



Town of Winchester  
1 Richmond Road Winchester, NH 03470

**Minutes of the  
Selectmen Meeting**

Wednesday  
October 23, 2018

**Board members present:** Roberta Heinonen, Ben Kilanski, Jack Marsh, Herbert Stephens and Gloria Leustek. Also, present Dale Gray, Amy Bond, Chief Kellom, Sherry Willard, Peg Tatro, Thayer Library, Captain Ford and Rick Meleski.

**First order of business: Budget Work Session**

The Chairman opens the meeting at 6:00 pm.

Selectman Kilanski makes a motion to approve Welfare-\$73,247. Selectman Leustek seconds the motion. The motion carries 5-0.

Tabled Cemetery until Nov 6th. Cemetery Trustees approved Sherry to work through the winter. The Sexton salary increase, and the board would like the Trustees to look at paying the increase from the Trust Fund accounts. Bill McGrath and Sherry will look at the trust fund.

Selectman Stephens makes a motion to approve Fire Dept.-\$87,201. Selectman Leustek seconds the motion. The motion carries 4-0-1.

Selectman Stephens makes a motion to approve Forest Fire-\$13,100. Selectman Leustek seconds the motion. The motion carries 4-0-1.

Tabled Thayer Library until Nov 6th. The board asked the Trustees to review their Trust Funds to see what the funds can be used for.

Selectman Kilanski makes a motion to approve Ambulance-\$123,440. Selectman Stephens seconds the motion. The motion carries 5-0. The budget was based on using the Ambulance recovery account along with an increased budget.

### **Second order of business: Public Hearing**

The Chairman opens the regular meeting at 7:00 pm.

Selectman Heinonen makes a motion to open the public hearing. Selectman Kilanski seconds the motion. The motion carries 5-0. Notice is hereby given that a Public Hearing will be held to discuss and hear public comment on the Town of Winchester's Community Development Block Grant (CDBG) project currently underway. This includes the Winchester/Jones Road public facilities project. Interested persons are invited to attend and provide comment. If you need assistance to attend or participate in the hearing, please contact the Town of Winchester, 1 Richmond Road, Winchester, NH 03470, at 603-239-4951 five days in advance. Anyone wishing to provide written comments should address them to the Town Administrator, Town of Winchester, 1 Richmond Road, Winchester, NH 03470 and submit them by the close of business on the day preceding the hearing. Hearing Date is Wednesday, October 23, 2019 @ 7:00 p.m. at the Winchester Town Hall.

Selectman Heinonen recognizes James Weatherly to address the grant project. James Weatherly stated that he is the planning technician with Southwest Region Planning Commission administering this grant. It is a requirement of the federal Community Development Block Grant (CDBG) program to hold a public hearing while the project is underway to allow the public the opportunity to comment and ask questions about the project. Today we will be providing an update on the Winchester Jones Road project and accepting public comments and questions. The Town of Winchester was awarded \$500,000 in CDBG Housing and Public Facilities funds to support the Jones Road project. The Town of Winchester, in combination with Town funds, is utilizing CDBG funds to make water infrastructure and roadway improvements for Jones Road neighborhood in Winchester. The project will provide improved public services for 34 households, 79% of which are low and moderate income. James asked Rick Meleski to provide a brief update on the project status. Rick stated that the project was almost completed. They will be working on the roadway improvements and the project will be completed by November 1<sup>st</sup>, 2019. There will be some spring clean up and seeding that will need to be finished. Selectman Heinonen opened it to the floor for public comments and questions about the CDBG project underway. There were no public comments. Now open it the floor to staff and Selectmen for comment. There were no comments from the Selectmen. Selectman Heinonen makes a motion to close the public hearing. Selectman Kilanski seconds the motion. The motion carries 5-0

### **Third order of business: Minutes & New Business**

The board reviews the minutes for 10/16/19. Selectman Kilanski makes a motion to approve the minutes. Selectman Leustek seconds the motion. Motion carries 4-0-1

The town has been notified that Winchester has received the 1<sup>st</sup> installment of \$109,647.47 of Municipal aid for 2020-2021. The 2<sup>nd</sup> installment will be paid in October of 2020. The town is required to hold a public hearing to accept and expend these funds. The board agreed to hold the hearing November 6<sup>th</sup> @7pm.

2 quotes for the Conant Library Roof were submitted. 603 Roofing-\$24,540 and WCRC (Walker Roofing)-\$72,350. Selectman Marsh stated that the bids both meet the scope of work. Both Companies said they could start this year. Selectman Kilanski made a motion to award the bid to 603 Roofing. Selectman Marsh seconds the motion. The motion carries 4-1.

Selectman Kilanski made a motion to approve the current use application for Katie Houle-13.6 acres. Selectman Stephens seconds the motion. The motion carries 5-0

Intent to Cut for map 1 lot 39.

