

MINUTES OF THE NOVEMBER 5, 2012 BOARD OF SELECTMEN'S MEETING

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

At 7:34 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$2,237,869.38 in the general checking account.

DEPARTMENT REPORTS:

FIRE DEPARTMENT: Chief Rob Cook was present at the meeting and stated the batteries have been failing on the AutoPulse machine, which is a battery-powered CPR device used on patients. He presented a quote for a "3 year Worry-Free AutoPulse Protection Plan with battery System Upgrade" at \$3975.00. The Board agreed that such a plan should be brought before the Budget Committee, and also requested that Mr. Cook come back with a price just for the new batteries.

Mr. Cook stated that the membership dues for the "I Am Responding" program are due. Mr. Canada moved to allow Mr. Cook to spend the \$800 on the membership dues for the "I Am Responding" program. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Cook stated they had budgeted for a CPAP machine for the second ambulance at an approximate cost of \$3,000. Mr. Canada moved to allow Mr. Cook to spend up to \$3,000 for a CPAP machine and related equipment for the second ambulance. Mr. Federico seconded the motion, which passed unanimously.

The group then discussed a fire inspection at Market Basket from 2003 that listed 23 issues. Mr. Cook stated that he did not know if the items have been fixed or addressed as of this time. Mr. Cook stated he forwarded the information to the Town Planner and they will schedule a walk-through to follow up on these issues.

Mr. Cook stated that the members who worked the golf course detail have not been paid as of this time. He submitted the request to Bookkeeping on September 4th. Mr. Deschaine stated they have been trying to determine the best account to pay it from and they should receive it by the end of the year. The Board instructed Mr. Deschaine to have it ready by the end of this month.

NEW BUSINESS:

Scott Corson from the Corson & Cornell Property Group was present at the meeting to request a performance bond reduction on Heron Way. Highway Agent Colin Laverty was also present at the meeting. Mr. Laverty stated that all the roadway requirements have been met. Mr. Canada moved to accept Mr. Laverty's recommendation to reduce the amount of the bond from \$82,008 to \$31,991. Mr. Federico seconded the motion, which passed unanimously.

John Sapienza was present at the meeting to request \$250 for Veterans Day expenses. There is only \$68 remaining in the account. Mr. Canada moved to instruct Mr. Deschaine to locate the

difference. Mr. Copeland seconded the motion, which passed unanimously. The group then discussed where the rest of the budgeted money went since the account is only for Memorial Day and Veterans Day expenses. Mr. Deschaine will look into this matter and report back.

DEPARTMENT REPORTS CONTINUED:

HIGHWAY DEPARTMENT: Mr. Lavery then updated the Board on ongoing projects his Department has been working on.

- The DES approved the grading plans and proposed work to the Transfer Station.
- Highway has been cleaning up the Highway garage.
- Town Center signs were installed on 10/25/12. However, two were lost during the recent storm. The Town Planner is talking with the sign company to possibly reinforce them so this does not happen again. The Board agreed that these signs should have been designed to handle New England weather and suggested demanding a refund. Mr. Canada will confer with Mr. Deschaine and draft a letter to the sign company.
- The ice rink water line project has been completed. There was an issue where they cracked the electrical conduit, but it was repaired at a cost of \$60. The Board instructed Mr. Lavery to inform them directly whenever a problem like this arises in the future.
- Mr. Lavery is waiting on background checks to be completed on a few of the on-call snow plowing candidates.
- Mr. Lavery is working on updating the drug and alcohol policy.
- There was a Unitol gas line crossing on Muirfield and Winnicutt. Those areas have been re-dug and re-paved due to settlement issues.
- Barricades and cones have been put in place in preparation for election parking. This led to a discussion on problems sending out election information to residents via email. Because the Town's email service provider treats large volume mailings as potential spam and blocks the message, the Town sends such email "blasts" through its website provider, Virtual Town Hall. Some still did not receive the newsletter. IT Director Paul Wolf, Virtual Town Hall, and VTH's service provider, Time-Warner, are looking into solutions.
- Crockett Farms Phase II is just about completed. The Fire Department conducted a flow test yesterday. The developer still needs to refill the cistern, change the color of the site gauge, and install the "no parking" signs, which will be done tomorrow.
- Using the Fire Chief's list, cisterns in Town have been painted.
- The Municipal parking lot project planning continues.
- Mr. Lavery presented the Board with a breakdown of the damage and related costs (\$2,951.75) that occurred around Town from the recent storm. He stated that FEMA could potentially reimburse the Town some of those funds.
- The group discussed Mr. Lavery's 10-year plan for road reconstruction and paving, which would include possibly budgeting \$550,000 per year for ten years. This will be discussed further with the Budget Committee.
- Mr. Lavery has been updating the Highway Department page on the Town website.

