

1 **BOARD OF SELECTMEN**
2 **Draft Meeting Minutes December 5, 2016**

3 **CALL TO ORDER:** Chairman Joel Desilets called the meeting to order at 7:20 PM.
4 Selectmen Bruce Breton, Jennifer Simmons, Ross McLeod and Roger Hohenberger were
5 present; as was Town Administrator David Sullivan. Mr. Desilets opened with the Pledge
6 of Allegiance.

7 **ANNOUNCEMENTS**

8 Mr. Sullivan reviewed a citizen’s petition. Nicole Bottai verified the required number of
9 signatures. Pradeep Behl of 5 Eastwood Road submitted the petition. The petition
10 requests an amendment to Section 612.4.1, Paragraph 3 of the Windham Zoning
11 Ordinance. They are requesting to add: “Any easement connecting to the continuous rural
12 district is reserved for emergency access only and not general traffic.”
13

14 **MOTION:** Mr. McLeod made a motion to move the citizen’s petition submitted by
15 Pradeep Behl to the planning board for consideration. Mr. Hohenberger seconded the
16 motion.
17 Vote 5-0
18 Motion carried.
19

20 Mr. Sullivan noted many calls were received regarding the poor condition of the roads
21 due to the first snowstorm of the season. Mr. Sullivan noted he would like to see more
22 communication between the school administration, fire department and police department
23 to make sure everyone is on the same page. Mr. McCartney was asked to review the
24 cleanup efforts. Mr. McCartney noted that all trucks were on the road by 7:00 a.m., but
25 Route 111 was so backed up that five of the seven trucks spent 45 minutes in traffic just
26 to get to their routes. He suggested that they could be proactive and pretreat the roads, but
27 they ran the risk of pretreating for no reason if they did not receive any snow. Mr.
28 McCartney added that the State pretreated Route 93 but they pretreat with liquid brine,
29 which prevents ice from sticking to the road. The Town uses a sand and salt mixture
30 which works differently. They could connect with the State to determine if they are
31 pretreating roads and determine if the Town should do the same.
32

33 Ms. Simmons noted she would be in favor of pretreating the roads and questioned why
34 there was not any coordination with the school. Mr. McCartney noted the school usually
35 calls them around 4:00a.m. to determine if there should be a delay, but there was no snow
36 at that time.
37

38 Mr. Breton noted buses travel before 7:00 a.m. and suggested they start clearing before
39 that.
40

41 Mr. McCartney noted that there were significant issues with Range Road, which is
42 maintained by the state, but they also had issues with getting trucks on-site because of
43 traffic so the town crew had to take care of clearing that road which took 45 minutes.
44

45 Mr. McCartney noted that the State uses straight salt, but the Town uses a 3:1 salt/sand
46 mixture. They use roughly 800 pounds per mile with is approximately \$12-15 per mile.
47 Mr. Desilets noted it might be worth pretreating a few key roads if the cost is low
48 enough. Mr. McCartney noted it would take approximately 3.5-4 hours to pretreat all the
49 roads in town

50

51 Mr. Breton would like the crews to be out at least an hour before the school buses are on
52 the roads. Mr. McLeod agreed. He added that he did not want roads to be pretreated
53 needlessly but being in touch with the state would be key.

54

55 Chief McPherson noted they would normally get a call from the school business
56 administrator and base their decision on any accidents or traffic that had been reported by
57 the dispatch center. They have upgraded their radio contact so they now have contact
58 with all four schools and all buses.

59

60 Chief Lewis added that they need to re-establish communication with the business
61 administrator. The storm started around 6:30 a.m. and within 30 minutes Range Road was
62 a disaster. There was no treatment done on the hill. There were multiple busses that were
63 stopped on the hill until they could get it treated.

64

65 Mr. Desilets noted that Range Road is always a difficult area and questioned what the
66 best strategy would be for treating that road. Mr. McCartney noted they need to get out
67 ahead of the storm. He will contact the State to see if they could pretreat it in the future.
68 Mr. Desilets questioned if they should be taking care of that road themselves. Mr.
69 McCartney noted he hesitates to take over too many state roads because they will want to
70 have them maintain all of them.

