

BOARD OF SELECTMEN
Minutes of May 7, 2012

MEMBERS PRESENT: Chairman Bruce Breton called the meeting to order at 7:05 PM. Selectmen Kathleen DiFruscia and Roger Hohenberger were present, as were Town Administrator David Sullivan and Assistant Town Administrator Dana Call. Selectman Phil LoChiatto was delayed and arrived at 7:35 PM. Selectman Ross McLeod was excused. Mr. Breton opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Chief McPherson approached and extended thanks to Lt. Moltenbrey, Police Chief Lewis, School Resource Officer Jessica Flynn, Captain Carl Wagner, and several others for their participation in that day's mock accident at the High School. He noted the event had been very well put together, and he believed it had quite an impact on the students.

CORRESPONDENCE: Mr. Sullivan indicated that a request had been received to waive the Searles Use Policy to allow for the outside use of grills at an upcoming event. He advised that he could not publicly say who had made the request, as the event was a surprise. After a brief discussion, Mr. Hohenberger moved and Mrs. DiFruscia seconded to waive the policy as requested. Passed 3-0.

Mr. Sullivan then indicated that the same party had requested a waiver of the rental fee. Mr. Hohenberger moved and Mrs. DiFruscia seconded to waive the fee for use of the Searles facility as requested. Passed 3-0.

MINUTES: Tabled.

WORKSHOP – POLICE: The Board met in a workshop session with the Chief, who conducted a PowerPoint presentation as attached followed by a question and answer period. Highlights of the discussion included:

- Concerns were raised regarding an estimated \$15,000 over-expenditure in the overtime budget. The Chief detailed his efforts to control overtime expenses, such as reducing staff on certain days, and discussion ensued regarding how overtime is budgeted.
- Mr. Hohenberger inquired whether the Chief would be returning to the CIP with his request for building improvements. The Chief indicated, in all likelihood, he would not; noting there are some communication needs that he felt should be priority. Discussion ensued regarding impact fees being collected for public safety, previous opposition from the voters for the improvements, and the overall economic climate. Mr. Breton inquired whether any grant funding were available for the improvements, and the Chief replied in the negative. Discussion ensued.
- Mr. Breton inquired whether the Chief intended to pursue accreditation for the Department, and the Chief replied in the negative. He went on to explain that several of the procedural requirements for accreditation are being done already in the Department, however, there are other necessary items that require the expenditure of funds that the Department does not have. Mr. Sullivan added that when accreditation had last been explored, by Chief Crawford, the expense to do so had been in excess of \$200,000. Lengthy discussion ensued regarding the various standards for accreditation and those items which the Department has already done/does already do, as well as the amount of work involved in obtaining and maintaining accreditation.
- Mrs. DiFruscia asked that the Chief elaborate on his customer consideration goals for 2012. The Chief noted that he would like to begin mailing out weekly blind evaluation forms to a small number of the Department's customers which, over time, will allow him to evaluate the service being provided and where improvements are needed. As to community training, the Chief indicated he would like to offer, at least once per year, a community training session on issues such as scams. The Chief then went on to discuss a senior outreach program, noting it had always been his hope that the Department have a designated elderly outreach officer, similar to the School Resource Officer position, trained specific to elder issues.

As to the Citizens Police Academy, Chief Lewis indicated this is an item which has been put off for a couple of years which he hopes to offer next year. He explained that classes might be offered in topics such as evidence processing, accident investigation/reconstruction, budget/hiring, or ride alongs could be offered. The Chief noted the Academy would give residents, in classes of approximately 20, an overview of the department and how it functions. Discussion ensued as to whether such classes could be televised, and the Chief noted it would be more of hands-on offering. Mr. LoChiatto inquired whether the Academy tied into a Neighborhood Watch or similar program, and if there was a need for the latter in Town. Chief Lewis replied that it could, adding that the Department's adage right now is "See Something, Say Something". He noted that the Department offers anonymous email tip line.

Discussion then moved to the Department's new participation in the NIXEL program, which allows residents with texting to subscribe via a six digit number specific to the Windham Department. Users will receive alerts via text, and the Department can target specific areas to receive notifications regarding such things as road closures.

