

**BOARD OF SELECTMEN**  
**Minutes of September 13, 2010**

**MEMBERS PRESENT:** Chairman Charles McMahan 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 8:05 PM. Mr. McMahan opened with the Pledge of Allegiance.

**ANNOUNCEMENTS:** Mr. McLeod noted the following: Windham Soccer season has opened, and he also advised that there are yellow jackets near the field; the geese at the Park are successfully being scared off by Woof Woof's border collies; the Wall Street Advisory Committee will meet on September 28<sup>th</sup> at 7 PM at the Windham High School and public input is encouraged; a farewell gathering for Cable Coordinator Stacey Barr has been scheduled for the afternoon of September 23<sup>rd</sup>; and Fall Recreation programs are beginning and the Harvest-Fest and Christmas Tree Lighting have been scheduled. More information regarding the latter can be found on the Town's website.

*Mr. McMahan* advised that the lighting project at Griffin has been completed and is operational. He also noted that the deadline is approaching to obtain a matching donation of \$20K for the WIRE program to install a turbine at Windham High School. He explained that an anonymous donor has agreed to match up to \$20K toward the project if that much funding can be raised. Mr. McMahan noted that more information is available on the web at windhamendowment.org.

Mr. McLeod extended thanks to Mr. McMahan for his efforts and that of Windham Baseball to get the lighting installed at Griffin Park.

*Mr. McLeod* noted that the Fire Department's Annual September 11<sup>th</sup> Memorial Service had taken place the previous Saturday, and extended thanks to Chief McPherson and all who had been involved in the ceremony.

**MINUTES:** None.

**CORRESPONDENCE:** Letter received from Mr. Michael Lyons, Chairman of the Salem Board of Selectmen, advising that a joint meeting has been scheduled as requested on October 25<sup>th</sup> at 6 PM in Salem to discuss water management and levels at Canobie Lake.

*Letter received* from Mr. Peter Vetri relative to his desire to donate services to spruce up the area surrounding and powerwash the gazebo located on the Town Common. Mr. Hohenberger moved and Mr. McLeod seconded to accept the donation of services providing Mr. Barlow is included in the project. Passed 4-0.

*Request received* from Ms. Debbie MacKenzie of the Windham Actors Guild to be placed on the non-profit list for use of the Searles and other Town facilities. Mr. McLeod moved and Mr. Breton seconded to approve the request. Passed 4-0.

*Request received* from the Boy Scouts for permission to utilize grills at Griffin Park for an annual event. Mr. Breton moved and Mr. Hohenberger seconded to approve the request. Passed 4-0.

*Request received* from Recreation Coordinator Cheryl Haas for clarification of the Board's position on political activity at the Annual Harvest Fest.

Discussion ensued that, in the past, such activity has been limited to “meet and greet”, with no hand-outs, booths, or similar undertakings. Mrs. Margaret Case approached noting that there have been issues in the past with cars lining the road with signage affixed to them. Brief discussion ensued, and it was noted that if the vehicles are parked legally nothing can be done to stop this activity.

After further, brief discussion it was the consensus of the Board that the policy allowing “meet and greet” activity only would remain in place.

**CABLE STUDIO COORDINATOR JOB DESCRIPTION:** Mrs. Case advised the Board that very few amendments had been made to the document, and noted the following:

- Add “producing content”
- Replace “attends monthly volunteer meetings” with “attends WCAB meetings as scheduled.
- Delete “supervises after school programs”
- Add “keep equipment current”
- Add “develops volunteer recruitment, retention, and recognition program”
- Add “excellent computer skills; use of Microsoft Word, Excel, and Outlook”

Brief discussion ensued regarding the need for computer skills, and Mr. Breton then moved and Mr. Hohenberger seconded to approve the WCTV Training and Operations Coordinator Job Description as amended. Passed 4-0.

