

## **MINUTES OF THE AUGUST 27, 2012 BOARD OF SELECTMEN'S MEETING**

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

At 7:29 pm, the Chair opened the general meeting of the Board of Selectmen.

### **NEW BUSINESS:**

HIGHWAY: Agent Colin Lavery was present at the meeting to discuss the replacement of the railing by the Municipal Center handicap ramp entrance. He presented two options to the Board; one to install the railing on just one side of the walkway and the second option to install railings on both sides. Mr. Lavery stated he received a quote from White's Welding for \$2,422.20 for one railing. The Highway Department would have to remove the old fence, set the new posts, and mount the handrail to the granite posts. Mr. Canada moved to appropriate up to \$2,422.20 to have one railing installed at the handicap entrance. Mr. Copeland seconded the motion, which passed unanimously. Mr. Canada will be looking into the possibility of doing the work in-house and saving more money that way.

IT ADMINISTRATION: Paul Wolf was present at the meeting to discuss upgrading the Police Department's email services. He stated they are in dire need of a new server because they are extremely low on disk space and the current server is 10 years old.. To give some immediate relief to the server, Mr. Wolf recommended moving their email to the Microsoft Cloud service at a cost of \$7.28 per user per month for a total of \$1,572.48 per year for 18 users. He stated there is also a one-time fee of \$240.00 for an email client on four machines (\$60 each). He added that a new server would still be necessary. Mr. Federico moved to allow the upgrade to the Cloud for the Police Department at a cost of no more than \$1,812.48. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Wolf stated there is a scheduled power outage tomorrow night and he recommended keeping the generator and the computers going. Mr. Deschaine will take care of starting the generator.

### **OLD BUSINESS:**

The group then discussed the Brad Jones easement and public access to that property for passive recreational purposes. All agreed that Mr. Jones has been very amenable to people using this property as long as there is no hunting. Mr. Copeland moved to proceed with the Jones easement as written. Mr. Canada seconded the motion, which passed unanimously.

Donna Jensen, Pat Elwell, Bob Keating, Dan McAuliffe, Alison Knab, and Bill Grace from the Conservation Commission were also present at the meeting. They convened and then Ms. Elwell moved to approve the new language in the Jones easement. Mr. Keating seconded the motion, which passed unanimously.

**NEW BUSINESS:**

Town Clerk Joyce Charbonneau was present at the meeting to discuss the logistics for the upcoming September Primary vote. Ms. Charbonneau stated she is going to have two tables set up and a ballot clerk right by the Supervisors of the Checklist to handle all the new registrations. She stated there will be several posters up explaining the new Voter ID law. Voters will be asked for a picture ID at the Primary, but no one will be turned away if they do not have one. Ms. Charbonneau requested to close her office for voting day. The Board had no objection. There will be a police officer posted at the Municipal Center from open to close of the polls. Chief Scippa was present at the meeting and stated they will be ready in case it is necessary to have right turning traffic only out of the parking lot. Parking will only be allowed on one side of the street. The Board agreed to continue with their previously established policy where all poll standers must remain behind barricades at the entrance to the Municipal Center, nothing shall be affixed to Town property, and signs must be hand held at all times. Executive Assistant Stacey Grella will get the policy out to the campaigns so they are aware.

Ms. Charbonneau updated the Board on the Dog Warrant. Mr. Scippa stated they have reduced the list down to four, possibly two, dogs. He stated he can either physically seize the dogs and board them at the SPCA and bring the owner to court, or he can file complaints and bring the owner to court without seizing the animal. Mr. Copeland moved to have Chief Scippa file complaints to bring the owners to court without seizing the animal. Mr. Canada seconded the motion, which passed unanimously.

Mr. Scippa presented the final offer to the newly hired police officer for the Board's signature.

At 8:36 pm, Mr. Copeland moved to go into non-public session with Chief Scippa to discuss a legal issue. Mr. Canada seconded the motion, which passed unanimously.

At 8:50 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.

**DEPARTMENT REPORTS:**

ASSESSING: Assessor Andrea Lewy was present at the meeting and presented a Current Use application at 34 Raeder Drive where the new owner would like to put 12 acres of this property into Current Use. Mr. Canada moved to approve the Current Use application for the 12 acres that Ms. Lewy identified. Mr. Copeland seconded the motion, which passed unanimously.

Ms. Lewy then presented the Land Use Change Tax warrant. Mr. Canada moved to approve the Land Use Change Tax Warrant for JP Ventures Construction and Margaux & Bertram French. Mr. Federico seconded the motion, which passed unanimously.

Ms. Lewy then presented several Veteran Credit applications. Mr. Canada moved to approve the Veteran Credit applications for James Doyle, Brian Lee, Arthur Stevens, and Adelard Thisdale, as recommended by Ms. Lewy. Mr. Federico seconded the motion, which passed unanimously.

