

MINUTES OF THE JANUARY 10, 2011 BOARD OF SELECTMEN'S MEETING

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

At 7:30 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$7,676,980.34 in the general checking account.

SECRETARY'S REPORT: Mr. Canada moved to approve the amended minutes for 12/28/10 and 1/3/10. Mr. Copeland seconded the motion, which passed unanimously.

NEW BUSINESS: Several Town Office Department Heads were present at the meeting to discuss the possible restructuring of the Municipal Center telephone system. Police Chief John Scippa stated that after a staff meeting, it was determined that one of the significant problems with the current phone system is that when an employee answers the phone, they find themselves oftentimes having to transfer that call to another department. When this occurs, it takes whoever answers the phone off task from what they are doing, and they then have to forward the call to the appropriate location or person. The Department Heads expressed their various concerns to the Board and stated it is currently a very inefficient system. One solution would be to look towards two part-time receptionist positions to steer the calls to the appropriate person. The cost for both of these employees would be \$16,479.00 per year. Another solution would be a truncating system whereas incoming calls would be met by an automated message. Mr. Deschaine stated that as far as purchasing an automated system, he believes it is a capability of our present system and it just needs to be programmed. There will be a cost associated with the programming, but is not sure what that is at this time. The Board agreed they would like to see a cost analysis on an automated system and current call volume before making a decision.

CHAIRMAN'S REPORT: Mr. Canada advised that there would not be a Board of Selectmen meeting on Monday, January 17th, due to the Martin Luther King Day holiday.

He also stated that the filing period opens on January 19, 2011 for the election of officers for 2011 (see attached).

Mr. Canada then read a press release regarding the property at 28 Bunker Hill Ave. (see attached).

Lastly, Mr. Canada stated the Transfer Station would be open on Saturday, January 22nd.

DEPARTMENT REPORTS:

Fire Chief Stan Walker was present at the meeting. Mr. Canada asked how the progress was coming along in developing SOP's for the Fire Department. Mr. Walker stated one of the first SOP's they need to do is for elections, which he has been working on and has a rough draft completed. He will present it before the Fire Association at the next meeting. Mr. Canada asked

if the Fire Association or the Fire Department would be voting on the SOP's. Mr. Walker stated that neither have final say in how they are written; it is a Department Head function. However, he values the input from the membership. Mr. Canada asked what the criteria for Department member's admission would be. Mr. Walker stated that Department members have to be Association members. Mr. Walker stated that as far as SOP's are concerned, in the past they needed to be approved by the Operations Officers. Mr. Walker stated he is working on the SOP's, but still needs to conduct some research.

The Board then discussed purchasing a new tanker truck with Mr. Walker. Mr. Walker has received three bids: Pierce for \$413,000 if paid within 10 days of signing a contract (\$430,729 if not paid within 10 days), HME Ahrens Fox (Lakes Region) for \$387,500 (with 2007 emissions), and E-One for \$495,000. All three of them are distributors, and also have repair capabilities as well. Mr. Walker sat down with representatives from each company and the search committee and went over everything they required in the tanker so it was more of an informal Request for Proposal (RFP) for these three companies. Mr. Canada feels as though three bids is enough; however, he would like to see a price from a company called Midwest Coast Fire (Mr. Canada is familiar with the company through internet research). Mr. Canada stated he would like the Fire Department to make a presentation at the Budget meeting on January 25th. There will then be a Capital Improvement Plan (CIP) meeting where further information will be gathered subsequent to that presentation.

Mr. Walker stated he spoke with Rockingham County regarding switching over the dispatching services and testing the radios. Rockingham stated they were not ready to do that because of some changes that may take place at the tower in Rye. Chief Scippa was present at the meeting and joined in the discussion. He stated he spoke with Rye Fire Chief Sullivan and they talked about the present situation with the antenna on the Rye water tower that services Seacoast Fire (Rockingham's fire dispatch service). Chief Sullivan stated that it is operational at this point, but it does need to be re-fitted and there is going to be a cost involved. Chief Sullivan suggested that Mr. Scippa reach out to Two-Way Communications in Newington. Mr. Scippa spoke with the manager there and received a quote that would address all of the costs associated with making that antenna fully operational. The cost is just under \$30,000. Mr. Scippa also suggested looking into increasing the efficiency of that antenna by relocating it to the fire tower here in Stratham to enhance fire and EMS communications throughout the Seacoast. Chief Sullivan was very receptive to that and said that he would have a software study run that can measure the radio waves and how they travel, and then report back to Mr. Scippa. Mr. Scippa stated as far as the phone line situation, it is a matter of waiting for Fairpoint to make those transfers. Fairpoint should be able to move on this within the next two weeks and then the telephone lines will be ready and "pointed" to the appropriate location. Chief Scippa considers February 1st as an achievable target date for completion. Mr. Canada asked if there has been any indication from Newmarket that they would keep the Fire Department on, but not the Police Department. Mr. Scippa will confirm whether or not we will have good service and, if necessary, negotiate further with Newmarket. Mr. Scippa stated there is a meeting scheduled for January 24th with the Seacoast Fire Chiefs and Two-Way Communications where they will be speaking with Sheriff Downing. Mr. Canada asked Mr. Walker if he had any problems or concerns with the Fire Department being with Newmarket and the Police Department being with Rockingham County for a short period of time. Mr. Walker did not express any concerns.

