

**BOARD OF SELECTMEN**  
**Minutes of April 19, 2010**

**MEMBERS PRESENT:** Chairman Charles McMahon called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Galen Stearns, Ross McLeod and Roger Hohenberger were present, as was Town Administrator David Sullivan. Mr. McMahon opened the meeting with the Pledge of Allegiance.

**ANNOUNCEMENTS:** Mr. Sullivan advised that the April 20<sup>th</sup> ZBA hearing to discuss the proposed cell tower on North Lowell Road had been moved to the High School and would be aired live for those who could not attend.

**LIAISON REPORTS:** Mr. McLeod noted that Mr. Kyle DaCruz had resigned from the Recreation Committee.

**CORRESPONDENCE:** Letter of resignation received from Mr. DaCruz. Mr. McLeod moved and Mr. Hohenberger seconded to accept with regrets. Passed unanimously.

*Mr. McMahon* noted that the Windham Economic Development Committee has completed their draft Regulations, which will need to be ratified by the Board in order to establish the group as a Town committee. He asked that the Board review the draft and be prepared to discuss it at the next meeting.

**INTERVIEWS:** The Board interviewed Mr. Rick Okerman for appointment to the Local Energy Committee. Mr. Hohenberger moved and Mr. Stearns seconded to appoint Mr. Okerman as a regular member of the LEC for a term of three (3) years. Passed unanimously.

*The Board* interviewed Mr. Tom Barstow for appointment to the LEC. Mr. Hohenberger moved and Mr. McLeod seconded to appoint Mr. Barstow as a regular member of the LEC for a term of two (2) years. Passed unanimously.

*The Board* interviewed Mr. Tim Kelleher for appointment to the Recreation Committee. Mr. Hohenberger moved and Mr. McLeod seconded to appoint Mr. Kelleher as an Alternate to the Recreation Committee for a term of two (2) years. Passed unanimously.

**TRAIL DAMAGE DISCUSSION:** Mr. Sullivan explained that this item had been taken off the agenda, as he had spoken to Mr. Morris and resolved his concerns prior. He added that the Highway Agent is now working to obtain pricing to complete work to restore the area.

**CABLE ADVISORY BOARD:** Mrs. Margaret Case, Chairman, approached to request that the Board consider waiving the bid process to allow for the purchase of a grid, lighting, track and curtains for the High School studio. She noted that the WCAB was seeking to contract a single, turnkey vendor for the Studio, and that installation in the designated room will be labor intensive.

A brief discussion then ensued regarding the ZBA meeting to be held at the High School on the 20<sup>th</sup>, and the live airing thereof. Mrs. Case indicated that the new School District Media Director had been hired and the equipment tested, and assured the Board that the meeting would be televised live.

Discussion resumed regarding the WCAB request, and Mrs. Anastacia Barr, Cable Coordinator, approached to clarify the difficulty in drafting a set of bid specifications for the project. She noted that each vendor deals in different equipment/products and design details and therefore “apples to apples” bids cannot be obtained; however she can return with, at minimum, two quotes to complete the project.

Discussion ensued regarding green lighting and the potential for related rebate funds from PSNH, the space to be equipped, and safety issues related to the lights.

Mr. Hohenberger sought clarification as to how, if the project cannot be bid via specifications, Mrs. Barr will be able to direct the vendor(s) to provide what the studio needs. Mrs. Barr replied that she has/would research each vendor’s proposal and also cited her own experience.

After further, brief discussion, Mr. Breton moved and Mr. Stearns seconded to waive the bid process for the purchase of equipment for the High School studio.

Further discussion ensued, and it was clarified that Requests for Proposals would be solicited and that nothing would be purchased prior to the WCAB returning to the Board with the RFP’s.

Motion then passed unanimously.

**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, Mr. Sullivan and Ms. Devlin were in attendance.

Mr. Sullivan updated the Board on an ADA matter. No decisions were made.

