

BOARD OF SELECTMEN
Minutes of August 2, 2010

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

ANNOUNCEMENTS/ LIAISON/ MINUTES: None.

CORRESPONDENCE: Letter received from International Salt Company offering to allow the Town to purchase roadway salt for the 2010-2011 winter season at the State of NH contract price of \$56.76/ton. Mr. Hohenberger motioned and Mr. Stearns seconded to waive the bid process for this bulk purchase. Motion passed 4-0. Mr. Hohenberger then motioned and Mr. Stearns seconded to authorize the purchase of the Town's roadway salt for the 2010-2011 winter season from International Salt Co. at the price of \$56.76/ton. Motion passed 4-0.

Letter received from Dennis Senibaldi on behalf of the Recreation Committee regarding temporary lights at Griffin Park; Mr. McMahon indicated this subject matter would be on a future Board agenda.

WORKSHOP WITH HISTORIC COMMITTEE: Several members of the Historic Committee were in attendance to discuss the plan for the Searles School & Chapel including Marion and George Dinsmore, Sally D'Angelo, Peter Griffin, John Mentuck, Betty Dunn and Pat Skinner.

Per the Board's request at their last workshop with the group, the committee has worked on a long term business plan considering both the function rentals as well as future building maintenance projects. Ms. D'Angelo presented the committee's overall business plan including an overview of funding needs. The Board was provided with a draft job description drafted by the committee in conjunction with Administration, in order to address the immediate need of replacing Jeanette McMahon upon her retirement in August.

A lengthy discussion ensued regarding how to structure the position in terms of whether it would be a traditional part-time employee, a contracted employee or an independent contractor. Mr. Breton emphasized that he would prefer not to add a new employee but instead to hire an independent contractor. Ms. Call indicated that it would be very difficult to meet the requirements for an independent contractor for this type of position as it would have to be an entity that already operates this type of "function hall rental" business and the committee would have no control over the hours worked. Discussion turned to whether it would be beneficial to hire a rental agency to "book" the building and whether the committee was truly looking to increase the function rentals as their primary goal. Mr. Sullivan suggested that if the Board preferred a contracted employee, he would further investigate what parameters the Town had to operate under regarding the Fair Labor Standards Act and seek to facilitate a contract that would give the Board more discretion

and the ability to end the contract should it not be beneficial to the Town. Consensus was to move forward with a contracted employee arrangement.

Discussion turned to the committee's future goals regarding marketing of the building and future "business development" goals, the number of hours that would be required, how things may be done more efficiently, whether there would be additional incentives based on rentals offered to the employee as well as whether there would be attendance required at certain events and how that compensation would be structured. Discussion turned back to the job description as drafted, including the marketing components of the job. Ms. D'Angelo emphasized that the pay as currently discussed did not factor in enough compensation to cover the marketing aspect of the job and she expressed concerns regarding whether a person charged with "booking" the building would have the requisite skill set to handle marketing, website development, etc. The job description was amended to emphasize that the person would be coordinating these marketing functions, which may require an outside agency or other direct expenses, which would not necessarily be factored in to the funds set aside for the employee's pay. Mr. Stearns suggested that one way to accomplish this would be to partner with a local college student and focus on getting the name of the building as a wedding function hall out onto relevant web search engines.

Discussion turned back to the job description with certain edits agreed to by all, primarily regarding emergency backup provisions for securing the building and financial reporting back to the committee. Mr. Sullivan then went over the available funding, as agreed to preliminarily, which would consist of a base pay of \$9/hr for 15 hrs/wk on average (at a maximum), with potential for additional compensation of up to \$2,000 for incentives and \$1,000 to cover time for marketing related items and attendee fees if applicable. Commissions/incentives could include 5-10% of the "bookings" and would be further defined by contract. This brings the total budget to approximately \$10,500 for the "employee salary" including statutory benefits such as social security, medicare and workers compensation insurance. There would continue to be up to \$3,500 in funding to cover direct marketing costs, \$3,000 to cover the maintenance staff hours in setting up the building and \$3,000 for building maintenance projects – a total budget of \$20,000, which is currently the annual appropriation designated to be funded from the Searles Special Revenue fund. Ms. D'Angelo reiterated that she did not believe there was enough funding to cover the marketing expectations of the job description as proposed.

Mr. Sullivan indicated he would make the revisions to the job description and get the job advertisement out to the local papers in the next few days, as well as draft a contract incorporating the Board's primary concerns, for the Board's review at a future meeting.

Discussion turned to maintenance projects needed to improve the building and grounds, which would further assist in increasing rentals. The committee was asked to put together a plan with budgetary requests

to be considered through the Town's normal budget process. Discussion turned to whether any of the projects could be funded through bonding, as the current bond is due to be paid off in three years.

Discussion turned briefly to the last item on the agenda, which was the committee's proposed increase in rental fees, including a move to more of a tiered system. Ms. Call indicated that the Board was provided with financial analysis completed by the committee, as well as a summary of the proposed fees in the Town's standard public hearing format. The Board agreed to review the information prior to the committee's next meeting with the Board, which is scheduled for August 23rd. In addition, the Dinsmores indicated that they are working with the Historic District Commission and the Planning Board to erect a new sign in front of the Searles School and Chapel, which will be donated by George in memory of his brother and nephew. This donation will be scheduled for acceptance via a public hearing on August 23rd as well.

OLD/NEW BUSINESS: Mr. McMahon discussed water level concerns at Canobie Lake and the management of the level of water and concerns raised by Windham residents. Mr. McMahon asked the Board to support a meeting with the Salem Board of Selectmen to discuss these concerns. Mr. Breton indicated that the Board had a similar meeting back in 2005 which included the Canobie Lake Protective Association and the Arlington Pond Association. Consensus of the Board was to suggest August 30th as a meeting date and a letter will go out to the Salem Board, including a suggestion that the Canobie Lake Protective Association, Arlington Pond Association and representatives from the NH Department of Environmental Services be invited to the meeting.

Mr. Breton asked when the auditors, Vachon, Clukay & Co. are scheduled to present their annual audit results and Mr. Sullivan indicated it is scheduled for August 9th. Mr. Breton requested of the Administrative office that he be provided with all letters and correspondence regarding the audit. Mr. Sullivan asked if Mr. Breton could be more specific, as the Board members have already received the audit report and internal control letter, and that the Town does not have copies of all the auditors' working papers. Mr. Breton indicated that he would like copies of all letters and email correspondence between the management staff and the auditors, from the time they were engaged for this year's audit to the present. Mr. Sullivan indicated he would make this information available to the Board.

Mr. Stearns moved and Mr. Hohenberger seconded to adjourn. Passed unanimously. The meeting was adjourned at 10:15 PM.

Respectfully submitted,

Dana Call, Assistant Town Administrator

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