71

72 **DONATIONS – RECREATION**

73 Mr. McLeod recused himself because of his involvement with the Windham Soccer
74 Association.

75

76 The Board considered the acceptance of the following donations provided to support the
77 various noted Recreation events:

78

79 **Griffin Park field use**

80 \$100 – Jason McCarty - field use donation

81 \$3200 – Windham Soccer Association

82

83 **Harvest Fest**

84 \$450 – CoCo Early – sponsor for Wildlife Encounters

85 Bags – Jessica O’Neill/State Farm Insurance

86 Tractor Use – Boyden’s Landscaping

87 Decorations - Delahunty’s

88

89 **Senior Christmas Party**

90 \$400 – Enterprise Bank – towards raffle prizes

91

92 **Griffin Park Passive Recreation Area**

93 \$150 Kona Ice – from Fireworks

94

95 **Tree Lighting**

96 Cookies – Al Letizio, Earl Bartlett, Piros

97 Trash totes – Stateline Management

98 Hot Drinks – Chunky’s and Dance Connection

99 Candy Canes – Nancy Chippendale Dance Studio

100

101 **MOTION:** Mr. Hohenberger made a motion to accept the \$3,200 donation from the

102 Windham Soccer Association. Ms. Simmons seconded the motion.

103 Vote 4-0

104 Motion carried.

105

106 Mr. McLeod stepped back in.

107

108 **MOTION:** Mr. McLeod made a motion to accept all other donations with gratitude. Ms.

109 Simmons seconded the motion.

110 Vote 5-0

111 Motion carried.

112

113 **BID AWARDS**

114

115 **Bid Award – Griffin Park Passive Recreation Area Phase I**

116 Mr. Sullivan noted after advertising on the web, in the local paper, and reaching out to
117 “hardscape” vendors, two vendors attended a mandatory site meeting to review the scope
118 of work with our consultant engineers, and subsequently submitted the following two
119 bids:

120

LaPlante Builders – Concord, NH: \$174,752

121

Groundhog Landscaping – Londonderry, NH: \$89,500

122

123 Mr. Sullivan added, given the vast difference in the bid prices, our Recreation
124 Coordinator followed up with Groundhog to confirm they understood the scope of the
125 project, which they did. It is Recreation’s recommendation that the Board award the bid
126 for Phase One to Groundhog for their bid price of \$89,500.

127

128 Cheryl Hass noted there were some concerns that the bid was not posted properly. She
129 assured the board that the bid was on the town website; announced at a recreation
130 meeting; and posted in the *Windham Independent*.

131

132 Mr. Breton had concerns that the committee was only reaching out to hardscape vendors.
133 He would have preferred they reach out to vendors in the blue book and all local vendors.
134 He would have liked local landscaping contractors that also do hardscaping have the
135 opportunity to bid on the project, not just hardscape vendors. He noted that Delahunty’s
136 and Charlie Boyden were two examples of vendors that were not contacted.

137

138 Mr. Sullivan noted that Mr. Boyden was unaware of the project and would have bid on it
139 if he had known. Mr. Yenaco was unaware of the project but understands why they
140 would not have been contacted because he is not in that business; he could only provide
141 the materials.

142

143 **MOTION:** Mr. McLeod made a motion to award the contract to Groundhog. Mr.
144 Hohenberger seconded the motion.

145

146 *Discussion:* Mr. Desilets understands they only bid out the first half of the project but
147 questioned if it might be better to have one person do both phases of the project; he wants
148 to make sure they have a cohesive finished product. He also raised concerns about
149 favoring the person that did the first phase of the project when choosing a vendor for the
150 second phase.

151

152 *Dennis Senibaldi*

153 He is not on the Recreation Commission but asked the Board to reject the
154 recommendation. He knows that Groundhog would do an excellent job, but there are
155 many companies in town that would also do an excellent job. The price from Groundhog
156 is good, but feels there is a greater pool of prospects. He suggested that they might
157 receive more bids if they put it back out to bid. There is no rush to make a decision this
158 year.

159

160 Mr. Desilets understands there are many local companies and is disappointed that only a
161 few participated in the bid process. He did think it's a good idea to reach out to an entire
162 local list but at this point in the process does not feel it would be fair to the two
163 companies that invested time by participating in the site walk and submitting bids.

