

## **MINUTES OF THE AUGUST 8, 2011 BOARD OF SELECTMEN'S SPECIAL MEETING**

**MEMBERS PRESENT:** Chairman David Canada, Selectman Tim Copeland, and Town Administrator Paul Deschaine. Selectman Bruno Federico was absent.

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

**TREASURER'S REPORT:** Kevin Peck reported that he had \$6,051,666.02 in the general checking account.

At 7:36 pm, Mr. Canada moved to go into non-public session to discuss a non-public matter. Mr. Copeland seconded the motion, which passed unanimously.

At 7:40 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.

**SECRETARY'S REPORT:** Mr. Canada moved to accept the amended non-public minutes for 7/25/11 and to continue to seal the minutes based on the matters discussed. Mr. Copeland seconded the motion, which passed unanimously. Mr. Canada moved to accept the amended minutes for 08/01/11. Mr. Copeland seconded the motion, which passed unanimously.

**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:

Lynn Griffin requested the use of the Park for a birthday party on September 17, 2011 for a birthday party. The request was approved.

Barbara Dempsey requested the use of the Park on August 21, 2011 for a birthday party. The request was approved.

### **NEW BUSINESS:**

Colleen Lake was present at the meeting to discuss her previous requests concerning her foundation permits and site plan permits. She stated her site plan permits were approved in 2008, which, under the new permit extension law, should be valid for six years. She wanted to make sure her foundation permits can run in conjunction with those. The group agreed that since there was no notice that Ms. Lake would be attending the meeting, they were not prepared to discuss this matter or make any kind of decision. Ms. Lake stated that when she spoke with Town Planner Lincoln Daley, he stated that he would look into why the law would or would not apply to her, but Ms. Lake has not heard anything back as of this date. Ms. Lake stated she has until October of 2011 for her foundation permits. Mr. Canada stated that his hope is to accommodate her request, but the Board will need more information. Mr. Canada and Mr. Deschaine will meet with Mr. Daley tomorrow.

**DEPARTMENT REPORTS:**

Police Department: Chief John Scippa was present at the meeting to discuss his Department's activities. He stated that he received a letter from Rye Fire Chief Skip Sullivan proposing that all users of the Rye antenna consider entering into a joint municipal fund. Each town would contribute up to \$1,000 in 2012 in order to establish a revolving fund to help maintain the Rye Tower. Mr. Scippa stated he presented this letter to the Board for informational purposes only since Stratham is looking at its own tower in the near future and Rockingham will be maintaining it.

Mr. Scippa stated that there was a problem with the generator alarm sounding at the Police Department recently. He had a generator service come out to look at it and they found that the engine cooling water pump was leaking and they recommended the pump be replaced. The cost is estimated to be \$989.44. Mr. Copeland moved to allow Chief Scippa to have the generator repaired at a cost of \$989.44 and to utilize funds from the Police Detail Revolving Account. Mr. Canada seconded the motion, which passed unanimously.

Mr. Canada stated he would like to get a better feel for what goes in and out of the Police Detail Revolving Account on average. Mr. Scippa stated that he would make plans to sit down with Bookkeeper Valerie Kemp next week to discuss exactly how the fund operates or how she runs it.

Mr. Scippa stated that regarding the damage that was done to Butterfield Lane from a logging truck, the Police Department has looked into this and was able to make contact with the business owner responsible. Initially, this individual was ready to present insurance information through his business so we could work towards repairing the road. Since that time, numerous attempts have been made to contact this individual when the estimate for the road repair was received with no luck. Mr. Scippa stated he would have Sgt. Pierce go to this person's place of business in Rochester and attempt contact this week.

The Board agreed to meet with the Highway Department employees on August 25<sup>th</sup> at 2:00 pm and the Police Department employees at 3:00 pm.

Mr. Scippa updated the Board on the old police vehicles posted for sale on propertyroom.com. He stated that last he knew, they were in the process of scheduling the pick-ups. One vehicle is here and one was left in Massachusetts from when the new cruiser was picked up. The group discussed the pros and cons on all-wheel drive police vehicles.