*Mrs. Case* then advised the Board that, over the previous weekend, Mr. Mike Tanguay of Best Choice Painting had donated his services/supplies to paint the control room and re-do the studio floors. She extended her thanks to Mr. Tanguay for his efforts. Mrs. Case also noted that some technical difficulties may arise from the re-doing of the room, which will be resolved.

Mrs. Case advised that interviews for candidates to replace Mrs. Barr are ongoing, and extended her thanks to Mr. Tom Case for his time and efforts in the control room.

Mr. McMahon inquired whether Best Choice was a local business, and Mrs. Case replied in the affirmative. She added that the approximate value of Mr. Tanguay’s donation was \$500.

**PUBLIC HEARING – SEARLES FEES:** Mr. Sullivan reviewed the public hearing notice and a comparative chart of current rental fees versus those proposed (*see attached*). Historic Commission Chair Marion Dinsmore then explained that the new Coordinator will now be paid by the hour, and thus an additional fee for wedding rehearsals was being proposed. Mrs. Dinsmore noted that costs to operate/maintain the building continue to increase, and the facility is barely breaking even. Discussion ensued.

Mr. Hohenberger then moved and Mr. McLeod seconded to approve the rates as posted in the public hearing notice. Mr. McMahon requested that the fees be reviewed after one year, and the Historic Commission concurred.

Mr. George Dinsmore reminded the Board that, in two years, the remaining mortgage of \$12K will be paid off.

Motion passed 4-0. Brief discussion then ensued regarding the rehabilitation projects remaining at the building, such as stained glass replacement.

Mrs. Dinsmore then advised that two candidates for the Coordinator position have been interviewed to date, with two more pending.

**WAYNE MORRIS – REQUEST FOR LETTER:** Mr. Morris, Conservation Commission, indicated he had received an email from the Bicycle/Pedestrian Coordinator at the NH Department of Transportation advising that the Department has begun design work for the area north of the weigh station. Mr. Morris stated that, while the project is years out, the Coordinator had suggested that a letter of support for the establishment of a bicycle/pedestrian corridor be sent to the Department. The proposed corridor would run parallel to the Southbound lane of Route 93 from the rail bed out to North Lowell Road.

Discussion ensued regarding connectivity of the rail bed. Mr. Morris indicated he believed that the NH DOT has a map of the design, and Mr. Breton suggested its review by placed on the same agenda as the next NH DOT update to the Board.

Mr. Hohenberger then moved that a letter of support be drafted as requested. Mr. Breton suggested that the Board wait to review any previous letters of support for this project and until after meeting with the NH DOT. After a brief discussion, the Board concurred, and Mr. Hohenberger withdrew his motion. Mr. McMahon requested that Mr. Morris draft for the Board specific points for inclusion in the letter of support, and Mr. Morris agreed.

**PRELIMINARY 2011 BUDGET DISCUSSION:** Mr. Sullivan hosted a powerpoint presentation for the Board, reviewing the 2011 budget data to date. Highlights of the discussion included:

- Assumptions made:
  - No general wage increases (COLA) except Fire union at 2% effective 3/31 and step increases for those eligible.
  - No changes in general operating costs (unless reductions)
  - Level funded CIP allocation to Town projects of \$720K
  - Projected increases for Health Insurance rates of 14% and 5% for Dental; remaining insurance costs level funded; State retirement contributions are reflective of new rates effective 7/1 (assuming state does not assumed 35% as per statute); and slight change in medicare.
- Base change in budget:
  - Overall increase of \$161,155 (1.3% over 2010 budget assuming no changes)
  - Breakdown of change: Salaries, \$65,485; Benefits, \$289,725; and operations (\$194,055)

- Qualified CIP items:

Should be based on total cost to acquire; department heads have been advised \$50K should be the submission level

Should not be based upon annual costs if bonded or leased and should not also be submitted to the General Budget.