164

165 Mr. Sullivan suggested they could put a notice in the paper and on the website
166 encouraging local business to submit a letter of interest if they would like to be contacted
167 for future bids.

168

169 *Margaret Case*

170 Had concerns that money has been discussed in public and didn't feel it would be fair to
171 those that already bid on the project to accept additional bids.

172

173 Vote 4-0-1. Mr. Breton abstained.

174

Motion carried.

175

176 **Bid Award – Record Retention Project**

177

178 *Nicole Bottai – Town Clerk*

179 Ms. Bottai noted the Record Retention Committee has spent a lot of time on the project.
180 They were directed to get an analysis of the town's files in order to develop a complete
181 inventory of records. King Information Systems came in for three days in October and
182 completed the analysis of the files at Bartley House and the vault. On November 17,

183 2016, King Information Systems presented a report of their findings and made
184 recommendations on how to move forward. They included a price for implementing their
185 recommendations if they were to continue with the project. The committee had some
186 questions on the report and they now have a more clear understanding of the scope of the
187 next phase. The committee is recommending that the Board move forward with King
188 Information Systems for the next phase. They are also asking the Board to waive the bid
189 process since the price they were given is over the \$5,000 threshold.

190

191 Ms. Bottai noted that King Information Systems has been very easy to work with, have a
192 good understanding of their records and would be a good fit for the town. They checked
193 references from other towns that have used them, and they were given extremely good
194 reviews. Based on all this, they feel very comfortable using them to advance the project.
195 They will establish a town-wide record schedule, organize the vault, create a box-index
196 and set up a records management program.

197

198 Mr. Breton noted they found a lot of supplies in the vault. He questioned if those should
199 be removed to make more room. Ms. Bottai noted some items could be taken out, but
200 many are supplies for the election and should be kept in a secure location.

201

202 Mr. McLeod noted King provided an overall list of what the town has, but not a specific
203 count of how many documents the town had, so he did not feel they have a complete
204 inventory. He added, when they received the four initial bids for the work, two of the
205 companies would not bid on the project because they wanted to know exactly how many
206 documents there were. He thought the inventory they were getting would include that so
207 they could share that with other vendors and get additional bids. Mr. Hohenberger agreed.

208

209 Mr. Desilets opened the discussion to the public.

210

211 Ms. Margaret Case noted she was the Secretary for the committee. She added the report
212 with the cost of the next phase was attached to the minutes that went out for their
213 discussion. The committee felt they had met 90% of the goals. She doesn't think anyone
214 could give exact amount of pages, especially when the bulk of it could be disposed of.

215

216 Ms. Bottai noted that the analysis and inventory has occurred, but was not in an easy to
217 view format. She has requested that the inventory be provided as a spreadsheet, which
218 King Information Systems is working on.

219

220 Mr. Desilets questioned if they would like the Board to waive the bid process or approve
221 the bid provided. Ms. Bottai noted the numbers needed some fine-tuning, so the
222 committee was just hoping they would waive the bid process.

223

224 Ms. Bottai noted she would have department heads purge what they could ahead of time
225 so there was less work for King. Mr. Breton noted documents provided by the State could
226 potentially be destroyed since the State would also have a copy. Mr. Sullivan noted they
227 would want to keep those since they were the town's copy. Ms. Bottai stated she would

228 involve department heads and committee members when making decisions on what to
229 destroy. They would follow the statute on what they could destroy.

230

231 Mr. Desilets noted, as long as the committee could clean up the agreement, he would
232 personally support the recommendation of the committee.

233

234 Mr. Hohenberger stated he thought they would receive the number of documents there
235 were, so they knew what they would have digitized. He expressed concern over not
236 having digitized documents at the end of the project.

237

238 Mr. Eric Delong noted he spoke with King about that. They will index and inventory the
239 documents, then put them in a database. The next step after that would be to digitize them
240 and link the files to the inventoried record.

241

242 Mr. Hohenberger questioned if there is enough money in the budget to complete what
243 they thought they would receive. Ms. Bottai noted there is a set of priority records that
244 she believes they can digitize for the amount they budgeted. She added they would likely
245 need to consider putting a line item future budgets to do specific segments.

246

247 Mr. Breton noted that a large portion of the estimate was shelving and supplies and
248 questioned if they could purchase those items themselves to try and save money. Ms.
249 Bottai agreed they could shop around for those items if the Board would like to go that
250 direction.

