

MINUTES OF THE SEPTEMBER 20, 2010 BOARD OF SELECTMEN'S MEETING

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

At 7:31 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$3,553,959.19 in the general checking account.

OLD BUSINESS:

Joshua Jerge was present to inform the Board that his Eagle Scout Service Project has been completed. He stated three picnic tables have been built and he presented the Board with two keys that unlock the chains securing the tables. Town Highway Agent Fred Hutton was present and stated the tables look very nice and stated he will store them in the pole barn during the winter months. Mr. Deschaine concurred with Mr. Hutton's assessment that the tables look great. Mr. Jerge presented a letter to the Board for their signature as proof the project has been completed. Mr. Canada thanked Mr. Jerge for his efforts and the great job he did and signed the letter.

DEPARTMENT REPORTS:

Building Inspection/Code Enforcement: Terry Barnes was present to give his monthly report. He stated he received a report from North Star LLC stating the water levels in the fire suppression cistern at the back of the Parkman Brook Plaza building have been maintained. Earlier in the year, there were some problems with the system, but Mr. Barnes stated the water levels are holding steady now and North Star has an engineer monitoring them periodically.

Mr. Barnes stated he and Town Planner Lincoln Daley met with the contractors for 100 Domain Drive, along with Exeter Building Inspector Doug Eastman. He reported that the 50,000 square foot space that is in Stratham will be occupied by Bauer Nike for use as their executive offices. Mr. Barnes issued a demolition permit and they will be starting the first phase of the work today. It was decided that since the majority of this space is in Stratham, then the Town of Stratham would be handling the building reviews and inspections. It was further decided that the Town of Exeter will be handling the fire alarm system and the electrical inspection. Mr. Barnes stated that the main electrical panel is going to be in Exeter. Exeter will be acting as the first responder in emergencies. Mr. Barnes stated Jones and Beach Engineering are working on the signage and will follow up with us at a future date.

Mr. Barnes then reviewed the building activity in Town with the Board.

Mr. Barnes commented that when he went to the Babe Ruth Field at Stevens Park people approached him to thank him for the permit. While there, Dave Short asked Mr. Barnes about hanging a banner at the Park advertising the upcoming bike race. Mr. Barnes advised him to speak with the Park Ranger for that approval.

Mr. Barnes presented some pictures of the new skating rink being constructed at the Park to the Board.

Mr. Canada asked Mr. Barnes and Town Planner Lincoln Daley, who was present at the meeting, as to the status of being set up to receive their submissions, such as building plans, applications, etc., electronically by the first of the year. This would entail receiving applications officially submitted to the Town in pdf format, or other electronic file format, for the Town to file. Mr. Daley stated the Town will receive applications electronically for the Planning Board and Mr. Daley will work with Mr. Barnes to do the same for Zoning Board applicants. Mr. Canada stated that once this system is established, the Town will be able to access plans and whatever else is needed. Mr. Federico asked Mr. Barnes if he has all of the applications electronically available now. Mr. Barnes stated they are not at this time. Mr. Federico stated that when someone fills out an application, there needs to be an electronic file along with the paper version. Mr. Daley stated files will be converted to be posted on the Town website. The Planning Board already has applications on file and Mr. Daley has been working with Mr. Barnes to incorporate the Zoning Board files onto the website as well.

Planning Department: Mr. Daley then presented his monthly report. He stated there is an application before the Planning Board to be heard at the next meeting on September 29, 2010, which is a special public hearing for Retail Management & Development, Inc. (RMD), better known as Demoulas or Market Basket. RMD is requesting a waiver of Section 4.55 of the Site Plan Regulations. This refers to when an applicant receives approval from the Planning Board and records their plans, they then have one year to file for a building permit. If they are unable to file for a building permit within that first year, they can approach the Planning Board and ask for a one time, one year extension on that approval. In this instance, RMD is at that juncture where they received their one time, one year extension, but it will soon expire, and they are not ready to move forward with their project due to the development of the municipal fire suppression system, which is required as part of the building construction. The Town is working with various property owners in that area to acquire those assets and then develop the municipal fire suppression and water supply system. Because of this unique situation, this may qualify for a Planning Board waiver of that one time, one year extension while the Town and the various parties resolve the issues involving the fire suppression water distribution system in that area. Mr. Daley stated they are working with the applicant currently.

