

MINUTES OF THE DECEMBER 5, 2011 BOARD OF SELECTMEN'S MEETING

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

At 7:01 pm, Mr. Canada opened the meeting and then moved to go into non-public session to discuss an issue regarding negotiations. Mr. Copeland seconded the motion, which passed unanimously.

At 7:28 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to nature of 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.

TREASURER'S REPORT: Kevin Peck reported that he had \$1,333,609.08 in the general checking account.

SECRETARY'S REPORT: Mr. Canada moved to approve the amended minutes from the meeting on 11/28/11. Mr. Copeland seconded the motion, which passed unanimously.

NEW BUSINESS:

Resident Gerry Dexter was present at the meeting to await the Board's decision on the issue of some leaning trees on Pinewood Drive that may be on Town property. After some discussion, the Board agreed that the trees in question are within the Town's Right of Way, but not on Town owned property. They did not want to set a precedent and did not take any action to have the tree(s) removed.

DEPARTMENT REPORTS:

Highway: Foreman Al Williams was present at the meeting to discuss winter hours for the Transfer Station. The Board agreed the Transfer Station will be open on the first and third Saturdays and that an additional Saturday in December would not be necessary.

Mr. Williams requested permission to order 250 tons of salt. Mr. Canada moved to authorize the Highway Department to purchase 250 tons of salt. Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine stated that the Town is required to have a certified underground tank operator by August 8, 2012 and that there are courses leading to the certification available. Mr. Williams will follow up with Road Agent Fred Hutton on this matter.

Mr. Williams presented accident/incident reports to the Board that they had previously requested. Mr. Copeland stated that he was not satisfied with the scope of the report. The Town does not

currently have a reporting process on how well our drivers are doing or what liability they may be to the Town. Mr. Deschaine will meet with Mr. Hutton on behalf of the Board and ask that he initiate an investigation into an incident that occurred on October 29, 2011 and develop a reporting and tracking system.

Mr. Williams stated he was told by Mr. Hutton that Mr. Deschaine has pricing for the parking lot expansion project behind the Municipal Center. That will be added to the CIP for the Highway Department.

Mr. Williams stated that he was recently trained on cleaning the waste oil furnace since the person from Brentwood who usually performs the annual maintenance will not be available after next year. The Board agreed to allow Mr. Williams to continue with the furnace maintenance.

The group then discussed the diesel fuel contract through the State. Mr. Deschaine will cross reference the contract prices with the prices that the Town has been charged.

Mr. Canada had previously requested pricing and a time frame on paving all of Stratham Heights Road from Mr. Hutton. Mr. Williams will follow up on this tomorrow.

The Board requested all departments follow Town Planner Lincoln Daley's example of a CIP report since it is clear and easy to follow. Mr. Deschaine will relay to all Department Heads.

The group then discussed the lighting replacement plan for the Highway garage. Mr. Hutton had requested to move forward with the project since there is money in the budget. The Board requested that Mr. Daley look into the anticipated life expectancy of the light bulbs/fixtures currently at the garage and for the proposed new fixtures.

Parks & Recreation: Director Seth Hickey updated the Board on activities at Stevens Park. He stated that the playing fields are closed for the season, the soccer kick wall has been installed by an Eagle Scout, and construction of the garage at the Babe Ruth Field is moving forward. He also stated that regarding the scoreboard installation he spoke with the Building Inspector regarding the materials to be used for the posts and footings per the installation guidelines.

Mr. Hickey stated that Park Ranger Kim Woods has been working on ice rink preparations at Stratham Hill Park.

Mr. Hickey stated that Ms. Woods has requested to take the Town truck home at night since there has been some vandalism at the Park. The Board agreed that would not be a problem. The group then discussed why Town property is not locked up. Mr. Hickey stated there is no space available at this time.

Mr. Hickey reported there was a lot of damage to the batting cage at Stratham Hill Park during the snowstorm in October. An insurance claim was placed with Primex. The Baseball Board will pay the Town's insurance deductible and have that repaired.

