



Town of Winchester
1 Richmond Road Winchester, NH 03470

**Minutes of the
Selectmen Meeting**
Wednesday, June 24, 2020

Board members present: Ben Kilanski, Herbert Stephens, James Rokes Sr. and Gloria Leustek. Also, present Amy Bond & Rick Meleski

First order of business: Work Session

The Chairman opens the meeting at 6:00 pm for a work session with the DRA. Lisa Mudge-DRA gave the board an overview of what the assessment review will entail. Per RSA 21J:11a the assessment review is every 5 years. During the review they will be looking at the data that Avitar collects and enters into the system. Also, file reviews which include applications for current use, veteran's credit, elderly exemptions, solar and charitable/religious forms. DRA has computer generated property card samples they will review and go out to the property to verify the information is correct. Due to COVID-19 there will be no inside visits, external only and the property owners may opt out of any review.

At 6:30 the board recessed until 7pm.

Second order of business: Minutes & New Business

The board resumed their meeting at 7pm. The board started at 6pm with a work session by conference call with the DRA-assessment review process.

The board reviews the minutes for 6/17/20. Selectman Rokes makes a motion to approve the minutes. Selectman Leustek seconds the motion. Motion carries 4-0.

Winchester Economic Development Corp. (WEDC) construction lender NH Community Loan Fund has required that the town sign a subordinate mortgage agreement for Stone Mt Business Park. This stated that NHCLF is listed before the town on the WEDC mortgage. Selectman Stephens makes a motion to sign. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Kilanski made a motion to ask Southwest Regional Planning Commission to apply for a feasibility study through Community Development Block Grant for the engineering for an ADA ramp at the town beach. Selectman Rokes seconds the motion. The motion carries 4-0.

Forest Lake was surveyed in May by DES for milfoil. There is one area identified in the outlet. DES recommends 1 day of divers to remove the milfoil and an assessment of the problematic areas (campground channel and the south end). 1-day setup and diver \$1,080.00 split between DES-40%, Town-20%, Conservatio-20% and Forest Lake Association-20%. Selectman Stephens makes a motion to move forward with the milfoil removal. Selectman Rokes seconds the motion. The motion carries 4-0.

Selectman Leustek makes a motion to abate taxes on the tax deeded properties and remove them off the system. 4 Harbourt Dr-\$948.09, 319 Manning Hill-\$4523.97, 510 Old Westport Rd-\$2825.21, 19 Elm St-

\$7319.56 and 4 Birch Cir-\$2053.78-tax \$2159.15-water \$280.00-sewer. Selectman Stephens seconds the motion. The motion carries 4-0.

Selectman Rokes makes a motion to approve the firework permits for July 4th on 15 Headlands Rd. 9-11 and will approve once Chief Tollett signs off on 230 Gunn Mtn Rd for July 11th 9-11. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Rokes makes a motion to deny the firework permit for 858 Keene Rd on July 4th because it was turn in after the 15-day deadline. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Rokes makes a motion to approve a water abatement for 75 Ashuelot St in the amount of \$50. Selectman Stephens seconds the motion. The motion carries 4-0.

The Health officer gave the board the latest COVID-19 update letter. The letter will be posted on the Town's website. Also, gave a recommendation on what the board should be thinking about if a possible 2nd outbreak occurs and items that could be purchase with the CARES Act funding that will help if the Town Hall closes again. The board tabled until next weeks meeting.

The board reviews and approves the following financial documents:

Selectman Stephens makes a motion to approve an internal transfer in the amount of \$105.23. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Rokes makes a motion to approve the water capital reserve payment to Denis L Maher in the amount of \$4,629.50. Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Rokes makes a motion to approve the reimbursement for June from the Ambulance Billing fund in the amount of \$15,455.08. Selectman Stephens seconds the motion. The motion carries 4-0.

Selectman Rokes makes a motion to approve the purchase from Home Dept out of the Town Beach Checking acct. in the amount of \$258.08. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Rokes makes a motion to approve the withdrawal from the Town Building capital reserve fund in the amount of \$1,750.00. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Rokes makes a motion to approve the Highway Block Grant carry over in the amount of \$5,434.67. Selectman Stephens seconds the motion. The motion carries 4-0.

Selectman Leustek makes a motion to approve encumbering funds in to 20-21 budget. Selectman Rokes seconds the motion. The motion carries 4-0.

Third order of business Board comment:

Selectman Rokes asked the board about the 3 police cruiser that are sitting at Mountainside Auto to be used as parts. Mountainside Auto only has a permit for 50 cars and they need to be removed. Is it worth keeping the cars for parts if so, we need to find a new home or should junk them? Tabled to ask Bill Hillock if they are worth keeping for parts.

Selectman Rokes said that Ashuelot Fire Station should be sealed bids. We have asked for quotes on shingles and a metal roof. But some of the other projects should have a scope of work. So, if we have 3 or 4 bidders it is laid out in black & white and they know what is expected for the projects. This way everyone is bidding on the same scope of work.

