

MINUTES OF THE APRIL 18, 2011 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 to the meeting.

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

TREASURER'S REPORT: Kevin Peck reported that he had \$2,023,338.92 in the general checking account.

DEPARTMENT REPORTS:

Building Inspection/Code Enforcement: Building Inspector/CEO Terry Barnes was present at the meeting to discuss his Department's activities. Mr. Barnes attended a meeting last week to inspect the ceilings at Bauer Hockey. There is approximately 50% still open; they are still working on the wiring, the mechanicals, and the site work. They should have their Certificate of Occupancy by May 1st.

Mr. Barnes updated the Board on the current status of ongoing building inspections/issues.

Planning: Town Planner Lincoln Daley was present at the meeting. He stated the Rockingham County Conservation District (RCCD) is implementing a revised rate schedule and also looking to update their administrative process for invoicing. RCCD is encouraging municipalities that regularly utilize their technical review services to adopt their Direct Payment Method as a way to streamline payment and scheduling. This payment method, which is targeted to come online May 1, 2011, will utilize an online form for service requests and will allow payments to be made directly to RCCD by project applicants on behalf of the municipalities. Currently most towns utilize an escrow payment system that requires all money flow through the municipality. Under either payment method, RCCD will be working directly for the towns as their agent. He stated this is similar to what they have done in the past with test pit information and septic analysis. Mr. Daley stated he feels this is a much more efficient way and could not see any negatives. He stated they are looking for the Board's endorsement on this policy so the Town can implement it. Mr. Canada moved to adopt the direct payment method for online technical service requests from the RCCD. Mr. Copeland seconded the motion, which passed unanimously.

Bruno Federico arrived at the meeting at 7:50 pm.

Mr. Daley reported that Makris Real Estate Development LLC and T. F. Moran came before the Planning Board on April 6th regarding a lot line adjustment. That was approved. It was basically to rectify the ongoing litigation between the two parties and also to resolve the issue regarding the creation of a 60 foot right-of-way for the possible construction of a subdivision roadway.

The next application was from Lindt Chocolate, which was a site plan review to move the attached 2,000 square foot retail portion of one facility and then constructing a 37,000 square foot office building. This application was approved.

Mr. Daley stated that at this week's Planning Board meeting, they will be discussing possible modifications to the bonding process for site plan regulations. They are looking to provide a more detailed explanation to what bonds can be applied for and what they can be applied to.

On May 4th, the Planning Board will hold a workshop with the newly formed Technical Review Committee for the Gateway District. The purpose of this is to go through a mock application from beginning to end to understand the process involved with the new Gateway zoning.

Mr. Daley stated that the Economic Development Committee (EDC) is in the process of organizing focus groups and also continuing their efforts on business retention and outreach. Mr. Daley has been in contact with the people that facilitate the ongoing focus group sessions and they are finalizing that this week.

Mr. Daley stated that the Software Committee has been working with Avitar on the software integration. Avitar will most likely be the company chosen based on its familiarity with the Town, integration with existing software and data, and also from a financial aspect. They are working on creating a contract along with a description of final services. He stated the Avitar system will have to be updated to accommodate planning related services and permit tracking. Mr. Daley hopes to get the contract to the Board of Selectmen by mid-May, and have a version up and running by July of this year.

Mr. Canada expressed a concern about the size of the parcel behind the existing softball field behind the Municipal Center. There is a possible road that will go back there and he wanted to make sure that it is big enough for a softball field. Parks & Recreation Director Seth Hickey was present at the meeting and will measure the area.

Mr. Deschaine asked Mr. Daley to prepare the redraft of the EDC chapter to reflect the change for the selection of the Chair for the Board's approval.

NEW BUSINESS:

Attorney Michael Donahue, Alexis Makris from Makris Development, and Engineer Dan Sweeney from T. F. Moran were present at the meeting to discuss possible improvements associated with the development of property at 32 Bunker Hill Ave. Mr. Donahue stated that as far as whether or not they could take advantage of the 50 foot grandfathered requirement for road width, they took that piece out of the equation by establishing a 60 feet wide area instead. They did this with a lot line adjustment with an abutter. He stated they have gone through a detailed process with the Planning Board to establish the yield plan. The reason they are pursuing this is because they believe this property is an ideal property for open space development. However, to proceed in that manner, it is necessary to show that you can have a typical grid development with a certain base line of lots. Mr. Donahue showed the Board a conceptual open space plan that they developed through working on a technical review basis with Mr. Daley, Mr. Barnes, Mr. Hutton and with some input from the Chair of the Conservation Commission. He stated they are going to go to the Conservation Commission on April 27th to review this as well.

