

**BOARD OF SELECTMEN**  
**Minutes of June 25, 2012**

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

**ANNOUNCEMENTS:** None.

**LIAISON:** None.

**MINUTES:** Ms. Devlin noted that Mr. McLeod had advised her of minor typographical error in the minutes, which she had corrected prior to the meeting. Mr. Hohenberger moved and Mr. LoChiatto seconded to approve the minutes of May 14<sup>th</sup> as amended. Passed unanimously.

**DAVID POULSON – SOLID WASTE:** Transfer Station Manager David Poulson requested that the Board consider extending the Town's current contract with Covanta for solid waste disposal. He noted that he had spoken to them about the contract, which is set to expire in 2013, and that Covanta had offered a five year contract, through 2017, at a fixed flat rate of \$72/ton for the duration. Mr. Poulson indicated that the Town averages 4500 ton/year, and that Covanta's proposal could save the Town approximately \$40,500 over the five year period. He added this would also coincide with the current contract for the Town's recyclables, and a discussion ensued regarding hauling costs, Salem's recent bid for trash removal, the amount of revenue the Town receives for single stream/metal, and working with Windham Go Green to increase recycling in Town.

Mr. LoChiatto then moved and Mr. Hohenberger seconded to, in light of the substantial savings offered over the contract period, waive the bid process for the Town's solid waste and extend the contract with Covanta as recommended in the amount of \$72/ton through 2017. After a brief discussion, motion passed 3-0. Further discussion ensued regarding execution of the contract, with Mrs. Call clarified had been done by Mr. Sullivan previously and would do as well for the extension.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a and c. Roll call vote all "yes". The topics of discussion were personnel and reputations.

The Board, Mr. Poulson, Mrs. Call and Ms. Devlin were in attendance in the first session.

Mr. Poulson updated the Board on a personnel matter. No decisions were made.

*The Board*, Mrs. Call, and Ms. Devlin were in attendance in the second session.

The Board discussed a vacancy on the Windham Cable Advisory Board. Mr. Hohenberger moved and Mr. LoChiatto seconded to appoint Ms. Donna Mauro as an alternate member through 2015. Passed 3-0.

*Mr. Breton* called the public session back to order by advising of Ms. Mauro's appointment and noting that no action was taken regarding the personnel matter.

**WORKSHOP – ECONOMIC DEVELOPMENT COMMITTEE:** The Board met in workshop session with the members of the EDC. Mr. Breton deferred to Mr. Bob Young, EDC Chairman, to chair the workshop. Present from the EDC were Sy Wrenn, Dianne Connolly, Al Letizio, Sally D'Angelo, and Paul Gosselin. Highlights of the discussion included:

- The EDC's efforts over the last year toward reaching their goals, including: participation in the Design Review Committee; finalization of their Strategic Plan; analysis and presentation of the EDC study; assistance to the Community Development Department and Chamber of Commerce; and participation in community events such as the Harvest Fest.

- Newly established goals for the year, including: Marketing/Education/Outreach targeting residents and businesses; Infrastructure inventory, collecting provider contact information/plans and assessing Town needs; and, reviewing Land Use and Zoning Ordinances including the Village District project, Site Plan update and ordinance reviews.
- Various subcommittees for each area have been created and charged with presenting their goals to the EDC.
- The EDC's successful participation in the Village District and Site Plan Review subcommittees.
- The priority need to reach out to the public on Economic Development issues, particularly non-residential zoning, and the EDC's formation of a sub-committee regarding same. Mr. Letizio noted that the committee will be having their first meeting the following day to layout a framework for messages, means to deliver same, and the timing of outreach.
- That the EDC does not exist to advocate for any particular thing, but rather to present facts to the residents allowing them to form their own opinions.
- Discussion regarding the possibility of the EDC producing an informational video regarding the Town, such as that offered by Coldwell Banker on the Windham-NH.com site as part of their monthly ad.
- EDC concerns regarding warrant articles 18 and 19 were discussed, and it was noted that these are not currently enforceable due to the injunction issued by the Court. Given this, those members whose terms are expiring are in holdover status.
- The Committee will be reviewing information on the three area Planning Commissions as discussed at the June 4<sup>th</sup> meeting and making recommendation to the Board; as well as the Disposition of Town Property policy and list of town lands for potential sale. Mr. Breton noted that the EDC is not referenced within the Policy, and requested they be added as part of the upcoming amendments.

