

**BOARD OF SELECTMEN MEETING**  
**Minutes of February 7, 2022**

**CALL TO ORDER:** Chairman Ross McLeod called the meeting to order at 7:00 pm; opening with the Pledge of Allegiance. Selectmen Bruce Breton, Jennifer Simmons, Heath Partington and Roger Hohenberger were present, as was Town Administrator David Sullivan.

**ANNOUNCEMENTS:** Mr. McLeod reminded all that the Town Deliberative Session would be held the following Saturday beginning at 9AM at the High School.

**POLICE CHIEF POSITION:** Mr. McLeod announced that Chief Lewis would be retiring as of the 1st, but staying on in an Administrative capacity until then. He expressed gratitude for Chief Lewis's 17 years of service to the Town and then indicated he was pleased to announce that Captain Mike Caron will next take on the role of Chief. He indicated that the latter has a good working relationship with Chief Lewis, which will ensure a smooth transition.

Chief Lewis noted the Town has changed dramatically since he started 17 years ago; adding he was glad to hand the reigns over to Captain Caron, as they have worked collaboratively daily for 13 years since the latter's promotion to Captain. He noted he has enjoyed his time here, and thinks many positive things have been accomplished; adding it is about forging relationships with the community which he believes will continue. Chief Lewis indicated he had advised Captain Caron he will be available 24/7 to assist; extending thanks to the Board.

Captain Caron extended thanks to the Board for their confidence and trust; adding though he is excited for the challenge he is sad to see Chief Lewis leave. He indicated the latter has built a great foundation for the department to move forward, and has had many successes. Captain Caron concurred the transition will be seamless, as a strategic plan has been in place. He then noted he looked forward to working with all; reiterating he was sad to see Chief Lewis go as he had been not only his Chief, but a mentor and close friend.

**PARK & RECREATION DIRECTOR:** Cheryl Haas, along with Town Planner Chris Sullivan, provided the Board with an update on the proposed inclusive play area at Griffin Park, which included review of the attached design.

Ms. Haas noted that \$18,000 in donations have been received so far, and she would also be applying for grant funds. She indicated the project will be featured in the Spring issue of Windham Magazine. Ms. Haas noted that since Chris Sullivan has come on they have been working together; adding he has a lot of experience with playgrounds and has redesigned and updated the plan

Ms. Haas noted that they had met with Mr. Pappalardo the previous week, and with Ms. Bennett that day, both of whom support the plan. She indicated it has also been reviewed by Chief Lewis. Ms. Haas then noted that Chris Sullivan will speak about working with a consortium, which he feels is the best way to go and, if the Board supports same, they can then move forward.

Chris Sullivan advised he has been doing playgrounds for about 30 years, and completed his first inclusive one in the early 1990s. He noted that the company he'd used, O'Brien and Sons, is part of a consortium similar to that used by Fire and the Library, and the Town can save money on the plan through them on both installation and equipment.

Discussion ensued and it was clarified that the Library and School District participate in the consortium in question, which is similar to the one used by the Fire Department. Chris Sullivan reiterated they would like the Board's support to move forward with O'Brien, and the latter will then proceed with the attached design to provide a firm budget estimate.

Further discussion ensued regarding the nature of the consortium, the location of the inclusive area in relation to the passive area, and how the vendor would proceed with the plan.

Mr. Hohenberger sought clarification as to how the total expenditures will be monitored (ie. will O'Brien have an open checkbook), and Chris Sullivan clarified they will only give a firm estimate on the costs, with payment made at the end.

Town Administrator Sullivan clarified that the process does not cost us anything; rather we have to fundraise or otherwise fund the project, and then tell them to proceed with building it.

After further discussion regarding the timing of the project and funds raised to date, it was the consensus of the Board to support Ms. Haas continuing to work with Mr. Sullivan, and to engage the services of O'Brien and Sons to proceed with the plan as proposed.

**OLD/NEW BUSINESS:** Mr. McLeod noted the Board had requested additional information regarding the use of ARPA funds for employee pay. Mr. Sullivan noted that the Board had already approved up to \$13,000 to cover those employees who had Covid, and the cost to do so back to November 1 would be an additional \$8,000.

After discussion, Mr. Hohenberger moved and Mrs. Simmons seconded to approve the use of ARPA funds to cover employee pay back to 11/1 for those having a household exposure. Passed unanimously.

**CORRESPONDENCE:** None.

**MINUTES:** Mr. Breton moved and Mr. Hohenberger seconded to approve the minutes of 12/20/2021 as written. Passed 3-0-2, with Mr. Partington and Mrs. Simmons abstaining due to absence.

Mr. Breton moved and Mr. Hohenberger seconded to approve the minutes of 1/18/2022 as written. Passed unanimously.

Mr. Breton moved and Mr. Hohenberger seconded to approve the minutes of 1/31/2022 as written. Passed unanimously.

*Mr. Sullivan* reminded all that the Board will meet immediately following the Deliberative Session to review their recommendations on the Town warrant. The next regular meeting of the Board will 2/28.

**NONPUBLIC SESSION:** Mr. Hohenberger moved and Mr. Breton seconded to enter into non-public session in accordance with RSA 91-A:3, II c and e. Roll call vote – all “yes”. The Board and Mr. Sullivan were present.