Mr. Daley updated the Board on the application involving the Subaru Dealership. This application involves the installation of a solar array on the front left side of their existing building. The Planning Board was concerned about various other elements of the site plan itself and issues of compliance, mainly dealing with the parking arrangement and modifications to the parking lot design itself. He stated the Planning Board seemed open to the idea of trying to find a middle ground that would work with the applicant to bring their site more into compliance with their approval from 1993. Mr. Daley stated they are working with the applicant currently.

Mr. Daley updated the Board on the application involving Altid Enterprises. This application involves the construction of a new parking facility at their existing building. This application requires both Planning Boards from Exeter and Stratham to approve their applications. Altid Enterprises has completed the review process with Exeter and received conditional approval

pending such items as final drainage approval. The Town of Stratham has completed the analysis of the drainage plan on site and it will appear before the Planning Board on October 6th for what should be final approval and issuance of a decision.

Mr. Daley stated there has not been a formal application submitted as of this time, but involves Whitney and Company at 32 Bunker Hill Avenue. This is a creation of a possible 15-20 lot subdivision. This application was before the Planning Board earlier this year for a conceptual design. Since then, they have changed their business model somewhat and have redesigned the subdivision reducing some of the lots and possibly increasing the size of the homes. Mr. Daley anticipates a formal application being submitted in October or November of this year. Part of that discussion involves the construction of one of the Gateway District roadways. This is still on the table for discussion with the applicant and Mr. Daley will apprise the Board accordingly when that application is fully submitted to the Town.

Mr. Daley then spoke to the Gateway Commercial District and the recent adoption of the Gateway Guidance Document. This refers to the architectural and design guidelines. This is a monumental task for the Board, the planning staff and the Rockingham Planning Commission (RPC) to get to the final approval by the Planning Board stage. The Board acknowledges it is a working document and since this is new to the Town, staff and Planning Board, this will probably be modified over a period of time. Mr. Daley stated they are currently reaching out to the various developers and business owners in Town for their input and additional assistance in working with the Town to further modify this if necessary.

Mr. Daley stated that as part of this review process, it required the establishment of the Gateway Commercial Business District Review Committee. He stated planning staff and the RPC are working to set up workshops with the Planning Board and this review committee to ensure that proper compliance with the zoning ordinance occurs, and most importantly, understand how it should function. Mr. Daley stated there needs to be a flushing out of issues on when an application would require Planning Board oversight or review committee input. Those issues are still being worked out.

Mr. Daley then spoke about the Town Center Master Plan. He stated his goal is to have something drafted by October of this year. Mr. Daley stated the Town Center Committee is working on creating an area Master Plan and the Committee has done a good job of defining what currently exists in that area. They are now working on the vision of that area, specifically what is to be developed. Mr. Daley stated they are completing that section of the Master Plan to coincide with this and also the traffic information. Mr. Daley's understanding is that the traffic consultants completed the data collection portion and Mr. Daley wanted to express his gratitude to Police Chief John Scippa for providing the accident data for that area. The next meeting is with the traffic consultants, Greenman Peterson, Inc., on September 23, 2010 at 7:00 pm to discuss what opportunities exist for possible roadway alignment or redesign for the Circle, but also along Route 33 to Winnicutt Road. The traffic study is going to provide alternatives to roadway layout within an area to improve the functionality, pedestrian traffic, and safety in the area as well. Since the Board of Selectmen recently approved the preemption traffic light at the intersection of Winnicutt Road and Route 33 for use of emergency vehicles, the hope is to incorporate that concept into a possible alternative for that area.

Mr. Canada stated that Colleen Lake had put in a request last Monday for the Town to hold a Fall Festival and to decorate the area. Mr. Canada stated he could envision the Town Center Committee becoming a standing committee as opposed to an ad hoc committee and one of their functions might be to sponsor events in the Town Center area. He stated that any request for funding should come from the Town Center Committee. Mr. Deschaine pointed out that the purpose of the subcommittee, as it was drafted by the Planning Board, is to come up with plan proposals and grant money to update and implement a specialized Master Plan for that sector. Business promotions were not part of their original charge; however, this does not mean that it cannot be. Mr. Daley stated that expanding the role of the committee has been discussed with other members. The committee felt that at this juncture, the focus should be placed on completing the Master Plan; however, he will discuss it with the committee and see what their thoughts are as far as expanding their role to encourage business development. Mr. Canada would like to see the committee submit a budget for next year. Mr. Daley commented that the committee is very involved and is very enthusiastic and, therefore, it would be a great transition for them to lead into to assist that area of Town. Mr. Canada moved to allow the Town Center Committee to spend up to \$1,000 on decorating the Village District now through the end of the year. Mr. Copeland seconded the motion, which passed unanimously.

