

MINUTES OF THE APRIL 1, 2013 BOARD OF SELECTMEN'S MEETING

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

At 7:14 pm, Mr. Canada opened the meeting and then moved to go into non-public session to discuss a matter that could affect the reputation of another, not a member of the Board. Mr. Copeland seconded the motion, which passed unanimously.

At 7:25 pm, Mr. Canada 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 7:32 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$3,684,792.13 in the general checking account.

SECRETARY'S REPORT: Mr. Copeland moved to approve the amended minutes from the regular meetings on 3/18/13 and 3/25/13. Mr. Federico seconded the motion, which passed unanimously.

DEPARTMENT REPORTS:

FIRE DEPARTMENT: Asst. Fire Chief Matt Larrabee was present at the meeting to discuss repairs needed to the Forestry vehicle. It is currently at Lakes Region Fire Apparatus getting the foam tank repaired and the pump serviced. Mr. Larrabee stated they asked for a quote for new springs in the rear of the truck while the vehicle was there and they received a quote of \$1,867.50. Mr. Larrabee stated they also received a quote from McFarland Ford of approximately \$1,000 without helper springs. Highway Agent Colin Lavery was present at the meeting and answered some questions for the Board. Mr. Lavery also recommended taking the truck to Donovan Spring. Mr. Canada moved to bring the Forestry truck back to Town to have Mr. Lavery analyze it and have the Highway Department bring the truck to Donovan Spring for another quote. Mr. Copeland seconded the motion, which passed 2-1.

PARKS & RECREATION: Director Seth Hickey was present at the meeting to update the Board on his Department's activities. Chris Cavarretta was also present at the meeting to request the use of the Park for a mud volleyball tournament fundraiser. He stated he will talk to the Fire Department about flooding the ice skating rink area to make mud. Mr. Copeland moved to approve the event for up to 200 people and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Mr. Hickey updated the Board on CIP projects/renovations to the Scamman baseball infield at Stratham Hill Park. He then presented three quotes for the various work at the field. Mr. Canada moved to go forward with the baseball field restorations and to accept the quote from Hillside

Landscaping for \$5,870 for Phase I and to authorize the implementation of Phase II. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hickey requested to purchase an infield "drag" unit/groomer at a total cost of \$4,300. The CIP covers 1/3 of the cost (\$1,432) and the Baseball and Softball Boards would pay for the remaining 2/3's. The unit is dragged behind the Kubota tractor and keeps the infield mix loose. Mr. Copeland moved to approve the request. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey then requested to spend \$698 for additional infield mix. This money is the remainder of the CIP appropriation. Mr. Copeland pointed out that a motion is not necessary since it is under \$1,000.

Mr. Hickey presented an estimate for reactivating the Town's irrigation systems at a cost of \$525. The price does include making sure the systems are functioning properly and setting the timers.

Mr. Hickey updated the Board on registration numbers for various programs and activities.

Mr. Hickey stated he selected an intern candidate to start right after Memorial Day. Mr. Copeland moved to approve the internship for Katelyn Daigle. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey presented two contracts for summer programs to the Board for their review. The Board approved the contracts and authorized Mr. Hickey to sign them, contingent upon a 24-hour waiting period for the Board to review in more detail.

Mr. Copeland moved to authorized two bus contracts for senior trips, one for \$1,069 and the other for \$1,095. Mr. Federico seconded the motion, which passed unanimously.

Mr. Copeland moved to authorize Mr. Hickey to spend up to \$5,000 for the Summer Concert Series. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey stated he has received requests from several sports boards to install a trophy case at Town Hall. The group decided the case could be placed by the water cooler. The group will discuss this further next month.

Mr. Hickey stated he has been working on pricing for renovations to the tennis courts and also the installation of water bubblers at Stevens Park.

HIGHWAY DEPARTMENT: Highway Agent Colin Lavery was present at the meeting to discuss his Department's activities. He stated they are waiting for agreements to be finalized to move forward with the Bunker Hill Ave./Makris Development project.

Mr. Lavery stated he met with Altus Engineering and Felix Septic Design regarding the Stratham Plaza easement. He stated Felix Septic estimates construction will take one month.

Plans will be forwarded to Civilworks for their review this week. Mr. Lavery will work directly with Makris Development contractor Severino Trucking to coordinate schedules.

Mr. Lavery reported there has been some ongoing vandalism at the Transfer Station. Two juveniles were caught by the Police Department and there have been no issues since.

Mr. Lavery updated the Board on various projects around Town that his Department has been working on.

