

MINUTES OF THE NOVEMBER 8, 2010 BOARD OF SELECTMEN'S MEETING

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

At 7:34 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$551,193.32 in the general checking account.

DEPARTMENT REPORTS:

Town Clerk/Tax Collector: Mr. Canada stated he distributed a proposed letter to the Board of Selectmen via email, which would request donations from residents. It would be inserted with the tax bills going out to residents. He stated, as discussed at previous meetings, it would be beneficial to take advantage of the cost of the mailing already being paid for by inserting informational flyers such as School District meetings, transfer station hours, and the winter parking ban. Mr. Canada read from the proposed letter, where it states that taxes alone do not support the many programs in the Town and asked taxpayers for any contributions, be it monetary or volunteering service. Mr. Deschaine stated his concern with the request for donations is it is hard to predict how a taxpayer will react to seeing that type of letter. Mr. Canada agreed with that concern, however, it is a good vehicle because taxes alone do not support all the programs in Town. Mr. Deschaine stated he is also concerned that some residents will write one check and add the donation into their tax bill total. Town Clerk/Tax Collector Joyce Charbonneau was present at the meeting and stated she does not agree with a donation request being inserted with the tax bill. She stated tax bills come from the Tax Collector's office and she thinks it would reflect badly on their office and on her as the Tax Collector. She stated that if a resident sent in one check and it was \$50 over their tax bill payment, she would take that as a pre-payment towards their next tax bill. Her concern is making that judgment call to decide if they are putting it towards the next tax bill payment or if it is a donation. Mr. Copeland mentioned the possibility of sending this letter out with the dog licenses in February instead. Ms. Charbonneau had no issue with that. Mr. Canada stated he does not share the same concern of it reflecting badly on the Tax Collector's office since it is clearly stated in the letter that it is from the Board of Selectmen. The group made amendments to the letter and authorized its inclusion with the tax bills. Mr. Canada will make those changes and send it to Mr. Deschaine.

Highway Department: Highway Foreman Al Williams was present at the meeting to request authorization for new tires and sander repairs. Mr. Williams stated that on two of the dump trucks, the chains that feed the salt out are due to be replaced. Mr. Williams presented two quotes for this repair work. He stated that the trucks may not need all of the repair work listed in the quotes, but will not know for sure until they take them apart. He stated the 2000 truck would require repairs quoted at \$4,200 and the 2004 truck would require repairs quoted at \$5,800. Mr. Williams stated there is money left in the budget to do only one of the trucks at this time. Mr. Williams stated that if one of the chains breaks during a spreading operation, it would start tearing the inside of the truck body and the repair work would be much more expensive. Mr. Williams feels it would be beneficial to have the work done now as a preventative measure. Mr. Canada's concern is if we get a new truck in a few years, we would be spending this money on the repairs for nothing. Mr. Williams stated neither of these two trucks would be the ones to be replaced. There is an older truck that would be the first one needing replacement. Mr. Canada stated he prefers to get as many

miles as possible out of the Town trucks, but also acknowledged that this can be costly to maintain them. Mr. Canada moved to authorize the repairs to one of the sander trucks. Mr. Federico seconded the motion, which passed unanimously.

Mr. Williams presented a quote from Graham Tire for \$659.84 to replace the tires on the pick up truck. This is at the "State Bid" price. Mr. Federico stated he would like to see a competing bid in addition to this one. Mr. Copeland moved to appropriate up to \$659.84 for new tires. Mr. Williams will see if another local firm is cheaper before having the work done. Mr. Federico seconded the motion, which passed unanimously.

Stratham Volunteer Fire Department (SVFD) Association President Dan Crow was present at the meeting to request several items prior to the closeout of the Safety Complex Bonding. These requests include: 1) upgrade eight windows/sashes to Ultrex Series for storm protection which includes a 5 mil. laminate film at a cost of \$2,640; 2) fixed electric eyes for ten overhead doors at a cost of \$3,000; 3) gutter and down spout for turn out gear room at a cost of \$250.00 (work has already been done and paid for); 4) rubber floor for fitness room (materials only) at a cost of \$2,500; 5) window valances for the Morgera Room at a cost of \$864 (this line item is not supported by the SVFD members). Mr. Copeland moved to approve items listed as 1, 2 and 4 on the document presented by SVFD Association President Dan Crow. Mr. Canada seconded the motion, which passed unanimously.

Police Department: Police Chief John Scippa was present and stated he spoke to NH State Police, in reference to the maintenance of the Stratham Hill Fire Tower. He was told there is no money to do anything other than technical support with regard to any communication services that may assist the Town of Stratham. They also stated they do not have any money to assist with painting the Tower or repairs to the radio building itself. Mr. Scippa stated that the State was going to reach out to Mr. Deschaine to try and make some arrangements to meet with the Town to try and negotiate the Memo of Understanding (MOU). The State has an MOU from 1998 and there was some discussion whether there was a more recent version and whether or not an MOU needed to be executed at this point because the State believes there is still an existing MOU. Mr. Canada moved to send the State a letter stating that the rent for the Tower is going to be \$1,000 per month as of January 1, 2011. If the State does not want to sign a lease to that effect, then they will need to remove their equipment by January 1, 2011. Mr. Federico seconded the motion, which passed unanimously.