**TRANSFER STATION PURCHASE:** Manager Dave Poulson advised the Board that in order to save funds and keep within the allocated budget of \$75K, he had re-evaluated the loader purchase. He noted that it was his recommendation to purchase a used loader, and reviewed the following price quotes with the Board:

- 2008 Case with 90 hours: \$76,100 (\$87,200 new)
- 2008 John Deere with 762 hours: \$61,843 (\$92,814 new)
- 2009 Takeuchi with 105 hours: \$71,810 (\$80,910 new)

Mr. Poulson recommended the purchase of the 2009 Takeuchi from Chappell Tractor, noting that although it is not the lowest price it has significantly fewer hours, a two year warranty versus one year with a three year power train warranty, and offers better overall performance and features.

Discussion ensued regarding remaining funding for equipment, and the significantly fewer hours of use on the Takeuchi. Mr. Breton then moved and Mr. Stearns seconded to accept the recommendation of Mr. Poulson and lease/purchase the 2009 Takeuchi for \$71,810. Passed 4-1, with Mr. Hohenberger opposed.

Mr. Sullivan noted that the Board also had to waive the bid process. Mr. Breton moved and Mr. Stearns seconded accordingly. Passed 4-1, with Mr. Hohenberger opposed.

Discussion then ensued regarding financing for the lease and the need for a deposit to hold the equipment. Mr. Poulson will ask the vendor to hold the equipment for at least one week and Mr. Sullivan will request that the Finance Director secure financing quotes for the next meeting.

**OLD/NEW BUSINESS:** Mr. Sullivan advised that the salt shed plans have been completed by Mr. Zohdi, with one minor change related to the addition of drainage near the salt shed to feed into a culvert leading to a holding tank; which will require an expedited permit from the EPA. Mr. Sullivan also noted that an area will be cleared at the front of the site, behind the tree line, for equipment storage. Mr. Zohdi will now be submitting the plans to obtain the required permits, which should be received within the next 30 days.

Discussion ensued regarding the need for additional filtering equipment related to the additional drainage, which Mr. Sullivan will clarify and advise relative to; and the resolution of the Transfer Station trailer placement, which will now be parked beyond the scale at the Transfer Station site.

It was the consensus of the Board that Mr. Sullivan advise Mr. Zohdi to submit the plans for permitting.

*Mr. McMahon* noted the success of Saturday's Earth Day event, which had involved over 100 volunteers collecting over 4K pounds of roadside trash. Discussion ensued regarding placement of "No Littering" signs citing the related RSA in target areas of Town. Police Chief Lewis agreed, and it was the consensus of the Board to submit this possibility to the Highway Safety Committee for input.

**STRATEGIC PLAN WORKSHOP:** The Board met in workshop session with Chief Lewis and Captain Caron to discuss the Department's Strategic Plan. Highlights of the discussion included:

- Ensure communication with stakeholders including: consistent preparation/distributions of press releases for significant events; establish email notification process for community-wide information, and; institute victim update reports.
- Website development including obtaining how-to information, locating/licensing address, and development and publication of site.
- SRO integration including: meeting with stakeholders to introduce and establish relationship; integrate SRO into school staff structure; develop and finalize Safe School MOU; and hold periodic meetings with SRO/JPPD/School Staff.
- Enhance community-based programs including: re-energize RAD program; develop senior/elderly affairs outreach program; and develop a Citizens Police Academy.
- Develop Response Time Operations Directive.
- Continued focus on training, including: ensure that minimum requirements of 16 hours are achieved annually by October; ensure employees receive training on new and emerging trends; increase discretionary training budgets; explore online training opportunities, and; solicit employee training ideas for budget.
- Professional development, including: attendance at annual supervisory leadership/development classes, and; submission of application to FBI National academy for one supervisor.
- Periodic rotation of assignments to allow for opportunity/experience, including: identify new Detective and rotating of second Detective position.
- Open dialogue between management/labor including: hold regular informational meetings with Union reps; maintain "open door" policy with all employees; and assist with tasks and respond to calls.
- Establish "Awards" Operations Directive
- Facility expansion and enhancement, including: add training/community room and add garage/parking and 2<sup>nd</sup> driveway.
- Department structure adjustment including promotion of sergeant to 2<sup>nd</sup> Captain and re-organize department into two divisions.