Ms. Lewy stated that the MS-1 form to the State is due on September 1<sup>st</sup>. She does not yet have utility values from the Town's appraiser. Avitar has not developed the revamped reporting form needed to meet the State's new reporting criteria. The group then discussed whether or not to submit the MS-1 Extension Report with the information now on hand in a hand entered form or apply for an extension. Mr. Canada moved to apply for the extension with a due date of October 9<sup>th</sup>. Mr. Copeland seconded the motion, which passed unanimously.

**NEW BUSINESS:**

Robert Ducharme, co-owner of Stratham Plaza, and Eric Weinrieb, engineer from Altus Engineering, were present at the meeting to discuss the possible public/private partnership with the Stratham Plaza. Mr. Ducharme stated they have preliminary approval for a loan to remove the existing leach field, to put in a new leach field, and to re-side the building with Cape Cod style shingles. He also stated that if a new leach field is installed on Town property, an option they wish for the Board to consider, that wherever they decide to put it, they need permission from the Board to do test pits and some type of easement would be required. Mr. Weinrieb suggested siting a system behind the baseball field. He further stated that the reasoning behind this is to provide more retail space and also the mound that is currently there blocks the view from the road so people cannot see the businesses that are there. After further discussion, Mr. Canada moved to allow the Stratham Plaza to perform test pits behind the existing ball field at the Municipal Center to enable the Plaza to later bring a specific proposal to the Board. Mr. Copeland 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:

Millie Law requested the use of the Municipal Center on October 6, 2012 for a baby shower. The request was approved.

**ADMINISTRATION:**

Mr. Deschaine stated he received the signed contract from the Town history author. The Board then signed it as well.

Mr. Deschaine stated that a Public Works Employee Memorial has been established in the State. The Public Works Employee Memorial Committee has requested to have informational material placed on the Town's website seeking the names of any who should be honored and also soliciting donations for the memorial. The Board had no objection.

Mr. Deschaine stated the annual NHMA Policy Conference is scheduled for September 21<sup>st</sup>. Mr. Canada moved to nominate Mr. Deschaine to attend the conference with voting power for the Town. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the public health threat declaration for West Nile virus that has been found in mosquitoes in the Manchester area. As a result, the Governor has declared a health emergency. The Board will send out an email blast to residents advising them of this, and this will also be posted on the Town's website.

Mr. Deschaine stated that he has explored other options regarding the curbside trash collection contract. Portsmouth and Hampton are not options at this point due to the timing of their existing contracts. He will also be talking with the new Town Administrator in Newmarket about this matter as well.

Mr. Deschaine reported to the Board that some unexpected costs have arisen with the installation and training on the new accounting software. He stated the company, Blum and Shapiro, underestimated the number of hours required for the installation and training. They have offered a discounted rate of 50% of their normal charges for services and travel for the extra time and will defer payment until the next budget cycle. If accepted, the Town now will owe them an additional \$7,342. There is an uncovered balance of \$2,842 in the appropriation, which can be offset with the Administrative Services line. Mr. Deschaine stated there is still about 16 hours of training left, which has been offered at a discounted rate. Mr. Federico moved to authorize Mr. Deschaine to enter into an agreement with Blum and Shapiro to complete the conversion of the accounting software for the stipulated price, and further authorized Mr. Deschaine to schedule the timing of the payments. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated there is some paperwork that needs to be filed with the Planning Board as part of the Makris settlement agreement in terms of the plot line change. Mr. Federico moved to authorize Mr. Deschaine to provide any necessary signatures issued before the Planning Board. Mr. Copeland seconded the motion, which passed unanimously.

#### **OLD BUSINESS:**

The group then discussed a possible gains sharing program for the Town. Although the Board agrees with some sort of rewards program for employees, they ultimately agreed to forego the idea of the gains sharing policy at this time.

The group briefly discussed the recent meeting regarding the future of water and sewer services in Town. The Board thought it was a good presentation, but hoped that more people would have attended. The Board will discuss this again on October 15 after the public comments from the meeting are received from the Project Team.

Mr. Federico moved to authorize the Chair to sign the engagement letter from Devine Millimet to facilitate the placement of Conservation Fund bonds. Mr. Canada seconded the motion, which passed unanimously.

At 10:09 pm, Mr. Canada moved to go into non-public session to discuss a hiring decision. Mr. Copeland seconded the motion, which passed unanimously.

At 10:23 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.

**SECRETARY'S REPORT:** Mr. Federico moved to approve the amended minutes from the regular meeting on 08/20/12. Mr. Copeland seconded the motion, which passed unanimously.

At 10:24 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