

**Board of Selectmen  
Meeting Minutes  
May 24, 2010**

**Roll Call:**

Charles McMahon, Chairman – Present  
Bruce Breton, Vice-Chairman – Present  
Roger Hohenberger, Selectman – Present  
Ross McLeod, Selectman – Arrived at 7:10PM  
Galen Stearns, Selectman – Arrived at 8:40PM

**Staff:**

David Sullivan, Town Administrator  
Paula Wrenn, Minute Taker

**Call to Order/Attendance/Pledge of Allegiance**

Chairman McMahon opened the meeting at 7:03PM followed by the Pledge of Allegiance.

**LIAISON REPORTS:** None

**MINUTES:** None

**ANNOUNCEMENTS:** None

**CORRESPONDENCE:** Letter received from Board of Adjustment asking to waive filing fees for appeals on four cases. Mr. Sullivan explained to the Board that the applicants were given wrong information by the ZBA and the requests went back and forth. Because of the miscommunication the ZBA is requesting to waive the filings fees. Mr. Hohenberger moved and Mr. Breton seconded to waive the ZBA fees as detailed in the ZBA's May 18<sup>th</sup> letter. Passed 3-0. Mr. McLeod abstained.

Ms. Christy St. Laurent, who represents the Democratic Party, addressed a letter to the Board requesting clarification of political campaigning on Town Day at Griffin Park. Mr. Sullivan advised that last year they allowed the politicians to attend Town Day with restrictions to shaking hands, meet and greet, and wear a pin. The politicians were not allowed to pass-out flyers, set up tents and no banners or signs. He said Town Day is for the enjoyment of the townspeople and not a political campaign event.

Mr. McLeod questioned why they cannot hand out flyers, etc. Ms. Cheryl Haas, Recreation Coordinator, explained that she has been involved with Town Day since 2006 and the people come to Town Day to have fun. They do not like being approached by candidates with pamphlets and signs trying to talk to them. At the end of the day all the pamphlets and signs are strewn all over the park and need to be picked up. Mr. Hohenberger suggested that the politicians wear pins and walk around and talk to the townspeople. It was agreed by the Board that they will proceed as in the past; no tents, tables, signs or handing out of literature.

Mr. Breton requested that Mr. Sullivan post a letter on the Town's web site outlining the restrictions for campaigning on Town Day.

Ms. Call sent a letter with regard to the Tax Anticipation Note which previously was approved at the May 17, 2010 Board meeting. She has since had additional discussions with the School District Treasurer and the School District. As a result they revised their request for funds from June 1<sup>st</sup> to June 14<sup>th</sup> and based on that Ms. Call believes that they do not have to borrow funds at this time. Based on these findings she is requesting the Board to rescind their vote of May 17<sup>th</sup> with regard to the Tax Anticipation Note. Motion made by Mr. Mcleod to rescind their vote of May 17, 2010 with regard to the Tax Anticipation Note. Mr. Hohenberger seconded. Passed 4-0

Windham Middle School has invited the Selectmen to attend the Class of 2010 Graduation to be held on Thursday, June 17, 2010 at 6:30PM at the Windham Middle School.

There will be an Economic Development event on “How Partnerships and Creative Financing Can Work for You”. It is being hosted by A.J. Letizio Sales & Marketing in Windham on Thurs, May 27<sup>th</sup> from 5:30PM - 7:00PM. This is being put on by the Community Development Dept. This is the first of a series of four events. Please RSVP to Mr. Laura Scott at 432-3806

**ECONOMIC DEVELOPMENT COMMITTEE INTERVIEW:** Ms. Diane Wasilian has requested to be interviewed by the Board for a one-year seat on the Economic Development Committee. She is unavailable on the evening that they will be doing interviews. Mr. Wasilian has lived in seven states and has always been engaged with the community and the politics. She is a homeowner and business owner in Windham. She feels this is a great opportunity to get involved in Windham with growing the community and to enhance some of the things that are currently happening. She is a consultant and helps large companies develop a presence on line and to enhance what they are doing with their business. She held public office in Birmingham, Alabama and Tennessee.

Mr. McMahon said they will be interviewing other candidates. The Board will be making their decision at a later date. Ms. Scott said she had sent emails out to all the current Economic Committee members that if they are interested in applying for a seat they must do so in writing and the deadline is Friday, May 28, 2010. Ms. Scott also said she had put an advertisement for the general public in the local newspaper for same.

