

BOARD OF SELECTMEN
Minutes of December 3, 2012

MEMBERS PRESENT: Chairman Bruce Breton, Selectmen Ross McLeod, Phil LoChiatto, Kathleen DiFruscia and Roger Hohenberger were present, as was Town Administrator David Sullivan and several department heads. Mr. Breton called the meeting to order at 7:00 pm, opened with the Pledge of Allegiance then read the agenda into the record.

ANNOUNCEMENTS: Mrs. DiFruscia reminded all that the Annual Tree Lighting would take place the following Saturday from 3P to 5P at the Town Hall.

Community Development Director Laura Scott approached and reported that the 1st Annual Holiday Shopping Extravaganza at the High School, held the previous weekend, had been a great success; with over 60 vendors and 300 in attendance. She noted that the event had been geared toward showcasing local businesses and raising funds for local organizations. Ms. Scott then noted the following, successful fundraising efforts: Helping Hands, \$478; Shepherd's Pantry, \$289; Field Hockey, \$275; and Family Promise, in excess of \$1,000. Ms. Scott noted there were several other local groups involved, as well. She extended thanks to the Fire Department for donating a ride to school in the fire truck, as well as to the following: Delahunty's, Windham Art Club, Santa and Mrs. Claus, Mimi Kolodziej, and Heather Dodge.

CORRESPONDENCE: The Board reviewed an emergency right-of-way permit for Comcast at 10 Aladdin Road. Mr. Sullivan explained that the work is already completed. Mr. McLeod moved and Mrs. DiFruscia seconded to approve the permit. Passed unanimously.

MINUTES: Mr. Hohenberger moved and Mr. LoChiatto seconded to approve the minutes of 9/10, 9/17 and 9/24 as amended by Mr. Hohenberger via email. Passed unanimously.

LAND SALES: Mr. Sullivan explained that the parcels in question were 'other' municipal lands, as acquired through tax deed (55), as well as 22 acquired by other means. He noted that these are the parcels which the Board selected for review by the Planning Board, Economic Development Committee and Conservation Commission; adding that the intent of this evening's discussion is to review those groups' recommendations and decide which parcels, if any, to post for public hearing. Mr. Sullivan clarified that the tax deeded parcels can be sold via auction or sealed bid, or "as justice may require"; and all others must go to Town meeting. He noted that there are also three (3) specific purchase requests which the Board will hear and, if supported, they will go on to a public hearing.

16-C-1: Mr. Joe Maynard of Benchmark Engineering approached representing the Hardacres of 24 Gaumont Road. Mr. Maynard explained that the Hardacres currently have a failed septic at their existing single family home. He noted that their parcel is taken up by lots of ledge and outcroppings, along with their well, and that 16-C-1 abuts their property. Mr. Maynard noted that test pits were conducted as previously authorized by the Board, the soil found to be suitable, and a pumping station would be required. Mr. Maynard noted that the Board had indicated at their previous discussion that they may wish to retain half of the parcel in the event the other neighbor needed it, and that it could be subdivided or the other half reserved as a septic easement which the Town could transfer to the other abutter if necessary.

Mr. Maynard further explained that the lot is currently assessed as a buildable lot and, though it could be, in these cases the Town would generally sell the parcel with a restriction that it is for septic purposes only; adding that the Hardacres were offering a purchase price of \$5,000. He noted that the EDC and Community Development Director recommended that the parcel be sold and, as it was a tax deeded property, the Board may sell it as justice may require for the septic system. Mr. Hohenberger inquired who the original owner was, and Mr. Sullivan indicated it was taken over 25 years ago.

Discussion ensued as to the current assessment of \$39K, which Mr. Norman indicated would become a nominal value if it were merged for septic purposes, as well as the options for sale, and reserving of an easement.

Mr. LoChiatto indicated he had no issue with the sale, provided the proper restrictions were in place. Mr. Maynard indicated the Hardacres are willing to do that, and that restrictions can be written right into the deed that the property is for septic/well purpose only and structures are prohibited. Mrs. DiFruscia concurred with those restrictions. Mr. McLeod concurred as well, adding that he would support retaining an easement and language that building is restricted. Discussion ensued regarding procedure for sale.

Mr. McLeod moved and Mr. Hohenberger seconded to approve the sale of 16-C-1 as requested for the amount of \$5,000 subject to restrictions as outlined.

