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**TOWN OF WINDHAM, NH**  
**BOARD OF SELECTMEN MEETING**  
**September 18<sup>th</sup>, 2023**  
**Community Development Department**  
**3 North Lowell Rd.**  
**Approved Minutes**

8 Attendance:

9 Chairman Ross McLeod- excused

10 Vice Chair Heath Partington- present (seated as the Chairman for the meeting)

11 Mark Samsel- present

12 Bruce Breton- present

13 Roger Hohenberger- present

14

15 Staff:

16 Brian McCarthy- Town Administrator

17

18 Vice Chair Partington stated that Ms. Elaine Rittenhouse who volunteered many hours for  
19 Nesmith Library passed away over the weekend; there was a moment of silence for her.

20

21 Mr. Mike Martel of Martel Engineering addressed the Board to discuss his findings in the report  
22 about the structure of town hall. Mr. Martel mentioned the tight crawl space in the basement  
23 to begin.

24

25 Foundation- some of the pedestals are compromised, every type of building material has been  
26 used, granite blocks going around, duct work and wiring is everywhere, no vapor barrier, in  
27 some areas there is standing water

28

29 Recommendations: repair the foundation walls in sections as you go around, underfitting, the  
30 structure seems ok and the timber structure seems ok

31

32 Mr. Breton asked about the twisted beam. Mr. Martel stated that it is up in the attic; it is not  
33 failing, it is just twisted. One of the areas in the attic that will need to be addressed.

34

35 Mr. McCarthy asked if it can continue to twist and be a problem. Mr. Martel stated it will likely  
36 not continue to twist but it is important to secure the beam. Mr. Martel stated that he is sure  
37 there will be insulation renovations. The foundation should be shored up with a "rat slab"  
38 which is a 3-foot area of space. This is a balloon framed structure; the studs come all the way  
39 down and sit on top of foundation. Spray foam insulation may help along with a membrane to  
40 help the moisture from getting in. The membrane will go under the rat slab so moisture does  
41 not get into the lower room. Mr. Martel said hat the goal would be trying to eliminate as much  
42 moisture as you can. The rubble layer would be gone; they would start at one end and start

43 working towards the other end reinforcing as they go. Mr. Martel stated that a lot of it will be  
44 hand dug and machines cannot get under there; it is not a safety concern for the people  
45 working in the building. The sequence will be done and shored up as they go; underpinning can  
46 be done properly.

47

48 Attic: Mr. Martel stated that the rafter should continue to the peak, yet, it is very dangerous up  
49 there and he recommends putting a couple cat walks up there to reinforce it. Everything looked  
50 good except for the twisted board.

51

52 Mr. Hohenberger asked about the siding, Mr. Martel stated that it might be a combination of  
53 the paint, the moisture and the prep for the painting. His recommendation would be to strip it  
54 and repaint it, Mr. Martel stated that the timber structure looks to be in good shape, just need  
55 a better foundation.

56

57 Mr. McCarthy asked if they wanted to move forward with a quote to perhaps get some of the  
58 work done on the basement. Mr. Martel stated that you want a good GC that does foundation  
59 work. The town would also need a design for the underpinning to make sure it is done properly.  
60 The next move would be to create a design plan that would result in an RFP.

61

62 Mr. Martel estimated that the design plan would be \$4,000-5,000 and the project itself would  
63 be \$60,000-80,000 according to Mr. Martel. It would include a plan and specifications.

64

65 Vice Chair Partington invited public comment.

66

67 Mr. Peter Griffin addressed the Board.

68

69 Mr. Griffin thanked Mr. Martel for his report. Mr. Griffin would like to see a phased in  
70 approach. Mr. McCarthy stated that he thinks it is important to repair the foundation before  
71 they discuss other phases of the project. Mr. McCarthy stated that they have \$120,000 minus  
72 what they have paid Mr. Martel so far. Mr. McCarthy's plan is to create a warrant article to  
73 allow for this project to be funded. Mr. Griffin asked about removing the siding to look at the  
74 exterior structure. Mr. Martel stated to take off a couple of pieces of siding to see what is going  
75 on under there to assess if it is either paint or material in the siding.

76

77 Mr. Senibaldi addressed the Board to discuss the original work that was not planned. Mr.  
78 Senibaldi discussed the CIP and this Board might want to send a letter to the CIP in support of  
79 the project. Mr. McCarthy stated that this had always been planned as a 5 to a 6-year project;  
80 he does not want to go back to the voters and ask for more money, Mr. McCarthy does not  
81 think it will be under \$400,000 for the entire project.

