

BOARD OF SELECTMEN
Minutes of October 3, 2011

MEMBERS PRESENT: Mr. McLeod called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Kathleen DiFruscia and Roger Hohenberger were present, as were Town Administrator David Sullivan and Assistant Town Administrator Dana Call. Selectmen Phil Lochiatto was delayed and arrived at 7:05 PM. Mr. McLeod opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. McLeod reminded all that the following evening at 7:00 PM at the Windham High School the School District would be holding a special Town Meeting relative to the kindergarten. He suggested that any residents with concerns or questions contact the School Board.

Mr. McLeod advised that, due to Florida's changing their primary date, the two week candidacy filing period for NH has been moved up to October 14 through 28. He also noted that the last day for voters to change their party affiliation prior to the primary will be October 14.

CORRESPONDENCE: Resignation received from Mr. John McRobbie from the Conservation Commission. Mr. Hohenberger moved and Mrs. DiFruscia seconded to accept with regrets. Passed 4-0.

ANNOUNCEMENTS CONTINUED: Chief Lewis approached to announce that on Saturday October 8th, the Department will be hosting their third annual Blood Drive at the Windham High School from 8:30 AM to 1:30 PM. Also, that same day, the Police will be hosting an Open House at the Station in conjunction with the Fire Department's Annual Fire Prevention Week Open House from noon to 4:00 PM.

Windham Seniors President Barbara Coish announced that on October 12th a Flu Shot Clinic will be held at the Senior Center from 10:00 AM to noon. All insurances will be accepted, and those without coverage may also obtain a shot at cost.

MINUTES: Tabled.

BID AWARD/FIRE EQUIPMENT: Chief McPherson advised that the bids for fire equipment had been opened on September 29th, and the data passed to the Truck Committee for analysis. He noted that some bids submitted did not meet the bid requirements, which were very specific, and then reviewed with the Board the Committee's analysis and recommendation (*see attached*). Chief McPherson explained that the recommendations took into consideration the existing equipment, as well as specific thermal imaging cameras (TIC) that staff had the opportunity to test as part of the training at the Fellow's house.

Mr. Lochiatto noted that there was approximately \$3,700 difference between the recommended TIC and the low bidder, and a discussion ensued. Chief McPherson noted that the low bidder had been asked to provide a camera during the training for evaluation, however, they had not responded. Mr. Hohenberger noted that the Department currently has two (2) Bullard cameras, and inquired about the familiarity with that brand not factoring into the recommendation. Firefighter Mike Specian of the Truck Committee approached, noting that the T-3 technology as bid is what the department currently has, however, the ISG is a better unit.

Discussion ensued regarding the need for four cameras and the built in redundancy they would afford, as well as response procedures and the differences in technology between the units. Mr. Hohenberger inquired as to the resolution on the ISG, and Lieutenant Scott Delaney indicated he was unsure. Lt. Delaney noted however that the battery life is double the T-3 and the unit has a life expectancy of 10-12 years. He added that the T-4 technology, which had not been bid, offered less battery life and the cost was higher than the ISG at \$13,500/camera. Lt. Delaney then noted that FEMA utilizes the ISG camera and that the local FLIR representative also recommends same.

Mrs. DiFruscia sought clarification of the total funds available, and Chief McPherson noted that the warrant article as approved was for \$600K inclusive of the truck and equipment. Mr. Sullivan added that approximately \$60K is available for this equipment, and Mr. McLeod then pointed out that some of the recommendations as made by the Committee were not for award to the low bidders.

Lengthy discussion ensued regarding those items as noted by Mr. McLeod before Mr. Lochiatto suggested that, for ease of ordering, all items that can be obtained from IPS be awarded as such and that the Chief negotiate down the approximately \$1,000 difference in overall cost. Chief McPherson concurred that this would ease the process, and added that IPS is also a local company. Further discussion ensued regarding the thermal cameras and other equipment not available from IPS, during which Mr. McLeod excused himself from the meeting.

Mr. Hohenberger then moved to approve the bid awards as recommended, with the exception of the thermal imaging cameras. Mr. Lochiatto seconded, however, he clarified that he would like to direct the Chief to negotiate with IPS for all items which they can deliver except the cameras. Discussion ensued.

Mr. Sullivan suggested that the Board award the bid as recommended, with the exception of the thermal imaging cameras, conditional upon IPS matching the low bids received. Mr. Hohenberger concurred and amended his motion, and Mr. Lochiatto his second, accordingly. Passed 4-0.