Discussion then ensued as to whether \$5,000 represented a fair price for the parcel, that the restrictions remove much of the utility of the parcel, previous similar sales, and whether or not an appraisal should be obtained.

Motion passed 4-1, with Mr. Hohenberger opposed due to the sale price.

14-B-2101: Mr. Karl Dubay approached explaining that this small sliver of land (.09 acres) on the corner of Londonbridge Road, along with a .68 acre portion of the right-of-way, were being sought for purchase and would require a town meeting vote. He explained that the Goodnoughs, owners of 14B-2100 which is zoned Neighborhood Business, would like to purchase these parcels for merger into what they believe could become a very valuable business site for development. Mr. Dubay noted that voluntary landscaping easements would be proposed, and pointed out that right now neither parcel is generating any revenue for the Town. Mr. Dubay indicated that there is much work/coordination to do with the Town, but it cannot begin without the Board's input and/or support.

Mr. Hohenberger indicated his only concern would be the placement of the building, and Mr. Dubay replied it would most likely be in the rear area of the property, away from Londonbridge Road, with the other areas of the merged parcel used for drainage, septic and/or parking. Mr. Dubay noted that the purchase of the right-of-way is not a "must", but that it can really enhance any future project.

Mr. Hohenberger inquired whether the right-of-way purchase would impact what the Town needs to maintain, and Mr. Dubay replied in the negative; adding however that due diligence would be done to ensure as such. Discussion ensued as to the access/egress, which would be off Londonbridge Road in keeping with DOT standards.

Mrs. DiFruscia inquired whether there would be any impacts to public safety access, and Mr. Dubay indicated he did not believe so, but he would like the Board's authorization to move forward to speak with the Fire Department. Discussion ensued in that this must go to Town Meeting for approval, however, the Board can give Mr. Dubay authorization to do more work and return to the Board with information for the Town Warrant Article.

Mr. Sullivan suggested that the Board authorize Mr. Dubay to enter onto the property as necessary, and that he return to the Board with more information no later than December 31st. Mr. LoChiatto asked that Mr. Norman be directed to develop an appraisal for the parcels, and a discussion ensued that an outside appraiser would need to be retained to do so. Also, incorporation of covenants/easements was discussed, and that Mr. Norman should serve as the point person. Mrs. DiFruscia requested that the Fire and Police Chiefs also be consulted.

Mr. Hohenberger moved and Mr. McLeod seconded to authorize Mr. Dubay to proceed as outlined to access the property in the interest of due diligence; and to authorize an appraisal to be completed on the property. Passed unanimously.

16-P-501, 502, and 1004: Mr. Sullivan explained these are all tax deeded parcels, but he did not believe they met the "justice" clause as there is no health or other issue. He indicated that the Planning Board and EDC both recommend that these parcels be merged and sold.

Mr. Dennis Root, representing the interested abutters, inquired whether any of the lots were buildable, and Mr. Norman indicated that 1004 consists of .29 acres and could be buildable with a variance. Mr. Sullivan indicated that these parcels could be sold via sealed bid or auction, but should the Board wish to sell them directly to the abutters, it would require a Town Meeting vote. Discussion ensued regarding why Mr. Root and the others wished to purchase the lots, which was to stop future development, the process to purchase, and what restrictions, if any, the sale would entail.

Mr. LoChiatto inquired how the purchasers would divide the land, and Mr. Root replied that had not been established as yet. Brief discussion ensued before Mr. Hohenberger moved and Mr. McLeod seconded to place 16-P-501, 502, and 1004 out to sealed bid with the restriction that they are for septic/well use only. Passed unanimously.

Remaining land: Mr. Sullivan reviewed the remaining parcels with the Board, noting that the recommendations from the Economic Development Committee, Conservation Commission, and Community Development were unanimous, with the exception of parcels 13K-34A, 13K-34B and 20D-2500. In these cases, the EDC has recommended the parcels be sold, while the Conservation Commission has recommended they be designated as such.

Mr. Sullivan indicated he would suggest that those parcels recommended for designation as Conservation Land be taken to Town Meeting, while the remainder recommended for sale be placed out to auction in the spring. Discussion ensued regarding going through the process of allowing a realtor to review the parcels to be sold, the time involved, and having the Assessor evaluate the larger parcel for comparables.

