

## **MINUTES OF THE NOVEMBER 25, 2013 BOARD OF SELECTMEN'S MEETING**

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

At 7:37 pm, the Chair opened the general meeting of the Board of Selectmen.

**SECRETARY'S REPORT:** Mr. Copeland moved to approve the amended minutes from the regular meeting on 11/4/13 and to accept the minutes as written from the regular meeting on 11/18/13. Mr. Federico seconded the motion, which passed unanimously.

**NEW BUSINESS:** Becky Mitchell and Nate Merrill from the Heritage Commission were present at the meeting to update the Board on the status of adding the Bartlett-Cushman house to the National Historic Register. Ms. Mitchell stated they would like to spend the remaining \$1,000 in their 2013 budget in order to begin the required historical survey. There will be additional costs in 2014 of up to \$2000 depending on how much Commission members are able to complete themselves. Ms. Mitchell also explained the benefits of having this property added to the registry. Mr. Canada moved to allow the Heritage Commission to spend \$1,000 to begin the process of adding the Bartlett-Cushman house to the national registry. Mr. Federico seconded the motion, which passed unanimously.

Ms. Mitchell then presented a proposal for the Town to evaluate all systems and write an RFP for the rehabilitation of the Bartlett-Cushman building in the amount of \$6,450. The scope of work being proposed duplicates information that will already be gathered through the national register nomination procedure. Ms. Mitchell stated that although she has spoken with other people familiar with the process who believe this is a fair price, the Commission does not recommend spending that much money at this time.

The group then discussed what to do with the antique stoves in the building. Mr. Canada suggested spending \$20 per stove for an online appraisal. The Board had no objection.

### **DEPARTMENT REPORTS:**

**FIRE DEPARTMENT:** Assistant Fire Chief Matt Larrabee was present at the meeting to give the Board more details on an exhaust fan they would like to purchase. The Board had asked for the CFM on the fan they were looking at and Mr. Larrabee stated this new fan would put out 10,220 CFM, but is equivalent to 15,000 CFM due to the design of it. He also stated the old box fans typically put out 3,200 CFM. The cost of one fan is \$3,500. Mr. Copeland moved to approve the purchase of the fan at a cost of \$3,500. Mr. Federico seconded the motion, which passed 2-1.

Highway Agent Colin Laverty was present at the meeting to discuss costs for the Fire Department Squad truck frame repairs brought up at last week's meeting by the Fire Chief. Mr. Federico moved to have White's Welding replace the frame tubing, increasing the thickness from 1/8 to 1/4, at a cost not to exceed \$1,800. Mr. Copeland seconded the motion, which passed unanimously.

ASSESSING: Town Assessor Andrea Lewy was present at the meeting and presented several abatement applications to the Board for their review. Mr. Canada moved to approve the abatement requests for Timothy & Elizabeth Card, the Institute of Professional Practice, Chasney Holding, LLC and Toby Heisey, as recommended by Ms. Lewy. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada then moved to approve the supplemental tax warrants for Toby Heisey in the amount of \$1,068, and Chasney Holding, LLC in the amount of \$928. Mr. Copeland seconded the motion, which passed unanimously.

Ms. Lewy then presented several Veteran's credits to the Board for their review. Mr. Canada moved to approve the Veteran's credit for Albert McSweeney, and to deny the Veteran's credits for Michael Grahame and Stephen Robison, as recommended by Ms. Lewy. Mr. Copeland seconded the motion, which passed unanimously.

Ms. Lewy updated the Board on various projects her Department has been working on, to include answering the first set of interrogatories for the Fairpoint litigation, the Department budget, her assistant's job performance review, the 2014 statistical update, and also six outstanding Board of Tax and Land Appeals cases.

Ms. Lewy stated she is awaiting a response regarding updating the Town's pole license to Fairpoint. Once she hears back, she will review this with the Board and ask that the Board agree to the updated pole license, which will require a public hearing.

Ms. Lewy stated she has been working on an estimate for a land use change tax for the Scamman property at 69 Portsmouth Ave.

Ms. Lewy stated she recently coordinated a presentation with CAI Technologies to come and speak with other Department heads regarding updating the Town's tax maps. The presentation focused on what the Town's digital mapping system can do for all Departments. Ms. Lewy is working on determining the costs involved for all departments. This product would replace Avitar as host for the online assessment record cards and would allow each Department to have control over their own data.

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

Mr. Daley stated that Colleen Lake from the Town Center Revitalization Committee (TCRC) has purchased a number of Christmas trees for installation in the Town Center, and will also be decorating them for the holiday season. The TCRC also continues to work on the banner program, which will also include decorative lights.

