

MINUTES OF THE MAY 17, 2010 BOARD OF SELECTMEN'S MEETING

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

At 7:30 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$266,994.02 in the general fund checking account.

DEPARTMENT REPORTS:

Parks & Recreation: Tara Barker was present to give her monthly report. She reviewed her report concerning the Recreation Revolving Fund. She then reviewed for the Board her work plan for the past month and the coming month (please see attached).

One position for Summer Camp has been eliminated due to low attendance.

Ms. Barker has scheduled a meeting with Accounting Supervisor Val Kemp and Recreation Chairs Stephanie Ilberg-Lamm and Tracy-Lynn Abbott to work out details of a unified system for paying game referees. There is currently a confused mish mash of systems.

The Board discussed the fence installation for the Babe Ruth Field at Stevens Park. Ms. Barker reported the selected vendor did not want to assist the Town in preparations until it has committed to them exactly what their scope of work will be. Because of that position, it is holding up the installation of the irrigation system. Mr. Copeland stated that the construction of the backstop is the minimum scope of work that the fencing contractor would need to do. Beyond that, we'd be providing the materials for volunteers to erect the remaining fencing. Mr. Canada agreed with Mr. Copeland and said that another contractor may be needed to fulfill the Town's needs.

Mr. Canada asked if the RTV and dog policy signs have been ordered for use at the Stratham Hill Park. Ms. Barker admitted that she had forgotten about that effort. She will have Park Ranger Kim Woods check on different options for obtaining those signs.

Ms. Barker and Mr. Deschaine will coordinate water quality tests for town buildings including the Gifford House. Ms. Barker makes scheduled trips to Concord where she can drop the samples at the State Lab for testing.

Mr. Copeland asked if background checks being considered by the Recreation Commission would include fingerprinting. Ms. Barker said there are two options for background checks; one includes fingerprinting the applicant and the other without. She supported obtaining the option that includes fingerprinting the individuals. Mr. Copeland encouraged the effort to move in that direction.

Mr. Federico asked if Ms. Barker was aware of the proposed removal of fencing at the upper ball field at Stratham Hill Park for the needs of the Fair. If so, he wanted to know if the Recreation Commission had any programming after the Fair that requires it to be replaced in a timely fashion. Ms. Barker is still checking on that with the related sports boards. Mr. Federico asked

if she had any reservations concerning this request. Ms. Barker said she does have some concerns that the fencing won't be replaced properly. Mr. Copeland concurred with that conclusion and added that he wanted to hear more details about the request. Mr. Canada said that the Fair would only be taking down the fencing material and not the poles that are in place. If the Fair doesn't repair or replace the fencing correctly, they will be asked to do it again. If they fail again to meet the expectations of the Board, a contractor will be hired to repair the fencing, which would be billed to the Fair.

Mr. Federico asked if the irrigation system at the Fire Department was in good working order. Ms. Barker did not know anything about that system. Mr. Canada stated he was heading up that investigation.

Mr. Canada requested that any long term contracts for the use of any Town property, particularly by any out of town group, be presented to the Board of Selectmen for their approval. Mr. Copeland concurred with that request and felt that his appointment to the Recreation Commission will help in that whole process. Mr. Canada asked if there was a consensus on getting Board of Selectmen approval before committing to the use of Town property by out of town groups. Everyone present agreed.

NEW BUSINESS:

Mr. Canada spoke about his attempts to have Town departments purchase capital equipment only when needed and not based on a planning calendar. He noted it has been quite successful in most departments, although he recognized that the Library is a totally autonomous Department by having Library Trustees. He wanted to have a discussion with the Trustees concerning the decision to replace three year old computers by renewing a lease which replaces the current computers the Library has been leasing. The Chair of the Wiggin Memorial Library Trustees, Bruce Cotter, and Library Director Lesley Kimball, were present to answer any questions concerning the proposed lease. Mr. Cotter said that he wanted to address three things; one, why the computers are needed in the Library; two, why do they lease those computers; and three, why are they leased for three year terms.

