

**BOARD OF SELECTMEN**  
**Minutes of July 14, 2008**

**MEMBERS PRESENT:** Chairman Dennis Senibaldi called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Galen Stearns, Charles McMahon and Roger Hohenberger were present, as was Assistant Town Administrator Dana Call. Town Administrator David Sullivan was excused. Mr. Senibaldi read the agenda into the record, followed by the Pledge of Allegiance.

**ANNOUNCEMENTS:** Mrs. Call reviewed with the Board a revised timeline for the upcoming Special Town Meeting, noting that it had been changed based upon the requirement to hold a public hearing on the proposed budget in addition to that for the bond. Mrs. Call noted that Friday, July 18<sup>th</sup> was the only time available to hold the budget hearing, and the Deliberative Session was now scheduled for August 12<sup>th</sup>.

*Mr. Senibaldi* announced the success of the Annual Town Day, and extended thanks to the Recreation Coordinator, Recreation Committee members, the Police and Fire Chiefs, Mr. Mike Sorter, SWAT representatives, the Town Lifeguards, and those members of the Board of Selectmen who had been able to attend.

**LIAISON REPORTS:** None.

**MINUTES:** None.

**CORRESPONDENCE:** Notice of retirement received from Officer David Comeau, effective July 31, 2008. Officer Comeau noted within that he is available to begin service as a Special Police Officer effective August 1<sup>st</sup>.

Mr. Hohenberger moved and Mr. McMahon seconded to accept Officer Comeau's resignation with regret. Passed unanimously.

*Letter received* from the Windham School Board advising that it is their intention to open the High School in the Fall of 2009 and, to that end, has begun formulating plans to construct an emergency access to the High School site in the event they are required to. The School Board also requested that the Selectmen instruct the Planning Department to forward to project manager Glenn Davis all CAD files for the project as prepared by Herbert Associates. Brief discussion ensued regarding the ownership and cost of the plans. Mr. Stearns then moved that when the drawings for the layout become available an electronic copy be forwarded to the School District.

Further discussion ensued regarding the impending site walk and the Town's agreement for engineering with Mr. Zohdi. Mr. Senibaldi requested that Mr. Sullivan contact Herbert Associates to clarify the latter, and Mr. Stearns withdrew his motion.

**INTRODUCTION OF NEW FIREFIGHTERS:** Chief McPherson presented three of the four newly hired firefighters: CJ Lundergan, Pat Robertson, and Danielle Dubowik. The fourth, Paul Fisher, was not present due to training. Chief McPherson advised that the four had started work that morning, and would undergo a two-week orientation after which they would be assigned to a shift. He advised that, following their one year probationary period, each would be invited back to the Board for their official pinning ceremony.

**MARGARET CASE:** Mrs. Case noted that the Cable Advisory Board franchise renewal negotiations with Comcast were continuing. She noted she had expected to receive extension paperwork from Comcast for this evening, but it had not arrived and, in addition, representatives had advised her Friday that they would be unable to attend as scheduled. Mrs. Case indicated that a 90-day extension was being requested, which should allow ample time to resolve ongoing discussions, the most problematic of which was the Town's PEG stations which Comcast wants to cut to three versus the five currently in place. Brief discussion ensued.

Mrs. Case then requested that the Board consider posting the upcoming Deliberative for the Town Hall instead of Golden Brook School, as it is better suited for cablecasting the meeting. After a brief discussion, it was the consensus of the Board to post the Deliberative for the Town Hall.

**IT WORKSHOP:** Mr. Eric DeLong, IT Director, met in workshop session with Board. Items discussed included:

- Mr. DeLong would like to take funds from the GIS budget to replace the projector screen with a 48" monitor and cart, which he could tie into the cablecast system. Discussion ensued regarding the usefulness of the equipment and possible sharing of the costs with Cable. Mrs. Case approached, indicating that Cable had budgeted for improvements to the meeting room, however, they were for items such as drapery/lighting/audio equipment.