Mr. Donahue stated that they have taken essentially the path of what was on the yield plan and turned it into two unique neighborhoods that are joined by open space. The plan is to remove a home from right along Bunker Hill Ave., and put in a garden facility for the neighborhood. Mr. Canada explained to the group where the new water tank is going to go. Mr. Donahue stated that is something they will take into consideration in terms of the design and the easement issue. Mr. Deschaine stated they could authorize Mr. Sweeney to speak with the Town Engineer, Rick Davee, from Wright Pierce, to discuss this matter. Regarding Mr. Canada's concerns about room for a new ball field, Mr. Donahue stated that the roadway is entirely on their property as it passes the Town property and will not reduce space for a ball field currently available. Mr. Daley stated that it appears that a lot of discussions need to happen with the property owners along the proposed Gateway road system headed south from Town Hall to understand how far they would be willing to work with the Town on as far as constructing a possible road across their properties. Mr. Deschaine pointed out that all these existing properties have connecting access easements that could be traded for these easements. Mr. Donahue also wanted to talk about what could be done about the entrance. Mr. Donahue stated that immediately off the west access point at Bunker Hill Avenue would be a lot better if it didn't follow the historic reservation by the Foss family of this 60 foot path. He stated they are interested in working with the Town in trying to look at whether straightening the right-of-way there would be achievable. Mr. Deschaine asked if the cuts were less severe with this alignment. Mr. Sweeney stated he has not run any analysis on that at this point. Mr. Deschaine stated that in looking in relation to the roadway bed as it relates to the softball field and the proposed softball field, depending on what that cut is, it may or may not be desirable to have a parking area in there. Mr. Donahue stated this was another issue they were hoping to discuss. Mr. Donahue stated he just wanted the Board to authorize Town staff to keep working with them. Mr. Canada stated that would not be a problem. The Board thanked the group for their time and presentation.

Parks & Recreation: Director Seth Hickey was present at the meeting to discuss at length the umpire/referee reimbursement policy. Mr. Canada stated that the Town requires accountability on this matter and the way to do that is to have some sort of paper trail. Mr. Hickey stated that the way baseball has done it in the past is each coach was provided with a receipt book to record the amount the official was paid and then the official would sign for receiving those funds. The funds would be recorded and then reconciled. Mr. Hickey feels the idea of using the carbon copy receipt book is easy enough and could be provided to each of the four coaches that would be distributing funds to officials. Baseball Board member Brad Russ was present at the meeting and stated that they do know the number of officials ahead of time. Mr. Russ stated they give the coordinator a check at the beginning of the season and then the coordinator distributes the money to the coaches. Recreation Commission member and Town Treasurer Kevin Peck was present at the meeting. He stated that for the youth soccer program they have done the same thing. Mr. Peck is doubtful that there is any official that makes enough money that they need an IRS 1099 informational form from the Town of Stratham because typically it is not the same official every game. From a Treasurer's standpoint, he stated he would like to see a schedule, a rate sheet, a calculation and then an end of season reconciliation and that would cover us from a Town perspective in that we have the controls in place saying what is going out. All agreed the best way would be to use the receipt system with legible names and signatures on those receipts. Mr. Canada moved to authorize the Recreation Department to pay officials in cash at the time of the game provided they get a signed and legible receipt from each recipient each time, and to have

the Treasurer work with the Recreation Department to reconcile money spent and money received at least once every season. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Russ extended an invitation to the Board for Opening Day on May 7, 2011 at 12:00 pm at Stratham Hill Park. He also thanked the Board, the Town Administrator and Mr. Hickey for everything they have done to make that new field possible.

Mr. Russ stated that he will be moving forward with the purchase of batting cages. The area has been prepared and they have the funding so that will be a nice resource.

Mr. Russ inquired as to if there was a plan for the installation of a gate for the dirt road going into the Babe Ruth Field. He stated there are always cars parked along there. Mr. Deschaine stated they will be discussing that on Wednesday.

Mr. Hickey stated that interviews were conducted for the new part time Park Assistant job.

At 9:35 pm, Mr. Copeland moved to go into non-public session to discuss a personnel issue. Mr. Canada seconded the motion, which passed unanimously.

At 9:47 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hickey stated that they are still dealing with some issues at the Babe Ruth Field with the irrigation system that was installed by Aqua Tech last fall. There is a significant trench that has appeared as the dirt has settled. Mr. Hickey has been in touch with them and they will take care of any issues and at the same time turn on the water. The trench is on the outside of the fence so the kids will not get hurt while playing.

Mr. Hickey stated they have extended the closure date of the soccer fields. Mr. Hickey consulted with Hillside Landscaping and, as of this date, it has been too cold at night for the grass to be able to repair itself when damage occurs. They have made an opening in the snow fence so there is still a barrier there, but access can still be gained to the playground.