In answer to the first question, he noted patron demand for user friendly and dependable units has increased over the years. There is also an expectation that they be consistently configured. The current circulation software is essential to the successful operation of the Library in order for staff to service the needs of patrons. In answer to why do they lease, he noted the Library has been meeting the computer needs by leasing for the past ten years because it has proven to be cheaper than when they were actually purchasing the units and it also means, from a budgetary planning process, it is a predictable expense. This then allows them to better address software issues that are more prevalent. Lastly, Mr. Cotter noted that in answer to the third question, most industry standards show that maintenance costs in the fourth year of use for computers increases significantly. That is why the fourth year of a leasing term cost goes up tremendously. Consequently, they seek only three year leases as being more cost effective. The bottom line is the three year lease program that they have implemented has worked well from the Library's perspective.

Lee Beauregard, who is an alternate to the Board of Library Trustees, stated that it has been his experience that a fourth year of an equipment lease is not economical in terms of the lease rate and the residual value after that fourth year. His business leases all of the work stations in his

company. He also noted that warranties are included in all of the lease rates. This is a practical insurance against down time and failure rates. Mr. Copeland asked how many service calls had been made by Hewlett Packard over the 3 year life of the expiring lease. Ms. Kimball replied one. Mr. Canada felt the reasons for leasing in private industry are more persuasive than for public entities. Private businesses can write off the cost of the lease as an expense and municipal entities cannot. Mr. Canada noted that leasing is also a financing tool used by business, although not necessarily a cheap one, and that the Town did not need such financing.

Ms. Kimball mentioned that the reliability factor is huge in diminishing staff time in maintaining older equipment and repair rates. With so many different users of the equipment, the units are prone to a lot of failure as compared to an office computer that is assigned to a single staff member. The utilization of these units is different and as a result, there is a need for better equipment.

Mr. Copeland asked how many computers are there in the Library. Ms. Kimball stated there 20 to 22, 12 of which are currently leased. The current proposal is to lease 15 and return the current 12. The additional 3 units would be to update these 5 year old work stations that were previously purchased. Terry Barnes asked what types of users are coming in to the Library to use these computers. Ms. Kimball said there are many different kinds of users so it was hard to characterize. Lincoln Daley likened the use of lease terms to a monthly purchase plan for disposable items. Various options were compared and contrasted such as retail versus commercial computers, leasing versus purchasing computers, staff use versus patron use, and other different comparisons related to computer use in the Library.

Mr. Copeland asked what type of software is being shipped with the proposed units being leased. Ms. Kimball stated the units are coming with Office 2007 Professional, security software, and the circulation software, all of which will be operating on Windows 7.

Mr. Canada thanked Mr. Cotter, Ms. Kimball and Mr. Beauregard for appearing before the Board. Although he is still skeptical on the merits of a three year lease, he felt the discussion was very productive.

Planning: Lincoln Daley reviewed present applications before the Planning Board that consists of Whitney and Company and an updated site plan for the industrial site at 100 Domain Drive. They are merely re-configuring the parking lot associated with that building.

Mr. Daley also noted the Planning Board is also working on several Master Plan chapter updates, including the population and housing section. They are also producing a guideline document for implementing the Gateway Commercial District. The process in adopting the guidelines will include meetings with property owners and business owners in the Gateway Commercial District to gather their input to improve the guidelines and/or future ordinance amendments. Simultaneously with this effort, the Planning Board is evaluating revising the parking regulations.

Mr. Daley reported on the efforts of the Software Evaluation Committee. The Committee has met with three different companies for interviews and demonstrations. The process is revealing certain strengths and weaknesses of each software solution. They should be able to provide a report in time for the next budget cycle.

Mr. Daley and others have been working together to evaluate the challenges in supporting The Golf Club of New England's proposed hosting of the 2012 Junior National Open. He has done a systematic review of all of the approvals that The Golf Club of New England obtained to see if the event conflicts with those approvals. He has not found any conflicts. This event falls under the umbrella of private club events and needs no further review. Subsequently, he has also been working on assessing the needs of the Town in order to host such an event and is looking for a regional effort to respond to those needs.

