

## **MINUTES OF THE MAY 16, 2011 BOARD OF SELECTMEN'S MEETING**

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

At 7:25 pm, Mr. Canada opened the meeting by moving to go into non-public session to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 7:45 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the matters discussed. Mr. Federico seconded the motion, which passed unanimously.

At 7:46 pm, the Chair opened the general meeting of the Board of Selectmen.

**TREASURER'S REPORT:** Kevin Peck reported that he had \$604,808.50 in the general checking account.

**SECRETARY'S REPORT:** Mr. Canada moved to accept the amended minutes for 5/9/11. Mr. Copeland seconded the motion, which passed unanimously.

**NEW BUSINESS:** Residents Melissa and Rick Vander Woude were present at the meeting with their architect, Chris Redmond, to discuss the paper street next to their property at 27 Doe Run Lane. They Vander Woudeø are planning a home addition in the form of a detached garage. The group discussed at length the history of the right of ways in this area. Mr. Deschaine stated that at this time, they could not find any evidence of a deeding of the right of way for Doe Run. There does not seem to be any ramifications since the Town has occupied it, paved it, and plowed it over the last 20 years. He stated that the dedication has to be withdrawn and approved by the Planning Board, or the Town would have to abandon that dedication by some act. Mr. Daley stated it would take an act of Town Meeting to remove that dedicated road as part of the Town services. Mr. Deschaine stated we need to look into the registry more to see if we did not get a deed for it and then pose it to Town counsel. Mr. Daley stated to maintain a utility easement across those two properties would be at a cost to the Town. The Townø road easement expires in three years. The Board agreed that they do not foresee the Town building a road there in the next three years, and the Vander Woudeø should work with Mr. Daley to sort this out. Mr. Deschaine stated that this will take some legal work and asked the Board if they wish the Town to assume responsibility. The group agreed that the Vander Woudeø should pay for legal costs which they are willing, in concept, to do. They would need more information as far as the costs before deciding for sure.

### **DEPARTMENT REPORTS:**

Planning: Mr. Daley went over the current applications before the Planning Board with the Board. He stated the Bunker Hill Cluster Subdivision would be coming before the Planning Board this week. They are in Phase Two of a three-phase process. This includes the preliminary cluster development plan, which includes any density bonuses, waiver requests and tentative layout of the entire development. The applicant has also reached out to the Board of Selectmen and the Conservation Commission for additional input. They are going before the Board to

propose 24 total lots. They were previously approved for 13 lots as part of the Yield Plan. Mr. Federico would like to get the Fire Chief's input before this goes before the Planning Board.

Mr. Daley stated there are two applications involving 4 West Road. They are looking to add a minor amendment to the medical portion of the building to include an awning. The second application involves the construction of a cistern to satisfy the fire suppression issue for the entire building.

Mr. Daley stated that the Planning Board would hear a parking re-design of the road in front of the Timberland facility on June 14th. They are looking to accommodate the parking demands for their daycare and for additional employees. They are hoping to add 80 additional parking spaces along the main drive in front of the Timberland facility.

Mr. Daley stated that the Planning Board would be conducting a workshop on June 14<sup>th</sup> involving the Gateway Commercial Business District and the Gateway Review Committee (GRC). The point is to go through an entire exercise by looking at a fictitious example of a project within the Gateway District. This would allow for both the GRC and the Planning Board to understand the review process and the approval process.

Mr. Daley stated he has met with Crockett Farms Development to discuss moving forward with Phase Two of their construction process. Mr. Daley stated they would also meet to discuss bond requirements for subdivision and site plan applications.

Mr. Daley submitted the revised Economic Development Committee (EDC) charter for the Selectmen's review and consideration. The primary change deals with appointment of the Chair. When established, the EDC Chair was to be appointed by the Board of Selectmen. The proposed change would amend this to having the Chair elected by the Committee members. As drafted, the amendment called for the Chair to be elected in March. Mr. Deschaine stated that when the Town stipulates that the election of officers is to occur in March, it is usually at the tail end of everyone's term and before the Board makes new appointments for the year. There may be new appointees by April and/or May who have no say in the Chair or Vice Chair if they are elected in March. The group agreed to require that the Chair be elected in April. Mr. Canada moved to adopt the amended Paragraph 7. Mr. Federico seconded the motion, which passed unanimously.

Mr. Daley presented draft versions of a Request for Proposal (RFP) for the windows and the insulation at the Municipal Center for the energy grant the Town received last year. This will then go to the grant manager to get them approved before sending them out to contractors.

