

MINUTES OF THE AUGUST 22, 2011 BOARD OF SELECTMEN'S MEETING

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

At 7:06 pm, Mr. Canada opened the meeting and then moved to go into non-public session to discuss a personnel issue. Mr. Copeland seconded the motion, which passed unanimously.

At 7:30 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 7:34 pm, the Chair opened the general meeting of the Board of Selectmen.

CHAIRMAN'S REPORT: Mr. Canada noted that it was 20 years ago this past week that the microburst hit Stratham and destroyed a pavilion at the Park and unfortunately took three lives.

TREASURER'S REPORT: Kevin Peck reported that he had \$5,812,828.08 in the general checking account.

NEW BUSINESS:

Bill Grace was present at the meeting to introduce himself to the Board and to discuss his recent nomination to the Conservation Commission. He stated he is a certified wetlands scientist in New Hampshire and is also an environmental planner. Mr. Grace has lived in Stratham for 21 years. Mr. Copeland moved to appoint Bill Grace to the Conservation Commission as an alternate, term to expire in 2013. Mr. Federico seconded the motion, which passed unanimously.

DEPARTMENT REPORTS:

Assessing: Town Assessor Andrea Lewy reported to the Board on her recommendations for actions on various abatement applications (see attached). After review and comment by the Board, Mr. Canada moved to approve the requests for Mr. Outhouse, Mr. Levine, Mr. Ludington, and MASS Realty as recommended by Ms. Lewy. Mr. Federico seconded the motion, which passed unanimously.

SECRETARY'S REPORT: Mr. Federico moved to accept the amended minutes for 08/15/11. Mr. Copeland seconded the motion, which passed unanimously.

DEPARTMENT REPORTS CONTINUED:

Planning: Town Planner Lincoln Daley reviewed current applications and projects going before the Planning Board.

Mr. Daley stated there is an anticipated public hearing on September 21st for the Land Use Regulation Amendments. Mr. Daley will send the most current draft of those amendments to Mr. Deschaine for his review.

Mr. Daley stated there is a planning workshop scheduled on October 5th involving the Planning Board and Gateway Review Committee to discuss the process for reviewing Gateway applications.

Mr. Daley stated the revised RPC Exeter Stratham Regional Water and Wastewater Planning Study has been presented to the Board of Selectmen in Exeter. They have reviewed the most current draft and are making any necessary amendments.

Mr. Daley stated that the construction at the Municipal Center from the energy efficiency grant has started. The spray foam insulation has been completed in the Library and Community Room A. The next step will be the installation of lights and tiles. The installation of the windows will be starting fairly soon as well.

Mr. Daley reported that training would start this week on the new building module of the Land Use Municipal Software (Avitar system). He stated there will be internal meetings with the Assessing, Planning, Building and Zoning Departments to ensure that there is proper communication with all.

Mr. Daley stated he has spoken with the organizers of the Plan NH Charette program. A two-day Charette is scheduled for either October 28th and 29th, or November 4th and 5th.

The Economic Development Committee (EDC) focus groups will be held either the week of September 19th or 26th. They are working with the UNH Survey Center and Co-Op to organize and help the Town facilitate those meetings.

Mr. Daley stated there has been some construction at the former Stratham Village Market. He stated additional landscaping would be installed, along with improvements to the actual building itself.

Mr. Daley updated the Board on the progress of setting up a procedure to track impact fees. He stated he has been looking at historical data and is working with the Finance Department to identify the current process and is also creating his own internal process to track these accordingly. Mr. Daley will report back to the Board on September 19th.

At 8:27 pm, Mr. Federico moved to go into non-public session with Mr. Daley to discuss a personnel issue. Mr. Copeland seconded the motion, which passed unanimously.

At 8:51 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.

Mr. Copeland moved to hire Tracey Cutler for the Land Use Assistant position on or about September 26, 2011, at a rate of \$15.00 per hour. Mr. Canada 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.

Mr. Deschaine updated the Board on the Health Insurance Study Committee. They did meet with a representative from the Health Trust and everyone learned quite a bit. The representative will return at the next meeting scheduled for September 1st. Mr. Deschaine will update the Board on September 19th.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

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

Kristie Lloyd requested the use of the Firehouse for an Eagle Scout ceremony on October 16, 2011. Mr. Copeland moved to approve the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Tom Haslam requested the use of the Municipal Center on October 20, 2011 for a Troop 185 meeting. Mr. Copeland moved to approve the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Tom Haslam requested the use of the Park on September 23, 2011 for an overnight campout for Troop 185. Mr. Copeland moved to approve the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Deanna Bowen requested the use of the Park on September 11, 2011 for a birthday party. The request was approved.

Steve Terhune from Vynall requested the use of the Park on September 2, 2011 for an employee appreciation day. Mr. Copeland moved to approve the use unless it is discovered that the requestor is found to have caused concerns in the past. Mr. Federico seconded the motion, which passed unanimously.

The Board had a lengthy discussion on whether or not to allow more than one use per Pavilion per day.

