

MINUTES OF THE OCTOBER 1, 2012 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada, Selectman Bruno Federico, and Town Administrator Paul Deschaine. Selectman Tim Copeland is on vacation.

At 7:25 pm, Mr. Canada opened the meeting and then moved to go into non-public session to discuss a personnel issue. Mr. Federico 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 nature of the matters discussed. Mr. Federico seconded the motion, which passed unanimously.

At 7:43 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$3,755,230.84 in the general checking account.

SECRETARY'S REPORT: Mr. Canada moved to approve the amended minutes from the regular meeting on 9/24/12. Mr. Federico seconded the motion, which passed unanimously.

NEW BUSINESS:

Fair Committee Member Vicky Avery was present at the meeting to present the first report on the 2012 Fair. She stated overall it was a good Fair and the net income was approximately \$67,000. She stated the Treasurer, Bill Thompson, is working on the final year end accounting figures. At this time, they are waiting to hear back from the Trustees as far as what kind of documentation they need. Ms. Avery confirmed that the Fair dates for 2013 are July 18, 19, and 20. There was some question as far as the current agreement/protocol, so the Committee will meet with the Trustees to clarify.

The group then discussed the maintenance responsibilities for Park buildings and grounds. Parks & Recreation Director Seth Hickey had sent out a letter with a breakdown of the percentage of the Park used by the Town and the Fair. Ms. Avery stated they agreed with the letter except for a few areas. She will email the spreadsheet to the Board outlining the details.

Randy Claar inquired as to looking into the possibility of building a "beef barn". The purpose of this would be one less tent rental and have something a little more permanent. The Board had no objection with the group looking into this further and coming before the Board with a proposal and then possibly getting it on the Town Warrant. Mr. Hickey was present and stated there has been some concern about the small bathroom, known as the "Carnie bathroom", and requested to remove that building all together. Mr. Hickey will bring a proposal to the Board.

Resident Michael Moreau from 41 Bunker Hill Ave. was present at the meeting representing Bunker Hill Properties. He stated he is doing a renovation at 62 Portsmouth Ave. He has been going through the proper steps regarding permits, but has received two invoices for engineering and inspections and could not find anything in the regulations stating he should be subject to

billing by these various people. The Board will look into this matter further and report back to Mr. Moreau.

DEPARTMENT REPORTS:

HIGHWAY: Road Agent Colin Lavery was present at the meeting to update the Board on the various projects his Department has been working on.

Mr. Lavery stated that Pine Tree Engineering has given him a proposed grading plan for the Transfer Station. He will be submitting a plan to the Department of Environmental Services.

Mr. Lavery presented a list of candidates to assist with plowing operations this winter.

Mr. Lavery continued to update the Board on various projects his Department has been working on such as new uniforms, updating the Highway web page and plans for upcoming road construction.

Mr. Lavery requested to purchase a new drum of 15/40 heavy weight oil for annual truck oil changes, at a price of \$650 since they are almost out. Mr. Canada moved to approve the expenditure of \$650 for the purchase of 15/40 heavy weight oil. Mr. Federico seconded the motion, which passed unanimously.

Mr. Lavery continued to update the Board on various projects his Department has been working on such as tracking time spent on snow plowing, and upcoming meetings regarding developments in Town, and reviewing and scheduling maintenance on equipment.

Mr. Federico stated there is no street sign at High Street and Union Road and requested that Mr. Lavery contact the Town of Greenland to have that replaced.

Mr. Lavery and Mr. Hickey then discussed the waterline project at the ice rink at the Park and the costs this project would entail. Mr. Canada moved to allow the Park Association to spend an additional \$1,100 for a second hydrant at the ice rink as proposed by Mr. Lavery and to approve the installation. Mr. Federico seconded the motion, which passed unanimously.

Mr. Lavery then reported that they removed approximately 250 boulders from the Gifford hayfields. He stated they will start on the waterline tomorrow with the rented loader.

PARKS & RECREATION: Mr. Hickey, along with Nancy Pafford from the Basketball Board and Stephanie Ilberg-Lamm from the Recreation Commission, stated some concerns have been raised regarding the use of the Cooperative Middle School (CMS) for the basketball program. Mr. Hickey stated that out of the eleven dates the Town requested, seven of them have already been booked by another non-profit basketball group. He stated the Town has been offered the use of the Talbot Gym in Exeter for this year, but that does not fit our needs because we need two gyms for this program. Mr. Hickey will contact the other non-profit group to try and work something out and if he needs more support, he will contact the Board. Mr. Hickey stated he

will also approach the School Board to address this matter as well in an attempt to avoid any future problems.

