

BOARD OF SELECTMEN
Minutes of June 6, 2011

MEMBERS PRESENT: Chairman Ross McLeod called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Phil Lochiatto Kathleen DiFruscia and Roger Hohenberger were present, as was Town Administrator David Sullivan. Mr. McLeod opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. McLeod made several announcements, as follows:

- Congratulations to FLOW on the most successful Strawberry Festival to date; with over 5000 attendees.
- The latest Federal census figures show that growth is up 6% in New Hampshire. Further, Windham's growth has increased 26.9% over the last ten years.
- On Tuesday, June 7th, the NH Department of Environmental Services and Pennichuck will be hosting a meeting at 6:30 PM at the Town Hall to discuss Spruce Pond and concerns regarding TTHM levels.
- The Facilities Master Plan for the Windham School District has been completed and will be discussed at the District's meeting on June 20th. Mr. McLeod asked that the School Board be placed on a subsequent Selectmen's agenda for formal presentation. Mr. Sullivan advised he will schedule the School District sometime after the holiday. A brief discussion ensued regarding the Board moving to an every other week schedule for the summer, and it was determined this will be considered at the end of June for the months of July/August.
- Congratulations to Windham student Melissa Higgins, who is now the State 300m Hurdle Champion.
- Congratulations to all Windham seniors who are graduating from various area high schools.
- Congratulations to Windham senior Swaitha Maripuri, who attends Central Catholic, who was named recipient of the Brothers Florentius FMS, Memorial Award; the highest honor that can be presented to a CC graduating senior.

Mr. Hohenberger extended thanks to the Cable Advisory Board for their donation of new blinds to the meeting room.

Mrs. DiFruscia extended thanks to the staff of the Fire Department for their courtesy; noting she had met with the Chiefs for approximately 4 hours to discuss hiring. She added that it was a great learning experience, and that she was very impressed with the Department and the level of training.

LIAISON REPORTS: None.

MINUTES: Mr. Hohenberger moved and Mrs. DiFruscia seconded to approve the minutes of 03/28, 04/04, 04/11, 04/18, 04/25, and 05/09 as written. Passed unanimously.

CORRESPONDENCE: Request received from Community Development Director Laura Scott to waive the requirements for the lights at Griffin Park. Mr. McLeod recused himself, citing a possible conflict due to his affiliation with Windham Soccer. Mr. Breton assumed the Chairmanship, and Ms. Scott approached to explain that the Economic Development Committee and the Historic Commission were sponsoring the Chamber of Commerce "Business After Hours" event on July 20th at the Searles Facility and, as part of the discussions, it was suggested that a pick-up softball game be held following the event at Griffin Park.

Ms. Scott advised that she had met with the Recreation Committee on May 19th to request that the field lights and parking/walkway lights at Griffin Park be allowed to remain on until 9:30 and 9:45, respectively; as the game is not expected to begin until 8 PM. Ms. Scott noted that the Committee had voted 6-0 to support her request, and that the Windham Baseball/Softball League would be overseeing the game and therefore can turn the lights off earlier, if necessary.

Mr. Hohenberger advised that he would be voting against Ms. Scott's request, citing concerns he has had since prior to the lights installation regarding growth of their use and precedent setting waivers. He added that all had agreed the cut-off would be 9 PM and he believed it should be just that. Brief discussion ensued.

Mr. Lochiatto moved to approve the waiver request for July 20th; with the field lights to be extinguished by 9:30 PM and the parking/walkway lights to be extinguished by 9:45 PM.

Mrs. DiFruscia inquired whether any objection had been raised by neighbors of the Park to this request, and Ms. Scott replied that she didn't know if any of the neighbors were aware of it.

Mr. Lochiatto amended his motion to note that it was in keeping with the Recreation Committee's vote of 6-0 to support. Mrs. DiFruscia seconded, and the motion passed 3-1, with Mr. Hohenberger opposed.

Mr. McLeod resumed the Chairmanship.

