

## **MINUTES OF THE NOVEMBER 28, 2011 BOARD OF SELECTMEN'S MEETING**

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

At 7:32 pm, the Chair opened the general meeting of the Board of Selectmen.

**TREASURER'S REPORT:** Kevin Peck reported that he had \$1,232,526.54 in the general checking account.

### **DEPARTMENT REPORTS:**

ASSESSING: Assessor Andrea Lewy reported to the Board on her recommendations for actions on abatement applications. Mr. Canada moved to approve the request by George Masten, as recommended by Ms. Lewy. Mr. Copeland seconded the motion, which passed unanimously. Mr. Canada moved to allow Mr. Huot's abatement request to be applied for 2010 since it is a Town error. Mr. Copeland seconded the motion, which passed unanimously.

FIRE DEPARTMENT: Chief Rob Cook and Asst. Chief Matt Larrabee were present at the meeting. Mr. Cook requested approval to purchase four new pagers at a cost of \$2,000. Mr. Copeland moved to allow Mr. Cook to allocate up to \$2,000 for the purchase of four new pagers. Mr. Canada seconded the motion, which passed unanimously.

Mr. Cook requested approval to spend approximately \$1,500 for new fittings and appliances for all of the trucks. Mr. Copeland moved to allow Mr. Cook to allocate up to \$1,500 for new fittings for the trucks. Mr. Federico seconded the motion, which passed unanimously.

Mr. Cook stated some of the cisterns that have been put in over the past ten years are in dire need of painting and upkeep and asked who is in charge of that work. Mr. Cook will work with Town Planner Lincoln Daley on a list to find out who owns the cisterns. From a budgeting standpoint, Mr. Canada suggested getting a contractor to quote out doing five or ten per year.

Mr. Cook gave the Board a copy of an appreciation letter they received from the Stuart Farm as a result of the Fire Department's response to a tractor that was fully involved in a fire.

Mr. Federico stated he noticed that one of the bay doors at the Firehouse did not close properly. Mr. Cook will look into it.

Mr. Canada stated they never saw the invoicing for the EMS conference. The Board supports our people attending the conference, but they need actual invoices for accounting purposes. Mr. Larrabee stated he submitted invoices from Littleton Regional Hospital and the hotel rooms were put on the credit card. The Board informed Mr. Larrabee that they had decided last week that people would need to use their own credit card for such purposes and submit an invoice to the Town to be reimbursed.

Resident Bob Goodrich was present at the meeting and asked if the Town has any kind of agreement with condominium associations in terms of maintenance of water sources for fire protection. The Board stated this is more of a Planning Board issue.

**NEW BUSINESS:**

Atty. Mike Donahue, Scott Gove, Jeff Kevan, and Alexis Makris from Makris Real Estate Development were present at the meeting to update the Board on the impact to the Town property adjacent to their proposed subdivision at 32 Bunker Hill Ave. Mr. Donahue stated there are still issues that relate to the roadway. Mr. Kevan from TFMoran, Inc. then presented a plan outlining how the access roadway could be built to the Board. The group discussed the plan in detail. Mr. Canada asked if the plans included a commitment to grant an easement for a water line from Town owned property at the top of the hill across the Makris land. Mr. Kevan stated they would like to keep working on where an actual easement should be located as it comes down the hillside. Ms. Makris stated they are not committing to giving the Town an easement at this point because there are too many unknowns. Mr. Canada also asked Mr. Daley to continue to work with Recreation Director Seth Hickey and the developer to ensure that any use of Town land for the roadway would not preclude a second softball field at the rear of the Town's property. The Board agreed it is a nice plan and very accommodating to the Town. Mr. Donahue stated they do intend to keep working with Mr. Daley, the Planning Board, and the Conservation Commission. Mr. Kevan will contact Rick Davies, who is the engineer in charge of the project for the Town, regarding a proposed path for the easement discussed. The Board thanked the group for coming in to discuss this matter.

**SECRETARY'S REPORT:** Mr. Federico moved to approve the amended minutes from the meeting on 11/21/11. Mr. Copeland seconded the motion, which passed unanimously.

**DEPARTMENT REPORTS CONTINUED:**

HIGHWAY: Highway Agent Fred Hutton was present at the meeting to discuss a petition received from a resident from Pinewood Drive regarding some leaning trees, which may be on Town property. Mr. Hutton explained that the trees are on the border somewhat and if they fall, they will go right across the street and take down the power lines with them. Mr. Hutton stated they would definitely need a bucket truck to cut the trees. The Board agreed that they would go look at the trees and then make a decision next week.

Mr. Hutton asked the Board about the winter hours at the Transfer Station. Should an extra day in December be added to accommodate debris from the recent snowstorm? Mr. Canada asked Mr. Hutton to report back to the Board at next week's meeting on the volume at the Transfer Station this week before deciding to open an extra day.

**CHAIRMAN'S REPORT:** The Board reminded everyone that the Tree Lighting would take place on Sunday, December 4<sup>th</sup>, at 4:30 pm at the Stratham Circle.

The Board announced that the 2011 Tax Rate has been set at \$18.95. The Board pointed out that the Town portion was only up two cents from last year and this includes the purchase of the Foss property and the work at Stevens Park.

**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:

Dileep Kolli requested the use of the Municipal Center for 22 dates through June of 2012 for cultural events. Mr. Canada moved to approve the 22 requests. Mr. Copeland seconded the motion, which passed unanimously.

Joe Berwanger requested the use of the Firehouse on December 1<sup>st</sup> and 15<sup>th</sup> for Troop 185 Committee meetings. Mr. Copeland moved to allow the uses and waive the fees. Mr. Canada seconded the motion, which passed unanimously.

**ADMINISTRATION:**

Mr. Deschaine updated the Board on the window installation at the Municipal Center. All of the windows are here, they have been inventoried, and the work is still ongoing.

Mr. Deschaine stated he has been working on the revisions to the employee manual. It is still ongoing and he hopes to have it finished soon to present to the Board at the 12/05/11 meeting.

Mr. Deschaine stated he received the quote from Dowling for the renewal of the maintenance agreement for all the HVAC systems for all Town buildings. He will review it in more detail and update the Board next week.

The group discussed the draft of a sealed bid sale notice for the pickup truck from the Highway Department. Mr. Deschaine will make the recommended amendments and place the ad in the newspaper, Craig's List, and the Town website.

Mr. Deschaine presented a report evaluating a possible cemetery land acquisition to the Board for their review.

Mr. Deschaine then presented the documents on the adoption of the Fair Committee Protocol and the Fire Department/Fair Trust Fund creation. Mr. Canada moved to approve the Stratham Fair Committee Protocol as presented. Mr. Copeland seconded the motion, which passed unanimously. Mr. Canada then moved to approve the Stratham Fire Department and Stratham Fair Trust Fund as presented. Mr. Federico seconded the motion, which passed unanimously.

The group discussed the contract with Global for taking credit cards for motor vehicle licensing. Mr. Canada stated he reviewed the contract and was concerned that they require a reserve fund to be set up by the Town. He will look into having that section removed from the contract.

At 9:33 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