

MINUTES OF THE JUNE 16, 2014 BOARD OF SELECTMEN'S MEETING

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

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

SECRETARY'S REPORT: Mr. Copeland moved to approve the amended minutes of the regular meetings on June 2, 2014 and June 9, 2014. Mr. Federico seconded the motion, which passed unanimously.

TREASURER'S REPORT: Treasurer Deb Bronson reported that there is \$2,771,968.28 in the general checking account.

NEW BUSINESS: Town Clerk Joyce Charbonneau appeared before the Board to discuss the remaining 134 unlicensed dogs for the 2014 Warrant for unlicensed dogs. Ms. Charbonneau explained that last year at this time there were 129 unlicensed dogs. The Clerk's office has sent letter reminders and emails to the dog owners. Ms. Charbonneau will give the list and the Warrant to Chief Scippa to deliver to the dog owners. Mr. Canada moved to approve and sign the Warrant that Ms. Charbonneau has prepared for the recalcitrant homeowners. Mr. Copeland seconded the motion, which passed unanimously.

Ms. Charbonneau presented the Board with updated job descriptions for the Clerk's office for their review and approval. Ms. Charbonneau asked the Board to consider changing the starting salaries for the job positions. Ms. Charbonneau asked that the office assistant job starting salary without experience at \$15 per hour, and have the range \$15 to \$16 for someone who has had Town Clerk experience. Ms. Charbonneau stated that she would like to see the deputy clerk position start at \$16 without experience but have a \$16 to \$17 range for someone with experience. The Board explained that salary information is updated when a job becomes vacant. The Board will look over the job descriptions and asked Ms. Charbonneau to come back next week for the Board to ask any questions they may have.

DEPARTMENT REPORTS:

BUILDING CODE ENFORCEMENT: Terry Barnes was present at the meeting to update the Board on the current status of ongoing building inspections, issues, and applications before the Board of Adjustment. Mr. Barnes reported that the contractors are working on the site in preparation for the new building foundation for the Lindt project. They need to do some drilling and blasting but will wait until June 26, 2014 when the plant is shutdown.

Mr. Barnes reported that 3 Portsmouth Avenue building #2 is now installing the sheet rock. Mr. Barnes pointed out two issues that were not up to code and told the builder to fix. The next day the issues were fixed. Building #4 is now framed and the medical side has the cement poured, the other side is yet to have the cement poured.

Mr. Barnes reported that CVS will be renovating the building inside and will do some outside upgrades as well. Mr. Barnes reported the Meat House is now under new ownership and the

name will be Great East Butcher Shop. The new owner, Mark Emery, used to work for the Meat House.

Mr. Barnes reported that he had a discussion with Kirk Scamman on his pole barn and Mr. Scamman is still working on pricing with three different contractors. Roger Giroux asked about sign changes on the Honda Barn and also asked questions about a small addition. Stan Walker is installing water piping from the firehouse line to Colleen Lake's home. Mr. Barnes reported that he met with Kevin Roy and the architect to go over issues which they were able to resolve at 257 Portsmouth Ave.

HIGHWAY DEPARTMENT: Highway Agent Colin Lavery was present at the meeting to discuss proposals for the Municipal parking lot lighting, the Police Department parking lot lighting, and motion sensors to be installed in the truck bays in the Highway Department garage. He presented the Board with a spreadsheet that outlines what each contractor is proposing along with the pricing for the Board to consider. Mr. Lavery stated that after talking with all three contractors and looking at the proposals he would recommend going with David Kramer's proposal for the Municipal Center parking lot.

Mr. Copeland asked where the funds for this project will come from. Mr. Lavery explained that there is \$16,000 in the CIP budget, \$3,000 for the Highway motion sensors will come out of the Highway building maintenance budget, and Mr. Deschaine had a project savings from the restroom at the Municipal Center that could be used for the lighting. The Board discussed the various options. Mr. Canada moved that, funding available, we accept Kramer Electric's proposal for the Municipal Center lighting package that is outlined in the proposal. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Lavery reported on the different options for the Police Department parking lot and the costs associated with the work. The Board discussed the various options. Mr. Copeland moved to allow Kramer Electric to perform the refit for the Police Department for \$3,200. Mr. Canada seconded the motion, which passed unanimously.