**ADMINISTRATION:**

Mr. Deschaine updated the Board on the Doe Run Lane paper street status. He has reached out to the property owners to inform them of what the Town's engineer had suggested. He is not sure if they had already engaged the services of a surveyor, but if not, he recommended they contact Jones & Beach. He has not heard back from the property owners as of this time.

Mr. Deschaine stated that regarding the dedication plaques, he is still waiting to hear back from Mike Keane to see if he heard anything from the manufacturer. He will follow up on this matter.

Mr. Deschaine presented the Board with a revision of the Town employment application. The group discussed the area on the application regarding the applicant's criminal history. Mr. Copeland would like to add, "Have you ever been arrested for a serious crime?" and "Has your license ever been suspended"? Mr. Deschaine expressed apprehension on the "arrested" wording. Mr. Canada moved to adopt the employment application with the above amendments for all Town employees with the exception of the Police Department. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated that he has checked the references on the two selected companies that were approved last week to do the window replacement and insulation work at the Municipal Center. The references were glowing and as a result, Mr. Deschaine has spoken with the companies to schedule the work. In fact, the insulation work is scheduled to begin in the Library starting tomorrow. Mr. Deschaine will update the Board on the progress on September 19<sup>th</sup>.

Mr. Deschaine stated he had received an estimate for the cost of ordering the Town flags. The cost for one 3' x 5' flag is \$118, 3-5 flags would be \$100.30 each, and 6-11 flags would be \$88.50 each. He stated that the Patriotic Purposes budget is already overspent by \$482.00. The Board agreed to revisit this matter at budget time.

Mr. Deschaine presented the latest draft of the Memo of Understanding regarding the Greater Exeter Regional Public Health Network. There is a meeting scheduled for August 16<sup>th</sup> with the coordinator of that network to take an inventory of what our site looks like and what amenities are available to assist them. They would like to execute the agreement at that time. Mr. Copeland moved to authorize the Chair to execute the agreement. Mr. Canada seconded the motion, which passed unanimously.

There was general discussion about a possible recognition event for Don Andolina, who worked for the Town for many years as an on-call Police Officer and IT consultant. The Board agreed that some sort of recognition would be appropriate and will give it some thought and discuss further next week.

The group next discussed the Stratham Fair Committee and the process of appointing a Chair and then the Chair nominating members to the Selectmen, who also appoint the members. Mr. Deschaine handed out drafts of the Committee protocol and trust documents. The group discussed at length redrafts to those documents. Mr. Deschaine stated that the Fire Department would review the documents and report back to the Selectmen by September 1<sup>st</sup> as to whom they are nominating to be on the committee. The Selectmen will then have the opportunity to act upon that by September 15<sup>th</sup>. There was also some discussion as far as the Fire Department's authority to disperse funds raised as they see fit. The Board agreed that if Town Counsel and the Fire Department are okay with the changes, then the Board is okay with them as well. Mr. Deschaine will send the document electronically to the Board and also update the Board on this matter on August 29<sup>th</sup>.

#### **OLD BUSINESS:**

The schedule for the Selectmen to meet with Town employees is as follows:

Town Hall:	August 15 <sup>th</sup> at 1:30 pm
Library:	August 15 <sup>th</sup> at 3:00 pm
Police Department:	August 25 <sup>th</sup> at 3:00 pm
Highway Department:	August 25 <sup>th</sup> at 2:00 pm

The group then discussed the over-seeding at the Fire Department. The Board agreed that the lawn looks terrible and having the Board's authorization, Mr. Canada will speak with the Highway Department and Ms. Woods and convey specifically what needs to be done there.

Mr. Canada asked if Seth Hickey was able to negotiate with the maintenance people on the painting of the Fire Tower. Mr. Deschaine has not heard anything yet.

Mr. Canada reported that the mold remediation work at the Historical Society has been completed. It was re-tested today and the results should be back tomorrow. Mr. Canada suggested to the Historical Society that they decide what they want to store there and get a couple of proposals to bring to the Budget Committee in January.

At 9:23 pm, Mr. Canada moved to go into non-public session to discuss a negotiation issue. Mr. Copeland seconded the motion, which passed unanimously.

At 9:31 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.

At 9:32 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella  
Executive Assistant

Paul R. Deschaine  
Town Administrator