

BOARD OF SELECTMEN MEETING
Minutes of March 29, 2004

ROLL CALL: Chairman Alan Carpenter called the meeting to order at 7:00 PM. Those present included Selectmen Galen Stearns, Roger Hohenberger, Chris Doyle, and Bruce Breton. Mr. Sullivan was also present.

WORKSHOP: The Board conducted a workshop to continue the process of developing a Strategic Plan for the Town. Present in the workshop included the Board, Mr. Sullivan, Chief Bruce Moeckel, Chief Don Messier, Police Captain Pat Yatsevich, Deputy Fire Chief Tom McPherson, Planning Director Al Turner, Assessor Rex Norman, Town Clerk Joan Tuck, Tax Collector Ruth Robertson, Maintenance Director Al Barlow, Finance Director Dana Call, Highway Agent Jack McCartney, IT Director Eric DeLong, School Board member Beverly Donovan, Library Director Carl Heindenblad, Library Trustee Mary Lee Underhill, and Transfer Station Manager Dave Poulson.

Mr. Sullivan reviewed the training materials covered at the Strategic Planning training on March 20th and distributed a summary to all in attendance. He suggested that a Steering Committee be established to facilitate the process of developing a town-wide Strategic Plan which would include town, school, and library functions.

The group discussed the makeup of the Steering Committee, and agreed that the Committee would consist of seven (7) members: (1) School Board member, (1) Board of Selectmen member, (1) member Town Department Head, (1) school management employee, (1) Library staff, (1) Town unionized employee and (1) resident. Mr. Sullivan will advertise for the resident position and union employee position to be appointed by the Board of Selectmen. The other positions will be determined by their respective groups. Once the Steering Committee has been established and has had time to review other municipal and private strategic plans, another meeting will be scheduled for the group assembled tonight to meet with the Committee.

FIRE GRANT: Chief Messier presented the Board with a draft application to apply for a 90/10 grant in a total amount of \$280,000 from the Federal government for the purpose of purchasing a 3000 gallon fire tanker. The cost to the Town, if approved, would be \$28,000. The Town's share would be submitted to a future town meeting for approval should Windham be selected as a grant recipient. Mr. Doyle moved to authorize the Chief to submit the grant application. Mr. Breton seconded. Passed unanimously.

There being no further new business for the workshop Mr. Stearns moved, and Mr. Breton seconded, that Board enter into a non-public session in accordance with RSA 91-A:3 a. Roll call vote – all members yes. Subject was personnel.

NONPUBLIC SESSION: The Board met in non-public session to discuss personnel matters. Also present were Mr. Sullivan and Mr. Turner.

Mr. Hohenberger moved to proceed with sending a written letter to an employee to commence with the process to deal with a particular personnel matter. Mr. Doyle seconded. Passed unanimously.

The meeting was adjourned at 9:45 PM.

Respectfully submitted,

David Sullivan, Town Administrator

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