

MINUTES OF THE JULY 30, 2012 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada, Selectman Tim Copeland, and Town Administrator Paul Deschaine. Selectman Bruno Federico will be late.

At 7:02 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$6,449,641.05 in the general checking account.

SECRETARY'S REPORT: Mr. Copeland moved to approve the minutes as written from the regular meeting on 07/23/12. Mr. Canada seconded the motion, which passed unanimously.

NEW BUSINESS:

Fire Chief Rob Cook was present at the meeting to review and discuss the Fire Department's Emergency Operations Guidelines regarding the Highway Department's response to calls dated 12/01/06. The Board agreed that the guidelines should be geared towards all Town employees, not just the Highway Department and that this is more of a Town policy than a Fire Department SOP. (*Mr. Federico arrived at the meeting at 7:13 pm*). The group then reviewed and discussed amendments to the original guidelines in detail. They then agreed to make changes to the guidelines to include all Town employees. The only change to policy was that employees will respond on a re-tone for fire alarm activations only, rather than on the initial tone. The policy shall become an amendment to the Employee Manual.

The group then discussed the agreement with Exeter Hospital's ALS Community Intercept Services. Mr. Cook explained that this change affects billing for Medicare patients only. Per the new contract, when the Fire Department submits ambulance call paperwork to Comstar for such patients, all billing to the patient will be done by Comstar rather than both Comstar for the Town and ALS for itself. Comstar will send that entire amount received (including the ALS fee and the Fire Department's fee) to the Fire Department. It then goes into the ambulance billing account. ALS will periodically send the Town a bill for their portion of each call where they performed services for a Medicare patient of the Town and the Town then has 90 days to pay ALS. Mr. Deschaine stated that Comstar's monthly report to the Town is supposed to give actual run numbers and something we can compare to Exeter Hospital's invoice to ensure that we have been reimbursed properly. Mr. Canada moved to authorize either the Fire Chief or the Chair of the Board of Selectmen to sign the agreement on behalf of the Town of Stratham. Mr. Copeland seconded the motion, which passed unanimously. Mr. Deschaine will look into the mechanics of receiving and dispersing the money to be sure the Town is in compliance with all applicable state laws.

Mr. Cook stated he will be researching purchasing new cell phones since the current cellphone service is not working very well.

Mr. Cook then stated that there is an issue with the generator on Engine 1. The starter is engaging, but the motor is not turning. He is bringing that in for an estimate this week and will report back to the Board with a price. The Board had no objections.

Mr. Cook stated the Park has been cleaned up after the recent Fair. He reported there is a big sink hole by the 4-H Pavilion. Highway Agent Colin Laverty was present at the meeting and stated they have been trying to cold patch it, but it kept collapsing. He stated they are going to put about ¼ yard of gravel and ½ a yard of cold patch in.

The Board then discussed the 300th Anniversary Committee's contract with the author that is updating the Town's history, specifically regarding general liability insurance. Committee Chair Jeff Hyland was present at the meeting and stated the matter of insurance was not part of the initial RFP process. Mr. Canada moved to move forward without the insurance requirement and to have Mr. Deschaine conduct more research to make sure the Town is properly covered. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the portion of the contract dealing with the cost of having the author update the Town's history. Approved at the budget hearings was a total of \$55,000, with \$40,000 going to the author, \$5,000 for reimbursable expenses to the author, and \$10,000 for publication expenses. The author is concerned that he will not be able to work within the \$40,000 budget. There appears to be a misunderstanding that the author is supposed to supplement his fee with volunteers as previously agreed. The Board agreed that they are unable to approve the contract until the miscommunication is resolved. Mr. Hyland and Committee member John Dold will speak with the author about this in more detail this week and follow up with the Board.

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:

Kristina Cochran requested the use of the Park on September 1, 2012 for a birthday party. The request was approved.

Mike O'Neil requested the use of the Park on August 17, 2012 for a company outing. The request was approved.

Pat Elwell requested the use of the Park on August 16, 2012 for the Exeter Garden Club. Mr. Copeland moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

CHAIRMAN'S REPORT: Mr. Canada reported that the Town received notice that a mosquito tested positive for the West Nile Virus in Manchester. A reminder to residents to double their efforts to protect themselves.

ADMINISTRATION:

Mr. Deschaine presented an application for the automatic connection of electric service from Unifil for the three Town-owned rental properties in the event of termination of service by the tenant. After some discussion on the options, Mr. Canada moved to sign up for year round automatic connection in the Town's name whenever there is a service interruption whether it is at the tenant's request or for non-payment shut offs. This will be for all three Town-owned rental properties. Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine updated the Board on the Conservation Bond properties. He stated the Roberts property has been completed and they are now working on the Goodrich and Jones properties. He still needs to finalize the Goodrich easement with Town counsel. He stated because we are amending the original Goodrich easement there is a 21 day review period by the Attorney General's Office Trust Division. Regarding the Jones property, they met last week at the property and they have specified that the exclusion area called for in the agreement will be at the corner of Winnicutt and High Streets. Survey work should be starting shortly.

Mr. Deschaine stated that regarding the curbside collection contract with Bestway, there may be an opportunity to work with Portsmouth and Hampton on transportation because their contracts are due to expire soon as well. He stated his goal is to create an RFP by September. He will update the Board on August 27th.

Mr. Deschaine stated that due to other priorities, he does not have an update on the Comcast agreement. He will update the Board on August 20th.

NEW BUSINESS CONTINUED:

The group then opened the sealed heating fuel bids:

- Palmer Gas/Ermer Oil is offering propane at a cost plus price of \$0.51 over the Selkirk terminal wholesale price for two years or \$1.95 fixed for one year, and fuel oil at \$3.419 fixed for one year.
- Amerigas is offering propane at \$1.789 fixed only.
- Difeo Oil & Propane is offering propane at \$2.09 fixed and fuel oil at \$3.29 fixed.
- Hartmann Oil & Propane is offering propane at a cost plus price of \$0.35 over Selkirk or \$1.576 fixed, and fuel oil at a cost plus price of \$0.235 over "rack" (wholesale) or \$3.16 fixed.
- Irving is offering propane at a cost plus price of \$0.974 or \$1.905 fixed only with no fuel oil option quoted.

Mr. Copeland moved to award Hartmann Oil & Propane the heating fuel bid, with propane at a fixed price of \$1.576 and the fuel oil at a fixed price \$3.16. Mr. Canada seconded the motion, which passed unanimously.

The group then discussed replacing the roof at the Gifford House. Dan Crow from Crow Construction had quoted a price of \$12,000 last year, but needs to confirm that price is still valid this year; and James King Construction quoted a price of \$15,000. The Board agreed to move forward with Crow Construction if the price is still \$12,000.

The Board briefly discussed the repaving of the parking lot at the Municipal Center, which is scheduled to take place next year. Mr. Copeland moved to not have the parking space lines painted this year at the Municipal Center or Stratham Hill Park. Mr. Canada seconded the motion, which passed 2-1.

Mr. Canada moved to re-appoint David Short as an alternate member and to upgrade Jeff Karam as a regular member of the Zoning Board of Adjustment. Mr. Federico seconded the motion, which passed unanimously.

At 9:19 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 9:35 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

At 9:36 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