

## **MINUTES OF THE AUGUST 15, 2011 BOARD OF SELECTMEN'S MEETING**

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

At 7:33 pm, the Chair opened the general meeting of the Board of Selectmen.

**SECRETARY'S REPORT:** Mr. Canada moved to accept the minutes for 08/08/11. Mr. Copeland seconded the motion, which passed unanimously.

**TREASURER'S REPORT:** Kevin Peck reported that he had \$5,849,138.73 in the general checking account.

### **DEPARTMENT REPORTS:**

Building/Code Enforcement: Building Inspector Terry Barnes was present at the meeting and updated the Board on the current status of ongoing building inspections/issues.

Mr. Barnes reported that the software company Avitar would be coming in to conduct training sessions on the new Building and Planning modules on Wednesday.

Mr. Barnes distributed a performance evaluation completed by Town Planner Lincoln Daley on the new Land Use Assistant, Tracey Cutler, to the Board for their review. The Board agreed to review the evaluation and then discuss it further at next week's meeting when Mr. Daley is also present.

Mr. Barnes stated that when he has the oil changed in the Town's Ford Explorer in October, he would request a written evaluation of the vehicle to get a better idea of repairs needed.

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

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

Sarah Keith requested the use of the Park on August 26, 2011 for a Swim Team End of Season Party. The request was approved.

Kristina Lloyd requested the use of the Firehouse on October 16, 2011 for an Eagle Scout Ceremony. The Board will postpone action on this until it is determined which Troop is involved.

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

### **ADMINISTRATION:**

Mr. Deschaine stated that regarding the Doe Run Lane paper street status, he is meeting with the property owners this Friday to discuss where the utility easements could go. This matter is ongoing.

Mr. Deschaine stated that Mike Keane had changed some of the dedication plaque dimensions due to the seal and the text layout. This caused a difference of \$800 between the original estimate and

the updated estimate. Mr. Canada moved to allow for the larger plaque. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine presented the updated employment application for the Board's review. Mr. Copeland moved to accept and adopt the new application for employment as presented. Mr. Canada seconded the motion, which passed unanimously.

The group then discussed a recognition event for Don Andolina. Mr. Federico moved that the employees will pay for their own lunch/meal and the Town will pay for the recognition gift. Mr. Copeland seconded the motion, which passed unanimously.

At this time, Officer John Emerson joined the meeting and stated he was looking for the titles to the cruisers they are selling. Mr. Deschaine stated titles to Town vehicles are kept in the safe at the Town Offices, but someone from the Police Department had already picked them up while he was on vacation. Mr. Deschaine will verify the information. Mr. Canada moved to authorize the Chair to sign the titles to the vehicles once located. Mr. Copeland seconded the motion, which passed unanimously.

Regarding the request for the installation of a "Blind Driveway" sign on Frying Pan Lane, Mr. Federico stated that once the person requesting the sign submits \$100 to the Town, the Board would authorize the Highway Department to use the existing sign and post at their shop and install it. That is the sole option from the Town in that customized signs would not be allowed.

Mr. Deschaine stated that he received a letter from the Rockingham Planning Commission requesting a letter of support for a grant application for the 2011 Sustainable Communities Initiative Grant. The Board had no objection to Mr. Deschaine drafting such a letter for their review.

**OLD BUSINESS:**

Mr. Deschaine stated that Dena Stern has resigned from the Conservation Commission. He stated that Bill Grace was recommended by the Commission to serve as an alternate. The Board agreed that they would like to meet with nominees before appointing them to a commission/committee. Mr. Deschaine will schedule a time for Mr. Grace to come before the Board.

At 8:30 pm, Mr. Copeland moved to go into non-public session to discuss a personnel issue. Mr. Canada seconded the motion, which passed unanimously.

At 8:41 pm, Mr. Federico 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 8:42 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