

MINUTES OF THE OCTOBER 18, 2010 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada and Selectmen Bruno Federico and Tim Copeland. Town Administrator Paul Deschaine was away at the annual ICMA conference.

At 7:35 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$2,016,751.08 in the general checking account.

NEW BUSINESS: Police Chief John Scippa was present to introduce the Town's newest police officer, Danielle Normand. Ms. Normand comes to us by way of Rhode Island and then school in New Hampshire. She attended Plymouth State University for her undergraduate degree and while there, she was recognized as an all academic softball player. Ms. Normand went on to complete her Master's Degree at Suffolk University in Massachusetts. Mr. Scippa stated she tested with 79 other police candidates and she is the one who rose to the top and the Town is very fortunate to have her. Selectman Copeland then administered the Oath of Office. The Board offered their congratulations. Mr. Canada expressed his thanks to the Police Department for doing such a great job while being short staffed.

DEPARTMENT REPORTS:

Highway: Highway Agent Fred Hutton was present to report on his Department's activities. He stated the softball field at Stevens Park has been completed and looks really nice. After the infield mix was put down, there was one load left over, which can be used for any touch ups in the spring. The field has also been seeded and there was very little washout from the rain we had recently.

Mr. Hutton spoke about the water problem on Frying Pan Lane. He stated they put a hole in the catch basin and ran 65 feet of pipe out and put the other pipe 8 inches lower than the pipe that goes across the road. This pipe will take water first and the other pipe will take water second. He stated that due to the recent rain storm, there was 3 inches of water over the first pipe and the original pipe that was there was just about half full of water. Mr. Hutton stated there was no flooding on Frying Pan Lane, but will keep an eye on it. Mr. Hutton stated he made a pool about 8 to 10 feet around and put some rocks in it so the water will come down into the pool and go from one pipe to the other. He stated they had a company from Exeter come in to drill the manhole and it worked out well as it would have taken Highway all day to do it with jackhammers.

Mr. Hutton stated Highway is still mowing road sides and also doing a little brush cutting here and there.

Mr. Hutton stated he received a call from David Emanuel stating that the new furniture for the EOC will be arriving this week. Mr. Emanuel asked if Mr. Hutton could spare anyone to assist with the unloading of the furniture. Mr. Emanuel will let Mr. Hutton know which day it will be.

Mr. Hutton stated that the Town's entire stock of loam has been screened. He estimated that we have about 1400 or 1500 yards. He stated he put down some rye grass where the loam pile was to keep it from washing away.

Mr. Hutton stated that weather permitting, he is going to shim up the soccer field. This will alleviate problems with water pooling on the fields.

Mr. Hutton stated his Department is preparing for winter. The salt will be arriving this week. He stated there were problems getting it earlier due to the weather and a problem with the boat. Mr. Hutton stated it is a timely process now as he has to call out to the Midwest to place the order, wait for them to send the order to Newington, and then Newington calls and says what day they are coming.

Mr. Hutton stated they hauled off all the metal that was left last week from the Transfer Station. He stated he is not sure what the tonnage is yet, but they were amazed at how much was there. He stated that the Town will be receiving some money, but he is not sure of the exact figure at this time. Mr. Hutton also noted that there have been a lot of electronics dropped at the Transfer Station recently.

Parks & Recreation: Parks and Recreation Director Seth Hickey was present to discuss the damaged Andrew Stevens Memorial granite park bench at Stratham Hill Park. Mr. Hickey presented quotes from Exeter Monument Works for \$1,285 and from Brett Ellmore for \$1,355 to replace the granite bench top. The Board requested a quote on repairing the bench as opposed to replacing it since the damage is just in one corner. Mr. Canada suggested that Mr. Hickey get a quote from Eno's for the repair. Mr. Hickey will follow up on this matter.