- Mr. Hohenberger noted that the School Resource Officer will be returning to patrol duty for the summer, and inquired whether that move could be made now in order to fill one vacancy in the Department. Chief Lewis indicated he could, but that he did not feel it would be fair to the officer or the schools. He noted that the SRO has a great rapport with the students, and that the program is a valuable one. Discussion ensued.
- Further discussion ensued regarding the Citizen Policy Academy and the possible involvement of High School students therein, as well as the Department's sponsorship of students who are seeking a career in law enforcement.
- Mr. Breton inquired about the costs of the employee recognition process, and the Chief indicated it was less than \$1000. Discussion ensued regarding possibly partnering with the community to facilitate the program.
- Mr. Hohenberger inquired whether the RAD (Rape Assault Defense) program would be resuming. Chief Lewis indicated there has been no interest within the Department or requests from the community to continue it. He noted that the Department still has the equipment and, as new officers come in, interest may return. Captain Wagner noted that the only calls they receive, which are sporadic, seem to be from parents who had gone through the program in the past and now want their children to take it. Those callers are referred to other local communities who do offer the program.

The Board extended their thanks to the Chief for his presentation.

WORKSHOP – COMMUNITY DEVELOPMENT: Ms. Scott reviewed the attached with the Board followed by a question and answer period. Highlights of the discussion included:

- Ms. Scott noted that John Thorndike would no longer be conducting reviews for the Planning Board due to concerns regarding the new Conflict of Interest policies. These will now be forward to Keach Nordstrom for review. Mr. Hohenberger requested that Ms. Scott ensure that the Town has all its information from Mr. Thorndike and his father.
- At Mr. Breton's request, Ms. Scott reviewed with the Board a new program consisting of open houses at the various departments to allow for residents and businesses to meet the Department Heads.
- Mrs. DiFruscia noted she hadn't seen anything in Ms. Scott's presentation regarding her means of attracting new businesses to Town. Ms. Scott explained that it's a difficult item to report on, as most businesses do not want to publicly announce that they are thinking of moving or expanding to Windham. She also noted it is difficult to attract businesses to Windham as the Town does not offer tax incentives or water/sewer. Ms. Scott noted that she works with local commercial brokers and lenders quite a bit regarding bringing new businesses in. Discussion ensued.

- Mr. LoChiatto asked that Ms. Scott clarify her position regarding recent concerns raised with having various applications available on-line. Ms. Scott indicated she believed taking the applications off line was not customer friendly, and added that if the ZBA application which caused the concern was taken down they all would have to be removed. She added that the particular concerns had been resolved with the ZBA.
- Ms. Scott advised the Board that she is actively working on resolving twenty (20) of the outstanding financial guarantees relative to unaccepted roads.
- Discussion ensued regarding street lights and the State's impending discontinuance of paying for them. Mr. Sullivan indicated that the Town could assume the payments to keep the lights, and further discussion ensued regarding an inventory of all street lights in Town, which Mr. Sullivan indicated was available at the Administrative Office.

The Board thanked Ms. Scott for her presentation.

The Chairman called for a five minute recess.

BID AWARD: Mrs. Call noted that two (2) bids had been received for the accessory equipment for the new Highway truck as follows:

<i>HP Fairfield, Pembroke NH:</i>	<i>total bid of \$69,311</i>
<i>Donovan Equipment, Londonderry, NH:</i>	<i>total bid of \$76,265</i>

Mrs. Call explained that, if the bid were awarded to Fairfield, the total price for the truck would then be \$156,607. She indicated this amount is within the grant parameters, but is \$6,607 over the amount approved by the warrant article; adding that these funds are available within the Highway budget. Mrs. Call explained that they will be returning for Round 2 to purchase the second truck and, if the Town can purchase the second vehicle and accessories from the same bidder for the same price the expenditures will end up under budget overall. Mr. Hohenberger suggested that the Town approach the vendor now to inquire about making the second purchase. Discussion ensued and Mrs. Call clarified that while the State is aware that the Town wants to do so, Round 1 is not completed and we do not have permission from the State to approach the vendor regarding Round 2.

