

## **MINUTES OF THE JANUARY 31, 2011 BOARD OF SELECTMEN'S MEETING**

**MEMBERS PRESENT:** Chairman David Canada, Selectman Tim Copeland and Town Administrator Paul Deschaine. Selectman Bruno Federico arrived at 8:00 pm.

At 7:10 pm, the Board went into non-public session to discuss a personnel matter Joyce Charbonneau with Mr. Copeland making a motion to do so. Mr. Canada seconded the motion, which passed unanimously.

At 7:20 pm, the Board came out of non-public session and sealed the minutes due to the personnel matters discussed with a motion by Mr. Canada. Mr. Copeland seconded the motion, which passed unanimously.

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

**TREASURER'S REPORT:** Kevin Peck reported that he had \$4,706,877.50 in the general checking account.

### **DEPARTMENT REPORTS:**

**Town Clerk/Tax Collector:** Joyce Charbonneau was present and stated that on January 1<sup>st</sup> a new law was introduced regarding restricted property owner's filings (RSA 540:1-b). This law states that landlords that have more than three occupied rental properties need to file with their Town Clerk. Ms. Charbonneau presented a form that would fulfill the Town's statutory duties to the Board for their review. Ms. Charbonneau has checked with other towns as far as what they are charging for filing fees. It is up to the governing body, but from what she gathered, most of the towns are charging \$15.00 for a filing fee per owner. The costs involved would be faxing or mailing the form and setting up a filing system. Mr. Canada moved to accept Ms. Charbonneau's recommendation to set a \$15.00 filing fee to file as pursuant to RSA 540:1-b. Mr. Copeland seconded the motion, which passed unanimously.

**Police Department:** Chief John Scippa was present at the meeting to make the Board aware that everything appears to be in place for the transition to go to Rockingham County Dispatch. This will be happening tomorrow morning at 8:00 am. Mr. Scippa has communicated with Chief Cyr from Newmarket. Chief Cyr stated that he would tell his people to keep their ears on the phones in case, for whatever reason, there is a problem. He also wished us the best of luck and stated he was sorry to see us go. Mr. Scippa stated the computers are in place, all of the radios have been changed over, and everything is ready to go. Mr. Scippa stated there is really nothing the Fire Department needs to be aware of regarding the radios since they will still use the incident command system that they already use at Newmarket. As far as any internal operational protocols, Mr. Scippa would defer to Fire Chief Walker and the Fire Department if changes were required. Mr. Scippa did email and call Chief Walker to inform him of the time and date of the change. Mr. Walker related to Mr. Scippa that he was comfortable with the tone and radio tests conducted recently. Mr. Scippa stated that he would be forwarding the call-out sheet and list of Emergency Management personnel to Rockingham. The Board thanked Mr. Scippa, Officer Greg Jordan and Brad Little for all of their hard work on this project over the last few months.

**Town Planner:** Lincoln Daley was present at the meeting to follow up on a previous discussion regarding the Town municipal software. The initial discussion with Muni-Smart was for approximately \$20,000-\$25,000. The initial \$30,000 was based on Mr. Daley's rough estimate on what it might cost. As the actual software requirements were narrowed down, the cost came down to \$15,000. He stated they contacted Avitar and received some cost estimates on what it would cost for programming or engineering work to add additional features that would satisfy requirements from both the Planning and Building Departments. The cost estimate was approximately \$4,000 for the engineering work, which includes programming and adding those extra features in. The annual maintenance cost is \$1,400 per year, which is what it would have been had the Town utilized the building module for our software needs. Therefore, the \$5,000 amount discussed at the last Budget Advisory meeting would appear to be adequate to provide enough financial assistance to develop this municipal software for the Town. The timeframe for completion is around June. Mr. Daley stated from a cost standpoint, Avitar would be the more beneficial between the two systems even though it does not have all the bells and whistles that Muni-Smart offers. He stated that Avitar would satisfy a majority of the Town's needs. Mr. Daley stated that the Avitar system would facilitate electronic filing and cataloging of all plans, permits, etc. received from applicants in electronic form.

**Parks & Recreation:** Seth Hickey was present at the meeting to discuss his department's activities. He stated he just received the Request for Proposal (RFP) for the Timberland Earth Day Project for Stevens Park. This will include the completion of the dugouts at the field and getting some grounds work and some painting done.