Mr. Hickey stated they are conducting their Ski Program as it has been done in the past; however, Mr. Hickey was approached by a long-standing coordinator who has helped run this program at Pat's Peak for the 8th, 9th and 10th Grade populations, about getting paid a stipend or a salary for her position with this program. This pay could come out of programming fees associated with the Ski Program. Mr. Hickey stated this is the way he would like to have more of our programming be run. He stated there are some things that need to be worked out from an accounting standpoint. Mr. Hickey went on to explain that since there are 100 participants each week, there are a lot of emails and coordination that needs to take place. He stated that this woman has taken it upon herself to develop this position to assist in the process. She is a resident of Stratham and she is currently involved with coaching at the school. Mr. Hickey stated this coordinator's position could be incorporated into the program expenses, which would be divided between the 100 participants. This would mean an increase in the fee by \$15 per participant. Everything would be consolidated under this one program so fees from somewhere else would not be necessary. Mr. Federico stated his only concern was how to set the stipend. Mr. Hickey stated a lot depends on the program. The Board stated they had no conceptual problems with this. Mr. Canada suggested that Mr. Hickey work out the details with Town Administrator Paul Deschaine and the Accounting Department and report back to the Board once everything is worked out with amounts in mind.

Mr. Hickey then stated he had a training request. He stated he had approached Mr. Deschaine about attending a Revenue School out of West Virginia. This entails designing programs and handling money, similar to the above mentioned ski program and how to effectively use revenue to offset costs so programs can be established. This school came highly recommended to Mr. Hickey and he does have the money in the training budget. Mr. Hickey will put together something to present to the Board next week so they can understand the concept of it. Mr. Hickey noted that this is a two year program. He would add funds for year 2 to his 2011 budget request.

Planning: Town Planner Lincoln Daley was present to discuss upcoming applications for the Planning Board. Whitney and Company will be before the Planning Board this Wednesday to discuss their Yield Plan for the open space subdivision at 32 Bunker Hill Ave. The Yield Plan is the maximum number of lots under a conventional subdivision that could occur and they use this number as the foundation if they decide to go with an open space subdivision and apply for density bonuses. There will be no discussion of engineering of roadways, drainage or water or septic; this is solely looking at the lots to see if the lots being proposed comply with the standard conventional subdivision requirements within our zoning ordinance. Mr. Federico asked if the abutters have been notified of this meeting on Wednesday. Mr. Daley stated the abutters have been notified and there may be a pretty large turnout. The applicant has come before the Planning Board on several occasions within the last year and there has been an expressed interest by the surrounding residential neighbors about various impacts this may have such as traffic, storm water management, and even water, as far as too much or too little and the impact on their respective properties. They fully anticipate that the community will attend the meeting to provide their input. The discussion will solely focus on the Yield Plan and not so much on the conventional impacts, which will be part of discussions at future meetings. Mr. Federico recommended that everyone attending the meeting be made aware of same.

Mr. Daley then stated that another discussion at this week's Planning Board meeting would be the review of the Capital Improvements Plan (CIP). Mr. Deschaine forwarded Mr. Daley a copy of the most current CIP. The Planning Board will begin the process of reviewing what is in the current plan, modify as needed, and then work with the Budget Committee for input and comments.

Mr. Daley stated another item for the Planning Board meeting is the Master Plan and the Town Center Area Plan. They anticipate having a rough draft of the Town Center Area Plan this month for review and discussion with the Town Center Committee. The Master Plan is ongoing and we are on schedule to have it completed for Town Meeting next year.

Mr. Daley brought up preparation for Town Vote/Town Meeting. This will incorporate zoning amendments and any proposed studies. The focus for 2011 is on studies involving municipal water and sewer projects that are ongoing right now and the budget preparation, which may include an evolution of the Town Center Committee. The Town Center Committee is basically a sub-committee to the Planning Board for the sole purpose of creating the area Master Plan. Upon completion of that, there is an expressed interest by the members of that committee to change their mission. There may be a situation where they decide to continue their committee in a different type of form, one which complements the Economic Development Committee in

addition to identifying programs or events that might benefit or enhance the aesthetic look and feel of the Town Center Area. With that, there may be a possible budget item associated with that committee.