Reputations – The Board discussed the ongoing Town Administrator recruitment process and chose three additional individuals, two employees and one former Selectmen, to join the Board during the final round of candidate interviews during the week of February 21st.

Further the Board discussed Mr. Sullivan’s April 1st date of retirement as Town Administrator, and his original plans to use accumulated earned time during the month of March, in order to be within the limitations outlined in the Personnel Policies related to buyout of an employees accumulated earned time.

Mr. Hohenberger moved and Mr. Breton seconded to waive the provisions of Article XIII, paragraph 7 of the Windham Personnel Policies and to compensate Mr. Sullivan for the total accumulated earned time he may have remaining at the time of his retirement. The intent of the motion is to both maintain coverage through March, and provide for some possible overlap between Mr. Sullivan and his successor prior to the retirement date of April 1, 2022. Motion passed unanimously.

Legal – Mr. Sullivan updated the Board on a pending case. No decisions were made.

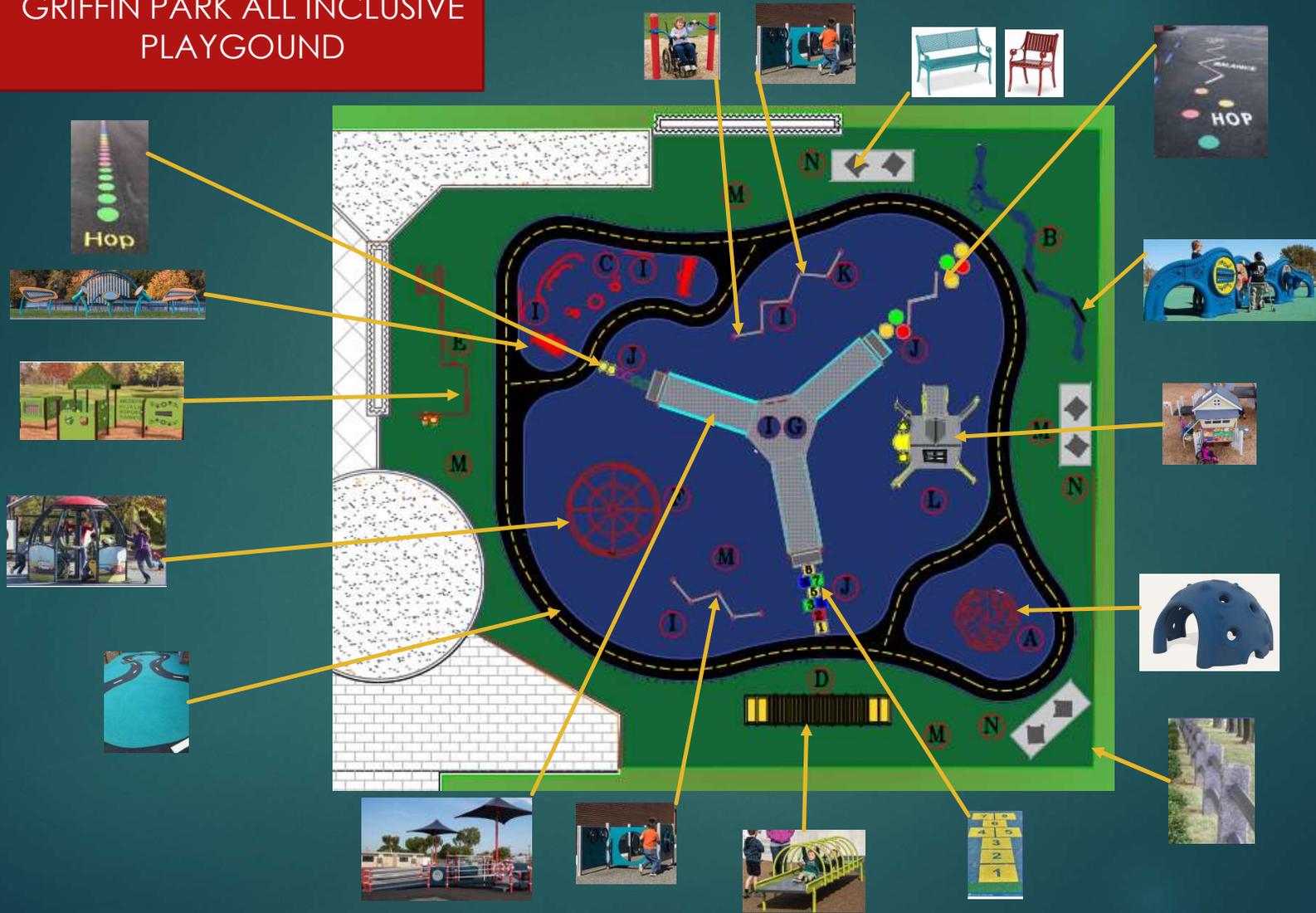
Mr. Hohenberger moved and Mr. Breton seconded to come out of non-public session. Motion passed unanimously.

Mr. Hohenberger moved and Mr. Breton seconded to adjourn the meeting. Motioned passed unanimously. Meeting adjourned at 7:55 pm.

Respectfully submitted,

David Sullivan, Town Administrator  
Wendi Devlin, Administrative Assistant

# GRIFFIN PARK ALL INCLUSIVE PLAYGROUND



## PLAY PANEL EXAMPLES

