

MINUTES OF THE JUNE 6, 2011 BOARD OF SELECTMEN'S MEETING

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

At 7:05 pm, Mr. Canada opened the meeting by moving to go into non-public session to discuss a matter that could affect the reputation of another not being a member of the Board. Mr. Copeland seconded the motion, which passed unanimously.

At 7:12 pm, Mr. Federico arrived at the meeting.

At 7:27 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.

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

DEPARTMENT REPORTS:

Highway: Highway Agent Fred Hutton was present at the meeting to discuss his Department's activities. Mr. Hutton received a request for a road sign posting regarding a blind driveway on Frying Pan Lane. Mr. Canada moved to authorize Mr. Hutton to put up a "Blind Driveway" sign on the westbound lane just before the rise on Frying Pan Lane. No second on the motion.

Mr. Hutton stated Sprucewood residents would like more "Children at Play" signs. Mr. Hutton stated they have these signs and speed limit signs in four different areas strategically placed at each entrance to the area. There was no motion.

He stated they have been extremely busy mowing; it has been very difficult to keep up with it due to all the recent rain.

Mr. Hutton requested to add Guinea Road back onto his paving program/list for \$66,450. He, also, requested to repair the problem at the bottom of the hill on Laurel Lane for \$2,700. He stated they should be able to put the topcoat on Hershey Lane for approximately \$29,700. He stated that to do all of the paving, including the shoulders, totals \$320,850 (to include previously approved paving at Smith Farm, Union and Dumbarton). Mr. Canada moved to authorize Mr. Hutton, in addition to what was previously authorized, to do Guinea Road, Hershey Lane and patch Laurel Lane. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hutton updated the Board on ongoing Highway projects.

Mr. Hutton stated there are several trees in Town that need to have limbs trimmed or removed. He would like to have Pace Tree Service come in for half a day to complete this work, which would also include the tree on River Road. Mr. Canada moved to allow Mr. Hutton to hire Pace Tree Service for \$100 per hour to remove three trees in Town and to report how many hours are spent on River Road so the Town can bill the landowner. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hutton stated that they have not located the correct person that was responsible for the damage on Butterfield Lane. It had been turned over to the Police Department, but there are no strong leads at this time.

Mr. Canada stated that it was stated at a previous meeting that it is up to the Department Heads to identify the needs as far as lawn and garden maintenance. Mr. Hutton had expressed a concern with having to do the weeding.

Mr. Canada stated that the Board had previously approved replacing the mail post for resident Howard Ruben and Mr. Hutton reported that might be dug tomorrow.

Mr. Federico stated that the corners of Beech St. and High St. have been dug up during plowing; and because of the trucks coming in and out, they are tearing up the corners. Mr. Hutton stated that is on the list of roads that will be getting some gravel and will be done as soon as they have time.

Mr. Canada noticed there was nothing in the year to date budget expenditure report showing any sand had been purchased this year. Mr. Canada showed pictures of the sand pile in the salt shed from January 1 and May 23 with no apparent diminution and questioned if sand had been blended into the salt used for road treatment this year. The Board's understanding and expectation is that there will generally be a blend used. Mr. Hutton said there is approximately \$8,000 in this year's budget for sand. The mix this year was 20% sand.

Planning: Town Planner Lincoln Daley was present at the meeting to discuss the Avitar software contract. The group reviewed and discussed the proposed contract. Mr. Daley stated they are still working with Avitar on the conversion of the current Building Department software data. Mr. Daley stated that he, Andrea Lewy, and Terry Barnes were all satisfied that this customized program answers their respective departments' software needs and provide the integration of the three departments needed for efficient administration of all building department operations. This will also ensure that the Assessor's office is automatically informed when a building permit is issued so that upgrades resulting in valuation changes cannot "get lost" between the two offices. Mr. Canada moved to authorize Mr. Deschaine to sign the contract with Avitar. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the Land Use Assistant position. There have been over 60 resumes received. A committee made up of Mr. Federico, Mr. Daley, Mr. Barnes, Mr. Deschaine and Executive Assistant Stacey Grella will create a short list of candidates for the Board's review. Mr. Copeland would like to be involved in the interview process. It was agreed that the entire Board would interview 6-10 candidates selected by the committee.

