



Town of Winchester  
1 Richmond Road Winchester, NH 03470

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**MINUTES of the  
BOARD OF SELECTMEN  
WORK SESSION and REGULAR MEETING**  
Wednesday, April 27, 2016

**Board Members Present:** Chairman, Roberta Fraser; Herbert Stephens; Jack Marsh; Raymond Williams and Ben Kilanski. Also present: Water/Wastewater Superintendent, Rick Meleski; Land Use Administrator, Margaret Sharra; Highway Superintendent, Dale Gray and Town Administrator, Shelly Walker.

**1<sup>st</sup> Order of Business: Work Session meeting with the WEDC**

The Chairman opens the work session meeting at 5:30 p.m. Mark Tigan of the Winchester Economic Development Corporation is present to discuss the Option agreement for the Stone Mountain Business Park property. Mark noted the agreement arrived at 4:00 p.m. today. Mark would like to make a change to the agreement and feels the WEDC should not pay property tax. Board members were in agreement to review the agreement and discuss it again at the next meeting. Mark explained the EDA has visited the site for this project and discussed funding infrastructure. Mark also noted Winchester will be given special consideration due to the closure of VT Yankee. The grant committee would be approving the grant application in mid May. The grant will require matching funds. The WEDC plans to borrow against the land to procure the matching funds. Mark stated there is increasing interest in this town owned property and would also like to look into a competitive tax credit grant. Selectman Stephens asked if the WEDC will be able to borrow against the town owned property. Mark explained it may be the first time the local banks have given this type of loan, so it will likely need approval from the banks headquarters. The Chairman asked how much the WEDC will be borrowing. Mark stated \$280,000.00 to be made in two payments after the sale of the first and second lots. The Chairman asked Mark how confident he is the WEDC will be approved for this loan. Mark noted 50%-80% and the bank may ask that the WEDC have buyers lined up before giving approval. Selectman Stephens asked if the WEDC has considered Savings Bank of Walpole. Mark stated this bank is at the top of the list. Selectman Kilanski asked why is the WEDC borrowing \$280,000.00 if the match required is \$200,000.00. Mark stated he will need to go back and check his notes to see what the \$80,000.00 was going to be used for. Mark will check his notes and email the Town Administrator with this information. The Water/Wastewater Superintendent has approved the upgrades to the water system relating to this project. Mark stated in his conversation with the EDA, Mark was told to lower his requested amount for funding. Mark explained he had to reconfigure the budget for the proposal to make improvements to this property. Mark asked the EDA what they feel the value of the 64 acre parcel is. The Chairman asked the Land Use Administrator to look up the assessed value for this property. Selectman Williams stated this question may have already been covered, but who makes the final decision on what types of businesses will be going into this park. Mark stated the list of the types of businesses that would be considered for this park had previously been submitted to the Selectmen. The Selectmen have the final approval on each business going into the park. The Land Use Administrator noted the town owned lots are assessed at \$450,000.00. The Land Use Administrator stated the grant deadline is May 6<sup>th</sup> and asked if the Board will be supporting this agreement so the application may be submitted on time. All board members were in agreement to support this agreement and application. Mark informed the board the SWRPC has received funds from the VT Yankee closure to assist towns. Mark will be inquiring about these funds as they were to be put into a loan fund. The Chairman stated the Selectmen will be reviewing the agreement and making a decision next week.

Mark Tigan is present as a resident to discuss hiring a grant writer. Mark cautioned the Selectmen to be sure the grant writer they decide to hire has experience. Selectman Kilanski noted the grant writer must be paid from the grant. Selectman Marsh stated some grants do not include administrative expenses. Mark informed the board that most grants do not allow a percentage to be paid to the grant writer. Selectman Kilanski asked Mark if he had someone he would recommend to be a grant writer. Mark stated not at this time but recommends posting an advertisement for this position around town. Mark noted the town may be able to find an apprentice grant writer. Mark would like department heads to come up with funding sources for projects. The Water/Wastewater Superintendent stated the Water Master Plan has been completed and now the town will be able to plan for water upgrades. Selectman Stephens asked Mark if he would compose an advertisement for a grant writer. Mark stated he would and he will email it to the Town Administrator.