Mr. Hickey reported that the ice rink at the Stratham Hill Park is looking good. He had talked with the Park Association about an ice-resurfacing unit. The Association contributed \$600 and since then, \$400 has been received from other sources as far as donations to purchase the unit for a total of \$1,000. Park Ranger Kim Woods negotiated with that vendor and got them down to the \$1,000 from what was originally \$1,200. The unit holds 100 gallons of water and it tows behind the existing John Deere tractor.

Mr. Hickey stated that Ms. Woods expressed some concern to him as far as the snow on the roofs at the Park. Mr. Hickey presented some photos that were taken today. Ms. Woods has taped off the open front pavilion. Mr. Federico asked about the ice on the walkways because last weekend there was an EMS call where someone broke his leg after slipping on the ice. Ms. Woods did point the area out to Mr. Hickey and he was aware.

Mr. Hickey stated he has been working on corporate sponsorship of dog clean-up kiosks at the Park. Dog waste has always been an issue, especially at the end of Jack Rabbit Lane, so he has put together proposals to be sent out to businesses that might have an interest in sponsoring such a location. The start up costs for four kiosks is approximately \$3,000 on an annual basis and Mr. Hickey is looking for complete corporate sponsorship. There would be advertising space sold at each individual unit and then on the actual bags themselves. The Board was in favor of Mr. Hickey sending out the letter to area businesses soliciting sponsorship.

Mr. Hickey stated there is a cooperative Sports Boards meeting (including the Recreation Commission) on February 13<sup>th</sup>. There has been a good response as far as people being able to attend. A few items on that agenda will be reviewing the criminal background/screening process, discuss program budgets, and discuss possibly creating a 501(c)3 private non-profit such as "Friends of Stratham Recreation" to allow us to access certain funding. Mr. Hickey stated that he hopes to have these meetings a couple times a year.

Mr. Hickey presented the written Corporate Naming and the Presentation Sponsorship Policy for Recreation to the Board for their review. After some discussion, the group agreed with making some minor amendments to the document regarding ultimate authority for use of Town assets.

Mr. Hickey stated he is still trying to pursue opportunities through local partnerships like the UNH Leadership Program.

Mr. Hickey stated he has an appointment for the Recreation Commission, Jennifer Roberts. She is currently going through the application process for appointment. At this point, there is an alternate position open, but in the coming months there will be at least one other opening. Ms. Roberts assisted in playground fundraising that was done for Stevens Park and she has a good take on fundraising and generating money. Mr. Copeland moved to appoint Jennifer Roberts to the alternate position on the Recreation Commission Board. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey reported on the Recreation Revolving Fund. Mr. Deschaine stated that there were no numbers to report for January 2010. He also stated that we upgraded the accounting software right after the first of the year and the back ups that we thought were done for the Recreation Revolving Fund were done slightly different than the ones we did for the general accounting. Unfortunately, during the process of closing those and then bringing them forward with the new update, they were lost. They did find one back up that was to November so all the transactions were re-created from a paper copy. Mr. Hickey will send the information electronically to the Board for their review.

Mr. Hickey updated the Board on the new software. The contract from Active Network was reviewed and some revisions were made. It has been sent to their legal department and we should hear something mid-February as far as the training to get that up and running.

Mr. Hickey then reported on program participant enrollment. Although paper registration was not required, he stated there were approximately 200 people that attended yesterday's "Winter White Out" event at the Park. Mr. Hickey will send the estimates to the Board electronically.

**MEETINGS:** 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:

Emily Baker from Springvale, ME requested the use of the Park on July 9, 2011 for a family reunion. The Board had previously reviewed this request and asked for further information regarding anyone being from the Stratham area. Mr. Canada moved to deny the request due to not being local. Mr. Copeland seconded the motion, which passed with two in favor and one against.

Ed Danilowski requested the use of the Municipal Center on March 12, 2011 for a recognition dinner for the Boy Scouts. Mr. Copeland moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed two in favor and one against.

Kranthi Kantipudi requested the use of the Municipal Center on February 6, 13, 20 and 27, 2011 for cultural learning experience events. Mr. Canada moved to approve the uses (subject to availability). Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada expressed concerns that he was not able to reserve a date at the Park for August. Apparently, EventKeeper, our reservation service, does not permit reservations further out than 6 months. Mr. Deschaine said that is one of the problems being worked out. Meanwhile, reservations in such instances are being accepted by phone. Mr. Canada stated that this information should be made known on the website.