Mr. Lavery presented a proposal from Unifirst for an initial cost of \$1,726.06 on high visibility uniforms. Mr. Copeland moved to approve Mr. Lavery's proposal for the uniforms as presented. Mr. Federico seconded the motion, which passed unanimously.

Mr. Lavery stated the gray 2011 F350 pick-up truck is in need of new tires at a state bid cost of \$868. Mr. Federico moved to allow Mr. Lavery to purchase four General Grabbers 7017 tires at a cost of \$868. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Lavery stated there have been some problems with two pick-up trucks. He will put together a cost analysis for the repair work and purchase pricing, and will report back to the Board.

Mr. Lavery updated the Board on the bond status of various developments in town.

He then updated the Board on miscellaneous projects his Department has been working on.

SECRETARY'S REPORT: Mr. Copeland moved to approve the amended minutes from the regular meeting on 10/22/12. Mr. Federico seconded the motion, which passed unanimously.

DEPARTMENT REPORTS CONTINUED:

PARKS & RECREATION: Director Seth Hickey was present at the meeting to update the Board on his Department's activities.

- They have finalized a trail map of Stratham Hill Park, the Town Forest and surrounding areas. There will also be several kiosks containing maps and other relevant information placed along the trails.
- The Harvest Fest was a great success this year and there was a very good turnout.
- They have shut down the water systems at the Park and have also documented the process with photos and written notes.
- Mr. Hickey will be meeting with the Fair directors to go over the maintenance responsibilities and percentage of use for each building at the Park.
- Mr. Hickey thanked Mr. Lavery, the Highway Department, and Park Ranger Kim Woods for their help with the improvements to the ice rink.
- Winter preparations have been underway at Stevens Park.
- They will be doing water testing at the Park.
- Hillside Landscaping will be core aerating the fields at Stevens Park for \$790, which will be paid for out of the Recreation Revolving account from the field rental fees.
- There have been some complaints from abutters to Stevens Park of the noise from the PA system. Mr. Hickey will address these issues on an individual basis with the teams.
- The new replacement slide has been installed at Stevens Park.
- Three new pieces of playground equipment will be installed behind the Municipal Center.
- They are in the initial phases of putting an ad-hoc committee together to work on possibly creating another recreation space behind the Municipal Center.
- Mr. Hickey updated the Board on youth sports. There had been a conflict with using the space at the Cooperative Middle School, but a compromise has been reached with the other group.
- Mr. Hickey is meeting with school personnel tomorrow to discuss hiring hallway monitors for Saturday basketball sessions at the Stratham Memorial School.
- Mr. Hickey presented quotes from Nick's Door and Window and Window World to replace ten windows at the Gifford House. Mr. Copeland moved to accept the quote from

Window World for \$3,445 to install ten windows at the Gifford House. Mr. Canada seconded the motion, which passed unanimously. There is \$2,710 remaining in the line item. The Board instructed Mr. Deschaine to find the remaining funds.

