

BOARD OF SELECTMEN MEETING
Minutes of March 14, 2022

CALL TO ORDER: Chairman Ross McLeod called the meeting to order at 7:00 PM; opening with the Pledge of Allegiance. Selectmen Bruce Breton, Heath Partington and Roger Hohenberger were present, as was Town Administrator David Sullivan.

Mr. Breton moved and Mr. Hohenberger seconded to allow Selectman Jennifer Simmons to participate via telephone. Roll call vote – all “yes”.

ANNOUNCEMENTS: Mr. McLeod extended thanks to Town Clerk Nicole Merrill and Town Moderator Peter Griffin, as well as the ballot clerks and others who assisted, for their efforts on the election last week. Ms. Merrill then swore in Mr. Partington.

BOARD REORGANIZATION: Mr. Hohenberger moved and Mr. Breton seconded that Mr. Partington serve as Chairman and Mrs. Simmons as Vice-Chair. Roll call vote – all “yes”.

Mr. Hohenberger then extended thanks to Mr. McLeod for serving as Chairman for the last five years; noting he had done an excellent job, particularly through some controversial items. The other members echoed Mr. Hohenberger’s sentiments, and a discussion ensued, with Mr. McLeod noting it had been an honor.

Mr. Partington assumed the Chairmanship.

ANNOUNCEMENTS, CONTINUED: Mr. McLeod advised that the following Monday at 9:00 AM at Town Hall the re-count of the Master Plan article would take place.

Mr. Partington noted that the Annual Easter Egg Hunt would take place at Griffin Park on Saturday, 4/9; further details can be found on the Town website.

Mr. Partington also noted that the Memorial Day Parade is scheduled for 5/30; anyone interested in getting involved should contact the Parks & Recreation Director for more information.

INTRODUCTION: Mr. Partington introduced Brian McCarthy, the new Town Administrator, who comes to us from the Town of Pelham; noting the Board is excited to welcome him and for the future.

Mr. McCarthy thanked the Board for the opportunity, noting he is very excited and that he has big shoes to fill as Mr. Sullivan has done a fantastic job for the last 34 years. He indicated his door is open to anyone in the community, and that he looks forward to meeting everyone and to hit the ground running.

ANNOUNCEMENTS, CONTINUED: Mark Samsel and Wayne Morris presented Mr. Sullivan with a gift in appreciation of his patience and guidance in facilitating the agreement between the State, Town and Rail Trail Alliance 19 years ago to establish the Rail Trail. They cited his work on various grants and warrant articles, and noted the Town was very lucky to have had him; presenting him with an historic, early 1900s railroad lantern, known as “The Reliable”, which included an original B&M Railroad globe.

TAX ASSESSOR: Mr. Sullivan advised the Assessors were requesting the Board approve the issuance of two timber tax warrants, as follows:

3-B-290 – Flat Rock Road Amount: \$709.67

3-B-300 and 350A – Flat Rock Road Amount: \$697.35

Mr. McLeod moved and Mr. Breton seconded to approve the issuance of the two timber tax warrants as recommended. Roll call vote – all “yes”.

PFOS GRANT AUTHORIZATION: Mr. Sullivan noted that, currently, he is authorized to sign all grant documents, however, as he is leaving the Board will need to authorize another. He noted the Board could either choose Mr. McCarthy when he starts his employment, or Finance Director Daniel Popovici-Muller; adding there would be a time delay for any documents with the former. Discussion ensued regarding what might come up in the interim before Mr. McCarthy starts.

Mr. McLeod then moved and Mr. Breton seconded to authorize the Finance Director to execute any grant documents until Mr. McCarthy starts, at which time the latter will take over. Roll call vote – all “yes”.

OLD/NEW BUSINESS: Mr. Sullivan noted that, as all warrant articles with the exception of the Master Plan one had passed, staff will be implementing the non-union wage increases on the next payroll; adding the Board should expect that requests for equipment will soon be incoming.

Chief Lewis indicated that, with his upcoming departure, the Board will need to appoint new 9-1-1 liaisons; adding that former Community Development Director Rex Norman had been the Town's other representative. He recommended that Captain Caron and Community Development Director Alex Mello be appointed, noting both are aware of what is involved and have agreed with his recommendation. Chief Lewis advised that, if the Board supports his recommendation, he will send the signed documentation to the State.