At 8:44 pm, Mr. Canada moved to go into non-public session to discuss a matter involving negotiations. Mr. Copeland seconded the motion, which passed unanimously.

At 8:53 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Daley updated the Board on the Master Plan. He is working with Theresa Walker of the Rockingham Planning Commission on the Natural Resource Inventory in support of the Conservation Commission for their chapter of the Master Plan. Anticipated date for completion

is some time in July. Mr. Daley stated he is also working with Parks and Recreation Director Seth Hickey and the Park Association on their respective sections as well. The last chapter is the energy chapter, which looks towards sustainable development and energy saving measures. That should be completed within the next few weeks. Mr. Daley stated one area to discuss with the EDC is a possible chapter on economic development in Town.

Mr. Daley stated that since the Planning & Building Secretary resigned, he and Mr. Deschaine have been working on a revised job description. That would be completed this week.

Building Inspector/Code Enforcement: Building Inspector/CEO Terry Barnes was present at the meeting to discuss his Department's activities. He stated that Bauer Performance Sports at the industrial park has been issued a temporary certificate of occupancy and will be issued a permanent one by May 19<sup>th</sup>.

Mr. Barnes stated that he did issue a promotional sign permit for the Lindt retail store. They are selling their chocolates at that store at 50% off. He also issued a permit for their renovations, but they have not started at this time.

Mr. Barnes stated he has been spending a lot of time on the Daigle residence at 128 Winnicutt Road. There have been several meetings that have taken place and the project is coming along. Mr. Daigle just turned in his building permit request, but there is more information needed.

Mr. Barnes updated the Board on the current status of ongoing building inspections/issues and current Zoning Board of Adjustment (ZBA) applications.

At 9:23 pm, Mr. Copeland moved to go into non-public session to discuss a personnel issue. Mr. Federico seconded the motion, which passed unanimously.

At 10:22 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the matters discussed. Mr. Federico seconded the motion, which passed unanimously.

#### **PARK PERMITS/MUNICIPAL CENTER RENTALS:**

The following Park permits and Municipal Center rentals were discussed and acted upon:

Jim Joseph requested the use of the Municipal Center on August 27, 2011 for a birthday party. Mr. Copeland moved to approve the request and to waive the fee since he is a Town employee. Mr. Canada seconded the motion, which passed unanimously.

Kayleigh Hill requested the use of the Park on May 28, 2011 for a birthday party. The request was approved.

Karen Dupre requested the use of the Park on July 3, 2011 for a family reunion. The request was approved.

Tonya Ames requested the use of the Park on June 11, 2011 for a birthday party. The request was approved.

Jeff Cormier requested the use of the Park on May 22, 2011 for a birthday party. The request was approved.

Samantha Brann from the Greater Exeter Citizens Corps requested the use of the Park on June 9, 2011 for a cookout. The request was approved.

Cathy Boardman requested the use of the Park on August 6, 2011 for a birthday party. The request was approved.

**ADMINISTRATION:** The group discussed a complaint received about smoking outside of the front entrance to the Library. It was agreed that in order to make the Municipal Center campus a smoke free environment, it should go to Town Meeting so the voters can decide.

Mr. Deschaine stated that Exeter and North Hampton have contacted him to schedule the next Tri-Town Legislative meeting. North Hampton will be hosting and they have offered a date and time of June 14<sup>th</sup> at 5:00 pm. The group will let Mr. Deschaine know if they can attend.

Mr. Deschaine has not seen Highway Agent Fred Hutton to follow up with him on the paving plan since he has been out on medical leave.

Mr. Canada stated that regarding the day of the NHSPCA Paws Walk on June 12<sup>th</sup> at the Park, he was told there are no baseball games scheduled, but there may be practices going on. Mr. Canada moved to ban any baseball practices at the Stratham Hill Park during the NHSPCA Paws Walk on June 12, 2011. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the proposed Cemetery Regulation Amendments and the feedback received from the Cemetery Trustees. The Board will review the feedback and will discuss further next week.

Mr. Deschaine stated the auditors have started their work today and will be occupying the Selectmen's conference room for the time they need.

Mr. Canada stated the Fire Department has done an audit of the Fair every year and asked Mr. Deschaine if that can be included with the Town's audit. Mr. Deschaine stated that once the trust has been implemented, so they know exactly what they are auditing for, that would be conceivable. Mr. Deschaine will speak with the auditors on this matter.

At 10:44 pm, Mr. Federico moved to adjourn. Mr. Canada seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella  
Executive Assistant

Paul R. Deschaine  
Town Administrator