- Potential areas of savings:

Miscellaneous cost savings from departments (ie: not mailing the Town Warrants = savings of \$6K +/-)

Benefit changes – Mr. Sullivan noted staff will be discussing alternative options on September 23<sup>rd</sup>

Elimination of services (ie: mosquito spraying at \$30K)

Contracting out of services/privatizing of functions

Personnel reduction/changes

Mr. Sullivan then sought the Board's input/guidance, noting that staff did not wish to pre-suppose the Board's wishes.

Mr. McMahon inquired whether the Tax Assessor could comment on the status of the revaluation and town rateables. Mr. Norman noted that the reval was completed, and the valuation is down nearly \$300M. He added that the median assessment in Town is now \$350K, and he estimates \$30-35M in new rateables, which is an increase of less than ½ a percent or \$700K in tax revenue.

Discussion ensued regarding the tax bills, which should be similar to last year for those homes that did not retain their value, and that seniors will receive a bit more value for their tax credits. Mr. McMahon noted that the impact of State actions has yet to be determined.

Mr. Breton noted that Mr. Corey Lewandowski of Americans for Prosperity had requested five years of budget information from staff, which Mr. Sullivan had provided, and would be analyzing/auditing each line item. He noted that Mr. Lewandowski will be hiring a consultant to review the data, with a goal of achieving a 10% reduction in Town spending. Mr. Breton added that a presentation will be made to the Board of their findings.

Mr. McLeod inquired where the 10% would come from, and Mr. Breton replied that 10% was a goal he had provided to Mr. Lewandowski. Discussion ensued regarding the selection of an arbitrary percentage to decrease the budget versus responsible budgeting/defense of requests by the Department Heads.

Mr. Hohenberger pointed out that retirement costs continue to be an issue, and noted there must be some way to fix this. Mr. Breton noted that the Board has to move forward to find a solution, as currently the Town is paying for the sins of the past. Further discussion ensued.

Mr. McMahon noted that legislation was proposed to rectify the retirement issue through the removal of contracted details from the definition of earnable compensation, however it did not pass. He indicated that the Towns are required to pay these funds and alternative ideas need to be considered.

Mr. McMahon then noted that his issue with Mr. Lewandowski's efforts in looking at the Town budget is that the school is actually the biggest tax impact at 70%. He noted that, for example, the Town employees share the cost of insurance, which is something that the District needs to do, as well. Mr. McMahon felt that Mr. Breton should not be looking for \$1.2M in savings on the Town side, as the Town consistently level funds their budget. He felt that the Board needed to reach out to the School Board regarding holding another joint meeting, and that the deliberative sessions should be held together, simultaneously.

Mr. McMahon then noted that the State also needs to move forward to release several parcels of surplus land for sale to increase the Town's revenues. Mr. Breton indicated he had met with Cmmr. Rausch and Senator Letourneau regarding same, and had been advised that the State is waiting for the Long Range Planning Committee to release the properties. Discussion ensued regarding sending another letter requesting their release to the State, and Mr. Breton indicated that Ms. Scott is doing so.

Discussion ensued regarding the State's desire to not lose money on the sales, the procedure for release, and the impacts of the I-93 project on economic development. Mr. McLeod suggested that Ms. Scott have the Economic Development Committee review the properties in question regarding their desirability for development, and lobby for their release.

Mr. McMahon then inquired as to the Board's guidance to staff as they proceed with development of the budget. Mr. Hohenberger indicated he would prefer to see a 0% increase, but noted that the retirement issues would need to be fixed in order to obtain that. He added that the Departments have been responsible in their jobs.

Mr. McLeod felt that a successful budget should lie somewhere between level funded and maintaining the current level of service; and concurred with Mr. Hohenberger's observations.

Mr. Stearns also agreed with Mr. Hohenberger, but noted he was not sure that a level funded budget was feasible; adding that he would like to see the results of the findings of Mr. Breton's group.

Mr. Breton felt that privatizing/changing the way the Town does business needed to be explored further.

