



Town of Winchester  
1 Richmond Road Winchester, NH 03370

**Minutes of the  
Board of Selectmen Meeting**  
Wednesday  
August 28, 2019

**Board members present:** Roberta Heinonen, Ben Kilanski, Jack Marsh, and Gloria Leustek. Also, present Dale Gray, Chief Kellom, Captain Ford, Sherry Willard and Rick Meleski.

**First order of business: Minutes**

The board reviews the minutes of 8-21-19 for approval. Selectman Leustek makes a motion to approve the minutes. Selectman Kilanski seconds the motion. The motion carries 3-0-1.

**Second order of business: New Business**

The draft drawing for the renovation to the Ashuelot Fire Station has been presented. Selectman Kilanski stated that the Ambulance Committee did review the drawing and the one edit was to change one of the storage rooms to an Office.

Mark Tigan-WEDC came before the Board to give an update on the Stone Mt Business Park. (see attached)

Mark said there are 3 documents that will need to be signed by the board; Agreement for Assignment of

Mortgage and Assumptions of Indebtedness, requested by NHCLF; Mortgage Deed, drafted by Town; Declaration of Covenants and Restrictions, drafted by Town Attorney. Mark stated that there are 4 items that need to be made clear in these documents. 1) It should be clear that **any** remedies by the Town, explicitly excludes 'personal liability' of any officers and/or WEDC board members and that only the assets of WEDC, a nonprofit corporation, are at risk as the sole remedy. 2) The Town's mortgage position must be subordinate to senior lenders, including but not limited to NHCLF. 3) In the event of a WEDC default on Town mortgages, covenants, and restrictions, the senior lenders have the right to 'cure' (i.e., pay off mortgage and/or resolve any non-performance in a reasonable time-frame). 4) That any Town mortgage repayment is **ONLY** due with substantive and demonstrated non-performance under the terms of the agreements. Absent such non-performance that no repayment of the mortgage amount is required. Repayment, if any, comes to the Town in the form of a net proceeds split as, currently defined in the "Land Transfer and Development Agreement". The board agreed to send these concerns to the Attorney to have them made clearer in the documents.

Selectman Leustek asked if the board would like to be in the Picklefest Parade this year. Board tabled until Selectman Stephens is at the meeting.

The board received a quote on installing cameras at the Highway Building from Brain Jalava in the amount of \$662.64. Selectman Marsh made a motion to approve the purchase/installation of cameras. Selectman Kilanski seconds the motion. The motion carries 4-0. Once these are up and running and we are happy with how they are working the Sewer Plant will have cameras installed too.

Selectman Kilanski made a motion to approve the raffle permit for the Swanzy GOP-Nov 10<sup>th</sup>, Thayer Library-Sept 15<sup>th</sup> & RED Committee-Sept 7<sup>th</sup>. Selectman Leustek seconds the motion. The motion carries 4-0.

Rick informed the board that Granite State Rural Water would like to work with the Town on a water source protecting project. They will form a small committee to go over the data. This project is free to the town and will start this winter.

Rick gave the board a memo on a broken sewer clean-out and the cap is missing enabling dirt, rock and road debris to drain into the sewer line. A letter was sent to the homeowner in July asking them to repair. It has not been repaired yet. Rick asked the board to make the repairs and bill the owner. Selectman Marsh makes a motion to allow Rick to repair the clean-out and bill the owner. If there has been more damage done Rick will need to come back to the board. Selectman Kilanski seconds the motion. The motion carries 4-0.

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

Selectman Kilanski made a motion to approve Charter Trust Evergreen Expendable Care Fund withdrawal to J. Roy Excavating in the amount of \$3,000. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Kilanski made a motion to approve Charter Trust Evergreen Expendable Care Fund withdrawal to Keene Monument in the amount of \$2,000. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Kilanski made a motion to approve Charter Trust Evergreen General Maintenance withdrawal to Any's Tree Service in the amount of \$7,475.00. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Kilanski made a motion to approve the water capital reserve withdrawal in the amount of \$2,100 to Dick Drew and a sewer capital reserve withdrawal in the amount of \$3,118.45 to Hamshaw Lumber. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Kilanski makes a motion to approve RED Committee request to reimburse Jason Koerber-\$125, ELAP-\$50.00 & Devon Snikers-\$700.00. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Kilanski made a motion to approve Fuzzy Brothers in the amount of \$15,000.00. Selectman Leustek seconds the motion. The motion carries 4-0.

**Third order of business Board comment:**

Selectman Marsh asked Dale if he had sent out letters to the homeowners that are letting their sump pumps go onto the sidewalks during the winter. Which then freezes and causes an icy hazard for other residents. Dale stated not yet but will work on it soon.

Selectman Kilanski said that the Ambulance Committee did meet this week. The committee is satisfied with the Attorneys recommendation and the changes made to the SOG's. Captain Ford will be finishing the changes and the Committee would ask the Board to approve the SOG's. Selectman Heinonen asked what the changes were. Selectman Kilanski stated the changes were; change the word Volunteer to On Call, the disciplinary action went from 60 days to 30 days period to respond, personnel will be required to work 1 night shift & 1 weekday shift, Defined work week Sunday-Saturday and added to the Maternity Policy to refer to the Town's FMLA policy. Selectman Kilanski makes a motion to approve the SOG's with the accepted changes. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Heinonen stated that the Town Beach had a great year and no issues this year. There are no Lifeguards at the beach, and it will be open for a few more weeks.

#### **Fourth order of business Public comment:**

Jason Koerber-RED reminded everyone Dinner on the Bridge is 9/7/19 and there are still 2 tickets left. Jason asked Dale to blow off the bridge and if he could leave cones for them to use.