Mr. Hickey stated that he has received three quotes regarding the irrigation at Stevens Softball Field. They are from Hillside Landscaping, Aqua Tech, and The Greenskeeper. Mr. Canada moved to allow Mr. Hickey to spend \$6,672 to have Hillside Landscaping install irrigation at the Stevens Softball Field. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hickey stated that regarding the vacuum that we have currently been using at Stratham Hill Park for lawn clippings and leaf clean up, it was decided to opt for a lighter and more efficient way of collecting that debris. Park Ranger Kim Woods met with 179 Seacoast, Hayden Equipment and an internet company The Cyclone Rake. Her recommendation is to use the Cyclone Rake because it is a lighter piece of equipment, everything is completely replaceable, and it is collapsible. Mr. Copeland moved to purchase The Cyclone Rake for \$2,737. Mr. Canada seconded the motion, which passed unanimously.

Mr. Hickey stated he received a quote back from Public Utilities Maintenance, Inc. for painting the fire tower. Mr. Copeland pointed out that the roof does not need to be done since that was done recently. Mr. Hickey will talk with the company to inquire about possibly lowering the price since the roof does not need to be done. Mr. Copeland moved to have Public Utilities Maintenance, Inc. paint the tower at a cost not to exceed \$11,800. Mr. Canada seconded the motion, which passed unanimously.

Mr. Hickey stated that the Ranger residence at the Stratham Hill Park is going to be vacated as of the end of this month. He stated he has reservations about renting it out since it is positioned in the middle of the Park, it would be viewed as being the Ranger or a Town employee. Also, another concern is putting a tenant in there with the amount of maintenance issues that the structure currently has. Mr. Canada pointed out that the Board decided last week to have a real estate broker look at it and decide on a price for rent. After some discussion, the Board agreed they still want to rent out the residence. The Board also agreed that heat will need to be installed since the pellet stove will no longer be there. Mr. Canada stated that we can hold off on the window repair right now and will have to go over-budget for the heat installation. Mr. Deschaine pointed out that since the residence is on Park grounds, it would be eligible for the Revolving Recreation Fund and/or assistance from the Park Association. Mr. Canada stated it needs to be specified in the lease that the tenant is to monitor the Park and contribute to maintaining the building as has been the practice. Mr. Canada asked Mr. Hickey to look into getting quotes on both a gas heater and an electric heater.

Mr. Hickey reported that the backstop is complete at Stevens Park.

He also stated that there are four sponsors on the dog clean up bags and one sponsor to purchase all of the stations themselves at Stratham Hill Park.

Mr. Hickey stated that a new mower has been purchased. Ms. Woods has been using it at the Park for the past couple of weeks.

Mr. Hickey stated that regarding barriers at Stevens Field, it might be best to wait until after he has a meeting on Wednesday regarding that area. He had gotten pricing for a barrier at the end of the parking lot at one point, which was around \$3,000. The group agreed to wait until after their meeting on Wednesday.

Mr. Hickey stated that on Wednesday morning, he and Ms. Woods will be meeting with a representative from Primex to inspect the playgrounds in Town. This is just a safety compliance check to make sure things are where they should be.

Mr. Hickey then reported on participant numbers. Baseball and softball are still increasing everyday. The Egg Hunt had a great turnout with approximately 250 people attending.

The group then discussed proposals for repairs at the Gifford House. Crow Construction originally proposed \$1,040 for installing mesh on the chimney openings to prevent squirrels from entering the house. If Ms. Woods could assist, the cost would be lowered to \$520. Mr. Canada

moved to accept the proposal from Crow Construction for \$520. Mr. Copeland seconded the motion, which passed unanimously. There are two quotes for the roofing; Crow Construction proposed \$12,600 and Murphy's proposed \$11,895. Dan Crow from Crow Construction feels that since there is no evidence of leaking, the current roof could last another year. Mr. Canada recommended putting \$12,000 in the budget for next year for the roof; all agreed. Crow Construction proposed \$4,160 to repair the damage from squirrels, spray foam rodent access points inside the attic, and repair some sill damage in the back. Mr. Deschaine stated the Gifford House has a current budget of \$7,416. Mr. Canada moved to spend \$4,160 plus the cost of materials to repair the Gifford House as proposed by Crow Construction. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada stated they received a request from Mr. Demers to use Stevens Park for lacrosse. He asked who sets the rates, establishes discounts, approves out of town use, and approves any non-Recreation Department use. Mr. Hickey stated the rates were set prior to his arrival. He was under the impression that the rates were set by the Recreation Commission. There is a Facility Use Request form that has rates listed on it. No one is sure who exactly established those rates. Mr. Deschaine stated that previous Boards of Selectmen had basically delegated the management of Stevens Field to the Recreation Commission. As far as the discount rates, Mr. Hickey stated that at some point, someone determined there was a 30% Stratham youth participation in soccer and lacrosse activities which take place at Stevens but are organized by non-Stratham groups. As far as the actual field use, Mr. Hickey is taking charge of the negotiating with people and getting some income out of it.

