

MINUTES OF THE APRIL 12, 2010 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada, Selectmen Bruno Federico and Tim Copeland, and Town Administrator Paul Deschaine.

At 7:34 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$1,382,228.60 in the general fund checking account.

DEPARTMENT REPORTS:

Highway Department: Fred Hutton was present to give his monthly report. The Department is involved in the usual spring clean up in the cemeteries, sides of roads and the Stevens Park fields. It is anticipated that mowing will start early this year.

Mr. Hutton reported that one of the International dump trucks is at Howard Fairfield's to have a hydraulic pump re-built. This is a complicated repair that they could not do within the Department.

Mr. Greg Claar has started the clearing of the land behind the Municipal Center softball field. Mr. Hutton observed that there was not much good wood found at that location.

Mr. Hutton stated that Hayden Equipment had contacted him on the sale of a commercial lawnmower; its part of their inventory from last year and they will keep last year's price on it with a municipal discount. Otherwise, the models for this year would be at this year's cost. Mr. Canada asked how the Department would use a three mower rotation since they currently have only two. Mr. Hutton responded that with only two mowers they sometimes have to mow an area twice because they can't keep up with the growth of grass with only two. Three mowers would allow more man hours in a shorter period of time, which would free up time for the Highway Department to do more road work. Mr. Canada asked what would happen if the oldest mower were to quit working and whether or not they would replace it. Mr. Hutton said that he would anticipate not doing so. He will use the old mower until it fails. Mr. Federico moved to authorize the purchase of a new mower from Hayden Equipment for \$6,969.15. Mr. Copeland seconded the motion which passed unanimously.

Mr. Hutton reported that the Transfer Station has been very busy because of the increased amount of brush being dropped off at the Transfer Station as a result of the storms this past winter. A second person has been needed to help the Transfer Station attendant. Mr. Canada asked if having a second place to dispose of brush was better than having a second person on. Mr. Hutton said that any drop-off site needs to be monitored to prevent non-residents from using the depository here and that is why there is no advantage to having a second site for disposing of brush.

Mr. Canada asked Mr. Hutton for his input on the damage to a mailbox at 4 Chelsea Way. Mr. Hutton said the mailbox is one of the plastic versions which can come apart very easily in cold weather. He and other members of the Department have reassembled it on several occasions. Mr. Hutton said the location of this specific mailbox makes it hard to plow around. If it were set 2-3 feet back from its current location and down the street approximately 12-15 feet further into

the cul-de-sac, it would be easier to plow around. Mr. Canada moved to offer the standard \$25 compensation for striking the mailbox if the owner agrees to move the box as Mr. Hutton described. Mr. Copeland seconded the motion. The vote was two (2) in favor of the motion and one (1) against.

Mr. Canada noted that this was the second year anniversary of Shirley Daley's untimely death and that she is still sorely missed.

Police Department: Chief John Scippa was present to give his monthly report. He presented a Highway Safety Grant application for a statewide DWI Hunter Patrol program in the amount of \$2,250. The program is to target drunk drivers some time during the period of July 1st through September 15th. The grant includes six patrols for six hours in coordination with other regional law enforcement agencies. Mr. Copeland moved to approve the application. Mr. Federico seconded the motion. Mr. Canada asked if this would require Stratham officers to leave town. Mr. Scippa said that was not part of the program. The program involves each community doing its own program, but in a coordinated fashion. The motion passed unanimously, with the Chair then signing the application.

Mr. Scippa reported on a suggestion by Jaye Aither of the Department to use online postage services such as "stamps.com". He noted that the Epping Police Department uses it and it saves money for their town. This service costs approximately \$15 per month plus the postage used. The offer also includes a 5% discount on related services such as UPS and Federal Express. Mr. Deschaine explained what he knew of the service and the advantages of avoiding the monthly meter rental that is currently associated with the postage meter that the Town has and the personnel costs of having to come over to the Municipal Center to use that meter. The Board did not see the advantage of using "stamps.com" without abandoning the use of the postage meter entirely, thereby increasing the cost per piece of mail for the existing mail machine.

