

**BOARD OF SELECTMEN**  
**Minutes of August 9, 2010**

**MEMBERS PRESENT:** Vice-Chairman Bruce Breton called the meeting to order at 7:05 PM. Selectmen Galen Stearns and Roger Hohenberger were present, as was Town Administrator David Sullivan. Chairman Charles McMahon and Selectman Ross McLeod were excused. Mr. Breton opened with the Pledge of Allegiance.

**ANNOUNCEMENTS:** Mr. Sullivan reminded all that the Annual Senior Picnic was scheduled for the following Friday at noon at the Windham High School.

*Community Development Director* Laura Scott welcomed newly hired ZBA/Code Enforcement Administrator Tim Corwin, noting that this was his third day on the job and his regular hours will be Monday, Tuesday, and Friday from 8 AM to 4 PM. Mr. Corwin thanked the Selectmen for the opportunity, and the Board welcomed him to the staff.

*Mrs. Barbara Coish* advised that she had attended the first School District Facility Planning Committee meeting at the SAU. She noted that the Committee is primarily made up of District Administrators with four (4) citizen representatives. Mrs. Coish noted the meeting had gone well, with lots of interaction, and that the next scheduled meeting will be held on August 30<sup>th</sup> at 5 PM at the SAU.

**MINUTES:** Tabled.

**CORRESPONDENCE:** Request received from the Boy Scouts to conduct a camp out at Griffin Park on August 30<sup>th</sup>. Mr. Sullivan noted that a similar request was approved last year, and that the scouts utilize the passive recreation area at the front of the Park. After a brief discussion, Mr. Stearns moved and Mr. Hohenberger seconded to approve the request and waive the closing hours of the Park for the group. Passed 3-0.

*Request received* from the Garden Club to place small, "Courtesy of Windham Garden Club" signs in various areas planted/maintained by the group at Town buildings. Mr. Hohenberger moved and Mr. Stearns seconded to approve the request as described. Passed 3-0.

*Mr. Sullivan* noted a letter of thanks had been received from Ms. Carol Pynn of the HDC to Maintenance Supervisor Al Barlow for his efforts to repair the threshold at Town Hall. He noted that the repairs were complete, and the threshold will be stained in the near future.

*Letter of support* received from the Recreation Committee relative to the installation of temporary lighting at Griffin Park for use by Soccer. This item will be scheduled on a future agenda for discussion.

*Letter received* from the Recreation Committee in response to a resident request to revise the fishing key policy. The Committee notes that, at this time, they do not wish to change the regulations.

*Letter received* from Underwood Engineering noting that the contracts pertaining to the CTAP grant to continue the sewer feasibility study are available for review. Ms. Scott clarified that the contracts are available at the Salem Town Hall, where the paperwork is being handled. After a brief discussion, Ms. Scott indicated she will request a copy be provided to Windham.

*Letter received* from Lewis Engineering relative to Board opinion of a proposed water conservation plan for Brown Hill Estates in Windham. Discussion ensued, and it was the consensus of the Board that Ms. Scott follow-up to clarify this project and update the Board at the next meeting.

*Mr. Sullivan* advised the Board that the CIP process has begun with a deadline of August 18<sup>th</sup> for submissions. He noted that the only project remaining from last year for Administration is a new Town Hall, and asked that the members provide any others to him for discussion next week.

**ANNOUNCEMENTS CONTINUED:** Ms. Scott advised that the Department would be making available discount coupon books on behalf of the Windham Jaguar Boosters. The books are \$15/each, and provide discounts to local businesses.

**PUBLIC HEARING/DONATION:** Mr. Sullivan read the public hearing notice into the record, and deferred to the Chair. Mr. Breton explained that Mr. Jay Yennaco had offered to implement a landscaping plan for Griffin Park to add shaded areas. Mr. Yennaco approached and noted that the main goal behind his donation is to give back to the community. He added that this would be a long-term process, via a ten-year plan, to improve Griffin Park and other recreational areas.

Discussion ensued regarding acceptance of a long-term donation. Mr. Sullivan clarified that such a donation could be accepted, but it should be understood that Mr. Yennaco will not be held to the 10-year provision if financially unable to proceed in the future.

Mr. Hohenberger then moved and Mr. Stearns seconded to accept with thanks the donation from Delahunty Nurseries/Jay Yennaco of up to \$10K annually in material and labor over a ten-year period for improvements to Griffin Park and other recreational areas. Passed 3-0.