Kevin Bazan wanted to make clear on what was said that a few weeks back when Senator Jay Kahn came on spoke on the States proposed budget for this upcoming year. He talked about some figures that are encouraging but wanted to make sure the Selectmen and residents know that the funds that the Senator was referring to come from grants that have been given to the Winchester School District for many years, but the State has been trimming off year to year. These figures will reestablish the original numbers. \$350,000 for 2020 and 1.3 million for 2021 so I want to make sure that everyone knows that the school will not be receiving one big check. These funds are used to calculate the budget. Its revenue to the district which means we will be asking the town for less money. The big thing that needs to change is increasing the adequacy amount. Senator Kahn had stated that too. Right now, the State of NH gives us \$3600 per student. When the average cost to educate a child in Winchester is around \$15,000. The board thanked Kevin. Selectman Kilanski said that he had told people that it was a 2 year plan and it would be 2 installments. Kevin added regardless the whole budget was veto by the Governor.

Mike Coope asked if the board has thought about how the hiring process will work for adding Ambulance Attendants. Selectman Kilanski stated that Captain Ford believes they will need to hire 5 new people and we should handle it like we do for any new hire. An ad in the paper and applications & resumes required and then interviews. Mike thought that a statement to the current Ambulance Attendants should be given letting them know they are not being replaced. Selectman Heinonen feels that the current employees know that is not the case. Mike also stated that the committee had spoke about a 6 month trial due to make sure this will work and have month reports from Captain Ford where the ambulance stands financially. This will give us time to put a warrant article on the ballot for additional funding. The committee also thought we should look at other billing vendors and asked Mike to look at software programs for the ambulance to use.

Rick let the board know that Jones Road is going very well and are about 200ft down Scotland Rd. Near 406 Back Ashuelot St there has been a leak detected. It looks to be an old "spaghetti" line and might go on Louise Sylvester property. Louise is willing to sign a letter allowing them to be on her property if necessary. The board agrees to make the repair as long as Louise signs the letter.

Ken Cole asked about the website not working. Karey stated that it has been down for a short period of time because we designed a new website. It is now up and running.

#### **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, b, c, d & e). Selectman Leustek 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 7:50pm.

#### **Sixth order of business: Adjournment**

The board reconvenes in public session at 8:43pm.

Selectman Kilanski makes a motion to seal the minutes under (c & e). Selectman Leustek seconds the motion. The motion carries 4-0.

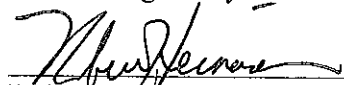
The board approved hiring Jason Riddle to the Fire Department.

Selectman Kilanski makes a motion to adjourn at 8:45pm. Selectman Leustek seconds the motion. The motion carries 4-0.

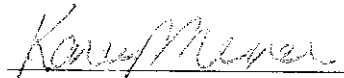
Minutes respectfully submitted:

Karey Miner, Administrator

Minutes signed by:



Roberta Heinonen, Chairman



Karey Miner, Administrator

**EXECUTIVE SUMMARY UPDATE TO THE BOS**  
**AUGUST 28, 2019**  
**BY MARK TIGAN, CHAIR, WINCHESTER ECONOMIC DEVELOPMENT CORP.**  
**WEDC**

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- I. SVE Engineers RFPed, approved by EDA, retained by WEDC to complete engineering in two phases: Phase I update plans, design drainage, obtain permits and prep bid docs. Cost: \$30k from an unsecured loan from MEDC outside and above EDA approved budget. Phase II will be noticed to proceed once bids are rec'd. This Phase involves const. oversight, approval of invoices, etc. If bids are over budget Phase II will not proceed unless EDA awards more funding. If bids are under budget \$~900,000 for 1700 LF of access/utilities, Phase II for SVE will be noticed to proceed.
- II. The following schedule was received this AM from engineers:
  - a. September 30, 2019-submit permit applications for DES AoT & Sewer Connection
  - b. November 19, 2019 – anticipated approval by DES for sewer and AoT (50 day review for AoT)
  - c. November 20, 2019-advertise bid (30 days required)
  - d. December 20, 2019- bids due (EDA review 3 weeks)
  - e. January 17, 2019 – award contract
  - f. January 20, 2019 – commence construction (weather permitting)
  - g. May 2020 - construction substantially complete
  - h. June 2020 - initial walk through & punch list
  - i. July 1, 2020 - final walk through, project complete
- III. Financing is committed from EDA, NHCLF, MEDC and NESG in excess of \$1 million. Current predevelopment funding and future funding is secured by mortgages on Stone Mtn Property.
- IV. Financial closing: Going forward, the remaining balances of in place \$ commitments, additional documents must be signed by all parties, including "Agreement for Assignment of Mortgage and Assumption of Indebtedness", which must be executed by WEDC, the Town, and NHCLF. Town attorneys have reviewed a draft, without concern. A final draft will be reviewed again, prior to Town's execution, now planned for BOS next meeting. **NOTE: These docs are required prior to land transfer from Town to WEDC, which, according to EDA must be transferred prior to bidding by SVE.** A closing date must be set soon.
- V. Prospects Status
  - a. #1 Machine tooling...out
  - b. #2 Food processing...now negotiating for adjacent parcel in WS&G site
  - c. #3 Battery bank...soliciting interest from two prospects; meeting planned
  - d. #4 Transport related assembly...in early discussions.

NOTE: All this, to date, marketing has been very passive, as WEDC has limited capacity for marketing in the middle of the infrastructure project delivery, although WEDC commissioned and received a 'marketing manual' and hopes to move more aggressively in the future. In the meantime, WEDC's marketing capacity must be supplemented by future funding, land sales proceeds, other parties (e.g., Town, County, MEDC, and State). Help is absolutely needed in the future to make the business park a success.

Respectively submitted:

*Mark Tigan*