Mr. Scippa stated he has addressed the lack of lighting at the Police Department. The scissor lift is lined up; however, the person that will be operating the lift is recovering from an injury right now. Mr. Deschaine stated that prior to that, there were some attempts to replace some of the bulbs and it was found that the new bulbs did not work. Mr. Deschaine suggested that the next step would be to pull the electrical specifications/plans and attempt to trace some of the lines to see if there is a box that is providing off line voltage that is not up to par. If that does not work, an electrician will be called in.

Mr. Canada thanked Mr. Scippa for the activity summary he sent to the Board.

Mr. Canada asked Mr. Scippa the status on a budget for the School Resource Officer. Mr. Scippa stated he spoke with the School Superintendent Mike Morgan and he stated they appreciated the presentation Mr. Scippa made to the Finance Board. Mr. Scippa stated that all of the boards fully agree that the officer should be there. Based on three positions that Mr. Morgan is proposing, he feels that this year there will not be any financial support, but is very optimistic for the next year and the School Resource Officer position would be considered for the 2012 budget season.

Mr. Scippa stated that the Police Department elevator was inspected last year. Mr. Scippa talked with their regular elevator inspector and has lined him up for this year. He noted it is better to do just the Police Department and let the Fire Department schedule their own.

MEETINGS: 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:

The NHSPCA requested the use of the Park for their 19th Annual Paws Walk on June 12, 2011. Mr. Canada moved to approve the request subject to all the conditions that was approved with last year's permit. Mr. Copeland seconded the motion, which passed unanimously.

Great Bay Kids requested the use of the Park for a family picnic on June 4, 2011. The request was approved and it was agreed to waive the fee pending confirmation of their 501c3 status.

Pat Izzo requested the use of the Morgera Room at the Firehouse for a birthday party on February 13, 2011. Mr. Copeland moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Administration:

Mr. Deschaine stated regarding the Clean Diesel Grant funding, he gave the material to Matt Larrabee at the Fire Department, who was looking into possibly pursuing it. The grant

application is due some time this month, so the Fire Department needs to decide on their specifications either way to make that grant application work.

Mr. Deschaine stated that the Joint Loss Management Committee had presented a report on December 29th on their review of all the workstations at the Municipal Center. The group reviewed the report and Mr. Canada suggested that when Town Custodian Charlie Browne is back from injury leave, he could follow up on some of the items that need to be repaired.

Mr. Deschaine stated that when Karen Bell was present at last week's meeting to discuss her abatement request, she responded the next day and paid off her tax bill that was pending. However, in doing so, she paid the balance of what was due on December 20th, not recognizing that there was interest accrued in the amount of \$24.77. According to RSA 76:13, the Tax Collector can waive the interest up to \$25.00 with permission from the Selectmen. Mr. Canada moved to allow Tax Collector Joyce Charbonneau to waive \$24.77 in interest for Karen Bell. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine wanted to discuss with the Board the temporary cleaning needs of Town Buildings since Mr. Browne will not be back to work for another two weeks due to an injury. The Highway Department has helped out on Tuesdays and Thursdays, but by the time Mr. Browne does return, it will be at least four weeks without a thorough cleaning of the building. Mr. Deschaine asked the Board if there would be any interest in contracting someone to come in and do a thorough cleaning maybe once a week. The Board agreed that the Highway Department could continue the duties of cleaning the Town buildings.

The group then discussed the draft Memo of Understanding (MOU) for the Multi-Area Coordination Entity (MACE) and the clarifications received from Emergency Management Director Dave Emanuel on some previous questions/issues the Board had. Mr. Canada will respond to Mr. Emanuel saying that the Board accepts the clarifications except that cash reimbursements need to be made to the Town of Stratham, not the Stratham Fire Department.

Mr. Deschaine stated that Town Assessor Andrea Lewy has completed the Sales Assessment Ratio Report and presented that summary to the Board for their signature. This preliminary report indicates a predictive rate of 103.6%; however, the Department of Revenue Administration (DRA) will look through it further and then come up with the final number.

Mr. Deschaine presented the renewal proposal from Pine Tree Engineering for the groundwater management permit for the landfill and general reporting. The group agreed it would be a good idea to have a Request for Proposal (RFP) done for next year. The RFP will go out by September 19, 2011. Mr. Copeland moved to authorize Mr. Deschaine to sign the contract to renew with Pine Tree Engineering for \$6,950. Mr. Canada seconded the motion, which passed unanimously.

The group then reviewed the redraft of the Town website policy. There were no concerns from the Board. Mr. Canada moved to adopt the Town website policy. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada stated that he spoke with resident Jerry Maslowski at Town Hall the other day. Mr. Maslowski feels the Town is not showing proper respect to veterans because there is no MIA/POW flag flying at the Park. Since there are already three flags on the pole, the group agreed it is not possible to add a fourth. The Board is certainly sympathetic to his cause and respects the pain those families continue to carry with them. Mr. Canada will respond to Mr. Maslowski.

Mr. Canada asked if the Board wanted to take a position on the Evergreen Legislation that is currently in the Senate, and if so, what position. Mr. Copeland stated he is inclined to go against this legislation since it really ties the hands of municipalities and the state where people are defaulting back to contracts that are more beneficial than contracts people have voted down. He stated this is counter-productive of what the voter's wishes are at times. The Board agreed to support the effort to revoke this and asked Mr. Copeland to represent the Town's position as a State Legislator.

At 10:07 pm, Mr. Canada moved to go into non-public session to discuss a matter that would affect the reputation of another not on the Board. Mr. Copeland seconded the motion, which passed unanimously.

At 10:22 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. Copeland seconded the motion, which passed unanimously.

At 10:22 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul Deschaine
Town Administrator