

MINUTES OF THE JANUARY 24, 2011 BOARD OF SELECTMEN'S MEETING

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

At 7:40 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$6,111,925.28 in the general checking account.

OLD BUSINESS: Several staff members were present at the meeting to discuss the possibility of automating the telephone system at the Town Offices. Town Clerk Joyce Charbonneau presented telephone survey results to the Board. Over a six-day period, the Town Clerk's office received 217 calls and 36% of those calls received were for other departments and needed to be transferred. On the line that is dedicated to the Town Clerk's office, 25% of those calls were for other departments as well. Town Assessor Andrea Lewy pointed out that the call volume is a bit low due to all the snow days we have had recently, and also may be possible due to having the website that answers a lot of questions. Mr. Deschaine stated the current phone system is capable of performing the functions that we are looking for. This would take approximately three hours of programming for about \$250.00 total. Mr. Copeland stated he understands the efficiency and cost effectiveness, but is concerned about the community losing the personal touch they have had here for many years. Mr. Federico commented that since the automated choices are being kept simple, it would cut down on time and we will be providing better service by getting the caller to the correct department quicker. Mr. Federico moved to approve the implementation of the phone system enhancement to include department selection with an estimated budget not to exceed \$500.00. Mr. Canada seconded the motion, which passed unanimously. Everyone thanked Lisa Collins for her help in gathering the necessary data.

DEPARTMENT REPORTS:

Town Clerk/Tax Collector: Ms. Charbonneau asked the Board to consider putting a question on the Warrant Article for Town Meeting regarding changing the Town's polling hours. She stated this is an involved process and would not take effect until 2014. She explained that this is basically seeing if the voters at Town Meeting would allow this question to go on the next state ballot, which is not until November 6, 2012. The Town's current polling hours are 8:00 am to 8:00 pm and Ms. Charbonneau is asking to change those hours to 8:00 am to 7:00 pm. She stated that right now, the Board would just be approving her to present this at Town Meeting and then the voters would just be approving it to go on the ballot vote in 2012. She stated every town sets their own polling hours. She stated that out of 241 towns, 91% of those towns close at 7:00 pm. Out of those 241 towns, 74% open at 8:00 am or later. Ms. Charbonneau stated she is starting the process because the state is requiring the Town Clerks do more and more at the end of the election such as data entering all the results. She also added that between 7:00 pm and 8:00 pm, it is usually not that busy and if there are people in line, they will not be turned away. She stated there is also a budget savings as far as paying her staff, the ballot clerks, electricity, heat, etc. Ms. Charbonneau pointed out that any resident that is going to be out of town during polling hours, including having a long commute, can vote absentee. Mr. Canada moved to

approve putting this article on the Warrant as proposed by Ms. Charbonneau. Mr. Federico seconded the motion, which passed two for and one against.

Ms. Charbonneau presented an interest waiver request to the Board from resident Mr. Roth. He has accumulated \$25.35 in interest. Ms. Charbonneau expressed her concerns about making any exceptions, but would leave the final decision up to the Board. Mr. Federico moved to deny waiving the interest for Mr. Roth. Mr. Copeland seconded the motion, which passed unanimously.

Building Inspection/Code Enforcement: CEO/Building Inspector Terry Barnes was present at the meeting to discuss his department's activities. He stated that he met with the Town engineer for the septic system at 130 Union Road and also spoke with the Zoning Board Chairman. The owner needs four variances from wetlands setbacks and an additional variance from the Zoning Board of Adjustment for the expansion of his building. A septic plan was presented, but Mr. Barnes is looking for a surveyor's stamp on the plan that verifies exactly where the location of the system is sited on the property.

Mr. Barnes met with Frank LeMay from Blasak Architects to go over the plans for Optima Bank. They did not provide mechanical, electrical or fire, so Mr. Barnes sent them an email stating same. There was a concern regarding the canopy because the original canopy on the plan went all the way to the property line, but they have since made that smaller. Town Planner Lincoln Daley was present at the meeting and added that they actually removed one of the travel ways from the drive through area and there is a fire lane around the property.

Mr. Barnes stated he has received plans for Suntan City, Circle K/Irving Oil, and Dunkin Donuts on Portsmouth Ave. in front of Shaw's.

Mr. Barnes stated that he has ongoing projects at 4 Herring Way, the duplex at 16-18 Cortland Ave. and 16 Lovell Road. Mr. Daley stated that regarding the Willow Pond subdivision, there is a fire suppression pond as part of the entire subdivision project and we are in the final stages with the developer to decide who is going to maintain that pond.

