

BOARD OF SELECTMEN
Minutes of June 7, 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 8:55 PM. Mr. McMahon opened the meeting with the Pledge of Allegiance.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Breton seconded to enter into nonpublic session in accordance with RSA 91-A:3 IIc. Roll call vote, all members “yes”. The topic of discussion was reputations and the Board, Mr. Sullivan, Treasurer Robert Skinner, Mr. Robert Coole, and Ms. Devlin were in attendance.

The Board discussed the Deputy Treasurer position. No decisions were made, and Mr. Skinner and Mr. Coole exited the session to allow the Board members to deliberate further.

Mr. McMahon called the public session back to order, and Mr. McLeod moved and Mr. Breton seconded to appoint Mr. Robert Coole as Deputy Treasurer based upon the recommendation of the Town Treasurer. Passed 4-0.

ANNOUNCEMENTS: Mr. McLeod noted that the Boys U12 soccer team had recently won the Amherst Tournament, noting it was a quite a success given the competitiveness of the league.

Mr. McLeod noted that the Strawberry Festival had been a great success, which was echoed by Mr. McMahon who extended congratulations to Ms. Jennifer Simmons and the rest of FLOW for a fantastic event. Mr. McMahon also noted the positive aspects of better access to the event at the High School.

LIAISON: None.

MINUTES: None.

CORRESPONDENCE: Letter received from the Rockingham Planning Commission advising the Town of award of a \$1,500 grant for use toward researching the implementation of a Local Agricultural Commission and to conduct an inventory of Town resources.

Letter received from the Planning Board relative to the Town’s appointed member of the Rockingham Planning Commission. Mr. McLeod moved and Mr. Hohenberger seconded to appoint Ms. Annette Stoller as the Town’s representative to the RPC, with Mr. Carl Griffin as Alternate, per the Planning Board recommendation. Passed 4-0.

WEDC INTERVIEWS: The Board interviewed the following for possible appointment to the Windham Economic Development Committee: Leeann Brooks, Margaret Crisler, Sally D'Angelo, Doreen Demone, Paul Gosselin, Michael Lucci, Jim MacDonald, Claude Peltz, Bruce Richardson, Amy Spencer, Ralph Valentine, and Jay Yennaco.

Mr. McMahon thanked all for their interest, and advised that there were four additional candidates who would be interviewed by the Board at the next meeting, and that the final appointments would be made on June 21st. He then added that there are eight positions available on the Committee.

OLD/NEW BUSINESS: Mr. Sullivan and Community Development Director Laura Scott reviewed with the Board the latest draft of the proposed ZBA/Code Enforcement Administrator job description. Mr. McLeod noted the following typographical errors: "principal" should be changed to "principle" under Knowledge, Skills, and Abilities; "one (2)" should be changed to "two (2)" under Minimum Qualifications; and "possess" should be changed to "possession" under Minimum Qualifications.

Ms. Scott concurred with Mr. McLeod, and then noted the following additional changes to the document which had been made in response to reviews by the Planning Board and ZBA:

- Under License/Certification Requirements removed "NH"
- In first paragraph, "Job Description", replaced "meetings twice a month" with "meetings as scheduled".
- Under third bullet of "Duties and Responsibilities, removed "in the office" and amended "talks" to "works".
- Under the tenth bullet of "Duties and Responsibilities", removed the final word, "oversight" as it was redundant.

Discussion ensued relative to removal of "who establishes department policy" under "Accountability" and whether this individual would serve as the contact person for abutters relative to ZBA cases. Ms. Scott concurred and replied in the affirmative that, barring any special circumstances, the ZBA/CEA would be the point of contact.

Discussion then ensued regarding the specificity of the Duties and Responsibilities as it pertained to oversight of the CPWP District and Sign Ordinance. Ms. Scott clarified that these duties were laid out within the description as the ordinances themselves specify that only Code Enforcement shall sign off on any permits. Discussion ensued, and it was the consensus that that these specific duties be changed to reflect that the ZBA/CEA serves as the permitting authority as required by Ordinance.

Mr. McMahon then requested that "including meeting with the general public" be added to the eighth bullet under Duties and Responsibilities. The Board and Ms. Scott concurred.

Mr. McLeod then moved and Mr. Breton seconded to approve the ZBA/ Code Enforcement Administrator job description as amended. Passed unanimously.

Ms. Scott then advised that Board that she would be returning to the Board in two weeks time in hopes of finalizing the remaining departmental job descriptions.

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

The meeting was adjourned at 9:10 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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