

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

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

At 7:32 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$6,964,985.82 in the general checking account. Mr. Peck stated he needed approval from the Board to get a Bond Anticipation Note (BAN) for the purchase of the rights to the Scamman property. The note is for \$2,380,000 at 2.71% per annum interest. Federal funds of \$950,000 will be received as a matching grant and will be used to reduce the amount owed on the BAN. Mr. Canada moved to authorize the Town Treasurer to secure a BAN in the amount of \$2,380,000 at a rate of 2.71% interest for a term of six months to finance the Scamman property and to authorize Mr. Peck to sign the note. Mr. Federico seconded the motion, which passed unanimously.

NEW BUSINESS: Fire Chief Stan Walker was present at the meeting and stated that he just wanted to go on record to say that he does not think the professionalism between the Fire Department and the Selectmen is very good, and stated the line of communication is poor. Mr. Canada stated that the Board agreed and perhaps if Mr. Walker was present on the second Monday of the month for the Board meetings, the day assigned for the Fire Department's monthly report to the Board, the communication would be a lot better. There was a lengthy discussion on why Mr. Walker does not feel the need to attend the meetings. Mr. Walker expressed his disappointment in not hearing that the Town is moving dispatch services to Rockingham County from the Selectmen directly, and stated if he was made aware, he would have had time to prepare for a discussion on the matter. Mr. Canada stated there was not a lot of time to act on this matter since it happened on November 28th, and Mr. Walker was spoken to within a week of the decision. Mr. Canada stated that Mr. Walker's complaint has been registered. He stated the Board can always do better at communications and will work on that. The Board would like Mr. Walker to attend the meetings the second Monday of every month since he is a Department head and he needs to report to the Board.

Mr. Walker expressed concern that this Tuesday the Department is probably going to vote to request funds for a fire truck and they have no idea where the Board stands. Mr. Canada stated he has a report from the Mack dealer on the truck and will give Mr. Walker a copy of it tomorrow night. The report states there are no structural problems that would require replacing that truck. Mr. Canada stated that Mr. Walker should present a pump report for the Board to review. Mr. Canada also stated that it would be premature to have reached conclusions on the Tanker since the Fire Department had not made a complete presentation to the full Budget Committee.

Mr. Canada stated the Board will work harder to be more inclusive with the Fire Department, but feels that in this instance, Mr. Walker did have notice, and the Board expected Mr. Walker to attend the meeting when dispatching services was discussed. Mr. Canada asked Mr. Walker if he saw any fatal flaws with going to Rockingham County Dispatch that he would like to express to the Board. Mr. Walker stated he has not had a lot of time to research it and does not know what

Rockingham County Dispatch can and cannot do. Mr. Canada stated they are doing radio checks tomorrow and it is all dependent on getting good coverage. If the coverage is not good, then the Town will not go with it and will just have to renegotiate with Newmarket. The Board stated due to the huge rate increase with Newmarket, they needed to do something else. Mr. Canada thanked Mr. Walker for his time.

DEPARTMENT REPORTS:

Planning: Town Planner Lincoln Daley was present to discuss his department's monthly activities. Mr. Daley went over the Planning Board items that will be occurring at upcoming public hearings in January of 2011. The first one entails the development of a 3,000 square foot bank on one of the pads in front of the Shaw's facility. This is one of two pads that are available there. They will be coming in to build what was previously approved with some small modifications to the design itself. The second one entails the continued public hearing involving the 32 Bunker Hill Avenue subdivision. It is currently in the Yield Plan phase of the subdivision process. At the last meeting, the Planning Board acquired additional information from the applicant, which will be provided as part of their continuing efforts to get the Yield Plan accepted. Once the Yield Plan is accepted by the Planning Board, they will go back to the drawing board and present an open space cluster development design for Planning Board review and approval. The last application involves a new 30,000 square foot addition to the Lindt facility for their corporate headquarters office on Domain Drive; however, they pulled their item off the agenda due to a difference of opinion regarding the architectural design.

