

## **MINUTES OF THE OCTOBER 24, 2011 BOARD OF SELECTMEN'S MEETING**

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

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

### **NEW BUSINESS:**

William Howell was present at the meeting to introduce himself to the Board. Mr. Howell has requested to serve on the Economic Development Committee (EDC). He stated he recently completed the Leadership Seacoast program. He also stated he met with Town Planner Lincoln Daley and they went over plans associated with the Town and he was very interested and wanted to get involved somehow. He stated that when they lived in Maine, he was a member of the Finance Committee for the Lewiston-Auburn Economic Growth Council. Mr. Copeland moved to appoint Mr. Howell to the EDC as a regular member and thanked him for getting involved. Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine stated that he contacted David Sandmann and he has expressed an interest in serving on the COAST Committee. Mr. Copeland moved to appoint David Sandmann to the COAST Committee. Mr. Canada seconded the motion, which passed unanimously.

Dan Sullivan and John Hopping were present at the meeting to discuss pricing for a garage to be built at the baseball field at Stevens Field. The estimates are from Middleton Building Supply for \$18,766 and S.P. Rankin in Epping for \$18,100 for the building and concrete slab. Mr. Sullivan presented plans to the Board for their review. Mr. Hopping stated the goal is to have this up and running for the winter. Mr. Sullivan reported that the Baseball Board currently has \$23,000. This project would not require money from the Town. Mr. Copeland requested to have the Highway Department assist in trenching with one of their vehicles for the electrical service. Mr. Copeland moved to approve the structure as presented to be paid for by funds raised by the Baseball Committee that is in the Recreation Revolving Fund, and waive all permit fees in connection with that structure and electrical service. Mr. Federico seconded the motion, which passed unanimously.

The same group then went on to discuss the acceptance of a donation from the Exeter Area New Car Dealers Association of up to \$5,000 for the purchase of a new scoreboard at the Stevens Park Babe Ruth Field. Mr. Copeland moved to accept with gratitude the \$4,999.82 donation from the Exeter Area New Car Dealers Association for the purchase of a scoreboard to be placed at Stevens Park Babe Ruth Field. Mr. Federico seconded the motion, which passed unanimously.

**TREASURER'S REPORT:** Kevin Peck reported that he had \$2,588,333.51 in the general checking account.

**SECRETARY'S REPORT:** Mr. Canada moved to accept the amended public minutes for the 10/3/11 special meeting, the 10/3/11 regular meeting, and the 10/14/11 special meeting. Mr. Copeland seconded the motion, which passed unanimously.

**DEPARTMENT REPORTS:**

Assessing: Assessor Andrea Lewy was present at the meeting to discuss her Department's activities. Ms. Lewy reported that House Bill 514 is going into Executive Session tomorrow and if it passes, costs in the Assessing office will go up for sending out letters to 800 property owners. The letters would request verbal permission from the property owner for the Town to go on their property and if they do not respond, then it would be deemed denied. This will also affect the "Right to Know" Law because the information from the Assessor's office will now become non-public unless the property owner gives specific authorization to release the information. This Bill is not just for assessing. Ms. Lewy just wanted to make the Board aware of this because she may be asking for more money in her budget to cover some of the new costs.

The group then discussed the assessing of telephone poles in right of ways. Ms. Lewy stated that she has spoken with area assessors and they have been doing it different ways right now since they have not been given a formula or any guidance on how to proceed with the assessments. At this point, Ms. Lewy would like to amend the MS-1 and will have more information tomorrow on how to go about doing that.

Mr. Deschaine stated that as part of the court case that is pending with Soft Draw, the Town has made certain discoverable requests as to their income and financial information in order to assess it on that basis. In response, they have stated they are willing to provide those, but have extreme concerns about the level of confidentiality of this proprietary information and have proposed a confidentiality agreement. Town Counsel has reviewed it and made some minor modifications. The Board did not share the same concern and agreed not to sign the agreement.

Mr. Canada stated that he would like to have Ms. Lewy part of future discussions on the overlay, particularly with the new telephone pole assessments. Ms. Lewy will be prepared to discuss the overlay with the Board at a future meeting in November.