251

252 Mr. McLeod noted they did not ask for an estimate for Phase 2 costs, King offered the
253 costs.

254

255 Mr. Sullivan noted that they were being asked to waive the bid process for this second
256 phase of doing inventory. This phase was not for digitizing the documents.

257

258 Ms. Simmons questioned if they would be charged for the inventory if they went with a
259 different company. Ms. Bottai noted they would.

260

261 Ms. Bottai reiterated they would receive an inventory in spreadsheet format. The quantity
262 of the documents could be figured out by a simple formula of how many pieces of paper
263 you can fit in a drawer.

264

265 Mr. Breton had some concerns about the professionalism of the company and is
266 concerned about additional costs in the future. Ms. Bottai noted they received many
267 positive recommendations from other towns and cities.

268

269 Mr. Hohenberger had concerns since the warrant article brought the process through
270 digitization for \$50,000. If they go out to bid for the project, they can see if another
271 company could provide everything they need within the budget.

272

273 Ms. Bottai noted that the goal is to have digital records that can be accessed from
274 anywhere. Microfilm is good for permanent records that they will never need again but
275 are required to keep and are taking up valuable space. The records management
276 component will help them access the physical piece of paper.

277
278 Mr. Desilets did not want to approve the actual offer yet.

279
280 Ms. Simmons asked what level of confidence Ms. Bottai had. Ms. Bottai stated she had
281 complete confidence in King.

282
283 Mr. Hohenberger questioned what lead her to believe they could not do better if they
284 went out to bid. Ms. Bottai noted that King had a more personal understanding of the
285 town and what their needs are.

286
287 Mr. Desilets noted they always intended to go out to bid for the next phase. Now that
288 their prices are public, other vendors could underbid them and put them at a
289 disadvantage.

290
291 **MOTION:** Ms. Simmons made a motion to waive the bid process and make King
292 Information Systems the record retention partner for the next phase.

293
294 *Discussion:*

295 Mr. Breton suggested she amend her motion and ask that King Information System come
296 in and meet with the board.

297
298 Mr. Sullivan suggested they add that they would consider awarding the bid to them
299 contingent on supplies being provided at cost. Mr. Breton suggested they award the
300 contract for the cost of the labor and invoice the supplies plus 10%. Mr. Desilets noted
301 they could add an option that the town has the discretion to purchase some or all of the
302 supplies. Mr. Breton would want to see the invoice for the supplies.

303
304 Mr. Hohenberger noted they still are not receiving what they originally asked for. He
305 would award the entire job for the original price they approved.

306
307 *Bob Coole*

308 Mr. Coole is a member of the committee. He noted they had many presentations by King.
309 If you are not going to take the recommendations of the committee, then why did you
310 form a committee? The committee worked very hard on this project.

311
312 Mr. McLeod noted the committee was not supposed to put forth a recommendation that
313 the Selectmen would rubber stamp. The project is far more complex then they originally
314 thought. They are simply trying to understand the true scope of the project.

315
316 Mr. Coole noted, in his opinion, if the Selectmen did not vote to move the project
317 forward, they would be slowing the process.

318

319 *Margaret Case*

320 Ms. Case would personally trust the committee that has worked on this project for several
321 years. They have worked for almost two years to come up with a record retention
322 schedule.

323

324 Mr. Breton noted he would second Ms. Simmons' motion if King would be willing to
325 come to the next meeting.

326

327 Mr. Desilets noted he did not want to approve the existing document, only one that comes
328 back to the board with the full confidence of the committee.

329

330 Ms. Simmons withdrew her motion.

331

332 **MOTION:** Mr. Breton made a motion to waive the bid process and enter into contract
333 negotiations with King Information systems contingent upon having them come to the
334 next meeting to present their findings to the board.

335

336 Mr. Sullivan asked for consideration that they not rush it to the next meeting. He would
337 like more time to go through the inventory and determine what they need to keep since
338 that may modify the price.

339

340 Mr. Breton amended his motion to have King Information systems meet with the board as
341 soon as possible.

342

343 Ms. Simmons seconded the motion.

344 Vote 3-2. Mr. McLeod and Mr. Hohenberger opposed.

345 Motion carried.

346

347 **NON-PUBLIC SESSION:** Mr. Hohenberger made a motion to enter into non- public
348 session in accordance with RSA 91-A:3 II (a) - personnel. Mr. McLeod seconded the
349 motion.