- Add additional staff to reduce workload/enhance efficiency including: fill vacant position to allow for fulltime traffic officer; add two(2) new positions – Narcotics Detective and K9 Officer, and; make Records Clerk a full time position.
- Conduct thorough investigations and consistently determine case dispositions, including a case management system and random case reviews by peers/supervisors.
- Diligent prosecution of offenders to include: victim restitution; documentation of victim contacts by prosecutor; and, maintain and ensure ongoing dialogue between officers and prosecutor for each case.
- Policy revision and development including identify 10 critical policies for development/revision and initiate pursuit of NH Accreditation.
- Explore and integrate new and evolving technology including: integrate laptop computers into vehicles; wall mounted flat screens for dispatch/conference room; IMC 911 module for dispatch; establish computer link for SRO, and; PDA use by detectives and administration.

Mr. Hohenberger inquired about any impacts to the Middle School of the Resource Officer's assignment to the High School. Chief Lewis replied that the SRO does periodically visit the Middle School, and communication is maintained between the officer and the Middle School staff. Mr. Stearns inquired whether the Department has looked into a diversion program for troubled students. Chief Lewis replied that, essentially what occurs is the SRO discusses the issues with school staff and ideas regarding community service are considered to keep the youth out of the court system.

Mr. McLeod inquired when the Board could expect an update relative to the victim update reports, and the Chief indicated he hoped to implement that process this summer.

Mr. Breton inquired whether the Chief intended to evaluate the departmental fleet, and Chief replied in the affirmative, noting the performance of the leased vehicles and the overall program would be looked at.

Mr. Hohenberger sought clarification as to the status of the traffic control and accident reconstruction endeavors. Chief Lewis noted that both are still important and that, to date, two officers have attended accident reconstruction investigation training.

Mr. Breton inquired whether laptop computers had been looked into as far as budgetary savings, and the Chief replied that savings could be realized in that officers would not need to return to the station for reporting. He added that the officers' continual presence on the streets also serves as a visible deterrent to the travelling public.

Mr. Stearns inquired whether staff could accomplish the goal of 10 policies in one year, and the Chief replied in the affirmative, adding that policy development is critical.

Brief discussion ensued regarding identification of cost information relative to the strategic plan, which the Chief will supply to the Board members. The Board then thanked the Chief and the Captain for their efforts.

**OLD/NEW BUSINESS:** Mr. McLeod advised that the Recreation Coordinator is now the contact person relative to chemical toilet issues.

*Mr. McLeod* noted that the sewer study would be a future agenda item, and the scope of work currently under development will be presented.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. McLeod seconded to enter into nonpublic 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 and the Board and Mr. Sullivan were in attendance in all sessions.

*Mr. Sullivan* advised the Board of a personnel matter. No decisions were made and Mr. Sullivan will follow up with the employee.

*Mr. Sullivan* reviewed with the Board several properties subject to tax deeding. Mr. Stearns moved and Mr. Hohenberger seconded that Mr. Sullivan advise the Tax Collector of the Board’s position on these properties. Passed unanimously.

*Mr. Sullivan* updated the Board on a reputations matter relative to a billing issue. No decisions were made, and Mr. Sullivan will follow-up with the vendor in question.

*Mr. Sullivan* reviewed with the Board potential candidates to fill the vacant Junior lifeguard positions. Mr. McLeod moved and Mr. Hohenberger seconded to hire the candidates as recommended by the Recreation Coordinator. Passed 3-2, with Mr. Breton and Mr. Stearns opposed.

Mr. McLeod moved and Mr. Hohenberger seconded to adjourn. Passed unanimously. The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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