

BOARD OF SELECTMEN
Minutes of February 4, 2013

MEMBERS PRESENT: Vice Chairman Ross McLeod called the meeting to order at 7:00 PM. Selectmen Phil LoChiatto and Kathleen DiFruscia were present; as was Town Administrator David Sullivan. Chairman Bruce Breton was excused. Selectman Roger Hohenberger was delayed and arrived at 7:15 PM. Mr. McLeod opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. LoChiatto noted that he had visited Chairman Breton the previous day, and that he was doing well. He noted Mr. Breton had expressed his gratitude for all the well wishes he has been receiving.

Mr. Wayne Bailey, Lion's Club, approached noting Ms. Freida Ostas had designed a stained glass collage of Windham which the Lions would be raffling off to raise funds. He indicated that tickets will be \$5/each or five for \$20, and that proceeds will go towards funding glasses, hearing aides, clothing, and pre-school screenings; as well as scholarships. Mr. Bailey encouraged residents to visit the WindhamLions.org for more information regarding the raffle and the efforts of the organization.

Brief discussion ensued regarding the collage, and Ms. Ostas clarified that the panels included Town Hall, Cobbetts Pond, Windham High, Griffin Park, the caboose, and Searles Castle; and that overall the dimensions are 19" by 31".

Mr. McLeod reminded all that the School Deliberative Session was scheduled for the following Friday at 7:00 PM and the Town for Saturday at 9:00 AM; both of which will take place at the High School. Mr. McLeod noted that currently, articles can be amended at the Deliberative session, however legislation is pending to change that.

Mr. Sullivan announced that, unfortunately, Town Moderator Peter Griffin will be not be in attendance due to a health issue. He noted that Mr. Griffin is doing well, and wished him a speedy recovery. Mr. Sullivan advised that School District Moderator Betty Dunn will be appointed as Moderator pro tem for the Town session.

LIAISON REPORTS: None.

CORRESPONDENCE: None.

MINUTES: None.

OLD/NEW BUSINESS: Mr. Sullivan advised that he had been contacted by one of the unsuccessful bidders on the town parcels on Third Street, as awarded the previous week; who was questioning the winning bid as not meeting the bid specifications. Mr. Sullivan indicated that, as the parcels were detailed on the bid envelope, it had met the specifications and that Town Counsel felt there was no issue with the Board's award of the bid to Mr. Callahan as a package. He then requested that, unless the Board did wish to reconsider, a motion be made to confirm the bid award to Mr. Callahan. Mrs. DiFruscia motioned to confirm, and Mr. LoChiatto seconded, however, a discussion ensued in that there was no need for a motion. As such, the motion was withdrawn and Mr. Sullivan indicated he will move forward to finalize the sale to Mr. Callahan.

MAINTENACE DEPARTMENT REORGANIZATION: Mr. Sullivan reviewed the attached presentation with the Board; noting that he and Mr. LoChiatto had met in response to the last meeting to collaborate on a proposal, and that he had met with Mr. McCartney and Mr. Poulson, as well. Mr. Sullivan indicated that it was clear that all agreed that Mr. Barlow will not be replaced and that in-house staff/expertise will be utilized.

Mr. LoChiatto added that it was important to note that he and Mr. Sullivan did have differing proposals, but they were able to work together to craft a plan. He noted the latter had been reviewed with the Department Heads, and their support garnered. Mr. LoChiatto noted that this process has been long and drawn out, and that the Board needs to move forward to the best benefit for the Town and the best utilization of the existing structure; adding that the proposal at hand will also allow for the hiring of outside firms to address specific concerns.

Mrs. DiFruscia extended thanks to Mr. LoChiatto and Mr. Sullivan for their work putting the proposal together; noting that she did not have any issue with moving up a custodian to foreman. She noted however that she would rather see that position as opposed to a supervisor, and part time staff brought in for the Maintenance department; expressing concerns that the proposal seems top heavy on the management side. She noted she would like to hear input from Mr. McCartney, who she indicated seemed to be doing a very good job supervising the maintenance staff in the interim. Mr. Hohenberger concurred, noting he would like to hear from Mr. Poulson, as well.

Mr. McCartney approached noting that he had discussed the proposal with Mr. Sullivan et al, and felt that it could work without a part-time employee; at least for the balance of the year. He suggested it could be re-addressed next year; adding that some funds will need to be expended to toward establishing a preventative maintenance program. Mrs. DiFruscia asked whether he felt a supervisor was needed in addition to a foreman, and Mr. McCartney replied that an additional employee was not needed, but someone was needed to deal with staff if he or Mr. Poulson were not available. Discussion ensued as to whether the foreman could handle such absences, and that the Board would need to specifically authorize this position to do so.