350 Vote 5-0

351

352 **MOTION:** Mr. Hohenberger made a motion to hire a full-time Assistant Town Clerk and
353 a part-time Assistant Town Clerk as recommended by Nicole Bottai contingent upon the
354 standard background checks. Mr. McLeod seconded the motion. The motion passed
355 unanimously.

356 The board returned from Non-Public at 9:50 p.m.

357

358 Mr. Desilets noted given the lateness of the meeting, they would move Board Goals
359 relative to Employee Appreciation and Development to the following meeting.

360

361 **HIGHWAY SAFETY COMMITTEE (HSC) RULES OF PROCEDURE**

362 Mr. Sullivan noted a request has been received from the HSC to increase their
363 membership numbers by one additional citizen position. Although, per their Rules of
364 Procedure (the Committee has the authority to make this amendment themselves, they are

365 requesting the Board of Selectmen affirm the change. Should the change be implemented
366 the Committee is prepared to suggest an individual interested in joining be appointed by
367 the Board.

368
369 Mr. McLeod suggested they set terms to three years so they are staggered.

370
371 Mr. Sullivan noted they had an individual come forward that would like to be on the
372 committee, which is not typical. The committee does not have an issue with increasing
373 their membership.

374
375 Mr. Breton noted the individual is a retired firefighter.

376
377 **MOTION:** Mr. Breton made a motion to recommend that Tom Shoppe Jr. be appointed
378 to the Highway Safety Committee subject to the rules governing the number of members
379 be amended. Mr. Hohenberger seconded the motion.

380 Vote 4-1. Mr. Desilets opposed.
381 Motion carries.

382
383 **GATEWAY ROAD**

384 Mr. Sullivan noted that Chief Lewis received a letter from E911 stating that Gateway
385 Road was too similar to Galway Road and could not be used. Mr. Sullivan added that the
386 Board already made the decision to change the name and needed to determine if the road
387 names were too similar and if they were acting in accordance of the law.

388
389 Mr. McLeod noted he was comfortable with the Board's decision and the law is clearly
390 written that the burden is on the municipality. The law does not state that the decision is
391 the Department of Safety's.

392
393 Mr. Hohenberger would like to get in touch with Ms. Cadarette from the Department of
394 Safety to determine what the consequences would be if they kept the name Gateway
395 Road.

396
397 Chief Lewis noted he has never encountered this situation before.

398
399 Mr. Breton noted he did research at the statehouse and in his opinion, the system is
400 voluntary and there will be no consequences.

401
402 Mr. Desilets agreed with Mr. Breton. He does not believe the two names are similar. In
403 his opinion, they should contact the State to let them know they will stay with Gateway
404 Road and believe they are in compliance with the RSA.

405
406 Chief Lewis would respond to the Department of Safety and let them know.

407
408 **BUDGET WORKSHOP**

409 Mr. Desilets requested to postpone the Health and Human Services budget until a future
410 meeting.

411

412 Mr. Desilets noted the Board needed to decide if they concur with the fire department to
413 fund purchasing a quint as a replacement for a ladder truck that was taken out of service.

414

415 Chief McPherson noted they presented a lot of information at a previous meeting. Once
416 the ladder truck is permanently out of service, they will not have an aerial truck. The
417 quint gives them both an engine and an aerial truck. It maximizes manpower. There is a
418 safety issue if the department does not have an aerial truck.

419

420 Mr. Sullivan noted that it was requested as part of the CIP. The CIP committee did not
421 recommend it for this year's consideration. The board could submit it as a warrant article
422 if it was not part of the CIP. Mr. Sullivan added that one of the projects supported by the
423 CIP Committee is the Greenway project for \$180,000, which is the town's portion to
424 receive a matching grant of \$720,000. The town has not scored well enough in the
425 process against the competition, so it is unlikely that the town will receive the grant. That
426 would free up \$180,000. The command center for the police station could be finished if
427 the \$180,000 was to go towards that project.

428

429 Mr. Sullivan also researched bonds. They could do a 12-15-year bond with payments of
430 \$85,000 per year and delay their first payment until 2018.