Mr. Scippa requested use of the drug forfeiture funds to help fund a couple of items for the Department. The current balance of the fund is \$9,040. He is basing his request on the fact that \$3,500 of expenses incurred in 2009 had to be paid out of the 2010 budget. These were unanticipated by him when he created his 2010 budget. He also admitted that he under-budgeted his office supply budget in error by \$1,000. He also later discovered that two members of the Department were members of the SERT team and he missed a grant opportunity to obtain tactical protection vests required for their safety in that program. He proposed the use of the forfeiture funds to cover the cost of this body armor. He also wanted to repair and/or replace the current badges worn by members of the Department to make them more gender neutral. The current badge states "Patrolman" rather than "Officer". He noted that replacing the badges is actually cheaper, at \$60 per badge, versus repairing them at \$100 per badge. Mr. Copeland asked if the Lexis Nexis subscription was involved in the \$1,000 error in office supplies. Mr. Scippa said it is part of the operational costs of the Department, however, neither of them knew what the annual cost for that service was. Mr. Canada asked why the badges had to be replaced all at once. Mr. Copeland explained that the badges reflecting "Patrolman" are well worn. He then moved to authorize the withdrawal of up to \$6,000 from the drug forfeiture fund for protective vests and the badge replacements as described. Mr. Federico seconded the motion which passed unanimously.

Mr. Scippa reported that District Court Judge Cullen has requested that a certified copy of all Town ordinances be delivered annually to the Court to be held on file. He asked who would be

the best person to certify these records to the Court. Mr. Deschaine said the Town Clerk/Tax Collector should have copies of all Town ordinances as currently adopted. Mr. Canada asked if this request had anything to do with the Department's investigation of the authority of Park Ranger Kim Woods to be able to issue citations. Mr. Scippa did not know if that was the result of the request. Mr. Canada and Mr. Copeland gave the history of the effort to authorize Ms. Woods to issue citations and the reasons for investigating that possibility. Possible alternative response actions to violations at the Park were discussed and Mr. Scippa will speak to Ms. Woods about these issues.

Mr. Scippa stated that the Standard Operating Procedures (SOP's) have been introduced for the Department. They include the introduction, organization, statutory authority, standards of conduct and other high liability issues such as use of force, firearms, searches, pursuits, handcuffing, etc. Mr. Deschaine asked if these SOP's were a current set or a new set. Mr. Copeland said the SOP's are new which are Calea compliant. This is the authority given under RSA 105 to the Chief to implement. Mr. Deschaine pointed out that many elements of SOP's have fiscal impacts to them and that the Board of Selectmen has had oversight in approving SOP's before implementation. Mr. Scippa respectfully disagreed since he would only create SOP's that his budget could support. Mr. Canada said there seems to be a conflict to having SOP's previously approved by the Board of Selectmen being superseded by SOP's solely drafted by the Chief of Police. He said that the Chief should be the one to issue SOP's, not the Board. At the time, which was 8:56 pm, Mr. Copeland moved to go into non-public session to discuss personnel issues. Mr. Canada seconded the motion which passed unanimously.

At 9:57 pm, Mr. Canada moved to come out of non-public session and to seal the minutes to the matters of personnel discussed. Mr. Federico seconded the motion which passed unanimously.

Mr. Copeland moved to rescind the previously adopted SOP's that were in effect prior to Mr. Scippa's hiring in November of 2009 and authorized Mr. Scippa to issue replacement SOP's as he determines appropriate with copies provided to the Board of Selectmen within 30 days of implementation. Mr. Canada seconded the motion which passed unanimously.

Mr. Scippa explained his previous request for vacation time from April 14th to April 18th to accompany the Cooperative Middle School Chorus to a choral competition in Orlando, Florida. He will designate Sgt. Pierce as the Officer in Charge during his absence.

