

MINUTES OF THE JANUARY 05, 2009 BOARD OF SELECTMEN'S MEETING

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

The meeting opened at 7:02PM. Mr. Canada moved, seconded by Mr. Copeland, to go into non-public session to discuss issues of personnel and issues related to Town security. The motion passed by unanimous vote. At 7:32PM Mr. Canada moved, seconded by Mr. Federico, to come out of non-public session and to seal the minutes due to the discussion of personnel issues and security issues at the Stratham Municipal Center. The motion passed by unanimous vote.

Mr. Canada called the regular meeting of the Board of Selectmen to order at 7:36PM.

TREASURER'S REPORT: Treasurer Kevin Peck delivered the treasurer's report stating there is \$5,844,954.83 in the general checking account.

COMMITTEE REPORTS: Representing the Cemetery Committee, Bob Cushman was present to explain the Cemetery Committee's plans for expansion. The first effort is to fill a low area in the Maplewood Cemetery. They would need to use between one and a half to four inches of loam to fill a low spot to allow it to drain better. Various discussions occurred on logistics of filling it and with what material. The second effort by the Committee was to clean the wooded area out behind the cemeteries to enlarge the burial area. The hope is to relocate the proposed cremation garden to that location once it is cleared. The stumps that were left in Maple Lane and Harmony Hill Cemetery have been ground and removed from the tree removal this summer. Mr. Cushman wanted the permission of the Board to start the clearing effort in the rear of the cemetery while the ground is still frozen. The Board voiced no objection to them obtaining a second proposal to compare to the current proposal, which was for \$2800.00, and Mr. Copeland moved to authorize up to \$3000.00 to remove the trees from the backside of Maple Lane and Harmony Hill Cemeteries. Mr. Canada seconded and the motion passed unanimously.

Mr. Federico then reviewed the meetings scheduled and held.

DEPARTMENT REPORTS:

Highway: Fred Hutton was present to give the report for the department. Plowing and sanding were done this past week through the storms. Mr. Hutton stated one of the temporary, part-time, on-call plow drivers had an incident on Bunker Hill Avenue where he clipped a telephone pole while trying to avoid an oncoming car. No damage was done to the car, the truck, or the pole. Mr. Hutton stated the Transfer Station was open this past Saturday and was extremely busy. Plans were made for the Christmas tree pickup program fundraiser with the fifth grade class, which is to be held this coming weekend.

Mr. Hutton will contact the fifth grade fundraisers about manning Stevens Park during the collection of the Christmas trees. Mr. Canada mentioned that Tim Slager was to begin doing the Fire Safety Inspection for all Town buildings. Mr. Copeland agreed that he would create a checklist of what needs to be done during those Fire Safety Inspections. Mr. Canada stated he

had discussions with the department regarding investigating one of the department's personnel obtaining a pesticide/herbicide applications license to treat weeds and poison ivy. Mr. Hutton and Mr. Slager had been investigating how to get the licenses with the Department of Agriculture. Mr. Canada suggested having new Park Ranger Ken Murray obtain the application licenses. That idea was met with support from the other Board members since it was observed that the Park and other Recreation fields are where the need is most for the application of such pesticides or herbicides. Mr. Canada mentioned that a request was made by the Board to have mileage and/or hours be submitted along with budgets for each year for the vehicles under the control of each department. Mr. Hutton stated he presented those numbers with his budget when he submitted it.