Mr. Lavery announced that all Department trucks, as well as the Park pickup truck, have passed State inspection.

Mr. Lavery then presented a proposal to the Board for his Department to work four ten-hour shifts for a six-week trial period starting in May. Personnel will be scheduled so that the Department is staffed five days a week. After some discussion, Mr. Copeland moved to approve the proposal on a trial basis for the four ten-hour shifts as outlined by Mr. Lavery. Mr. Federico seconded the motion, which passed unanimously.

The group then discussed the current SOP regarding Town employees responding to fire calls. Mr. Lavery expressed his concerns on production and safety in his department and stated it is a minimum of an hour and a half for each call. Mr. Lavery suggested working with Chief Cook to discuss a coverage schedule, just responding to confirmed structure fires only, or not paying the employee to respond to the calls. The Board had no objection to Mr. Lavery having a discussion with Chief Cook.

Mr. Lavery stated he met with Bell & Flynn and received a confirmation pricing letter from them on paving. They will honor the same pricing from last year up until July 15th. Mr. Lavery stated he will have a roadway study done by August 31st to present to the Board.

The group discussed the maintenance at the Cushman property, specifically pruning and cleaning up some limbs. Mr. Lavery mentioned cutting a path from the Cushman property over to the Municipal Center to make the project a bit easier. The Board instructed Mr. Lavery to speak with Town Planner Lincoln Daley and Jim Cushman first to make sure there is no problem.

Mr. Lavery stated he has visited the site of the newly approved auto storage lot on Frying Pan Lane and has scheduled a pre-construction meeting.

Mr. Lavery stated he would like to purchase a plate compactor for \$1,995 to come out of the New Equipment and Signs budget. Mr. Canada moved to approve the expenditure. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Federico asked about overloaded trucks traveling to and from a new development in Greenland that are cutting down High Street in Stratham. Mr. Lavery will look into this matter.

ADMINISTRATION:

Mr. Deschaine reviewed the closing documents for the Makris Development subdivision and settlement agreement for the Board. The Board then signed all the pertinent documents.

CHAIRMAN'S REPORT: Mr. Canada stated the Annual Mosquito Control Program public notice has been posted, and also announced that the Transfer Station has switched to summer hours and is open every Saturday as of April 6th from 9:00am to 4:00pm.

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:

Joyce Rowe requested the use of the Park on June 1, 2013 for a graduation party. The request was approved.

Roland Slabon requested the use of the Park on May 26, 2013 for an annual picnic. The request was approved.

Dan Crow requested the use of the Firehouse on May 18, 2013 for a birthday party. Mr. Canada moved to allow the use and to waive the fee. Mr. Copeland seconded the motion, which passed unanimously.

Susan Canada requested the use of the Park on September 21, 2013 for a fundraiser yard sale. Mr. Copeland moved to allow the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Joanne Schottler requested the use of the Park on September 15, 2013 for the Pease Greeters picnic. Mr. Copeland moved to allow the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

ADMINISTRATION:

Mr. Deschaine explained the possibility of obtaining a Local Government Management Fellowship. This is an internship program through UNH, but on the graduate level, and is a paid position. The stipend is usually \$5,500 and the Town's portion would only be \$2,100. Mr. Deschaine stated he would use this intern to evaluate the Town's records management systems. Mr. Federico moved to proceed with the Fellowship application. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine then presented items for the Board's review and signatures.

Mr. Deschaine also presented the RFP on the bank bond for the Cushman property, which will be mailed out this week.

Mr. Deschaine explained Town Assessor Andrea Lewy's recommendations on the Land Use Change Tax for a small parcel of land adjacent to the right of way on the Foss property. It is in current use so there is a penalty incurred of \$340.00. Mr. Copeland moved to accept Ms. Lewy's recommendation. Mr. Canada seconded the motion, which passed unanimously.

NEW BUSINESS:

Mr. Deschaine presented two proclamations to the Board for their signatures. One is for Earth Day on April 22nd and the other is for National Missing Children's Day on May 25th.

Mr. Canada stated there are still several vacant positions on various Boards and Committees and the Board needs to recruit people.

Mr. Canada discussed the next steps for the Town Center Committee and feels the transportation aspect needs to move forward. He proposed that each Department set one or two goals each year and update the Board at their monthly attendance at meetings. Mr. Deschaine will send out a memo to Department heads. The Board agreed.

At 9:41 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 10:05 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 10:06 pm, Mr. Federico moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully submitted,

Stacey J. Grella
Executive Assistant