Mr. LoChiatto inquired why, if the Town could have been awarded up to \$200,000 through the grant, only \$150,000 was requested via the warrant article. Mr. Sullivan explained that at the time the article was drafted it was not clear that the language indicating \$180,000 was available meant that \$180,000 would actually be given to the Town. Discussion ensued.

Mrs. DiFruscia moved and Mr. LoChiatto seconded to award the bid to HP Fairfield as described. Passed 4-0.

ISSUANCE OF TAN: Mrs. Call explained that, as of that day, it appeared that the School District would be requesting the entire balance of their appropriation by June 7th, which is early in the tax collection period and would require the Town to obtain a TAN. She indicated that, worst case scenario, the TAN would be for a period of 25 days.

Mrs. Call indicated that Northway Bank of Plymouth had offered a 1.14% interest rate with no additional fees for either a fixed TAN or Line or Credit, which would total approximately \$1,500 in interest. She noted for the record that People's United Bank of Manchester had offered 1.67% and Citizens Bank had offered 2.41% or 3.02%. Mrs. Call suggested that the Board do a line of credit as it had last year, which would leave the funds available for December should they not be used in June. Discussion ensued regarding a fixed TAN versus line of credit.

Mrs. DiFruscia then moved and Mr. LoChiatto seconded to approve the issuance of a Tax Anticipation Note Line of Credit with Northway Bank in the amount of \$2,000,000 at an interest rate of 1.14 and due on December 28, 2012. Passed 4-0.

OLD/NEW BUSINESS: Mr. Sullivan advised that he and Mr. Breton had collaborated to update the long-range agenda through July, noting several items which were upcoming. He also presented the Board members with an updated long-range Administration project list.

Mr. Sullivan advised that he awarded the quote for the bio-retention basin work at Griffin Park, as discussed the previous week, to Devlin Construction in the amount of \$3,500. He noted that the other two quotes received were from Jim Gendron Trucking for \$4,400 and North Hampton Excavating for \$4,750. Mr. Sullivan then reminded the Board that this pipe is required by the State as part of their approval for the parking lot project.

Mrs. DiFruscia inquired when replacement trees will be going in now that the lot project is finished. Discussion ensued and it was clarified that those trees that could be saved were, with only the brush and a single tree being taken down, and that there were no more trees being added.

Mr. Sullivan then added that the basin work should be completed next week. Discussion ensued.

Mr. Sullivan noted that the Windham Rail Trail Alliance was planning a grand opening of the Depot on June 2nd, and had inquired whether the handicap ramp could be completed before then. Mr. Sullivan indicated that material costs to complete the ramp were approximately \$1,400-1,500 and that Mr. Barlow and Mr. Galle could complete the project at an estimated \$1,100-1,300 of staff time. Discussion ensued as to whether it would be cheaper to outsource the project, which Mr. Sullivan indicated it would not be for a small project of this scale.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mrs. DiFruscia 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 and the Board and Mr. Sullivan were in attendance.

Mr. Sullivan updated the Board on an employee compensation matter. Mr. Sullivan will follow-up as directed.

Mr. Hohenberger moved and Mrs. DiFruscia seconded to adjourn. Passed unanimously.

Meeting was adjourned at 10:00 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant.

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

POLICE DEPARTMENT 

Projects Completed (cont.)

Detail Pick-Up Truck – completed March 1st.

Allows detail officers the ability to transport and deploy signs and traffic cones. Cost of \$28,300 covered by Detail Acct.



POLICE DEPARTMENT 

Projects Completed (cont.)

Drug Take Back Box – completed March 1st.

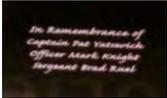
Allows residents the ability to dispose of unwanted prescription medications 24-hours per day. Collection box donated by NADDI (no cost to town). To date, 55 lbs of prescription drugs collected



POLICE DEPARTMENT 

Projects Completed (cont.)

Acquired “Mule” to replace OHRV and HD Motorcycle. Two vehicles accepted in trade resulting in no-cost to town.