Mr. Hohenberger reiterated that his primary concern remained having one supervisor reporting to two department heads; noting such a scenario would not work outside of very strict guidelines/schedules in order to avoid conflicts with the reporting scheme. He suggested the supervisor position be left as is, reporting directly to Mr. Poulson, and that the foreman position be brought up to report directly to Mr. McCartney.

Mr. McLeod echoed Mr. Hohenberger's concerns, adding that the proposal as it is would make it harder to keep track of who was doing what and reporting to whom. He also concurred that it is very top heavy given the overall small number of employees, and added that he did not see what benefit was being gained for the additional \$23,000. Mr. Sullivan noted that the expense as proposed was actually \$60,000 less than last year's budget, and a discussion ensued.

Mr. Sullivan noted the lack of benefit costs as proposed, and indicated that while it would not necessarily be easy, he believed the Town had two good managers in place who can cooperatively make it work. He went on to state that there is time available to task the Supervisor with more work, and noted that the foreman is not a management level position; rather it is to differentiate a skill set. Mr. Sullivan noted that rarely would the foreman be tasked as a supervisor, but would act more as a team leader. He then noted that the number of employees to be considered included not just the maintenance staff of four, but five Transfer employees as well; as staff would occasionally be splitting responsibilities.

Discussion ensued regarding the total hours, the time available for the supervisor versus adding another employee, and time management. Mr. LoChiatto indicated the proposal was geared toward increasing efficiency for all positions, including flexing of staff responsibilities and utilization. He then disagreed that it represented a top heavy management, as it involved bringing more employees under the supervisor.

Mrs. DiFruscia indicated that she still did not see the need to have three individuals overseeing eight. Mr. Sullivan pointed out that there are already three management positions, if one included Mr. Barlow, and reiterated that the foreman and supervisor are not management level positions. Discussion ensued regarding the current structure and who the maintenance staff would report to daily.

Mr. Poulson approached noting that the Supervisor position has been a part of the Transfer station structure since 1990, however he, Mr. Poulson, was the ultimate Department head. He indicated that, in the absence of himself, the Supervisor is always at the facility.

Discussion ensued as to the intent of the proposal being to best utilize available resources at no cost, efficiency of the current versus proposed structure, the current maintenance related work being done by administrative staff, and the need for project management in the maintenance department.

Mr. Hohenberger indicated that he would support the proposal if it were changed to have the maintenance staff report directly to the Department head. Mrs. DiFruscia indicated she failed to see how the supervisor could handle their duties at the Transfer Station plus take on the administrative duties of the maintenance department. Mr. Sullivan indicated that there was time available and a discussion ensued regarding the previous proposals and shifting of roles.

Mrs. Barbara Coish, President of Windham Seniors, approached noting that the interim solution had been working perfectly. She suggested that the custodian be moved up to foreman with a slight pay increase. Discussion ensued. Mr. LoChiato indicated that the structure could be left as it is, but doing so ignores the gap on the Highway/Maintenance side. Further discussion ensued regarding the previous proposals versus the attached, and the nature of the Highway Agent being a working manager.

Mr. LoChiato then moved to support the reorganization proposal as presented. There was no second.

Further, lengthy discussion ensued. Mr. Sullivan indicated he would support whatever the Board decides, however, he feels the structure needs to be different than it is today; again citing administrative staff handling of maintenance duties. Mr. Hohenberger then suggested that the Supervisor “float” to handle the administrative duties, ie: bid solicitations, but that there be no direct reporting of maintenance/highway staff to that position. Further discussion ensued.

Mr. McCartney noted that his idea of the supervisor is that said position should be able to oversee projects in his absence, as well as order supplies, solicit bids, delegate jobs, etc. He noted that such a position is needed on both sides of the structure, and should be the next level of authority in the Department Head’s absence. Mr. Sullivan reiterated that the final authority resides with the Department Head; the Supervisor simply effectuates getting things done.

Mr. Hohenberger suggested that a revised job description for the proposed supervisor be drafted and presented to the Board for review and decision next week. The remaining members concurred and a discussion ensued in that a clear description of duties would address any competing for resources. Mrs. DiFruscia also requested that a foreman job description be drafted as well.

No further decisions were made.

TRANSFER STATION WORKSHOP: Mr. Poulson reviewed with the Board the attached results of the department’s 2012 strategic plan. He then noted that he would like to propose implementing a controlled scavenging procedure specific to removal of items from the metal recycling area. Mr. Poulson explained that, if approved, residents could speak to a staff member and request an item be retrieved; justifying the need for same. He noted that residents cannot disassemble any item for parts, and the item must be accessible to staff; clarifying that residents will not be digging through the pile.