Mr. Canada stated that they previously discussed possibly changing the site plan review process to create a threshold below which it would be done administratively. He asked if that was something that is going to be discussed with the Planning Board. Mr. Daley stated he did raise several items that the Planning Board may want to consider for their own approval. Any type of zoning amendment requires a Town Vote; however, any type of subdivision regulation amendments requires a public hearing with the Planning Board only. So this would not be part of the Town Meeting discussion. Mr. Daley stated they did discuss this during a workshop as possible changes to both site plan and subdivision regulations, along with the possible replacement of the current storm water regulations to replace it with more relevant and up-to-date regulations.

Mr. Daley stated that the Towns of Exeter and Stratham held a public forum regarding cooperation in developing water and sewer infrastructure. The forum was on October 7th. He stated it was very well attended and the level of questions was pretty decent in raising concerns about the financial and economical impacts of sharing respective water and sewer resources. Overall, there seemed to be a positive feeling from people that they want to proceed with at least exploring the options that are available and to try and reach some synergies or economies of scale by pairing up and working together. Mr. Daley stated he is working with the Rockingham Planning Commission (RPC) to try and get grant money to pay for this respective study and then will come before the various boards to update those boards on the status of that grant and also the scope of work that is associated with the study. Mr. Federico attended the forum and he commented that he feels one of the issues that will come to the forefront is potential buy-in fees if there is any sort of joining or extending the services to the Commercial District. Mr. Daley stated an Exeter resident commented on the revenue sharing issue as a concern that pertains to resources being shared and expansion of the Gateway District. Residents of Exeter are expecting some kind of revenue sharing from the taxes that are generated from the increased development in Stratham. This will need to be worked out with the RPC and the Town of Exeter to try and look beyond that issue of revenue sharing. Mr. Canada and Mr. Daley agreed that it is much too premature to even contemplate build-outs or any kind of revenue sharing on either side. Mr. Federico stated one of the items discussed was how to have revenue sharing or rate structures when the two towns have totally different tax structures.

Police Department: Chief of Police John Scippa was present to report on his Department's activities. He stated that Officer Michael Oliveira has been working very closely with the Principal and staff at the Stratham Middle School (SMS) and was able to develop a school lockdown plan. Mr. Scippa and Officer Oliveira conducted training to the school staff on October 13th and then had their first lockdown drill at SMS on October 14th. Mr. Scippa stated that Officer Oliveira did a phenomenal job putting this together and working with the staff at the school. He stated everything went well with the first test. There are some facility issues that will be brought up with the School Board just so they are aware, but the Department is very excited to have that moving forward and practicing it. Mr. Canada asked about the progress at the

Cooperative Middle School. Mr. Scippa stated they are moving along there as well, however, it is still a work in progress since it is a much larger facility.

Mr. Scippa stated that Sgt. James "Chris" Call recently completed the New England Chiefs of Police Association's First Line Supervisor Command College, which was held at Roger Williams College in Rhode Island. This was a two week intensive classroom setting type of supervisory training and he did very well. He stated the cost to the Town for this training was offset by a grant from NH Police Standards & Training in the amount of \$1,000.

Mr. Scippa stated the Police Department is holding a one-day Glock Armorers Course in their training room next week. Since Stratham is sponsoring these classes, there are two free slots available for Stratham police officers. He stated this is a great way to receive this type of training because the cost of the class is \$295 per student plus any per diem costs and travel costs. This class consists of the officers learning how to take their gun completely apart and fix different parts inside the gun.