POLICE DEPARTMENT 

Projects Completed (cont.)

Mock DUI Accident for Windham High School Students




POLICE DEPARTMENT 

Projects Completed (cont.)

- Annual Blood Drive – 69 Pints Collected
- Initiated use of NIXLE for information distribution
- Replaced patrol rifles at no cost to town

POLICE DEPARTMENT 

Financial

- General Overview – Overall budget is on track with approximately 32% expended through first 4-months (33% of year).
- Overtime line item is approximately 82% expended due to 5 vacancies. Overage is almost completely covered by salary savings, which is 28% expended.

(VIEW OVERTIME ANALYSIS / MUNIS REPORT)

POLICE DEPARTMENT 

Financial

Overtime Reasons Breakdown

	TOTALS	HOURS
1	Shift Coverage - ET	868
2	Shift Coverage - WC/DIS	1,152
3	Investigations / Incidents	111
4	Training	125
5	Training - Firearms	197
6	Court	63.5
7	Town Funded Functions	38
8	Other *	156.5
9	Dispatch	287
	TOTAL	2,998

* INCLUDES (but not limited to): Assist Outside Agency, Meetings; Escorts; Funerals; Oral Board; etc

POLICE DEPARTMENT 

Committees

Serve on / Participate in:

- Highway Safety Committee
- Technical Review Committee (TRC)
- I-93 Construction Task Force
- LGC Less Lethal Force Training Team
- School Safety Committee
- WHS Roundtable
- Records Retention Committee
- NH Homeland Security Grant Committee
- LE Working Group Subcommittee
- NH Representative to FBI CJIS
- SNHSOU Board of Directors

POLICE DEPARTMENT 

Strategic Plan

(VIEW 2011 ACCOMPLISHMENTS / 2012-2014 PLAN)



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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To: Board of Selectmen
From: Laura Scott, Community Development Director
Date: May 3, 2012
Re: Department Strategic Plan Presentation

The information I have provided is what was outlined in the March 29th document given to all Department Heads in preparation for their individual Department workshops.

Department Operations

After numerous months having the Department being short-staffed, I can happily report that we are fully staffed and moving forward. I did not include the Departments organizational chart here as you were provided that previously by the Town Administrator at the April 2nd kick-off meeting and by me via email on April 4th.

There are no anticipated staffing changes or new contracted services for the balance of 2012.

The contracted services that the Department currently has are for Planning Board application engineering review (KNA); Planning Board application soil lot sizing review (John Thorndike); site inspection services performed for municipal infrastructure construction as part of Planning Board applications (KNA); Site Plan Review Regulation revisions for traffic, parking and stormwater (KNA); Village Center Project (RPC); legal assistance and representation for ZBA (Beaumont & Campbell); and community development web site (www.windham-nh.com) hosting and content management (AdminInternet).

I am not certain what contracted services that the Conservation Commission has engaged in as they manage their own financial resources, which is not part of the Community Development Department budget.

Much of the work that staff is involved in that is "project" specific, as opposed to reactionary plan reviews, permit applications, inspections, and providing customer assistance, is Board-driven and I would not consider it to be a Department project, although Department staff were very involved. For example, the Planning Board 2012 Zoning Ordinance Amendments were a huge undertaking by staff but I would not count them as a Department program. That being said, the items listed below are specific, proactive programs and projects that I would consider under the Department

It was unclear from the format document provided, the timeframe in which I am supposed to be reporting on the "new", "established", or "completed" programs and their results. Therefore, I provided a handful of items and I have misunderstood the intent of this section, please let me know and I will be happy to get you the data you were expecting.