Mr. Daley stated another item before the Planning Board is the first public hearing to be held on January 5th, which will include all of the seven zoning amendments proposed for the 2011 Town Meeting. A majority of these are clean up amendments with the exception of the revised sign ordinance. Also, there is a proposed zoning change to one of the properties in the Residential Agricultural District. Robert McLaughlin is looking to rezone his property located at 166 Portsmouth Ave. This is a citizen's petition. He is looking to sell the property. The perception is that it is already part of the Town Center District since there are businesses that surround his property, and he wants to allow for more uses allowed in the Town Center, which are not allowed as part of the Residential Agricultural District. Mr. Daley worked with the applicant to create the language and also a zoning map to submit to the Town for the petition.

Mr. Daley updated the Board on the Capital Improvement Plan (CIP) request regarding the municipal software. He informed the Board that they essentially looked at four different systems: The Harris Corporation/Munismart, BSMI, Basic Gov, and Avitar. The prices for each one differed depending on the number of licenses and the functionality of the various software systems. The top two companies selected are Avitar and Munismart. The \$25,000 CIP request is based on the Munismart initial estimate provided to us which was on the high end. In follow up meetings with Munismart, that number has been honed down a bit more and there are opportunities to reduce the overall price tag substantially going forward. The Avitar system, which the Town currently uses for many functions, would require engineering or customization to satisfy some of our requirements. The Munismart is really geared towards a permit tracking system that is tailor made to the Town's needs. What is equally important is the ability to communicate with Assessing and have a two-way street of communication, which both systems

allow. Munismart has the ability to upload and download information into both the Avitar and Munismart systems. Munismart has a few more bells and whistles that would be more advantageous for the Town in the long term where Avitar offers core functions we are looking for. The Munismart system would be \$20,000. Full discussions on customizing Avitar have not been held, but the estimate for the annual license would be about \$2,000 for planning and building. This is the same as Munismart, but the additional Munismart costs are for the initial costs for training, data conversion, and software installation. Mr. Daley stated that Munismart does offer a recreation module, but is not sure if they offer scheduling software for the Town calendar. Mr. Daley stated that the good news is that Stratham would be Munismart's first system in New Hampshire. With that, they would offer us a reduced price because we would be the flagship municipality in New Hampshire. There will be further discussion on this matter.

Mr. Daley informed the Board that regarding the Area Master Plan, they are in the process of completing the initial draft for submittal to the Committee for review and hopefully approval from the Planning Board by early February.

Mr. Daley updated the Board on the Energy Evaluation building selection report that Tobias Marquette previously provided to the Town. Mr. Marquette is the individual who analyzed all of the town's buildings to select the one building which would be the most appropriate building for the SDES Group to provide a Decision Grade Audit (DGA) report under the New Hampshire Municipal Energy Assistance Program (NHMEAP). In an effort to choose a building, Mr. Marquette stated the Town needed to decide which building would be suitable for further examination and a more in depth report. Mr. Marquette identified the Fire Station as being the building that he felt might be the most advantageous to study. The building's contractor and architect made some written comments regarding the report submitted by Mr. Marquette, pointing out a few of the architectural details and energy efficiency measures built into the building during construction. Mr. Daley stated a common theme throughout his discussions with Mr. Marquette was trying to insulate the ducts and piping in all of the Town buildings. The final stages of this process would be the Board choosing a building to move forward with and Mr. Marquette would present a report on that building to the Board. Mr. Canada stated that Dan Crow, the builder, and Mike Keene, the architect, had identified ways to increase energy efficiencies at the fire house that were rejected due to cost factors and stated that he does not see anything that would cause us to go back and spend the money now. The group discussed which other building would most benefit from this analysis. Mr. Canada moved to have Tobias Marquette study the Highway Department building for energy efficiency recommendations. Mr. Copeland seconded the motion, which passed unanimously. In reference to Municipal Center upgrades under a different energy grant program, Mr. Deschaine stated that in talking with Theresa Walker on the Rockingham Planning Commission, she agreed to approach one of the other contractors that the Office of Energy & Planning has under another set of ARRA grants. He stated that RPC and the other OEP contractor have agreed to help us construct the Request for Proposal (RFP) for the windows and insulation at the Municipal Center.

At 8:25 pm, Mr. Canada moved to go into non-public session to discuss a personnel issue. Mr. Copeland seconded the motion, which passed unanimously.