Mr. Hohenberger thanked Mr. Poulson for developing this procedure, noting it would address many concerns that were raised previously regarding the disposal of bicycles and similar items. After a brief discussion, Mr. LoChiato moved and Mrs. DiFruscia seconded to endorse the proposed procedure relative to Controlled Scavenging at the Transfer Station. Passed 4-0.

Mr. Pouslon continued with his strategic plan presentation, as attached. Discussion ensued regarding Mr. Poulson's efforts to collaborate with the School District on recycling and Mrs. DiFruscia suggested that a workshop be scheduled between the Boards and Mr. Poulson to discuss such options. Several additional items were briefly discussed, including the annual electronics collection event in May at the High School, Health Officer jurisdiction over local well and septic regulations, the possibility of bulk purchasing, installation of a generator at the Station, and inclusion of a replacement loader within next year's CIP.

The Board thanked Mr. Poulson for his presentation.

OLD/NEW BUSINESS, CONTINUED: Mr. Sullivan advised that he had met with EDC Chairman Bob Young regarding a potential item for inclusion on the next agenda. Brief discussion ensued.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mrs. DiFruscia seconded to enter into nonpublic 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 and Ms. Devlin were in attendance in all sessions.

Mr. Sullivan updated the Board on a reputations matter relative to staff operations/committee charges. It was the consensus of the Board that this matter be scheduled in a non-public session as part of the next meeting.

Mr. Hohenberger moved and Mrs. DiFruscia seconded to adjourn. Passed 4-0.

Meeting adjourned at 9:25 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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

REORGANIZATION PROPOSAL

***Transfer Station
Highway Department
Maintenance Department***

February 4, 2013

**TRANSFER STATION
MANAGER**

**HIGHWAY/MAINTENANCE
MANAGER**

Proposed \$5,000 Annual Stipend

SUPERVISOR
(Reports to both Managers)
Current Grade: 15/5
Proposed Grade: 16/5
Annual Impact: \$2,725

TRANSFER STATION STAFF

MAINTENANCE STAFF

Move (1) Custodian to Foreman

Current Grade: 8/5

Proposed Grade: 9/5 (2013) 10/5 (2014)

Annual Impact: \$1,950 (2013)

TOTAL ANNUAL IMPACT 2013

HIGHWAY/MAINTENANCE MANAGER STIPEND	\$ 5,000
SUPERVISOR TO GRADE 16	2,725
CUSTODIAN TO FOREMAN GRADE	1,950
<u>CONTRACTED SERVICES*</u>	<u>13,935</u>
	\$23,610

**(includes service contracts/outside tradesmen)*

DAVID POULSON

2012 GOALS/ACTIVITIES

- **SOLID WASTE – ASSIST WITH A COMPREHENSIVE SOLID WASTE MANAGEMENT PROGRAM FOR SCHOOL SYSTEM WHICH MAY INCLUDE T/R STATION. SCHOOL PARTICIPATION**
- **T/R STATION MANAGER – WORK WITH TA, HIGHWAY DH, & MAINTENANCE DH ON OUR THREE DEPARTMENT COLLABORATION AND A STRATEGY PLAN FOR STAFF USAGE/SHARED RESOURCES. COMPLETED**
- **ASSESS/UPDATE THE T/R STATION’S STRATEGIC PLAN AND CRITIQUE ACTIONS & ACTIVITIES. ONGOING**
- **RE-SUBMIT A FORMAL DEPARTMENTAL NAME CHANGE TO REFLECT THE VOCATION. COMPLETED**
- **STORM WATER – IMPLEMENT THE NEW EPA PERMIT; ESTABLISH NEW STORM WATER MANAGEMENT PLAN & COMMITTEE W/CONSULTANT; WORK WITH CANOBIE LAKE & COBBETTS POND ASSOCIATIONS. PENDING THE RECEIPT OF NEW US EPA PERMIT**
- **HEALTH OFFICER – CLARIFY THE OVERSIGHT/JURISDICTION OF LOCAL PUBLIC HEALTH PROGRAMS/HEALTH OFFICER DUTIES; UPDATE SEPTIC SYSTEM & WATER WELL REGULATIONS TO REFLECT SAME. WAITING FOR ADOPTION BY BOS**
- **GENERAL - NETWORK WITH DIFFERENT OUTSIDE SECTORS ON THE ENVIRONMENTAL FIELD AND OVERALL STATE-OF-THE-STATE ON ENVIRONMENTAL ISSUES; CLIMATE ON REGIONAL APPROACH AND FINDING SOLUTIONS. ONGOING**
- **TOWN ORGANIZATION – RE-ENERGIZE STRATEGIC PLANNING AND WORK WITH BOS ON ESTABLISHING A DIRECTION FOR TOWN GOVERNMENT. BOS PARTICIPATION**
- **TOWN ORGANIZATION – BRAINSTORM PROCUREMENT STRATEGY ON AN ORGANIZATIONAL LEVEL, I.E., BULK PURCHASING, RECONCILING, VENDOR USAGE/BIDDING, ETC. ADMINISTRATION PARTICIPATION**