The Board discussed plans for Memorial Day. Mr. Scippa will follow up with organizers of the parade, including Dave Emanuel, who serves as Parade Marshal.

The Board then discussed a set of draft minutes. Mr. Canada had emailed a round of a few corrections that he suggested. Mr. Copeland stated he did not get a chance to read the corrections. The Board postponed action on approval of the minutes to a later meeting.

The Chair then reviewed the meetings scheduled for the coming week and reported on the meetings held this past week.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

The following park permits and municipal center rentals were discussed and acted upon:

Eileen Coyle requested the use of the Park for a family reunion on August 14, 2010. Mr. Federico moved to approve the use and Mr. Copeland seconded the motion which passed unanimously.

Dudley and Annette Carter requested the use of the Park for a celebration on June 12, 2010. Mr. Canada moved to authorize the use, but not to waive the fee as requested. Mr. Copeland seconded the motion which passed unanimously.

The Acorn School requested the use of the Park on April 19, 2010 for an Earth Day observance. Mr. Copeland moved to allow the use and to waive the fee. Mr. Canada seconded the motion which passed unanimously.

The National MS Society – Central New England Chapter requested the use of the Park on August 21, 2010 for a bike race. They anticipate up to 300 participants. They have also supplied a check for \$125 for the reservation fee. The Selectmen were perplexed by the amount of money. Mr. Canada recalls approving this use back in February. Mr. Copeland moved to accept the check and to approve the use if the Board had not already done so. Mr. Canada seconded the motion which passed unanimously.

Jennifer Dunks requested the use of the Front Pavilion at the Park on August 28, 2010 for a party at the end of a poker run. Mr. Canada moved to approve the use. Mr. Federico seconded the motion which passed unanimously.

Mr. Copeland noted the request of the Girl Scouts to use the Municipal Center as a bus stop for their summer camp program. He moved to approve the request for the period of July 12th through July 23rd. Mr. Canada seconded the motion which passed unanimously.

Administration: Mr. Deschaine discussed the request for information on homeless children from within the SAU #16, under the Title I Program. No one present could identify any children at risk that meet the terms of that program.

Mr. Deschaine recognized Mr. Canada's concerns about the lack of due process in the current draft of the Home Occupation Ordinance regarding the revocation process. He and the Town Planner, Lincoln Daley, will revise that section of the draft ordinance.

Mr. Canada announced that Park Ranger Kim Woods has passed 3 of the 4 tests for the State Pesticides Application license. He appreciated her efforts in obtaining those licenses.

Mr. Canada brought up the need to advertise for a part time assistant for Mr. Deschaine. Mr. Deschaine only questioned filling the recent vacancy created by Norma Corrow's resignation. Mr. Canada stated that he thought the person needed to assist Mr. Deschaine has a different type of skill set than what we need to fill the position in the Town Clerk/Tax Collector's office. Consequently, he favored advertising for Mr. Deschaine's assistant now. Mr. Deschaine agreed to get the ad together and will double his efforts to assemble the final drafts of the employee manual. He anticipates completing the manual draft for the April 19 meeting.

Mr. Canada volunteered to get quotes for slice seeding the lawns at the Fire Department and around the adjacent Historical Society building. Mr. Federico questioned the loam content of the soil, but is willing to give the over-seeding a try.

Mr. Canada questioned how to create minutes after Ms. Corrow's leaving. Mr. Canada proposed that the minutes be assigned on a temporary basis by rotating the responsibility with different office personnel with each member taking a turn with a set of minutes on a rotating basis until a permanent employee is hired to do them. Either way, the minutes have to continue to be produced according to State law. The Board agreed to the rotation suggested.

At 10:10 pm, Mr. Canada moved to go into non-public session to discuss a personnel issue. Mr. Copeland seconded the motion which passed unanimously.

At 10:55 pm, Mr. Canada moved to come out of non-public session and to seal the minutes to the personnel matters discussed and to adjourn. Mr. Federico seconded the motion which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul Deschaine
Town Administrator