Mr. Lavery reported that for the Highway Garage, all of the contractors are offering the same proposal to install approximately 15 high bay occupancy sensors, and three occupancy sensors for the existing florescent strips along the work benches. Mr. Canada moved to award Kramer Electric the contract since they will be doing all the other work. Mr. Federico seconded the motion, which passed unanimously.

Mr. Canada directed Mr. Deschaine work out the funding with the different Department Heads involved and report back to the Board with his findings.

NEW BUSINESS CONTINUED: Superintendent of SAU 16 schools Michael Morgan came before the Board to thank them for the great cooperation of the Board and the Town of Stratham. He complimented the Police Department for all they have done for the schools. Superintendent Morgan shared with the Board that the SAU 16 received the 2014 School Emergency Preparedness award; it was a real tribute to the people who have been dedicated to the effort of making our schools as safe as possible. School Board Vice Chair Travis Thompson also commented on the time, effort, and knowledge the police department has provided to the schools

and also thanked them for all of their help and support. Mr. Copeland thanked the Superintendent and staff for making safety at the SAU schools a top priority and commended them for doing an excellent job. Mr. Federico stated that the Board's emphasis has always been on the community, the children, and how to keep them safe and he thanked the SAU for their participation toward that goal.

Resident John Minnick came before the Board to request "do not block intersection" signs to be placed on Academic Way. Mr. Minnick explained that from Chancellor Drive it is difficult to turn onto Academic Way during certain times of the day and it would be helpful if the lines of traffic stop at the intersection to allow for traffic flow. Mr. Copeland said that putting up the signs is not going to help the situation and is not enforceable, and recommended putting white lines on the road to box out the intersection. Mr. Canada recommended that Highway Agent Colin Laverty assess the intersection and come back with recommendations. Superintendent Morgan said that his maintenance agent would also look at it and work with Mr. Laverty on a solution.

DEPARTMENT REPORTS CONTINUED:

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 reported on a project that will come before the Planning Board on July 2, 2014. Sarannie, LLC, and ST Holding Company, LLC, (Subaru) will appear for the property located at 37 & 39 Portsmouth Avenue to review the site plan application and conditional use permits to construct a 7,125 square foot auto dealership building expansion, parking lot and roadway improvements, and related lighting, landscaping and drainage enhancements. They have continued to work with the Town on a resolution regarding the connector road associated with the project. Town representatives, Town consultants, and representatives from Market Basket and Subaru and will be meeting with the DES, Army Corp of Engineers, and the EPA on July 18, 2014 to discuss the pre application process for the wetlands permit to construct the connector road that connects River Road to the Market Basket light.

Mr. Daley reported on a project that will come before the Planning Board on July 16, 2014. AutoFair Realty II, LLC, will appear for the property located at 41 Portsmouth Avenue to review site plan and application to construct a 25,600 square foot auto dealership and related lighting, landscaping, drainage, and parking/access improvements. Mr. Daley states there was a workshop independent of the request involving Town staff and a member of the Selectmen to discuss the proposed Memorandum of Understanding with AutoFair dealing with the possibility of using portions of the property for an easement to layout the Gateway roadway and utility network as well as establishing a possible future re-alignment of River Road and Frying Pan Lane.

Mr. Daley reported on two applications which were approved by the Planning Board at their last meeting. The first is 3 Portsmouth Avenue who appeared before the Board to amend their approved site plan to expand an existing daycare from 56 students up to 98 students. The second is the Varsity Wireless Telecommunication application to construct a 185 foot monopole structure at 313 Portsmouth Avenue. The Planning Board approved \$9,000 to be allocated for the

construction of a historical information sign that the Heritage Commission will help facilitate and they required that Varsity Wireless provide \$3,000 to the Recreation Department for the purpose of creating a forest management plan for the Town Forest and Stratham Hill Park. Mr. Daley reported that there are ongoing meetings of the Planning Board regarding storm water management regulations and will reconvene with the subcommittee to get this project completed prior to this fall.

Mr. Daley reported that the Town Center Revitalization Committee is working on the community bulletin board in the Town Hall to inform people of what is going on in the Town Center area. There was some discussion regarding allocating funds for additional landscaping and the committee needs to further identify plants that should be utilized as part of the overall design. The Economic Development Committee (EDC) will be meeting tomorrow with a presentation from an Economic Specialist at the UNH cooperative regarding various opportunities that UNH provides such as business outreach programs, master plan visioning, and other tools and related items. Mr. Daley presented the Board with an application and materials that will be given out to applicants looking for approval of the 79-E Community Revitalization Tax Relief Incentive program. Mr. Daley stated that the committee is proposing a \$200 application fee to cover the costs of processing the application. Mr. Federico moved to accept the application and the materials as presented by Mr. Daley and that a public hearing be scheduled for the application fee component. Mr. Canada seconded the motion, which passed unanimously.

