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**TOWN OF WINDHAM, NH**  
**BOARD OF SELECTMEN MEETING**  
**March 6, 2023**  
**Community Development Department**  
**3 North Lowell Rd.**  
**Approved Minutes**

Attendance:

Chairman Heath Partington- present  
Vice Chair Jennifer Simmons- present  
Bruce Breton- present  
Roger Hohenberger- present  
Ross McLeod- present

Staff:

Brian McCarthy- Town Administrator  
Paula Carmichael- Human Resources Director  
Alexander Mello- Community Development Director

Old/New Business

Mr. McLeod stated that Town Voting Day will be next Tuesday from 7 am to 7 pm at the high school.

Mr. McCarthy stated that the town reports are out and available at all town buildings,. Mr. McCarthy stated that the Voter's Guide is out and online. The Voter's Guide has materials related to the election and describes each warrant article. Mr. McLeod had questions about the Voter's Guide and if this is presented to the voters from the Board because this has not been done in the past. Mr. McLeod asked about the total town operation budget and if it was 16.7% or 31%; there were two different amounts in two different locations on the document.

Museum Trustee

Ms. Linda Janulis addressed the Board. Ms. Janulis stated that she enjoys working with children and looks forward to incorporating more children and hands on activities at the museum. Ms. Janulis mentioned scavenger hunts with the Boy Scouts which was a helpful activity to get the children involved at the museum. Ms. Janulis stated that making the activities more age appropriate has also been very helpful to engage participation. Ms. Janulis stated that they will be trying to use technological aspects in the scavenger hunt. Ms. Hohenberger stated that Ms. Janulis' resume was impressive.

**A motion was made by Mr. Breton to appoint Ms. Linda Janulis to a 3 year term as a Museum Trustee. Seconded by Mr. McLeod. Vote 5-0. Motion passes.**

Public Hearing

Chairman Partington opened the public hearing.

47  
48 The Board discussed the Ashton Park Road. There was \$11,000 put aside with \$10,000 for maintenance  
49 per the ordinance and \$1,000 for fees.  
50

51 Chairman Partington invited public comment; there was none.  
52

53 **A motion was made by Mr. McLeod to accept Ashton Park Road from Station 0+00-14+00 as a**  
54 **public road. Seconded by Mr. Breton. Vote 5-0. Motion passes.**  
55

56 **A motion was made by Mr. Breton to post the speed limit for Ashton Park Road at 25 miles per**  
57 **hour. Seconded by Mr. Hohenberger.**  
58

59 Mr. McLeod asked if either Mr. Breton or Mr. Hohenberger is aware of any speed study that would allow  
60 the speed limit to be posted for less than 30 miles an hour. Mr. McLeod will not support this motion.  
61

62 **Vote 2-3.**  
63 **Motion fails.**  
64

65 **A motion was made by Mr. Breton to release the funds of \$11,000 Under Section 903.6 of the**  
66 **Windham Subdivision Regulation for maintenance and fees for Ashton Park Road. Seconded by**  
67 **Mr. Hohenberger. Vote 5-0. Motion passes.**  
68

69 Donation  
70

71 Assistant Chief Steve Brady addressed the Board. Assistant Chief Brady thanked the Zohdi family for the  
72 generous donation of the equipment. Assistant Chief Brady stated that this is very helpful for the EMS  
73 staff in the field and what we can offer to Windham residents.  
74

75 **A motion was made by Mr. Breton to accept the donation of EMS Equipment (2- Portable**  
76 **Ultrasonography and Associated Equipment) in the amount of \$5,944.00 with gratitude to the**  
77 **Zohdi family. Seconded by Mr. Hohenberger. Vote 5-0. Motion passes.**  
78

79 Congressional Grant Funding  
80

81 Chief Caron addressed the Board. Chief Caron has been researching congressional directed funding (a  
82 federal grant) along with Assistant Chief Steve Brady; there will be no matching funding, it will be fully  
83 funded if approved. Assistant Chief Brady stated that it will increase operability within the town and can  
84 also assist surrounding towns if needed. Chief Caron stated it would become available October 1<sup>st</sup>, 2023.  
85 The requested amount would be \$418,818.00.  
86

87 **A motion was made by Mr. Breton to apply for the federal grant per Assistant Chief Brady and**  
88 **Chief Caron and to allow the town administrator to sign any documents for the grant. Seconded by**  
89 **Mr. Hohenberger. Vote 5-0. Motion passes.**  
90

91 Assessing Abatement  
92

93 Mr. Paul McKenney addressed the Board to discuss abatements.  
94

95 7 Mitchell Road  
96

97 Mr. McKenney stated that the property owner of 7 Mitchell Road realized they were being assessed for 3

98 shed and a kennel on the property. The structures have been removed from the property. After reviewing  
99 the property, the assessment was reduced by \$16,200 for a total of \$572,600. It is recommended that the  
100 abatement of \$320.11 plus any applicable interest be granted to the property.

101  
102 **A motion was made by Mr. Hohenberger to approve the abatement request for 7 Mitchell Pond**  
103 **Road from \$572,600 to \$556,400 and allow the abate \$16,200 adjustment with an abatement of**  
104 **#320.11 plus interest. Seconded by Mr. McLeod. Vote 5-0. Motion passes.**

105  
106 41 Morgan St.