Fire: Bob Law was present to request funding under the new ambulance appropriation that occurred in 2007. Mr. Law would like to get a radio repeater system for the portables to communicate to the ambulance which, in turn, would relay the signal to dispatch. The cost installed is \$2819.62. He would also like to install a Knox Box lockbox in the ambulance for approximately \$800.00. Mr. Law would also like to purchase a CO monitor for approximately \$4000.00. Mr. Canada asked when the monitor would be used, to which Mr. Law responded it would be when someone was exposed to carbon monoxide. Mr. Canada asked why the EMTs would not give a patient oxygen as a normal part of care without the need of the monitor. Mr. Federico explained you could not administer anything, including oxygen, without a reason. Mr. Canada asked if difficulty breathing was a reason to give oxygen. Mr. Federico responded it was, however, not all patients exposed to carbon monoxide display a difficulty in breathing. The monitor would assist in documenting the need. Mr. Law also requested that a C-PAP be purchased for the ambulance at a cost of approximately \$1150.00. This is a system to provide pressurized oxygen to a patient who may be experiencing additional difficulties in breathing. Mr. Law went on to indicate that he would also like to purchase ten chemical blankets at a cost of \$23.00 each for a total of \$230.00 and a tourniquet kit, which is basically a special pressurized cuff at a cost of approximately \$34.00. Mr. Canada suggested that the Board vote on each item separately. Mr. Canada moved and Mr. Copeland seconded to approve the installation of the repeater system. The Board voted unanimously in favor. Mr. Copeland moved and Mr. Federico seconded to approve the Knox Box for the ambulance. The Board voted unanimously in favor. Mr. Federico moved and Mr. Copeland seconded to purchase the CO monitor. That vote passed with two in favor and one against. Mr. Copeland moved and Mr. Federico seconded to purchase the C-PAP system for the ambulance. The Board voted unanimously in favor. Mr. Copeland moved and Mr. Federico seconded to purchase the chemical blankets that generate their own heat. That vote was approved unanimously. Mr. Copeland moved and Mr. Federico seconded to purchase the tourniquet kit for the ambulance. That vote was approved unanimously. Mr. Canada asked Mr. Law about the mileage reimbursement request made by the EMTs to attend a conference in Bartlett. He observed that it appeared that no carpooling was done so it was a very expensive reimbursement. Mr. Copeland added that there were Town vehicles also available to be used. Mr. Law explained that there was some carpooling done but he was not sure how much. He added it depended on the personal circumstances of each EMT attending. Mr. Canada asked if there was a policy for carpooling versus vehicle reimbursement. Mr. Federico stated if one did not exist, he supported establishing such a policy. Mr. Canada asked about the use of Town vehicles for Town business. He also asked if Town Office staff could use the Town vehicles for making the daily deposits. Mr. Copeland observed that using a marked Town vehicle might not

be desirable for making the daily Town deposits for security reasons. Mr. Canada will explore drafting a policy that encourages carpooling to such events. Mr. Canada also asked on behalf of the Board that mileage and/or hours of use for Fire Department vehicles be submitted. Mr. Law responded he would do so.

Administration: Town Administrator Paul Deschaine went through his list of pending items. He stated that the Non-transient/Non-Community Water System permit for the Fire House to support the Lake development proposal next door was still pending.

He was hoping that the Board had reviewed the Assessing Assistant's job description for approval tonight.

Under the Fire Department sign, Mr. Canada said that the sign company would be redoing the sign to the standards that the Board had previously approved.

Mr. Deschaine mentioned that there was a meeting scheduled in the coming week with himself, the Chair and with representatives of the Fire Department to discuss the financial issues and organizational issues of the Fire Department as they relate to the Fair.

There was some discussion of the Weston & Sampson Contract and proposal. Mr. Canada stated he wanted to speak about the contract terms in non-public session since public disclosure of the negotiation terms may put the Town at a disadvantage.

Mr. Deschaine mentioned that TASC has requested funding for the first time this year in the amount of \$2300.00. He asked if past practice would hold where a first time request from a public service agency, a petition warrant article was needed. Mr. Canada supported TASC as it was presented to the Board last year, but there was not enough time to present a warrant article for funding. As a result, he would support the Selectmen proposing the article and moved the Selectmen do so and request funding for \$2300.00. Mr. Copeland seconded with the motion passing unanimously.

Mr. Deschaine then discussed the preparations for the tri-town legislative meeting to occur next Monday. He questioned whether or not there was still time to organize it since it is only a week away. Mr. Canada still felt that we should try to have the meeting.