Assessing: Town Assessor Andrea Lewy presented an elderly exemption to the Board for their review. Mr. Canada moved to approve the elderly exemption for Barbara Roberts as recommended by Ms. Lewy. Mr. Copeland seconded the motion, which passed unanimously.

Ms. Lewy then presented three Veteran Credit applications to the Board. After review and comment by the Board, Mr. Federico moved to approve the application for Richard Henderson. Mr. Copeland seconded the motion, which passed unanimously. Mr. Copeland moved to approve the application for Patricia Knox. Mr. Canada seconded the motion, which passed unanimously. Mr. Copeland moved to deny the application for Kelly Philbrick. Mr. Federico seconded the motion, which passed unanimously.

Planning: Town Planner Lincoln Daley was present to discuss his department's activities with the Board.

Mr. Daley stated that on January 5, 2011, the Planning Board approved the 3,000 square foot Optima Bank & Trust. This is part of the new overall Shaw's site plan and was constructed on one of the two existing front pads in front of the Shaw's facility. The last remaining issue is the final resolution of the landscaping design, which is currently being beefed up to accommodate the Planning Board's request and also be compliant with the new Gateway Zoning Ordinance.

Mr. Daley stated that on January 19, 2011, Whitney & Company went before the Planning Board for a Yield Plan. They are proposing 14 lots at 32 Bunker Hill Ave. The application was reviewed and it was determined that 13 of the 14 lots were buildable lots and the project was granted preliminary approval. The next step in the process is for the applicant to submit a formalized open space cluster subdivision plan and then ask for any density bonuses and other requirements or waivers from the Planning Board. The first version of this application is expected mid-February to early March.

Mr. Daley stated that Lindt & Sprungli is proposing a new 30,000 square foot facility as part of their corporate offices. There were some differences of opinion as far as architectural style of the building itself and it was decided to change the proposed curve of the building. The Planning Board expects to see that formal application some time in February or March of 2011.

He stated the Planning Board concluded their public hearings regarding eight Warrant Articles for this year.

Mr. Daley stated that at 166 Portsmouth Ave., Mr. McLaughlin is looking to change the designation from Residential Agricultural to Town Center. The Planning Board does support this. The McLaughlin's are also before the ZBA for two applications. The first one is a clarification on their original variance granted in 1980 to define the scope and intent of that initial variance. The second one is a new variance application requesting the change of use, allowing a single tenant office use within the Residential Agricultural zone. These will not be needed if the zoning change is passed by voters.

Mr. Daley stated the Town Center Area Plan is looking for adoption by the Planning Board some time before Town Meeting. The draft will be presented to the Town Center Committee this week for their review and then submitted to the Planning Board for formal adoption.

The Economic Development Committee continues their efforts in trying to organize focus group sessions. Mr. Daley was tasked with organizing the focus group sessions and trying to find an inexpensive but effective option for a group or individual to help the Town facilitate those sessions. These sessions will involve property and business owners in one group and a second group for residents to explore the needs and services we are looking for in Town.

The Municipal Software Evaluation Committee should have a recommendation in time for the Budget meetings.

Mr. Canada stated there had been discussion about a tutorial for the Zoning Board of Adjustment on what legally constitutes a hardship for purposes of granting a variance. Mr. Daley said he has discussed that with Mr. Deschaine and Abby Sykas. The Town can offer one or two tutorial

sessions to the Planning Board and Zoning Board. Mr. Canada stated it is a tough subject and some guidance would be beneficial. Mr. Daley will make the arrangements.

The group then discussed which Town employees should have cell phones or Smartphones and the various options available. It was agreed that employees determined to need a phone or smartphone will be expected to buy their own and be granted a stipend as compensation. Employees receiving a stipend will be required to furnish proof that they have an ongoing service plan for the device. Mr. Deschaine presented a spreadsheet outlining the reimbursement plan (see attached). After review and discussion, it was decided that Mr. Deschaine would remove retirement from the reimbursement formula, change the Assessing Assistant to a regular phone, and add a Smartphone for the Detective Sergeant. Ms. Lewy will keep a log over the next few months on when a Smartphone would be necessary for the Assessing Assistant and then present that log to the Board at a future date.

SECRETARY'S REPORT: Mr. Canada moved to approve the amended minutes for 01/10/11. Mr. Copeland seconded the motion, which passed unanimously.

CHAIRMAN'S REPORT: Mr. Canada announced that the filing period for local offices ends on January 28, 2011. He also stated that February 1, 2011 is the last day to submit petition warrant articles for the 2011 Town Warrant.

