

## **MINUTES OF THE NOVEMBER 21, 2011 BOARD OF SELECTMEN'S MEETING**

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

At 7:00 pm, Mr. Canada opened the meeting and then moved to go into non-public session to discuss a personnel issue. Mr. Copeland seconded the motion, which passed unanimously.

At 7:23 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to nature of the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

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

The Board congratulated the Exeter Blue Hawks on winning the Division I Championship.

**TREASURER'S REPORT:** Kevin Peck reported that he had \$1,292,470.12 in the general checking account.

**CHAIRMAN'S REPORT:** The Board reminded everyone that the Tree Lighting would take place on Sunday, December 4<sup>th</sup>, at 4:30 pm at the Stratham Circle. Parking will be available at Piper's Landing at 142 Portsmouth Ave.

Mr. Deschaine confirmed that there would be no trash pick up on Thanksgiving Day. Thursday's normal pick up will be on Friday and Friday's normal pick up will be on Saturday.

**OLD BUSINESS:** Members of the Health Insurance Study Committee were present to discuss their findings with the Board. The Board cleared up some confusion regarding the 80/20 split as opposed to the 75/25 split that was discussed last week. Mr. Canada clarified with the other Board members that they agree to allow the 80/20 split across the board for next year and the Board will review it again in 2013. Mr. Copeland moved to adopt the plan that the Health Insurance Study Committee presented, which is the Blue Cross Blue Shield Tier 3 plan with an 80/20 split, 20% being the employee's side, across the board. Mr. Federico seconded the motion, which passed unanimously.

### **DEPARTMENT REPORTS:**

Police Department: Chief John Scippa presented the official Memo of Understanding (MOU) with the State Police for continued use of Stratham Hill to the Board for their review and signatures. Mr. Canada moved to accept and sign the MOU as previously discussed. Mr. Copeland seconded the motion, which passed unanimously. Mr. Scippa stated he is still waiting to hear back on the MOU with the County.

Mr. Scippa requested to spend information technology money from his Department's budget. He presented four separate price estimates from Electronic Security Protection: 1) to install audio recording for the booking room and the lobby for \$248; 2) to provide a four channel commercial class DVR, which would replace the existing VCR in the two interview rooms, for \$1,152.75; 3)

to install a motion detecting video camera in the property room for \$259; 4) to install a key pad control system to the property room for \$402. Mr. Copeland moved to allow Mr. Scippa to spend a total of \$2061.75 to Electronic Security Protection for the four items presented. Mr. Federico seconded the motion, which passed unanimously.

Mr. Scippa then requested to take vacation days on November 23<sup>rd</sup> and 25<sup>th</sup>. The Board granted the request.

At 7:54 pm, Mr. Copeland moved to go into non-public session with Mr. Scippa to discuss a personnel issue. Mr. Canada seconded the motion, which passed unanimously.

At 7:59 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 approve the amended minutes from the meeting on 11/14/11. Mr. Federico seconded the motion, which passed unanimously.

**DEPARTMENT REPORTS CONTINUED:**

Planning: Town Planner Lincoln Daley updated the Board on current Planning Board applications.

Mr. Daley reported on the Plan NH Charrette Program that took place on November 4<sup>th</sup> and 5<sup>th</sup>. He stated that it was a productive series and thanked the Board for their participation. He hopes to get the report back early next year.

Mr. Daley presented a draft Charter document for the Town Center Revitalization Committee to the Board for their review. The group discussed the draft and suggested some amendments.

Mr. Daley stated the Rockingham Planning Commission (RPC) received eight responses to the Request for Qualifications (RFQ) sent out regarding the Exeter/Stratham Regional Water and Wastewater Planning study. Mr. Daley is going through those applications now and will be meeting with the RPC tomorrow to discuss them and hopefully, the RPC will be hiring someone fairly soon. Mr. Canada stated he would like to create a Town "team" to include himself, Mr. Daley, Mr. Deschaine, and Mike Girard from the Public Works Commission, if he is willing, to participate in this study.

