

## **MINUTES OF THE AUGUST 1, 2011 BOARD OF SELECTMEN'S MEETING**

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

At 7:30 pm, the Chair opened the general meeting of the Board of Selectmen.

**TREASURER'S REPORT:** Kevin Peck reported that he had \$7,793,730.17 in the general checking account.

**SECRETARY'S REPORT:** Mr. Federico moved to accept the amended minutes for 7/25/11 and 7/28/11. Mr. Copeland seconded the motion, which passed unanimously.

### **DEPARTMENT REPORTS:**

Highway Department: Fred Hutton updated the Board on various Highway Department activities.

Mr. Hutton stated the phone company needs to run an underground line from High Street to Long Hill up to the radio tower. He stated that the resident from 4 Long Hill Road, Jeffrey Comeau, has planted shrubbery on Town property and the way it sits at the moment, no one can dig through it, and Mr. Comeau refuses to move it. Mr. Hutton stated it is also a safety issue and the bus company will be sending the Board a letter because they cannot see around the corner due to the placement of the shrubs. Mr. Deschaine stated he did speak with the Project Engineer from the phone company. They discussed the possibility of doing a directional drill to avoid cutting Gifford Farm Road and to avoid Mr. Comeau's landscaping, but the phone company is not supportive of that because it is such a long way and it would be very disruptive. Mr. Deschaine explained that at this point, it is between Mr. Comeau and Fairpoint. He stated that Fairpoint has the legal right, with a license, to install that conduit and Mr. Comeau would have to take court action to stop the work. He also explained that, unlike many older roads, which the land under the road is legally owned by the adjacent landowners, Gifford Farm Road was deeded to the town. The Town would own 15 or so feet off the paved portion on each side. As far as the safety issue with the shrubbery location, Mr. Deschaine stated Mr. Comeau has been completely uncooperative and legal action would be necessary. Mr. Copeland expressed his concern for vehicle safety and is of the opinion that the Town should take action against Mr. Comeau. Mr. Canada recommended on waiting to see how the Fairpoint situation works out and then revisit the safety issue, to which the Board agreed.

Mr. Hutton reported on a complaint from the resident at 114 High Street. The resident asked that the Highway Department pave the entrance of her driveway since she claims they did not pave it correctly when they did it two years ago. Mr. Hutton did look at the driveway and stated it is broken up, but it is in further, so it is not Town related. The resident stated she would take the Town to court if they do not do the work. Mr. Hutton advised her to contact the Selectmen.

Mr. Hutton reported on the status of other miscellaneous Highway items to the Board.

Mr. Canada reminded Mr. Hutton about digging out the stumps out in back of the Municipal Center. Mr. Hutton stated they would be able to do that this fall.

Mr. Hutton reported on the changes to the State's winter maintenance policies. He stated they are looking to stop plowing snow between the hours of 9:00 pm and 4:00 am in order to save money. He disagrees with this policy.

Mr. Hutton was asked about the energy audit that was done at the Highway building. He walked around with the auditor at that time and they were both in agreement on blowing the stick-on insulation for that type of building, especially around the doors. He was told to bring recommendations to the Board when he reported in September. He was also told to be prepared to discuss the rebuilding of the Town Hall parking lot when he comes in October.

The group discussed the plan for the tank removal at the Municipal Center.

### **NEW BUSINESS:**

At 8:00 pm, Mr. Canada opened the public hearing on the new building permit fee schedule. At 8:01 pm, Mr. Canada closed the public hearing since there were no public comments. Building Inspector Terry Barnes was present at the meeting and participated in further discussion with the Board regarding the new fee schedule. After discussion from the Board, Mr. Federico moved to adopt the fees as presented by the Building and Code Enforcement Department. There was no second and the measure failed. It was recommended that Mr. Barnes keep a log of a typical building project so that the Board can get a better feel for how much time is invested by his office for building projects.

### **DEPARTMENT REPORTS CONTINUED:**

Building/Code Enforcement: Since Mr. Barnes was present at the meeting, the group discussed an estimate from McFarland Ford for \$1,584 for repairs to the Town's 2002 Ford Explorer. Mr. Barnes reported he only has \$1,100 in his budget currently. The Board agreed that this be put into next year's budget and the repairs can be done in the spring and in the meantime, have the entire car analyzed a bit more thoroughly.