It is still scheduled for Monday, January 12, 2009, at 5:00PM at the Fire House. Mr. Canada and Mr. Deschaine will contact the legislators and confirm with the other two towns, those being Exeter and North Hampton, on their attendance.

Mr. Canada asked about the status of the ambulance sale. Mr. Deschaine stated he is still arranging with New England Dragway for the purchase.

Mr. Federico asked if there was going to be a debriefing from the ice storm events. Mr. Canada said there was one that was going to happen but it has not yet been scheduled. He suggested that the Selectmen's project meeting in February discuss that. The other Board members agreed that the February 19th project meeting would be appropriate. Mr. Copeland will arrange to have

members of the EOC attend. Mr. Deschaine mentioned that there was an inquiry from the Bureau of Emergency Management and FEMA as to the number of private property owners who were affected by the ice storm. Unfortunately, Mr. Deschaine said that the request for information was due today at 4:00PM and he had been unaware of it due to the holidays and the lack of timeliness by the agencies requesting the information. Mr. Federico estimated there were at least 200 businesses in Town and all were affected in some manner. He felt we should submit some information regardless of the deadline so that it is not assumed no one in Stratham was affected by the ice storm. Mr. Deschaine will submit an approximation of the number of businesses and homes that were affected by the ice storm for FEMA and the Bureau of Emergency Management to consider.

Mr. Federico asked if the hot water system at the Fire House had been investigated. During the ice storm, sufficient quantities of hot water were not provided at random periods of time. Mr. Canada stated that Crow Construction has been working to resolve that issue with the subcontractor that installed the system.

Mr. Canada had a discussion with Don Andolina regarding the current state of the Town's website and its maintenance. It was suggested by Mr. Andolina that a letter be sent to the current contractor Fourae Graphics to obtain a copy of the web pages and designate Lesley Kimball as the technical contact for the Town. Ms. Kimball has recommended that Virtual Town Hall be contracted to design, maintain, and enhance the website that would incorporate both the official Town website and the Library website into the new design.

Mr. Canada reported that he investigated the possibility of getting cost reimbursements for the oil spill that occurred on Butterfield Lane. The State of NH Department of Environmental Services coordinated the response to that spill. Their oil remediation fund does not cover labor costs. All the other costs to the Town have been resolved mostly with the State's contractor restocking or re-supplying Town supplies and materials that were used in the response. Any remaining amounts were not significant enough to request for reimbursement from the fund.

Mr. Canada asked about the recycling program and if there were more up to date flyers promoting recycling. Mr. Deschaine responded that Bestway is proposing a public information program regarding the single stream collection process and would be developing new flyers in the near future.

Mr. Canada discussed his concerns regarding a proposed amendment to the Zoning Ordinance regarding accessory apartments. He felt very strongly that a deed addendum was necessary to be recorded at the Registry of Deeds to put future owners on notice regarding the restrictions associated with approval for accessory apartments. He presented a draft of a deed addendum form that is used in Salem. He asked if the other Board members were supportive of making that a requirement and presenting it to the Planning Board. The other Board members concurred with his suggestion.

After further discussing the job description for the Assessing Assistant, Mr. Canada moved to accept the job description as presented. Mr. Copeland seconded the motion, which passed unanimously.

At 9:53 PM Mr. Canada moved, seconded by Mr. Copeland, to go into Non-Public Session to discuss issues of personnel and contracts.

At 11:32 PM, Mr. Canada moved to come out of Non-Public Session and to seal the minutes of the discussions of personnel and potential contract negotiations. Mr. Federico seconded the motion, which passed unanimously. Mr. Canada moved to authorize Charles Grassie, Town Planner, to enter into an agreement with Weston & Sampson per their proposal for services and developing educational materials regarding a form based code for the Gateway Commercial District in Stratham. Mr. Copeland seconded the motion, which passed unanimously.

At 11:35 PM, Mr. Canada motioned to adjourn. Mr. Federico seconded and the motion passed unanimously.

Respectfully Submitted,

Reviewed By,

Norma Corrow
Recording Secretary

Paul Deschaine
Town Administrator