Brief discussion ensued regarding the Fire Department's truck investment plan. Chief McPherson advised that the goal remains to replace E-3, which has issues. Discussion ensued regarding the CIP versus budgetary items, and the additional maintenance costs that will result if E-3 is not replaced.

Mr. Sullivan noted that the Board is approaching the point of eliminating personnel, which privatization will do. Discussion ensued regarding the proposed increase on the Town side and the global process versus a line-by-line review of the proposed budget by the Board.

Mr. Hohenberger spoke in favor of continuing the global budget process of the past, noting that he feels it is beneficial in that it affords the Board better insight into the needs of the departments and results in a better buy-in by staff. Transfer Station Manager Dave Poulson noted that, with the varying costs of doing business, it is nearly impossible for him to level fund his budget. Discussion ensued.

Mr. Breton noted that, in the last seven years, Mr. Poulson has submitted the only innovative idea for cost savings; that being single stream recycling which eliminated the need for one employee. Discussion ensued, and Mr. McMahon noted that the Board needs to work to support growth in revenues, as well.

Ms. Scott approached and noted that economically speaking things are good in Windham; with new businesses continuing to open. She noted that site plans continue to be submitted for new business, which other towns are not seeing.

Discussion ensued regarding Strategic Planning with the School Board, and it was the consensus of the Board that staff follow-up to schedule a joint meeting with the District to discuss the budget. IT Director Eric Delong inquired whether Mr. Breton's group would be analyzing the School District's budget, as well, and Mr. Breton replied he was sure they would when finished with the Town.

Further discussion ensued regarding the letter. The Board then extended thanks to the Department Heads for their efforts.

**WSA LIGHTING:** Mr. McLeod recused himself from the Board for this discussion. He then indicated he wished to clarify the Board's previous motion and his request to light "half" the field with temporary lighting. Mr. McLeod reviewed the attached diagram with the Board, and requested permission to move light #4 from its current position (second choice) to the first choice location. Mr. McLeod noted that while this move would place the light approximately 30 yards closer to Squire Armor Road, it could be better diverted directionally away from the roadway. He added that the unit in question is one of the quietest at the field.

Mr. Hohenberger inquired whether any negative input had been received relative to the temporary lighting, and Mr. Sullivan replied in the negative.

Mr. McLeod then raised the issue of re-fueling of the generators, noting that B & H can access all four of the units from the paved path with no damage to the fields. Discussion ensued regarding the size of the standard delivery truck and potential damage to the paths versus weekly deliveries via a smaller truck.

Mr. Breton then moved and Mr. McMahon seconded to approve the WSA's lighting plan as presented, the location to include WSA's first choice, and to authorize delivery of fuel to the units as requested.

Mr. Hohenberger indicated that he had concerns relative to the fuel deliveries, noting that the Board had been advised in the past that the pathway was not designed for heavy trucking. He noted he was also concerned regarding the growth of the temporary lighting. Discussion ensued.

Mr. Stearns concurred with Mr. Hohenberger regarding potential issues from the truck, and inquired where the lights were currently situated. Mr. McLeod replied that the lights were in place as shown on the diagram, with the exception of #4, which is currently at the second choice location. Discussion ensued regarding the direction of the light in question, which Mr. McLeod clarified currently points toward Squire Armor Road.

Mr. McLeod noted that manual filling of the units involves risks of spillage, and added that vending trucks currently utilize the path and if the oil delivery were prohibited then the Use Policy may need to be re-evaluated. Discussion ensued.

Mr. McLeod then indicated he also had concerns with the provision of the previous motion relative to shutting down the lights in response to a single complaint. Discussion ensued.

Mr. Dennis Senibaldi, Recreation Committee, approached noting the lights and related sound are not that bad, and that WSA would be required to pay an additional 60 cents per gallon if filling the tanks manually. Mr. Senibaldi felt that a 10-wheeler delivery truck would not be an issue on the paths. Discussion ensued.