Seasonal Dwellings – Ensuring that the records in the Assessors Department and the Community Development Department match, research the discrepancies, resolve conflicting items; do follow-up with homeowners for compliance (completed in early 2012)

Accessory Apartments - Ensuring that the records in the Assessors Department and the Community Development Department match, research the discrepancies, resolve conflicting items; do follow-up with homeowners for compliance (will be completed end of May 2012)

Business Visitation Program – Implemented in 2012 with 5 business visits a month; follow-up is done by staff on requested items; material is given to businesses on state, regional and local information and resources; provides business owners an opportunity to sit with Town staff and provide feedback, ask questions and have a “face” to associate with the Town for future assistance

Business Open Houses/Events – The businesses in Windham are a vital part of the community and are often forgotten about by the Town, except when being asked for donations, receiving a tax bill, or receiving a letter about a potential code violation. By reaching out to the businesses to celebrate their successes and thanking them for being here, it helps to create good will and also provides a public service to the residents who may not have known about the business. These events have been successful and are welcomed by the businesses, as well as promoting Windham as “business friendly” to those other businesses looking to relocate or expand.

Business Education Seminars – Providing free educational opportunities to local business people, or those just interested in learning about new topics, has been a very successful undertaking. We have run three sessions, with 4 seminars each, and plan to do our fourth session this Fall.

Public Education – An emphasis is placed on reaching out to the community, in a variety of ways, to disseminate information of interest from the Department. This includes 2-3 newspaper articles a month; expanding information on the Town and Community Development web site; hosting 2 workshops a year on general land use topics for Boards and the public; sending out email announcements; and ensuring that the information displayed and posted in the Department is accurate and up to date. Three staff people have monthly newspaper article assignments on a variety of topics so that there is always an outreach effort happening. We have also tried to be proactive in publicizing what the Planning Board is working on to encourage public participation.

Department Records – Working to organize, streamline, and manage the multitude of public documents in the Department is an ongoing effort by all staff members. We have been able to create the new systems so that when new information is coming into the Department it is managed properly. However, going back through the existing files, plans, boxes, etc. to integrate them into the new systems is taking an extraordinary amount of time that I think will continue for the foreseeable future (5 years).

Financial Issues

At this point in time, 32% of the budget has been expended. The line items that are higher than expected include the following:

Office Supplies (40%): Toner for Color Printer (now broken) and Printing Costs for Zoning Ordinance, Cost of Community Services Study, and new color maps (watershed and zoning) pushed this line item up

Property Maintenance (202%): Changing the locks for the Department doors and providing replacement keys

Office Equipment (131%): Copier contract increase due to amount of copies done in the Department

Recruitment Expenses (438%): Did not anticipate having to either hire for the ZBA/Code Enforcement Position or do the background check/physical for the Minute-Taker position and therefore, did not budget for it

As of the end of April, the Department has collected \$54,613.97 in revenue, which is broken down by "type" below.

Construction Permits	\$48,105.97
Planning and ZBA Fees	\$6,003.50
Other	\$504.50

These figures do not include School and Public Safety Impact Fees or Planning Board escrow accounts that were collected so far this year.

There are no major expenditures or bids anticipated for the remainder of 2012.

Committee Involvement

Internal Town Committees

The Community Development Department provides staff support to a variety of Boards, Committees, and Sub-Committees on an ongoing basis. I have attempted to list below what involvement Department staff have on a regular basis with these entities for your information.

Elizabeth Wood, Community Planner

- Capital Improvement Program Committee
- Technical Review Committee
- Highway Safety Committee
- Village Center Subcommittee
- Planning Board

Mike McGuire, Building Inspector/Deputy Health Officer

- Hazard Mitigation Plan Committee
- Joint Loss Management Committee
- Municipal Union

Nancy Prendergast, Code Enforcement/ZBA Administrator

- Technical Review Committee
- ZBA

Mimi Kolodziej, Planning Assistant

- Records Retention Committee

Colleen King, ZBA/Conservation Commission Assistant

- Conservation Commission

For myself, I have involvement with all the entities listed above, with the exception of the municipal union, as well as with the Windham Economic Development Committee. As Department Head I have the opportunity to work with a variety of Boards and Committees in Town and do not limit my involvement to only those Committees/Boards housed in the Community Development Department.

An update on the Planning Boards 2012 proposed activities is attached for your review.

The WEDC will be working on updating their strategic plan at their May 11th meeting and would be happy to provide you with any information from that meeting if you would like it.

The ZBA is a reactionary Board, with the exception of amending their bylaws, so there is no activity update for them.

