

**BOARD OF SELECTMEN**  
**Minutes of June 13, 2011**

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

**ANNOUNCEMENTS:** IT Director Eric Delong announced that the Town's new GIS system, which includes assessing data, is expected to go live on Wednesday morning. There will be several links to the site from the Town's official website, and the full range of Town data is available to residents for review and printing.

**LIAISON REPORTS:** None.

**MINUTES:** Mr. Hohenberger moved and Mr. Breton seconded to approve the minutes of May 23 as written. Passed unanimously.

**CORRESPONDENCE:** Request received from the Destination Imagination team to utilize the Town grills for a fundraiser to be held on June 26<sup>th</sup> at the Windham High School. Mr. Sullivan noted that Mr. Barlow has indicated that, if this request is approved, he would deliver the grills to the High School the Friday before the event and secure them. Mr. Lochiatto moved and Mrs. DiFruscia seconded to permit Destination Imagination to utilize the Town grills with Mr. Barlow delivering and securing them as discussed. Passed unanimously.

*Letter of resignation* received from Dispatcher Matt Sheehan, effective June 17, 2011. Mr. Hohenberger moved and Mrs. DiFruscia seconded to accept with regrets. Passed unanimously.

**ANNOUNCEMENTS CONTINUED:** Mr. Sullivan announced that the Annual Employee Appreciation luncheon will take place on June 23<sup>rd</sup> from 11 AM to 1 PM, and extended an invitation to the Board to attend.

**PINNING CEREMONY:** Chief McPherson approached and, first, introduced newly hired, temporary Firefighter Mike Marchand. He noted that Firefighter Marchand is currently in training, and will be assigned to a group and officially begin his duties next week. Chief McPherson then introduced newly hired Deputy Chief of Fire Prevention, William Martineau. Chief McPherson noted that Deputy Chief Martineau comes to the Town of Windham with 30 years of fire service experience; most recently serving as Chief of the North Andover Fire Department. Deputy Chief Martineau's daughter, Lindsay, conducted his official pinning.

Deputy Chief Martineau expressed that it was an honor to work for the Town of Windham, and that he hoped his experience will be of benefit. He added that he looked forward to working with all.

**FIRE DEPARTMENT PAYROLL:** Mr. Breton indicated that he had requested this item be placed on the agenda, but would now like to defer any discussion in light of a request for information from the Town from the Americans for Prosperity. Mr. McLeod inquired whether there were any issues in responding to the AFP's request, and Mr. Sullivan replied that the requested payroll information has already been compiled; with the exception of certain benefit information due to HIPA regulations.

Mr. Breton indicated he believed there may be some irregularities in the payrolls, and that he would prefer to wait for the results of the comprehensive audit before commenting further. He advised that a copy of AFP's review should be available for the Board prior to whenever the next meeting regarding this matter takes place. Mr. McLeod asked that Mr. Breton be sure to work with the Chief before coming back to the Board, to ensure that the Chief can be prepared.

Chief McPherson noted that he had spoken with Mr. Breton on the previous Friday about whether there was anything further the former could provide; however Mr. Breton had replied in the negative. He then expressed curiosity why, out of 14 departments, the Fire Department had been selected. Mr. Breton reiterated that there may be some irregularities. Mr. McLeod inquired why Mr. Breton felt as such, and Mr. Breton declined to clarify. Brief discussion ensued.

Mrs. DiFruscia then moved that all information garnered from the AFP be made available in advance to the Fire Chief before this matter is brought back to the Board for a public meeting. Mr. McLeod seconded the motion, and indicated the entire issued seemed like a witch hunt. Discussion ensued, and the motion failed 2-2-1, with Mr. Hohenberger and Mr. Lochiatto opposed and Mr. Breton abstaining.

Further discussion ensued; however, no further action was taken.