Mr. McLeod moved and Mr. Breton seconded to appoint Captain Caron and Mr. Mello as the new 9-1-1 liaisons. Roll call vote – all “yes”.

Mr. Sullivan advised that the Town, in conjunction with Salem and Pennichuck, would be sending out a joint letter to water customers who will be transferred from Pennichuck to Salem's water line. He indicated that, as of April 4, they will be Salem customers and some will need a new meter, installation of which will be coordinated by the Town of Salem at no charge.

Mr. Sullivan noted that the DOT is planning to resurface Route 111 from the Hudson line to Church Street and had submitted a work zone agreement regarding traffic control for approval. He noted that, if there is no objection, he will execute the related Memorandum of Understanding. There was no objection to same.

Mr. Sullivan asked that the Board move the discussion of ARPA funding requests to the April 25 meeting in order that Mr. McCarthy can be present; adding it will give him time to review the requests and provide his input, as well. Lengthy discussion ensued regarding this, as well as the planned IT agenda items on 3/28 and 4/11, and the Board members and Mr. McCarthy's availability on these nights. It was decided that both the ARPA funding and IT Strategic Planning items will remain on the 4/11 agenda.

CORRESPONDENCE: None.

MINUTES: Mr. McLeod moved and Mrs. Simmons seconded to approve the minutes of 01/24 as written. Roll call vote – all “yes” save for Mr. Hohenberger who abstained due to absence.

Mr. McLeod moved and Mr. Hohenberger seconded to approve the minutes of 02/07 and 02/24 as written. Roll call vote – all “yes”.

Mr. Sullivan then noted that this would be his last meeting, which was bitter sweet; explaining he was happy to pass the torch to Mr. McCarthy and wishing him the best. He extended thanks to this and previous Boards for their support over the years, and to all the staff, volunteers, and others he had met. Mr. Sullivan noted that, though he'd never lived in Windham, it will be his adopted home forever; indicating it had been a wonderful ride, but everything must come to an end. He wished health and happiness to all, and a spate of reminiscing ensued.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. McLeod seconded to enter into non-public session in accordance with RSA 91-A:3, II c and e. Roll call vote – all “yes”. The Board, Mr. Sullivan and Mrs. Carmichael were present in the first session; the Board and Mr. Sullivan in the remainder.

Personnel – The Board discussed a requested change in the work schedule for the Administrative Assistant to the Town Administrator from 40 hours per week to 35, as well as a step increase, and taking of the Board's meeting minutes

Mr. McLeod made a motion to approve the request to reduce the hours of work to 35 hours per week, 10am – 5pm, subject to concurrence by the new Town Administrator; to approve a step raise to Grade 15 Step 5 effective March 17, 2022, and further to have the position continue to complete the meeting minutes for the Board, seconded by Mr. Hohenberger. Roll call vote: All members voted Yes. Motion approved 5/0

Legal - Mr. Sullivan reviewed a proposal by Wilcox and Barton to complete further work associated with the PFOS issue. The Board agreed to have Mr. Sullivan work with both Wilcox and Town Counsel on further developing the proposal.

Reputations - The Board reviewed several previously sealed non-public minutes of past Boards. Mr. McLeod moved and Mr. Hohenberger seconded to unseal the following sets of minutes: 04/22/1991, 04/22/1991, 04/22/1991, 07/15/1991, 02/12/1991, 05/09/1988, 10/26, 28, and 29, 1981; and to maintain the following minutes as sealed: 12/26/1990, 04/21/1986, 03/13/1989, and 12/31/1986. Roll call vote: All members voted Yes. Motion approved 5/0

Personnel - The Board agreed that Chief McPherson, as the Assistant Town Administrator, will be in charge of overall day to day operations during the two-week period between Mr. Sullivan leaving and Mr. McCarthy starting.

Mr. McLeod made a motion to end the non-public session at 8:46pm, second by Mr. Hohenberger. Roll call vote: Motion approved 5/0

Mr. McLeod made a motion to adjourn at 8:48pm, second by Mr. Hohenberger. Roll call vote - Motion approved 5/0.

Respectfully submitted,

David Sullivan, Town Administrator

Wendi Devlin, Administrative Assistant