Fourth order of business Public comment:

Winchester School-Lindseigh Picard came to give an update to the board. Summer is here and this is the time where the janitors start the summer projects. Lindseigh said there is a list of projects from the \$550,000 that was voted on in March and she understands that there are questions on what those projects entails. She would like to remind everybody the list of those projects can be found in 4place, the annual report, the letter that was added to the annual report, ballot/warrant and the school board minutes. If you have any questions, please feel free to look in one of those locations or ask the board. It is getting frustrating explaining it and still the wrong information is given to the public. A question was raised at the school board meeting on the operating budget and where funds are being seen on the budget. The operating budget is similar to the towns, it is all the usual main expenses and Title I/Title II and the IDEA grant. These are represented on the accounts payable manifest. The school is working on a MOU with ACCESS to help to paydown the unanticipated \$80,000.

Collen Duquette asked the board to list the street names not just the map & lots so people that are reading the minutes they are aware of the locations. Selectman Kilanski stated that he would list off the address as well.

Natalie Quevedo thanked Selectman Rokes for mentioning having a scope of work for projects. Natalie asked if we require an RFP or Bids? Selectman Kilanski said bids. Natalie asked why not an RFP with the scope of work. Selectman Kilanski said because this project is expected to come in under \$10,000. Natalie asked doesn't the building department require an engineering letter. Selectman Kilanski said that it's a town owned building and we already had an architect look at the building last year when we were discussing the renovation of the building. We had a few shingles come off, so they need to be replaced. The board thought that we should have the entire roof looked at. Selectman Rokes stated that the one company did look at the inside to make sure there was no water damage and they said the structure was sound. Natalie would like to see RFP submitted so there is a large range of companies bidding. Natalie wanted in the record that she sent over to Karey the list of recording equipment that would be needed to live stream to public the BOS meetings.

Claudia Harvey asked the board who she would contact for boats that are speeding on Forest Lake. Selectman Rokes stated to call Fish & Game in Keene.

Lindseigh Picard also thanked Selectman Rokes for wanting to have a scope of work done for each project. Last week Selectman Marsh mentioned the roof and the money for the Ashuelot Fire Station I remember time and time again the project being talked about. At the last meeting in June 2019 there was a discussion on encumbering \$30,000 from the prior's year's budget into this year's budget. There has been multiple discussion on the project, but no money has been spent. Now some money will be spent to redo the roof, but the original intent for the funds was to renovate that space for the Ambulance attendants to have a place to call home and for overnight staff to stay. This project has been kicking around for over a year and now we are rolling these funds into the next budget. There has already been an architect firm that came in and gave you some information. So, perhaps this is a good time to finish the project. Selectman Stephens stated that the monies set aside are not enough to cover the project. Lindseigh said that's about planning and in the minutes, the original estimated cost was between \$50,000-\$80,000 and the board thought \$30,000 was good. This would be a good time to think about whether you plan on putting it in the budget or as a warrant article. Let's finish the project, now that we have rolled the funds over twice. Selectman Stephens agreed. Selectman Rokes stated that the part-time Ambulance was a 1-year trial. Selectman Kilanski said that there were many factors to not starting the project; not enough funds and didn't want to add it to the warrant asking for money due to the Ambulance probation period. Lindseigh asked when does the probation period end. Selectman Kilanski said 1 year it is up in

November 2020. Lindseigh stated that she did not see that in the minutes, and it goes back transparency. Selectman Kilanski said it should have been in the public minutes, not in nonpublic.

Lindseigh asked for a list of projects and dollar amounts for the funds being encumbered. Amy Bond and Rick listed: Highway Block Grant-\$5434.67, Highway Trackless machine repair-\$2500.00, Police cruiser lettering & Police vest-\$3845.40, Finance-paper-\$1090.00, Government Building-Ashuelot Fire Station-\$26,625, Water Dept. Richmond Rd water main project-\$45,023.95 and Sewer-roof repair-\$4500.00, Audit-\$7000.000, sludge permit-\$2542.50, Cleaning pump lift stations-\$4,000, VFD delay switch-\$800.00 & Floor coating-\$737.73. Lindseigh stated that it is around \$100,000 that will be encumbered and rolled into the new budget. Selectman Kilanski said no because most of the funds are for water & sewer which is a separate entity and not coming from the town. Lindseigh said similar to the school with grants.

Fifth order of business: Nonpublic under RSA 91-A:3II (a)(b)(c)(d)(e)

Selectman Leustek makes a motion to enter nonpublic session under a, c, d & e. Selectman Stephens seconds the motion. The motion carries 4-0. A roll call vote was taken, and members vote "yes" individually, and the board convenes in non-public at 7:45pm.

Sixth order of business: Adjournment

The board reconvenes in public session at 9:07pm.

Selectman Rokes makes a motion to seal the minutes under c & e. Selectman Stephens seconds the motion. The motion carries 4-0.

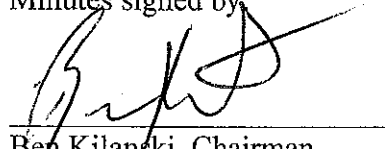
The Select Board accepted the resignation from Jen Frazier-Fire Dept.

Selectman Stephens makes a motion to adjourn at 9:10pm. Selectman Rokes seconds the motion. The motion carries 4-0.

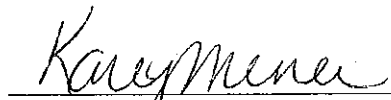
Minutes respectfully submitted:

Karey Miner, Administrator

Minutes signed by:



Ben Kilanski, Chairman


Karey Miner, Administrator