**Administration:** The group discussed a request by the Southeast Watershed Alliance for a letter of support in applying for a coastal program grant. The application is due next Monday. The group agreed this would add yet another layer of regulation. There were no motions in support of the letter.

Mr. Deschaine presented the amended informational letter that is to be included with the "dog letter" that will be going out to residents. The Board reviewed it and the letter was approved.

Mr. Deschaine stated that the printing company that quoted the Town a low price for printing the Town Report books is now expressing reservations about meeting the February 25<sup>th</sup> deadline. They would be able to get us a limited production, but the majority would come two weeks after the deadline. Mr. Federico moved to use the same printer that we used last year for printing the Town Report books. Mr. Canada seconded the motion, which passed unanimously.

Mr. Deschaine stated there has been some interest with North Hampton and Exeter to have another tri-town legislative meeting, particularly with the retirement reforms that are coming up. Mr. Deschaine asked the Board if they have an interest in being the host of such a meeting and do they have a suggestion for a date. The Board was in favor of hosting the meeting. They also agreed that Thursdays or possibly a Monday before the Selectmen's meeting would be best. Mr. Deschaine will schedule a date that works for everyone.

Mr. Deschaine stated that Town Custodian Charlie Browne is going to need additional time to recover from injuries he sustained previously. Therefore, the group is re-visiting the discussion of possibly bringing in a cleaning service to the Municipal Center. The Highway Department has been helping out with the vacuuming and trash collection. Mr. Copeland suggested going through the jail and a custodial services program they offer with their minimum security inmates

at no cost to the Town. The Board agreed to have Mr. Deschaine look into that further and get pricing on area cleaning companies.

**OLD BUSINESS:**

At 8:45 pm, Mr. Canada opened the public hearing regarding two new ordinances. The first is the Animal Control Ordinance for Stevens Park (Ordinance #1-2011), and the second is the Animal Control Ordinance for Stratham Public Cemeteries (Ordinance #2-2011). Mr. Copeland moved to waive the reading of the actual ordinances. Mr. Canada seconded the motion, which passed unanimously. Mr. Canada closed the public hearing at 8:46 pm. Mr. Canada moved to approve Ordinance #1-2011. Mr. Copeland seconded the motion, which passed unanimously. Mr. Canada then moved to approve Ordinance #2-2011. Mr. Federico seconded the motion, which passed unanimously.

**NEW BUSINESS:** The group continued a discussion on the proposed 2011 Warrant articles and Fiscal Year 2011 Budget. Mr. Deschaine pointed out that the first item, Article A, is the same article that appeared in 2002 with the initial amount of \$5,000,000 and that has been changed to \$685,000. He stated that because this will be a new bond issue authorization when we go to use it, we would have to start at square one with Bond Council in proving that we have met all of the statutory requirements for a proper and legal note. Article E is the Capital Reserve Fund for the cemetery purchases. Mr. Deschaine stated that we had talked about using those funds from the sale of cemetery lots to capitalize this fund. If we were to write a designated amount in the article from a particular source, that then does not make this a capital reserve fund; it makes it a special revenue fund. If it becomes a special revenue fund, Mr. Deschaine said the Town could not name an agent to expend from the fund. He also noted it was posted as a capital reserve fund and the special revenue fund statute requires specific notice to that affect. Mr. Canada explained that in reviewing the cemetery regulations, the Board realized that when cemetery plots are sold, part of the money goes into a maintenance trust and another part of the money goes into the General Fund. The Board felt it would be appropriate to put the General Fund money aside for future cemetery purchases. The Board agreed that Mr. Deschaine can set it up as a special revenue fund and that adequate notice was provided.

The Board agreed to approve the Selectmen's report for the Town Report pending Mr. Deschaine's review. The Board also reviewed the Town Report Dedication and all agreed to approve it. Mr. Federico moved to approve the Selectmen's Report and the Town Report Dedication with any necessary grammatical changes. Mr. Copeland seconded the motion, which passed unanimously.

At 10:03 pm, Mr. Federico moved to go into non-public session to discuss contract negotiations. Mr. Canada seconded the motion, which passed unanimously.

At 10:20 pm, Mr. Federico moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Canada seconded the motion, which passed unanimously.

At 10:20 pm, Mr. Canada moved to recess this meeting until February 1<sup>st</sup> at 7:00 pm when the budget will be discussed in detail. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella  
Executive Assistant

Paul Deschaine  
Town Administrator