Mr. Hohenberger and Mr. Stearns expressed concerns regarding the relocation of the fourth light, noting that they would prefer to view the area before making a decision on the request to move the unit.

Mr. Breton withdrew his motion, and Mr. McMahon his second. Mr. Breton then moved and Mr. Hohenberger seconded to allow the WSA to utilize 100% of the fields as currently positioned. Passed 4-0.

Mr. Stearns moved and Mr. Hohenberger seconded to allow refueling of the generators as proposed by the WSA; the Association to be responsible to repair any related damage.

Mr. McMahon suggested that Mr. Barlow conduct a before and after walkthrough of the paths to assess their condition for any damage. Mr. Sullivan pointed out that it would difficult to ascertain the cause of the damage (ie: whether it was from B & H oil or another vendor).

Motion passed 4-0.

**OLD/NEW BUSINESS:** None.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. Stearns seconded to enter into a non-public session in accordance with RSA 91-A:3 II, e. Roll call vote – all members “yes”. The topic of discussion was legal, and the Board, Mr. Sullivan, Ms. Scott, and Ms. Devlin were in attendance.

Ms. Scott updated the Board on an enforcement matter. It was the consensus of the Board that Ms. Scott follow-up as discussed.

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

Meeting was adjourned at 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.*



# TOWN OF WINDHAM, NEW HAMPSHIRE

OFFICE OF THE SELECTMAN AND TOWN ADMINISTRATOR

POST OFFICE BOX 120, 4 NORTH LOWELL ROAD, WINDHAM NH 03087-0120

## PUBLIC HEARING NOTICE

In accordance with RSA 41:9A, the Board of Selectmen will hold a Public Hearing on September 13, 2010 at 7:15 PM at the Community Development Department for the purpose of amending the fees for renting of the Searles School and Chapel as follows:

### Existing Rates

Chapel Room: Resident Fee \$ 225 / room (for 3 hr min).

Chapel Room: Non-Resident Fee \$ 450 / room (for 3 hr min)

School Room: Resident Fee \$ 300 / room (for 3 hr min).

School Room: Non-Resident Fee \$ 525 / room (for 3 hr min)

Non-Profit (either room) per list maintained by Town: \$25/hr (no min)

*Note: Previously no separate charge for utilizing the facility for a rehearsal.*

### Proposed Rates – Chapel Room Rentals

Renter (Fee based on 3 hr minimum)	Mon-Wed	Thur	Fri	Sat/Hol	Sun
Windham Resident	\$240	\$300	\$360	\$390	\$390
Non-Resident/Corporate	\$480	\$600	\$720	\$780	\$780
Windham Non-Profit (Day)	\$50	\$50	\$100*	\$100*	\$100*
Windham Non-Profit (Evening)	\$100	\$100	\$200*	\$200*	\$150*
Out of Town Non-Profit (Day)	\$100	\$100	\$200*	\$200*	\$200*
Out of Town Non-Profit (Evening)	\$200	\$200	\$400	\$400	\$300

*\*Available to be rented to these groups at this discounted rate on weekends in Jan-Feb only*

Rehearsals Additional (Based on 2 hr minimum)	Mon-Wed	Thur	Fri	Sat/Hol	Sun
Windham Resident	\$72/hr	\$90/hr	\$108/hr	\$117/hr	\$117/hr
Non-Resident/Corporate	\$144/hr	\$180/hr	\$216/hr	\$234/hr	\$234/hr

### Proposed Rates – School Room Rentals

Renter (Fee based on 3 hr minimum)	Mon-Wed	Thur	Fri	Sat/Hol	Sun
Windham Resident	\$300	\$375	\$450	\$487.50	\$487.50
Non-Resident/Corporate	\$600	\$750	\$900	\$975	\$975
Windham Non-Profit (Day)	\$62.50	\$62.50	\$125*	\$125*	\$125*
Windham Non-Profit (Evening)	\$125	\$125	\$250*	\$250*	\$187.50*
Out of Town Non-Profit (Day)	\$125	\$125	\$250*	\$250*	\$250*
Out of Town Non-Profit (Evening)	\$250	\$250	\$500	\$500	\$375