At 8:27 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

Building Inspection/Code Enforcement: Building Inspector/CEO Terry Barnes was present to report on various building activities throughout Town. Mr. Barnes stated he and Mr. Daley have been working on revising the building permit fees. It has been quite some time since any changes were made.

Mr. Barnes wanted to make the Board aware that he checked on the water level at the Parkman Brook Plaza and it is right up there. The Town was supposed to receive monthly reports from the engineering firm and have not as of yet. Mr. Barnes will follow up with them. The Board agreed to have the engineering firm submit a quarterly report instead of monthly due to the expense.

Mr. Barnes stated there was previously a variance for four offices at Robert McLaughlin's residence at 166 Portsmouth Ave. from when the prior owner was there. The McLaughlin's met with Mr. Barnes and stated they want to keep the variance for the business, but one business only. Mr. Barnes advised the McLaughlin's to go in front of the ZBA on this matter.

Mr. Copeland asked Mr. Barnes if he was aware of a sign at the end of Jack Rabbit Lane by Portsmouth Ave. Mr. Barnes stated he just became aware of it.

Mr. Federico asked about a large wooden sign on Portsmouth Avenue by the Kevin King's Plaza that is advertising installing remote car starters. Mr. Barnes reported that the sign is right on the Stratham/Exeter line.

Parks & Recreation: Director Seth Hickey was present at the meeting and stated it has been brought to his attention through a number of residents that they would like the Town to explore other possibilities for treating our fields other than the chemical compounds used, as far as fertilizers and different types of treatments. Mr. Hickey would like to research other competitors that have come into the market and stated with the proper training, Ms. Woods could become an expert on other forms of treatment outside the chemical fertilizers used in the past. Mr. Hickey asked the Board if they could have a presenter do a presentation at the Library on using alternative treatments for the benefit of the Board and residents.

Mr. Copeland stated this kind of treatment on the fields comes down to the costs involved. Mr. Hickey stated that the initial investment might be a little high, but through long term proper treatment, the fields would need to be treated less often. The watershed is not the only concern, but the kids that are using the playing fields since a lot of these chemicals stay in the ground for a long time. Mr. Canada told Mr. Hickey he does not need the Board's authority to put on such a presentation. Ms. Woods was present at the meeting and stated she has found through seminars that she has attended that organic treatments can be more cost effective over the long term and be just as effective. She stated the big thing now is integrated pest management where pests are monitored. She stated that we should be testing the soil before treating it to see what is needed. The cost is minimal for the testing. The Board agreed they would like to attend the public

seminar to hear feedback from residents and then they can discuss the costs involved at another time. Ms. Woods and Mr. Hickey will schedule the seminar for some time in April 2011.

Mr. Hickey presented information to the Board for their review on new software for the Recreation Department. Also present at the meeting was Caitlyn McKay, who is a sophomore at UNH doing a 45-hour internship with the Town's Recreation Department. Mr. Hickey stated this software program would be a web-based program so nothing has to be stored on the Town's server. This software would encompass everything from sport registrations to referee structuring to facility registrations. The Recreation Commission has reviewed the proposal and has given Mr. Hickey permission to take funds from the Recreation Revolving Account for this expense. There is an initial one-time cost for set up and training with no yearly licensing fee. The rest of the fees associated with the software would be passed on through the programming via an additional administrative cost built into each program. The initial cost will be paid from consolidating two accounts that have not had any activity in a number of years (Fair mini-golf and ice cream accounts), and also the interest earned on the Revolving Account. This software purchase would include 61 hours of web-based training. The initial software cost is \$6,000. There is no maintenance fee associated with this software. Instead, there is a certain percentage of the transaction itself taken. Mr. Hickey is proposing to charge a minimal administrative fee and then roll that back into the programming cost.