CORRESPONDENCE CONTINUED: Notice of retirement received from Officer Scott Rogers, effective June 30th at 1259 hours. Mr. Breton moved and Mr. Hohenberger seconded to accept with thanks. Mr. McLeod extended the Board's gratitude to Officer Rogers for decades of service to the Town. Mrs. DiFruscia concurred, extending special thanks on behalf of Ms. Scott for Officer Roger's efforts in safely escorting the latter to her car on evenings when she works late.

Request for refund of Zoning Board of Adjustment fees received. Mr. Sullivan advised that the applicant had changed the size of the structure in question, resulting in the ZBA requiring them to withdraw and refile their plan. He noted that they were requesting a refund of the first application fee paid.

Discussion ensued regarding ZBA procedures, and Ms. Scott clarified that the ZBA had not expressed their support of this refund. The Board took no further action on this request.

RECREATION: Recreation Coordinator Cheryl Haas advised that the Town Beach would be opening the following day for the season. She noted that, for the first few days, it will likely not be staffed at full hours.

Ms. Haas then advised that, if Ms. Scott were going to be utilizing the Town or any other grills for the BAH event, she would need Board approval. Mrs. DiFruscia moved and Mr. Hohenberger seconded to authorize the use of grills on Town property for the July 20th event. After a brief discussion, motion passed unanimously.

Ms. Haas then introduced Pack 266 Life Scout Freddy Nader to discuss his proposed Eagle Scout project. Mr. Nader noted that his proposed project entailed construction of a sitting area at Griffin Park near the playground. He noted the area will include benches and plantings. Mr. McLeod inquired whether Mr. Nader will be working with Mr. Yennaco, and Ms. Haas replied in the affirmative. After a brief discussion regarding the need for shade/wind break in this very area, Mr. Lochiatto moved and Mr. Hohenberger seconded to support the preliminary project concept as presented by Mr. Nader. Passed unanimously.

LAURA SCOTT: Ms. Scott advised that she would be hosting an informational meeting on the following Wednesday from 6 PM to 8 PM at the Community Development Department to review the latest ADA compliance requirements.

Ms. Scott then requested that the Board accept the following donations of goods/services made as part of the recently completed Winter Business Education Seminar series: Enterprise Bank, \$300; Allegra Printing, flyers; Bob Young (SCORE), seminar speaker; Windham Terrace, seminar host; Deb Titus (Human Capital Solutions), seminar speaker; Breath of Sun, seminar host; Diane Wasilisian (The Social Expert), seminar speaker; Windham High School, seminar host; Windham Deli, refreshments; Tim Roberts (Business Networking International), seminar speaker; Searles School and Chapel, seminar host; Culinary Capers, refreshments; and Windham Independent, seminar advertising.

Mr. Breton moved and Mrs. DiFruscia seconded to accept these donations with thanks. Passed unanimously.

POLICY AMENDMENTS: Mr. Sullivan advised that, per the requirements of the Personnel Policy, these proposed amendments to same had been posted in house for a period of 14 days, with no input received from staff. He summarized that the proposed amendments pertained to:

- Overtime is to be by approval only
- Employees are not permitted to work at home/off site
- Children are not to be in the workplace
- “Casual Attire” dress code

After a brief discussion, Mrs. DiFruscia moved and Mr. Breton seconded to accept the proposed changes to the Personnel Policy as posted; noting no comments, written or otherwise, had been received. Passed unanimously.

RECREATION/VOLUNTEER OF THE YEAR: Ms. Haas noted that, this year, the Recreation Volunteer of the Year award was being presented to a family, as opposed to an individual, without whom events such as the Harvest Festival and Annual Tree Lighting could not succeed. She then presented the Award to The Sinclair Family, Belinda and Ralph.

POLICY AMENDMENTS, CONTINUED: *Volunteer Service Statement:* After a brief discussion as to whether minors would complete a similar form and whether this pertained to Board members, to both of which Mr. Sullivan replied in the negative; and whether or not the Town completes background checks on their volunteers to which he replied in the affirmative for non-board members, Mr. Hohenberger moved and Mr. Breton seconded to approve the Volunteer Service Statement. Passed unanimously.

