

**BOARD OF SELECTMEN**  
**Minutes of November 14, 2011**

**MEMBERS PRESENT:** Mr. McLeod called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Phil Lochiatto, Kathleen DiFruscia and Roger Hohenberger were present, as was Assistant Town Administrator Dana Call. Town Administrator David Sullivan was delayed and arrived at 8:00 PM. Mr. McLeod opened with the Pledge of Allegiance.

**ANNOUNCEMENTS:** Fire Chief Tom McPherson approached to advise the Board that the Department had been awarded a 100% Homeland Security Grant in the amount of \$35K for equipment and training relative to hazardous materials response. He asked that the Board formally accept the grant and execute the related documentation and, once formalized, the Department will order the equipment and submit the invoices to the State for payment.

Brief discussion ensued regarding use of the funds before Mrs. DiFruscia moved and Mr. Hohenberger seconded to accept the grant of \$35K for the Fire Department. Passed unanimously. The Board executed the documents as required.

*Mrs. DiFruscia* extended congratulations to the Windham Women's Club on their recent, 100<sup>th</sup> Anniversary celebration.

*Mr. McLeod* announced that the Annual Tree Lighting will take place on December 3<sup>rd</sup>. Also, the Annual Turkey Trot will take place on Thanksgiving morning. More information on both events can be found on the Town's website.

**LIAISON REPORTS:** None.

**MINUTES:** None.

**CORRESPONDENCE:** None.

**ECONOMIC DEVELOPMENT INTERVIEWS:** The Board interviewed Mr. Derek McManus and Ms. Dianne Connolly for appointment to the Economic Development Committee. Mrs. DiFruscia moved and Mr. Breton seconded to appoint Ms. Connolly as a Regular member through 2014. Passed unanimously.

Mr. Lochiatto moved and Mrs. DiFruscia seconded to appoint Mr. McManus as a regular member through July, 2012. Passed unanimously.

**SEARLES FEES:** Mrs. Call noted that proposed changes to the fee structure for the Searles Facility would require a public hearing, however, the purpose of this agenda item was to discuss the Historic Commission's proposal. Mrs. Marion Dinsmore, Chairman, approached noting that the Commission would be proposing lowering the fees as they have found them to be too high for some renters.

Mr. Hohenberger sought clarification of "business" as it pertained to the rate schedule, and it was clarified that this pertained to Windham-based businesses. Discussion ensued regarding the proposed decrease of 10-15% in the rates, and the large number of non-residents who do not book the facilities due to the cost. Mrs. DiFruscia inquired whether the Coordinator, Donna Markham, received any feedback from those not booking the facility as to what they felt would be a fairer rate. Ms. Markham replied in the negative, and Mrs. Dinsmore added that the economy is a factor, as well.

Discussion ensued regarding whether the lower rates would cover the expense of operating the building and necessary repairs, and whether the proposed reduction in fees was enough to recoup lost bookings.

Mrs. Call then noted that the Board should also be prepared to discuss simplification of the "non-profit" list and, perhaps, elimination of a separate non-resident rate altogether. Mr. Hohenberger requested that the numbers of non-resident bookings versus resident bookings be available for the public hearing. The Commission will compile that data, and staff will post for the public hearing as discussed.

**LAURA SCOTT/DESIGN REGULATIONS:** Ms. Scott approached to advise that, although this project is at the end of its current contract, it is not yet complete. She advised that the Planning Board has supported her requesting the Selectmen grant a contract extension utilizing funds from the Community Development budget in the amount of \$1,440 to complete the standards by 4/30/2012.

Mr. McLeod expressed concerns that the document thus far is not available to reviewers in Word format for ease of editing, and suggested that if the extension is approved it be done so contingent upon receipt of a Word document. Discussion ensued, with input from Planning Board Chairman Ruth-Ellen Post in concurrence with Mr. McLeod's suggest and Ms. Scott's request.

Mr. Hohenberger inquired whether the contract specified a well-defined deliverable, and Ms. Scott replied in the affirmative; noting the end result would be the Design regulations. Mr. Hohenberger noted that, in the past, the Town has had to return at cost to vendors for updates to various documents, and Ms. Scott indicated that is not the case in this instance. She indicated that once the document is developed there will be no need to send it to an outside vendor for tweaking. Discussion ensued regarding the need for a Word document and a master document to avoid confusion.

Mrs. DiFruscia moved and Mr. Lochiatto seconded to extend the contract with Fitz Design for completion of the Design Regulations for the Gateway Commercial, Professional Business and Technology, and Neighborhood Business Districts to 04/30/2012 at a cost of \$1,440; \$500 of which is to come from the Community Development Department Contracted Services line item and the remainder from the Community Development budget. Passed unanimously.

**HIGHWAY DEPARTMENT:** Mrs. Call noted that, in September, the Board had awarded the highway truck bid to Freightliner in the amount of \$150K, which was the approved warrant article amount. She noted that Freightliner had accepted that amount, however, since then due to changes in the "Buy America" requirements regarding steel ratings, the requirements for the truck itself had changed. She indicated that the Board could proceed with freightliner, who is unsure if they can even provide the truck now, or reject all bids and piggy back on the State's recent truck bids. Discussion ensued regarding the state's bid, that the Town will not lose the grant funds if it rejects the bids, and that the truck will not be available for winter either way.

Mr. Breton then moved and Mr. Hohenberger seconded to reconsider the bid award and reject all bids received. Passed unanimously.

**PROPERTY MAINTENANCE TRUST:** Mrs. Call advised that \$4,389 had been expended from the Property Maintenance Trust for emergency repairs to the Cable/Town Hall septic system. Discussion ensued regarding the balance remaining in the Trust and the Town Hall painting project.

Mrs. DiFruscia moved and Mr. Hohenberger seconded to approve the expenditure as described for emergency repairs to the Town Hall/Armstrong septic system. Passed unanimously.

**2012 BUDGET OVERVIEW:** Mr. Sullivan reviewed with the Board a brief overview of the upcoming proposed budget; workshops for which will begin in the next couple weeks. Mr. Sullivan noted that staff had dispensed with the global budgeting process as there were very few non-statutory items for review. Overall, the discussions will begin with a proposed increase of 2.83%.

Discussion moved to scheduling of departments/workshops. Police, Fire, Highway, and Community Development will be discussed the following Saturday.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

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

Mrs. Call updated the Board on a tax deeding matter. Mr. Hohenberger moved and Mr. Breton seconded that staff proceed as discussed. Passed unanimously.

**PUBLIC SESSION:** Mr. Breton updated the Board on a recent, Supreme Court appeal. No decisions were made.

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

Meeting was adjourned at 8:45 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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