Mr. Breton requested that the Chief forward to Mr. Hohenberger the specifications on the thermal imaging cameras as bid for his review. Chief McPherson will do so. Brief discussion ensued, with no further decisions being made. Chief McPherson extended his thanks to the members of the Truck Committee for their efforts throughout this process.

SALE OF SURPLUS ENGINE: Assistant Town Administrator Dana Call advised that the sale of Engine 3, which the Board had elected not to trade-in, had been advertised via the Local Government Center and nationally through the "Daily Dispatch" and that two bids and a request for donation had been received. Mrs. Call noted that the bids were both in the amount of \$1,000, and that the request for donation had been received from Pinal Rural Fire Rescue, Inc. in Montana.

Mr. Hohenberger sought clarification that the only existing issue with Engine 3 was the pump, and Chief McPherson replied in the negative; noting that there are several ongoing issues in addition to the pump including the engine being in need of an overhaul. Discussion ensued regarding the repair of the pump three years ago at a cost of \$60K.

Chief McPherson indicated he felt that the engine was worth more than a simple donation, and noted that he believed the vendor from whom the new engine was being purchased was still willing to take E-3 for the \$2,500 offered in trade-in value. Mrs. Call noted that the Town had also been approached by Gov-Deals.com and Adirondak Fire Equipment, both of whom had offered to market the engine for sale at a commission.

After further discussion, Mrs. DiFruscia moved and Mr. Lochiatto seconded to reject the bids as received. Passed 4-0.

Mrs. DiFruscia then moved and Mr. Lochiatto seconded that the Chief contact the vendor in question and, if the Town can still obtain \$2,500, that he do so. Passed 4-0.

SINGLE STREAM RECYCLING CONTRACT: Transfer Station Manager Dave Poulson advised the Board that the Town's current single-stream contract with Integrated Paper will expire on 12/31, however, it does include an option to extend for an additional two years at the same tonnage rebate price. He explained that he had spoken to several vendors to obtain price comparisons regarding fixed rate rebates and disposal distances in efforts to obtain an extended contract for the Town. Mr. Poulson indicated that he had found three vendors who would be willing to meet the criteria he had requested:

- Integrated Paper of North Andover, MA offered a two year extension at \$22.50/ton plus an additional three year add on option at \$13/ton – equating to a five year contract.
- Empire Recycling of Billerica, MA offered a three year contract at \$15/ton, or a five year at \$12.50/ton, or a ten year at \$10/ton.
- Casella Waste Systems of Charlestown, MA offered a three year contract at \$5/ton.

Mr. Poulson indicated it would be his recommendation that the Town extend the contract with IP for two years per the existing terms, plus award an additional three years at the new rate as quoted. Discussion ensued, and Mrs. DiFruscia then moved and Mr. Lochiatto seconded to award the contract to Integrated Paper as recommended. Passed 4-0.

OLD BUSINESS: Mr. Sullivan advised the Board that the arborist's report relative to Griffin Park is still pending, and that the bid process was continuing as per the Board's vote the previous week. He added that should any issues arise as a result of the report, a change order would be issued relative to the bids.

Mr. Sullivan then noted that staff had met with Mr. Johnson regarding his concerns about the project; specifically the buffer between his property and the lot. Mr. Sullivan noted that the buffer will be 80', rather than 100', and that when explained to him Mr. Johnson had understood. He added that Mr. Johnson's drainage concerns had also been reviewed, and found to be related to Range Road making them state issues. Mr. Sullivan indicated that staff and Representative McMahan will work with the State regarding installation of a catch basin to resolve the matter.

Mr. Sullivan advised that the mandatory pre-bid conference for the project would be taking place at 10AM on the following Wednesday and that only those in attendance will be eligible to bid. He added that he, Mr. Zohdi, and Mr. McMahan will be present. Brief discussion ensued regarding section 602.2 of the Zoning Ordinance as it pertained to Mr. Johnson.

Fire Engine Financing: Mrs. Call advised that she had placed the financing out to bid over the last week, and noted that the bids received had been very low. She recommended that the Board award the financing to Northway Bank at a rate of 1.4%, noting that this is the same institution who provided the Town's Tax Anticipation Note earlier this year. Mrs. Call explained that the bond amount of \$391,135 will have a two year term, with payments due in October of 2012 and 2013.

After a brief discussion, Mr. Hohenberger moved and Mrs. DiFruscia seconded to award the fire engine financing to Northway Bank out of Plymouth NH at an interest rate of 1.4% per the proposal presented by Mrs. Call. Lengthy discussion then ensued regarding the warrant article and the 2012/13 payment requirements. Motion then passed 4-0.

