

MINUTES OF THE DECEMBER 6, 2010 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada, Selectman Tim Copeland and Town Administrator Paul Deschaine. Selectman Bruno Federico will be arriving late.

At 7:35 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$357,099.38 in the general checking account.

SECRETARY'S REPORT: Mr. Canada moved to approve the amended minutes for 11/29/10 and the special meeting minutes for 12/2/10. Mr. Copeland seconded the motion, which passed unanimously.

CHAIRMAN'S REPORT: Mr. Canada stated that the Transfer Station is now under their winter hours, which would be the first and third Saturdays of the month from 9:00 am to 4:00 pm. This schedule will run through March 2011.

DEPARTMENT REPORTS:

Highway Department: Highway Agent Fred Hutton was present to report on his Department's activities. He stated that the signs at the new pre-emption light installed at the intersection of Winnicutt and High Streets, and the Stratham Memorial School signs will be installed as soon as the posts arrive some time this week.

Mr. Hutton stated that tomorrow will be the last burial in the cemetery. The cemetery will be closed for the winter as the frost is setting in.

Mr. Hutton stated that his Department has continued to trim and remove brush all around Town. He stated they will be continuing with the cutting until the snow arrives.

Mr. Hutton stated that he received permission from the property owner to cut the bush back on the corner of High Street and Union Road. This action was due to several letters received from residents stating it was difficult to see oncoming traffic at this intersection.

Mr. Hutton reported that the trucks and equipment are ready for plowing snow.

Mr. Hutton reported that he and Tim Slager attended a seminar at the Discovery Center on Water, Weather and Climate Change. He stated it was very enlightening and would like to attend future seminars on this subject. He stated that he would like to take Town Planner Lincoln Daley along since a lot of the seminar focused on the drainage systems in new subdivisions and shopping centers. He stated that the seminars are free and they are attending on their own time.

At 7:45 pm, Mr. Federico joined the meeting.

Mr. Hutton stated he has been preparing his Department's budget and should have that completed this week.

Mr. Hutton stated that a second sander chain needs to be repaired and he would like these repairs done before the chain breaks and causes more damage. The chain links are wearing and getting thinner and thinner with each use. This is the original sander chain on the 2000 truck. Mr. Federico moved to allow Mr. Hutton to replace the chain bed for the 2000 truck at a cost not to exceed \$5,800. Mr. Canada seconded the motion, which passed unanimously. Mr. Canada asked about the cracked cast aluminum box that was replaced on the last chain bed unit that was overhauled in November. Mr. Hutton stated he had asked about welding it and was told that we could do our own welding to try and save it for another truck someday. The cost to replace the cover was approximately \$800.

Mr. Hutton stated they have shingled the other half of the roof to the small office at the Transfer Station, but the building itself will probably need to be replaced within the next three years. New shingles salvaged from castaways were used.

Mr. Hutton stated the Transfer Station will be open on December 18, 2010 and will be closed on New Year's Day.

Mr. Hutton stated that Tim Slager was involved in a minor accident with the loader. Mr. Copeland stated that someone needs to notify all members of the Board when any incident like this happens in the Town so they are aware of it as soon as possible after the incident.

Mr. Hutton stated the Federal Government changed the street sign requirements a couple of years ago to be a high intensity reflection type of sign. There was a five year time frame given by the Federal Government to have this completed and that deadline will be next year. Mr. Hutton reported that as signs get ruined, stolen or faded, they are being replaced. Mr. Canada stated that for the last four years, the Highway Department has been implementing these changes as they come up and will continue to do it along that pace. The Board agreed.

Mr. Canada stated that the Board is expecting a written narrative supporting each Department head's Capital Improvement Plan (CIP) requests and reminded Mr. Hutton to supply Mr. Deschaine with one on his request for a new pick up truck. Mr. Hutton stated the current pick up truck used by Park Ranger Kim Woods will not get a new State inspection sticker in the spring since it has holes in the frame due to a lot of rust. Mr. Canada stated he would like to personally see to having this truck independently surveyed. The Board agreed. Mr. Canada asked Mr. Hutton as to why the price on the new truck request went from \$38,500 to \$46,500. Mr. Hutton stated that once the trailer hitch, switching packages, and light package are all installed on the truck, it adds quite a bit to the cost. He also stated he did not take into account whatever discount would be given on a State bid.