Mr. Daley stated the Economic Development Committee continues to work on creating a taxation relief program for the Town Center under RSA 79-E. Any such effort would require a vote at Town Meeting to adopt the program. Mr. Daley stated the first step is to designate the

area where eligible property owners are, and then authorize the Board of Selectmen to administer the tax relief program for businesses looking to improve their properties in that area. The second step is to adopt language to codify the criteria used by the Board to approve applications under this tax relief program. The EDC is also looking to designate a number of commercial zones in Town.

Mr. Daley and Building Inspector Terry Barnes then updated the Board on their ongoing work on the building permit fee schedule and third party review charges for commercial inspections. Mr. Daley stated they are close to moving forward with a public hearing for the formal adoption of various rates. The group then reviewed and discussed the revisions. Mr. Daley requested a brief recess.

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

The group then continued their discussion regarding the building permit fee schedule. The Board was pleased with the presentation and agreed that the next step will be to schedule the public hearing.

Mr. Daley then updated the Board on his report on Offsite Improvement Funds and Performance Bonds. Highway Agent Colin Laverty was also present to participate in the discussion.

The Board agreed to reduce the performance bond for Makris Development based on work already performed. The Board agreed to hold back 97,000 to insure performance of remaining work and an additional \$103,000 pending establishment of the required maintenance bond, a one year obligation after all work has been completed. Mr. Canada moved to release \$638,442.62 of the Makris Development bond. Mr. Copeland seconded the motion, which passed unanimously. Mr. Canada moved to release the \$10,450 cash bond paid to ensure setting of granite boundary markers in its entirety, the work having been completed.. Mr. Federico seconded the motion, which passed unanimously.

Troika Holdings requested a bond reduction regarding the Alex Way subdivision. The plan is to come before the Board next Monday to make the formal request.

Mr. Daley then presented two Bond Acceptance matters regarding the Exeter Subaru and Sarnia Properties. He did not present a proposal at this time, just informational for the Board.

Mr. Daley updated the Board on the Transportation Enhancement Grant, which allows the Town to encumber the grant funds and apply them towards the improvements of the Town Center area.

Mr. Daley then showed the Board the videos created by CGI, who are the producers of “Welcome to Stratham” videos. After a brief discussion, Mr. Daley will speak with CGI about adding in more about area transportation. Mr. Canada moved to endorse the video and incorporate some suggestions. 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:

Diane Waychoff submitted a second request the use of the Park on June 28, 2014 for a wedding. The request was approved. An error had been made in the original application which had been denied.

Beth Gallagher requested the use of the Municipal Center on December 7, 2013 for a birthday party. The request was approved.

#### **ADMINISTRATION:**

Mr. Deschaine mentioned replacing the fuel tank at 28 Bunker Hill Ave. The Board will hold off on a decision since they are still waiting for a quote to come back.

Mr. Deschaine stated the 300<sup>th</sup> Anniversary Committee has requested a contract amendment to the Town history contract, which would increase the reimbursement line by an additional \$3,000. Mr. Canada moved to approve the contract amendment for the additional \$3,000 in expenses to be funded by the donation from the Library Trustees, and to authorize Mr. Deschaine to execute the contract amendment. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated the 300<sup>th</sup> Anniversary Committee wanted to make the Board aware that their fundraising efforts have only produced approximately \$12,000 to date. They are requesting the Town put away \$10,000 per year for the next three years to cover future costs. The Board discussed whether or not to bring it to Town Meeting. Mr. Federico moved to put \$30,000 in the CIP for the 300<sup>th</sup> Anniversary Committee to cover expenses. Being no second, the motion failed. The Board then agreed to bring the matter to voters in the form of a warrant article in 2014.

Mr. Deschaine stated the Welfare Administrator received a letter from the Disability Rights Center regarding SB 146. The letter is demanding that the Town amend the Welfare Guidelines to reflect that the Town will provide benefits to people on permanent disability. They had historically been ineligible by State Law but recent amendments have made benefits an option for towns to adopt. The Rights Center contends that because the Town may do so, it must do so per the Federal ADA law. Mr. Copeland will look into this matter further.

Mr. Deschaine stated the new Treasurer has been sworn in, but asked the Board if it should be put before the voters whether or not the Treasurer should be an appointed position as opposed to an elected position. The Board agreed to present the question to voters as a Warrant Article.

Mr. Canada moved to approve the sale of the Alpine Skidoo machine for the Stratham Hill Park Association. Mr. Copeland seconded the motion, which passed unanimously.

At 10:12 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter. Mr. Federico seconded the motion, which passed unanimously.

At 10:15 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 10:16 pm, Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Stacey J. Grella  
Executive Assistant