

SELECTMEN'S MEETING

July 12, 1999

MEMBERS PRESENT: Douglass Barker, Margaret Crisler, Carolyn Webber, Galen Stearns and Christopher Doyle. David Sullivan, Town Administrator, was also present. Meeting commenced at 7:00 pm.

INTRODUCTION OF DEPUTY FIRE CHIEF DAVIS: Chief Fruchtman introduced the new Deputy Fire Chief Glenn Davis and his wife, Cindy. Mrs. Davis did the official pinning of the badge on the new deputy. The Davis Family was welcomed to Town by the Board of Selectmen. Deputy Davis moved here from Charlotte, North Carolina.

ANNOUNCEMENTS: Ground breaking for the new fire station was held today. Construction should be begin soon.

Margaret Case, on behalf of Mary Griffin, invited the Selectmen to attend Windham Watch on July 22nd 7:00 pm at the Cable Studio. Mrs. Griffin will be interviewing Governor Jean Shaheen.

LIAISON REPORTS: Mrs. Crisler stated she had been on vacation and therefore had no reports.

Ms Webber reported that the Historic District Commission met and discussed various issues.

BUILDING DEPARTMENT JOB DESCRIPTIONS: Mr. Sullivan reported that minor changes have been proposed to the job description for the Building Inspector. The Board made minor changes with regard to septage and water testing. Ms Webber motioned and Mr. Stearns seconded to approve the Building Inspector job description as amended. Passed unanimously.

The Board then discussed the changes proposed for Director of Planning Secretary's job description. Mr. Sullivan answered questions from the Board explaining the various changes and additions that were proposed. Mrs. Crisler motioned to approve the proposed job description for the Director of Planning's Secretary. Ms Webber seconded. Passed unanimously.

PROPERTY MAINTENANCE POLICY: Cory Nickolson, summer intern, authored and presented the proposed Property Maintenance Policy. Mr. Sullivan gave a brief presentation stating that he had set as a goal for himself this year to update the Property Maintenance Policy. He then asked Mr. Nickolson to assist him in updating this policy which allowed him to meet his goal.

Mr. Nickolson explained how he honed the policy - updating and expanding it. Mr. Nickolson and Mr. Sullivan answered questions by the Board. The Board requested minor changes. Ms Webber motioned and Mr. Stearns seconded to approve the policy as amended. Passed unanimously.

VEHICLE MAINTENANCE POLICY: Mr. Sullivan told the Board that Mr. Nickolson has developed a Vehicle Maintenance Policy as the Town has never had one. Mr. Nickolson searched surrounding towns and found that not many towns the size of Windham have such a policy - they just repair vehicles as required. Mr. Sullivan explained that this is about the third draft of this policy - the department heads made their recommendations and they now endorse the policy. Board members, especially Mr. Stearns, expressed their pleasure to finally have a standardized vehicle maintenance policy. The Board, Mr. Sullivan and Mr. Nickolson discussed and amended various sections to the policy and its appendices. Mr. Stearns motioned to approve the Vehicle Maintenance Policy as amended. Mrs. Crisler seconded. Passed unanimously.

J GROSS - FIBER OPTICS WIRING: J Gross, a member of both the Cable Committee and the Technical Advisory Committee, suggested that due to the fact that Harron is being acquired by Adelphia in the next few months and things may be different, and that the Town should go ahead with the I-loop connecting the Police Station, SAU and the Transfer Station. Estimated cost is \$6,000.00 with no yearly maintenance fees. Mr. Sullivan recommended that the Board approve a cost not to exceed \$10,000 and also connect the Nesmith Library and install conduits as necessary. Mr. Stearns motioned to authorize expenditures up to \$10,000 for fiber optics cables as described above and to have Mr. Gross explore ideas for beautifying the junctions at the Police Station and Library. Mrs. Crisler seconded. Passed unanimously.

CORRESPONDENCE: Searles School Painting - Mr. Doyle stepped down. Mr. Sullivan stated that only one bid was received for painting at Searles School. Doyle Painting bid a cost of \$5,375.00 for the specified painting. Mr. Sullivan recommended to the Board that they award the painting bid to Doyle Painting for \$5,375.00 pending approval from the Historic Committee. Mr. Stearns so moved. Mrs. Crisler seconded. Passed by majority with Mr. Barker abstaining.

Mr. Stearns motioned to approve the minutes of June 21, 1999 and the manifest of July 12, 1999. Ms Webber seconded. Passed unanimously.

Road Bonds - Mrs. Crisler moved to accept a new road bond in the amount of \$505,745.00 for Sheffield Street /Cochran Farm Road. Mr. Doyle seconded. Passed unanimously.

Mrs. Crisler moved for the final release of the bond in the amount of \$3150.00 from Nault's Honda. Mr. Stearns seconded. Passed unanimously.

Letter of resignation was received from Wally Keniston, Cable Studio Coordinator effective September. Mr. Stearns motioned and Mr. Doyle seconded to accept Mr. Keniston's resignation with regret. Passed unanimously.

Letter received from the Windham Police Association, who are sponsoring a Circus on August 8th, to allow use of the compost truck to remove circus debris to the compost site. Mrs. Crisler so moved. Mr. Stearns seconded. Passed unanimously.

Memo received from Miriam Stoltz requesting to be removed from Conservation Commission, as she was unaware of the amount of time involved and would prefer to serve on a sub-committee. Mr. Stearns motioned and Ms Webber seconded to accept Ms Stoltz's resignation with regret. Passed unanimously.

Letter received from the Rockingham Planning Commission regarding the Salem-Plaistow-Windham Draft FY 2001-2003 Transportation Improvement Submission. The Board stated they already have submitted projects in the past which are pending.

OLD BUSINESS: Webpage - Dick Forde, Webmaster, spoke with the Board regarding the Commercial Page portion of Windham Webpage. Mr. Forde stated that the intent of these ads is to represent all taxpayers and also industries. He also told the Board that there is a disclaimer preceding the ads that these companies are not endorsed by the Town, employees, etc. The Board noted that when you are on the Webpage it takes you to the commercial page after a 15 second delay. They instructed Mr. Forde to program a required manual click to view commercial pages, giving the user the choice to view the commercial page. Mrs. Crisler motioned to authorize the Webmaster to program access to external sites with disclaimer and require a decision click to go there. Mr. Stearns seconded. Passed unanimously.

At the last meeting, the Board discussed proposed changes to the Selectmen's Rules of Procedure. Ms Webber motioned and Mr. Doyle seconded to approve the changes. Passed unanimously.

NEW BUSINESS: Mrs. Crisler asked the status of the Turtle Rock Road Emergency Lane requirements. Ms Webber stated that required work will be done this summer and inspection will take place in the fall. Formal declaration as an emergency lane will follow successful inspection.

Mr. Sullivan noted that the Board will hold a Public Hearing at their next meeting to consider the transfer of Harron to Adelpia. Also scheduled is the approval of proposed amendments to Personnel Policy. Mr. Sullivan noted that Mr. Devlin will also be scheduled to discuss CIP road work for this year.

The Board adjourned into workshop session to meet with Police Chief Moeckel on department goals.

Meeting adjourned at approximately 10:30 pm.

Respectfully submitted,

Kathleen Davis
Administrative Assistant

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