*\*Available to be rented to these groups at this discounted rate on weekends in Jan-Feb only*



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OFFICE OF THE SELECTMAN AND TOWN ADMINISTRATOR

POST OFFICE BOX 120, 4 NORTH LOWELL ROAD, WINDHAM NH 03087-0120

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For events over three (3) hours, the prorated additional hourly fee will be calculated based on the above fees, divided by three (3), illustrated as follows:

### Additional Per Hour Rates Beyond 3 Hours

	Mon-Wed	Thur	Fri	Sat/Sun/Hol	
<i>Chapel Room:</i>					
Windham Resident	\$80/hr	\$100/hr	\$120/hr	\$130/hr	
Non-Resident/Corporate	\$160/hr	\$200/hr	\$240/hr	\$260/hr	
<i>School Room:</i>					
Windham Resident	\$100/hr	\$125/hr	\$150/hr	\$162.50/hr	
Non-Resident/Corporate	\$200/hr	\$250/hr	\$300/hr	\$325/hr	

*The Board of Selectmen reserves the right to negotiate a prorated hourly fee for usage over six hours.*

### Proposed Other Fees:

Events requiring an attendee present (as determined by the Town): \$75 (for 3 hr event)

Additional showings of the building above two (2) per renter: \$25 each

Use of piano, organ or carillons: \$50 each

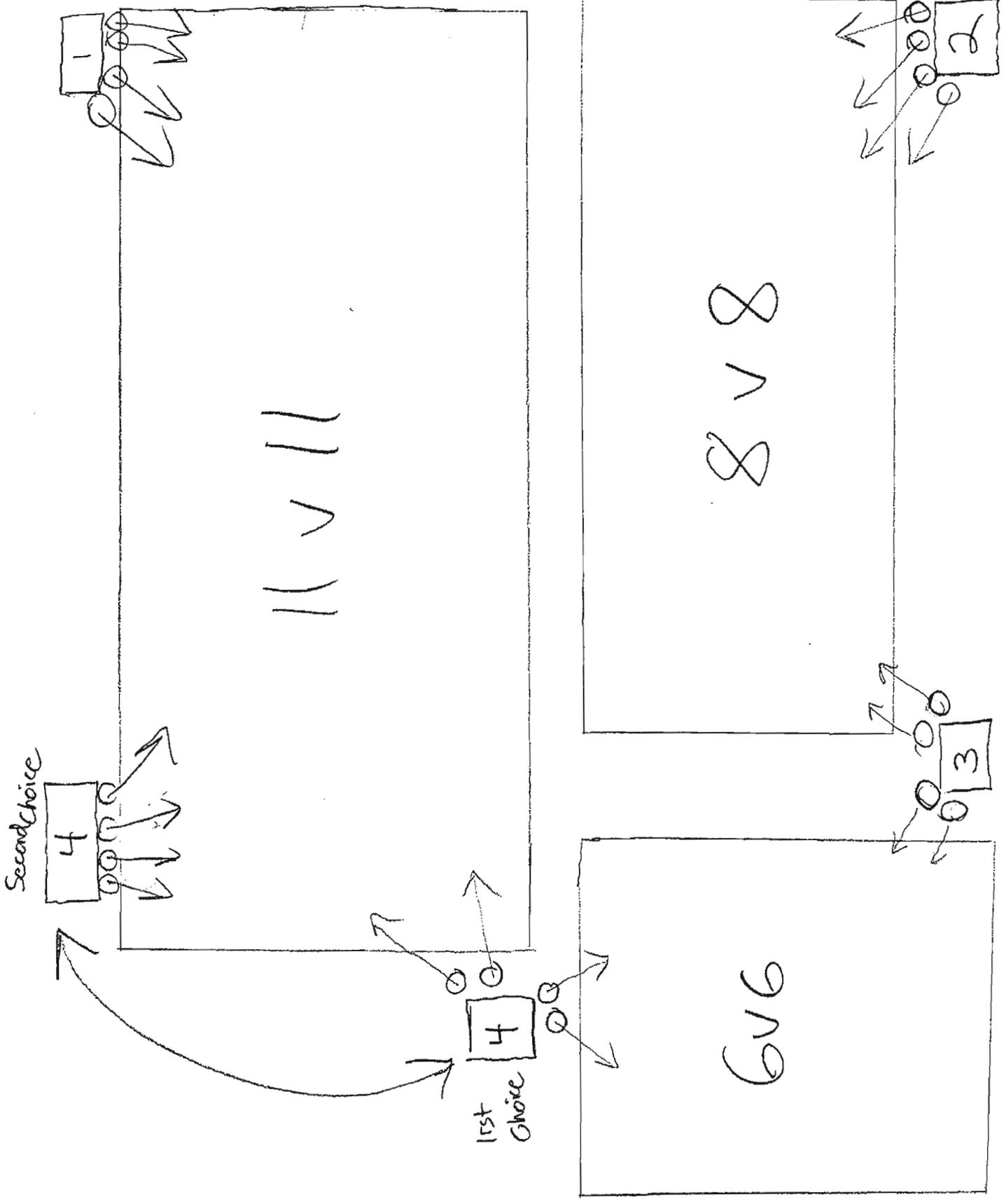
The above proposed fees will be effective upon adoption by the Board of Selectmen.

