

MINUTES OF THE JUNE 23, 2014 BOARD OF SELECTMEN'S MEETING

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

At 7:34 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 meetings on June 16, 2014. Mr. Federico seconded the motion, which passed unanimously.

TREASURER'S REPORT: Deb Bronson reported that there is \$3,171,187.83 in the general checking account.

NEW BUSINESS: Pat Forbes, real estate advisor to Little Sprouts, came before the Board to request a waiver for a temporary sign located on the property at 1 Portsmouth Avenue to announce that Little Sprouts will be coming soon. Ms. Forbes explained that Little Sprouts is an early education and childcare company based in Lawrence, MA, with 17 childcare centers and preschools throughout Massachusetts and New Hampshire. Ms. Forbes explained that the sign is identical in size to the sign that is out there for the ConvenientMD facility that will open in the fall. The sign would be temporarily located until they occupy in October. The Board discussed this issue. Mr. Canada moved to allow Little Sprouts to put up the same size sign as ConvenientMD (10x6) on July 15, 2014 and keep it there until the expected opening date of October 1, 2014 provided the sign is outside of the public right-of-way and not blocking pedestrian/vehicle access. Mr. Copeland seconded the motion, which passed unanimously.

Dan Crow with the Stratham Volunteer Fire Department Association and Caren Gallagher with the Stratham Fair Committee came before the Board to discuss the 300th Anniversary Committee's tent rental during the Fair explaining the 300th Anniversary Committee requested a second tent at the Main Gate. The Fair Committee is requesting that the 300th Anniversary Committee pay for the cost of the tents. Mr. Canada expressed that the Board discussed the situation with Fire Chief Rob Cook and had decided that the 300th Anniversary Committee would cover the cost of the tents but that they would not be charged for the space. Ms. Gallagher stated that the cost for the large tent at the Route 33 Gate, commonly referred to as the "Stratham Tent", is \$250, and \$125 is the cost for the smaller 2nd tent that the 300th Anniversary Committee requested. Ms. Gallagher also stated that the Stratham Fair Committee does not use the tents – they are for the other Town Committee's and groups. The Board discussed this issue and said it was reasonable for the groups who are using the tent to pay for the rental costs associated with the tent and the Board will poll the users to see if they are willing to pay.

The Stratham Volunteer Fire Association submitted an application for a raffle during the Stratham Fair with the proceeds going to the Stratham Fair. Mr. Copeland moved to approve the request for the raffle. Mr. Canada seconded the motion, which passed unanimously.

Bob Law, Stratham Fair Fireworks Committee, came before the Board to ask permission to have fireworks at the Stratham Fair on July 20, 2014. He provided paperwork to the Board that

included the necessary insurance coverage. Mr. Copeland moved to approve the use of fireworks at the Stratham Fair. Mr. Federico seconded the motion, which passed unanimously.

DEPARTMENT REPORTS:

TOWN CLERK: Town Clerk Joyce Charbonneau appeared before the Board to answer questions regarding the Town Clerk's Department job descriptions. Mr. Canada asked why she deleted on the part-time office assistant responsibility, "processes and maintains tax liens and deeds in accordance with state laws and/or Town ordinances/policies." Ms. Charbonneau explained that she has never had the office assistant do that; Ms. Charbonneau executes the deeds and liens; the office assistant cannot sign the paperwork that goes to the registry. She explained that the Deputy can, in Ms. Charbonneau's absence, but the office assistant is not permitted to do so. To remove this from the job description better defines the responsibilities of the office assistant. Mr. Canada asked about removing the duties, "maintain an inventory and assist residents with the purchase of cemetery lots and prepare cemetery deeds." Ms. Charbonneau explained that she and the Deputy have that responsibility because they need to sign the cemetery deed for the cemetery; only the Town Clerk and the Deputy are permitted to sign. Mr. Canada asked why the office clerk must live in Stratham. Ms. Charbonneau said they do not and she will remove that language from the job description. Mr. Deschaine pointed out language that was in the former office assistant job description but does not appear in the one Ms. Charbonneau presented to the Board. He feels some of the language is important. Ms. Charbonneau agreed she will meet with Mr. Deschaine this week to work out details and forward an amended draft to the Board.

