

MINUTES OF THE FEBRUARY 4, 2013 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Vice-Chair Bruno Federico, Selectman Tim Copeland and Town Administrator Paul Deschaine.

At 7:00 pm, Mr. Federico 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 7:30 pm, Mr. Federico moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

At 7:36 pm, the Vice-Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$8,948,055.51 in the general checking account.

SECRETARY'S REPORT: Mr. Copeland moved to approve the amended minutes from the regular meeting on 1/28/13. Mr. Federico seconded the motion, which passed unanimously.

DEPARTMENT REPORTS:

PARKS & RECREATION: Director Seth Hickey was present at the meeting to discuss his Department's activities. He stated they are looking to relocate the parking area by the Gifford Farm property and have people park closer to the barn and not so much out in the field.

Mr. Hickey stated the ice rink was flooded/resurfaced by the Fire Department today.

Mr. Hickey has put in a request for Timberland Earth Day on April 22, 2013 to have up to 50 volunteers assist with assembling kiosks.

He stated that he has requested proposals for installing a water filtration system at Stevens Park. He has received one proposal and it was very high. He discussed it with the Recreation Commission and they will reduce the scope of the work and look into a carbon filter instead.

Mr. Hickey stated he applied for a land water conservation fund grant to assist with the project behind the Municipal Center. The next step is to schedule a site walk.

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

Mr. Hickey stated he will be reviewing upcoming contracts for different programs. The Board had no objection with Mr. Hickey handling the contracts as long as there are no major changes from previous contracts, and to keep them informed.

Mr. Copeland moved to accept the resignation from Stephanie Ilberg-Lamm from the Recreation Commission with regret and gratitude for her service. Mr. Federico seconded the motion, which passed unanimously.

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

Mr. Daley stated the Town Center Revitalization Committee (TCRC) is still working on replacing the four historic signs delineating the boundaries of the Town Center District. Hopefully, the Town will support the CIP request for the allocation of funding for the purchase of those signs. The TCRC is submitting two Community Planning Grant applications next week. These grants would assist with hiring an outside source to write the form-based code for the Town Center.

Mr. Daley stated the Economic Development Committee has scheduled a forum for February 19th with property owners in the Town Center. The EDC feels there is a need to better communicate with property owners in that area to get a better idea if they want to move forward with recommendations from the Plan NH plan or look to expand water and sewer to the area.

Mr. Daley stated the Planning Board Stormwater Subcommittee continues to review the Town's Land Use Regulations and Zoning Ordinance for amendments for the 2014 Town Meeting.

Mr. Daley stated the third party review process for the Building Department fee structure is still ongoing. Mr. Daley and Building Inspector Terry Barnes have been contacting other towns to assess their process and understand the fee structure they use.

Mr. Daley stated his report on Offsite Improvement Funds and Performance Bonds is still ongoing. He continues to work with Accounting to generate a report for the Board.

Mr. Daley presented a bond release for the Shell Station at 46 Portsmouth Ave. This was a \$5,000 bond provided to the Town for landscape maintenance and drainage improvements. This has been held by the Town for a number of years due to the property owner failing to install landscape that was actually approved. Mr. Daley requested a partial release of \$2,500. After some discussion, Mr. Copeland moved to release \$1,000 of the bond back to Shell. Mr. Federico seconded the motion, which passed unanimously.

Mr. Federico asked Mr. Daley to update the Board on the Home Occupation project. Mr. Daley reported that the first phase is still in progress as Mr. Barnes has not made much progress on the initial compliance phase due to the lack of clerical support prioritized for this item.

NEW BUSINESS: June Sawyer from the Cemetery Trustees was present at the meeting to discuss a new sign at the cremation garden in the Maple Lane Cemetery at a total cost of \$2,800. Mr. Copeland moved to authorize the Trustees to enter into a contract with Seacoast Memorials for \$2,800 and to make an initial payment of \$1,400, and to authorize the Chair of the Trustees to sign the document. Mr. Federico seconded the motion, which passed unanimously.

HIGHWAY: Highway Agent Colin Lavery was present at the meeting to discuss upcoming projects with the Board. He stated he attended a meeting recently to learn more about the MS4 communities and the effect the classification will have on the Town.

Mr. Lavery informed the Board of pending road work and updated them on maintenance and landscaping around Town. He also stated his Department has been working on the planning of the Municipal parking lot expansion project.

He stated his Department will be starting work on the parking lot reconstruction at Stratham Hill Park. Work will start after the Fair, possibly September 1, 2013. He will coordinate with the Parks & Recreation Department as well.

Mr. Lavery stated he has been working on acquiring as-built drawings from the developer for Chisholm Farms.

Mr. Lavery stated his Department continues to work on the Transfer Station project. He stated they have begun installing cross signs around Town, which should be complete February 14th.

MEETINGS: The Vice-Chair then reviewed the meetings scheduled for the coming week and reviewed the meetings held this past week.

ADMINISTRATION:

Mr. Deschaine stated that this week he will be working on finalizing the budget and drafting the warrant articles, and finalizing the submissions for the Town Report.

Mr. Federico moved to authorize Mr. Deschaine to sign the insurance coverage statement. Mr. Copeland seconded the motion, which passed unanimously.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

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

Sue Bendroth from the Acorn School requested to use the Firehouse on February 13, 2013 for a Blue Ocean marine event. Mr. Copeland moved to approve the use at the Municipal Center, citing it would be a better fit for their event, and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Les Carbonneau requested the use of the Park on August 11, 2013 for a family reunion. The request was approved.

Rhonda Caron requested the use of the Park on June 22, 2013 for a graduation party. The request was approved.

At 8:44 pm, Mr. Copeland moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Stacey J. Grella
Executive Assistant