

## **MINUTES OF THE NOVEMBER 4, 2013 BOARD OF SELECTMEN'S MEETING**

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

At 7:33 pm, the Chair opened the general meeting of the Board of Selectmen.

**TREASURER'S REPORT:** Kevin Peck reported that there is \$2,174,711.66 in the general checking account. Mr. Peck stated that he has submitted his resignation as Treasurer for the Town effective November 15<sup>th</sup>. He also stated he can make himself available to help out the Town until a replacement is secured. The Board thanked Mr. Peck for his years of service.

**SECRETARY'S REPORT:** Mr. Copeland moved to approve the amended minutes from the regular meeting on 10/28/13. Mr. Federico seconded the motion, which passed unanimously.

### **DEPARTMENT REPORTS:**

**HIGHWAY DEPARTMENT:** Highway Agent Colin Lavery was present at the meeting to update the Board on his Department's activities. He discussed in detail the final costs for the recent work on the parking lot at the Municipal Center. There is just under \$8,000 remaining in the CIP account. Mr. Lavery proposed installing new lighting in the parking lot at an estimated cost of \$4,178. He also proposed installing 120 feet of wooden guard rail along Market Street by the entrance to the Municipal Center at an estimated cost of \$3,500. Mr. Lavery then reviewed other lighting estimates for the Municipal Center at a total cost of just over \$13,000. He then presented a proposal for changing the light fixtures at the Police Department to LED fixtures for a total cost of \$9,785, and also for installing motion sensors at the Highway garage. The total proposal for this work is \$33,706.24. Mr. Copeland moved to put the larger lighting work out to bid for 2014 budget consideration, but to move forward with the installation of the guard rail and the Phase I lighting of the Municipal parking lot. Mr. Canada seconded the motion, which passed unanimously.

Mr. Lavery then updated the Board on ongoing improvements at the Highway garage and the Transfer Station. After informing the Board of some safety issues at the Transfer Station, Mr. Lavery presented a proposal for the purchase of 60 pieces of ten foot Jersey barrier with shipping for a total cost of \$5,800, to be installed at the Transfer Station. The Board agreed that this work would not be necessary. Mr. Lavery suggested painting some PVC pipe and installing that instead. Mr. Lavery stated that 20 pieces of the Jersey barrier would probably work as well. Mr. Canada moved to appropriate sufficient money to purchase 11 pieces of concrete barrier for the area for dumping bulky items. Mr. Federico seconded the motion, which passed 2-1.

Mr. Lavery suggested no longer accepting cash and to accept checks only at the Transfer Station for easier record keeping. Mr. Canada moved to accept checks only at the Transfer Station effective January 1, 2014. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Lavery updated the Board on road reconstruction projects in Town.

Mr. Lavery updated the Board on the foresting of the 5 acre parcel by Dave Short's property to prevent against an aphid infestation. His recommendation is to do a 50% cut after a site walk with Mr. Short. Mr. Lavery will also get a proposal for the Board's review.

Mr. Lavery updated the Board on several projects such as the auto storage lot on Frying Pan Lane, which is well under construction, truck maintenance, and Bunker Hill Commons.

Mr. Lavery stated he would like to purchase a base radio system for his Department for \$5,945. Mr. Canada moved to allow Mr. Lavery to spend \$5,945 on the new radio system. The funds would come from the CIP account set up for radio purchases. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Lavery stated he is looking into a computer software program to use in managing everyday items such as time sheets, Transfer Station reporting, employee activity, etc.

Mr. Lavery stated the paving of the Stratham Hill Park lot has been completed with the exception of gravel shoulders, which should be done by the end of this week. He recommended monitoring the Town's parking needs there and then reassess for the 2015 budget season.

Mr. Lavery updated the Board on improvements to the Highway garage.

Mr. Lavery stated he is continuing to work on budget preparation and also has been working with the Town Planner on the Transportation Enhancement grant project.

Mr. Lavery then updated the Board on his Department's ongoing and upcoming activities.

Mr. Copeland asked if the employee activity reports were still necessary. Mr. Lavery stated he actually prefers to keep doing them as it assists him in budgeting.

Mr. Copeland asked Mr. Lavery if he takes the Town truck home, which he stated he does not. Mr. Copeland moved to allow the Highway Agent to take the Town truck home to use for Town business only, conditional on his residency in Stratham. Mr. Federico seconded the motion, which passed unanimously.

The group discussed a poison ivy problem at the abandoned Wiggin family cemetery off Depot Road and whether or not the Town should maintain it. It was noted that this cemetery is of cultural importance to the community as the burial site of our founding father. Mr. Lavery stated he has discussed this with the Cemetery Trustees, but feels it warrants further discussion. Mr. Canada will also bring this up at the Heritage Commission.

**PARKS & RECREATION:** Director Seth Hickey was present at the meeting to update the Board on his Department's activities. Arlon Chaffie from Loco Cycling was also present to discuss a winter mountain bike series at the Park. After a brief discussion, the Board had no objection to holding the mountain bike series at the Park.

Mr. Hickey reported on recent activities to the Board, and also some upcoming events his Department is putting on.

Mr. Hickey requested to install some signs at the Park regarding a multi-use recreational area as recommended by Fish and Game. The signs delineate areas where hunting is not allowed by statute and/or Fish and Game regulation and further warns users of other areas that hunting is permitted and that hunters may be present. The Board had no objection as long as the signs are installed in the correct locations with the guidance of Fish and Game.

Mr. Hickey updated the Board on the skating rink project.

Mr. Hickey stated they are looking at replacing the irrigation shed at Stevens Field for 2014.

Mr. Hickey updated the Board on his Department's activities and programs.

Mr. Copeland moved to nominate Jeff Forman to replace Mr. Murphy on the Recreation Commission. Mr. Canada seconded the motion, which passed unanimously.

Mr. Hickey stated the windows slated for replacement will be installed at the Ranger residence and the Gifford house on Thursday.

The group discussed canceling the Summer Concert Series and other options.

**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:

Katie Scamman requested the use of the Municipal Center on November 30, 2013 for a birthday party. The request was approved.

#### **ADMINISTRATION:**

Mr. Deschaine stated he emailed information to Mike Houghton regarding the CEDS Committee time requirements. Mr. Canada will reach out to Mr. Houghton as well. The Board had previously identified Mr. Houghton as a desirable person to fill the position.

The group discussed having annual job performance reports of Town employees. The Board directed Mr. Deschaine to inform Department heads of the this new annual review requirement and to submit the reports to the Board no later than January 1, 2014.

Mr. Deschaine will also inform Department heads that budget reports will need to go before the Board no later than December 16, 2013, and CIP budget requests will be due no later than December 2, 2013.

At 9:53 pm, Mr. Canada moved to go into non-public session to discuss a hiring matter. Mr. Copeland seconded the motion, which passed unanimously.

At 10:29 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. Copeland seconded the motion, which passed unanimously.

At 10:30 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully submitted,

Stacey J. Grella  
Executive Assistant