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

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

Cathy Calderan requested the use of the Firehouse on December 10, 2011 for a baby shower. Mr. Copeland moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Shannon Wilson from the Exeter McDonald's requested the use of the Park on August 17, 2011 for a company outing. The request was approved.

**MEETINGS:** The Chair then reviewed the meetings scheduled for the coming week and reviewed the meetings held this past week.

**ADMINISTRATION:**

Mr. Deschaine reported that the Health Insurance Study Committee had its first meeting last week. He stated they discussed a variety of items including different plans and policies and insurance related terms. Their next meeting is scheduled for August 17<sup>th</sup> and a representative from LGC Health Trust will be in attendance to review their program offerings and to answer any questions. He stated Primex would not be offering health insurance products so the only other viable public risk pool is the School Care program. The group discussed the possibility of private insurance, but the Town is just too small of a group for it to be economical.

Regarding the dedication plaques, Mr. Deschaine has spoken with Michael Keane and he should have a response within the next few days.

Mr. Deschaine stated that Chief John Scippa, Chief Rob Cook, and he attended a meeting at the Rockingham County Sheriff's Office to discuss the radio project. All of the funding issues have been resolved and the grant has been approved. The Sheriff's Office is issuing an RFP shortly and hopes to have it before the County Commissioners in two weeks, at which time they will vote to award the bid and to accept the grant money formally. The expectation is the installation of the entire new radio system this fall. In the interim, the measures they have taken to improve the Rye Tower situation have made a significant difference. They now have real time monitoring of the signal so they can confirm whether it went out or not.

The group then discussed scheduling employee meetings with the Board. Mr. Canada will set up meetings for August 15<sup>th</sup>. The group agreed to use a round table format.

**OLD BUSINESS:**

Mr. Deschaine stated he reviewed the bids that were presented for the window replacement and insulation projects at the Municipal Center. They were also reviewed by Beverly Kowalik, a registered engineer who the Town has used for inspection services in the Building Department and who has administered similar grants for the State. The recommended vendor for the window replacement project is Touch of Glass with a bid of \$53,850. Mr. Deschaine pointed out that even though Portland Glass came in lower, there were some concerns and inconsistencies in the specifics of the proposal. Mr. Canada moved to accept the bid from Touch of Glass at \$53,850 to replace the windows in the Town Hall, with the caveat that Mr. Deschaine will check references and if, in his opinion, they do not meet the qualifications necessary, bring it back to the Board next week. If the references do meet the necessary qualifications Mr. Deschaine is authorized to sign the contract. Mr. Copeland seconded the motion, which passed unanimously.

The recommended vendor for the spray foam insulation in the Library area and Cafeteria area is Superior Spray Foam with a bid of \$58,415. Mr. Deschaine stated that their references are unblemished and they were very thorough in their bid presentation. Mr. Canada moved to authorize Mr. Deschaine to sign the contract with Superior Spray Foam. Mr. Federico seconded the motion, which passed unanimously.

The original grant was for \$92,504 for both the window replacement and the insulation work. There is also \$15,733 left over from the previous Municipal Center renovations. The total of

\$107,000 is just shy of the two bids, but there is over \$5,000 left in the General Maintenance Account. The Board agreed that these funds would be used for these projects.

Canada stated that he noticed the Supervisors of the Checklist have been paid this year already and asked if that was supposed to be an end of the year payment similar to the Selectmen. Mr. Deschaine stated that in the past, once each election has gone by, they have received their proportional share, but there was only one election this year so they were paid the entire amount. Mr. Canada pointed out that such an arrangement made sense for poll workers but that the Supervisors worked throughout the year. Mr. Canada moved to have the Supervisors of the Checklist paid at the same time as the Selectmen starting in 2012. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada expressed a concern that worker's compensation insurance was budgeted for \$28,805 and \$23,405 has been spent to date. Mr. Deschaine stated it is usually divided into quarterly payments and suspects that the remaining \$5,400 is the last quarter's payment.

Mr. Canada stated that the gas and oil for the Highway Department is overdrawn. Mr. Deschaine stated that is due to it being month end and there is a delivery that has not yet been posted to the various department accounts.

#### **DEPARTMENT REPORTS CONTINUED:**

Parks & Recreation: Director Seth Hickey was present at the meeting to discuss his Department's activities. He stated they are in the midst of a very busy time of year with programming. So far things have gone rather smoothly for summer programs and our numbers are at least where they were last year if not a bit higher in some of the programs.