- Mr. Hickey would like to hire Lisa Dressel-Rohr, who has been the ski program coordinator for the last six years, again this year. Mr. Copeland moved to pay Lisa Dressel-Rohr a stipend of \$2,000 to run the ski program. Mr. Federico seconded the motion, which passed unanimously.
- Mr. Hickey requested approval to spend money on an upcoming senior bus trip. Mr. Copeland moved to approve the expense of \$900 for the senior bus trip on December 21st. Mr. Federico seconded the motion, which passed unanimously.
- Mr. Hickey updated the Board on registration numbers.
- Mr. Hickey stated they are planning a road race for next April that would be a Parks and Recreation fundraiser.
- Winter brochures have been completed.
- The group reviewed the Recreation Revolving account.
- Mr. Hickey stated the intern, Caitlin McKay, has been a great help in his Department.
- Kim Woods will be taking care of the CO2 detector at the Gifford House tomorrow.

ASSESSING: Town Assessor Andrea Lewy was present at the meeting to discuss a Board of Tax and Land Appeals (BTLA) case for the St. Holding Company/Subaru at 37 Portsmouth Ave. She presented a settlement agreement for 2009, 2010 and 2011 based on an interior inspection. After discussion, Mr. Canada moved to approve the three year reduction on the St. Holding Company's appraisal as proposed by Ms. Lewy. Mr. Copeland seconded the motion, which passed unanimously.

Ms. Lewy then presented the second half of the 2012 Tax Warrant for the Board to sign. Mr. Deschaine stated the new tax rate has been set at \$19.31 per thousand (\$14.80 school, \$3.54 municipal, and \$.97 county).

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:

Lily Marston requested the use of the Municipal Center on November 24, 2012 for a family party. The request was approved.

Ellen Ellis requested the use of the Firehouse on January 13 and 27, 2013 for Cub Scout meetings. The request was approved.

Mary Cook requested the use of the Firehouse on November 26, 2012 for a Hep-C Clinic Debriefing. The request was approved.

Mechelle Bissonette requested the use of the Municipal Center on November 18, 2012 for a birthday party. The request was approved.

ADMINISTRATION:

Mr. Deschaine presented the LGC health insurance renewal information. The Town's rate is going up 6.7%. The Town will receive a "contribution holiday" of \$20,169.87, which is comprised of three groups (\$17,156.14 to the normal employee group, \$562.60 to the elected officials group, and \$2,451.13 to the retirees group), and will be a credit against the Town's December bill. Mr. Deschaine is still reviewing the portion affecting retirees, but stated of the \$17,156.14 normal employee group, 80% belongs to the Town and 20% belongs to the employees. He stated the "contribution holiday" amount is based on the amount of contributions. He then explained a "weighted contribution", where the number of employees in each type is averaged. Mr. Canada moved to accept the weighted plan. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada moved to renew the Blue Cross/Blue Shield Three Tier Program. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine then presented a memo from Executive Assistant Stacey Grella regarding the Christmas party. Mr. Copeland moved to accept Ms. Grella's request to close all Town offices at 3:30 on Friday, December 14th for the employee Christmas party. Mr. Canada seconded the motion, which passed unanimously.

After reviewing the written request, Mr. Canada moved to approve Tim Mason's request to name his new subdivision road Alex Way. Mr. Copeland seconded the request, which passed unanimously.

Mr. Deschaine presented updated addendums to the Welfare Guidelines from Ms. Grella for the Board's review. Mr. Canada moved to accept the updated addendums to the Welfare Guidelines. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine read the Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement with the NH Municipal Bond Bank. Mr. Canada moved to accept the document as read by Mr. Deschaine and authorized the Chair to sign the document. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada moved to have Mr. Federico serve as the Selectmen's representative to the SMS Budget Committee. Mr. Copeland seconded the motion, which passed unanimously.

At 10:37 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

There will be no meeting on Monday, November 12, 2012 due to the Veterans Day holiday.

Respectfully submitted,

Stacey J. Grella
Executive Assistant

Reviewed by,

Paul R. Deschaine
Town Administrator