Mrs. DiFruscia moved and Mr. McLeod seconded to move those parcel unanimously recommended for designation as Conservation Land to Town meeting. Passed unanimously.

OLD BUSINESS: Mr. Sullivan advised that, per the Board's directive, the Highway Agent had obtained a price quote to bring South Shore Road up to plowing standards; which he had forwarded to all of the abutters. The cost as quoted would be \$24,000.

BUDGET WORKSHOPS:

Tax Collector – No changes to the budget were made.

Cemetery – No changes to the budget were made.

CIP – *Searles Building Improvements - \$100,000 request, funded from issuance of bond or long-term note, to be paid from Special Revenue Fund:*

The Board discussed the CIP request for a \$100,000 bond for repairs at the Searles School & Chapel. The funds are to be used for significant projects such as ongoing painting needs, window repairs, septic replacement, parking area improvements and renovation of the downstairs for an additional area that could be used for a "bridal" or staging room. Mr. Hohenberger asked if this amount of money would take care of the majority of concerns that were expressed at the Board's last meeting held at the Searles building. Due to the age of the historic building it was noted that there will always be needed repairs, but this funding will take care of the most pressing needs to make the building more secure & marketable. Mr. LoChiatto asked if the committee had received estimates for the projects and how quickly they think they would be accomplished. Mr. Griffin noted that they had firm estimates and intended to complete most of the work within a year. Mrs. Call noted that there is one payment remaining on the existing bond schedule for 2013. The new bond will be issued in 2013, with the first payment due in 2014. Funds would be disbursed initially and available to be expended right away. She indicated that we received budgetary estimates for payment and interest purposes.

Highway Truck & Snowplow Equipment - \$300,000 request, with 80% funded from State grants, net appropriation of \$60,000:

Mr. McCartney discussed the options that may be available under the State's Salt grant program. A lengthy discussion ensued regarding the specific information that was given to the CIP, the amount of funds actually needed, and whether the Town could purchase one or two trucks with the grant funding. Mr. McCartney clarified that he intended to request a brine truck, but with estimates recently obtained from vendors, it may only cost \$150,000 for this type of truck. He also noted that the grant funding might also allow for the purchase of message board signs, however, it was clarified that this is not part of the \$300,000 CIP request. Mr. Hohenberger asked if additional trucks are truly needed, noting that he understands that 80% is funded through a grant, but this would create a specific need that would have to be replaced in the future. Mr. Breton asked if we would be better off asking the State to utilize brine on their plow routes, which represent many of the main roadways in town, or request that brine be used by other contractors in the area of sensitive water bodies. Mr. McCartney noted that the town would actually need two brine trucks to cover the town roadways, and that the brine is a pre-treatment only. It was also noted that the brine truck would not be readily available for other uses in the non-winter months, unlike the regular 5-ton dump truck that the town normally purchases. It was also noted that there is no facility in town that stores brine and it would need to be obtained from the State salt shed, currently in Derry.

Mr. LoChiatto motioned to strike the brine truck concept from the CIP. Mrs. DiFruscia asked about the use of brine near any water body in town based on the State's salt use recommendations. Mr. Hohenberger seconded the motion for discussion and asked if we could reduce the funding and request a 5-ton dump truck like we normally purchase. Mr. LoChiatto noted he would be in favor of that. Mr. McLeod mentioned that he would like to hear more about the impact of the brine on the water bodies and further information about the costs and benefits of utilizing brine versus traditional treatment. Discussion continued as to the options for the warrant article and Mr. McCartney noted that the State does not have all the statistics yet on the effect of brine. Mr. LoChiatto amended his original motion to include a reduction of the amount of the article down to \$175,000, *net Town portion would be \$35,000*, for the purchase of a 5-ton dump truck; Mr. Hohenberger amended his second. Motion passed 5-0.

The Board had a brief discussion regarding the \$300,000 request for road improvements. Mr. Hohenberger asked if the Board could get a firm list of roads on the plan for 2013 improvements. Mr. LoChiatto noted that he wanted to continue to work with Mr. McCartney to formalize "in-house" labor rates as it relates to road construction work and Mr. McCartney agreed.