Mr. Hickey stated that Ms. Woods has completed the fall clean up at the Park. She has been working on rebuilding/repairing picnic tables. The group discussed possibly going to plastic tables. Mr. Hickey will look into the pricing on those.

Mr. Hickey stated he received a call from the Gifford House tenant with an issue regarding the chimney/wood stove. Ms. Woods went and looked into it and expressed concerns about backdraft issues. The Board stated that the tenant is responsible for having the stove cleaned and inspected. Mr. Hickey will follow up with the tenant.

Mr. Hickey updated the Board on current programs and activities.

The group then discussed the condition of the tennis courts. The Board did look at the tennis courts and noticed there is some pitting. Mr. Hickey stated the estimate he received to resurface the courts is \$5,000. He stated the courts are certainly not in terrible shape, but he would like to see the courts on some sort of maintenance schedule. He added that the condition of the courts is not going to affect play or cause a safety issue; it is cosmetic at this point.

Mr. Hickey stated it was necessary to cancel the December trip to New York City due to needing more people to attend in order to cover the expenses.

Mr. Deschaine brought up the recent Fire Tower painting project. It was under budgeted by \$500 in the capital budget. The balance will need to be taken from the operating budget. It was noted that the paint took several days to dry thoroughly and the need to better cordon off access next time it is painted.

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:

Amy Blatchford requested the use of the Municipal Center on January 21, 2012 for a baby shower. The request was approved.

Tom Haslam requested the use of the Park on January 6, 2012 for an overnight campout with the Boy Scouts. Mr. Copeland moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

ADMINISTRATION:

Mr. Deschaine stated he received the management letter from the auditor with continued findings. He has worked with Chief Scippa to address the gun permit issue raised. The Park Association legal standing is the only other thing that needs to be addressed.

Mr. Deschaine stated the employees had their orientation on the new health insurance policy today and submitted their required paperwork.

Mr. Deschaine stated he completed the updates to the Employee Manual and presented the final draft to the Board for their review. They will discuss again at next week's meeting. Mr. Copeland commented that the Board should be notified of any worker's compensation cases no matter how minor, and also notified of any department property damage. Mr. Deschaine stated it is a State law and it is also in the Safety Manual to report a worker's compensation incident. The Board agreed to have Mr. Deschaine notify them when any such incident occurs.

Mr. Deschaine stated he did review the HVAC contract with Dowling. It is identical to the one from last year in terms of price and services provided except for a \$548 credit issued last year because several units were replaced and, hence, not serviced in 2011. Mr. Federico moved to allow Mr. Deschaine to enter into the Dowling maintenance and service contract. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine presented the re-draft of the Town Center Committee Charge. The Board had some minor amendments. Mr. Canada moved to accept the proposal and have Mr. Daley move forward on it even though the Board will not sign it until next week. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine presented an abatement request that Town Assessor Andrea Lewy forgot to present last week. Mr. Canada moved to approve the abatement for Michael & Vasiliki Collins' for \$763.68 at 124 Winnicut Road. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the upcoming meeting schedule over the holidays and the scheduling of Department heads' reports to the Board. Highway, Police and Fire will meet on January 9th, Planning and Building will meet on January 23rd, and Assessing will meet on January 30th.

Mr. Canada will see that the Board receives end of year mileage/equipment reports.

Mr. Deschaine presented the Board with the day-to-day Town building maintenance and cleaning schedule. The Board will review it and discuss it next week.

The Board then reviewed and updated items on their priority list.

At 9:54 pm, Mr. Canada moved to go into non-public session to discuss personnel issues. Mr. Copeland seconded the motion, which passed unanimously.

At 10:32 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. Canada stated that Ms. Woods is interested in buying one of the old mowers that is not being used, specifically the John Deere 316. She made an offer of \$250. The Board agreed to sell it, but it should be open to anyone to make a bid on it. Mr. Canada will post it on Craigslist.

At 10:39 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