Raffle permit was submitted by the Winchester/Swanzey GOP to raffle a bottle of liquor. Selectman Marsh makes a motion to approve the raffle permit. Selectman Kilanski seconds the motion. The motion carries 5-0.

The Board agreed no BOS meeting 10/30/19. Work session 11/6/19 @6pm.

Bruce & Peter from Worldwide computers came to speak to the board about the increase for the computer services. The Annual cost \$46,332-manages the network, 32 computers, 2 servers and Office 365/phones. The Town Hall server & the PD server are old and could crash. The plan is to move everything to the Cloud and do away with the servers. To replace a 1 server would be \$27,000-\$29,000.

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

Selectman Marsh makes a motion to approve the Invasive Plant capital reserve request to Aqualogic Inc. in the amount of \$271.25. Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Kilanski made a motion to approve Water Tank Grant request in the amount of \$85,185.00 to pay Tata & Howard and Water Dept. Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Stephens made a motion to approve the Jones Rd Infrastructure-CDGB payment to Lawrence Excavating-\$46,183.87 . Selectman Kilanski seconds the motion. The motion carries 5-0.

Selectman Stephens made a motion to approve the Forest Fire payroll in the amount of \$428.22 & 28.38. Selectman Leustek seconds the motion. The motion carries 4-0-1.

Selectman Kilanski made a motion to approve CAG in the amount of \$489.27. Selectman Leustek seconds the motion. The motion carries 5-0.

**Fourth order of business Board comment:**

N/A

**Fifth order of business Public comment:**

Captain Ford wanted to make the board aware of if the EMS building loses power there will be access to the records in the cloud. With a physical server they could be access because the building has a generator. 2 weeks ago, the discussion was to start on October 28<sup>th</sup>. So, I guess there needs to be a vote. Selectman Kilanski asked how many more interviews have you done. Captain Ford said the same and we hired 2 attendants and would like to have 1 more. Selectman Kilanski said the original discussion was to hire 5. Captain Ford said originally, I said 2-3 but 5 would be great. Selectman Kilanski said I don't want you to start if you are not fully set with staffing. Amy said that 2 weeks ago she thought the 28<sup>th</sup> was the start date for the 2 new hires. Not to start the paid part-time. There is paperwork that needs to be completed before anyone can start. Their status has to change from on call to paid part-time. Pay rate sheets need to be done for each attendant and signed by the board and the employees need to sign too. What are hourly rates. They won't be able to start on Monday until the paperwork is completed. Selectman Heinonen said it will have to be Sunday, November 10<sup>th</sup>. Selectman Heinonen stated that there was a discussion of the rate of \$15 & \$17hr. Captain Ford agreed that it was in the December motion. Rikki has a list of who are EMT & EMR which will determine their pay rate. Captain Ford asked the board if there was a new hiring policy. He has been doing the hiring for a while and was not aware of the change. Selectman Heinonen said that it did change, and it was prompted by the fact that the Police Dept are doing our background checks. To make the process faster.

Chief Kellom asked the board if there was anything that could be done about the pile of dirt that is blocking the road from Upper Headlands to Lake Shore Dr. Last week during the storm their people trapped on Lake Shore and the Fire Dept. had no way to get to them. The board stated at this time no. It went to court and the owner of the land won. Chief Kellom stated that there was an illegal burn at the Transfer Station on Tuesday. When they plan to burn there needs to be a permit issued by the Fire Dept. Who is in charge of the burning? Selectman Marsh stated that MDS is now responsible for burning. Chief Kellom let the board know he will be meeting with Rycu Industries to do a walk through on Sunday @11 am of the Ashuelot Fire Station for a possible bid on the project.

Dale let the board know that the sidewalk project is moving along. There is not enough granite curbing. There was only about 100ft of curbing in place and the other 100ft there was no granite curbing. To purchase granite curbing would be \$8,000. The board agrees there is no money to purchase and to go ahead with concrete curbs.

Chief Kellom stated that John Stephens- Asst Fire Chief will be retiring as November 1<sup>st</sup>. John has been on the department for 40 years.

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

Selectman Kilanski makes a motion to enter nonpublic session under ( c & e ). Selectman Leustek 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 8:20 pm.

**Sixth order of business: Adjournment**

The board reconvenes in public session at 9:10 pm.

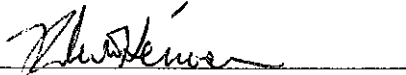
Selectman Kilanski makes a motion to seal the minutes under ( c & e). Selectman Leustek seconds the motion. A roll call vote was taken, and members vote "yes" individually. The motion carries 5-0.

Selectman Stephens makes a motion to adjourn at 9:15pm. Selectman Heinonen seconds the motion. The motion carries 5-0.

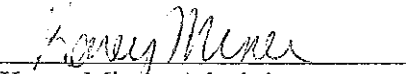
Minutes respectfully submitted:

Karey Miner, Administrator

Minutes signed by:



Roberta Heinonen, Chairman



Karey Miner, Administrator