NEW BUSINESS: Mr. Sullivan indicated that the Police Chief had a new business item, however, it had not been placed on the agenda. Discussion ensued regarding the Board's previous determination that new business should be clarified on the posted agenda. Amidst this discussion, Mr. McLeod resumed the Chairmanship with apologies for stepping out. Mr. Sullivan clarified that the Chief will be on the next agenda, and could wait, and that his issue was need of a replacement copier for the Station. Further discussion ensued, and it was the consensus of the Board that the Chief proceed.

Chief Lewis explained that the Station currently utilizes a six year old centralized all-in-one machine for the Station, which sees use 24 hours daily. He noted that the original vendor will no longer service the machine, and that no other vendors contacted, save one at an initial pre-contract cost of \$2,500, will touch it as far as repairs go. Chief Lewis noted he obtained lease cost estimates from four companies for a new machine: Conway Office Products, Continental, Integrated Business Machines, and New England Business Machines.

Chief Lewis explained that Conway had offered a price of \$1,944/year for three years, and added that Conway services most of the other Town's machines. He then requested the Board's authorization to coordinate a lease with Conway. Mr. Breton indicated that the total cost over three years exceeded the purchasing policy requirements for a bid, and Mr. Sullivan noted that the Chief had received three quotes which is what the procedures require. Discussion ensued regarding the bid process, available funds, and inquiring whether Conway would hold the price to next year.

Mr. Breton then moved and Mrs. DiFruscia seconded to authorize the Chief to enter into a lease as requested. Passed unanimously.

NONE-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Breton seconded to enter into a non-public session in accordance with RSA 91-A:3, II a, b, and c; to be followed by a non-meeting to discuss union negotiations. Roll call vote – all “yes”. The topics of discussion were personnel and reputations.

The Board, Mr. Sullivan, Mrs. Call, Chief McPherson, Chief Lewis, and Ms. Devlin were in attendance in the first session.

Chief McPherson discussed a personnel matter with the Board relative to disciplinary action. Mrs. DiFruscia moved and Mr. Hohenberger seconded to concur with the Chief’s recommendation. Passed unanimously.

The Board, Mr. Sullivan, Mrs. Call, Chief Lewis, Captain Caron, and Ms. Devlin were in attendance in the second session.

Chief Lewis and Captain Caron discussed the vacant officer position. Mr. Hohenberger moved and Mr. Breton seconded to extend an offer of employment to the recommended candidate subject to the Employee Policy; at first step with 12 days of earned time. Passed unanimously.

The Board, Mr. Sullivan, Mrs. Call, and Ms. Devlin were in attendance in the remaining sessions.

Mr. Sullivan advised the Board of an impending abatement request. No decisions were made.

Mr. Sullivan discussed a tax deeding issue with the Board. Mr. Hohenberger moved and Mr. Breton seconded that the owner be advised that the amount must be paid in full by close of day on Friday or the Town will begin the eviction process. Passed unanimously.

Mr. Sullivan updated the Board on a tax sale and tax deeding issue. No decisions were made.

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

Meeting was adjourned at 9:25 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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

**Windham NH Fire Department
New Engine Tools and Equipment
Bid Results of 09/29/2011**

Description	QTY	IPS	FT&S	Fisher	Eddies	NE Emer	Harrison	
Turtle Plastic Crib Kit A****	1	\$916.00	\$1,050.00	\$1,057.75		\$916.00		
Hydra Ram 2 Kit	1	\$1,724.55	\$1,800.00	\$1,800.80		\$1,750.00	\$1,750.00	
ISG Elite XR TIC	2	PLACED ON HOLD PER BOS ON 10/3/11						\$18,000.00
(Scott Eagle Attack)	2	\$15,618.00						
(Bullard T-3)	2		\$18,000.00					
(E2 Argus 4)	2					\$18,190.00		
ISG Truck Mount Charger	2	Included	Included			\$1,260.00	\$990.00	
ISG Retract Lanyard	4		Included			\$220.00	\$380.00	
Cutters Edge & Spare Chain	1		\$2,495.00	\$2,443.01				
(16 " Saw Mfr: SuperVac)	1	\$1,947.00				\$2,450.00	\$2,095.00	
(Stihl)	1				\$1,361.96			
MSA Sirius 4-Gas	1	\$3,233.15		\$3,226.99		\$3,649.00		
(Honeywell PHD6)	1	ORDERED DIRECT FROM MSA @ COST OF \$1,939.63						\$2,850.00
(MultiRae Lite 4-Gas)	1	\$2,346.00						
(MultiRae w/PID)	1	\$2,948.00						
2 LB Connection Hammer	1	\$13.57	\$15.00	\$16.43		\$15.15	\$14.95	
Stream LT Liebox LED	2	\$216.70	\$510.00	\$149.55		\$153.50	\$151.00	
Stream LT Vulcan LED	4	\$513.80	\$171.00	\$143.96		\$141.00	\$135.00	
Spanner Holders w/Spanners	2	\$87.80	\$136.00	\$101.90		\$121.00	\$50.58	
LDH Spanners w/Brackets	2	\$129.20	\$200.00	\$149.86		\$178.00	\$137.08	
Hydrant Wrench, HD	2	\$44.00	\$76.00	\$64.82		\$135.50	\$116.52	
All Purpose Hook, 5' Fiber WD	1	\$71.60	\$100.00	\$90.00		\$84.00	\$73.75	
Shut Off Elkhart 1.5 Break Ap	5	\$3,948.75						
(Task Force 1.5 Valve)	5			\$1,764.70			\$1,331.25	
Nozzle Tip 1.5 75/200 Stem	5	\$1,699.00						
(Task Force 1.5 Tip)	5			\$2,272.05			\$2,906.25	
Glass Master	1	\$174.00		\$171.11				
(Zak Tool Rescue Saw)	1					\$103.50		
(Quick Cut Glass Tool)	1		\$159.00				\$129.00	