**BID AWARD – TRANSFER STATION TRAILERS:** Mr. David Poulson presented the bids for the two (2) transfer trailer:

- David Devito, Salem, NH \$ 86,400
- NH Body & Trailer, Londonderry, NH \$129,510
- Steco, Dorchester, MA \$ 89,500
- Warren Equipment, Plant City, FL \$104,000

Mr. Poulson recommended that the award be given to David Devito for the sum of \$86,400.

Mr. Hohenberger made motion the award for the two transfer trailers are given to David Devito for \$86,400 after the trade in of the old trailers. Seconded by Mr. McLeod. Passed 4-0.

**CABLE PURCHASES:** Ms. Anastasia Barr presented the two proposals received for the lighting system for the studio at Windham High School. She has received proposals from:

- Barbison Lighting – Woburn, MA: \$24,013.24
- APS Lighting – Merrimack, NH: \$19,247.26

After much discussion on the two proposals the Board requested that the two vendors attend the June 7, 2010 meeting for further discussion and clarification as to the scope of what is being provided in each proposal. Mr. Hohenberger also asked for more accurate diagram as to location and types of lighting.

**NON-PUBLIC SESSION:** Mr. Hohenberger motioned and Mr. McLeod seconded to enter into non-public session in accordance with RSA 91-A:3 II c. Roll call vote all “yes”. The topic of discussion was recreation hiring.

Mr. Hohenberger moved and Mr. McLeod seconded to hire the recommended candidate for the position of Assistant Tennis Instructor. Passed unanimously.

**COMMUNITY DEVELOPMENT DEPARTMENT REORGANIZATION:** Ms. Laura Scott reviewed the proposed Reorganization Proposal:

- Eliminate the part-time Building Inspectors position
- Reduce the Administrative Assistant’s position from 40 to 20 hrs. weekly
- Add a full-time Code Enforcement Officer/ZBA Administrator

Ms. Scott also reviewed her May 20, 2010 memo which had the additional information the Board had asked for:

- Immediate and long-term costs of the proposal
- Measurable goals
- Alternative Staff Structure

Ms. Scott also outlines how the department currently runs and how it will continue to run with the Administrative Assistant’s position being reduced to 20 hours without affecting the services to the community.

Mr. Hohenberger sees this proposal as status quo. He would like measurable goals. Ms. Scott says if they can go ahead with the reorganization they would be able to be more proactive than reactive.

Mr. Breton asked if the realignment makes the department more efficient. Ms. Scott said by having a Code Enforcement Officer taking over ZBA functions, it would free-up the Building Inspector to do his inspections more quickly. The Community Planner being able to work on Community Planning vs. spending 10-20 hrs weekly on Code Enforcement. Ms. Scott said she is comfortable with this restructure for the next 3-5 years.

Mr. McLeod asked the difference between the original Proposal and the Alternative plans. Ms. Scott replied by noting the following:

- Reducing the Code Enforcement/ZBA from 40 to 30 hrs; the Code Enforcement overflow would go to the Community Planner
- Administrative Assistant's position from 20 to 32 hrs. weekly

Mr. Breton questioned the difference between 30 hrs. to 32 hrs. weekly. Mr. Sullivan explained that at 30 hrs. weekly there are no benefits; and at 32 hrs. there are Town benefits (ie: health insurance) but no State retirement benefits.

Mr. Sullivan asked how they would cover the Building Inspector if he was out on vacation or for a longer period of time. Ms. Scott said she could work with other towns with a collaborative effort and share costs. She can hire with MRI to have someone come in on a temp basis. The Code Enforcement Officer may have a building background to assist. The Fire Dept. has assisted in the past. Ms. Scott said she could work within the budget.

Mr. Ronald Preble, Part-Time Building Inspector, concurs with Ms. Scott to abolish the part-time Building Inspector's position. Mr. Preble would like to have the opportunity to fill-in for the Building Inspector when he is out. He would also like to have the Administrative Assistant's position be for 32 hours.

Mr. Andy DuFour, who has lived in Windham since 1978, feels the town should show compassion and protect the secretary's position.

Mr. Bruce Richardson is familiar with the Community Development Department. He feels they have hired a very good Community Development person. Mr. Richardson said the Selectmen should support her reorganization. He has experience with the ZBA, Planning and also applying for permits and is aware of how long it takes plans to get plans reviewed by the Building Inspector. Mr. Richardson urges the Board to support Ms. Scott's original proposal.

Mr. Breton is concerned with the cost of benefits for the 32 hrs. secretary's position. Mr. Sullivan said the 2 hrs. difference is \$11,000 due to the cost of benefits.

Mr. McLeod prefers the Alternative Plan and to keep the secretary's position at 40 hours a week and add more responsibility to the position.