Mr. Scippa stated he is presently working with Andy Smith at the UNH Survey Center to put out a survey asking residents to grade the Police Department. Mr. Scippa stated they want to know from the resident's perspective how they are doing, what services they think are important and really get a gauge for whether the police are delivering what the residents want. It is still in the beginning stages, but the goal is to make this available on the Town website so people could take the survey at their own convenience. There will also be a paper survey that can be filled out and submitted for those people that do not have internet access. Mr. Scippa stated UNH has not charged the Town anything as of this time and they have also provided some sample surveys. Mr. Canada commented that Mr. Smith came to an Economic Development Committee (EDC) meeting and it is a very impressive organization and Mr. Smith was impressive himself, however, their services are not usually free. Mr. Scippa stated that Mr. Smith told him there may be a UNH student who has some experience working with municipalities and police departments who could actually benefit from conducting this survey. Mr. Scippa stated Mr. Smith has been very generous with his time and the sample surveys that were provided.

Mr. Scippa made the Board aware that the Police Department is going through a transitional phase. They are changing over their email accounts to the Department server so they may have some problems with sending and receiving emails.

Mr. Copeland expressed a concern about internet safety. He stated that some residents might see offers for money or other services that request personal information while on the internet and not realize they are fraudulent. He stated he wanted to get out to the public that these are not real offers and to not respond to them. Mr. Scippa stated that any legitimate bank or business would not ask for any personal information over the internet. He stated anything unsolicited over the internet should not be opened.

Mr. Canada asked about the status of the Fire Tower antenna and whether or not we have heard back from Jim Kowalik from NH State Police Communications. Mr. Canada stated this has been ongoing for close to three months now. Mr. Scippa stated he has not heard anything further; however, he will be in Concord for training this week and will try to stop in to radio repair and

see if he can make face-to-face contact with Mr. Kowalik. He will reiterate to him that they have until the end of this week to make some kind of contact, as we need to move this forward. Mr. Canada stated he does not want to cause problems with the State Police, but the Fire Tower requires maintenance and they are currently using it more than we are. Mr. Canada stated that this should be resolved or that the State Police be given a deadline of December 1st to vacate. The Board agreed with having Mr. Scippa reach out to them when he is at training in Concord.

Building Inspection/Code Enforcement: Building Inspector/CEO Terry Barnes was present to report to the Board on his Department's activities. Mr. Barnes stated Lindt Chocolate is going to install truck weigh-in scales for the tractor trailers with a kiosk so they know the volume of cocoa bean shells they are shipping out of there. This project will cost approximately \$100,000. Mr. Barnes stated the biggest thing here is all the underground electrical work.

Mr. Barnes stated they have started the demolition at 100 Domain Drive. The 100,000 square foot building has basically been gutted and the only items left were a sprinkler system and five miles of conduit. They were re-roofing today and they have finished the cement, the floor for the demising wall, and the plumbing. Mr. Barnes stated he spoke with David Udelsman, who is the architect that will be doing the fit up for Bauer Hockey. Mr. Udelsman stated they would have three sets of plans to go out for review in about 30 days.

Mr. Barnes stated he and State Electrical Inspector Al Torrissi did an electrical inspection at 38 Portsmouth Avenue, which is going to be an adult day care facility. Mr. Barnes stated there are basically two different zones for electric; one that services the upstairs and one that services the downstairs. They then went to Parkman Brook Plaza to the future site of a tanning salon in the space between Pet Life and Planet Fitness. They will be installing a transformer in the back part of the building. Mr. Torrissi checked the conduit and found it to be acceptable. They are ready to pull a permit at this time; it is just being reviewed.

Mr. Barnes stated he has an appointment to go to 38 Portsmouth Avenue this week. They are looking for a Certificate of Occupancy at this time. Mr. Barnes stated the handicap ramp was not up to code at last look. Mr. Federico asked if Mr. Barnes foresees any traffic issues at this location and Mr. Barnes stated no, it is very low key. Mr. Daley, who was still present at the meeting, stated they looked at the parking on site and there is more than enough parking to handle their anticipated number of clients even during maximum periods of time. Mr. Daley stated the traffic impact is minimal.

Mr. Barnes stated he spoke to Colleen Lake who informed him that her architect, Tracy Platt, is no longer going to be working with her on the Town Center Shops Project. He stated that David Gleason will now be doing the drawings and this matter will move forward.