Dated August 25, 2010

SEARLES SCHOOL & CHAPEL  
PROPOSED AND OLD RENTAL FEE EXAMPLES FOR COMPARISON

Variable Choices:		Resident or non-resident	Proposed new fee	Old fee	Difference
Typical Function	Lg or sml room/day/length/+rehearsal				
<b>Wedding</b>	Sml Chapel/Fri/3 hr./+Wed rehearsal	Resident	\$360+144=\$504	\$300	\$204
	Both/Sat/Total-3hr chapel and 5 hrs school/+Fri rehearsal	Resident	\$1,202+216=\$1418	\$725	\$693
	Lg School/Sat/3 hr/+ Thur. rehearsal	Non-resident	\$975+360=\$1335	\$525	\$810
<b>Party</b>	Large school/Thur./4 hr	Non-res/corporate Resident	\$1,000 \$500	\$700 \$400	\$300 \$100
	Sml Chapel/Fri/ 4 hr.	Non-res/corporate Resident	\$960 \$480	\$600 \$300	\$360 \$180
	Sml Chapel/Tues/ 4hr.	Non-res/corporate Resident	\$640 \$320	\$600 \$300	\$40 \$20
<b>Non-profit functions</b>	Sml Chapel/Mon-Thurs/3 hrs./day (Typical of Boy Scouts or Lakes Assn.) vs. Lg School/Mon-Thurs/3 hrs./day vs. Sml Chapel/Sat/Jan-Feb/ 3 hrs/day vs. Sml Chapel/Sat/Mar-Dec/3 hrs/day	Resident	\$50 \$62.50 \$100 \$390	\$75 \$75 \$75 \$75	Save \$25 Save \$12.50 +\$25 +\$315
	Lg School/Thur/5 hr./evening (typical of Lion's Dinner)	Resident	\$167	\$125	\$42
	Vs. Lg School/Sat/Jan-Feb/5 hr./evening Vs. Lg School/Sat/Mar-Dec/5 hr/evening	" "	\$233 \$650	" "	+\$191 +\$608
	Sml Chapel/Thur/3 hr/evening (typical of State Senate Meet & Greet)	Non-resident Non-profit	\$200	\$450	Save \$250
	Attendee if required, additional Piano, organ, carillons, additional		+\$75/3hr +\$50	--- +\$25	+\$75/3 hr +\$25

WSA lighting plan



9.13.10