Self Contained Breathing Apparatus (SCBA) - \$202,867 request:

Chief McPherson presented the proposed article for the SCBA replacement. This was requested for 2012 with the anticipation of grant funding, however, the grant was not received. The Chief noted the units are now 10 years old and they currently can't be tested, so based on NFPA standards, the 23 units need to be replaced at once. Chief McPherson noted that this is the year that this item really needs to be funded because of a health & safety issue, but that they have reapplied for the grant, and if it is accepted, this would reduce the cost to the town significantly. Chief McPherson noted that all units have to be purchased now because they are out of compliance, but moving forward, the department could try to stagger the purchases so that they don't need to be replaced in total in another 10 years. No changes were made.

Police Mobile Radio/Data Terminal Project - \$61,252 request:

Chief Lewis discussed the Police department request which included replacing all mobile data terminals in cruisers and all mobile radios. He noted these are different than the portable radios that were recently replaced through grant funding. The mobile radios are approximately 17 years old, however, many are no longer able to be repaired. The mobile data terminals are approximately 7 years old, which are in varying states of disrepair. The total cost is \$84,600 and it was put into the CIP with the expectation the Town could offset the cost with the use of \$23,348 in public safety impact fee funds, for a net of \$61,252. Whether this project qualifies as an allowed use for impact fees was not known at the time of the CIP request, but it has since been determined that they should not be used for this type of project. Chief Lewis indicated that the full \$84,600 would be needed to complete the project. Mr. Hohenberger asked if any other funding could be used, such as the asset forfeiture funds, and the Chief noted that we could not use these funds to supplant the budget, as the items requested are normally funded through the town budget.

Mr. Breton asked if the purchase could be staggered, noting that we recently upgraded the portable radios. Discussion turned to whether any of the project could be funded from the Public Safety detail account. Chief Lewis noted that there are 2 cars used for details (4 & 5) and the cost would be approximately \$3,635 each, so approximately \$7,500 could be funded from the detail account. Mr. McLeod motioned to add approximately \$16,000 to this appropriation article and Mrs. DiFruscia seconded, with the understanding that \$7,500 would be funded from the police detail account. Mr. Hohenberger indicated that he would still like to see how these purchases could be staggered in the future. Further discussion ensued as to the use of the public safety details and whether this purchase could qualify for the use of the entire differential of \$23,348. The Board agreed that this purchase would be appropriate from the detail funds as all vehicles in the fleet are utilized for details at one time or another. Mr. McLeod amended his motion to utilize the entire \$23,348 from the detail account, to supplement the \$61,252 that was included in the CIP. The amended motion was seconded by Mrs. DiFruscia. Motion passed 5-0.

IT Equipment - \$75,000 request:

Mr. DeLong presented the detailed items making up the \$75,000 CIP request including redundant servers and related management software/operating systems, email archive and training/installation. Mr. DeLong indicated that further details will be looked into by he and the Technical Advisory Committee (TAC), as the \$75,000 was comprised of initial estimates provided by Dell. Mr. Hohenberger noted that the project has become a phased in approach, and asked about the timeframe and total cost of the overall project. Mr. DeLong noted that the original CIP request was for a purchase of 50 work stations, however, with more research that has been conducted since July, the project was revised. The TAC agreed that in order to provide for any future virtualized workstations, funds would be needed to first provide the network "backbone" (i.e. virtualized servers, switches and software). It was noted it was originally planned to include the virtualization of 25-30 workstations, as is noted in the IT operating budget. Discussion turned to what was originally presented to the CIP and Mr. DeLong noted that at the time he originally proposed a different solution (replacement of workstations) because he did not fully understand the requirements of our existing network. Scott Baetz noted that the project now represents a phased implementation to a grave IT situation, and it does dovetail with his IT assessment provided to the Board earlier this year. Mr. Baetz reiterated that the strategy is a good one, and the groundwork has already begun with the implementation of commercial grade network switches that have already improved services. Mr. DeLong noted that the Town has invested little in IT equipment in recent years. Mr. LoChiatto reiterated that he feels we need to understand the entire picture and total cost, as well as a consideration of whether equipment and/or services should be outsourced. Greg Cappiello expressed that the original presentation to the CIP did include a multi-point project: including network upgrades, server infrastructure, network management software, training, etc. Mr. Cappiello indicated that the goal is to upgrade a somewhat neglected and aging infrastructure and create server redundancy, first. He noted that the TAC then needs to conduct a cost/benefit analysis as to whether individual workstations should be virtualized, due to the cost of software, operating systems, RAM, etc. and they want to make use of the existing workstations as they are able to.