Mr. Barnes reported on several generator inspections in Town. Mr. Barnes stated that Timberland will be doing a big upgrade on their generator for additional power. Mr. Canada asked if there was any further talk of Timberland changing their street name since this was something they were thinking about when possibly moving out of Town. Mr. Daley stated his understanding is they are maintaining their current street names. Mr. Barnes stated they changed the insert in the sign that says "100 Domain" and there will be a kiosk of signs at what will be

the entrance to Bauer Hockey. Mr. Barnes reiterated that Stratham is responsible for the building inspections and Exeter is responsible for the fire, sprinkler and smoke alarm inspections. Mr. Daley stated a Campus Master Sign plan has been submitted to the Town for review. Mr. Daley will work with Mr. Barnes on making sure it is aesthetically pleasing as well as functional.

Mr. Barnes reported on several inspections in Town that he will be working on.

Mr. Barnes stated he was at the NH Fire Academy last week for training on the new IBC mechanical and gas code changes. There was discussion on the new green codes in the mechanicals.

Mr. Barnes received a call from Seacoast Building Officials asking if Stratham would host a National Fire Protection Association (NFPA) seminar on National Fuel Gas Codes 54 and 58. Mr. Barnes stated this event will take place on October 27th from 1:00 pm until 3:30 pm. Mr. Copeland moved to allow Mr. Barnes to sponsor the Seacoast Building Officials training on October 27th from 1:00 pm to 3:30 pm. Mr. Canada seconded the motion, which passed unanimously.

Mr. Barnes stated he received a complaint in reference to the Subaru garage and the number of vehicles in the parking lot. The approved site plan allows for 145 vehicles on site and they are over that number. There are no records of additional parking spaces being approved. Mr. Daley's understanding was there was some previous conversation between Mr. David Yanofsky from Subaru and the previous Town Planner to allow for additional parking between Sullivan Tire and his property. Mr. Barnes' understanding was that the previous Town Planner and Mr. Yanofsky came to an agreement where they would remove the grassy area and replace it with crushed stone. Mr. Canada stated that the original site plan allowed for 145 vehicles and the previous Town Planner allowed for another 10. Mr. Federico stated that 145 vehicles were approved back in 1996. He stated Mr. Yanofsky then came back to the Planning Board and requested adding a façade and overhang in the front, which was a Subaru requirement. At that time, he claims he worked it out with the previous Town Planner, but nothing was documented. Mr. Daley stated that the biggest issue is safety on the site to ensure that emergency vehicles can navigate around all of the parked vehicles on the property and around the entire building itself. He stated there will be times when Mr. Yanofsky will be receiving inventory which might exceed these numbers at times, but regardless of the number of vehicles, when it becomes a safety issue, that's when we have to enforce our zoning regulations. Mr. Daley stated that Subaru needs to provide a revised site plan showing exactly what he is proposing to construct. This would put things to rest once and for all and allow the Town to have an accurate plan of what actually is existing on the site.

Mr. Barnes stated he will be following up on complaints received in reference to 23 Winnicutt Road, and a residence on the corner of Route 33 and Blue Ridge Circle. These complaints are about the appearance of the homes and the amount of "junk" in the yards. Mr. Federico stated there is also a house on High Street where they shingled one half of the roof and put the membrane on the other half and it has been left like that for two years. There are also two vehicles on the front lawn that are not registered. Mr. Barnes stated he will look into this matter.

Mr. Barnes stated that both Town vehicles need oil changes. He stated the Ford Explorer will probably need a new exhaust system in March when the inspection is due.