DAVID POULSON

2012 OPERATIONAL ITEMS COMPLETED

- SECURED A FIVE YEAR MSW DISPOSAL CONTRACT WITH COVANTA ENERGY.
- IMPLEMENTED A FOUR-TEN HOUR OPERATIONAL SCHEDULE.
- MADE FACILITY UPGRADES PER JLMC/BUILDING INSPECTION FINDINGS.
- CONDUCTED AN ELECTRONICS COLLECTION EVENT.
- IMPLEMENTED "NO SCAVENGING" SOP; INTRODUCE CONTROLLED SCAVENGING SOP FOR 2013 W/HANDOUT.
- SECURED A NEW APPLIANCE RECYCLING VENDOR; "BIG GREEN RECYCLING", BOW.
- COLLABORATED WITH RECORDS RETENTION COMMITTEE ON SAID SUBJECT.
- TRANSFER STATION WAS PLACED ON "NO EXPOSURE" STATUS FOR STORM WATER WHICH IS AN EXCLUSION FROM A PERMIT.
- 2011 REPORTS WERE SUBMITTED AND THERE WERE NO ISSUES WITH REGULATORY AGENCIES.

DAVID POULSON

2013 GOALS/ACTIVITIES

- **SOLID WASTE – ASSIST WITH A COMPREHENSIVE SOLID WASTE MANAGEMENT PROGRAM FOR SCHOOL SYSTEM WHICH MAY INCLUDE T/R STATION.**
- **SOLID WASTE – WORK ON REFINING SHARED RESOURCE COLLABORATION W/HIGHWAY AND MAINTENANCE.**
- **SOLID WASTE – UPDATE DEPARTMENTAL STRATEGIC PLAN.**
- **SOLID WASTE – CONDUCT AN ELECTRONICS COLLECTION EVENT THIS SPRING.**
- **STORM WATER – IMPLEMENT THE NEW US EPA PERMIT; ESTABLISH NEW STORM WATER MANAGEMENT PLAN & COMMITTEE W/CONSULTANT; WORK WITH CANOBIE LAKE & COBBETTS POND ASSOCIATIONS.**
- **HEALTH OFFICER – CLARIFY THE OVERSIGHT/JURISDICTION OF LOCAL PUBLIC HEALTH PROGRAMS/HEALTH OFFICER DUTIES; UPDATE SEPTIC SYSTEM & WATER WELL REGULATIONS TO REFLECT SAME.**
- **GENERAL - NETWORK WITH DIFFERENT OUTSIDE SECTORS ON THE ENVIRONMENTAL FIELD AND OVERALL STATE-OF-THE-STATE ON ENVIRONMENTAL ISSUES; CLIMATE ON REGIONAL APPROACH AND FINDING SOLUTIONS.**
- **TOWN ORGANIZATION – RE-ENERGIZE STRATEGIC PLANNING AND WORK WITH BOS ON ESTABLISHING A DIRECTION FOR TOWN GOVERNMENT.**
- **TOWN ORGANIZATION – BRAINSTORM PROCUREMENT STRATEGY ON AN ORGANIZATIONAL LEVEL, I.E., BULK PURCHASING, RECONCILING TRANSACTIONS, VENDOR USAGE/BIDDING, ETC.**
- **TOWN ORGANIZATION – WORK WITH MANAGEMENT AND LABOR ON INTEREST-BASED BARGAINING TECHNIQUES FOR FUTURE NEGOTIATIONS.**

STRATEGIC PLAN

SOLID WASTE MANAGEMENT DEPARTMENT

Process and Control

Employee Consideration

Customer Consideration

Infrastructure Upgrades

Interest-Based Bargaining

Expand Outreach/Public Relations Programs

Purchase and Install Generator - date to be determined by appropriate parties.

Work with Union Reps to use Interest-Based bargaining for future negotiations

Develop Individual Cable Show or appear as guest on "Town Talk"

Assist with a Comprehensive Solid Waste Management Program for the School System

Increase personal networking efforts in environmental field

Ongoing department assessment and critiques

Foster Productive Union/Mangement Relations

Teaming w/labor on projects or programs

Continuously monitor department operations and technology to ensure they are consistent with present needs and trends

Update Equipment Purchases and Assets

Replace 2005 JCB Loader - 2013 CIP

Sharing of Staff Resources

Coordinate with Maintenance, Highway, and Transfer Station in the sharing of staff across departmental jurisdictions as allowed by Union Contract