Mr. Hickey reported on some of the work that is being done at Stevens Park. There was a small delivery of loam last week to do some shimming at some of the low spots at the Babe Ruth Field. There will then be some seeding done in the area by the goal mouth. The men's soccer league has only one or two more games remaining at the field closest to the playground, and once they are done, the goals will be pulled and the field will get some rest.

Mr. Hickey reported that at last week's Recreation Commission meeting there was some discussion about a possible pavilion at Stevens Park. He stated they would be moving a lot of the summer camp athletic programs from the school over to Stevens Park next summer to give those fields a chance to rest. This year, they had to rent a 20' x 30' tent at a cost of \$600 for the week.

Mr. Hickey stated that all but one of the playground safety issues at Stevens Park have been dealt with. There is one discrepancy between the equipment installer and Primex's Risk Management person regarding one of the ladders being too close.

Mr. Hickey stated they have increased watering times at Stevens Park because the grass has been so dry. He stated there has been discussion on drawing more water from the well and different ways of doing that, but the well just cannot keep up with running multiple heads at the same time. He stated that there is no danger to the grass.

Mr. Hickey stated that Park Ranger Kim Woods has been watering Stratham Hill Park on a regular basis. She told Mr. Hickey that the grass is recovering well and a round of fertilizing is scheduled for next week. Ms. Woods has started to do some aerating. They had to order about 350 new plug cutters because most of them were bent. Mr. Hickey stated he would be talking with the Fair Committee about doing some better coordinating next year as far as the sequence of events and getting an earlier schedule to avoid any confusion with the baseball schedule. Mr. Hickey stated the fence went back up today and a post that was damaged was being replaced today as well.

Mr. Hickey stated they have put out blue recycling barrels that were donated by Earth Tec and he is still working on the best way to service those barrels. He stated there needs to be more education on the public's part as far as what is accepted and what is not accepted in the barrels. They may just have to reduce the number of barrels that are out.

Mr. Hickey stated that there have been some issues recently regarding the Ranger House and the Gifford House where the tenants were contacting Ms. Woods for maintenance issues. He stated his understanding was that Mr. Canada was going to draft a letter to send to the tenants advising them of the appropriate maintenance procedures to follow. Mr. Canada stated that he has already sent the letters and will forward a copy of those letters to Mr. Hickey.

Mr. Hickey stated that he tried to turn the irrigation system on for the softball field behind the Municipal Center, but there was very little water pressure at the time. He met with Hillside Landscaping and they took water pressure readings at different points. Some of the sprinkler heads are damaged as well. Mr. Deschaine stated the water pressure was fine when the system was first installed, and the only change has been the replacement of a backflow preventer, which may be a possible restriction point. Mr. Canada suggested running a new line directly from the wellhead when the parking lot is redone, but that would not be for quite some time.

Mr. Hickey updated the Board on various Parks and Recreation issues and activities.

Mr. Hickey reported that the irrigation system at the Fire Department has been working properly. The grass is still really dry and there are more weeds than grass there. Mr. Canada requested that Mr. Hickey get a quote from Hillside Landscaping to re-seed the area.

Mr. Canada stated there are no Stratham Town flags left and the Heritage Commission has elected not to be in the business of ordering flags. The group agreed that Town Clerk Joyce Charbonneau will order the flags and the cost will come from Patriotic Purposes. Mr. Deschaine will inform Ms. Charbonneau of same.

Mr. Canada asked for an update on the status of the computer servers. Mr. Deschaine stated that Paul Wolf is still getting acclimated to his new position and evaluating the system, but Mr. Deschaine will be talking with him about the servers soon.

Mr. Canada asked about the status of the painting of the Fire Tower. The Board reminded Mr. Deschaine that the price to paint the tower should reflect a discount for the work that Dan Crow already did to the roof. Mr. Deschaine was not sure of the status and stated he will speak with Mr. Hickey about it.

The group discussed and agreed on adopting a procedure where the Fire Chief nominates the Fair Committee chair, regardless of how the Chief arrives at his selection, and the Board will then appoint the chair based on his nomination.

The Board reviewed the recently established priority list.

At 10:12 pm, Mr. Copeland moved to go into non-public session to discuss a personnel issue. Mr. Canada seconded the motion, which passed unanimously.

At 10:40 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 10:41 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