**POLICE DEPARTMENT WORKSHOP:** Chief Lewis discussed with the Board the results of the 9-1-1 Project undertaken in the summer/fall of 2010, explaining that the purpose of the project was to map out and document all of the Town's addressable structures. The project resulted in a set of digital maps, as well as a book, dividing the town into grids with all structures depicted. Chief Lewis noted that the purpose of this evening's discussion was for the Board to verify the information documented and sign off on the data collected via a data capture acceptance letter and non-standard addressing acknowledgement. The Board then executed the former.

Mr. Lochiatto requested that the Chief clarify the definition of an addressable structure, and the Chief replied that the state has guidelines defining them as structures that can be lived or worked in, or utilized to store items; anywhere public safety personnel may be required to respond. Mr. Lochiatto then sought clarification of non-standard addressing, and the Chief noted that virtually all communities have this type of addressing, which pertains to similar road names and/or non-sequential numbering. The Chief added that the report includes 12 pages of non-standard addresses which would involve a tremendous amount of work to address.

Mrs. DiFruscia inquired about how the large number of vacant, undeveloped tracts of land in town had been handled, and the Chief noted that each had been numbered and included in the survey. He added that when each is presented for development, he and the Assessor would look at the project cooperatively to create an appropriate numbering scheme. Discussion ensued.

Mr. Hohenberger noted that he would prefer to leave the non-standard addresses as they are, noting any change would result in a tremendous impact to residents. The Chief concurred, adding that there will be no future occurrences of non-standard addressing and that should an issue arise in the future with the existing properties it could be addressed on a case by case basis. Discussion ensued.

Mr. Lochiatto inquired whether the 9-1-1 maps could be integrated with the Town's GIS system, and the Chief replied in the negative, noting that the data release agreement executed by the Board acknowledges that the data must be kept confidential and released for no other reason than emergency services as it is not subject to the right-to-know statute. Discussion ensued regarding 9-1-1 and VOIP services; and how many non-standard addresses there are, to which the Chief replied over 1000. Captain Wagner added that, as it pertained to VOIP, it is advisable that residents confirm with their VOIP provider that 9-1-1 services will work.

*Strategic Plan:* The Chief indicated that, rather than go item by item through the Department's plan, he would answer any specific questions from the Board members. Mrs. DiFruscia inquired whether the Town maintained the old siren system for disasters such as tornadoes. The Chief replied that most communities have moved away from such alerts, instead utilizing email, news tickers, etc. He noted that the Board may wish to discuss this in greater depth with Chief McPherson present, who he has spoken with regarding implementing a reverse 9-1-1 system such as that utilized by the School. Chief Lewis noted that the Town cannot use the school's, however, there are other packages available or the Town may be able to implement it through Derry Fire.

Mr. Hohenberger sought clarification that several of the items detailed in the Chief's strategic plan, such as a K-9 officer, were budget items. The Chief replied in the affirmative, noting that they represent ideas/directions in which he would like the Department to head in the future. Mr. Hohenberger inquired whether there were any means, at the local level, to control police details in efforts to lessen retirement impacts. Discussion ensued that this remains a contractual matter. Mr. Breton noted that the legislature continues to look at retirement reforms, and that it would be premature to discuss local changes. Further discussion ensued, and Mr. Breton requested that the Chief estimate costs for his strategic plan items so that the Board may better review them. The Chief indicated he would do so.

*Dispatching:* The Chief noted that, with the retirement of Dispatcher Sheehan, he wished to discuss the vacant position. The Chief noted that budgets continue to be tight, with all departments asked to stay at zero growth, and that elimination of the 9-5 dispatch position vacated by Dispatcher Sheehan has been discussed. He indicated that, if the Board anticipated not funding the position for next year, he did not wish to go through the processing of filling the vacancy.

Mrs. DiFruscia inquired as to the impacts of eliminating the position. The Chief noted that the 9-5 position was a remnant of the time when Fire services were dispatched out of Windham, however, this is now done through Derry. He noted that the position is valuable, but not critical to the Department. Mrs. DiFruscia inquired whether others are trained to fill in in the case of illness with only one dispatcher on duty, and the Chief replied in the affirmative. Discussion ensued.