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:

Jaime Kotkowski requested the use of the Park on May 21, 2011 for a birthday party. The request was approved.

Emily Yergeau requested the use of the Park on May 28, 2011 for a family gathering. The request was approved.

Deb Chasse requested the use of the Park on June 18, 2011 for a Collie Rescue Annual Picnic. The request was approved with the understanding they will follow regular Park rules for animals.

Denise Jules requested the use of the Municipal Center on June 25, 2011 for a Bat Mitzvah. The request was approved.

Emily Baker requested the use of the Park on July 9, 2011 for a Family Reunion. The Board agreed they would like more information as far as a local connection. The request is pending.

Roy Hume requested the use of the Park on July 14, 2011 for their annual General Electric Retirees Lobster Bake. The request was approved.

Nanette Bowley requested the use of the Park on July 30, 2011 for a Family Reunion. The request was approved.

Jeffrey Kimball requested the use of the Park on July 30, 2011 for a Family Reunion. The request was approved.

Robert Chapman requested the use of the Park on July 31, 2011 for a Family Reunion. The request was approved.

Heidi Roy has requested the use of the Park on August 13, 2011 for the National MS Society Bike Ride. The Board agreed they would like more information on the event and also forward to the Police Chief for his review. The request is pending.

Les Carbonneau requested the use of the Park on August 14, 2011 for a Family Reunion. The request was approved.

Susan Wellhofer requested the use of the Firehouse on September 22, 2011 for the Center of Occupational Health at Exeter Hospital to conduct Department of Transportation Supervisor Training. The Board approved the use and agreed to waive the fee.

Administration:

Mr. Deschaine stated he received a request from the Girl Scout summer camp to once again use the Municipal Center parking lot as a bus stop from July 11th through July 22nd. Mr. Federico moved to approve the request. Mr. Copeland seconded the motion, which passed unanimously.

The group discussed the design mock-ups for the new Municipal Center sign. The Board approved the design and 4" letters for the reader board.

Mr. Deschaine stated that because he needs to meet posting requirements for the public hearing on the 2011 Warrant, he presented a draft document listing the topics to the Board for their review and discussion. Mr. Canada stated the Heritage Commission decided that it would seek two warrant articles. One is to establish a Heritage Capital Reserve Fund with the purpose of buying and selling historic houses and/or historic easements to those houses. The second article they would like is to fund that Capital Reserve Fund (CRF) with \$200,000. Mr. Federico and Mr. Copeland stated they agreed with setting up the fund, but not funding it with \$200,000 at this time. Mr. Deschaine added establishing the CRF on the draft document.

NEW BUSINESS:

At 9:50 pm, Mr. Canada opened the public hearing regarding two new ordinances. The first is the Animal Control Ordinance for Stevens Park (Ordinance #1-2011), and the second is the Animal Control Ordinance for Stratham Public Cemeteries (Ordinance #2-2011). Mr. Copeland moved to read the public notice and to waive the reading of the actual ordinance. Mr. Federico seconded the motion, which passed unanimously. Mr. Deschaine then read the public notice (*see attached*). Mr. Canada closed the public hearing at 9:51 pm. Mr. Canada moved to approve the

two ordinances as presented and move to the second reading on January 31, 2011. Mr. Federico seconded the motion, which passed unanimously.

Mr. Canada stated he made an emergency approval for Highway Agent Fred Hutton to replace a clutch on one of the dump trucks.

Mr. Canada moved to approve the proposal from Kramer Electric to repair the exterior lights at the Police Department. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Copeland stated that there was a legislative proposal regarding Veteran's Tax Credits. The bill would make it so that the credits could be extended to any military personnel, to include anyone who served, even if it was just for one day, and at any time rather than just defined periods of conflict. Mr. Copeland stated that there were several legislators who spoke against the bill and said it would be too costly for the towns if it was opened to every veteran. The Board agreed that this is not something that they would endorse and asked Mr. Copeland to convey the Town's sentiment in his role as a State Legislator.

Mr. Canada reminded Mr. Deschaine that the Board wanted employee compensation spreadsheets by March 1.

At 9:57 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 10:30 pm, Mr. Federico 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.

MEMORIUM: Mr. Federico stated he would like to remember Julius "Skip" Sarosiek, who has been a member of the Stratham Fire Department since 2002, who passed away last week at the age of 59, leaving behind a wife and two daughters. The Board had a moment of silence in his memory.

At 10:32 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