

BOARD OF SELECTMEN
Minutes of March 22, 2010

MEMBERS PRESENT: Chairman Charles McMahon called the meeting to order at 5:00 PM. Selectmen Bruce Breton and Roger Hohenberger were present, as was Town Administrator David Sullivan. Selectmen Galen Stearns and Ross McLeod were delayed and arrived at 8:05 and 8:25 PM, respectively. Mr. McMahon opened the meeting with the Pledge of Allegiance.

PRESENTATION: Mr. Sullivan presented copies of the Annual Town Report to Mrs. Kerry Yatsevich, wife of the late Captain Patrick Yatsevich, noting that it had been the Town's honor to know him, work with him, and dedicate the annual reports to his memory.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Breton seconded to enter into non-public 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. Sullivan, Police Chief Lewis, and Captain Caron were in attendance in the first session to discuss the vacant officer position. Mr. Breton moved and Mr. Hohenberger seconded to extend an offer of employment to the recommended candidate in accordance with the Employment Policy. Passed 3-0.

The Board, Mr. Sullivan, and Recreation Coordinator Cheryl Haas were in attendance in the second session to discuss the vacant Park Ranger, Tennis Instructor, and Lifeguard positions.

Mr. Breton moved and Mr. Hohenberger seconded to extend offers of employment to the recommended candidates for each position in accordance with the Employment Policy. Passed 3-0.

The Board and Mr. Sullivan were in attendance in the remaining session. Mr. Sullivan updated the Board on a hardship abatement request. Mr. Breton moved and Mr. Hohenberger seconded to deny the abatement request. Passed 3-0.

ANNOUNCEMENTS: Ms. Haas advised that the Easter Egg Hunt is scheduled for the following Saturday at 10AM at the Town Hall, and noted there may be some traffic congestion issues given that the Town Clerk's Office will also be open, however, a police detail will be on duty.

LIAISON: None.

MINUTES: None.

CORRESPONDENCE: Letter received from Mr. Dave Poulson regarding a request to purchase equipment, which will be scheduled for discussion on the next agenda.

Confirmation received of the award of grant funds in the amount of \$14K to conduct a building energy audit and an additional \$20K to install LED lighting at the Police and Fire department parking lots. Mr. Sullivan extended congratulations to Neelima Gogumalla and Dianna Fallon of Windham Go Green for successfully completing and submitting the grant application.

Mr. Sullivan then added that staff has advertised for residents to serve on the newly established Local Energy Committee, and that letters of interest are due by the following Monday.

Letter received from the Windham Housing Authority advising that, for the third time, application has been made for grant funding for Senior Housing at Fellows Road.

Letter received from Mr. Raymond Rees relative to utilization of grant/special funds for cable equipment purposes and whether same is permitted. Mr. Sullivan clarified that the Town still receives approximately \$22K per year from our cable provider, which is placed into a special fund which currently has a balance of approximately \$270K. These funds are uniquely earmarked for equipment purchases, have been collected since the Town's original agreement with Harron, and do not represent taxpayer or re-directed funds.

Letter received from the Highway Safety Committee relative to a request for a stop sign on Londonbridge Road at the High School driveway. Chief McPherson, HSC Chair, explained that the committee had reviewed the site and discussed the request on the 8th, and did not feel a stop sign was appropriate for the intersection. The committee did, however, recommend placement of "Slow – School Ahead" signs and marking out a "School Zone".

Chief Lewis concurred, and suggested that a traffic study be conducted of the area. Discussion ensued, and it was the consensus of the Board that said study be conducted and the Chief return to the Board with the results. Mr. Breton then moved and Mr. Hohenberger seconded to post two "School Ahead" signs as recommended by the HSC. Passed 3-0.

RECREATION: Ms. Haas requested the Board formally accept donations from the following for the Daddy/Daughter Dance and Mother/Son Night events: Linehan Limo, Bella Viaggio, Windham Beauty Shop, Windham Barber Shop, Delahunty's T-Bones of Derry, Windham Inn Restaurant, Coffee Roasters Café, Krystal Ballroom of Salem, Mad Science®, Selectman Breton, and Ken Kelley/NH Racing Limos.

Mr. Breton moved and Mr. Hohenberger seconded to accept the donations with thanks. Passed 3-0.

Ms. Haas then briefly reviewed with the Board the proposed Lighting Policy for incorporation into the current Field and Facility Use Policy; noting that all amendments as previously approved have been incorporated into the final draft. After a brief discussion, Mr. Breton moved and Mr. Hohenberger seconded to approve amendment of the Field and Facility Use Policy to incorporate the Lighting. Passed 4-0

OLD/NEW BUSINESS: Mr. Sullivan advised that a donation had been received toward the Windham Museum in the amount of \$110, and requested the Board accept the funds accordingly. Mr. Breton moved and Mr. Hohenberger seconded to accept the donation of \$110 from the Campbell family with thanks. Passed 3-0.

