

BOARD OF SELECTMEN
Minutes of July 19, 2010

MEMBERS PRESENT: Chairman Charles McMahan called the meeting to order at 6:00 PM at Griffin Park. Selectmen Bruce Breton, Ross McLeod, and Roger Hohenberger were present, as was Town Administrator David Sullivan. Selectman Galen Stearns was excused. Mr. McMahan opened the meeting with the Pledge of Allegiance.

GRIFFIN PARK PARKING: Mr. McMahan gave a brief background of the parking lot and related issues, including reduction of the number of spaces from 175 as designed to 125 as constructed; along with the loss of the opportunity for overflow parking across Range Road. He advised that he asked Mr. Peter Zohdi to develop a redesign of the current lot to angled parking, which Mr. Zohdi had completed, however it was found that such a design did not serve to increase available parking beyond an additional nine spaces.

Mr. McMahan indicated that Mr. Zohdi had since developed a conceptual plan which could provide approximately 244 parking spaces; and deferred to Mr. Zohdi for explanation. Mr. Zohdi reviewed the plan with the Board members, noting that it proposes the following:

- Relocation of the east entrance closer to Johnson's Farm
- Closure of the middle entrance by gating
- Three rows of parking out to the stone wall at Range Road
- Filling of the ditch line toward the walking path
- Configuring the lot as one way in/out

Mr. Zohdi noted that the trees/light poles had not been located on the plan, as yet, and may result in the loss of 5 or 6 spaces. Mr. Hohenberger inquired whether the Department of Transportation had been contacted and their previous site distance concerns resolved. Discussion ensued regarding the potential loss of an additional 12 spaces if the entrance cannot be relocated, and Mr. Breton advised that representatives of the DOT had indicated to him their willingness to work with the Town. Chief Lewis noted that the one-way configuration may lessen the site line requirements, and further discussion ensued.

Mr. McMahan then advised that, per code, 24' of lane space is required however, there are a few areas in the lot where that width cannot be met by approximately 6". Discussion ensued regarding the width and length of the spaces as proposed, and the impending lighting installing. Mr. Scott Mueller, WBSL, advised that the cost to move the poles to the back of the lot was being calculated.

Mr. McMahan clarified that the plan does not provide for bus parking in the lot, and noted that it will meet the peak overflow demands without impacting recreational areas. He then advised that the drainage plan has not yet been completed, however, Mr. Zohdi will proceed with the engineering if the Board is in support of the conceptual plan.

Mr. McLeod inquired if multiple pedestrian accesses from the lot to the Park area will be in place, and Mr. McMahan replied that the current accesses will remain. Mr. McLeod then suggested that additional access be added at the corners of the lot, and the remaining members concurred.

Discussion then ensued regarding the possible removal of the trees along Range Road to facilitate the project, installation of stop blocks, and if emergency vehicle access could be accommodated. Mr. Zohdi replied in the affirmative that the lot had been designed to meet emergency access requirements.

Discussion then ensued regarding future alternatives in the event this project were to be defeated at Town Meeting, possible inclusion of an automated gate as part of this project, and the potential need for taller light poles to cover the larger lot. Highway Agent Jack McCartney then suggested that a wood rail be considered as opposed to stop blocks, and Maintenance Supervisor Al Barlow asked that the handicapped spaces not be grouped into a single location. Mr. Hohenberger then suggested that Mr. Zohdi calculate the increase in pavement as a result of the project in order to better address future inquiries. After further, brief discussion, it was the consensus of the Board that Mr. Zohdi proceed to engineer the project plans as discussed. Once completed, a future discussion will be scheduled.

ANNOUNCEMENTS: Mr. McLeod advised that the WBSL 10- and 12-year old All Star teams had both won their District final games this week; which is a first ever occurrence for these age groups. This weekend will be the State Finals with the 12-year olds playing against Portsmouth and the 10-year olds against Rye at Colby Field in Laconia at noon and 2:30, respectively.

LIAISON: None.

MINUTES: Tabled.

BID AWARD, PAVING: Mr. Sullivan advised that the following bids had been received for paving projects:

VENDOR	BEAR HILL	KENDALL POND	HAYES HART/ SYLVESTRI
Tate Brothers, Hudson NH	\$ 92,390	\$ 32,640	\$ 58,960
Brox Industries, Dracut MA	\$ 98,125	\$ 54,790	\$ 32,500
JGE Enterprises, Bedford NH	\$116,444	No Bid	No Bid
Pike Industries, Belmont NH	\$115,000	\$ 33,000	\$ 68,000
Hudson Paving, Hudson NH	\$ 98,384	\$ 28,986	\$ 49,600

He then advised that Brox had withdrawn their bid for Hayes Hart and Sylvestri roads to due to an error on their bid form. A brief discussion ensued.

Mr. Hohenberger moved and Mr. McLeod seconded to award the bid for Bear Hill Road to Tate Brothers in an amount not to exceed \$92,390. Passed 4-0.