82

83 **A motion was made by Mr. Hohenberger to allow up to \$5000 to be spent which will be used**  
84 **to develop a plan that will produce an RFP for the renovation of the foundation of the town**  
85 **hall. Seconded by Mr. Samsel. Vote 4-0. Motion passes.**

86

87 The Board discuss approving a letter but Mr. McCarthy would be in favor of the CIP liaison  
88 coming forward to discuss the project as a whole in terms of funding. Mr. Martel stated that he  
89 would be able to have a quote within the next month for the Board.  
90

91 Bob Coole/Treasurer-Deb Padykula/Finance- Mr. Coole addressed the Board and after a brief  
92 summary asked if the Board would be in support of a new bank for the town's banking needs.  
93 Mr. Breton asked if there would be a currier service. Ms. Padykula stated that they would have  
94 a currier service. Mr. Coole stated that this bank has offered both of these things. Mr. Samsel  
95 asked for a brief background of the executive summary for the public. Mr. Coole stated that the  
96 bank they use currently is not providing the services that they need, deposits need to be made  
97 by 4 pm. Mr. Coole stated that they sent out an RFI and there were 9 banks they sent out  
98 information and 5 responded. Mr. Coole stated that by going with this bank, the town could  
99 make money. Ms. Padykula explained that some banks will not pay interest on the reserve; that  
100 amount varies by bank. The Board discussed average investable balance. Ms. Padykula stated  
101 that they would like to make more money for the town and be more efficient with their time  
102 for the deposits. Mr. Samsel asked about the implementation plan. Ms. Padykula stated that  
103 she thinks it will take 1 to 2 months.  
104

105 **A motion was made by Mr. Hohenberger to allow the finance department to use TD Bank for**  
106 **the town's banking services and to begin that process as soon as possible. Seconded by Mr.**  
107 **Samsel. Vote 4-0. Motion passes.**

108  
109 Mr. Senibaldi addressed the Board to discuss salt on the road. Morton's Salt or Eastern Salt are  
110 the 2 companies he discussed. \$76.90 per ton would be the price delivered. Mr. Senibaldi is  
111 looking for the authorization for this price and for a reasonable discussion moving forward.  
112

113 **A motion was made by Mr. Hohenberger to approve the amount of \$76.90 per ton for Easter**  
114 **Minerals as a road salt provider for the town and to authorize Mr. Senibaldi to approve the**  
115 **form as needed. Seconded by Mr. Samsel. Vote 4-0. Motion passes.**  
116

117 **A motion was made by Mr. Breton that if Mr. Senibaldi goes with the same salt vendor as the**  
118 **state, he does not need to come back before the Board for another bid. Seconded by Mr.**  
119 **Samsel. Breton. Vote 4-0. Motion passes.**  
120

121 Mr. Senibaldi discussed the plowing of the unaccepted roads. Mr. Senibaldi stated that he does  
122 think they are underpriced for this cost. Mr. Senibaldi is asking for a nominal 3% which covers  
123 the cost and repair of the vehicles. Vice Chair Partington asked if they needed a public hearing  
124 for this. Mr. McCarthy stated that he can check with legal counsel.  
125

126 **A motion was made by Mr. Samsel to increase the road plowing price for unaccepted roads to**  
127 **\$12,627 per mile conditioned on the fact that it does not need a public hearing. Seconded by**  
128 **Mr. Hohenberger. Vote 4-0. Motion passes.**  
129

130 Windham Housing Authority

131  
132 Mr. Charlie McMahon addressed the Board. Mr. McMahon discussed reinstating the 10-acre  
133 donation for Fellowes Road and the challenges that they have faced over the 15-year period.  
134 This is part of a 20-year easement and that ended in February of 2020. Windham did not qualify  
135 for funding in 2020 according to Mr. McMahon. Affordable housing is a major issue according  
136 to Mr. McMahon. This recommitment is what is necessary and the next deadline will be next  
137 August.

138  
139 Mr. McMahon is looking for support to renew the lease on Fellowes Road. Mr. McMahon  
140 stated that they would potentially be able to have 23-40 units. Some of the septic loading was  
141 done. Mr. McMahon likes that public services are available. Mr. McMahon would like to see  
142 this on the ballot with unanimous support. Mr. McMahon stated that they are not infringing on  
143 the use of any used on the surrounding properties. Mr. McMahon stated that the plan has not  
144 changed since 2009.

145  
146 Mr. Hohenberger asked if the warrant would change since it was not approved the first time.  
147 Mr. McMahon stated that they are asking to lease the property for a period of 99 years at a  
148 rate of \$1 a year. "Restricted affordable housing is a term that came up" in their discussion  
149 according to Mr. McMahon.

150  
151 Mr. Samsel asked if there was a recommendation regarding this project from the Board of  
152 Selectmen on last year's warrant and budget. Mr. McMahon emphasized "cooperative  
153 collaboration to meet consensus" and the importance of lower rates for affordability.

154  
155 A member of the Housing Authority addressed the Board. One of the key issues is the support  
156 of the Board of Selectmen as it will help the general need for affordable housing. A project for  
157 this many units will be \$10 million dollars and would need to conform to all zoning regulations.  
158 The project would have no impact on schools and support from the Board of Selectmen would  
159 be helpful. This should be a warrant article with a positive vote from the BOS.

160  
161 Mr. Hohenberger brought up not restricting this to Windham only residents, this is what makes  
162 it difficult because they are asking the public to donate 10 acres of property for a project that is  
163 not going to be run by the town; it will be a separate entity. Mr. Hohenberger discussed the  
164 funding of the property and the support of a project that cannot be restricted to Windham  
165 residents.