SALT SHED/GARAGE UPDATE: Mr. Peter Zohdi opened the discussion by noting that, in further analysis of the site and permitting requirements, the placement of a fuel depot at the site in question was no longer being considered or recommended. He then reviewed with the Board several proposals for the project and their related impacts, which included:

1. To be built as per the conceptual design presented at Town Meeting which requires removal of 19,570 cubic yards of ledge; 6,610 cubic yds of fill; and 1,725 square feet of impact to the wetland. Mr. Zohdi noted that cutting at 20' and filling at 9' as would be required in this option is very costly.
2. Minor relocation of the building which changes the profile of the site work and involves removal of 10,410 cubic yards of ledge and 7,840 cubic yards of fill. Mr. Zohdi clarified that this is the most economical plan, with the cut and fill being more equalized, and noted that the route remains the same around the buildings and access as originally proposed is maintained. He noted that the cut could be reduced further by sheering the ledge. Mr. Zohdi indicated that the wetland impacts for this option would be greater at 5,400 square feet, however, there is ample room available for mitigation/enlargement of the wetlands.
3. Relocation of the building back into the wetland, similar to the placement of the former Furniture World on Route 28. Mr. Zohdi indicated that this option had not been fully explored given the potential impacts and cost.

Mr. Zohdi reiterated that he believed option 2 to be the best proposal, and added that it would comply with all State/Local/EPA regulations. Mr. Hohenberger indicated his concurrence with removal of the fuel depot, citing his concerns with the potential for leaks/accidents. He then expressed his support of option 2, but inquired whether there was really a need for a second egress as planned to the Transfer Station. Mr. Hohenberger noted this portion of the project is very costly and intensive to construct and serves a limited purpose; that the front lot offers ample space and turning radius; and, that removal of the second egress will lessen the wetland impacts.

Discussion ensued regarding the disparity in the amount of ledge anticipated to be at the site relative to the bid estimates versus the actual ledge and the retaining wall required for the second access. Mr. Zohdi clarified that the additional ledge costs would be absorbed if the second access/wall were removed.

Mr. Breton expressed concerns that the plan as presented to the voters was being changed and removal of the roadway being discussed. Mr. Sullivan reminded Mr. Breton that the plan discussed at Town meeting had clearly been presented as a conceptual plan. Discussion ensued regarding the recommended option and changes to the plan since the first draft, as well as the cost of second roadway.

Mr. Sullivan clarified that, if the roadway can be done within the available budget, he is in support of keeping it. Mr. Breton noted that he felt the voters supported the project believing the loop road would be available to ease the congestion. Further discussion ensued.

Mr. Sullivan sought clarification that the recommended option entails in excess of 100K total sft of impact, which Mr. Zohdi affirmed. Mr. Sullivan then noted that, as that was the case, a different tier of regulation requirements was triggered which made constructing the roadway cost prohibitive.

Mr. Stearns sought clarification that the minimum cost estimate for the roadway was \$200K, which Highway Agent Jack McCartney confirmed, adding that it involved 190' of roadway with contained drainage. Discussion ensued that the savings gained by removing the roadway will be absorbed by the unforeseen ledge, and possible further alterations to the plan to keep the total impact under 100K sft.

Mr. Zohdi clarified that every contractor who had bid the conceptual plan had done so with a disclaimer regarding the amount of ledge ultimately involved. He added that the information regarding the amount of ledge had just recently become available through test pits conducted at the site and that fully engineered plans had never before been completed. Mr. Sullivan added that the available funds of \$960K are sufficient for the project, but any savings will be eliminated by the ledge. Mr. Zohdi concurred.

Mr. McMahon noted that the issue at hand was the access road, the only goal of which was to provide a queue line to the Transfer Station. He noted it is not critical to the Salt Shed operations. Mr. Zohdi added that he estimated the cost to complete the project as proposed, maintaining the loop road, to be approximately \$1.16M.

Mr. McLeod arrived, and a brief review of the conversation thus far ensued on his behalf. Mr. McMahon then noted that the Board needed to determine which option was best. Mr. McLeod indicated he was in favor of removing the loop road, which he felt may actually be detrimental to congestion in the area at peak Transfer Station times.

Additional discussion ensued regarding the differences in ledge amounts from the conceptual plan to actual and trench versus open ledge.

Mr. Dennis Senibaldi approached to inquire whether above ground fuel tanks had been considered or if they involved lesser restrictions/cost than underground. Mr. Breton noted that if the loop road could not be maintained in the plan due to costs, then a fuel depot could not be constructed, either. Mr. Zohdi indicated an above ground depot could be constructed much easier, however, there is no funding to do so.