107  
108 Mr. McKenney stated that the detached condominium was assessed higher than other living units in the  
109 development according to the property owner. Upon inspection, it was found that there were a few minor  
110 errors and the value and minor changes were granted. The Board and Mr. McKenney discussed the  
111 adjusted value as \$637,100 with an abatement of \$606.63.

112  
113 **A motion was made by Mr. McLeod to grant the abatement of the assessment for 41 Morgan St.**  
114 **from \$667,800 to \$637,100 with an abatement of \$606.63 and applicable interest. Seconded by Mr.**  
115 **Hohenberger. Vote 5-0. Motion passes.**

116  
117 Enterprise Drive

118  
119 Mr. McKenney stated that the Letizio Tower is on a .1 acre lot. This property previously had a municipal  
120 exemption code per RSA 75.1. The property changed ownership in 2018 and it no longer qualified under  
121 the same exemption. Mr. McKenney stated that it might be able to qualify for an abatement under a  
122 different RSA.

123  
124 Mr. Breton stated that the Board can abate this for the good of the public and this has been done for  
125 several years. Mr. Letizio has maintained the cul de sac. Mr. Breton would like to exempt this  
126 permanently.

127  
128 Mr. McLeod stated that he is not willing to give this a permanent abatement but he is willing to abate this  
129 property on an ongoing basis. Mr. McLeod is willing to grant the abatement request from the applicant as  
130 he has been a good steward.

131  
132 Mr. Breton stated that they have paid for the taxes for the good of the public. Mr. Hohenberger stated to it  
133 for a longer period of time would require a different application.

134  
135 **A motion was made by Mr. McLeod to grant the abatement for the Letizio Tower for Tax year**  
136 **2022, \$1,672.71 plus applicable interest. Seconded by Mr. Hohenberger. Vote 5-0. Motion passes.**

137  
138 Body Worn Camera Grant

139  
140 Captain Bryan Smith addressed the Board. Captain Smith stated that he is requesting the final acceptance  
141 of the body worn camera grant related to this year's warrant article, Article 3. Captain Smith spoke with  
142 grant management and if the grant does not pass, it is as simple as writing a letter. Mr. Hohenberger stated  
143 that under payment schedule B, it is 50% of eligible cost. Officer Smith state that the grant is limited to  
144 \$50,000.

145  
146 Officer Smith stated that the grant can be 50% of the total project of up to \$50,000. Captain Smith stated  
147 that they would pay 50% of what we pay every year until we expend \$50,000 or \$10,000 over the 5 years.

149 **A motion was made by Mr. McLeod to accept the grant process for the body worn camera**  
150 **continent upon the acceptance of the warrant article passing, Article 3. Seconded by Mr.**  
151 **Hohenberger. Vote 5-0. Motion passes.**

152  
153 Boat License Renewal Request

154  
155 Mr. McCarthy stated that Nault's had applied for the boat license in the past but never followed through  
156 with the process. Mr. McCarthy stated they are looking to sell boats as they did in 2021. Mr. McCarthy  
157 stated that they are looking to sell boats and collect some fees.

158  
159 **A motion was made by Mr. Hohenberger to grant Nault's to be a boat agent and to collect fees:**

- 160  
161 **1. Registrations are limited to new registration on boats and watercraft purchased from**  
162 **Nault's.**  
163  
164 **2. All boat fees collected, less any agent or State fees, shall submitted weekly to the Town**  
165 **Finance Department as required by RSA 72-A:5.**

166  
167 **Seconded by Mr. McLeod. Vote 5-0. Motion passes.**

168  
169 Mr. McCarthy thanked Vice Chair Simmons for her service to the town.

170  
171 Engine 1

172  
173 Chief McPherson stated that the RFP to sell Engine 1 had no bids. The Chief would like to allow the fire  
174 department to put the vehicle out to bid on gov deals which Mr. Senibaldi has used several times to sell  
175 town . Chief McPherson stated that they would suggest they start a bid at no less than \$50,000 as they  
176 would be in the ballpark of other vehicles of that age and use.

177  
178 Chief McPherson stated that every bay of the fire station is full and they cannot put the engine outside and  
179 they need the space for equipment and trucks.

180  
181 **A motion was made by Mr. Hohenberger to authorize Chief McPherson to advertise Engine 1 for a**  
182 **minimum bid of \$50,000. Seconded by Vice Chair Simmons. Vote 5-0. Motion passes.**

183  
184 **A motion was made by Mr. McLeod to approve the January 30<sup>th</sup> draft minutes as amended.**  
185 **Seconded by Mr. Hohenberger. Vote 5-0. Motion passes.**

186  
187 **A motion was made by Mr. McLeod to approve the February 6<sup>th</sup> draft minutes as amended.**  
188 **Seconded by Mr. Hohenberger. Vote 5-0. Motion passes.**

189  
190 **A motion was made by Mr. Hohenberger to enter non public under RSA 91-A:3 II (a & b)**  
191 **Seconded by Mr. McLeod. Roll call vote: Mr. Hohenberger, Mr. McLeod, Chairman Partington,**  
192 **Vice Chair Simmons, Mr. Breton- yes. Vote 5-0. Motion passes.**

193  
194 Respectfully submitted by Anitra Lincicum