**OLD BUSINESS:**

Mr. Canada then opened the public hearing and second reading of proposed Ordinances 1-2011 and 2-2011 regarding parking regulations. There were no members of the public present so Mr. Canada closed the public hearing. Mr. Copeland moved to adopt the Parking Regulations, Ordinance 1-2011 (to be coded as Chapter 1-09). Mr. Canada seconded the motion, which passed unanimously. Mr. Copeland moved to adopt the Parking Regulations During Winter Maintenance, Ordinance 2-2011 (to be coded as Chapter 1-10). Mr. Canada seconded the motion, which passed 2-1.

Police Chief John Scippa was present at the meeting and updated the Board on the Memo of Understanding (MOU) with the State Police for use of the antenna on Stratham Hill. He stated that the State Police are concerned with the amendment dealing with the third party communication that goes on the tower and sent back another draft. The latest MOU basically says that if there is a problem with anything on the tower, all the parties will work together to try and resolve it. The Board agreed that it is necessary to have something in the MOU to protect

the Town of Stratham. Mr. Canada expressed a concern with the MOU from the County regarding the possibility of the County charging for services. Mr. Deschaine suggested adding language stating that if there is a charge involved, the Town reserves the right to assign a rental fee. The Board agreed they were satisfied that the clause stating the value of the location shall be considered as part of any service based fee structure implemented in the future by the County will protect the Town. Mr. Scippa will forward the proposed MOU to the County Sheriff for his review.

**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:

Dileep Kolli requested the use of the Municipal Center on November 19, 2011 for a birthday party. The request was approved.

**ADMINISTRATION:**

Mr. Deschaine updated the Board on the Office Assistant hiring process. Once all parties have reviewed the resumes, interviews will be scheduled for next week.

Mr. Deschaine stated that he anticipates the removal of the underground storage tank at the Municipal Center to start this week.

The group then discussed quotes received for a replacement pick up truck for the Highway Department. All of the dealerships that quoted stated they could deliver within two weeks. If the Town did not want to go with any of the trucks quoted, then a truck would have to be ordered, which would be at least 14 weeks. The lowest quote was a GMC truck from Holloway for \$41,546. Mr. Federico and Mr. Copeland will look into pricing as well and the Board will make a decision at their next meeting scheduled for tomorrow morning.

Mr. Copeland stated that he was very appreciative that the Highway Department went to Raeder Drive right away and cleaned up the overgrowth at the end of the road by the circle.

Mr. Deschaine stated he would be drafting an email with the budget request deadlines to the Department heads this week.

The group then discussed how the Selectmen could communicate better with the residents and mentioned having some sort of a newsletter and/or an email distribution list. Mr. Canada proposed to have an insert in the upcoming tax bills requesting residents provide the Town with their email address. There was some discussion on doing this or having residents go through the Town website communication process. The Board agreed this was a good idea and Mr. Canada will draft something up for the Board's review and further discussion.

Mr. Canada stated the EDC discussed setting up a Town Center Committee (TCC). The goal for the current TCC was to work on the Master Plan and once that is done, they have completed their mission. A new Town Center Committee would have an ongoing mission to promote and enhance the area to the betterment of the Town at large. The Board will discuss this further at another time.

The group discussed the list of custodial duties and what may be lacking as far as maintenance at Town buildings. Mr. Deschaine stated he does have lists from the Department heads, but has not had a chance to do anything with them.

Mr. Canada asked the Board if they had any interest in possibly setting up a special fund in the event a septic system fails at a Town-owned property. Mr. Deschaine stated it would be a Capital Reserve Fund and recommended it be more generalized to cover things such as a pipe bursting or a problem with a heating system, etc. The Board agreed it would be a good idea and they will work on that for Town Meeting.

Mr. Deschaine will report back to the Board on the water testing at Town properties, specifically the Gifford House and the Foss property.

Mr. Canada reported an on demand water heater would be installed on Wednesday at the Municipal Center as previously discussed.

The Board then reviewed and updated the Board's priority list for the year.

At 9:57 pm, Mr. Canada moved to go into non-public session to discuss a personnel issue and also a matter that could affect the reputation of another, not a member of the Board of Selectmen. Mr. Copeland seconded the motion, which passed unanimously.

At 10:29 pm, Mr. Federico 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 10:29 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