The Conservation Commission is focusing on land acquisition and protection, with their current emphasis on the Moeckel Pond area.

Although it was requested of me to provide a status update on the Committee's accomplishments and obstacles, I do not feel this appropriate for me to comment on. I do not have the authority to speak on behalf of these elected and appointed Boards, nor do I feel that it should be a non-Board member deciding what their accomplishments and obstacles are. However, I feel that this is information that the Boards of Selectmen should be aware of and I would be happy to reach out to the Planning Board, ZBA, WEDC, and Conservation Commission for them to provide you with this analysis, either in person or in writing.

External Town Committees

Involvement with entities outside the Town is fluid and can be project specific, based on the specific interests of staff, or simply timing. I have attempted to list the involvement of Department staff with outside Committees/Groups for your review.

Elizabeth Wood, Community Planner

- Box City

Mike McGuire, Building Inspector/Deputy Health Officer

- NH Building Officials Association

Laura Scott, Community Development Director

- Greater Salem Chamber of Commerce
- NH Economic Development Association
- UNH T2
- NH Arsenic Consortium (Dartmouth College)
- Windham Women's Business Connection

I did not list the NH Planners Association, NH Municipal Association, Rockingham Planning Commission, NH Office of Energy and Planning, Regional Economic Development Center, or NH Housing since Department staff are involved with those entities for a variety of reasons and timeframes and it would be too cumbersome to try to capture it for this purpose.

Strategic Plan Report

I will note that I have not included the 2 strategic plan reports (accomplished and proposed) as those had been previously been provided to you by the Town Administrator at that April 2nd kick-off meeting. I do plan to go over these this with the Board at the workshop meeting on May 7th.

Please feel free to contact me if you have any questions or need any additional information. If I have not provided all the necessary material, please let me know and I will supplement this document with the information you are requesting.

I look forward to discussing this material with you on May 7th.

Priority Ranking	Project	Description	PB Member	Staff Member	Others	Notes
	Town Meeting Items					
	Creation of Conservation Zoning District		Pam	Elizabeth	Conservation Commission	
	Open Space Subdivision Ordinance	Yield Plan and Road Requirements	Pam	Elizabeth	Conservation Commission	
	Sign Ordinance	Non-profits	Margaret	Elizabeth		
	Multi-Zoned Property	Look at parcels not considered for 2012 Town Meeting	Sy & Vanessa	Elizabeth		
	Non-Residential Allowed Uses & Definitions		Jonathan, Ruth- Ellen, Vanessa	Laura	WEDC	
	Review where multi-family is allowed		Margaret	Laura		
	Appendix A-1	Reformatting for Clarification	Lee	Laura		
	Demolition Delay Ordinance		Kathleen	Laura	HDC/HC	

Priority Ranking	Project	Description	PB Member	Staff Member	Others	Notes
	Site Plan Regulations					
	Design Review Regulations			Laura	WEDC	5/2 Workshop 5/30 Public Hearing
	Rewrite of Regulations		Kristi	Laura	WEDC and KNA	May-August
	Other Projects					
	Village Center Project	RPC Scope of Work in Contract		Elizabeth	PB Appointed Subcommittee and RPC Staff	Needs to be completed in 2012; will contain recommendations and for TM 2013 and Site Plan Regulations
	School Impact Fee Update		Ross	Laura	Roger, Stephanie, Adam Steel	5/2/12 Public Hearing
	Recreation Master Plan Adoption			Laura		5/2/12 Public Hearing
	CIP	New member & PB Appointments		Elizabeth	Subcommittee	
	Master Plan Implementation			Elizabeth		

Priority Ranking	Project	Description	PB Member	Staff Member	Others	Notes
	MISC ITEMS					
	Revise Subdivision Application	Include Checklist	NA	Elizabeth		
	Joint Meetings with other Boards/Committees			Laura	ZBA, CC, WEDC	
	Revise Site Plan Applications	Include Checklist	NA	Laura		After Adoption of Design Regulations and Site Plan Reg Rewrite r
	Housing Authority		Margaret	Laura		Send letter to Authority and BOS