**2<sup>nd</sup> Order of Business: Business**

The Fire Chief is present to discuss using the HGAC program to obtain better pricing for the purchase of a new fire truck. The Fire Chief stated it is a onetime fee of \$2,000.00. Selectman Marsh asked if the Fire Chief has a quote for the fire truck. The Fire Chief stated he has not obtained a quote as he was planning to use HGAC if the Board approves. The Fire Chief stated there is no middleman and this will save the town money. The Fire Chief stated Keene uses HGAC for all equipment purchases. The Chairman is concerned there may not be a difference in the price. Selectman Marsh feels that Keene has already done the leg work and only uses HGAG, so there must be a benefit. Selectman Kilanski *makes a motion* to use the HGAC program to purchase the pumper fire truck. Selectman Stephens seconds the motion. The Fire Chief stated he will contact the representative of the manufacturer of Pearce Fire apparatus to notify him the Town will be using the HGAC program. A lengthy discussion followed on obtaining three quotes. The Fire Chief was planning on one quote for the Pearce pumper truck only. The Chairman stated due to the purchase being over \$10,000.00 the warrant article in effect states three quotes must be obtained. Discussion followed on the quality of other fire truck manufacturers. The Fire Chief would like to purchase a Pearce truck due to the quality of the cab and chassis construction. The Fire Chief noted he will need to prepare a generic specification for the fire truck to be sent to HGAC to obtain additional quotes. The Fire Chief added this will be laborious and will take more time to obtain the quotes. Selectman Kilanski retracts his motion. This matter is tabled until the Fire Chief has more information.

The Board takes a 5-minute break.

**3<sup>rd</sup> Order of Business: Open Regular Meeting and Acceptance of the Minutes**

The Chairman opens the meeting at 7:00 p.m. The WEDC met with the Selectmen in a work session meeting to discuss an Option Agreement on Town owned property for the Stone Mountain Business Park. The Board and Mr. Tigan also discussed hiring a grant writer.

Selectman Kilanski *makes a motion* to approve the minutes of April 13, 2016. Selectman Stephens seconds the motion. The motion passes 4-0, with 1 abstention.

**4<sup>th</sup> Order of Business: Other Business**

Winchester Learning Center representative, Roberta Royce is present to discuss applying for a community development block grant to expand the Learning center another 600 square feet to add another class room and 12 more slots. After a brief discussion, Selectman Stephens *makes a motion* to support the Winchester Learning Center's community development block grant application in the amount of \$150,000.00. Selectman Kilanski seconds the motion. The motion passes 4-0, with 1 abstention.

Bob Heydon of Standard Power has submitted a quote for an electricity rate of \$.071 per kWh. The Town is currently paying \$.092 and there will be a savings of \$10,000.00. Selectman Kilanski *makes a motion* to authorize the Town Administrator to sign the Standard Power six month contract for \$.071 per kwh. Selectman Williams seconds the motion, The motion passes 5-0.

Previously, the Selectmen reviewed three quotes three year contracts for uniforms:

- Unifirst - \$81.10 per week with no annual increase
- Crown - \$142.43 per week with a 3.13% cap increase for three years
- Cintas- \$140.59 per week with 3-5% annual increases

Selectman Kilanski *makes a motion* to approve the three year contract with Unifirst. Selectman Fraser seconds the motion. Selectman Marsh spoke with employees about giving an annual stipend instead of using a uniform service. The Chairman stated the Town has used a uniform service for the last three years. There have been issues in the past with what employees wore to work. The Chairman stated employees should not have to launder uniforms with grease or septage on them. The motion passes 4-1.

Historical Society representative, Elena Heiden is present to discuss the Dinner on the Bridge. Elena stated the Sheridan House is in favor of any fundraising they receive. The Chairman asked Elena if the Sheridan House has liability insurance for this event as it is no longer a RED event covered under the Town. Elena was not aware insurance was needed. The Chairman stated the insurance rider typically runs \$300.00-\$350.00 for an event.

Selectman Marsh asked the Highway Superintendent if the town lot would be leveled by the time this event is held. The Chairman stated the Selectmen have not officially decided what to do with this lot.

A warrant for the rebate of property taxes in the amount of \$1,211.00 for map 17 lot 25 has been received. Selectman Fraser *makes a motion* to approve this warrant. Selectman Marsh seconds the motion. The motion passes 5-0.

