

1
2
3
4
5
6
7

TOWN OF WINDHAM, NH
BOARD OF SELECTMEN MEETING
October 16th, 2023
Community Development Department
3 North Lowell Rd.
Approved Minutes

8 Attendance:

9 Chairman Ross McLeod- present
10 Vice Chair Heath Partington- excused
11 Mark Samsel- present
12 Bruce Breton- arrived at 7:28 pm, present
13 Roger Hohenberger- present

14
15 Staff:

16 Brian McCarthy- Town Administrator

17
18 Announcements

19
20 Harvest fest and the Fire Department Open House were discussed by the Board and they
21 wished to commend the employees for their efforts, Ms. Haas and Chief McPherson.

22
23 Searles School and Chapel

24
25 Chairman McLeod read the public hearing notice for the Searles School and Chapel to review
26 the fees. Mr. Peter Griffin addressed the Board. Something they will be doing on a more timely
27 basis. The last time the fees were raised were August of 2018

28
29 **A motion was made by Mr. Samsel to approve the fees for the Searles School and Chapel as**
30 **presented as of January 2024. Seconded by Mr. Hohenberger. Vote 3-0. Motion passes.**

31
32 Town Roads

33
34 Chairman McLeod read the public hearing notice for the fee to plow public roads. Mr. Dennis
35 Senibaldi addressed the Board to discuss the proposal. Mr. Senibaldi stated that this fee was
36 increased last year.

37
38 Mr. Wayne Morris addressed the Board to ask how it was decided for the length of road.

39
40 Mr. Senibaldi stated that there is a one-time fee. Mr. Senibaldi stated that the rates are set for
41 the full season and he does plan to come back each year to adjust the fees as needed. Mr.

42 Hohenberger asked how much money the town makes on something like this. Mr. Senibaldi
43 thinks that this is likely “breaking even” but taxes are being paid by the residents.

44

45 **A motion was made by Chairman McLeod to approve the proposed changes to the Right of**
46 **Way Ordinance (Sections IV and V of the ordinance) as presented. Seconded by Mr.**
47 **Hohenberger. Vote 3-0. Motion passes.**

48

49 Right of Way Ordinance

50

51 Chairman McLeod read the public hearing notice. Mr. Senibaldi addressed the Board to propose
52 the changes to the language for the application process. Chairman McLeod invited public
53 comment. Mr. Bob Coole addressed the Board to ask about the language on the proposal. Mr.
54 Senibaldi stated that he will go back to the duties and responsibilities. Mr. McCarthy will double
55 check the right of way policy.

56

57 **A motion was made by Mr. Samsel to accept the proposed changes to the right of way**
58 **ordinance as posted and presented. Seconded by Mr. Hohenberger. Vote 3-0. Motion passes.**

59

60 Route 111 Corridor Study/Interviews for Public Advisory

61

62 Mr. Al Letizio Jr. of 5 Woodvue Road addressed the Board. Mr. Letizio stated that he discussed
63 the corridor expansion at the state level. Mr. Ed Gallagher could not make it this evening but
64 did submit a letter to the Board of Selectmen.

65

66 **A motion was made by Mr. Samsel to appoint the 2 business candidates: Mr. Ed Gallagher**
67 **and Mr. Al Letizio to the Business Person Positions for the Route 111 Corridor Subcommittee.**
68 **Seconded by Mr. Hohenberger. Vote 3-0. Motion passes.**

69

70 Mr. Wayne Morris is the volunteer for the Bicycle/Pedestrian volunteer position. Mr. Morris is
71 also a volunteer for the Granite State Rail Trail Organization. Mr. Morris would like to see the
72 new corridor study emulate the 2011 Route 111 study; he does think this served the
73 pedestrians and cyclists well.

74

75 Mr. Samsel stated he knows Mr. Morris will be a great asset to the committee.

76

77 **A motion was made by Mr. Samsel to appoint Mr. Wayne Morris as the bike/pedestrian**
78 **member to the Route 111 Corridor Committee. Seconded by Mr. Hohenberger. Vote 3-0.**
79 **Motion passes.**

80

81 Mr. Valvo, 60 Bear Hill Road addressed the Board. Mr. Valvo is also part of the Windham
82 Economic Development Committee. Mr. Valvo would like to see some of the short-term
83 solutions addressed and he would love to be involved.

84

85 Mr. Swoboda, 27 Blossom Road, addressed the Board. Mr. Swoboda would like to bring his
86 engineering experience to the project and would like to help come up with optimum solutions.
87

88 **A motion was made by Mr. Samsel to appoint the 2 Community at Large members to the**
89 **Route 111 Corridor Subcommittee: Mr. Swoboda and Mr. Valvo. Seconded by Mr.**
90 **Hohenberger. Vote 3-0. Motion passes.**

91
92 **A motion was made by Mr. Samsel to appoint Mr. Hohenberger at the Selectmen's**
93 **representative to the Route 111 Corridor Subcommittee. Seconded by Chairman McLeod.**
94 **Vote 3-0. Motion passes.**

95
96 Mr. McCarthy reviewed the other Board member volunteers. Mr. McCarthy will review the
97 volunteer board members and will submit these to the state and a meeting will be scheduled
98 immediately.
99

100 Capital Improvement Committee

101
102 Mr. Rob Gustafson addressed the Board. Mr. Gustafson stated that they have been working
103 with an increased rate of 2% a year.
104