431

432 Mr. Hohenberger noted he has become a fan of the quint. It provides a level of safety
433 they could not receive with a non-computerized vehicle. He serves on the CIP Committee
434 and they deliberated a lot on the topic. In March of 2015, voters approved a \$500,000
435 bond to purchase Engine 2. There are three more years left on the bond for Engine 2. In
436 past discussions, it was noted the ladder truck was not frequently called into service.

437

438 Mr. Hohenberger added that the fire department applied for a grant for the quint, but they
439 were denied because their fleet was far superior to other departments. Surrounding towns
440 have provided ladder support in the past. The CIP Committee decided to delay funding
441 for the quint until 2019 and he believes they made the correct decision.

442

443 Chief McPherson noted that they would have chosen the quint over Engine 2 if they
444 knew they had to choose between the two. They were not denied the grant because of
445 superior equipment. They were denied the grant because the average age of their
446 equipment didn't meet their requirements.

447

448 Mr. McLeod questioned what the financing options were if they were to split the cost out
449 on a long-term lease. Chief McPherson noted the truck would be in service for 20-25
450 years so a 12-15-year bond would be appropriate.

451

452 Mr. Desilets noted he was inclined to support funding for both the dispatch and the quint
453 but would like to see the bond for the quint begin in 2018.

454

455 Mr. Desilets also noted that the town has a couple of different areas for fire classification
456 for homeowner insurance purposes; with the new vehicle, will the town attempt to
457 achieve a higher class?
458

459 Chief McPherson noted they are currently a class 9 for ISO classification. He would seek
460 reclassification for the town if they were to purchase the aerial truck. He will also do a
461 water supply evaluation with the quint and the new tanker.
462

463 Mr. Desilets noted that the CIP would fund the purchase in 2019, so they would only be
464 off by one year. He requested that Chief McPherson and the department review the full
465 plan for their vehicles and see if there is a small change they could make to make it more
466 affordable.
467

468 Mr. Breton questioned how much the payments would be. Mr. Sullivan noted at a 2.5%
469 interest rate: a 7-year bond would be \$134,000/year; a 10-year bond would be
470 \$98,000/year and a 12-year bond would be \$85,000/year.
471

472 Mr. Breton questioned if it would need to go to the voters. Mr. Sullivan noted it would
473 require a 60% favorable vote and would be a warrant article authorizing the long-term
474 bond to pay for the \$850,000.
475

476 Ms. Simmons noted she would prefer to see the \$180,000 slated for the greenway project
477 applied to the dispatch and is in full support of purchasing the quint.
478

479 **MOTION:** Mr. McLeod made a motion for the staff to draft a warrant article to support
480 the capital acquisition of the quint for a 12-year lease/bond and starting payments in
481 2018. Mr. Breton seconded the motion.
482

483 *Discussion:* Mr. Desilets asked that they approve it contingent upon a commitment from
484 the fire chief to increase the fire safety rating. Mr. Sullivan noted the warrant article
485 would not state that. They were only authorizing the Board to set the term.
486

487 Vote 4-1. Mr. Hohenberger opposed.

488 Motion carries.
489

490 **MOTION:** Mr. Desilets made a motion to utilize the funds allocated towards the
491 Greenway grant to fund the command center contingent upon the Greenway grant not
492 being awarded. Mr. McLeod seconded the motion.
493

493 Vote 5-0.

494 Motion carries.
495

496 Mr. Sullivan noted the warrant article for the command center would read \$280K instead
497 of the \$100,000 supported in the CIP as a result. He suggested that the Planning Board be
498 asked to consider amending the CIP to reflect this change, and if so the Board could put
499 “as recommended by the CIP”. Mr. McLeod will discuss with the Planning Board.
500

501 Mr. Sullivan noted they have \$390,000 allocated in the CIP for roads. Mr. Breton stated
502 he would reduce that if possible since their yearly average expenses have been \$325,000.
503 Mr. Desilets noted they have discussed that in the past and wanted to make sure they
504 allocated enough so they wouldn't fall behind on their roads. They wanted to make sure
505 they executed their plan to use the full amount of their funds. He added that a highly
506 detailed plan should come to the board in the spring listing an exact plan.