Highway Department: Fred Hutton was present to give his monthly report. He stated all of the large commercial trucks have received their six month inspections.

Mr. Hutton stated they had to install two new springs under the wood chipper since one of the springs had broken. This would be due to the age of the wood chipper.

Mr. Hutton stated he will be ordering six loads of sand and twelve loads of salt within the next two or three weeks. He stated that ordering it now while it is dry outside would be best since moisture can add two to three tons to the loads and the cost would be higher. The Board agreed with Mr. Hutton ordering ahead of time.

Mr. Hutton stated that Pace's Tree Service was brought in to assist the Town on some broken branches in trees that the Highway Department could not reach. A resident had made a report and Mr. Hutton stated it needed to be taken care of right away so the branch did not fall on its own and injure a person or damage property. Mr. Hutton stated that Pace's Tree Service is scheduled to look at a couple more trees that need some pruning tomorrow. There were three trees done in total on River Road, Stratham Heights Road and Union Road. The Board reviewed the invoice from Pace's Tree Service and since it was more than \$500, stated that in an emergency situation that is fine, but if not, the Board would like to have the opportunity to review it prior to the work being completed.

Mr. Hutton stated he met with John Bell from Bell & Flynn and Recreation Director Seth Hickey in reference to the construction of a softball field at Stevens Park. Mr. Hickey was present and stated the most current balance left in the Field Improvement Plan was \$32,461. Discussion then took place on the actual work and the costs for this work for the softball field to be completed (*see attached*). Mr. Hickey stated that due to overall appearance of the field, it would best to have home plate installed closest to the parking lot and then have a fencing system with a canopy that would roll over to prevent balls from going into the tennis court or parking lot. Mr. Federico

asked if they could foresee any future problems with the difference in elevations. Mr. Hutton stated there is no issue because of the way the hill rolls down from the tennis court and the placement of the ball field. He stated there would be 20 feet leveled before the fence line so there would be enough room for spectators to stand, or to possibly install bleachers in the future. Mr. Hickey stated it would be best to just lay out the design at this point, install stakes and make sure everything fits nicely in the space where the hill rolls down towards the parking lot. Mr. Hickey stated the biggest question is where home plate will be installed. Mr. Hickey stated that as far as containment for protecting the ball field, possibly wrapping the fence around and creating something across the access road would work and it would also clean up that area nicely. It would also be an appropriate place for signs. Mr. Hickey stated there are also plans for an irrigation system. He stated he has talked with an irrigation company about being able to pull lines through versus having to ditch dig and they stated that pulling the lines through would be best. Irrigation will add another \$10,000-\$15,000 to the overall costs. Because of the "pull" technique to be used, installing the irrigation next year, after seeding this fall, would not be a problem. Mr. Canada moved to accept the Bell & Flynn proposal as presented for Items A, B, C, D & E (*on attached document*). Mr. Copeland seconded the motion, which passed unanimously. Mr. Hickey stated he will appear before the Board with actual quotes for the seeding portion in the near future.

Mr. Hickey expressed his thanks to everyone for making him feel comfortable here. He stated it has been going well and things are heading in the right direction. He stated he has a Software Committee meeting tomorrow night with the different sports boards to evaluate the process of online registrations. Mr. Hickey stated it has been a pleasure working so closely with the Highway Department and the other departments in Town. He stated it is nice to be in a community where everyone works together towards a common goal.

Mr. Federico asked who was heading up the Roctoberfest/Fall Festival event. Mr. Hickey stated that the Recreation Commission as a whole was doing that. Mr. Federico stated that for the past five years, the Friends of the Stratham Hill Park have participated in that event by providing food and hayrides. Mr. Hickey stated there are still some logistics to work out and he will be following up on this matter.

Mr. Deschaine stated there was a request from the Portsmouth American Cancer Society Relay for Life to reserve Stratham Hill Park for their fundraising activity for next year. He stated this event would involve approximately 400 people over an 18-hour period; however, they usually rotate teams so it is not 400 people at one time. Their request includes forty teams of people camping, tents and a large reception area that would be needed to cover the DJ. They would also need access to bathrooms and parking. The problem is they are looking at a date in the beginning of June, which has typically been when the NHSPCA holds their Paws Walk fundraising day. Mr. Copeland suggested hiring a police detail for the overnight service because we would be very limited with police resources in the rest of the community should something happen there. Mr. Federico agreed. There has been no definite date set as of this time. The group would have to create their own cross-country style loop since there is no track facility at the Park. Mr. Canada stated it is certainly a very worthy cause; however, it is a very intense use of the Park. The Board stated this warrants additional discussion and would like the group to attend a future Board meeting, preferably where the Chief of Police and Park Ranger Kim

Woods are also present, so they can discuss it. The Board agreed. Mr. Canada asked Mr. Hickey to check the references of the group and to schedule them to attend a future meeting.