166  
167 Kristi St. Laurent, a member of the Housing Authority, addressed the Board. They would be  
168 leasing the land but there would also be property taxes being paid while the land was being  
169 used. Ms. St. Laurent asked how much affordable rental property is there. Mr. Hohenberger  
170 stated that the town pays to bring conservation land out of circulation all the time. Mr. Breton  
171 stated that elderly housing does provide income to the town; this is all a cost plus for the town  
172 when you consider services.

173

174 Ms. Rita Ryan, a member of the Housing Authority, addressed the Board. Ms. Ryan stated her  
175 credentials around public housing and the restriction around town members. it is a very limiting  
176 restriction; you have to live in the town when you move. It is not ideal as it might seem on  
177 paper, the vast majority are residents of that town who qualify for housing.

178

179 Mr. Andy Dufour addressed the Board. He has been a resident for 44 years. Mr. Dufour asked  
180 about how much was spent on the play ground this year. After discussion, the playground cost  
181 the town close to \$500,000 and anyone can use it. Mr. Dufour stated that many of the  
182 conservation lands and other resources are for people that do not live here.

183

184 Mr. McMahon stated that this was intended for town use and this use for an elderly housing  
185 project is related to that use so they do not have to go searching for land and it meets the  
186 challenge intended for the future.

187

188 Vice Chair Partington stated that people are going to have some connection to Windham to live  
189 here in a housing development like this. They are not drawing people who do not have a  
190 connection to the town so he is in support of putting it on the ballot. Vice Chair Partington will  
191 continue to support that.

192

193 Mr. Samsel stated that he would also support the recommendation. Mr. Hohenberger stated he  
194 was very impressed by the project in the past but the Windham Housing authority will not be in  
195 control of this project; the second thing is that there are 5 spots available for Windham  
196 residents offered at McCauley Commons. Yet, he does not understand why we cannot get  
197 approval from the state to take care of Windham residents only. There is a waiting list of  
198 Windham residents only and there is no question that there is a need. Mr. Hohenberger would  
199 like to see the Planning Board weigh in on this as it is different than anyone envisioned. Mr.  
200 Hohenberger plans to abstain from the vote but will not vote against this on the ballot.

201

202 Mr. Breton stated that this can come as a Selectmen petition or a citizen's petition.

203

204 Mr. McMahon stated that the funding to qualify happens in August next year, by going forward,  
205 they would need that direction from the Board. Mr. McMahon stated that elderly housing is his  
206 goal, not affordable housing. The donated land does help the application at the state level as  
207 they do have control of the site and that can work to their advantage, the sooner they hear  
208 from the Board, the better according to Mr. McMahon.

209

210 Peter Griffin/ Searles Trustee

211

212 Mr. Peter Griffin addressed the Board to discuss the Searles School and Chapel and the cost of  
213 running the building. Mr. Griffin discussed the rate changes presented to the Board for review.

214

215 Vice Chair Partington stated that there will need to be a public hearing to change the rates, Mr.  
216 Breton asked if there were any ARPA funds to renovate the building, Mr. Breton asked about  
217 the ARPA funds and how that impacted the funding of the property and that they have to be

218 careful what they use government funding for. Mr. Breton asked if they should be reviewing  
219 this. Mr. McCarthy stated that they can bring this before town counsel to make sure. Mr.  
220 Samsel asked if they charged the same rate for Windham businesses at the same rate for  
221 residents. Mr. Samsel asked if it could be a reduced rate for residents, Mr. Griffin stated they  
222 decided to go with the 2 rates, resident and non-resident. Mr. Haas stated that they have  
223 \$50,800 in the Searles Revenue Fund. Mr. Griffin stated they would like to be pro-active and  
224 come before them each year.

225  
226 **A motion was made by Mr. Hohenberger to support bringing the new Searles School and**  
227 **Chapel rate changes suggested by the Searles Trustee before a public hearing after going**  
228 **before counsel at a date to be determined. Seconded by Mr. Samsel. Vote 4-0. Motion passes.**  
229

230 Mr. McCarthy mentioned an email from Mr. McNally with a request to put a flag pole in the cul  
231 de sac on Blueberry Hill. Mr. Hohenberger asked if flag etiquette would be part of the  
232 discussion and Mr. McCarthy will make sure it is part of that; he will forward the request to  
233 Primex. Mr. Samsel asked if this has been done previously. Mr. McCarthy stated that sometimes  
234 people ask to maintain small areas in town and sometimes they do not.

235  
236 **A motion was made by Mr. Breton to approve the August 21, 2023 draft minutes as amended.**  
237 **Seconded by Mr. Hohenberger. Vote 4-0. Motion passes.**  
238

239 **A motion was made by Mr. Hohenberger to go into non-public session under RSA 91-A: 3 II**  
240 **(c). Seconded by Mr. Samsel. Roll call vote: Mr. Samsel, Mr. Hohenberger, Mr. Breton, and**  
241 **Vice Chair Partington- yes. Vote 4-0. Motion passes.**  
242

243 Respectfully submitted by Anitra Lincicum