With this new software, Mr. Hickey would be able to print off a roster of who registered for what and it would be much easier to see which accounts each dollar went back into so it can be separated. This will also allow Mr. Hickey to have more control and access to information. Mr. Hickey stated that the Town of Wolfeboro currently uses this software and gave a brief presentation on the use of it through their website. It was noted by Mr. Deschaine that this was the only software company they looked at that actually takes care of everything having to do with credit card transactions and security. There was a lengthy discussion on the details of how the software and charges will work and how this will simplify the entire registration process. (*See attached spreadsheet*). The Town will need to sign a two-year contract with the software company. Mr. Hickey also requested the set up of a kiosk in front of the Recreation office so people can register there. Mr. Copeland moved to allow Mr. Hickey to proceed with the Active Net program at a cost not to exceed \$6,000, predicated on satisfying the legality of the contract in regards to the term of the contract. Mr. Canada seconded the motion, which passed unanimously. Mr. Copeland moved to allow the use of credit cards in conjunction with the Active Net program. Mr. Federico seconded the motion, which passed unanimously. Mr. Canada moved to allow the creation of a kiosk outside of the Recreation office in the front lobby at a cost not to exceed \$1,000. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hickey stated that work has been completed at Stevens Park for the season. He has created a checklist of everything that has been done, what was put down for fertilizer, and who did the work. He also has a layout of the work that is anticipated to occur in spring 2011 (*see attached*). These items are itemized in the Capital Improvement Plan (CIP). One of the items is installing a gate so cars cannot drive onto the fields. There are a couple of existing gates that would work and these would be installed right at the pump house, along with some appropriately placed large boulders that would take care of this problem. Mr. Hickey also stated that the soccer fields have been closed for the season and he is waiting on pricing for fertilizer and seed.

Mr. Hickey stated the ice rink at Stratham Hill Park opened at the end of last week. He stated they are looking at putting up some laminated paper signs in the area saying "Use at Your Own Risk". Mr. Copeland asked about a possible program where people can turn in ice skates that do not fit their children anymore since they outgrow them so quickly. Mr. Hickey said they could set something like that up. He stated he would like to talk with Bauer Hockey about doing some more substantial programming at the skating rink. Mr. Hickey stated he will be speaking with Dan Crow as far as when the installation of the heating lamps from the ceiling of the warming hut will take place. Mr. Hickey stated that Greg Blood will be donating materials and constructing a fire pit at the rink area as well. Picnic tables have also been moved to that area for the use of the skaters.

Mr. Deschaine asked Mr. Hickey what happened during the discussions with Seacoast United about using the fields at Stevens Park for lacrosse and soccer camps. Mr. Hickey stated he spoke with the Recreation Commission and they agreed that we are not in a position right now to rent out our facilities due to maintenance concerns. It could be something that happens in the future.

Mr. Hickey stated that they are looking to do a cooperative meeting for all sports boards on February 13, 2011 at 7:00 pm. They will be discussing the proposed criminal background screening policy and also programming and budgets, to define what monies are going out and what their plan is for the funds they do have. Prior to this meeting, Mr. Hickey will be meeting with Kevin Peck from the Recreation Commission, Chris Goodwin, who is the Treasurer of the Baseball Board, and Jon Huot, who is the Treasurer for the Soccer Board, this Wednesday.

Mr. Copeland reported that regarding the dog ordinance at Stevens Park, it is still an ongoing process. The Police Prosecutor has reviewed it and has some minor changes he would like to make.

Mr. Hickey stated that participant enrollment for this month indicates a lull in registration. He stated that there were really high numbers during September through November due to soccer, a foot race, a bike race, basketball and the ski program.

Mr. Canada stated he was approached by a resident, in response to a tax bill insert seeking donations, asking where she could donate money to for the Town. Mr. Canada developed a list of Town groups who are seeking donations and proposed putting it on our website. There have been ongoing discussions on whether or not a concession stand is needed at Stevens Park for the soccer program. Mr. Deschaine wondered if including the snack shack on the list of possible donations would give de facto approval status to a project not yet vetted. Mr. Canada stated he feels that this can be discussed further once they raise the money for one.

Mr. Canada stated he viewed the soccer board website (independent from the Town website) and expressed some concerns about it. He stated the Town is trying to get a unified website so all information is in one place. He feels that the soccer board should be set up as pages of the Recreation Department portion of the Town website. This way, Mr. Hickey would be aware of it and know that the information on there is appropriate. Mr. Canada stated that the Board had previously agreed that any posted link needed to be somehow affiliated with the Town. The

soccer board website has links that the Board would not allow on the Town website. He stated that this is not an independent soccer group; it is part of the Town of Stratham. There is advertising on the website and Mr. Canada is concerned where the money from the advertising is going. Mr. Canada pointed out that in the Revolving Fund for soccer, which had a big summer program, only \$1,485 was received in July. He stated there were hundreds of kids that were involved in this program and this figure does not make sense. However, there was \$21,000 taken in September. Mr. Hickey could not speak with any certainty, but stated that they did an early registration this year and that may be what is reflected in the July numbers. Mr. Hickey will supply the Board with more detailed reports to show how this revenue was generated. Mr. Canada stated that the sports boards need to be aware that all money needs to go in and out of the Revolving Fund. Mr. Canada asked Mr. Hickey to look into this matter and make sure this gets across to the sports boards.