Mr. Deschaine stated there is a volleyball fundraising tournament this weekend at the Park. The group has rented a tent from Exeter Rent-All and requested Park Ranger Kim Woods to sign a waiver of liability in case they cause any damage or injuries. Mr. Canada stated there is no reason for the Town to sign a waiver of liability. The Board agreed.

At 9:02 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 9:27 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the personnel matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Federico left the meeting and will return shortly.

SECRETARY'S REPORT: Mr. Canada moved to approve the amended minutes for 9/13/10. Mr. Copeland seconded the motion, which passed unanimously.

CHAIRMAN'S REPORT: Mr. Canada stated the Household Hazardous Waste Collection is still scheduled for October 2, 2010 from 8:30-11:30 am at the Exeter Public Works Garage on Newfields Road.

Mr. Canada stated there was a West Nile virus incident in Mason, NH in Hillsborough County. Unfortunately, there was a person that died due to this and the Board is urging people to use the usual precautions even though the season is almost done.

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:

Becky Barlow requested the use of the Park on October 23, 2010 for a baby shower. The request was approved.

The Southern District YMCA requested the use of the Park on October 8, 2010 for a field trip. The request was approved.

Administration: Mr. Deschaine reminded the Board that our current dispatch contract with Newmarket will expire at the end of this year. Mr. Copeland stated that Chief Scippa is in negotiations with Chief Cyr from Newmarket regarding the contract and what services they are going to perform. Mr. Deschaine stated that negotiations have been done by committee in the past and per our agreement with Newmarket. Mr. Canada instructed Mr. Deschaine to contact Fire Chief Stan Walker and Highway Agent Fred Hutton and ask if they have any complaints

with the current operation and/or if they want to participate in the committee to discuss the Town's needs. If not, then the Board will appoint Chief Scippa to be a one person committee to negotiate with Newmarket since the police use the services the most.

Mr. Federico returned to the meeting at 9:42 pm.

Mr. Deschaine stated that several weeks ago, the Board agreed to sign off on the application for Current Use on the Diocese of Manchester's property. They had applied for the Current Use; however, it was going to be starting next year, not this year. Mr. Deschaine presented the application to the Board for their signature. The Board signed the application.

Mr. Deschaine stated he received an email from the moderator earlier today naming the members of the Stratham School District Budget Advisory Committee and there is a reserved spot for a Selectman to be named. Mr. Canada moved to appoint Mr. Federico to represent the Selectmen on the Stratham School District Budget Advisory Committee. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Federico stated that a couple of residents have asked in the past about trash collection services on Winterberry Lane. The residents claim that the Town is picking up trash at two homes that are located in North Hampton. Mr. Deschaine explained that there are two North Hampton town lines on Winterberry Lane. There is one in the development and there is one closer to Bunker Hill Ave. If they are concerned about the town line closer to Bunker Hill Ave., those houses are in Stratham. Mr. Federico will get the specific addresses to follow up on this matter.

Mr. Canada asked Mr. Deschaine if he has heard back from Proulx Oil on removing oil from the oil tank no longer needed at the Municipal Center. Mr. Deschaine stated Proulx is not ready to give a proposal as they need more time to pull it together.

Mr. Canada stated he will not be able to attend the October 7th forum with Exeter in reference to the water and sewer systems and asked if it was going to be televised. Mr. Deschaine will look into them video taping it. Mr. Copeland is also unable to attend. Mr. Federico stated he will attend the forum at the Middle School at 6:30 pm.

Mr. Canada stated he would like the Town to start getting bids on propane service since the heating season is fast approaching. The Board agreed. Mr. Deschaine stated there was a meeting held with the Energy Buying Cooperative in Newmarket and he expects a response from them on some sort of proposal. Mr. Deschaine will follow up on this matter and get back to the Board for next week's meeting.

Mr. Canada started a discussion on capital expenses being submitted prior to the regular budget. Currently, when capital expenses are proposed, there is not enough time for the Board to analyze them and do the research necessary. Mr. Canada moved to require all Department heads to have their capital requests in by November 1st, 2010. Mr. Copeland seconded the motion, which passed unanimously.

At 10:00 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