Mr. Breton suggested that the Records Clerk be made a full-time position and the 9-5 dispatcher be eliminated. Chief Lewis noted that an increase in the Clerk's hours is something he desired to do at some point, as those duties continue to increase. Mr. McLeod suggested that the Chief return to the Board with cost estimates for various scenarios. Mr. Hohenberger concurred, and praised the Chief's cost saving efforts. Discussion ensued as to whether to eliminate or not recruit for the position.

Captain Caron clarified that if the Board freezes the hiring of a new dispatcher then, contractually, the shift has to be filled with overtime as it is a funded position. Discussion ensued regarding the redundancy of the shift, the impending retirement impacts on the budget, and pros and cons of eliminating the position.

Mr. Lochiatto then moved and Mr. Breton seconded to eliminate the redundant, 9-5 dispatch position effective July 1, 2011.

Mr. Sullivan noted that it should be clarified that the Board is restructuring the Department by eliminating said position. Mr. Lochiatto amended his motion and Mr. Breton his second accordingly. Passed unanimously.

*Grants:* Captain Caron advised the Board that the Southern NH Special Operations Unit, of which Windham is a member, has received grant fund for training in New Mexico. He noted that the training would be relative to scenarios such as suicide bombings, and that all expenses are covered for attendees. If approved, Officer Iworsky would attend as a SWAT member, and the Town has the ability to request up to \$1,800 in reimbursement of overtime costs to cover his shift; resulting in a zero cost impact to the Town. Discussion ensued, and Mr. Breton then moved and Mrs. DiFruscia seconded to approve. Passed 4-1, with Mr. Hohenberger opposed.

Captain Wagner then requested authority to apply for a 50% grant from the Department of Justice to purchase some sets of body armor for the officers. He noted that the Town received a similar grant in 2009, which outfitted 19 officers. Mrs. DiFruscia inquired what the 50% cost would be to the Town, and Captain Wagner indicated the armor is approximately \$6-800/piece. Brief discussion ensued and Mrs. DiFruscia then moved and Mr. Hohenberger seconded to approve submission of the grant application. Passed unanimously.

**OLD/NEW BUSINESS:** None.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mrs. DiFruscia seconded to enter into non-public session in accordance with RSA 91-A:3 II a, b, c, and d. Roll call vote all "yes". The topics of discussion were personnel, reputations, and land acquisition.

The Board, Mr. Sullivan, Chief Lewis, Captains Caron and Wagner, and Ms. Devlin were in attendance in the first session.

The Chief and Captains discussed a personnel matter with the Board. Mr. Hohenberger moved and Mr. Breton seconded to seal this portion of the minutes. Passed unanimously.

*Chief Lewis* discussed a personnel matter relative to part-time, on call dispatch services. Mr. Breton moved and Mrs. DiFruscia seconded to support the recommendation of the Chief. Passed unanimously.

*The Board*, Mr. Sullivan, and Ms. Devlin were in attendance in the remaining session.

Mr. Sullivan discussed a possible land donation with the Board. Mr. Hohenberger moved and Mrs. DiFruscia seconded that a letter of intent to support be forwarded to the applicant for submission to the Conservation Commission. Passed unanimously.

*Mr. Sullivan* advised the Board of a potential legal matter relative to land acquisition by the State of NH. No decisions were made.

*Mr. Sullivan* advised the Board of a potential matter relative to conservation. No decisions were made.

*Mr. Sullivan* updated the Board on a legal matter. It was the consensus of the Board that Town Counsel be asked to meet with the Board for further discussion.

*Mr. Sullivan* discussed a personnel complaint with the Board. Mr. Breton moved and Mr. Lochiatto seconded that the Chairman execute a letter to be sent to the complainant advising that the Board concurs in totality with the determination of the Administrator. Passed 4-1, with Mr. McLeod opposed.

Mrs. DiFruscia moved and Mr. Hohenberger seconded to adjourn. Passed unanimously.

The meeting was adjourned at 9:20 PM.

Respectfully submitted,  
Wendi Devlin, Administrative Assistant

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