

MINUTES OF THE DECEMBER 19, 2011 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada, Selectmen Bruno Federico and Tim Copeland, 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 7:42 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 8:12 pm, after a brief meeting with Town counsel, the Chair opened the general meeting of the Board of Selectmen.

SECRETARY'S REPORT: Mr. Federico moved to approve the amended minutes from the meeting on 12/12/11. Mr. Copeland seconded the motion, which passed unanimously.

TREASURER'S REPORT: Kevin Peck reported that he had \$1,966,072.13 in the general checking account.

NEW BUSINESS:

The Board reviewed an offer by the Stratham Hill Park Association to donate a 1987 Ski-doo snowmobile with a trail drag and double trail rollers as part of a pilot winter trail grooming program (see attached). The purchase price for the entire unit was \$1,695. Mr. Federico moved to accept the donation from the Stratham Hill Park Association as proposed with the condition that permission be obtained from the affected property owners and the Conservation Commission for the Town Forest. Mr. Canada seconded the motion, which passed unanimously.

Dan Crow from the Stratham Hill Park Association was present at the meeting and publicly thanked Park Ranger Kim Woods for getting the trail grooming program going and then presented Ms. Woods with a token of their appreciation.

Town Moderator David Emanuel was present at the meeting. He stated he received a request from an organization called Vote on America's Future to conduct an exit poll during the NH Primary inside the Town Offices. This will not be politically partisan in any way. After some discussion, the Board agreed to deny the request to be inside the Town Offices, but they can certainly be outside the building. Chief Scippa was present at the meeting and stated his Department would be available to assist in any way.

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 updated the Board on the oil tank at the Historical Society building. The Town's oil company had expressed some concerns with code compliance. He stated it has been taken care of.

Planning: Town Planner Lincoln Daley updated the Board on current Planning Board applications and work on warrant articles to be brought to the voters in March 2012.

Mr. Daley presented the Board with the Town Center Revitalization Committee budget (see attached). The total budget proposed for 2012 is \$5,500. Mr. Federico inquired about money for "Welcome To Town Center" signs which has been proposed. Mr. Daley indicated the request for signage was in his CIP budget.

The Board is waiting to hear back from potential Committee members on whether they would like to join or not. Mr. Daley stated he has spoken with a Stratham resident who works for the Nashua Planning Commission that is interested as well. Mr. Daley said this will also be presented to the Budget Committee.

Mr. Daley then spoke about the Exeter/Stratham Regional Water and Wastewater Planning Study. He stated they should be making the final decision on the choice for a consultant tomorrow. This consultant will be charged with tackling the larger issue of seeing if there are synergies that exist between the two communities to have a combined water and wastewater system. The study should be completed by mid-2012. Mr. Deschaine presented the contract for the Board for their approval and signature. Mr. Canada moved to approve the agreement as presented by the Rockingham Planning Commission and to authorize the Chair to sign the agreement at tomorrow's meeting. Mr. Federico seconded the motion, which passed unanimously.

Mr. Daley then reported on the Public Works Commission's (PWC) budget and project list for 2012 (see attached). He stated that in 2011 the PWC allocated \$50,000 from the CIP from 2012 through 2016, so there is money available in the queue to put towards these studies. This matter is still ongoing.

Mr. Daley then updated the Board on the window replacement project at the Municipal Center. He received the signed contract from A Touch of Glass last week, but is still waiting on the additional required paperwork that the Town needs to submit to the State. Mr. Daley stated he did submit a reimbursement request for the first portion of this for \$47,000 and that process is still ongoing.

Mr. Daley stated that his report on Offsite Improvement Funds and Performance Bonds and for tracking such assessments is still ongoing. He needs to finalize some of the details and will report back to the Board on January 23rd.

Mr. Daley then requested to purchase a scanner/copier/printer unit to support the Building, Planning and Zoning Departments at an approximate cost of \$2,500 for this year. Mr. Federico moved to allow the Planning Department to purchase a scanner/copier/printer and associated supplies at a cost of up to \$2,800. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada moved to accept Janet Johnson's resignation from the Planning Board with gratitude for her years of service. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Daley explained that the \$30,000 in the CIP is for Phase II of the software for the Building/Planning Department. The Board had previously approved \$5,000 for the purchase of the Avitar system. The \$30,000 is for the upgrading of the Town's financial software.

Police Department: Chief John Scippa was present at the meeting to discuss the wage study that was conducted relative to budget planning for next year. He stated the numbers were compiled from the LGC 2011 survey. Included with the wage study was a proposed new wage scale matrix for Town police officers. This schedule would bring the Town's pay scale in line with surrounding communities. Mr. Scippa also requested that the Board consider increasing the hourly rate for Police Details. Both the charge for officers and administrative costs need reexamination. Mr. Scippa also presented an overview of the Blue Choice health insurance policy with the change of the 80/20 split. The Board discussed the wage study at length and will review it further before making any kind of decision.

Mr. Scippa stated he received two thank you notes from residents. He stated Officer McAulay and Officer Andrews responded to a significant car accident on Union Road where a car flipped over. No one was injured, but the residents were very thankful for the quick response. The second note was from an Exeter resident thanking Officer Andrews and Officer Jordan for opening her car when her remote lock control failed.

