

## **MINUTES OF THE MARCH 19, 2012 BOARD OF SELECTMEN'S MEETING**

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

At 7:00 pm, Mr. Canada opened the meeting and then moved to go into non-public session to discuss a personnel issue and also a matter that could affect the reputation of another, not a member of the Board. Mr. Copeland seconded the motion, which passed unanimously.

At 7:24 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 7:30 pm, the Chair opened the general meeting of the Board of Selectmen.

**SECRETARY'S REPORT:** Mr. Copeland moved to approve the minutes as amended from the regular meeting on 03/12/12. Mr. Federico seconded the motion, which passed unanimously.

**TREASURER'S REPORT:** Kevin Peck reported that he had \$4,270,684.35 in the general checking account.

**ELECTION OF OFFICERS:** Mr. Copeland moved to continue to have Dave Canada be the Chair of the Board of Selectmen. Mr. Federico seconded the motion, which passed unanimously.

Mr. Copeland moved to nominate Bruno Federico as Vice Chair of the Board of Selectmen. Mr. Canada seconded the motion, which passed unanimously.

### **DEPARTMENT REPORTS:**

TOWN CLERK/TAX COLLECTOR: Joyce Charbonneau was present to update the Board on the new credit card process being utilized in the Town Clerk's office. She stated that during the first month, there were 454 customers and out of those customers, 47 opted to pay with a credit card (23 online and 24 at the counter). Ms. Charbonneau requested to purchase a credit card receipt printer at a cost of \$366. Mr. Copeland stated he did not feel that enough people are using the system to justify the cost. Mr. Federico moved to allow Ms. Charbonneau to purchase the receipt printer for \$366. Mr. Canada seconded the motion, which passed 2-1.

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 he recently attended the Fire Academy for training in residential code updates. He also stated he will be attending NFPA classes at the Fire Academy in April.

PLANNING: Town Planner Lincoln Daley updated the Board on current and future Planning Board applications.

Mr. Daley stated the Town had its first workshop with the RPC regarding the Exeter/Stratham Regional Water and Wastewater planning studies. They discussed the importance of a water tank in Stratham should a Stratham/Exeter water system be created. Kleinfelder/SEA Consultants, RPC's consulting engineering firm, indicated that the tank would likely be needed in the first stage of development rather than in stage II or III as projected in earlier studies by Wright-Pierce Engineering.

Mr. Daley updated the Board on the window installation project at the Municipal Center. He stated all of the windows have been installed and they are working with the contractor on the final touches. He stated they have submitted all of the paperwork to receive the reimbursement of approximately \$45,000 from the grant through the Office of Energy and Planning.

Mr. Daley then provided a written summary of the Offsite Improvement Funds & Performance Bonds held by the Town and the tracking of such assessments. Mr. Daley stated that part of the effort in creating the filing system was to track down the physical documents of existing projects that listed bond requirements and the time periods, etc. and then link them to the actual project in the Avitar software system. He stated there is a checklist in place to note project requirements such as whether signed plans were provided, has it been filed at the Registry, etc. Any requirements for a bond is now on the checklist. Mr. Daley stated he is confident nothing will fall through the cracks going forward. It was agreed that Mr. Daley would add a date of inception to the spreadsheet as some of these funds must be used within a certain timeframe.

Mr. Daley stated that the Daigle's at 128 Winnicutt Road were served with a Cease & Desist Order by the Police Chief today for a home occupation that has not received a special exception from the ZBA, and also the construction of a "hoop house" without a building permit. This has been a culmination of approximately two years of non-conformance with the Town's Zoning Ordinance.

**NEW BUSINESS:**

Joyce Charbonneau and Chief John Scippa, on behalf of the Health Insurance Study Committee, presented their report on Life, Short Term and Long Term Disability insurance programs. After a lengthy discussion, Mr. Canada moved to approve the proposal as presented with the exception of reducing the maximum sick time accrual from 45 days to 25 days. There was no second. Mr. Copeland moved to approve the proposal as presented with the exception of reducing the sick time accrual from 45 days to 32 days. There was no second. Mr. Federico moved to approve the proposal as presented with the exception of reducing the sick time accrual from 45 days to 28 days. 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.

**PARK PERMITS/MUNICIPAL CENTER RENTALS:**

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

Tom Haslam requested the use of the Park on June 14, 2012 for a Troop 185 Flag Day Ceremony, April 27, 2012 for a campout, and May 18, 2012 for a campout. Mr. Copeland moved to approve the requests and to waive the fees. Mr. Federico seconded the motion, which passed unanimously.