Mr. Hickey stated that they attended a School Board meeting at the elementary school regarding facility usage for all of the recreation programs there. The school has created a new facility use request form. He stated the school will also be responding in a more timely manner to those requests. They also discussed at the meeting possibly hiring a monitor for the hallways during weekend activities since there have been problems in the past.

Mr. Hickey stated that he sent a certified letter to a person using the Park for a for-profit use, informing the person that such activity is not allowed. This seems to have taken care of the situation. He also gave a letter to park Ranger Kim Woods which she can hand to anyone she observes offending this rule. The letter outlines the prohibition.

Mr. Hickey stated he spoke with a resident who works for the DES and who will take a water sample from the water system at Stevens Park. He is waiting to hear back on those results. This is the first step in establishing a regulated water system per State regulations.

He stated that the Town has used Hillside Landscaping in the past to shut down all irrigation systems for the season except for the Stratham Hill Park. He stated if his Department closed down the irrigation systems, they would need to rent a compressor at about \$100 per day and insurance would be a factor. The Board agreed that it would be best to have Hillside Landscaping do the work. Mr. Hickey stated he will also have Hillside aerate the fields at the same time.

Mr. Hickey said a new slide at Stevens Park, provided as part of a recall, will be installed this week.

Mr. Hickey then updated the Board on ongoing and upcoming programs and activities.

Mr. Hickey stated they are offering a senior trip at a cost of \$650. Mr. Canada moved to approve the expenditure of \$650 for bus transportation on October 9th. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey then introduced the new UNH intern, Caitlin McKay.

Mr. Hickey requested approval to spend \$750 for a band to play at the Park and \$550 for the Traveling Zoo. Mr. Canada moved to allow Mr. Hickey to spend \$750 for the band and \$550 for the Traveling Zoo. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey stated there is a Cooperative Sports Boards meeting scheduled for October 11th.

Mr. Hickey stated he met with Dan Crow last week about the window replacement project at the Gifford House. Mr. Crow took all the measurements and will be submitting a proposal. Mr. Hickey will take care of installing CO detectors in the Gifford House as well.

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:

Linda Donohue requested the use of the Park on October 31, 2012 for a school field trip. Mr. Federico moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Emily Quirk requested the use of the Municipal Center on November 1, 2012 for a Candidates Forum. Mr. Canada moved to approve the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Chris Carbonneau requested the use of the Firehouse on November 4, 2012 for a baby shower. Mr. Federico moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

ADMINISTRATION:

Mr. Canada spoke with the Stevens Family regarding the donation they made to replace the memorial bench. He accepted the check with gratitude. The family stated they would like to see the bench relocated to the Library.

Mr. Federico moved to have Trick or Treat on October 30, 2012 from 5:00 to 7:00 pm. Mr. Canada seconded the motion, which passed unanimously.

Mr. Deschaine presented the USEPA MS4 notice of inclusion for the Board's review.

Regarding revised estimated revenues for the year, Mr. Deschaine stated we are at about the predicted level of income used in the 2012 budget to offset taxes. The audit has been completed as well. The unassigned fund balance is just over \$1.5 million. Of this, Mr. Deschaine proposed maintaining a retained fund balance of \$1,200,000 to keep for next year's reserve which leaves \$313,528 for a reduction of taxes. Mr. Canada moved to retain a fund balance of \$1.2 million, using the balance of the unassigned fund balance to offset taxes and keep the overlay at \$150,000, and approve the MS-4 (note, this is not the same MS4 discussed as having been received from the USEPA; this is a State Department of Revenue Administration document) as presented, with authorization for Mr. Deschaine to sign it. Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine stated he planned to have the MS-5 ready for tonight, but upon reviewing it, he would like to clarify some items with the auditor. This is an audit summary for the Department of Revenue and is the last form required for the total submission to obtain the tax rate.

Mr. Deschaine stated he has been working on the application for credit approval at the Municipal Bond Bank for the December issuance. He stated due to this, there is no issue of having to roll the Bond Anticipation Notes (BAN's) over. Mr. Canada moved to authorize the application and to have Mr. Deschaine sign it. Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine stated he will be working on the Goodrich easement this week. At this time, the Town needs to respond to the Goodrichs' concerns.

Mr. Deschaine stated he met with representatives from Newmarket regarding the trash collection contract. In reviewing all the options, it was felt that bidding out the contract rather than just extending the Bestway contract was the best way to proceed. The goal is to have the Request for Proposal (RFP) ready for review by the end of October.

Mr. Deschaine then presented various documents for the Board's signature.

The Board set a due date for CIP submissions of November 19, 2012.

At 9:57 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