Mr. Canada asked about the stump removal that was to take place behind the Municipal Center. Mr. Hutton stated that his Department has been busy with other things, but if the frost doesn't set in, he thinks he should be able to get to that project within the week of December 13.

A discussion took place regarding installing a gate at the Stevens Park field to block it off so no one can drive onto the field. Mr. Deschaine stated some of the snow fencing is already down and stated that instead of continuing to repair what is there, to possibly work on something a bit more permanent. This gate would reduce the probability of people causing damage to the fields by driving on them and doing "wheelies", which we have been experiencing. Mr. Canada suggested that since this is for only about three weeks worth of protection, this issue should be brought up next year. The group agreed that once the snow is here, Mr. Hutton will be able to make snow piles to serve as a barrier. Mr. Canada asked that Mr. Deschaine convey to Recreation Director Seth Hickey that he should submit this in his budget for next year.

Mr. Canada asked Mr. Hutton as to the revised road list that he had previously submitted for rebuilding. Mr. Hutton stated he is working on it and will email it to the Board once completed.

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

PARK PERMITS/MUNICIPAL CENTER RENTALS:

The following Park permits and Municipal Center rentals were discussed and acted upon:

Tom Oliver from the New Life Baptist Church requested the use of the Municipal Center on December 24, 2010 for a Christmas gathering. Mr. Canada moved to approve the use of the room and to waive the fee. Mr. Copeland seconded the motion, which passed unanimously.

Administration: Mr. Deschaine reminded the Board that the Comprehensive Economic Development Strategy (CEDS) projects update is due on December 15, 2010.

Mr. Deschaine asked when the Board would like to review the amendments to the Cemetery Regulations. Mr. Canada stated he has been waiting for an electronic version from the Cemetery Trustees so any changes can be tracked in the document. Mr. Deschaine presented a clean copy so Mr. Canada will scan it into the computer and distribute to all.

Mr. Deschaine stated he forwarded the Clean Diesel Grant information to the Fire Department and has had brief conversations with Capt. Matt Larrabee, who will look into the potential of using that grant for purchasing a new tanker truck.

The group discussed the replacement of the exterior sign at the Municipal Center. Mr. Deschaine stated the sign is close to 20 years old and the lettering and background are cracked and peeling. It would just be the sign itself being replaced, not the posts. Mr. Canada does not feel the sign needs to be replaced. Mr. Copeland and Mr. Federico stated they would like to examine the sign during daylight hours before making a decision. This item will be tabled until next week's meeting.

Mr. Deschaine presented a service agreement from the Dowling Corporation for the maintenance of the heating units at the Town buildings. There had been previous discussion on bidding this out in the past; however, Mr. Deschaine suggested that this may not be the year to do that

because the five units that were recently installed at the Library are all under warranty. Also, since Dowling did not have to perform any maintenance on the five units since they were being replaced at the time, it actually owes the Town \$548. Also, this contract is actually less than the one for the previous year. Mr. Canada stated he would still like to see a Request for Proposal (RFP) sent out periodically. Mr. Canada moved to accept the Dowling proposal as presented and authorize Mr. Deschaine to sign the document. Mr. Federico seconded the motion, which passed unanimously. The Board agreed that Mr. Deschaine is to prepare an RFP for this maintenance next year.

At 8:41pm, Mr. Canada moved to go into non-public session to discuss contract issues and also an item that may affect the reputation of another, who is not a member of the Board. Mr. Copeland seconded the motion, which passed unanimously.

At 10:05 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Federico seconded the motion, which passed unanimously.

At 10:06 pm, Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul R. Deschaine
Town Administrator