

## **MINUTES OF THE SEPTEMBER 16, 2013 BOARD OF SELECTMEN'S MEETING**

**MEMBERS PRESENT:** Chairman David Canada, Selectmen Bruno Federico and Tim Copeland (arrived at 9:03 pm), and Town Administrator Paul Deschaine.

At 7:31 pm, the Chair opened the general meeting of the Board of Selectmen.

**TREASURER'S REPORT:** Kevin Peck reported that there is \$5,741,010.87 in the general checking account.

### **OLD BUSINESS:**

SMS Principal Tom Fosher, School Board Chair Heidi Hanson, Highway Agent Colin Laverty, Chief John Scippa and several area residents were present at the meeting to discuss the funding of the Gifford Farm Road traffic management plan. Ms. Hanson stated that she does not want to set a precedent by the School District paying for signs for Town maintained roads. Mr. Deschaine pointed out that the directional signs on Portsmouth Avenue would be an example of off-site signs paid for by the school and maintained by the Town. Mr. Laverty then presented his traffic management plan that he created along with Mr. Scippa, which came to a total cost of \$4,730.36. He stated that he would need a week to order the signs and then another two days to install them if the project moves forward. Mr. Scippa stated that he had spoken with the Highway Safety Commission regarding obtaining any grant funding, however, there is no funding available at this time for this type of project. Mr. Scippa added that he has assigned a patrol officer to monitor traffic in the area on a daily basis. Diana Langler offered to provide pictures of signs taken at other schools, however, the Board did not feel that was necessary since all present seemed in favor of the plan. Mr. Canada stated that since the money is not available now, it would have to be put in the 2014 budget, but stated that a fair compromise would be if the school could somehow raise the money, then the Highway Department would provide all the labor for the installation of the signs. Ms. Hanson will discuss this proposal with the School Board and report back to the Selectmen.

### **NEW BUSINESS:**

Mr. Canada presented a proposal from the Historical Society to replace the rear bulkhead with a clam shell bulkhead at a cost of \$3,500 as proposed by Crow Construction. Mr. Canada moved to allow the Historical Society to spend up to \$3,500 out of their Maintenance Budget to replace the current bulkhead after getting approval from the Fire Chief regarding its suitability as a means of egress. Mr. Federico seconded the motion, which passed unanimously.

**SECRETARY'S REPORT:** The Board was not prepared to discuss and approve the minutes from the regular meeting on 9/9/13.

### **DEPARTMENT REPORTS:**

**POLICE DEPARTMENT:** Chief Scippa updated the Board on his Department's activities. He stated the Police Department has been awarded one additional portable radio through the Local

Law Enforcement Radio Inter-Operability Initiative valued at \$3,537.84. The total value of all radios received is \$24,764.88. Mr. Deschaine will include the item in the next Board agenda for acceptance, as required by State law.

### **NEW BUSINESS CONTINUED:**

At 8:27 pm, Mr. Canada opened the public hearing regarding a donation from the Benson Family Charitable Trust of \$10,000 to purchase ballistic equipment for the Police Department. Mr. Deschaine then read the notice and the letter of intent. There being no comments, Mr. Canada then closed the public hearing at 8:28 pm. Mr. Federico moved to accept the donation with gratitude. Mr. Canada seconded the motion, which passed unanimously.

Mr. Canada moved to accept part time police officer Peter Bakie's resignation. Mr. Federico seconded the motion, which passed unanimously.

### **ADMINISTRATION:**

Mr. Deschaine presented a job description for the Executive Assistant's position to the Board for their review. The group discussed if the position should be full time or if a part time job sharing arrangement would be an option. The group agreed it will be a full time position and to have a pay range for the position of \$17 to \$19. Mr. Deschaine will advertise the position.

**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:

Kara King requested the use of the Municipal Center on November 2, 2013 for a birthday party. The request was approved.

Geri Denton requested the use of the Park on June 7, 2014 for a Cub Scout event. Mr. Federico moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Melissa Lathrop requested the use of the Municipal Center on November 9, 2013 for a birthday party. The request was approved.

Ruth Paul requested the use of the Firehouse on March 1, 2014 for a family party. Mr. Federico moved to approve the use and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Laura Batchelder requested the use of the Park on September 25, 2013 for the SMS cross country race. Mr. Canada moved to approve the use and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Michael Gordon requested the use of the Park on October 12, 2013 for a birthday party. The request was approved.

#### **ADMINISTRATION CONTINUED:**

Mr. Deschaine stated they are still looking for volunteers to work the Household Hazardous Waste event on October 5, 2013.

The Board agreed to cancel the Selectmen's meeting for next Monday, September 23, 2013.

Mr. Deschaine stated that Jeffrey Foreman has requested to serve on the Recreation Commission and submitted an application. The Board is not familiar with Mr. Foreman and it was noted that there are no vacancies at this time on the Recreation Commission. Mr. Canada will contact Mr. Foreman and Mr. Copeland will discuss attendance issues with the other Commission members.

Mr. Deschaine stated the lighting work at the Front Pavilion has been completed and presented an invoice for \$648 for the work. The Board agreed to pay the invoice out of the Park Reservation Fee Account.

Mr. Deschaine presented a proposal for a new computer for the soon to be hired Part Time Land Use Assistant for \$1,200, which includes the State bid discount. Mr. Copeland moved to approve spending no more than \$1,200 for a work station for the new assistant. Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine presented the NH DOT Transportation Enhancement grant agreement to the Board for their signature. After review, Mr. Federico moved to authorize the Chair to execute the agreement. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated there were seventeen applicants for the custodian position that is currently vacant. The Board agreed they will review the resumes and rate the candidates accordingly, but will not participate in the interview process.

At 9:28 pm, Mr. Canada opened the public hearing regarding amendments to the Town Ordinance for Stratham Hill Park. Mr. Deschaine then read the public notice. There being no comments, at 9:29 pm, Mr. Canada closed the public hearing. Mr. Canada then moved to adopt the amended ordinance. Mr. Federico seconded the motion, which passed unanimously.

#### **OLD BUSINESS CONTINUED:**

The group then discussed the acceptance of Letters of Credit for performance bonding. Mr. Canada stated the banks require a great deal of oversight to developments and developers whereas surety companies do not. The Board was in agreement that the Town needs to be more "business friendly" and accept letters of credit when appropriate. The Board agreed to approach the Planning Board to change the requirement and to adopt letters of credit. Mr. Canada asked whether the Board has any jurisdiction for the maintenance bond, which continues for a year

after completion of a project. The Board agreed to have Mr. Deschaine contact attorney Mike Donohue for clarification since his request prompted the discussion.

The group briefly discussed the use of the Town seal on flyers from Palmer Oil that were given out to employees. The Board agreed the use was not appropriate and to remember this for future requests.

Mr. Deschaine stated that the IT Department is scheduled to attend to the Fire Department's needs by the end of October to early November.

At 9:48 pm, Mr. Canada moved to go into non-public session to discuss a personnel issue and also a matter that could affect the reputation of another, not a member of the Board. Mr. Federico seconded the motion, which passed unanimously.

At 10:08 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the items discussed. Mr. Federico seconded the motion, which passed unanimously.

At 10:09, Mr. Federico moved to adjourn. Mr. Canada seconded the motion, which passed unanimously.

Respectfully submitted,

Stacey J. Grella  
Executive Assistant