Mr. Hohenberger moved and Mr. McLeod seconded to award the bid for Kendall Pond Road to Hudson Paving in an amount not to exceed \$28,986. Passed 4-0.

Discussion ensued regarding Hayes Hart/Sylvestri, and Mr. Breton suggested that the Board wait to receive a formal withdrawal in writing from Brox. After further discussion, Mr. Hohenberger moved and Mr. McLeod seconded to award the bid for Hayes Hart and Sylvestri roads to Hudson Paving in an amount not to exceed \$49,600; contingent upon receipt of a formal withdrawal letter from Brox. Passed 4-0.

SALE OF TAX DEEDED PROPERTY: Mr. Sullivan advised that the property, located at 27 Armstrong Road, is now vacant and remains in deplorable condition. He inquired how the Board wished to proceed as it pertained to clean-up/demo of the property, if any, and the means of sale preferred.

After a brief discussion, Mr. Breton moved and Mr. Hohenberger seconded that the property be boarded up by staff and offered for sale “as is” via a sealed bid process with a minimum bid requirement of \$150K. Passed 4-0.

OLD/NEW BUSINESS: Mr. Sullivan advised that Dr. Bass, School Superintendent, has invited the Chair and Vice-Chair to attend a breakfast meeting at 8:30 AM on July 21st at the Chatterbox Café; the goal of which is to discuss the logistics for the July 26th joint meeting between the Boards.

Mr. McMahon advised that the Town of Salem would be holding a meeting at 4:00 PM on July 22nd at the Salem Town Hall to finalize the grant application relative to Underwood Engineering’s continuation of the sewer feasibility study.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. McLeod seconded to enter into non-public session in accordance with RSA 91-A:3 II a and c. Roll call vote all “yes”. The topics of discussion were personnel and reputations.

The Board, Mr. Sullivan, Chief Lewis, and Ms. Devlin were in attendance in the first session. Chief Lewis discussed with the Board the results of the most recent round of sergeant testing. Mr. Breton then moved and Mr. Hohenberger seconded to accept the recommendation of Chief Lewis as it pertained to the sergeant position and transitioning within the Department. Passed 4-0.

The Board, Mr. Sullivan, and Ms. Devlin were in attendance in the final sessions.

Mr. Hohenberger moved and Mr. McLeod seconded to appoint the following:

- Nickie Merrill, Cable Advisory Board, 3 Years
- Jim Finn, Conservation Commission, 3 Years
- Dennis Senibaldi, Recreation Committee, 3 Years
- Jerry Parsons, Historic District/Heritage Commission, 3 Years
- Kay Normington, Alternate HDC, 2 Years

Motion passed 4-0.

Mr. Sullivan discussed a request from the ZBA Administrator/Code Enforcement candidate. Mr. Hohenberger moved and Mr. McLeod seconded to maintain the previous vote to hire the candidate at step one. Passed 3-1, with Mr. Breton opposed.

OLD BUSINESS, CONTINUED: Mr. Sullivan requested the Board authorize the Chair to execute those documents, as required, related to the Energy Efficiency and Conservation Block Grant Program. Mr. Hohenberger moved and Mr. McLeod seconded that it be resolved that, Charles McMahon, in his capacity as the Chairman of the Board of Selectmen, Town of Windham, is hereby authorized to sign any and all Agreements/contracts, amendments to contracts, affidavits, agreements or obligations on behalf of the Town as it pertains to the Energy Efficiency and Conservation Block Grant Program. Passed 4-0.

PUBLIC HEARING/ROAD ACCEPTANCE: Mr. McMahon read the public hearing notice into the record. Mr. Sullivan advised that the roadways have been inspected and all relevant parties have signed off on the acceptance and bond release, including the Highway Agent, Community Development Director, Planning Board, and Fire Chief.

Mr. McLeod moved and Mr. Hohenberger seconded to fully release the bond in the amount of \$30,500, retaining \$0, to TLS Landholding/Dean Smith for Bear Hill Extension and Westchester Road. Passed 4-0.

Mr. McLeod then moved and Mr. Hohenberger seconded to accept Bear Hill Extension and Westchester Road from Stations 38+50 to 63+00 and 13+00 to 18+00 as town roads. Passed 4-0.

Mr. Breton moved and Mr. Hohenberger seconded to post Bear Hill Road from Station 38+50 to 63+00 and Westchester Road from Station 13+00 to 18+00 at 25 mph. Failed 2-2 with Mr. McMahon and Mr. McLeod voting in opposition.

CORRESPONDENCE: Request received from Transfer Station Manager David Poulson to revise the facility name from Transfer/Recycling Station to Solid Waste Management Department. Discussion ensued, and it was the consensus of the Board that Mr. Poulson be asked to incorporate “recycling” into the facility name and re-submit his request.

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

The meeting was adjourned at 7:12 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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