Further discussion ensued regarding defraying the purchase until year end and the technical differences between plasma and LCD systems. It was the consensus of the Board that Mr. DeLong move forward to develop a recommendation for purchase.

- The server room at the Police Station remains an issue of concern regarding environmental and security issues. Mr. DeLong will be making a budget request in the fall to address. Discussion ensued regarding access to the room and that the previous water issue has been resolved. It was the consensus of the Board that Mr. DeLong obtain pricing to upgrade the room for the Board's review.
- Ongoing IT projects: Mr. DeLong advised the Board that he continues to work on the following: upgrade of the Fire Server; VPN access; GIS; VISTA integration; adjustments/cut-over to the new MUNIS platform; and working to make better use of presentation equipment and resources.
- Upgrades: Mr. DeLong suggested the Bartley House and Town Hall copiers be upgraded to network compatible equipment, and advised that the Bartley House IT equipment currently located in the basement needs to be either enclosed in a cabinet or moved upstairs. It was the consensus of the Board that Mr. DeLong obtain an appropriate cabinet for the latter.
- Mr. DeLong advised the Board that there were ongoing issues with the Town Hall's telephone board, and that it may need replacement. Discussion ensued regarding the Town's voice mail system, and possible improvements thereto.

- When asked by Mr. Hohenberger how the GIS was progressing, Mr. DeLong indicated he would prefer a separate workshop be scheduled for that item alone.

**CORRESPONDENCE CONTINUED:** It was the consensus of the Board that staff forward the letter as drafted to Ms. Pillsbury of the DES requesting the Board be kept apprised of issues relative to the transfer of water from Arlington Pond to Canobie Lake.

**OLD/NEW BUSINESS:** Per the Board's request at a previous meeting, Chief Lewis reviewed an analysis of overtime expenses/shift coverage with the Board. Chief Lewis noted that the department is currently down six positions due to retirements, disability, and the passing of an officer. He further noted that Officer Flynn, who had been assigned to the Community Resource Officer position, is currently back on patrol. In addition, the newly hired officers will be available to begin independent patrol duties as follows: Officer Ferrante, August 20<sup>th</sup>; Officer Brooks, August 24<sup>th</sup>; and Officer Eddy, September 27<sup>th</sup>. The Chief also indicated that Officer Rogers will return from disability leave on August 24<sup>th</sup>.

Chief Lewis indicated that the overtime situation will begin to improve, and that the worst had passed. Brief discussion ensued.

**FIRE DEPARTMENT WORKSHOP:** The Board met in workshop session with Chief McPherson and Assistant Chief Leuci. Items discussed included:

- Department budget is currently at 57.6% expended. Discussion ensued regarding vehicle fuel, and the Chief indicated he had no issue with bidding out the department's diesel fuel, as no contract is currently in place. Further discussion ensued regarding the size of the onsite tank, the number of fills, and possible construction of a filling depot at the Police Station. It was the consensus of the Board that the Chiefs work with Stormwater Committee Chair David Poulson to explore the costs and environmental requirements regarding the latter.
- Overtime is currently at 49.1% expended, and measures implemented over the years to reduce overtime costs continue to be successful. Discussion ensued regarding staffing, increases in call volume, and recall delays due to a shortage of call firefighters.

It was asked of the Chief if, based upon the new firefighters bringing the shift staffing to five, he would utilize overtime to maintain that number moving forward. The Chief indicated that, if budgetarily and operationally possible, he will maintain five-person shifts.

- Departmental Structure: shift staffing consists of one Lieutenant and 4 firefighters, including at least 1 paramedic. Command staff is on a rotating call duty after hours.
- Response: Each engine has on board supplies to provide advanced life support in the event ambulance is unavailable when call is received. Discussion ensued regarding mutual aid requests, recalls, and simultaneous call statistics.
- Call Firefighters: as of 2007, nine call firefighters were available, of which three are station coverage certified.

