

MINUTES OF THE DECEMBER 12, 2011 BOARD OF SELECTMEN'S MEETING

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

At 7:31 pm, the Chair opened the general meeting of the Board of Selectmen.

SECRETARY'S REPORT: Mr. Copeland moved to approve the amended minutes from the meeting on 12/05/11. Mr. Federico seconded the motion, which passed unanimously.

TREASURER'S REPORT: Kevin Peck reported that he had \$1,237,554.31 in the general checking account.

DEPARTMENT REPORTS:

Town Clerk/Tax Collector: Joyce Charbonneau was present to discuss the logistics for the Presidential Primary election on January 10th. Chief Scippa was present at the meeting and stated he will have police coverage available for traffic purposes, and will also coordinate with Highway to prepare for a one-way exit out of the parking lot. The Board agreed to have two tables set up in the voting area.

The group then discussed the Global contract regarding processing credit cards for motor vehicle registrations and the paragraph about collecting a deposit. Ms. Charbonneau did speak with her contact and was told that Global would not be changing the contract language, but they have never asked for a security deposit from a municipality. Ms. Charbonneau will follow up with Global on this matter to see if they will put their statements in writing.

Fire Department: Chief Rob Cook was present at the meeting and stated the Fire Prevention/Training Officer has put in a request to order items such as fire hats, coloring books, etc. in the amount of \$1,000. Mr. Copeland moved to allow the Fire Chief to spend up to \$1,000 for the Fire Prevention Program. Mr. Canada seconded the motion, which passed unanimously.

Mr. Cook stated they are still waiting on two more tanker quotes. The Board would like to see all of the quotes before making a decision.

Mr. Cook stated the bay doors at the Firehouse have been working fine. On the day that Mr. Federico noticed them open, someone had chained them open. Mr. Cook has addressed the issue.

Police Department: Chief Scippa was present at the meeting. He stated that two police officers just successfully completed the Child Safety Seat Installation Training so they are now certified to assist people in the area.

Mr. Scippa stated he has been in contact with the Rockingham County Sheriff's Office as they are moving forward with doing some preliminary work to get the Stratham Tower ready to go. They are reporting to Mr. Scippa that they are seeing some graffiti on the radio building and have

concerns about that. Mr. Scippa stated that once the equipment is there, there would be some monitoring equipment included as well.

Mr. Scippa stated that the last time he appeared before the Board, he was asked to look into the Park Ordinance and see if it should give authority to the Selectmen to bar repeat offenders from Stratham Hill Park under the ordinance or should that be left with the court of jurisdiction. He stated the County Attorney's recommendation was to have the court impose those sanctions as opposed to the Board of Selectmen.

The group discussed having the part time Executive Assistant move up to full time status as of January 1st and spend one day per week assisting the Police Department with clerical work. The Board will discuss this in more detail in a non-public session.

Mr. Deschaine then reported on the Health Insurance Study Committee's progress on short term and long-term disability plans for the Town. He stated the Committee discussed many options, but is not prepared to make any kind of recommendation as of this time. Mr. Deschaine presented an outline of what was discussed at the last meeting to the Board, which the group discussed at length. The Board agreed to give the Committee more time to research this.

The group discussed the proposed ordinance for Stratham Hill Park and whether or not to ban alcohol use. Mr. Scippa stated that the use of alcohol in public places, specifically the Park, has not been a problem. He stated he feels that if the Board does impose such a sanction in the Park, it may make sense to do that uniformly throughout the Town. However, he does not feel that it is necessary at this time.

Building Maintenance: Town Custodian Charlie Browne was present at the meeting to discuss his duties. Mr. Deschaine stated that during last year's budget season, there was discussion of possibly adding a staff member to assist in maintaining the four Town buildings that Mr. Browne is currently in charge of maintaining. He stated that each Department Head submitted an outline of what their maintenance expectations are. The group reviewed the outline and analyzed what the expectations are versus the reality. The Board agreed that employees should dust their own desks and the Library could dust the shelves while putting books away. Mr. Browne stated that to complete all of his tasks he would need an additional person for about 20 hours per week. Mr. Federico will speak with Library Director Lesley Kimball regarding their maintenance needs.

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:

John Helfrich requested the use of the Municipal Center on December 20, 2011 for a political event. The request was approved.

Joseph Berwanger requested the use of the Firehouse for various dates throughout 2012 for Boy Scout Troop meetings. Mr. Copeland moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Joseph Berwanger requested the use of the Firehouse for various dates throughout 2012 for Boy Scout Troop Committee meetings. Mr. Copeland moved to approve the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Heidi Roy requested the use of the Park on August 18, 2012 for an MS Bike NH Seacoast event. The date was approved contingent upon their attendance at a future Selectmen's meeting to discuss logistics.

ADMINISTRATION:

Mr. Deschaine presented a Land Use Change Tax Warrant for the Board's signature.

Mr. Canada moved to sign the Stratham Town Center Revitalization Committee Charter as discussed last week. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine presented a quote for the replacement of the lighting at the Highway Garage. The newer lights would have a longer life expectancy than what is currently there and would save the Town approximately \$535.00 per year. Mr. Canada moved to authorize the Highway Department to spend \$4,125 out of their current budget to be spent this year on the lighting proposal from Kramer Electric, and to have Mr. Deschaine sign the acceptance of the proposal. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine then updated the Board on the progress of the window installation project at the Municipal Center. He stated it has been moving very slowly, but progress is being made. He stated he emailed the owner and gave him a final deadline of December 30th because of the upcoming Presidential Primary, and also stated the Town would not pay any money owed until all the appropriate/necessary paperwork has been received.

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

Mr. Deschaine stated the Comprehensive Economic Development Strategy (CEDS) projects list needed to be updated this month. He stated it is important to be on the list in case there are any federal funds that become available and being on the CEDS list gives the Town an advantage. The group discussed various projects that the Town could have on the list and the Board agreed that the Town Planner would work on this.

The group then reviewed and discussed the current draft of the Employee Manual. Mr. Canada moved to adopt the language under the "Emergency Closing" section. Mr. Copeland seconded the motion, which passed unanimously. After some other minor amendments, the Board will email the manual out to all employees for their final review and comment before the Board adopts and signs the document next week.

Mr. Deschaine presented a draft memo to the Board regarding the procedure for Department Heads for reporting any injuries to Town employees. After some review and discussion, the Board made a few minor amendments. Mr. Canada then moved to approve the amended policy and asked Mr. Deschaine to make the changes and distribute to all employees. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the redraft of the Stratham Hill Park Use Ordinance at length. Mr. Deschaine will make the minor adjustments to the document and then email it to the Board. The Board will then meet with the Stratham Park Association on January 23rd to discuss the redraft. There will be a public hearing immediately following that meeting and then a second public hearing will be scheduled for January 30th.

NEW BUSINESS:

The Board then opened the sealed bids for the sale of the 1998 Dodge pickup truck. Mr. Canada recused himself from the discussion since he is one of the bidders. The three bids received were: Asian Auto Services for \$1,998.32, David Canada for \$1,075.00, and Randy Moran for \$1,325.00. Mr. Federico moved to award the bid to Asian Auto Services for \$1,998.32. Mr. Copeland seconded the motion, which passed unanimously.

At 10:39 pm, Mr. Canada moved to go into non-public session to discuss two personnel issues. Mr. Mr. Copeland seconded the motion, which passed unanimously.

At 11:07 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 11:07 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