NEW BUSINESS:

The group discussed the Town Website Use Policy regarding commercial fundraising solicitations. Library Trustee Bruce Cotter was present at the meeting to discuss an exchange of emails that were sent regarding TD Bank. Mr. Cotter stated there was some language in the

email about opening an account with the bank that has been removed. TD Bank has a program where if you have an account with them, you can name someone to be your affiliate and at the end of the year, they give your affiliate a quarter or half percent of qualifying account balances. Mr. Cotter stated it was a way of letting people know about a fundraising opportunity for the Library. There was also a link to a TD Bank page that was simply an informational page about the program. Mr. Canada objected to the offer of a \$25.00 credit for opening a new account. This raised the fundraising awareness letter to the level of spam. Mr. Cotter stated it would be just as easy to have a .pdf of that same document without the solicitation rather than link people to an outside website, which would give the same result. Mr. Canada also stated the current policy states that whenever a non-Town entity link is to be posted on the Town website, the Board of Selectmen is to be notified, which was not done in this case. The Board agreed that as long as that language was removed, then they do not have a problem with the link being there.

SECRETARY'S REPORT: Mr. Canada moved to accept the amended minutes for 5/16/11, 5/23/11 and 5/27/11. Mr. Federico seconded the motion, which passed unanimously.

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:

Scott Standen requested the use of the Park on June 16, 2011 for the Appleseeds Day School kindergarten graduation, and requested to waive the fee since he is a member of the Stratham Volunteer Fire Department. Mr. Canada moved to approve the use and hold off on waiving the fee until further information is obtained. Mr. Copeland seconded the motion, which passed unanimously.

Kristin Poitras from Newmarket Recreation requested the use of the Park on July 7, 2011 for summer camp activities. Mr. Copeland moved to allow the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Dottie Prakop from Timberland requested the use of the Park on June 22, 2011 for a Great Bay Services Fun in the Sun event. Timberland will also be doing some work at the Park. Mr. Copeland moved to allow the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Julie McElhaney requested the use of the Park on June 29, 2011 for a baby shower. The request was approved.

ADMINISTRATION:

Mr. Deschaine reported that he is still waiting for one bit of legal clarification on the Doe Run paper street status.

The group reviewed a proposal from Jones Roofing to do the final coating to the roof at the Municipal Center, which would add ten years to the life of the roof. The proposal is for \$23,460, which is in the Capital Improvements budget for this year. Mr. Federico moved to approve the contract with Jones Roofing for \$23,460, and authorize Mr. Deschaine to sign the contract. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the \$3,600 cost to repair/replace the pool liner at 28 Bunker Hill Ave. The Town is not required to do the repair according to the contract with the tenants. Mr. Canada moved to have the Highway Department install a portion of fence across the area that leads out to the pool from the house. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated a decision needed to be made regarding IT services. The proposal from Paul Wolf is that he would be a contract employee for a minimum of 25 hours a week at \$60.00 an hour.

At 8:56 pm, Mr. Copeland moved to go into non-public session to discuss a contractual issue. Mr. Canada seconded the motion, which passed unanimously.

At 9:03 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. Deschaine presented a 2011 abatement request to the Board for their signature regarding a request by the Roman Catholic Church. Due to a clerical error, Town Assessor Andrea Lewy failed to process their Current Use status for this year. She did an abatement request for the Board to execute to reverse that error. Mr. Canada moved to approve the abatement as recommended by Ms. Lewy. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the building dedication plaques for the Fire and Police Departments. Mr. Deschaine has researched the history and presented the Board with a chronology of the various committees that have existed relative to this whole process. Mr. Copeland moved to proceed with the Fire Department Dedication Plaque and the Police Department Dedication Plaque as amended. Mr. Canada seconded the motion, which passed unanimously.

OLD BUSINESS:

The Board then discussed establishing priorities for the remainder of the year. Some of the items include: employee manual, change fee schedule for Park permits, Chief of Police contract, health care waivers, cemetery land acquisition, tax payment kiosk. Mr. Canada will re-list the priorities based on the urgency assigned by the Board and will bring it to the Board for further discussion.

The group then discussed the renewal of the SPCA Impoundment Agreement and the new fee schedule. Mr. Canada moved to accept Section A & B on the proposed contract. Mr. Federico seconded the motion, which passed unanimously.

Mr. Federico left the meeting at 10:21 pm.

Mr. Canada requested to have an insert in all employees' paychecks reminding them of the "use it or lose it" vacation policy. Mr. Deschaine will take care of this matter.

At 10:21 pm, Mr. Canada moved to go into non-public session to discuss a contractual matter. Mr. Copeland seconded the motion, which passed unanimously.

At 10:29 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.

At 10:29 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