Mr. Scippa stated that as part of the ongoing complaint with the speeding on High Street, he went to the Cornerstone School to meet with the Headmaster, Ms. Robinson, last week. She was very receptive and she would remind all the parents driving their kids to and from school to try to keep an eye on their speed. Mr. Scippa stated that absent the selective enforcement where officers are available to run the stationary radar, the use of the speed radar trailer, and passing the word along to the Cornerstone School, there is really not too much more the Police Department can do. Mr. Canada stated we had discussed making that a school zone and Mr. Scippa was going to coordinate that with Greenland. Mr. Scippa will work with Greenland regarding increased enforcement and to try and get that area posted as a school zone.

Mr. Scippa stated there are some old light bars and radios from police cars that are being stored at the Highway Shed. Mr. Scippa stated a company called www.propertyroom.com works with Police Departments across the country where they take property on consignment and then auction it off. They take 20% of whatever that price is and then pay the remaining 80% back to the police

department or municipality. They will come and pick up the items. Mr. Scippa stated he will provide the Board with a list of everything there before calling this company. The Board agreed this was a good idea.

Mr. Canada asked Mr. Scippa if he could put something cohesive together for budget season as far as a pay structure for the Police Department. Mr. Scippa stated he would like to look at salary surveys that have been completed for this year, and see where employees are relative to their time on the police force. He stated instead of doing a step system where once there is an increase, the whole step system needs to be restructured, that a banding system may be easier thing to work with. He stated he will get something definitive to present to the Board for their review. Mr. Canada stated he has no preference either way, but would like to see the Town be competitive because we want to keep a good, stable police force, and also reward longevity.

At 8:35 pm, Mr. Canada moved to go into non-public session to discuss a matter pertaining to a community member whose reputation may be affected. Mr. Copeland seconded the motion, which passed unanimously.

At 9:05 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the discussion. Mr. Copeland seconded the motion, which passed unanimously.

Discussion then took place on a Reverse 911 system. Mr. Scippa stated there are a lot of different companies that sell this type of product. There is also a question as to whether our State 911 system has this capability as well. Mr. Scippa stated he is not sure exactly what costs are involved at this time. Mr. Scippa said this software would allow you to highlight an area on a map of Stratham, and send a pre-recorded message to every phone in that highlighted area. This would be good for pre-emptive purposes such as when a traffic accident caused detours on a school bus route and parents called concerned they haven't seen the bus yet. Mr. Copeland asked about what needs to happen for the Police Department to get caller ID. Mr. Deschaine stated that the past Police Chief did not want to pay for the added card that goes into the system plus the monthly charge for each and every line. Mr. Copeland stated it is a tremendous investigative tool that at minimum, the Chief, Detectives and the Secretary should have. Mr. Scippa will look into what the cost would be for caller ID and a Reverse 911 system.

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:

Dan Demers would like to have a benefit Zumba dance for Toys for Tots. He requested the use of the Municipal Center and to have the fee waived. Mr. Copeland moved to approve the use of the room, but to decline the request for the fee waiver. Mr. Federico seconded the motion, which passed unanimously.

Stephen George requested the use of the Morgera Room for Boy Scout training on November 20, 2010. The request was approved and the fee was waived.

Linda Horne requested the use of the Municipal Center for a birthday party on December 4, 2010. The request was approved.

Mel Brideau requested the use of the Municipal Center for a birthday party on November 13, 2010. The request was approved.

Administration: Mr. Deschaine stated the pre-emption light installation by the Firehouse started November 5th. There will be some minor tree trimming in front of the Historical Society building. This should not be major unless we need to install a second light as there is a concern about traffic coming from the Circle at the bend where it may be difficult to see the light. We will have to monitor that to see if it becomes a problem.

Mr. Deschaine presented the NH Department of Revenue Administration (DRA) MS-5 form for the Board's signatures. This form serves a dual purpose of meeting financial reporting requirements for both DRA and for the US Census Bureau. By utilizing the uniform chart of accounts in the Rev 1700 Rules, all municipalities are reporting similar types of revenues and expenditures in the same accounts and in the same manner. Mr. Deschaine stated he did review this against the recent audit that was in the reader file. It does seem to cover all that is necessary and there are no notable mentions in it. This will be submitted tomorrow. Mr. Deschaine thanked Accounting Supervisor Valerie Kemp for her diligence on this matter.

Mr. Deschaine stated he was contacted by Vortex Insurance Agency in Overland Park, KS, to buy snow insurance. This insurance is for the catastrophic type of snow storms that may not qualify for FEMA, but are enough to throw a snow budget off kilter. The coverage amount equals \$1,000 per inch over the threshold amount. Mr. Canada stated, and the Board agreed, that we haven't had any problems and does not feel the need to give any consideration to this.

