

BOARD OF SELECTMEN
Minutes of June 22, 2009

MEMBERS PRESENT: Vice-Chairman Bruce Breton called the meeting to order at 7:00 PM. Selectmen Roger Hohenberger, Ross McLeod and Charles McMahon were present, as was Town Administrator David Sullivan. Chairman Galen Stearns was excused. Mr. Breton read the agenda into the record, followed by the Pledge of Allegiance which was led by Anna and Laura Haas, daughters of Recreation Coordinator Cheryl Haas.

ANNOUNCEMENTS: Mr. McMahon noted that Festa-ball had been a great success, and thanked all who attended. He extended a special thanks to Mr. George Ivas and Representative Mary Griffin, as well.

Chief Tom McPherson reminded all that the Annual Knight Ride was scheduled for the following Saturday. He then sought the Board's permission to lend the Department's Utility vehicle to the ride to the seacoast, as it is equipped with an opticom device which will allow the route to be clear for the riders.

Mr. McMahon moved and Mr. Hohenberger seconded to approve the Chief's request as stated. Passed 4-0.

Officer Dave Comeau approached to thank the Board for their support, noting that in the past the Town of Methuen has lent their opticom to the event, however, it is unavailable this year. He further explained that the thirteen communities along the route have been notified and cleared the use of the device. Officer Comeau then noted that there are approximately a dozen tickets left for the Knight Ride motorcycle raffle. Cost is \$100/ticket of which only 300 will be sold, and all proceeds go towards scholarships in memory of Officer Mark Knight.

Chief McPherson extended an invitation to the Board members to attend a recognition ceremony for the four (4) firefighters retained through the SAFER program, all of whom have completed their first year. The event is scheduled for July 13 at Town Hall beginning at 6:00 PM.

Chief McPherson then noted that the previous weekend had been a busy one, with two serious motorcycle accidents. He then asked that all drivers please be aware of motorcycles on the roadways.

Recreation Coordinator Cheryl Haas reminded all that the Beach would be closing early on July 3rd due to the annual fireworks. Visitors should be prepared to exit the area at 3:00PM, and the beach will not re-open until 5:15PM that evening for parking for the event.

Ms. Haas noted that the Annual Town Day is scheduled for July 11th from 11:30AM to 3:00PM at Griffin Park. Further information will be made available closer to that date.

Ms. Haas reminded all that the Town Beach boat launch hours are before 10AM and after 5PM only, even for holders of a fishing key. She noted that exceptions will only be made in the event of emergencies, and all such calls should be directed to her.

Ms. Haas advised the Board that there has been increased vandalism of late at Griffin Park, and sought the Board's opinion on possibly posting the area "Closed Dusk to Dawn".

After a brief discussion, Mr. Hohenberger moved Mr. McLeod seconded that Ms. Haas proceed as requested, and that Police Chief Lewis and Maintenance Supervisor Al Barlow be consulted regarding placement of the signs. Passed 3-1, with Mr. McMahan opposed.

LIAISON REPORTS: Mr. Breton deferred to Planning Board Chairman Phil Lochiatto for his liaison report. Mr. Lochiatto updated the members on the cooperative efforts between the Planning Board and Town Planner Laura Scott since her hire, noting that the Planning Department has made a 180 degree change and that Ms. Scott is doing a great job. He cited several examples of Ms. Scott's efforts, including: creation of informational binders for Planning Board members; organization of the Technical Review Committee; and ensuring the availability of relevant meeting information for members by Fridays prior to the hearings.

Mr. Lochiatto then noted that the Planning Board has recently approved several projects including: a CVS/retail building; alterations to the Windham Restaurant; and conversion of the historic house to the right of the Common Man to a coffee house.

MINUTES: None.

CORRESPONDENCE: Mr. Sullivan noted that Anne Dodd of Harvey Construction was awaiting the Board's reply to her request that the first portion of Londonbridge Road be formally accepted. Mr. Sullivan reminded the Board that, as this portion was constructed through the layout process, an official acceptance is not required. He then suggested that the Board release Town Counsel correspondence relative to this issue so that it may be forwarded to Ms. Dodd. Mr. McMahan moved and Mr. McLeod seconded to release the legal opinion as recommended by Mr. Sullivan. Mr. Sullivan clarified that he will forward the letter to Harvey Construction, as well as the School Board, Planning Board, and Mr. Glenn Davis. Motion passed 4-0.

OLD/NEW BUSINESS: Ms. Neelima Gogumalla and Ms. Dianna Fallon of Go Green Windham made a Powerpoint presentation to the Board regarding their volunteer energy audit of the Town. Ms. Gogumalla noted that their efforts to audit the financial aspects of the Town's energy use had begun several months ago, and had since expanded to include a physical audit of the Town's facilities. Highlights of the presentation included:

- The project, overall, is approximately 60% complete. The physical audit and street light mapping portions are 50% +/- completed. Ms. Fallon and Ms. Gogumalla have done extensive research into physical audit protocols, and have attended several workshop/training sessions to ensure the best methods are utilized.
- The primary project goal is to establish baseline data regarding the Town's energy uses/expenditures for possible use towards a future energy plan and/or the addition of an energy chapter to the Town's Master Plan.

- The data, once completed, will be calculated against regional and national indexes for energy efficiency, and short/long-term recommendations will be presented.
- Areas of concern identified thus far include: insulation, refrigeration, propane heaters, HVAC systems, and the lack of occupancy sensors for internal lighting.
- Ms. Fallon and Ms. Gogumalla feel that it is now to establish a Local Energy Planning Committee in Town to continue their efforts.