- Call volume: the Department responded to 1434 calls, of which 60% were EMS related and 33% were simultaneous calls for service. Discussion ensued regarding diminishing call staff and training of new firefighters.
- Training: Annual requirements include: RIT/Large Area Search; Emergency Vehicle Operations; live burns; Haz-Mat District; Southern NH Special Operations Unit; SCBA; water/ice rescue; auto extrication, and; EMS. The Department's goal continues to become as self-sufficient as possible regarding training by offering advanced training in-house.

In addition, Company officers continue to establish monthly skill maintenance objectives for staff, including fire suppression, Haz-Mat, and EMS.

- Equipment: The Chief advised there may be a grant opportunity in the near future to obtain a second Masimo CO monitor, and that the two new command vehicles are currently being outfitted for service.

In addition, a new ambulance will be requested as part of the CIP for 2009 and replacement of Engine 3 will be submitted as a CIP request for 2010. Additional future equipment needs include: mobile data terminals for the fire apparatus; additional protective clothing for staff; and update/replacement of EMS equipment such as backboards, stretchers, etc.

- Facility update: The Chief indicated that minimal maintenance has been completed to the Station since its construction in 2001, and items in need of attention include: exterior painting of siding/poles; and interior painting of living areas/offices. Discussion ensued regarding annual inspection of all Town facilities and the Maintenance Department's staffing/pending items.
- Department Goals: moving Dispatch services back to Windham; construction of a future substation; promotion of advanced/leadership training for staff; continuing to provide paramedic training; establishment of a communications infrastructure; additional staffing; development of a departmental strategic plan; and implementation of in-house global budgeting.

The Board thanked the Chiefs for attending.

**OLD/NEW BUSINESS:** Mrs. Call presented an analysis of the salary savings from the vacant Deputy Chief position for the Board's review, per Mr. Breton's request.

*I-93 Conduit:* The Board discussed at length the possible installation of a utility conduit and water line as part of the I-93 project in the area of the weigh station. Mr. Senibaldi indicated that the State is willing to include the installation in their project bid specifications, however they will not cover the cost of the piping.

Mr. McCartney indicated that the proposed conduits would consist of an 8" water line and a 4-6" PVC conduit for future cable/telephone/electric/fiber optic services.

After further discussion regarding current vs. future needs, inclusion of a sewer line and the existing GLSD contract which expires in 2012, and area grade, it was the consensus of the Board that Mr. McCartney return to the next meeting with pricing information for the necessary piping for all services.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. McMahon seconded to enter into a non-public session in accordance with RSA 91-A:3-IIa, b, c, and e. The topics of discussion were personnel, reputations, and legal.

*The Board, Mrs. Call, Mr. McCartney, and Ms. Devlin were in attendance in the first session.*

The Board discussed the results of the background check for the recommended Highway laborer candidate. It was the consensus of the Board to allow staff to proceed to schedule a physical for the candidate per the Employment policy.

*The Board, Mrs. Call, Chief Lewis, and Ms. Devlin were in attendance in the second session.*

The Board discussed the alternate candidate for the Maintenance laborer position. By a 3-2 consensus, staff was instructed to proceed with completion of a background check per the Employment Policy. Mr. Stearns then moved and Mr. Breton seconded to rescind the previously extended conditional offer of employment. Passed 4-1, with Mr. McMahon opposed.

*Chief Lewis updated the Board on a personnel matter. No decisions were made.*

*Chief Lewis updated the Board on an ongoing criminal investigation. No decisions were made.*

*Chief Lewis updated the Board on an ongoing criminal matter. No decisions were made.*

*After a brief discussion, Mr. Hohenberger moved and Mr. McMahon seconded to appoint Mr. Dave Comeau as a Special Police Officer. Passed unanimously.*

*The Board, Mrs. Call, and Ms. Devlin were in attendance in the final session.*

Mrs. Call updated the Board on an ongoing legal matter. No decisions were made.

Mr. Hohenberger moved and Mr. McMahon seconded to adjourn. Passed unanimously.

The meeting was adjourned at 9:45PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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