Mr. Daley then reported on the activities of the Town Center Committee, which is moving forward with their own Master Plan for that district. These efforts have been good in bringing focus to the vision for the Town Center District.

Mr. Daley noted that the Energy Grant is progressing. He attended a required training session. He also learned today that the recipient contract for this grant was mailed out last Friday, so we should be receiving it any day now. He will assist Mr. Deschaine and the Board in moving forward with the grant requirements.

Mr. Daley reported on his Department's efforts to receive electronic or digitized submissions and how it could be catalogued in the computer network. This process is being done on a temporary basis until a software program is chosen that will permanently store and archive this information. Otherwise, the cataloguing of digital submissions could become confusing and/or not handled appropriately. Mr. Canada asked Mr. Barnes if he was moving towards this goal also. Mr. Barnes agreed that it was the way to go, but he would need time to implement such a requirement. Mr. Daley pointed out that there would be a need for time to train on the equipment to allow the most flexibility in developing a program in digitizing submissions that worked for everyone. Mr. Canada said the hope was to have all submissions be done electronically so there would be no need for us to scan materials into the system. It was noted that there would be some applicants who would need assistance and the Town could provide such assistance for a fee. Mr. Daley asked when the Board hoped to implement digital submissions fully. Mr. Canada targeted January 1, 2011. Mr. Federico said that he is concerned about the cost to applicants in requiring everyone to submit their applications in electronic form. Mr. Copeland supported setting this as a goal and to have Mr. Daley come back to ask for more time if needed.

Code Enforcement Officer/Building Inspection: Mr. Barnes gave his monthly report. He reviewed the building activity in Town. He announced that he has finally completed his 5 weeks of jury duty.

A project that his Department has been working on has been notifying the first set of home occupation owners who need to acquire a license under the new Home Occupation Ordinance.

Mr. Barnes then discussed a request by a homeowner to remove the residential sprinkler system from within his home. From all of Mr. Barnes' research, there is no requirement for the system in the first place. Consequently, it would be, in his opinion, the homeowner's option to keep or remove the system.

Mr. Barnes then reported on the fit up of the different store spaces occurring at the Parkman Brook Plaza storefronts. Miscellaneous construction projects were then discussed.

Mr. Barnes noted the interest expressed by the owner of the Subaru dealership to install a free-standing solar panel in the front of the building. Mr. Barnes denied the permit request due to it violating the front setback requirements and not being shown on any site plan approval. The contractor is working with Mr. Daley concerning those issues.

Other construction efforts being conducted without permits were discussed. Mr. Barnes noted there were a lot of small jobs being conducted without permits that he is trying to maintain compliance on.

Robert Goodrich from the audience reported on the activities of the Rockingham Planning Commission. A recent Commissioner's meeting reviewed the affects of climate change in the rising sea levels. During the presentation, it was noted that sea levels have been rising approximately 6 inches every 100 years. However, it is predicted that an increase of 1 foot will occur within the year 2100 and such changes need to be planned for. Mr. Copeland said many of these issues are subject to much speculation. Mr. Goodrich acknowledged there is disagreement on the issue, but there is evidence that it needs to be discussed and understood better.

The Chair then reviewed the meetings scheduled for the coming week and reported on the meetings held this past week.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

The following park permits and municipal center rentals were discussed and acted upon:

Seacoast Dialysis and/or FMC Exeter Dialysis requested the use of the Park on September 11, 2010 for a patient appreciation picnic. They also requested a waiver of the reservation fee. Mr. Copeland asked if they are a non-profit organization and no one present knew. The Board tabled further consideration of the request until additional information could be obtained.

The Rockingham County Law Enforcement Officer's Association requested use of the Park for a picnic on September 4, 2010. They also requested a waiver of the reservation fee. Mr. Copeland agreed to waive the fee due to the public law enforcement agencies involved. Mr. Canada wanted more information on the non-profit status of this organization before acting on the waiver. The Board postponed further action on the request.

Administration: Mr. Deschaine continued the discussion concerning the re-appointment of the Health Officer's position. Doreen Gaulin stated she is willing to continue to serve as Health Officer, but would also be willing to step aside and become the Deputy if someone else expressed an interest. The Board will attempt to gauge the interest by other parties in the position.