Discussion ensued regarding the possible make-up of an LEC and their potential role. Ms. Fallon noted that federal funding is becoming available through block grants, etc., and that in many cases an LEC is a requirement of approval.

Further discussion ensued regarding the need to develop by-laws/charter to establish a committee, the timing of the grant funding availability, and the further, final presentation planned by Ms. Fallon and Ms. Gogumalla. It was the consensus of the Board to wait to consider establishing an LEC until mid to late July.

HIGHWAY AGENT/ LONDONBRIDGE RD: Mr. McCartney approached to note that the continuation of Londonbridge Road from the High School has begun, and that the road has been roughed in, bio-detention ponds are under way, and blasting has begun. He then asked that the Board consider authorizing the use of outside consultants to do some of the site monitoring, noting the Town's current vendor is available at a cost of \$90/hour and he did not expect the time necessary to exceed 80 hours.

Discussion ensued regarding the costs involved, which Mr. McCartney indicated could be funded from his budget. Mr. McMahan then moved to approve the request as presented in an amount not to exceed \$7,200.

Further discussion ensued regarding the vendor in question, Keach-Nordstrom, and the anticipated number of hours.

Mr. McMahan withdrew his earlier motion, and moved to approve the request to utilize Keach-Nordstrom for sixty (60) hours at a cost of \$90/hour. Mr. McLeod seconded and the motion passed 4-0.

Mr. McCartney then advised the Board that he would prefer to do the scheduled improvements to the existing Londonbridge Road and Marblehead Road in-house with Town staff and locally chosen contractors as was done last year with Beacon Hill Road. After a brief discussion, Mr. McMahan moved and Mr. Hohenberger seconded to approve Mr. McCartney's request. Passed 4-0.

Mr. Sullivan then requested that Mr. McCartney clarify his plans for the existing Londonbridge Road. Mr. McCartney replied he anticipated the project could be completed with little disruption to the neighborhood. He noted he would endeavor to stay within the 32' as staked out, however some 200' +/- of stone walls need to be moved and some trees taken down. Mr. McCartney indicated the roadway will consist of 28' of gravel with 24' of

pavement, and that only a small area at the beginning of the road may exceed 32' due to slope issues. Mr. McCartney then noted he had met with three (3) residents thus far, and intends to meet with the rest prior to the start of the project.

Mr. Sullivan inquired whether the stone walls to be moved would be rebuilt by the Town. Mr. McCartney replied in the negative, noting that the Town does not have the masonry skills or manpower to do so. Mr. Sullivan then sought clarification that all the walls in question, and trees to be removed, were in the Town's right-of-way, to which Mr. McCartney replied in the affirmative.

Ms. Debbie Gringeri, 15 Londonbridge Road, approached expressing concerns regarding a courtesy notice she had received from Mr. McCartney outlining the improvement project details and the apparent differences between them and what had been discussed at a site walk for the new Londonbridge Road. Mr. McCartney clarified that all the culverts along the existing Londonbridge Road were being replaced with larger ones to allow for more shoulder width, and that all DES permits are in place.

Mr. Guy Champigny approached indicating he would like the area to remain rural, and had concerns regarding the stone walls being moved. He noted he did not take issue with the improvements, but would like to see them done correctly. Further brief discussion ensued. Mr. McCartney will meet the remaining residents in the area prior to the project beginning.

Mr. Sullivan requested that the Selectmen wrap up their previous discussion regarding Keach-Nordstrom, by authorizing Mr. McCartney to sole source the vendor. Mr. McMahan moved and Mr. McLeod seconded to authorize Keach Nordstrom as the sole source vendor for the Londonbridge Road monitoring services. Passed 4-0.

Mr. McMahan then moved and Mr. Hohenberger seconded to authorize Mr. McCartney, working within the available funds of \$263K, to select the appropriate vendors to complete Londonbridge and Marblehead Roads. Passed 4-0.

OLD/NEW BUSINESS CONTINUED: Mr. Sullivan extended his thanks to Mr. Tom Case for arranging for the painting of the Fire Department light poles and the flagpole at Town Hall, and for raising funds to complete these projects.

Mr. McLeod inquired regarding missing shutters at the Bartley House and Senior Center. Mr. Sullivan will follow-up with Mr. Barlow to replace them.

NON-PUBLIC SESSION: Mr. McMahan moved and Mr. McLeod seconded to enter into non-public session in accordance with RSA 91-A:3-II b, c and d. Roll call vote; all members "yes". The topics of discussion were personnel, reputations and land acquisition.

The Board, Mr. Sullivan, and members of the Conservation Commission were in attendance in the first session. Mr. McMahan moved and Mr. McLeod seconded to seal this portion of the minutes. Passed 4-0.

The Board and Mr. Sullivan were in attendance in the remaining sessions.

The Board discussed the vacant Supervisor position at the Transfer Station. Mr. McMahon moved and Mr. McLeod seconded to hire the recommended candidate subject to the requirements of the Employee Policy. Passed 4-0.

The Board discussed the vacant Community Development Director position. Mr. Sullivan will follow-up to notify the selected finalists for a follow-up interview subsequent to the July 4th holiday.

Mr. McLeod moved and Mr. Hohenberger seconded to adjourn. Passed 4-0.

Meeting was adjourned at 10:30 PM.

Respectfully submitted,
Wendi Devlin, Administrative Assistant

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