ADMINISTRATION:

Mr. Deschaine stated that regarding the Doe Run Lane paper street status, he met with the property owners on Doe Run Lane to discuss the progress that has been made. Mr. Deschaine presented copies of the plans to the Board. The proposed structure goes about 23 feet into the paper street/right of way area, which is a total of 50 feet, 25 feet of which would be owned by each abutter. The remaining 25 feet would belong to the abutting neighbor, the Litvack's. As proposed, putting the structure as is would only be 2 feet off their inherent property line. Even releasing them of the dedication, they would still have a setback problem because it would not be 20 feet from that line. They now have an understanding that the Litvack's will sell them their 25 feet and they will then obtain control of all 50 feet of the right of way.

At this time, the property owners need to acquire a purchase and sales agreement with the Litvack's showing they agreed to this transaction, and then the surveyor can do a lot line adjustment reflecting that transaction and the layout of the proposed utility easement. Initially, the utility easement was proposed to be 35 feet wide. Mr. Deschaine asked the Board if they would consider only a 25-foot utility easement, but a 10-foot wide construction easement. Mr. Canada moved to authorize Mr. Deschaine to proceed with the 25-foot utility easement and 10-foot construction easement. Mr. Copeland seconded the motion, which passed unanimously. Mr. Deschaine stated the property owners have and will be spending quite a bit of money on this project and asked the Board on their behalf if the Town would share in the cost of the actual survey by paying for that portion of the work that would be associated with the utility easement the Town wants. The Board agreed they would like to know what the cost is before making a decision on this matter.

Mr. Deschaine updated the Board on the status of the tax payment kiosk. He stated he has reviewed the two agreements involved; one agreement is with Avitar that would host the website that the materials are posted to, and the other is with Govolution that handles the monetary transactions. The Avitar agreement is pretty straight forward, but there are some questions with the Govolution agreement, which Town Clerk Joyce Charbonneau will be following up on, specifically transaction charges when using a credit card. Mr. Deschaine has spoken with Town Treasurer Kevin Peck on the possibility of creating a separate checking account just for the transactions so we will know all the activity in that account was relative to these credit card transactions and could be more easily tracked. Ms. Charbonneau will attend the September 19th meeting to update the Board on the status.

The Board signed the letter of support for the Rockingham Planning Commission's grant application.

Mr. Deschaine will update the Board on the Employee Manual status on August 29th.

Mr. Deschaine presented the scripted messages for the call answering system to the Board. He stated one of the requirements is to have a back up extension for when a line is busy and he is waiting to hear back from Department heads on which extension they would like that to be. There are also a couple of minor questions that Mr. Deschaine will follow up on as well. Mr. Deschaine will update the Board on September 12th.

Mr. Deschaine stated that regarding the audit integration with the Stratham Fair, he has sent off the Fair's 2010 audit to the auditors for their review. They have had some questions, but they have been unable to connect as of this time. Mr. Deschaine will continue working on this matter and follow up with the Board on September 12th.

NEW BUSINESS:

The Board opened the sealed bids for supplying the Town's heating fuel. Amerigas – quoted on propane only: terminal wholesale cost plus \$0.40; Proulx – quoted terminal plus \$0.34 and \$2.316 fixed price for propane, and terminal plus \$0.34 and \$3.588 fixed price for fuel oil; Eastern Propane – quoted terminal plus \$0.65 and \$2.24 fixed price for propane, and terminal

plus \$0.35 and \$3.495 fixed price for fuel oil; Palmer Gas/Erner Oil - quoted terminal plus \$0.51 and \$2.17 fixed price for propane, and terminal plus \$0.30 and \$3.299 fixed price for fuel oil; Energy North – quoted terminal plus \$0.37 and \$2.19 fixed price for propane only; Difeo Oil & Propane – quoted terminal plus \$0.50 and \$2.20 fixed price for propane, and terminal plus \$0.23 and \$3.43 fixed price for fuel oil. Mr. Bruno moved to accept the propane proposal from Palmer Gas/Erner Oil. Mr. Copeland seconded the motion, which passed unanimously. Mr. Copeland moved to accept the fuel oil proposal from Palmer Gas/Erner Oil. Mr. Canada seconded the motion, which passed unanimously. Mr. Deschaine will review the bids and report back to the Board if there are any problems and if not, will inform Palmer Gas of the results.

The Board then opened the sealed bids for the removal of the underground storage tank at the Municipal Center. They were asked to quote this on four different aspects of the project: removal of the tank, removal of the copper lines from the tank to the building, removal of the Veeder-Root system, and the cost of disposing the tank's contents, along with salvage value of each of those items. Quotes were received from Enpro Services, SRS Petroleum Services, Lakes Regional Environmental, and MB Maintenance (see attached spreadsheet). Because MB Maintenance came in so much lower than the other bidders, the Board requested Mr. Deschaine to review the bid with MB Maintenance and report back to the Board next week.

The group then discussed the Town's mileage reimbursement rate as discussed at last week's staff meeting. Mr. Copeland moved to increase the mileage reimbursement rate to the medical rate set by the IRS plus 12.5 cents, which at the current rate of 23.5 cents would be a 36 cents reimbursement rate. Mr. Canada seconded the motion, which passed 2-1.

The group discussed purchasing a new tankless hot water system to be installed in the break room at the Municipal Center to alleviate the strong odor and sediment when running the hot water. Mr. Deschaine will report back to the Board next week to see if there are funds available for such a purchase.

The group discussed the installation of a panic button for Executive Assistant, Stacey Grella, per her request. Mr. Deschaine stated that he would contact an electrician and ask him to look at this and get an estimate.

At 11:53 pm, Mr. Copeland 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