Mr. Deschaine noted that the Town of Hampton has requested perambulation on the Town boundary that the Town of Hampton and the Town of Stratham share. Mr. Canada moved to appoint Mr. Deschaine as their agent in the perambulation process. Mr. Copeland seconded the motion which passed unanimously.

Mr. Deschaine outlined the Public Works Commission's recommendation to accept the proposal from Wright Pierce dated April 30, 2010, to conduct geophysical studies of the water supplies in the Town and to do a feasibility study regarding providing sewers within the Town. Mr. Canada

moved to accept the Public Works Commission's recommendations and authorized the negotiation of a scope of services contract with Wright Pierce. Mr. Copeland seconded the motion which passed unanimously.

OLD BUSINESS:

The discussion continued on the appointments made last week to the Economic Development Committee. Mr. Deschaine noted that the terms of each appointment needed to be made and the designation of alternates needed to be clarified. The Board stated that the intent of their appointments last week were as follows: Mr. Federico will be the Chair and serve a 1 year term, Luke Pickett and Scott Zeller will serve as alternates, Mr. Deschaine will serve a 2 year term, Michael Houghton will serve a 2 year term, Larry Foss and Leslie Blaney will hold 3 year terms. Mr. Deschaine thanked the Board for that clarification.

Mr. Deschaine stated that Mike Girard of the Public Works Commission has volunteered to serve as the alternate to the Southeast Watershed Alliance. Mr. Canada moved to appoint Mike Girard as an alternate to the Southeast Watershed Alliance. Mr. Federico seconded the motion which passed unanimously.

Mr. Deschaine explained the research that was done on the tax deeded property with the unknown shed and contents. Additional investigation as to the contents of the shed is needed. The Board postponed action on acceptance of the tax deed until that investigation could occur.

Mr. Deschaine reported on his correspondence regarding the Mosquito Control Program and access to NH Department of Fish and Game properties within Town. To date, the NH Department of Fish and Game has denied access to their property for the treatment of mosquitoes. The Board objected strenuously to that position and asked Mr. Deschaine to continue to follow up with the process at the State level to gain access to that property. As an aside to that conversation, Mr. Canada said that he had spoken with Sarah McGregor, President of Dragon Mosquito, to see if a Mosquito Commission was still necessary. She had stated that it was not. Mr. Deschaine could not cite any need for continuing the Mosquito Commission. Mr. Canada moved to disband the Mosquito Commission for the Town of Stratham. Mr. Copeland seconded the motion which passed unanimously.

Mr. Canada noted that Unitil has sleeved the area under Union Road before the reconstruction of that roadway begins on Wednesday. He thanked them for those efforts.

Mr. Copeland noted he still needs to convey to the Fire Department that the Board of Selectmen has allocated up to \$100 towards their Memorial Day observance needs. Mr. Copeland will follow up on that so the Fire Department knows the Board of Selectmen will not be providing a barbecue during those services for the Honor Guard.

Mr. Canada reported that the Stratham Historical Society has offered to pay up to one half of the cost of the masonry work discussed last week. Mr. Deschaine said that he had found there was \$485 uncommitted within the maintenance budget for that building. Mr. Canada moved to authorize Grannan Masonry to perform the work of re-pointing the masonry façade of the building and to seal it for a cost not to exceed \$1,800. Mr. Copeland seconded the motion which passed unanimously.

Mr. Canada presented a draft of a letter written in response to the neighbors who expressed concerns about the drainage along Jason Drive and Jana Lane. The Board members reviewed the letter and signed designating their approval of its content.

Mr. Canada reported that Bob Mitchell has organized an antique car rally to participate in the Memorial Day Parade. He has requested the use of the Fire Department reader board to advertise the event in the parade and to also have a couple of antique cars placed on the lawn to promote the event. Mr. Canada moved to allow the request, noting that Memorial Day Service organizer Jeff Gallagher had been consulted and approved of the idea. Mr. Copeland seconded the motion which passed unanimously.

At 11:17 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul Deschaine
Town Administrator