Mr. Senibaldi then inquired what the savings would be if the third option were considered, and Mr. Zohdi indicated he had done no cost estimates on it in light of the magnitude of the impact to the wetlands. He did note, however, that he believed it would be cheaper. Mr. Sullivan inquired whether it would be a feasible option in the interest of maintaining the loop road, and Mr. Zohdi replied in the negative, noting that the last option would put the new facility too close to the Transfer Station.

Mr. Senibaldi then inquired whether Mr. Zohdi could quantify the numbers for the third option, and Mr. Zohdi replied he could if the Board directed him to do so, but added he would rather work on a single proposal. Mr. Hohenberger indicated he was not in support of the third option due to its proximity to the Transfer Station and hazards of the traffic flow. Discussion ensued.

Mr. Senibaldi indicated that, as voters, he and many others believed that the access road would be part of the final plan. Mr. Hohenberger clarified that that was why he had indicated at the Deliberative Session that the project needed to be discussed further. Mr. McLeod disagreed with Mr. Senibaldi in that he did not believe most voters thought the roadway was a given.

Mr. Tom Case approached noting that he, too, had thought the second road would be there, however, it was clearly cost prohibitive. He added, however, that if it were constructed and barricaded until needed it could lessen congestion. Mr. McLeod felt that a single access afforded better security and safety at the site. Discussion ensued regarding the elevations noted in option 1 versus option 2.

Mr. Stearns then moved and Mr. McLeod seconded to move forward with Option 2 subject to removal of the connection road to the Transfer Station. Passed unanimously.

Discussion ensued regarding finalization of the plans, submission for permitting, and bidding of the project. Mr. Zohdi will return to the Board with an update on April 5th, after which the plan will be submitted to all agencies for permitting. Once the permits are acquired the project will be placed out to bid. Mr. Zohdi indicated he expected the project would be ready to bid by May, and Mr. Sullivan noted construction could be underway by July and completed by year-end.

Mr. Senibaldi inquired whether space had been made available at the site for the Transfer Station trailer. Mr. McCartney noted there is room available. Mr. Senibaldi then inquired what safety measures would be implemented for the Highway area driveway, and a discussion ensued. The Highway Safety Committee will be asked to review the area.

IT STRATEGIC PLAN: The Board met in workshop session with Mr. Eric DeLong to discuss his departmental strategic plan which includes:

- Provide support to other departmental strategic action needs, including utilizing department head and one on one meetings to meet these demands.
- Expand web services/usage including: review of the web host; enhanced communication with customers, vendors, and community via increased information; and implementation of premium email services.
- Monitor technology advances including: apprise department heads and staff of new innovations and encourage use, and; break major changes to IT tools and process related changes into at least three parts (internal review, external review, and implementation).
- Integrate certain Library technical services with Town services, including: review pros and cons with Library Director and prepare documentation for presentation to Library staff and Trustees; complete integration of Library and Town phone services; and expand PBX to meet Library needs.
- Transfer server equipment to new secure room at Police Department, which consists of: Phase One, move Police network into room as well as lesser devices; Phase Two, move telephone system; and, Phase 3, move dispatch equipment and incidentals.

Mr. McMahan inquired regarding costs/investment related to the integration of the Town and Library services, and Mr. DeLong replied that the primary goal of combining the Library and Town would actually involve a monthly savings with the resultant dropping of three pots lines.

Relocation at the Police Department was discussed, and Mr. DeLong noted that most of the equipment has been moved and network connectivity will be undertaken next. He added that moving of the phone system will require the service of an outside vendor. Discussion ensued regarding the possibility of utilizing CTAP grant funds toward hiring an intern to pull wires. It was noted this possibility could be raised at the next meeting as part of the planned CTAP discussion.

Brief discussion then ensued regarding the current working relationship between the Town and Library relative to internet service, and the PBX upgrade/integration.

OLD/NEW BUSINESS: Mr. Sullivan noted that the Depot renovation project has begun and advised that, per ARRA regulations no one is permitted to enter onto the site without permission from the contractor. He encouraged the Board to schedule time to tour the site.

Mr. Stearns confirmed the restrictive nature of the project, noting that even the contractors have to sign in and out from the site. Mr. Sullivan concurred, noting the list of compliance requirement is very lengthy.

Mr. McMahon inquired whether all the Town's highway assets had been removed from the site, and Mr. McCartney replied in the affirmative with the exception of the salt/sand. Mr. Sullivan clarified that Mr. McCartney has been preauthorized to enter the site when needed.

Mr. Sullivan reminded the members that the following week was the joint meeting with the Town of Salem relative to the sewer feasibility study, which has been scheduled for the High School. He advised that he believed the meeting could be held at the Town Hall, and therefore televised live. After a brief discussion, it was the consensus to post the meeting for the Town Hall rather than the High School.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Stearns seconded to enter into 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 and Mr. Sullivan were in attendance.

Mr. Sullivan updated the Board on a reputation matter relative tax deeding. No decisions made.

The meeting was adjourned at 9:50 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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