Mr. Breton asked about the switches that have been purchased to date. Mr. DeLong clarified that \$5,000 has been spent out of the 2012 budget for the initial purchase of switches. An additional \$10,000 is in the 2013 budget for additional switches that will be needed if the CIP article passes, however, if the article fails, these funds will likely be needed to keep the current system up and running for another year, or if there are no failures, it would be his recommendation to buy the switches and prepare for future funding. Further discussion ensued regarding existing redundancy and added redundancy that would come from the planned purchases.

Mr. Baetz indicated that this project is consistent with the assessment and the strategy will be a phased in approach to get Mr. DeLong into a more strategic role. Mr. DeLong also indicated that the company that is utilized by Dell could provide a high level design for our network, at a cost of \$7,200, which may ultimately be reduced from cost of services provided by this company in implementing the new system. Mr. DeLong continues to evaluate whether this service would be needed and continues to talk to other vendors and other IT professionals, as to whether he and the TAC could produce the design and ask vendors to bid on it.

Carl Heidenblad reiterated that the Library is a user of the town's network system and felt that this was the right direction to get us in an appropriate position to have the foundation, and then consider individual workstation solutions that may be appropriate at the time. The TAC agreed that this is the appropriate baseline solution.

Mr. McLeod noted that the \$75,000, in his view, is a fundamental investment in our infrastructure and a needed expenditure. Mr. Breton asked if the server room is environmentally sufficient to house all the new equipment that is proposed, and Mr. DeLong indicated that the area is sufficient. Mr. LoChiatto asked if the project will be completed with these funds. Mr. Cappiello indicated that the \$75,000 will be sufficient to complete the "backbone" phase of the project. Mr. Baetz indicated that they would not be able to quote a set cost for each desktop solution. A traditional workstation and a VDI terminal would be approximately the same upfront cost, but the VDI provides savings in the future, with more movement to the cloud. Mr. Cappiello noted that a sizeable server would be required to run the VDI terminals, and the rolled up cost per workstation, would be approximately \$1,000 (for a total of 50 users including servers, software/licensing and terminals), which could be \$50,000-\$60,000 for the 2nd phase for 2014. Mr. DeLong suggested that thereafter, the equipment required would be a range of \$10,000 per year.

Mr. Sullivan indicated that the operating budget contains no funding for replacement of workstations in 2013, and only \$10,000 for switches that are needed for the CIP plan. Mr. Sullivan expressed concerns as to whether the workstations we have can continue to be operational for another year. Mr. Breton asked why the switches were not included in the CIP article and Mr. DeLong reiterated that the process has evolved and it was not known at the time. Mr. Hohenberger noted that he appreciated the efforts of the volunteer TAC, but reiterated that he is uncomfortable, as it appears that the plan is continually evolving and there are many unknowns. Mr. DeLong indicated that his plan is to continue to use the limited maintenance funds in his budget to keep the workstations running for 2013. A lengthy discussion ensued regarding the original CIP request, the change to lesser workstations as reflected in the IT budget and further changes to the scope of the project as presented tonight, and the resulting future costs bringing the total project to a magnitude of \$150,000. No changes were made to the CIP article.

IT Budget – The Board discussed the individual items in the equipment/software line items. Mr. Norman reiterated his request from his budget workshop to add \$2,500 to the GIS line item for annual map maintenance services needed by the Assessing department as previously described. Mr. DeLong agreed that this is a good idea because it would provide professional mapping that he currently does not do. Mr. McLeod motioned to add the funds and Mrs. DiFruscia seconded; motion passed 4-1 with Mr. Hohenberger opposed.

NON-PUBLIC SESSION: Mr. Hohenberger motioned and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a. Roll call vote all "yes". The topic of discussion was personnel. The Board, Mr. Sullivan and Mrs. Call were in attendance. Mr. Sullivan advised the Board on several employee grievances and the status of an ongoing matter involving an employee. No decisions were made.

Mrs. DiFruscia motioned and Mr. McLeod seconded to adjourn. Passed unanimously. Meeting adjourned at approximately 10:55 pm.

Respectfully submitted,

Dana Call
Asst Town Administrator-Finance

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