Mr. Canada commented that last summer they had a very successful soccer camp, but a lot of the participants were not Stratham kids. As far as income for something like that, Mr. Hickey stated that for this year, all of that has already been negotiated and people have already registered for it. Mr. Hickey was not involved in that process because the Soccer Board solicits that camp to come in. Mr. Deschaine advised Mr. Hickey that he should have this year's contract between the Town of Stratham and Challenger Soccer. Mr. Hickey stated that now that this has been brought to his attention, he will provide the Board with the information for their review. Mr. Canada would like to see what, if anything, the Town of Stratham is getting out of this and also the registration numbers as far as how many kids total and what number of that is Stratham kids.

SECRETARY'S REPORT: Mr. Canada moved to accept the amended minutes for 4/11/11. Mr. Copeland seconded the motion, which passed unanimously.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

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

Catherine Sherman from York Schools requested the use of the Park on June 17, 2011 for a student lunch. Mr. Canada moved to allow the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Carol Murray from Cub Scouts Pack 322 requested the use of the Park on June 25, 2011 for a picnic/barbecue. Mr. Copeland moved to allow the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Dileep Kolli requested the use of the Municipal Center on May 7, 2011 for a birthday party. The request was approved.

Dan Odom from the Hampton Falls First Baptist Church requested the use of the Park on June 26, 2011 for a picnic. The request was approved.

Kranthi Kantipudi requested the use of the Municipal Center on May 1, 2011 for a cultural event. The request was approved.

Katelyn Stewart requested the use of the Park on June 26, 2011 for a birthday party. The request was approved.

Anne Phinney requested the use of the Park on July 31, 2011 for a birthday party. The request was approved.

OLD BUSINESS:

The group then discussed appointments for 2011 to various boards/committees/commissions.

Conservation Commission: Mr. Copeland moved to reappoint Pat Elwell, Bob Keating, and Dan McAuliffe for three year terms. Mr. Canada seconded the motion, which passed unanimously.

Board of Adjustment: Mr. Canada moved to reappoint Kirk Scamman for a three year term as a regular member, and Michael Smith for a three year term as an alternate member. Mr. Copeland seconded the motion, which passed unanimously.

Recreation Commission: Mr. Canada moved to reappoint Tracy-Lynn Abbott, Jennifer Roberts and Kevin Peck for three year terms as regular members. Mr. Copeland seconded the motion, which passed unanimously.

Heritage Commission: Mr. Canada moved to reappoint Nancy Hansen for a three year term as a regular member, and Nathan Merrill for a three year term as an alternate member.

Public Works Commission: Mr. Canada moved to reappoint Michael Girard to a three year term as a regular member, and James Moran to a three year term as an alternate member. Mr. Copeland seconded the motion, which passed unanimously.

Ad-Hoc Bond Subcommittee: Mr. Canada moved to reappoint Roger Stephenson, Laura Lee, Edie Barker, and Tammy Hathaway to one year terms. Mr. Copeland seconded the motion, which passed unanimously.

At 11:15 pm, Mr. Canada moved to go into non-public session to discuss a personnel issue. Mr. Copeland seconded the motion, which passed unanimously.

At 11:35 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

Planning Board: Mr. Canada moved to appoint Janet Johnson to a two year term as an alternate member and Mary Jane Werner to one year term as an alternate member, and to appoint Michael Houghton and Robert Baskerville to three year terms as regular members. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the appointment of an Employee Health Insurance Study Committee. The group agreed to wait to make the appointments until they get some additional input. Mr. Deschaine will contact Officer Mike Gobbi to see if he would have an interest since he is the Police Association President.

Mr. Canada inquired as to the grant for installing insulation and new windows at the Municipal Center. Mr. Deschaine stated that he had spoken with Town Planner Lincoln Daley and they agreed to simplify the Request for Proposal (RFP) that we had. Mr. Daley had some changes and will be forwarding them to Mr. Deschaine.

Mr. Canada is going to adjust the sign at the Fire Department so it is always on and the switch will be inside the building.

At 11:46 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

NOTE: There will be no meeting on April 25th due to vacation schedules.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul R. Deschaine
Town Administrator