

**BOARD OF SELECTMEN**  
**Minutes of August 11, 2008**

**MEMBERS PRESENT:** Chairman Dennis Senibaldi called the meeting to order at 7:05 PM. Selectmen Bruce Breton, Galen Stearns, Charles McMahon and Roger Hohenberger were present, as was Assistant Town Administrator Dana Call. Town Administrator David Sullivan was excused. Mr. Senibaldi read the agenda into the record, followed by the Pledge of Allegiance.

**ANNOUNCEMENTS/LIAISON REPORTS:** None.

**MINUTES:** Mr. Hohenberger moved and Mr. Breton seconded to approve the minutes of July 14<sup>th</sup>, 18<sup>th</sup>, and 21<sup>st</sup> as written. Passed unanimously.

**CORRESPONDENCE:** None.

**OLD/NEW BUSINESS:** The Board resumed their discussion of submissions to the CIP Committee which had been continued from the previous meeting. Mr. McMahon began by reiterating the need for a new Town Hall, citing increased levels of service to the residents and reduced energy costs.

Mr. Senibaldi inquired what monies Mr. McMahon was suggesting for inclusion in the CIP. Mr. McMahon replied that the Town's Master Bond expires in 2009, and suggested the Town begin then to place funds in the CIP for construction in 2011. Mr. Hohenberger stated there were not sufficient funds within the CIP to handle a bond for a Town Hall, noting that the previous year the CIP had considered any surplus funds remaining after project ranking for the new elementary school. Mr. Hohenberger further stated that the CIP would need to be modified to include said school, and noted that the voters had, through their approval, shown their support for the continued use of the Bartley House.

Mr. Stearns indicated he understood the rationale behind building a new Town Hall, but that he didn't believe it was needed in light of the economic times. Mr. Stearns did not feel the citizens were being done a disservice, and noted that the final outcome of tax impacts from the High School and future Elementary School remain unknown.

Mr. McMahon replied that if the CIP were being used as it was intended, to cover all capital costs, then the High School would have been included. He indicated he believed the taxpayers deserved better and another school should not be a mitigating factor. Mr. McMahon felt the expense of \$50K on the Bartley House was a waste of taxpayer money, and stressed the need to recognize that Windham has a future and that the schools should be used a reason to do nothing.

Mrs. Call noted that the only issue at this time was whether or not to include it within the CIP plan. Discussion ensued regarding establishment of a capital reserve fund and the workings thereof.

Mr. Senibaldi indicated his agreement that it was time to start planning for a new Town Hall, as the current buildings are in deplorable condition. He further noted he could not agree that this project should be preempted by the Schools.

Mr. Breton then moved and Mr. McMahon seconded to add item #3, New Town Hall, to the Board's CIP submissions in the amount of \$2.25M. Passed 3-2, with Mr. Stearns and Mr. Hohenberger opposed.

Mrs. Call indicated she would redraft the document and submit it to the CIP Committee.

**GERALD COOGAN, CONSULTANT:** Mrs. Call introduced Mr. Gerald Coogan, who was selected by the Board to conduct the Planning and Development Department study.

Mr. Coogan began by advising the Board that, since submitting his proposal for the study, he had taken a position with TF Moran of Bedford, NH, however there was no conflict in his continuing. Mr. Coogan then indicated that, prior to entering into consulting, he had served as independent contractor for twenty years.

Mr. Coogan advised that he would be proceeding with Phase I of the project as awarded by the Board, which would involve interviews with staff, officials, and customers regarding departmental processes. Mr. Coogan then inquired what the Board was seeking as a result of this phase.

Mr. Hohenberger indicated that the Town continues to grow and several items need to be addressed in the future, such as Economic Development. He stated how the Planning Department can best assist needed to be researched, as well as the efficiency of the Tuesday morning engineering meetings and/or a Technical Review Committee as compared to other communities. Mr. Coogan indicated that the latter is common in most communities.

Discussion ensued regarding the timeframe for interviews and whether it was adequate. Mr. Coogan noted that a week of interviews is his goal, with a draft of his findings for presentation to the Board in late September. Brief discussion ensued regarding means of advising the public as to ways to contact Mr. Coogan.

Mr. Coogan reiterated that he is only proceeding with Phase I, which pertained to the organizational structure, and Mr. Stearns inquired whether if it is found that the structure is wrong that would impact Phase II of the project. A brief discussion ensued.

Mr. Phil LoChiatto, Planning Board Chairman, approached to inquire to what level the Planning Board would be involved beyond participating in the interview process. Mr. Coogan replied that he was working for the Board of Selectmen, but was willing to work with Planning Board to whatever extent the Selectmen deemed appropriate. Discussion ensued and it was the consensus of the members that the Planning Board Chairman should be heavily involved in the process.

Mr. Breton indicated he would like to see Economic Development specifically addressed. Mr. Senibaldi concurred, and added the need for a Town Engineer or other staff. He then inquired whether Mr. Coogan's timeline could be tightened up any. Mr. Coogan noted that he expected the draft would be available in 4-5 weeks for comment, and subsequently finalized. Brief discussion ensued.