MEETINGS: Mr. Canada moved to skip this portion of the meeting due to the late hour. Mr. Copeland seconded the motion, which passed unanimously.

SECRETARY'S REPORT: Mr. Canada moved to approve the amended minutes for 12/13/10. Mr. Copeland seconded the motion, which passed unanimously.

Administration: Regarding Town vehicle evaluations, Mr. Canada stated that he had the fire tanker analyzed by Universal Truck, which is a Mack dealer in Portsmouth. He stated he thought Chief Walker prepared a report on the second component of the tanker, the pump operation, but the Chief reports that he did not. Mr. Canada has seen photos that showed some fatigue cracks on the stainless steel plate that the hydrant pump's hubs are on. After being analyzed by Universal Truck, this is nothing structural or something that will cause catastrophic failure. He also stated that since there was a concern about the Park Ranger's truck not passing inspection due to the rust on the frame, he received a quote to repair it at a price not to exceed \$250.

Mr. Deschaine stated that as part of this year's budget, he had included \$1,500 under New Equipment to digitize the recording system to get away from using the cassette tapes. Executive Assistant Stacey Grella has been working on this for several months, evaluating what type of system would be most efficient for the Town. The cost for this system would be \$728, which includes the software package and foot pedals needed to outfit two work stations. The recordings would be stored on memory cards, which would save on storage space. There is also a 30-day money back policy, so if it does not work out for any reason, we can send it back with no obligation. Mr. Federico moved to authorize Mr. Deschaine to spend up to \$728 for a new digital recording system. Mr. Copeland seconded the motion, which passed unanimously.

OLD BUSINESS: Regarding the bid for the removal of heating oil at the Municipal Center, Mr. Canada stated he spoke with Bob McAlpine and he stated he would pay \$2.00 per gallon for the oil. The Board agreed to sell the oil to the Memorial School for \$2.00 per gallon. Mr. Canada will call Abeniqui Carriers and have them set it up with Bob McAlpine.

NEW BUSINESS CONTINUED:

The group then opened the five bids received for printing the Town Report. All bids are based on 1,200 printed copies of the Town Report at 180 pages each. The bids received are as follows:

Kase Printing - \$4,185 or \$3.48 per book for camera-ready copy supplied, or \$4,045 or \$3.37 for a press-ready pdf supplied.

Proforma Infinite Printing Solutions - \$4,098.75 for camera-ready copy supplied.

Select Print Solutions - \$3,070 for camera-ready copy supplied.

R.C. Brayshaw & Company - \$6,132

Imagewise - \$4,749

The group agreed not to award the bid tonight. Mr. Deschaine will follow up on getting some references and confirm the details of the proposal with Select Print Solutions.

Mr. Canada reported on the discussion he had with Fred Hutton from the Highway Department on the Fire Department reader sign. Mr. Canada and Mr. Federico looked at the sign and noticed it was bowing because it appears to be made out of particle board that is swelling. Mr. Canada stated it would probably be easiest to take the sign off, cut it down ¼ inch and put a channel rail along the bottom. Mr. Hutton expressed a concern about breaking the sign. Mr. Canada will look into this matter and report back at a future meeting.

Mr. Copeland asked about an invoice for the Highway Department for a cooler rental for \$10.00 per month. Mr. Canada stated that in looking at previous minutes from July 15, 2009 regarding this matter, they do not reflect that Highway was specifically told not to rent the cooler. Mr. Canada will follow up on this matter and report back at a future meeting.

At 11:30 pm, Mr. Canada moved to go into non-public session to discuss negotiations. Mr. Copeland seconded the motion, which passed unanimously.

At 11:45 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

At 11:46 pm, Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul R. Deschaine
Town Administrator