PARKS & RECREATION: Director Seth Hickey was present at the meeting to discuss the electrical work that needs to be done at the stage at Stratham Hill Park. He provided the Board with some quotes for them to consider. Mr. Hickey recommended that the Board approve the quote from Kramer Electric for \$1,210. Mr. Canada moved to authorize \$1,210 for the repairs. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine asked Mr. Hickey for an update on the trimming at Stratham Hill Park. Mr. Hickey reported that he met with Chief Scippa, Colin Laverty, and two representatives from Rockingham County dispatch at Stratham Hill Park to identify which trees are having a negative effect on communication between the tower and the Rye facility. They identified approximately 10 trees that need to be cut down and a few trees that will need to be trimmed.

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:

Valerie Berezin has previously been approved to use the Stratham Hill Park Scamman Pavilion on August 3, 2014 and is now asking the Board for permission to have Wildlife Encounters bring small animals for the birthday party. Mr. Federico moved to approve the request and require that Wildlife Encounters provide proof of state license. Mr. Canada seconded the motion, which was passed unanimously.

Julie Anne McGuinness requested the use of the Stratham Hill Park Scamman Pavilion on August 24 2014 for a Steven's Family picnic and requested the fee is waived. Mr. Canada moved to approve the request and waive the fee. Mr. Copeland seconded the motion, which was passed unanimously.

Patricia Arline Yeager requested the use of the Stratham Hill Park Front Pavilion on September, 2014 for an 8th grade team building trip. Mr. Copeland moved to approve the request and waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Sun Vangvanh requested the use of the Stratham Hill Park Front Pavilion on July 19 2014 for a graduation. Mr. Copeland moved to deny the request because the Stratham Fair will be going on in the park on that day. Mr. Canada seconded the motion, which passed unanimously.

Peter Masterson requested the use of the Stratham Hill Park Scamman Pavilion on June 20, 2015 for a picnic. The request was approved.

ADMINISTRATION:

Mr. Deschaine reported that the Planning Board has recommended appointees for the Technical Review Committee. It was also recommended that a staggered appointment system be implemented as opposed to all members being appointed yearly. The nominees were: Lincoln Daley as the Town Planner permanent member; Jeff Hyland for 2 years; Lucy Cushman for 3 years; Tom House for 3 years; Joe Johnson for 2 years; and Nate Merrill for 1 year. After discussion, The Board decided to put Jeff Hyland on the Committee for a one year term and a two year term for Nate Merrill. Mr. Canada moved to make the following appointments: Lincoln Daley as a permanent member; Jeff Hyland for 1 year; Lucy Cushman for 3 years, Tom House for 3 years; Joe Johnson for 2 years; and Nate Merrill for 2 years. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine reported that he met with Lincoln Daley and Colin Laverty to work on an independent governmental estimate for the TE grant project. The estimate covers the value of the engineering and the level of effort given the scope presented and represents the Town's estimate of costs. We came up with an estimate of \$75,000 for engineering. We shared that with CMA and they released their cost estimate which is \$90,000 for engineering. The estimate that DOT originally had was \$50,000 for engineering. Mr. Deschaine stated that this has to be accomplished by August 1, 2014 and he is attempting to get guidance from DOT. Mr. Copeland stated that he is not in favor of adding any additional taxpayer money to this project. Mr. Canada would like to give Mr. Deschaine authority to do this but he needs to know that he will go to Tighe & Bond, if DOT gives permission, and not just go with CMA for expedience purposes. Mr. Deschaine agreed. Mr. Canada moved that Mr. Deschaine has the authority to sign an engineering contract with whomever he fills is best. Mr. Federico seconded the motion, which passed unanimously.

Mr. Canada stated that Debbie Hensley, the welfare administrator, had an issue where she needed authority to spend money for a welfare case and he would like the Selectmen to give her authority to do so. Mr. Canada moved to give Debbie Hensley specific authorization to spend up

to \$1,000 on any given welfare case, and Paul Deschaine authorization for up to \$1,500. Any amount over \$1,500 will have to come to the Board for approval. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada stated that he would like to put together a voucher system for specific acute welfare needs. He explained that in a landlord/tenant situation the landlord has to give an eviction date and the tenant has up to that eviction date to cure and then has a legal right to stay in the home. If they go to the eviction date they no longer have that right. The state requires landlords to accept a voucher as payment. Mr. Copeland said he does not have a problem with the voucher system. Mr. Deschaine said he has used the voucher system before and will provide Ms. Hensley with the appropriate wording.

At 8:50 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 9:24 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. Federico seconded the motion, which passed unanimously.

At 9:24 pm, Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley
Executive Assistant