Mr. Coogan requested permission to work with Mr. Sullivan to coordinate interview appointments. After a brief discussion, it was the consensus of the Board that Mr. Sullivan work with Mr. Coogan as requested, and that staff develop a contact list for Mr. Coogan's use.

**DAVID POULSON/DRAFT RFP REVIEW:** Transfer Station Manager David Poulson reviewed with the Board a draft request for proposal relative to implementation of the single stream recycling program to provide for MSW and Single Stream needs. He indicated he hoped to have the RFP out in September, and asked that the Board support option C of the RFP which provided for combined MSW/Single Stream recycling disposal services, as opposed to A or B which addressed these services separately.

Discussion ensued regarding the list of vendors receiving the RFP, and the need to logistically address the Town's single stream supplier based on fuel costs. Mr. Poulson advised that, regardless, the single stream facility will not be at the same location as the MSW facility.

After discussion regarding compilation of a detailed spreadsheet for the Board's review of the bids received and subbing out of portions of the services, Mr. Breton moved and Mr. McMahon seconded to approve Mr. Poulson's release of the RFP as drafted. After a brief discussion regarding the due date for the bids, motion passed unanimously.

**OLD/NEW BUSINESS CONTINUED:** Mrs. Call advised the Board that research into installation of a fuel depot at the Police Station has been rolled into the Salt Shed Project. Discussion ensued regarding alternate areas, costs, tank types/maintenance, establishment of a fuel consortium or a joint fueling station, and the need to obtain input from the Fire and Police chiefs.

*The Chair* called for a five minute recess.

*IT Director:* Mr. DeLong reviewed a slideshow presentation with the Board, detailing his ongoing concerns with the Town's servers being stored in the Police Department utility room along with proposed solutions. Areas of concern with the location noted by Mr. DeLong included security, environment, and water seepage into the room.

Mr. DeLong's preferred proposal to resolve the issue involved relocation of the servers to an alcove area in the adjacent Training Room. Mr. DeLong proposed running wires to this area, and purchasing secure shelving units that, when placed, would allow him to access the equipment from the rear.

After a lengthy discussion regarding ongoing issues in the utility room and costs associated with Mr. DeLong's proposal, it was the consensus of the Board that he proceed to implement the first phase of the project involving re-wiring the area and return to the Board in the future with an update.

*Mrs. Call* advised the Board that Mr. Peter Stammus of the NHDOT had indicated he could meet as requested with the Board regarding the I-93 conduits on August 18<sup>th</sup> or 27<sup>th</sup> at 3:00 PM. The Board members will advise Mrs. Call which day is better.

*Mrs. Call* advised that the Departments have begun discussions relative to disposal of the surplus vehicles, and inquired whether the Board members had any input. After a brief discussion, the Board requested that Mrs. Call develop an inventory of all vehicles and current departmental needs. Further

discussion ensued regarding the possibility of trading some of the surplus vehicles in towards the purchase of new Senior Van. Mr. Breton and Mr. Stearns indicated they would work to obtain additional information on pricing and availability. Mrs. Call will work to provide the Board with the requested vehicle inventory/departmental needs analysis.

*Mr. Hohenberger* advised that he has received several phone calls regarding holes in the surfacing at the Griffin Park playground. Mrs. Call indicated that this matter is scheduled for discussion in non-public session.

*Mr. Senibaldi* requested the Board continue their discussion relative to the renovation project at the Bartley House. Mrs. Call advised that this matter is scheduled for the next agenda.

*Mr. Senibaldi* reminded all that the Special Town Meeting Deliberative Session was scheduled for the following evening, August 12<sup>th</sup>, beginning at 7:00 PM at the Town Hall.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. McMahon seconded to enter into a non-public session in accordance with RSA 91-A:3-IIa, c and e. Roll call vote – all members “yes”. The topics of discussion were personnel, reputations, and legal.

*The Board, Mrs. Call, Mr. Poulson, and Ms. Devlin* were in attendance in the first session.

Mr. Poulson updated the Board on a personal matter relative to a pending disciplinary action. It was the consensus of the Board that staff follow-up on this matter as suggested by Mr. McMahon.

*The Board, Mrs. Call, and Ms. Devlin* were in attendance in the remaining sessions.

*Mrs. Call* advised the Board regarding a potential legal issue involving Town property. No decisions were made.

*Mrs. Call* advised the Board that she had received a request to release certain legal correspondence to the public. Consensus of the Board was that this information is still considered a confidential, legal matter.

*The Board* discussed a legal matter relative to land acquisition. It was the consensus of the Board to have Mrs. Call follow-up with Town Counsel.

*Mr. Senibaldi* updated the Board on a personnel matter regarding a recent public meeting. No decisions were made.

Mr. Hohenberger moved and Mr. McMahon seconded to adjourn. Passed unanimously.

The meeting was adjourned at 10:10 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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