

## **MINUTES OF THE JUNE 21, 2010 BOARD OF SELECTMEN'S MEETING**

**MEMBERS PRESENT:** Chairman David Canada, Selectmen Bruno Federico and Tim Copeland, Town Administrator Paul Deschaine, and Parks & Recreation Director Tara Barker.

The Chair opened the meeting at 6:45 pm with a motion by Mr. Canada to go into non-public session to discuss a personnel matter. Mr. Copeland seconded the motion which passed unanimously.

At 7:27 pm, Mr. Canada moved to come out of non-public session and to seal the minutes to the personnel matters discussed. Mr. Copeland seconded the motion which passed unanimously.

At 7:31 pm, the Chair opened the general meeting of the Board of Selectmen. Mr. Canada noted with great sadness the death of Caroline Robinson and wished to express sympathy on behalf of the Board to her family. Her contributions to the community were many and for that he expressed the Town's great appreciation.

**TREASURER'S REPORT:** Mr. Deschaine reported on behalf of the Town Treasurer that the balance in the general checking account was \$1,467,182.35.

### **DEPARTMENT REPORTS:**

**Code Enforcement Officer/Building Inspector:** Terry Barnes was present to give his monthly report. There are plans being discussed for revisions to the Timberland building's main entrance and lobby. They are making these plans for improvements to start either at the end of this year or the beginning of next year. Lindt & Sprungli has been planning some more internal renovations to expand office space. Mr. Barnes continues to have discussions with them about those plans.

Mr. Barnes noted that a potential buyer of 166 Portsmouth Ave. has been discussing with him the variances previously obtained for four office units at this location even though the building is located in the residential agricultural district. Subsequent to the variances, a special exception was also granted by the Board of Adjustment to allow a clock repair shop at this location. Mr. Deschaine asked if the use variances had been abandoned. Mr. Barnes and Lincoln Daley were investigating those issues. The Selectmen agreed that it was not clear the proper outcome given these circumstances and asked to be continued to be informed of the results of their findings.

Mr. Barnes then discussed the state of residential building that was occurring in Town. There has been some increased activity. He is proceeding with the home occupation notices required with the implementation of the new Home Occupation Ordinance permit system.

Mr. Canada asked if political signs that were appearing all through Town were being placed legally. He understood the earliest date per the State law for these signs to go up, was July 31<sup>st</sup>. Mr. Canada suggested contacting the campaign organizers of each of the candidates to have them removed until then. Mr. Canada based his July 31<sup>st</sup> calculation with the understanding that candidates could only put up signs six weeks prior to election. In recalculating that six week

time period, it would appear August 3<sup>rd</sup> would be the earliest these signs could be placed. Mr. Barnes will investigate the proper means to have them removed and act accordingly.

Mr. Barnes discussed the situation with Tina Bayer, who is operating a kennel without the benefit of a special exception. She has been notified that she needs to make application to the Board of Adjustment for that special exception.

**Planning:** Lincoln Daley was present to give his monthly report. The committee formed to study the software needs of the Land Use Department has been divided into sub groups to study the capabilities of various software providers in detail.

He noted that there is one application before the Planning Board currently that is from Altid Enterprises which is proposing expansion of the parking areas to redevelop the site around 100 Domain Drive. The Planning Board is conducting the site plan review to mitigate the visual impacts of the clearing of trees required by the parking lot expansion. Otherwise, Mr. Daley noted the Planning Board is looking at revising the parking regulations to maximize the parking uses that are complimentary to one another within the surrounding area of commercial developments. Mr. Daley also noted that the Population and Housing sections of the master plan have been adopted conceptually by the Planning Board. The Planning Board is continuing efforts to update other sections.

Mr. Daley also noted that the Gateway Commercial District design guidelines are progressing very well. Part of that process is naming individuals to the Gateway Review Committee to be forwarded as recommendations to the Selectmen for appointment. Those recommendations should be coming soon.

Mr. Daley then noted that the Town Center Committee is moving forward with the Current Conditions section of their master plan. A complete draft of the Town Center Master Plan is expected to be completed by October or November of this year.

Mr. Daley then presented a draft of the RFP constructed for a traffic management study of the Town Center area. Mr. Copeland asked if the Chief of Police has been consulted concerning the hazard mitigation needed should an emergency arise in that general area. Mr. Daley will consult him and affirm the need to evaluate the potential hazards presented in that area due to the intricate traffic movements that occur.

Mr. Daley then further elaborated on the Committee's evaluation of software packages to meet the needs of the greatest number of departments within the Town. Each package has presented its own strengths and weaknesses and biases towards their original software solution that the company designed. Various design features of the software were discussed. Mr. Copeland asked if there was any way to compare the software used in similar situated towns in the State. Mr. Daley will attempt to see if such information is available.

Mr. Deschaine noted that the Town's representative to the Technical Advisory Committee of the Seacoast MPO needed to be reappointed. Mr. Federico moved to reappoint Lincoln Daley to the TAC. Mr. Canada seconded the motion which passed unanimously. Mr. Federico moved to

reappoint Paul Deschaine as the alternate member of the TAC. Mr. Copeland seconded the motion which passed unanimously.

**PARK PERMITS/MUNICIPAL CENTER RENTALS:**

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

Kranthi Kantipudi requested four additional dates for use of the Municipal Center for gatherings. It was noted that this was the third request for multiple dates this year. The Board requested Ms. Kantipudi to come before the Board to express her long term desire to use the Municipal Center so that it can be done in a more coordinated fashion.

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

**Administration:** Mr. Deschaine reported that Dave Tosatti was the only person who provided personal information regarding his qualifications to serve as the Town's Health Officer. The Board, having reviewed Mr. Tosatti's information, requested that Mr. Deschaine organize a meeting with the applicant during the next meeting so the Board could get to know him.

Mr. Deschaine updated the Board regarding the payments that FEMA has made and the insurance coverage provided for the damages and response costs to the February 2010 wind storm. Those discussions are ongoing.

Mr. Deschaine brought to the Board's attention a new Federal program that offers to reimburse agencies that provide an early retirement reinsurance program to their retirees. Mr. Deschaine and Valerie Kemp will attempt to identify if any of our current retirees are eligible for this program.

Mr. Canada reported that he had the lawn sprinkling system at the Fire Department looked at. All the heads appear to be operational. The system appears to be working as designed. He is now investigating re-seeding the lawn areas around the Fire Department and what options may be available to them.

Mr. Deschaine is scheduling interviews this week for the Executive Assistant's position with the Board's participation in those interviews.

It was reported that the State PUC denied the photovoltaic project proposed by Unitil for the Fire House roof. Unitil intends to explore options.

At 9:04 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter and also another matter that might affect the reputation of another who is not a member of the Board. Mr. Copeland seconded the motion which passed unanimously.

At 9:55 pm, Mr. Canada moved to come out of non-public session and to seal the minutes to the personnel matters discussed. Mr. Federico seconded the motion which passed unanimously.

Mr. Canada noted that Jennifer Mates has expressed intent to resign from the Public Works Commission. Mr. Canada moved to accept her resignation. Mr. Copeland seconded the motion which passed unanimously. Mr. Deschaine will acknowledge the Board's action on her resignation and thank her for her service.

At 9:57 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion which was passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella  
Executive Assistant

Paul Deschaine  
Town Administrator