Mr. Barnes stated that John Decker of Emery Lane put a permit application in last Friday to have a sign at the end of the road. Mr. Decker was present at the meeting and stated they are currently conducting a pumpkin sale at his residence. This sale is for a charity called Seacoast Family Promise based out of the Stratham Community Church, which assists homeless families. Mr. Decker stated that when the sign laws were re-done that items could be sold from a farm, so he assumed since he owns a farm, this was acceptable. Mr. Barnes stated that Mr. Decker needs to fill out a permit and ask for permission from the Board according to the zoning code on agricultural signs. Mr. Canada stated one issue is the sign is 16 square feet in size which is over the size limit according to the zoning code. Another issue is Mr. Decker's property does not constitute a farm according to the zoning code being that there is no operation of a farm such as cultivation, etc. Mr. Canada stated Mr. Decker does not qualify for an agricultural exemption. The Zoning Ordinance requires that you grow at least 35% of the product being sold on the farm. Mr. Decker stated he would be perfectly happy if they were allowed to run this until the end of next weekend and then not do it again. Mr. Canada moved that Mr. Decker be ordered to remove his sign within ten days and if a sign is needed in the future, meet with the Board first. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Copeland asked if since the December 2008 ice storm, there have been a lot more residents putting in generators or just the same amount. Mr. Barnes stated there has been a lot more.

Stratham resident and representative to the Rockingham Planning Commission Bob Goodrich was present at the meeting to present the Board with magazine articles to make them aware of problems with water resources in our Country and the struggle to maintain legal rights for usage. Mr. Goodrich stated he attended the Northeast Planner's Association meeting in Portsmouth recently where the topic of conversation was sustainability and buying locally. A discussion took place on both of these topics. Mr. Goodrich stated that he just wanted to keep the Board informed.

On a matter related to the RPC, Mr. Canada noted that Marty Wool, Stratham's second RPC representative, had a consistent conflict with RPC meetings due to his position on the Stratham Planning Board. Both groups meet on the third Wednesday of the month. Mr. Canada suggested Mr. Wool and Lissa Ham, Stratham's alternate member to the RPC, switch positions. That way Stratham would have a full complement at most meetings. If Ms. Ham were unable to make a meeting, Mr. Wool could choose which meeting to attend based on the importance of the agendas. Mr. Federico said he would discuss this with Mr. Wool at the upcoming Planning Board meeting and report back.

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

Mr. Federico stated that he has received several comments as part of the economic development and beautification of the Town in reference to the Route 101/108 intersection. Several residents have commented that there are trees growing out of the islands, it has not been mowed, there is

litter, and there are huge weeds there. The concern is that this is the entryway to the Gateway that the Town is promoting and it is not being maintained. Mr. Federico stated that he spoke with Mr. Deschaine about this in the past and Mr. Deschaine stated the State's feeling is that since they constructed it, the Town should be responsible for maintaining it. Mr. Federico asked if this was something the Town's Highway Department can maintain. Mr. Copeland's concern is setting a precedent here on a job that the State's supposed to do. Mr. Canada suggested the Board take a look at it and talk with Mr. Hutton from Highway to see what he thinks this maintenance would entail.

Mr. Canada stated that the Cemetery Committee has CIP funds of \$15,500 and the Trustees have voted to spend it on a quote from Bell & Flynn for \$13,500 to \$14,000 to install drainage structures and associated piping to be done this fall. Mr. Bob Cushman, who is the Chairman of the Cemetery Committee, asked Mr. Canada if it was okay to go ahead and do this work because the Board had previously approved the funds. Mr. Canada looked back at the minutes from the May 24th meeting and it seemed clear from the minutes that the Board did not authorize the expenditure. Therefore, Mr. Canada told Mr. Cushman that he would present it for him at tonight's meeting. Mr. Canada moved to authorize the Cemetery Committee to spend up to \$14,000 for work on drainage structures and associated piping as quoted by Bell & Flynn. Mr. Federico seconded the motion, which passed unanimously.

Mr. Canada stated that since tax bills will be going out soon, the Board should give some thought to enclosing informational inserts with the tax bills. Some examples are the School District meeting, the Transfer Station going on a winter schedule, winter parking bans etc. He stated this is a great way to communicate with the voters.

Mr. Canada stated that Town Clerk Joyce Charbonneau is going to close the office on Election Day so she can use the help up front. She indicated that the absentee ballots are coming in heavy and she agrees that having three tables available may well be necessary.

At 9:40 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul R. Deschaine
Town Administrator