Mr. Daley updated the Board on the window installation at the Municipal Center. It has been going rather slowly due to the contractor not submitting required paperwork in a timely manner. Mr. Deschaine stated the remaining windows to be installed are arriving at the Municipal Center tomorrow and the contractor will not receive payment until those windows are here. The completion date is set for November 30<sup>th</sup>.

Mr. Daley stated that his report on Offsite Improvement Funds and Performance Bonds and tracking such assessments is still ongoing and will report back to the Board on December 19th.

Mr. Daley said that Planning Board minutes were posted to the website today. There are still several sets of minutes in draft format waiting to go before the Planning Board for their review and adoption, but all minutes through September 7<sup>th</sup> have been approved and posted.

Mr. Canada requested that Mr. Daley budget some money through his Department in the event the results of the RPC study do not come out the way we anticipate. Mr. Daley will draft something to discuss at the Public Works Commission meeting on December 8<sup>th</sup>.

Mr. Canada asked Mr. Daley for an update on the Scamman Road project. Mr. Daley stated it does not require Town Meeting approval at this time because the agreement that has been developed does not anticipate deeding any land owned by, or dedicated to, the Town. He stated the Marshes are going to hire an engineer to design a swale that runs parallel to the Scamman Road extension point and it should end up being a very attractive entranceway.

The group discussed the Doe Run Lane paper street status. Mr. Deschaine stated he has not heard anything from the residents. Mr. Deschaine will confirm if this matter needs to go before Town Meeting for approval and will make contact with the residents.

Building/Code Enforcement: Building Inspector Terry Barnes was present at the meeting, and updated the Board on the current status of ongoing building inspections/issues.

Mr. Barnes also updated the Board on cases that went before the Zoning Board of Adjustment (ZBA).

Mr. Barnes stated he collected approximately 30 signs from roadsides last Friday.

The group discussed a complaint from a resident on Blue Ridge Circle regarding an ongoing problem with a neighbor's residence that is very unsightly. Mr. Barnes had stopped by the residence and spoke with the owner about the complaints received. The resident gave Mr. Barnes a letter saying that he will be working on it. The Board instructed Mr. Barnes to set up a timeline with the resident to clean up his house since this matter has been going on for so long.

**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 December 4, 11 & 18, 2011 for cultural events. The request was approved.

Derrick Hall requested the use of the Firehouse on December 17, 2011 for a holiday gathering. The Board agreed to approve the use and to waive the fee.

Nancy Keane requested the use of the Firehouse on January 14, 2012 for a spaghetti supper fundraiser. Mr. Copeland moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

**ADMINISTRATION:**

Mr. Deschaine stated his review of the 2010 Town audit is complete and ready for the Board's review. He stated that integrating the Fair audit with the Town's is still in line to be done with next year's audit. He stated he did speak with Town counsel regarding the creation of the Trust Fund for the Fair and that will be submitted to the Attorney General's office tomorrow for their comments.

Mr. Deschaine stated he has met several times with a representative from Comcast regarding the cable TV franchise agreement, but there is not much to report on at this time. He will continue to work with them on this and hopes to have something more to report on by January 9<sup>th</sup>.

Mr. Deschaine did contact Dan Crow regarding installing the new plaques at the Fire and Police Departments and he will be doing that shortly.

The group then discussed the tax bill insert. The insert will include such information as important election/meeting dates, special events, email solicitation, and snow ban information.

Mr. Deschaine stated that he is still waiting for a few CIP requests from various departments, but will forward the requests he has received to the Board for their review.

Mr. Canada stated the Board previously agreed to accept sealed bids to purchase the Park Ranger's old pick up truck. Mr. Canada will work on putting the request together.

Mr. Deschaine will follow up with Mr. Scippa on the Hawkers & Peddlers ordinance so that it can be finalized and report back to the Board on December 5<sup>th</sup>.

At 9:58 pm, Mr. Canada moved to go into non-public session to discuss a contractual issue and a matter that could affect the reputation of another not a member of the Board. Mr. Federico seconded the motion, which passed unanimously.

At 10:14 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 10:14 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