Mr. Deschaine presented the MS-4 Revised Estimates Revenues (RSA 21-J:34) form to the Board (see attached) regarding setting the tax rate. Last year \$150,000 of the fund balance was used to offset taxes and \$850,000 was retained in the Fund Balance. This year, \$900,000 is being reserved with \$218,122 applied to taxes. The reason for the increase in reserves is that the Town was somewhat close with its cash flow prior to the tax bills going out in November 2009. Mr. Deschaine stated to avoid that situation this year, \$900,000 is being retained in the Fund Balance. Mr. Canada agrees with increasing the fund balance over what we did last year. This form also has an overlay amount of \$150,000, which is the same as last year. Mr. Deschaine stated we are still a little under-funded per the State guidelines, but sufficient. This is a preliminary estimate. Mr. Deschaine will finalize the numbers for a 2:30 pm meeting tomorrow with the Department of Revenue Administration.

Mr. Deschaine stated that the Joint Loss Management Committee per RSA 281-A and Labor Department Rule 1400 was a legislation that was enacted to help mitigate rising worker's compensation claims. Any employer with ten or more employees is required to have one of these committees. The purpose of the committee is to 1) identify preventative measures; to meet and give input as to safety concerns, and 2) if we do experience an accident or loss claim from worker's compensation, the committee is supposed to evaluate the incident and determine whether there was something related to it that could have been prevented or fixed in the future. Mr. Deschaine presented a list of individuals who have volunteered and have been nominated by their departments to serve on this committee. Mr. Canada moved to appoint this Joint Loss Management Committee

consisting of Lesley Kimball, Andrea Lewy, Lincoln Daley, Lisa Collins, Charlie Browne, Tim Slager and Mike Gobbi. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated the due date for the Comprehensive Economic Development Strategy (CEDS) project list is December 15th. The REDC approaches towns to find out whether they have specific projects they would like funded from various sources in terms of making economic development improvements. A copy of the list was left in the Public Works Commission's mailbox for them to review and discuss. The benefit to this project list is if the requirements are met, it increases your scores and ability for federal funding should grants become available.

Mr. Deschaine stated he is still in the process of finalizing the Capital Improvement Plan (CIP) submissions from department heads, but asked the Board when they would like the operating budgets completed. Mr. Canada stated whatever the normal time frame has been, to which Mr. Deschaine stated is usually mid-December. Deadline was set for December 15, 2010.

Mr. Canada stated he looked into sending the Fire Department tanker to a Mack dealer to be analyzed. He stated he will speak with Fire Chief Stan Walker about this next week.

Mr. Canada requested that Mr. Deschaine notify all department heads this week of the adjusted schedule/agenda for attending Board of Selectmen meetings.

Mr. Deschaine asked if the Board wanted to set any goals for the departments as far as percentage increases or decreases in their budgets. Mr. Canada stated it should be mandated that when a department head turns in their budget that the bottom line, excluding payroll, be 5% less than it was previously. Payroll will need to be a separate discussion.

OLD BUSINESS:

The Board reviewed and discussed the Animal Control Ordinance for Stevens Park. This is not an official first reading. Mr. Canada has a concern that there is no provision in the ordinance as far as being afforded the right to a hearing without the risk of incurring additional expense solely due to the desire for a hearing. The Board agreed the ordinance needs to be reviewed by the Police Prosecutor before finalization. Mr. Deschaine will send this to the Police Prosecutor with an explanation of the Board's concerns.

The Board then discussed the Deferred Compensation Plan. Mr. Copeland thinks it is a great plan and would encourage all employees to take advantage of it. Mr. Canada moved to ratify the Deferred Compensation Plan amendment as proposed by Nationwide and to have the Chair execute the documents. Mr. Federico seconded the motion, which passed unanimously.

NEW BUSINESS:

Mr. Deschaine stated the Town received a request from Matt Goodwin from Center Barnstead, NH, who operates three tourism websites. Mr. Goodwin has requested to post external web links on the Town's website. These links would be www.nhtourguide.com, www.nhtrafficcams.com, and www.kancamagushighway.com. Mr. Deschaine stated the sites themselves don't present much in the way of objectionable content, however, all of the other external links on the Town site are somehow related with the Town of Stratham. Mr. Deschaine stated that if we do post a site on

there, we would need the contact person should we receive a complaint about it. He also stated that once certain unaffiliated sites are allowed on the Town website, how the distinction is made for future requests. Mr. Deschaine stated the current policy as stated on the website is the Board reviews these requests on a case by case basis. The Board requested Mr. Deschaine to add language to the current policy where you must be affiliated with the Town in some way in order to be posted on the Town website.

Mr. Federico stated now that new signs have been installed at the Town Offices, he would like to see the paper signs removed. Mr. Federico also stated that when he used the Municipal room yesterday, he noticed the Emergency Evacuation Plan sign from the old building is still up on the board. Mr. Deschaine stated that is one of the first tasks the newly formed Joint Loss Management Committee will be taking care of.

Mr. Canada stated he has not had a chance to put together the oil removal Request for Proposal (RFP) from last week, but will get to it soon.

Mr. Canada stated they were still waiting on a date for the staff meeting to be scheduled.

At 10:25 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter and a negotiation issue. Mr. Federico seconded the motion, which passed unanimously.

At 10:50 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the discussion. Mr. Copeland seconded the motion, which passed unanimously.

At 10:50 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