

## **MINUTES OF THE JULY 1, 2013 BOARD OF SELECTMEN'S MEETING**

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

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

**TREASURER'S REPORT:** Kevin Peck reported that there is \$1,275,642.96 in the general checking account.

**SECRETARY'S REPORT:** Mr. Copeland moved to approve the minutes as written from the regular meeting on 6/24/13. Mr. Federico seconded the motion, which passed unanimously.

### **DEPARTMENT REPORTS:**

**PARKS & RECREATION:** Director Seth Hickey was present at the meeting to update the Board on his Department's activities. He stated that everything is looking great at the Stratham Hill Park and thanked the Highway Department for their work on taking down some tree limbs.

Mr. Hickey stated the Town hosted a baseball tournament and had an overall great season. They continue to use the fields for practice.

Mr. Hickey stated that volunteers from Liberty Mutual came to the Park and did some raking, trimming and installed posts for the sign kiosks. He stated they are just waiting for the delivery of the signs and the grant funds should be released to the Town over the next couple of weeks.

Mr. Hickey stated that the fields at Stevens Field look great as well. He stated it helps to have Jim Rivais there on a regular basis to make sure things are tended to. He stated they installed some sod in front of one of the goals. He stated there were some issues with the Babe Ruth scoreboard, but Mr. Rivais and Mr. Hickey were able to take care of it. The water system has been completely installed and turned on and the water fountain is now working. Mr. Hickey stated they will be installing a misting tent for the soccer camp to use to provide some cooling.

Mr. Hickey then updated the Board on various programs being offered and the summer staffing plan. Mr. Copeland moved to approve the summer staff wages as presented by Mr. Hickey. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey stated he will be looking into House Bill 295, regarding background checks, further. He just received the adopted version of the bill, which is now going to the Governor, and will meet with Mr. Deschaine to discuss in more detail.

Mr. Hickey stated he is waiting for some design drawings on the new trophy case that will be installed at the Municipal Center.

Mr. Hickey then discussed his Department's goals for the year. His first goal to install a water system at Stevens Park has already been met. He would like to evaluate the usage of the fountain and report back to the Board in the fall to see if it warrants the installation of another water fountain there. Another goal is to continue to work on the revision of the Master Plan for the Department and have something to present to the Planning Board by the end of the year. Mr. Hickey would also like to create a facilities plan for Stratham Hill Park for the next five years and incorporate it into the Town's CIP. Lastly, Mr. Hickey stated he would like to become a Certified Parks and Recreation Professional, which involves studying and taking a written test.

Mr. Hickey then continued updating the Board on summer programming and enrollment numbers.

Mr. Hickey stated he is still waiting to hear back from the electrician regarding a light switch in the pavilion.

Mr. Deschaine presented the current balances from various CIP items budgeted for in years prior to 2013. The Board can encumber these funds or roll the money back into the general fund. Highway Agent Colin Laverty was present at the meeting and reviewed his CIP balances as well. Mr. Laverty stated that two of the Town Center signs need to be relocated and the 2012 CIP balance for Town Center signs will cover the cost of that. Mr. Canada moved to lapse the mower funds and the playing field equipment funds and encumber the rest as is. Mr. Copeland seconded the motion, which passed unanimously.

The Board asked Mr. Hickey about a banner that was in front of the Stratham Hill Park that was put up without the Board's permission.

HIGHWAY DEPARTMENT: Mr. Laverty stated he looked into the possible relocation of the Foss rental property driveway at 28 Bunker Hill Ave. He stated a project like this could cost approximately \$54,587. Offsetting these costs are upcoming maintenance costs for the existing drive of approximately \$27,372. Debbie Foss was present at the meeting and stated everyone would benefit from this, but she will not pay for the entire amount. The Board agreed not to make the investment at this point in time.

Mr. Laverty updated the Board on the Bunker Hill Commons project. He stated they have been a bit delayed due to all the rain recently. He stated in the upcoming weeks they will establish the subgrade, bring in crushed gravel and install the storm chamber system in front of the Municipal Center. Mr. Laverty stated he will be on site daily when it comes time to install the chamber system due to the complexity of the work.

Mr. Laverty then updated the Board on the Stratham Plaza easement. The group briefly discussed the Town requirements being more stringent than the State requirements.

Mr. Laverty then updated the Board on the road reconstruction Phase II of Stratham Heights Road. He stated they are just about done and it went very well. He stated they anticipated the work would take three weeks and it only took six days.

Mr. Lavery stated he had Asplundh take down three trees at the Cushman house. There are still two more that need to be removed. He stated that the Highway Department will need to rent a stump grinder at some point, which will cost \$465 for the day. He stated they had Lucas Tree Service do the tree work at the Park and they did a great job.

He stated his Department is planning to start work on reconstructing Laurel Lane in about a week or so.

Mr. Lavery stated the assessment of the Town's septic and leach fields system is still ongoing.

Mr. Lavery stated the repaving of the parking lot and other construction projects at the Park will be starting in early September.

He stated he has started ordering materials for the Municipal parking lot project, and it looks like all the estimates are correct as far as pipe and drainage.

Mr. Lavery then updated the Board on his Department's weekly activities.

The group discussed the painting of stop bars in Town. Mr. Lavery stated the regular paint holds up much better than the thermoplastic type.

Mr. Federico asked Mr. Lavery to take a look at a dying tree in the area of 12 High Street that is on a Town right of way.

At 8:35 pm, Mr. Canada moved to go into non-public session to discuss a personnel issue. Mr. Copeland seconded the motion, which passed unanimously.

At 8:40 pm, Mr. Canada moved to come out of non-public session. The minutes were not sealed. Mr. Copeland seconded the motion, which passed unanimously.

The Board then recognized what a great job Mr. Lavery has been doing and the long hours he has been putting in and advised him to take Friday off with pay to enjoy the long holiday weekend.

**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:

Joe Berwanger with the Boy Scouts requested that the Board reconsider his previous request for a rain date of October 6, 2013 at the Park for their annual car show. Mr. Canada moved to deny the request. Mr. Copeland seconded the motion, which passed 2-1.

**ADMINISTRATION:**

Mr. Deschaine presented a new Return Check Policy on behalf of Town Clerk/Tax Collector Joyce Charbonneau to the Board for their review. Mr. Canada moved to accept the policy, but move Paragraph 4 and amend the last paragraph to read "The Board of Selectmen may make the determination...". Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine presented a commendation to the Board on behalf of the Town to Tracey Cutler in recognition of her recent accomplishment of becoming a U.S. citizen.

Mr. Deschaine stated the Health Trust has stated the 2010 and 2011 return of surplus items for health and dental insurance for the Town is almost \$79,000. This will be paid to the Town on August 22<sup>nd</sup> as either a credit against September's invoice or in cash. This amount may change due to ongoing lawsuits with the Health Trust and other agencies. Mr. Copeland moved to follow the same procedure that was done in December. Mr. Canada seconded the motion, which passed unanimously.

At 9:06 pm, Mr. Canada moved to go into non-public session to discuss personnel issues. Mr. Copeland seconded the motion, which passed unanimously.

At 9:39 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 9:40 pm, Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Stacey J. Grella  
Executive Assistant