Safety Policy: Mr. Sullivan clarified that this addition to the policy pertains to the authority of Department Heads to re-locate their staff in the event of an extended power outage. Mr. Hohenberger suggested that “or designee” be added, and Mr. Sullivan concurred. Mr. Breton moved and Mr. Hohenberger seconded approve this language as amended. Passed unanimously.

RECORDS RETENTION COMMITTEE: Town Clerk Nicole Merrill approached noting that, per RSA 33-A:III, the Town was establishing a Records Retention Committee. Mrs. DiFruscia and Mr. Hohenberger both indicated their interest in serving as liaison to the new Committee. Discussion then ensued regarding the purpose of the committee and the schedules/type of documentation for retention. It was the consensus of the Board that staff advertise for two (2) citizen members to be appointed to this committee, and that Mrs. DiFruscia and Mr. Hohenberger will swap off attending.

OLD BUSINESS: None.

NEW BUSINESS: Mr. Sullivan advised that he, Selectman Lochiatto, and IT Director Eric DeLong will be meeting to discuss the IT Department, and will return to the Board with an update. Discussion ensued, and Mr. Lochiatto clarified that this should not be interpreted as a “witch hunt”, but rather they are simply looking at the Town’s IT needs.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mrs. DiFruscia seconded to enter into non-public session in accordance with RSA 91-A:3 II a, c, and d. Roll call vote all “yes”. The topics of discussion were hiring, reputations, and land acquisition, and the Board, Mr. Sullivan, and Ms. Devlin were in attendance in all sessions.

Mr. Lochiatto moved and Mrs. DiFruscia seconded to make the following committee appointments:

- Cable Advisory Board: Mary Griffin and Leo Hart, Regular through 2014
- Cable Advisory Board: Bob Coole, Alternate through 2012
- Historic District Commission: Carol Pynn and Nancy Kopec, Regular through 2014
- Historic District Commission: Bonnie Parenteau, Regular through 2012
- Historic District Commission: Annie Murphy, Alternate through 2014

- Housing Authority: Charles McMahon, Regular through 2016
- Economic Development Committee: Bob Young and Diane Wasilisian, Regular through 2014
- CART: Tom Case and Kathleen Proulx, Regular through 2014

Passed unanimously.

Mr. Hohenberger moved and Mr. Lochiatto seconded to appoint Chris O'Neil and Tim Kelleher as regular members of the Recreation Committee through 2014; and Mike Caruso and Glen Yergeau as alternates through 2014. Passed unanimously.

Mr. Sullivan updated the Board on a potential land donation. It was the consensus of the Board that Mr. Sullivan obtain greater detail from the proposed donor and return to the Board. No further action was taken.

Mr. Sullivan advised the Board of a personnel matter related to disciplinary issues. Mr. Lochiatto moved and Mrs. DiFruscia seconded to support placing the employee in question on unpaid, administrative leave, for a period of sixty (60) days. Passed unanimously.

Mr. Sullivan updated the Board on the deeding process. After a lengthy discussion, Mr. Hohenberger moved and Mrs. DiFruscia seconded to waive the 15% penalty fee on the equalized property valuation provided that, within thirty (30) days, the owners in question pay in full all taxes due on their respective properties. Discussion ensued, and Mr. Hohenberger amended his motion and Mrs. DiFruscia her second to include an additional processing fee of \$2,500. Passed 4-1, with Mr. McLeod opposed.

Mr. Sullivan advised the Board of a personnel matter related to enforcement issues/citizen complaint. It was the consensus of the Board that Mr. Sullivan draft and send a letter to the parties in question, clarifying the proper procedures.

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

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

The meeting was adjourned at 9:05 PM.

Respectfully submitted,
Wendi Devlin, Administrative Assistant

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