**VACHON, CLUKAY & CO:** Postponed to August 23rd.

**JULIE LABRANCHE/CTAP:** Ms. Labranch gave a brief background of the CTAP program. She then reviewed the recently completed Open Space Report with the Board, highlights of which included:

- The Task Force established the Town's "Green Infrastructure", where high value resources such as unfragmented areas of 500 acres or greater of land, agriculture soils, scenic views, and wetlands, etc. are concentrated.

- Within the “Green Infrastructure”, the Task Force identified 18 parcels that, if protected, would provide significant benefits to the community by preserving open space and valuable ecosystem/natural resource functions.
- A layered map was then developed and the parcels further evaluated, assigned a protection priority ranking, and a final table/map of the recommended properties developed.

Discussion ensued regarding the value of the report for such things as future grant funding, and whether any impending development had been considered as part of the prioritization, to which Ms. LaBranche replied in the negative.

Mr. Wayne Morris approached and indicated he would like to see the report amended to include Johnson’s Farm. Discussion ensued, and it was clarified that the report can be amended in the future.

Mr. Hohenberger then moved, and Mr. Stearns seconded to accept the Open Space Report as developed for use as a future reference. Passed 3-0. Mr. Breton requested that a letter confirming the Board’s acceptance of the report be sent to the Rockingham Planning Commission. Staff will follow up to do so.

Ms. LaBranche noted that all such Open Space Reports completed for the corridor communities will be compiled into a regional Open Space Plan for the area.

Ms. LaBranche then reviewed with the Board the CTAP Roadmap, noting this was Phase II of the CTAP Community Assessment, in which an internal review was conducted and goals/recommendations for the Town discussed and revised as necessary. She indicated that she believed the third phase of the CTAP program would involve funneling of greater funding toward grants, and would likely begin in 2011, and that the Roadmap would serve as a valuable tool during this latter phase.

Ms. LaBranche then reviewed with the Board some of the ongoing, short-term, and long-term goals/actions established, and a brief discussion ensued. The Board then thanked Ms. LaBranche and the CTAP sub-committee members for their efforts.

Mr. Breton then noted that the Open Space Report mentioned a grant program entitled “Land and Water Conservation Fund”, and asked that it be explored further for future consideration relative to Griffin Park. Mr. Sullivan indicated he would contact the Department of Resources and Economic Development (DRED) for more information.

**PUBLIC HEARING/CDD FEES:** Ms. Scott advised that, in reviewing the public hearing notice, she had discovered an error and inquired whether the Board wished to re-post the hearing. Brief discussion ensued and it was the consensus of the Board that this matter be re-posted.

Mr. Tom Case approached and sought clarification of the proposed escrow fees, noting that the Town already has escrow account. Ms. Scott replied that what was being proposed would establish an amount to collect. Mr. Case then noted that there is no language within the Zoning Ordinance relative to escrow funds and how much can be collected, how long they can be held, or how they are to be returned. He felt that if such funds were going to be assessed it should be done upon approve and the amounts to be collected justified. Ms. Scott replied that the figures in question pertained to the application process and were related to preliminary reviews by outside consultants. Further discussion ensued before this matter was closed.

**OLD/NEW BUSINESS:** Mr. Sullivan advised the Board that the colors being recommended by Highway Agent Jack McCartney for the Highway Garage were gray with a slightly lighter gray roof, and inquired what the Board's preference was. After a brief discussion, it was the consensus of the Board to support Mr. McCartney's recommendation.

**NON-PUBLIC:** Mr. Stearns moved and Mr. Hohenberger seconded to enter into non-public session in accordance with RSA 91-A:3 II a, c and e. Roll call vote all "yes". The topics of discussion were personnel, reputations, and legal. The Board, Mr. Sullivan, and Ms. Devlin were in attendance in all sessions.

Mr. Sullivan updated the Board on a legal matter. No decisions were made.

Mr. Stearns moved and Mr. Hohenberger seconded to appoint Mr. Goldman as a regular member of the Recreation Committee for a term of three years. Passed 3-0.

Mr. Sullivan advised the Board of a personnel matter. No decisions were made.

Mr. Hohenberger then moved and Mr. Stearns seconded to adjourn. Passed 3-0.

The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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