The Board extended thanks to the Committee for their efforts.

**GRANT POLICY:** Mrs. Call advised that the Board had received the draft policy back in May, and that it represented more of an accounting policy than anything else and does not impact the Board's statutory authority. Rather, it applies to donations/grants and the procedures to accept and administer same. Discussion ensued regarding the acceptance of gifts, which Mrs. Call indicated do not require administration, rather they default to statutory requirements.

Mr. Hohenberger moved and Mr. LoChiatto seconded to approve the Grant Policy as posted. Passed 3-0.

**PURCHASING POLICY:** Mrs. Call noted that this was not a new policy, rather it was an existing one which is reviewed periodically. She noted there are no proposed changes to purchasing level requirements, but the amendments were mainly clarifications regarding standard procedures with the addition of some language relative to the intention to try to centralize work/purchases in the future. Lengthy discussion ensued regarding developing a matrix of services and collaboration, and pre-qualification of vendors so that necessary information is on file and ready for reference at bid time.

Mrs. Call noted there was also an update to the credit card portion of the Policy, clarifying the prohibition on "store" cards. Discussion ensued to as to additional clarifications of the quote requirements and employee reimbursement restrictions. Mr. Breton indicated that he had concerns regarding the use of bidders lists, and Mrs. Call clarified that any such lists are used in conjunction with publicly published invitation to bid, however, she could add language prohibiting an "exclusive" bidders list and noting that any such list would be used as a courtesy based upon previous bidders and/or specific vendor requests.

After brief, further discussion, Mr. LoChiatto moved to and Mr. Hohenberger seconded to approve the Purchasing Policy as amended. Passed 3-0.

**OLD BUSINESS:** Mrs. Call advised that correspondence had been received from Mr. Eyring requesting additional language be inserted in the Sustainable Communities agreement; which Mr. Sullivan believed had already been addressed via Mrs. DiFruscia's amendment the evening it was approved. Discussion ensued, and the Board took no action.

Mr. LoChiatto advised that he had met with Mr. Barlow and Mr. McCartney relative to relocation of the Maintenance department to the Highway garage, and that there was an area for the former within the garage. He indicated the Maintenance could operate under the mezzanine, which is currently a storage area for street signs. Mr. LoChiatto noted that sharing of the office space had also been discussed, and that he believed that so long as the maintenance supplies are properly stored in metal containers it was acceptable to leave them in the old fire station. Brief discussion ensued.

**CORRESPONDENCE:** Right of Way Permit/Flat Rock Road: request to work in the Town's shoulder area to install a well line. Mr. Hohenberger moved and Mr. LoChiatto seconded to approve the request. Passed 3-0.

**NEW BUSINESS:** Mrs. Call advised the Board that the LEC may be seeking grant funds.

Mrs. Call, on behalf of the Highway Agent, requested that the Board consider staying with the current vendor for winter salt needs. She noted that the current price, delivered, is \$56.76/ton from International Salt, and that Mr. McCartney had contacted the other two potential bidders who indicated that they would also be keeping to that same price as it is the State's pricing. She explained that Mr. McCartney would like to stay with International given the quality of both their service and their product.

After a brief discussion, Mr. Hohenberger moved and Mr. LoChiatto seconded to award the winter salt to International Salt for their bid price of \$56.76/ton delivered; up to 800 tons. Passed 3-0.

Mr. Hohenberger moved and Mr. LoChiatto seconded to adjourn. Passed 3-0.

Meeting was adjourned at 8:25 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant.

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