Mr. Scippa stated that Officer Andrews reported to the NH Police Academy for her fitness test and she passed with flying colors.

Parks & Recreation: Director Seth Hickey was present at the meeting and stated that the Baseball Board has approached him and the Recreation Commission about purchasing some electrical wire to run from the irrigation shed to the Babe Ruth Field at a cost of \$3,750. This work needs to be completed before frost is on the ground. Mr. Copeland moved to allocate up to \$3,750 for the wiring materials needed at the Babe Ruth Field to come out of the Capital Budget, which has a little over \$10,000 remaining in it. Mr. Canada seconded the motion, which passed unanimously.

Mr. Hickey stated that Park Ranger Kim Woods has approached him about replacing the garage doors at the work shed. The doors are rotted at the bottom and are not insulated. They received a quote from Overhead Door for \$1,875 for replacing the two doors. Mr. Copeland moved to allow Mr. Hickey to purchase two garage doors for Stratham Hill Park through the Overhead Door Company at a price of \$1,875 to replace both doors. Mr. Canada seconded the motion, which passed unanimously.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

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

Tracey Hall requested the use of the Firehouse for several dates in 2012 for Daisy Scout meetings. The requests were approved.

Al Binette requested the use of the Park on August 26, 2012 for an American Legion Picnic. Mr. Copeland moved to approve the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

William Vadeboncoeur requested the use of the Municipal Center on January 7, 2012 for a birthday party. The request was approved.

ADMINISTRATION:

Mr. Deschaine stated that a meeting will take place with the Stratham Hill Park Association at the Municipal Center regarding the new Park Ordinance on January 23rd. The first public reading will take place that same night, with the second public reading on January 30th unless there are intervening changes.

Mr. Deschaine presented the sales/assessment ratio report to the State to the Board for their signatures.

The group discussed the lights not working at the Veteran's Memorial at the Park. Mr. Canada stated the Heritage Commission had three proposals for new lighting and decided to purchase five Sea Gull 91060-147 Apollo Well Lights (one for each obelisk monument) for \$1040 to be paid from the Commission's 2011 budget. The Commission will add additional lighting costs into their 2012 budget requests. Mr. Canada moved to allow the Heritage Commission to spend \$1,040 for lights to light the Veteran's Memorial obelisks. Mr. Copeland seconded the motion, which passed unanimously.

OLD BUSINESS:

Mr. Deschaine stated he circulated the Employee Manual to all Department Heads to forward to all employees. Mr. Canada moved to accept the two additions proposed by Town Counsel and then adopt the Employee Manual, to be effective immediately. The Board agreed to review the section pertaining to vacation time accruals on 1/9/12. There is concern that an abrupt change in how vacation time is accrued could adversely affect employees in the short term. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated that after posting that the Town would take bids for the sale of a surplus John Deere garden tractor, only one offer was submitted. Mr. Canada moved to accept Kim Woods' offer of \$250 for the John Deere tractor. Mr. Copeland seconded the motion, which passed unanimously.

NEW BUSINESS:

The group then opened the four bids received for printing the Town Report. All bids are based on 1,200 printed copies of the Town Report at 180 pages each. The bids received are as follows: R.C. Brayshaw & Company - \$5,440; Advance Printing & Promotional Products - \$3,882; Imagewise - \$5,307; Kase Printing - \$4,033. Noting the satisfactory work performed for the Town in the past, Mr. Copeland moved to accept the bid from Kase Printing. Mr. Canada seconded the motion, which passed unanimously.

The group then reviewed and updated the Board's priority list.

Mr. Deschaine passed out the first draft of the 2012 budget to the Selectmen. At this point, it consists of a compilation of Department spending requests.

Mr. Canada moved to enter into the contract with Global and Interware to accept credit cards for car registrations with the provision that Article 15, pertaining to the requirement of a reserve account, is

struck, and to authorize Tax Collector Joyce Charbonneau to execute the documents. Mr. Copeland seconded the motion, which passed unanimously.

The group reviewed and discussed the Selectmen's newsletter that will be sent out via email to the residents that responded to the tax stuffer notice requesting email addresses.

After some discussion, the Board agreed to send out a spreadsheet with the total compensation package value to all employees and also a note showing the change in employee insurance costs under the new plan just adopted.

Mr. Federico stated that he met with Library Director Lesley Kimball to discuss the custodial requirements that she requested. They specifically discussed what the dusting requirements are. Ms. Kimball already has plans to do the twice a year dusting where they take the books off the shelves. She is asking to have the dust cleaned from the shelves that accumulates every week. The Board agreed that the library can clean the shelves as they replace books on a regular basis. Mr. Federico expressed a concern with the amount of leaves that have been accumulating in the entrance to the Library.

At 11:34 pm, Mr. Canada moved to go into non-public session to discuss a matter that may affect the reputation of another, not a member of the Board. Mr. Copeland seconded the motion, which passed unanimously.

At 11:43 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 11:43 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