Description	QTY	IPS	FT&S	Fisher	Eddies	NE Emer	Harrison
Leader 1.5HP Var Start Fan	1						\$2,559.00
(SuperVac 1.5 Var.)	1	\$1,906.00					
6LB TNT Denver Tool	2	\$410.00	\$420.00	\$425.00			
Kocheck "BW" 6" FL Strainer	1	\$488.65	\$650.00	\$573.31		\$551.50	
(Pin BS60-2)	1						\$168.21
4" Storz to 5"Storz Swivel	2	\$234.60	\$400.00	\$275.26		\$264.70	\$325.18
4" Storz to 2.5" Female	1	\$68.20	\$200.00	\$99.55		\$76.95	\$88.39
4" Storz to2.5" Male	1	\$73.75	\$100.00	\$86.53		\$83.25	\$76.84
2.5" Double Female	2	\$42.30	\$34.00	\$49.10		\$47.50	\$44.90
2.5" Double Male	2	\$25.70	\$60.00	\$29.76		\$29.00	\$25.20
1.5" Double Female	2	\$31.70	\$26.00	\$36.72		\$35.50	\$33.58
1.5" Double Male	2	\$18.30	\$26.00	\$21.26		\$20.50	\$18.50
2.5" To 1.5" Reducer	2	\$29.30	\$40.00	\$33.98		\$33.90	\$28.76
2.5" Gated Valve	2	\$332.40	\$650.00	\$390.00		\$375.00	\$339.70
2.5" to 1.5" Gated Y****	1	\$262.18	\$315.00	\$300.99		\$290.00	\$262.18
2.5" to 2.5" Gated Y****	1	\$320.12	\$924.00	\$367.51		\$353.50	\$320.12
Tool Strap	1	\$10.95	\$15.00	\$35.29		\$13.00	\$11.50
Fire Extinguisher Strap	2	\$41.40	\$70.00	\$70.00		\$45.00	\$69.90
High Rise Pack Strap	1	\$48.30	\$110.00	\$69.44		\$59.50	\$130.50
Akron Mercury Nozzle****	1	\$1,966.00	\$1,966.00				\$2,682.00
(TFT Blitzfire Nozzle)	1			\$2,558.82			
TFT Oasis Hydrant Asst Valve****	2	\$3,780.00	\$3,780.00	\$4,764.70		\$5,200.00	\$3,990.00
Petzl Double Pulley	1	\$88.25		\$96.00		RSI \$105.00	\$95.00
1"x300 FT roll of webbing Red	1	\$85.50	\$97.00	\$96.00		\$111.00	\$87.00
1"x300 FT roll of webbing Gr	1	\$85.50	\$97.00	\$96.00		\$111.00	\$87.00
Prussik Cord 8m x 100m	1	\$144.70		\$156.03		\$168.00	\$148.25
Omega Springlock 8.5 Ladder Biner	3	\$143.64		\$122.64		\$162.75	
CMC Rescue Auto-Lock Carabiner	12	\$432.00		\$345.60			
HMD Sked green	1	\$568.00				\$595.00	
(SK2001)	1			\$554.09			
Paratech Airbag System	1						\$1,992.00
(Holmatro)	1	\$5,635.00					
Pick Head Axe	1	\$41.35	\$55.00	\$62.81		\$50.00	\$62.00
Flat Head Axe	1	\$37.95	\$50.00	\$54.27		\$55.00	\$59.50