Ms. Virginia Gray, Community Development Dept. secretary, feels she can still support the department. Ms. Gray does not want to lose her benefits as at her age as she would not be able to find work or get benefits. Ms. Gray said she has been there for 22 years.

Mr. Breton would like Mr. Sullivan to do a breakdown of costs for the secretary's position with 30-32-40 hours with the benefits costs.

Mr. McLeod made motion to adopt the Alternative Proposal subject to the caveat that the department secretary is a 40 hours per week position. No second.

Mr. Stearn said we are a small town and are known to be loyal to our employees. This should be hashed out during the budget season because of the impact to the budget.

Mr. Hohenberger does not agree with waiting to budget season (March 2011) as he feels they brought Ms. Scott, Director of Community Development, in to make changes to that department and they should support her. Mr. Hohenberger is in favor of the Alternative Proposal with the 32 hours for the secretary's position with additional responsibilities added.

Mr. Hohenberger motioned to accept the Alternative Proposed Staffing Restructure as detailed in the May 20, 2010 document. Mr. McLeod seconded. For the record, Mr. Sullivan said for that current position holder (secretary) going from 40 to 32 hours there are implications with retirement and logistics with this proposal in terms of a required break in service before working the reduced hours. He would like the Board to vote with that understanding. Passed 3-2. Mr. Breton and Mr. Stearns opposed.

Mr. Breton stated for the record that he supported the Community Development Director's position to make that department more efficient without much burden to the tax payers.

Mr. Sullivan would like a timeline for the recruiting for the Code Enforcement Officer/ZBA. Ms. Scott will prepare a job description and will present to the Board.

### **COMMUNITY DEVELOPMENT DIRECTOR – PROGRESS UPDATE RELATIVE TO 2009 REORGANIZATION/CREATION OF DIRECTOR'S:**

Mr. Sullivan reviewed the Board's decision to reorganize the Planning Department in 2009. Ms. Laura Scott said after reviewing the job description that it lacks a lot of Community Development responsibilities and is written more for a Planning Director. She shared with the Board what she and her department have been doing in reaching out to new and existing businesses. They are being proactive in bringing new business to Windham. Ms. Scott keeps a log of businesses she has talked to.

Mr. Hohenberger has noticed a big difference in making Windham "business friendly" since Ms. Scott has been here. He would like Ms. Scott to take a look at the Master Plan of what has been done and not done. Ms. Scott said on July 7<sup>th</sup> the Planning Board will be looking at the Master Plan with regard to what has and has not been done. A list will be made from that review. Ms. Elizabeth Wood sent out the Master Plan to all the stakeholders to see what they have met and not met.

Mr. Ross McLeod would like to see Ms. Scott reach out in a broader prospective with regard to the Village Ctr. District, Gateway Commercial Development and high-end Professional Business Technology Office Park. Also reach out to other land owner's regionally.

Mr. McMahon appreciates the work that Ms. Scott is doing and looks forward to the future for the Town of Windham.

**GRIFFIN PARK TOT LOT REPAIRS UPDATE:** Mr. Dennis Senibaldi said the drainage repairs at Griffin Park playground will be \$6,000-\$8,000. Mr. Sullivan has a letter from the Griffin Park Playground Group committing to \$6,000. Mr. Sullivan said the cost for drainage work to the Town will not be more than \$2,000 (with \$6,000 additional from Playground Group); and \$19,500 to cover Childscape's repair work. Total cost will be \$21,500 to the Town. There is no guarantee that this will work, it is based on professional opinions. The Town will provide a 1-2 week notice to the people that use the park of when it will be shut down. The playground will be shut down from 10-14 days.

Mr. Hohenberger motioned not to spend no more than \$21,500 for repairs with the monies coming from the Recreation Improvement fund and any balance needed to be withdrawn from the Property Maintenance fund. Seconded Mr. Stearns. Passed unanimously.

**NEW BUSINESS:** There will be no meeting on Memorial Day, May 31, 2010. The next meeting will be held on June 7, 2010 at 7:00PM. The Agenda will be Economic Development interviews and Cable.

The Memorial Day Parade will be held on May 31, 2010 at 9:30AM.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. McLeod seconded to enter into non-public session in accordance with RSA 91-A:3 II c. Roll call vote all “yes”. The Board and Mr. Sullivan were in attendance.

The Board discussed three individual reputations issues. No decisions were made and Mr. Sullivan will follow-up on each issue as appropriate.

The meeting was adjourned at 9:15 PM.

Respectfully submitted,

Paula Wrenn  
Minute Writer

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