105 Mr. Bruce Breton arrived at 7:28 pm.

106
107 Mr. Gustafson continued his presentation about the requests. Mr. Gustafson stated that the
108 school district has done a great job the last few years in doing more capital planning. Mr.
109 Gustafson stated that the mill rate dropped to .71 cents rather than 90 cents. The school is
110 consistently below their portion of the budget. Mr. Gustafson stated that this is the first year
111 they have said that something is urgent but did not put it in the plan. Mr. Gustafson stated that
112 they have made great progress is showing items that need to be in the operating budget, not in
113 the CIP budget. Mr. Gustafson spoke to several of the projects that the CIP is putting forth such
114 as: the library, the Greenway, and repair projects. Mr. Gustafson stated that there is federal
115 money for doing projects like these.
116

117 Mr. Gustafson reviewed the bonds that the town currently pays on and when each of them
118 would potentially be paid off.
119

120 Mr. Hohenberger stated that he wanted to thank Mr. Gustafson for all his work. Mr.
121 Hohenberger stated that the CIP often comes in with a set of requests that do not align with the
122 requests from the year before. Mr. Hohenberger has come to see this as a budget process. Mr.
123 Hohenberger wished to thank the committee for all their work.
124

125 Mr. Samsel wished to thank Mr. Gustafson. Mr. Samsel stated he noticed that some items were
126 spread out over several years and asked if this was budgeted over several years.
127

128 Chairman McLeod does appreciate the work that goes into this process and wished to thank the
129 Committee and Mr. Gustafson for all their hard work.

130

131 Mr. McCarthy wanted to thank Mr. Gustafson for all his hard work. Mr. McCarthy stated that
132 some adjustments were made in how items were prioritized. Mr. McCarthy stated that the mill
133 rate has always puzzled him and this seems to be a little more even. Mr. McCarthy stated that
134 the town does have a lot of needs for this process. Mr. McCarthy stated that adjusting the mill
135 rate was a step towards a better process. Mr. McCarthy recently read a suggestion that the
136 budgets begin in the spring time and perhaps some consideration might be given to this idea in
137 Windham next year. Chairman McLeod suggested that Mr. Hohenberger might want to
138 mention this for next year as the ex-officio to the Planning Board. Mr. McCarthy stated that
139 putting aside money for these projects and balancing that with fiscal responsibility of the town.
140 Mr. McCarthy understands that not a lot can change this year but both he and Mr. Gustafson
141 are hopeful that this process can start earlier.

142

143 Highway Safety Committee- Roulston Road

144

145 Mr. Hohenberger stated that he would like a sign that points people to the parking in the area
146 as to where they can park. Mr. Breton asked if the town parking spaces can also be marked as
147 requested in the ordinance.

148

149 **A motion was made by Mr. Samsel to accept the highway safety committee's**
150 **recommendation and install no parking signs on the east side of Roulston road adding in Mr.**
151 **Hohenberger's request for a directional sign. Seconded by M. Hohenberger. Vote 4-0. Motion**
152 **passes.**

153

154 Correspondence

155

156 Mr. Nick McNulty, 32 Squire Armour Road, requesting (via email) a rehearing to remove a rock
157 on the side of his driveway, Mr. Senibaldi stated that the town can choose to have a hearing;
158 there are about 30 letters out right now. The rock in the driveway is potentially in the way of a
159 plow. Chairman McLeod asked what they would like to consider.

160

161 **A motion was made by Mr. Hohenberger to post a public hearing. Seconded by Mr. Samsel.**
162 **Vote 4-0. Motion passes.**

163

164 Administrative Position

165

166 Chairman McLeod discussed moving a position from part time to full time. Mr. Hohenberger
167 would like to wait until he sees the budget and this is something that is going to impact next
168 year's budget. Mr. Breton stated that Mr. Dennis Senibaldi is trying to get ahead of the winter
169 budget. Mr. Senibaldi stated that this is scheduled to start December 1, 2023 and it is intended
170 to cover the administrative duties. Mr. Senibaldi stated that there is more than enough money

171 to cover the position in the budget presently. Chairman McLeod stated that he does not like the
172 idea of creating a full-time position without asking the voters first.

173
174 The Board discussed how something like this was generated as a part time position. Mr.
175 McCarthy stated that the part time position is helping to alleviate the workload but not enough
176 so they would like to shift this to a full-time position as it effects the efficiency of the
177 department as a whole. Mr. McCarthy stated that this is not working out as a part time
178 position. Mr. Senibaldi stated that this department is the only one that has a part time
179 administrator.

180
181 Chairman McLeod stated that the support is not here for this position tonight but he would be
182 in support of putting this together as part of the warrant and budget. Mr. Senibaldi asked if it
183 might make sense to bring this back to a 5-member board; the Chairman stated that that was
184 an option.

185
186 There was a brief recess for a non-public with Mr. McCarthy and Chairman McLeod at 8:05 pm.

187
188 October 2nd Draft Minutes

189
190 **A motion was made by Mr. Hohenberger to approve the October 2, 2023 draft minutes as**
191 **amended. Seconded by Mr. Samsel. Vote 4-0. Motion passes.**

192
193 Old Business

194
195 Mr. Coole addressed the Board to ask about the status of a meeting regarding the potential
196 change in the town voting day. Mr. McCarthy stated that this discussion is scheduled for
197 November.

198
199 **A motion was made by Mr. Hohenberger to enter non-public session under RSA 91A: 3 II (c).**
200 **Seconded by Mr. Samsel. Roll call vote: Chairman McLeod, Mr. Hohenberger, Mr. Samsel, and**
201 **Mr. Breton- yes. Vote 4-0. Motion passes.**

202
203 Respectfully submitted by Anitra Lincicum