



Town of Winchester  
1 Richmond Road Winchester, NH 03470

---

**Minutes of the  
Board of Selectmen Meeting**  
Wednesday  
May 23, 2018

**Board members present:** Ben Kilanski, Jack Marsh, Roberta Fraser, Herbert Stephens and Gloria Leustek. Also present Amy Bond, Dale Gray, LT Tollett and Rick Meleski.

**First order of business: Work Session**

The Chairman opens the meeting at 6pm for a work session with Worldwide Computers Solutions (Bruce, Rob & Peter). Bruce did inform the board that over the past several years, WWCS has not increased the monthly fees, but has taken on more work for the town. The monthly fee for 24 hour service will increase to \$1,991 from \$1,200. WWCS present to the board upgrading to Office 365 and moving to the Cloud to help free up space on the server. The current server is small for the Town Hall needs and runs slow due to all of the information store on it. Moving info to the Cloud would help with the space and speed. The Cloud is safe & secure. With Office 365 we have the option to add Skype for Business online, which would be our phones. With adding Skype and removing the phone lines would result in a yearly savings of \$2,222. The cost to move to Office 365 with Skype, license fees, migrate all the users info to 365, email, port phone numbers for each department and training would be a one-time set-up fee of \$7,975. The monthly fee is \$856.50 for all departments. The board will need to review the proposal and look at the budget.

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

The Chairman opens the regular meeting at 7 pm.

The board received 3 sealed bids for the sidewalk. Pat Rawson-\$119,342, Matt Stevens-\$98,000 and BUR-\$195,000. Selectman Kilanski would like the board to review them and table until next week.

Amy came to the board to update them on the price of time clocks. For 4 units, Highway, Wastewater Treatment Plant, Police & Town Hall the price per units is \$490 plus an annual fee of \$1,300 for the software, if we are using the cloud. If we use our current server it is \$1,800 annually. Amy added that if needed Finance can make manual adjustments to individual time cards.

Selectman Fraser made a motion to approve credit cards for the department heads with a limit of \$2,000 and Karey has a limit of \$5,000 and Amy will hold all cards with a sign out sheet. Selectman Leustek seconds the motion. The motion carries 5-0

The board reviews the minutes of 5-16-18 for approval. Selectmen Fraser makes a motion to approve the minutes. Selectman Leustek seconds the motion. The motion carries 5-0

Selectman Kilanski would like the board to review the cemetery application on Tuesday and have Karey call the applicants for interviews. Selectman Fraser, Kilanski, Karey, Amy and Sherry will be a part of the interviewing.

Selectman Fraser makes a motion to sign the 2018 1<sup>st</sup> issue Tax Warrant in the amount of \$4,519,916. Selectman Leustek seconds the motion. The motion carries 5-0

Firework permits have been received for: Sylvia Ponce-Parker St on 7/4/18 @9-11pm and Ronald Cadran – Headlands Rd on 7/3, 7/6, 7/7 @8-10:30pm. Selectman Fraser makes a motion to approve the firework permits. Selectman Leustek seconds the motion. The motion passes 5-0.

Selectman Fraser made a motion to approve Avitar's recommendations for 2/28-2 in the amount of \$34.00, 34/40 in the amount of \$710.00 and 9/11-1 in the amount of \$956.00. Selectman Stephens seconds the motion. The motion carries 5-0

MDS informed the town that NRRA is the only one accepting glass now. Our options are to become members of the NRRA, .07 cents per person x 4300 = \$301 a year. Plus we would be charged \$30 a ton and MDS would charge us hauling fee of \$225 a load. (Right now we have a full container of glass, about 8 tons.) Or have Highway use the crush glass for road and aggregate. Selectman Kilanski stated that at this times the only option is to become members to NRRA; we do not have the equipment to crush the glass. Also with becoming a NRRA member they help with applying for grants. Selectman Fraser makes a motion to become a NRRA member. Selectman Leustek seconds the motion. The motion passes 5-0.

Rick gave the board the scope of work that will be needed for placing a new waterline on Union St. He is in the process of getting 3 quotes for the work and hopes to have them within a week.

The Winchester cheer team will be having a car wash on Saturday, June 9<sup>th</sup> at the town hall from 9-1. They have asked if they could hold a yard sale at the same time. The board agreed to allow the yard sale.

Timber tax was submitted by map 4 lot 3 in the amount of \$1,722.11 map 32 lot 4-1 in the amount of \$679.14 and Selectman Fraser makes a motion to approve. Selectman Leustek seconds the motion. The motion carries 5-0

Intent to excavate for map 4 lot 72-1 and map 2 lot 2.

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

N/A

**Third order of business Board comment:**

Selectman Kilanski thanked Rick, Dale and their crews for all their work on Friday fixing 4 water main breaks. Everything went very smoothly and was finished quickly.

The Sewer Dept. is working on RT 78 raising the manholes and was able to get 5 done in one day.

Selectman Leustek asked if we knew when Dunkin Donut's was going to start to build. Selectman Fraser stated that Margaret has not heard yet.

Karey informed the board that Dan & Felicia from the Ambulance squad gave a lesson on how to use the AED machine and how to perform CPR. This Saturday they will also be at the Farmer Market to give a lesson to the public.

Selectman Marsh stated that the board had talked about putting up signs on Main St for Jake breaks, but can't remember if the board voted or not? Dale would have to submit to the State a permit asking to put the sign in the States right-of-way. Karey added that she had read something in the zoning ordinance having to do with jake breaks.

**Fourth order of business Public comment:**

Danny Soni asked the board for help with the tenants from the apartments next to his store parking in front of the store. There is one apartment that has 4 cars. It is hard for the older customers who like to use the ramp if the cars are always parked in the same spot. Selectman Kilanski stated that he has spoke to the tenants. Selectman Fraser asked LT Tollett to enforce the parking on Main St. There is plenty of parking at the Town Hall.

Mike Coope asked the board if they have looked at mag stripe or interface time clocks. Selectman Kilanski stated that they had just started to look at them. Selectman Leustek said that the ones we looked at have the thumb and facial recognition.

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

Selectman Fraser makes a motion to enter nonpublic session under (a & b & c). 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 7:51 pm.

**Sixth order of business: Adjournment**

The board reconvenes in public session at 8:40 pm.

The board accepted Jesse Mabe resignation.

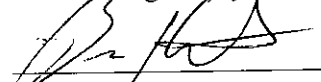
The board hired Reilly Pratt to the Fire Dept. and Merri Jo Rayno as a part time admin to the Police Dept. Also increased Todd Kilanski pay a \$1.00 after passing his grade 1 water operator treatment & distribution exams.

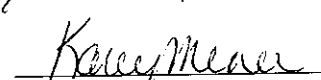
Selectman Stephens makes a motion to adjourn at 8:45 pm. Selectman Leustek seconds the motion. The motion carries 5-0.

Minutes respectfully submitted:

Karey Miner, Administrator

Minutes signed by:

  
Ben Kilanski, Chairman

  
Karey Miner, Administrator