 24th.

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

The meeting was adjourned at 9:50 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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