507

508 Mr. Sullivan noted they have done that in the past, but historically have gone to 80% of
509 the budget and held back to allow for some contingencies in the overall operating budget.

510

511 Mr. Hohenberger is in favor of the \$360,000.

512

513 Mr. Breton noted roads should be planned ahead of time.

514

515 Mr. Desilets questioned when the board could receive a written plan on what Mr.
516 McCartney would like to achieve over the next three years. Mr. Sullivan noted he should
517 be able to provide that by the public hearing in January. They could have a list of roads,
518 but bid prices would not be included in that.

519

520 **MOTION:** Mr. Breton made a motion to reduce the road line item in the CIP to
521 \$360,000 and requested to receive a working road improvement list that includes detailed
522 road information by the date of the public hearing. Mr. Hohenberger seconded the
523 motion.

524 Vote 5-0.

525 Motion carries.

526

527 The board supported \$50,000 for a new phone system and \$85,000 for library carpet and
528 painting.

529

530 Mr. Sullivan discussed the fact that the Castlehill Road Bridge has been closed due to
531 repairs needs and whether or not the Board should consider any funding towards this
532 project next year. Estimated costs are \$250,000-275,000 to replace it and any State
533 funding is likely not available until 2026. He opened that considering the Board just
534 removed \$30,000 out of the road line item, and they could possibly put that towards an
535 engineering plan; if so, the Town could hire Keach Nordstrom to do the work.

536

537 Mr. Hohenberger would like to have more discussion on whether the bridge needed to be
538 fixed. He would like to see the police and fire departments have input.

539

540 The board supported Mr. Sullivan attaining three quotes from engineering firms rather
541 than a formal bid process and to discuss any funds to cover these costs at a later date.

542

543 **BUDGET WORKSHOP**

544 **Trust Funds**

545 The museum trustees asked for \$5,000 to add to their trust.

546 \$100,000 will be added as a separate warrant article to establish a new facilities
547 improvement trust fund; to be funded from the 2016 fund balance available as a result of
548 the sale of several Town properties.

549

550 In response to a question relative to the remaining stain glass window needing
551 replacement at the Searles Building and possible funding of the \$40,000 needed, Mr.
552 Sullivan advised that he had recently met with Margaret Case and will be presenting a
553 recommendation to take \$20,000 from the 2016 remaining overall budget and allocate
554 the balance of \$20,000 in next years budget. Further he would request that the Board
555 waive the bid process and authorize the current vendor to do the final window. Ms. Case
556 is applying for a grant that could help offset some of next year's cost.

557

558 The Board agreed to discuss this item at a future meeting.

559

560 *Additional budget items discussed:*

561 Property Trust: \$50,000

562 Earned Time Trust: \$30,000

563 Facilities Improvement Trust: \$100,000

564 Retirement Services: \$4,000

565 Conservation is level funded

566 Assessing: Only notable adjustment is an increase of \$2,000 for the second year of the
567 contract with MRI, our Assessing Consultants.

568 Insurance: the property liability insurance can be reduced by \$10,530 to a bottom line of
569 \$144,660 based on updated pricing recently provided by our vendor. The reduction is a
570 direct reflection of the Town's participation in the Prime 3 program and the CAP
571 program that "caps" annual rate increases.

572

573 **NON-PUBLIC SESSION:** Mr. Breton made a motion to go into non-public session in
574 accordance with RSA 91-A:3 II (d) – land acquisition. Ms. Simmons seconded the
575 motion. Passed unanimously. Roll call vote all "yes".

576

577 *Sale of 5 Blueberry Road* - The buyer for 5 Blueberry Road accepted the 30-day
578 contingency offered by the Board as a counter offer.

579

580 *Sale of 1 and 2 Glance Road*

581 **MOTION:** Mr. Breton made a motion to make a counter offer for #1 and #2 Glance
582 Road to allow them 120-days to close with no financing contingency. Mr. Hohenberger
583 seconded the motion.

584 Vote 5-0

585 Motion carries.

586

587 Mr. Hohenberger made a motion to adjourn. Mr. McLeod seconded the motion.

588 Vote 5-0.

589 Motion carries.

590 Passed unanimously.

591 Meeting adjourned at approximately 11:45 pm.

592

593 Respectfully submitted,

594 Andrea Cairns, Recording Secretary

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