Mr. Daley reported that the Master Plan Committee is comprised of a diverse group of people including staff, department heads, and residents, and they are looking for more members. The Committee would like to include the School system in the Master Plan subcommittee, stating they are an important element given the amount of resources required to facilitate the school systems in our community.

Mr. Daley reported on current projects that are ongoing. One is working with departments to come up with a mobile device policy that entails taking mobile devices into the field as an extension of the existing Avatar system for assessing and planning. Mr. Daley stated that a subset of that is a request from staff to purchase a laptop computer and iPad for the purpose of having a mobile device within the field for inspections, revaluations, communications with the office, and to have access to the work on their desktops. The request is for a Toshiba S75 Satellite and an Apple iPad. The cost breakdown for this proposal was given to the Board for a total cost of \$754.97 for the iPad, and the total cost of \$1,559.35 for the Toshiba S75 Satellite package. Mr. Daley stated the funding would come from the Lindt offsite improvement account which was given to us a few years ago for this purpose. Mr. Canada moved to allow Mr. Daley to spend \$2,314.32 out of the Lindt account to purchase the equipment. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Daley reported that there is no change in the offsite improvement funds and performance bonds with the exception that we anticipate getting a bond for the cistern associated with the Makris real estate development. They have the go-ahead to purchase the 30,000 gallon cistern required with the building of the additional 10 houses for their project.

Mr. Daley reported that he and Mr. Deschaine are working with the New Hampshire DOT and are in the process of negotiations with the consultant for the scope and fee for the Transportation Enhancement Grant for the Town Center project.

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:

Stephanie Guy requested use of the Stratham Hill Park Front Pavilion on August 1, 2014 for a Donahue Tucker & Ciandella company picnic. The Board approved the request.

Mary Lowdermilk requested use of the Stratham Hill Park Front Pavilion on July 13, 2014 for a company outing. The Board approved the request.

Valerie Berezin requested use of the Stratham Hill Park Scamman Pavilion on August 3, 2014 for a birthday party. The Board approved the request.

Alicia Day requested use of the Stratham Hill Park Scamman Pavilion on August 10, 2014 for a birthday party. The Board approved the request.

ADMINISTRATION:

Mr. Copeland requested that Mr. Deschaine prepare a letter of thanks for the Board to send to Bill Grace for his many years of service on the Conservation Commission as he has resigned.

Mr. Canada stated that he received an application from Nancy Ober to serve on the Planning Board. At this time there is not a vacancy on the Planning Board but they will hold her application and consider her when there becomes an opening.

Mr. Canada stated that Phil Caparso has applied to serve on the Board of Adjustment. Mr. Canada stated that he knows Phil and would recommend him to serve on the committee. Mr. Canada moved to appoint Phil Caparso to an alternate position on the Board of Adjustment. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada stated that Leo Gagnon has applied to serve on the Town Center Revitalization Committee. Mr. Canada stated that Mr. Gagnon has been active in the community. Mr. Canada moved to appoint Leo Gagnon to serve on the Town Center Revitalization Committee. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada stated that Anita Demopoulos has applied to serve on the Board of Adjustment. Mr. Canada recommended having her come before the Board of Selectmen in order to have a discussion with her regarding her qualifications.

Mr. Canada stated that the Board needs to work on the vacancies that are currently on the Recreation Commission and the Economic Development Committee. Mr. Canada asked Mr. Deschaine to change the sign at the Municipal Center to indicate that the Recreation Commission is looking for volunteers.

Mr. Deschaine reported that an understanding has been reached with Comcast on a new franchise agreement and he is waiting for the summary of the understanding from the attorney.

Mr. Canada requested that Mr. Deschaine contact the committees to have them send updated photos of their committees to post on the Town web site.

At 9:35 pm, Mr. Canada moved to go into non-public session to discuss a matter that could affect the reputation of another, not a member of the Board and to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 9:56 pm, Mr. moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Federico seconded the motion, which passed unanimously.

At 9:57 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley
Executive Assistant