



Town of Winchester  
1 Richmond Road Winchester, NH 03470

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**Minutes of the  
Board of Selectmen Meeting**  
Wednesday  
May 22, 2019

**Board members present:** Roberta Heinonen, Ben Kilanski, Jack Marsh, Herbert Stephens and Gloria Leustek. Also, present Captain Ford, Dale Gray and Rick Meleski.

**First order of business: Work Session**

Granite State Rural Water-Brian Vose & Justin Shaw along with NHDES Luis Adonrno came to present the Asset Management & GIS Mapping report to the board. This project started back in 2017 with applying for a grant and then in 2018 starting the collection of data. Asset Management is a systematic process of operating, maintaining, upgrading and disposing of assets cost. The data collected for the Asset Management documents what the town has for assets; watermain, gate valve's, well's, curb stops, meters, hydrants etc. Helps prioritize replacement of critical assets, clearly defines our level of service, improve security safety & response to emergencies. GIS Mapping helps with better record keeping, increases efficiency, faster decision making, aids in capital planning and regulatory reporting compliance. Having this information mapped will make it easier when finding a valve or leak because the information will be assessable by using your smartphone when out in the field. Rick stated that there is more mapping to do and hopes to apply for another grant to finish this project. Brian thanked Rick for all the work he and his operators did collecting and inputting the information.

**Second order of business: Minutes & New Business**

The board reviews the minutes of 5-15-19 for approval. Selectman Leustek makes a motion to approve the minutes. Selectman Marsh seconds the motion. The motion carries 3-0-2.

Selectman Kilanski makes a motion to sign the 2019 1st issue Tax Warrant in the amount of \$4,716,349. Selectman Stephens seconds the motion. The motion carries 5-0.

Intent to cut map 5 lot 54 & 57.

Selectman Kilanski made a motion to approve a timber tax for White- \$2,237.88 Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Kilanski makes a motion to approve the denied Elderly Exemption for Francis Clark. Selectman Stephens seconds the motion. The motion carries 5-0.

Margaret gave the board a memo updating them on the Culvert and sidewalk projects. NHDES personnel, engineers, contractor, Rick, Dale, Gus will be attending a preconstruction meeting on the culvert at the town hall on 5/29/19 @11:30am. Rick & Jacqui Rounds have agreed to the permanent easement, Norm Sims has agreed to temporary easement and waiting on the Merrifield's. The sidewalk project went out to bid and bids are due by 6/19/19.

The Transfer Station has several wiring issues. The Fire Marshall has inspected the building and pointed out the issues; wiring, panel box, a cord draped over the oil tank to plug in a light & the 3phase converter. Karey has an estimate from Tom Wyman to do the work for \$1,500. The board agreed to have the new wiring work done.

The Division of Emergency Services and Communication (DESC) announce the full system upgrade of the New Hampshire Emergency Notification System (NH-ENS), CodeRED. This system allows municipalities to send direct, geographically targeted messages out by phone, text (SMS) message and email to alert residents of an emergency situation. Karey stated that she would be the admin, but Chief Tollett and Dick Lapoint will have access also. This is a free service to towns. Selectman Kilanski made a motion to approve CodeRED. Selectman Marsh seconds the motion. The motion carries 5-0.

The Fire Station roof will be finished on Friday and will be ready for a walk through at 8am. Selectman Kilanski, Stephens & Heinonen will do the walk through. Selectman Stephens added that he doesn't feel that the town should pay them \$7,500 for additional work they did. Its not our fault they didn't see the issues when they 1<sup>st</sup> came and looked and quoted the project. Paul Morehouse agrees that we shouldn't pay them more money. The areas that there were issues they knew and stated it in the proposal and the way they fixed them worked better for them. Selectman Heinonen stated that there are always hidden issues once you get start into a project. Selectman Marsh said that these were not hidden issues. They would have seen these issues when they inspected the roof. Selectman Heinonen makes a motion to approve the additional work in the amount of \$7,458.00. Selectman Kilanski seconds the motion. The motion fails 3-2.

Next week is the 5<sup>th</sup> Wednesday of the month. The Board agreed not to have a meeting.

**The board reviews and approves the following financial documents:**

Selectman Kilanski made a motion to approve Hamshaw Lumber request from sewer capital reserve account in the amount of \$10,984.30. Selectman Marsh seconds the motion. The motion carries 5-0.

Selectman Stephens made a motion to approve Jeff Carter-concrete work request from sewer capital reserve account in the amount of \$2,790.00. Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Heinonen makes a motion to approve the purchase order for Jancewicz & Son in the amount of \$5,815.30. Selectman Kilanski seconds the motion. The motion carries 5-0.

**Third order of business Board comment:**

Selectman Heinonen asked Selectman Kilanski if he had heard from his architect friend on the Ashuelot Fire Station. Selectman Kilanski stated yes and he would print out the email for the board. Selectman Heinonen asked Selectman Kilanski if he had finished typing the personnel policy. Selectman Kilanski stated he has 3 pages left.

Selectman Leustek let everyone know the 2019 Music in the Park Series will be posted.

Selectman Heinonen announced that the Town Beach will be opening this weekend for Memorial Day.

Ailliea Carle-School Board Member gave the board an update on the School. The school will offering 3 advance studies this summer for k-2nd grade and 3rd-8<sup>th</sup> grade. The boiler project will be done in the 2019-2020 school year. The school will be hosting senior night on May 28<sup>th</sup>.

Selectman Kilanski let Captain Ford know he is also having a hard time with finding a part-time ambulance job description. Karey added that she has contacted a few towns and is waiting to hear back. Captain Ford also stated he is waiting to hear back from a few Ambulance Departments too.

**Fourth order of business Public comment:**

N/A

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

Selectman Kilanski makes a motion to enter nonpublic session under (a & e). Selectman Stephens seconds the motion. The motion carries 5-0. A roll call vote was taken, and members vote "yes" individually, and the board convenes in non-public at 8:05pm.

**Sixth order of business: Adjournment**

The board reconvenes in public session at 9:06pm.

Selectman Kilanski makes a motion to seal the minutes under (e). Selectman Leustek seconds the motion. The motion carries 5-0.

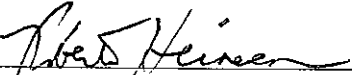
The board approved hiring 2 new Highway Employees. Waiting for them to accept the positions.

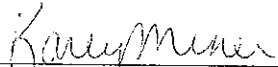
Selectman Stephens makes a motion to adjourn at 9:10pm. Selectman Leustek seconds the motion. The motion carries 5-0.

Minutes respectfully submitted:

Karey Miner, Administrator

Minutes signed by:

  
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Roberta Heinonen, Chairman

  
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Karey Miner, Administrator