Tom Haslam requested the use of the Municipal Center on April 19, 2012 and June 21, 2012 for Troop 185 PLC meetings. Mr. Copeland moved to approve the requests and to waive the fees. Mr. Federico seconded the motion, which passed unanimously.

Martha Franceschi requested the use of the Park on August 11, 2012 for a family gathering. The request was approved.

Kevin Prendergast requested the use of the Park on April 29, 2012 for a birthday party. The request was approved.

Dave Emanuel requested the use of the Firehouse on May 10, 2012 for an emergency management meeting. Mr. Copeland moved to approve the requests and to waive the fees. Mr. Federico seconded the motion, which passed unanimously.

**NEW BUSINESS CONTINUED:**

Members from the Health Insurance Study Committee returned to the meeting to clarify two items with the Board. They asked how the plan would affect a particular employee who is planning on retiring in a couple of months. The Committee then asked the Board if they would allow four current employees that are already at the maximum accumulation to maintain that accumulation. If they use a sick day, it would be deducted from that accumulation until they got down to the 28 days allowed. The Board agreed to grandfather any employee who has an accumulation over the 28 days of sick time. The Board also re-affirmed the right for an employee to be paid for accrued sick time, but only if retiring or, in the case of a death, payment to the estate. Retirement was defined as an employee leaving employment who has applied for benefits under the State Retirement System.

**ADMINISTRATION:**

Mr. Deschaine stated that he has spoken with Newmarket regarding the renewal of the curbside collection contract with Bestway, and they stated they have not signed a contract with any other firm, and they are very interested in continuing discussions on a joint RFP later this year. Mr. Deschaine stated he has yet to meet with a representative from Newfields. He stated that in talking with Newmarket, there was some interest of exploring the possibility of a one year extension given Concord Cooperative's impending construction and operation. However, Mr. Deschaine is not confident that Concord will be up and running much before January 1st. Mr. Deschaine will continue to follow up on this process and report back to the Board.

Mr. Deschaine stated that Town Assessor Andrea Lewy has received a determination from the State of the current assessment equalization ratio, which is 109.1. The Town has the option to

appeal this determination. Mr. Canada moved to accept the 109.1 ratio as recommended by Ms. Lewy. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated that the Town has received the Mosquito Control Program notice, which begins the week of April 2<sup>nd</sup>. A copy has been given to the press and it is posted in public places throughout Town to put people on notice that the program is beginning. If they do not wish to have their property treated, they will need to contact Dragon Mosquito directly.

Mr. Deschaine stated Dave Short would like to pay for or barter his services and/or materials for the wood chips at the Highway Garage. Mr. Canada stated that Mr. Short does so much for the community and donates so much, both in terms of plant materials and expertise. Mr. Canada then moved to allow Dave Short to take 60-80 yards of wood chips and make good to the Town through continued donations and discounts of goods and services for Town projects with no strict accounting required. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed Senate Bill 353. Mr. Deschaine stated that based on conversations during the public hearing, he made some revisions to the draft that was originally submitted to the Senate Committee. Mr. Copeland will check with the Committee Secretary to make sure they received it.

Mr. Deschaine stated he spoke with Lakes Region Fire Apparatus today and informed them that the Warrant article passed for the new tanker.

Mr. Canada requested to put together a negotiating team regarding the conservation easements at the Jones, Roberts and Goodrich properties. He proposed that the team include himself, Mr. Deschaine, Pat Elwell from the Conservation Commission, and a member of the Ad-Hoc Subcommittee. The Board agreed.

The group discussed some repairs that are needed in the basement of the Historical Society. Mr. Canada stated that Dan Whittier is ready to work on the electrical upgrading at an estimated cost not to exceed \$3,200. Once that has been completed the area needs to be drywalled. Crow Construction submitted a price not to exceed \$5,922 to install the drywall, frame as needed, and paint. Mr. Canada moved to allow the Historical Society to spend \$9,122 for upgrading the electrical system and to drywall the basement. Mr. Copeland seconded the motion, which passed unanimously.

The group discussed the need for a succession plan in conservation easements involving the Southeast Land Trust and the Town of Stratham. One possibility is the Town is taking title and maintenance responsibilities back in the event there is any change with the Southeast Land Trust such as bankruptcy or merger with another organization. Mr. Deschaine will discuss this with Town Counsel.

At 10:11 pm, Mr. Canada moved to go into non-public session to discuss a legal matter. Mr. Copeland seconded the motion, which passed unanimously.

At 10:28 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.

At 10:29 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