A warrant for the rebate of property taxes for map 6 lot 50 has been submitted in the amount of \$12,568.00. Selectman Marsh *makes a motion* to approve the warrant. Selectman Stephens seconds the motion. The motion passes 5-0.

A property tax rebate warrant has been received in the amount of \$660.11 for map 17 lot 19. Selectman Marsh *makes a motion* to approve the warrant. Selectman Kilanski seconds the motion. The motion passes 5-0.

Three appointments for Thayer Library Trustees have been submitted for: Karen Berthiaume, Ken Berthiaume and Paul Dobbs. Selectman Kilanski *makes a motion* to appoint all three trustees. Selectman Stephens seconds the motion. The motion passes 5-0.

An appointment paper for Karen Berthiaume as the Beach Director has been received. Selectman Stephens *makes a motion* to approve the appointment. Selectman Kilanski seconds the motion. The motion passes 5-0.

Two intents to excavate have been submitted for map 12 lot 23 and map 6 lot 23. Selectman Kilanski *makes a motion* to approve both intents. Selectman Marsh seconds the motion. The motion passes 5-0.

Two warrants for gravel tax have been submitted in the amount of \$86.00 for map 6 lot 23 and \$122.00 for map 12 lot 23. Selectman Stephens *makes a motion* to approve both warrants. Selectman Kilanski seconds the motion. The motion passes 5-0.

Updated job descriptions for the HR/Finance Supervisor and HR/Finance Assistant. The Selectmen will review and discuss the job descriptions next week.

An appointment paper for Selectman, Raymond Williams was passed for signatures.

A Fire Apparatus Capital Reserve manifest has been submitted in the amount of \$1,370.89 to J & J Trailers to purchase equipment for the new brush truck. Selectman Stephens *makes a motion* to approve this manifest. Selectman Kilanski seconds the motion. The motion passes 5-0.

A Conant Library Capital Reserve manifest has been submitted in the amount of \$2,283.00 to Monadnock Security for a new fire alarm system. Selectman Stephens *makes a motion* to approve this manifest. Selectman Kilanski seconds the motion. The motion passes 5-0.

Selectman Marsh would like an update on the Welfare Work program as there is a lot to be done at the Highway Garage.

#### **5<sup>th</sup> Order of Business: Open to the Floor**

RED Committee Chairman, Robert Leustek stated he has been in contact with the USDA and will be registering to be on the 2016 Farmers' Market Directory. Mr. Leustek would like to extend the Farmers' Market to be open all year. During the winter months the RED Committee would like to hold the Farmers' Market in the Town Hall on Saturdays. Mr. Leustek is looking into how other Farmers' Markets accept EBT cards in exchange for Farmers' Market dollars.

Resident, Ken Cole voiced his concern using the Town Hall as it is closed on Fridays to save on heating. The Chairman stated the heat will not be turned up during this time.

Resident, Mike Doherty asked who will clean up after the Farmers' Market. The Chairman stated the RED Committee will supervise the clean up and the custodian will clean the floors if they are a mess. The Chairman stated a mop and broom will be available if there is a large mess.

#### **6<sup>th</sup> Order of Business: Non-Public under RSA 91-A: 3 II (a) & (c)**

Selectman Marsh *makes a motion* to enter non-public session under (a) & (c). Selectman Stephens seconds the motion. A roll call vote is taken and members vote "yes" individually and the Board convenes in non-public session at 8:25 p.m.

#### **7<sup>th</sup> Order of Business: Reconvene**

The board reconvenes in public session at 9:50 p.m. The minutes under (a) have not been sealed. Selectman Kilanski makes a motion to seal the minutes under (c). Selectman Marsh seconds the motion. The motion passes 5-0.

**8<sup>th</sup> Order of Business: Adjournment**

Selectman Kilanski *makes a motion* to adjourn. Selectman Marsh seconds the motion. The motion passes 5-0. The meeting adjourns at 9:52 p.m.

Respectfully recorded,  
Shelly Walker  
April 27, 2016

BOS Regular Minutes approved by the Board:

  
\_\_\_\_\_  
Roberta Fraser, Chairman

\_\_\_\_\_  
Shelly Walker, Town Administrator

5/4/16  
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Date Signed