

## **MINUTES OF THE JULY 14, 2014 BOARD OF SELECTMEN'S MEETING**

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

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

**TREASURER'S REPORT:** Treasurer Deb Bronson reported that there is \$10,387,431.67 in the general checking account.

**SECRETARY'S REPORT:** Mr. Copeland moved to approve the amended minutes of the regular meetings on July 7, 2014. Mr. Federico seconded the motion, which passed unanimously.

Mr. Canada acknowledged and welcomed Steve Kenda who is a candidate for New Hampshire State Senate. Mr. Kenda expressed his desire to sit in on the meeting to get a sense for what is happening in the Town of Stratham, particularly State related issues.

**NEW BUSINESS:** Town Clerk Joyce Charbonneau appeared before the Board to present the final updated job descriptions for the Clerk's office for their approval. Mr. Canada moved to accept the job descriptions. Mr. Copeland seconded the motion, which passed unanimously.

Chief Scippa introduced James Wilson, Director of the New Hampshire State Liquor Bureau of Enforcement, who was in attendance at the meeting. Mr. Wilson expressed that it was an honor for him to appear before the Board to present to Tim Copeland the American Police Hall of Fame Award.

### **DEPARTMENT REPORTS:**

**POLICE DEPARTMENT:** Chief Scippa reported that the Police Department has been working with the Fair Committee and they are ready for the event this weekend. Chief Scippa asked the Board if they would allow the police to alter traffic on Sandy Point Road, turning it into a one-way road coming off Portsmouth Avenue going toward Depot Road. Chief Scippa will notify the residents in the area. The Board approved this request. Chief Scippa asked the Board if he can post "No Parking" signs on both sides of Jack Rabbit Lane which would help with the flow of traffic and allow access for emergency vehicles. The Board approved the request.

Chief Scippa reported that he recently met with Colin Laverty, Seth Hickey, Kim Woods, and a representative from the Rockingham County Sheriff's Office regarding the trees that need to be trimmed at Stratham Hill Park. Mr. Copeland asked what the costs associated with the tree removal are. Mr. Laverty mentioned that his department would remove the trees. Mr. Canada advised Mr. Laverty to keep a record of the costs associated with the removal of the trees and to have the Rockingham County Sheriff's Office share the cost. Mr. Federico asked if Mr. Laverty will need special equipment to remove and trim the trees. Mr. Laverty said that he would need a 75 foot bucket truck to do the trimming. The Selectmen advised Mr. Laverty to include the cost of renting the truck even though it may be provided as a favor by the tree company parking their vehicles at the Highway garage.

Chief Scippa requested to expend \$7,000 from the new cruiser line item to outfit the newest SUV. Chief Scippa said that he would like to use a new vendor for this service, Two-Way Communications in Newington, NH. The purpose for using a new vendor is they are nearby and the previous company, Adamson Industries, has a back-log for this service. Mr. Copeland moved to approve \$7,000 for outfitting the new cruiser with necessary ancillary equipment by Two Way Radio. Mr. Federico seconded the motion, which passed unanimously.

Chief Scippa requested to expend \$1,530 from the new equipment line item to replace a DVR that records all of the video activity at the Police Station to include the booking room and the lobby. Telmac Industries is the vendor for this purpose. Mr. Copeland moved to approve \$1,530 from the new equipment line item to purchase a new DVR system. Mr. Federico seconded the motion, which passed unanimously.

Chief Scippa reported that the Police Department will be conducting the annual firearms training on July 22<sup>nd</sup> and 23<sup>rd</sup>, stating that there will be some incurred overtime costs. The training is mandatory as required by State law and will take place at the Rockingham County complex in Brentwood.

Chief Scippa reported that even though school is out for the summer, the schools and the Police Department continue to work on making our schools as safe as we can. The Stratham Police Department will be conducting emergency response training at the Cooperative Middle School (CMS) on August 13, 2014. Police Departments in other areas have been invited to participate in this training event. The instructors are in-house and certified for training. The training will include classroom instruction, drills, and some scenario base training.

Chief Scippa reported he worked with the Principal of CMS and they were successful in a grant application to help pay for Cop Sync which is the computer program that is already at Stratham Middle School (SMS). The grant was rewarded and we are moving the project forward. Chief Scippa reported that he worked with the School Board Members and school staff at SMS regarding a camera system and an audible alert system stating that project is on schedule and will be completed by the end of this year. The goal is to have Cop Sync in both of the schools. For notification purposes we will have a video system in both schools, and will have completed projects for audible and visual alert systems in both schools.

Chief Scippa requested permission to "tentatively" take time off from July 28, 2014 – August 1, 2014. The Board gave permission.

Chief Scippa requested to expend \$1,590.70 to send five officers to the *Street Survival* seminar September 15 & 16, 2014. The seminar is being sponsored by the Pequot Tribal Police Department at the Foxwood Resort Casino in Ledyard, CT. Mr. Copeland moved to approve \$1,590.70 to send five officers to the *Street Survival* training seminar in CT. Mr. Federico seconded the motion, which passed unanimously.

Chief Scippa asked the Board to consider allowing Department Heads, who can show a need, to open a charge card in their department's name to address day-to-day needs, to assist with a clearer, transparent billing process, budget control process, and to have for any kind of unanticipated operational emergency. Chief Scippa would recommend that it have a \$500 limit

and would require an invoice or receipt attached to the bill with a clear explanation from the Department Head as to what the expenditure was for and why it was made. The Board discussed this request and recommended a limit of \$1,000 and stated that the Department Head would be responsible for getting the receipts in to Accounting in a timely manner to avoid paying interest. Mr. Copeland moved to approve the credit card procurement for Department Heads showing a need, with a \$1,000 limit. Mr. Federico seconded the motion, which passed unanimously.

**NEW BUSINESS CONTINUED:** Mr. Deschaine reported that he received an email from the Marketing Director from Absolute Resource Associates with an offer to provide free water testing kits to Stratham residents. Resident Jen Guerette, who works for Absolute Resource Associates, stated that the DES is encouraging folks to have their well water tested. Ms. Guerette said they give water testing kits for residents with instructions as to how to test the water. The cost for the basic water testing is \$140. Mr. Canada stated that he does not have a problem with the kits being available for the residents but he does not want to promote one company over another and would agree to have other companies provide water testing kits if they want to. Mr. Canada stated that we do want to promote safety for Town residents. The Board agreed to allow Absolute Resource Associates to provide the Town with some water testing kits.

Mr. Deschaine reported that Colin Lavery was approached by Brewitt's Funeral Home regarding a request from a Stratham resident to have a funeral service held at the Veterans' Memorial at Stratham Hill Park. Mr. Federico moved to allow the family to have the funeral at the Veterans' Memorial at Stratham Hill Park with no administrative fee. Mr. Canada seconded the motion, which passed 2-1 with Mr. Copeland opposing.

Mr. Canada revisited a statement by Highway Agent Colin Lavery made last week that all scheduled paving had been completed for the year. The work was under budget and Mr. Lavery's stated intention was to use the savings to pave more roads this year. Mr. Canada stated that he is concerned about using the savings in this manner stating we told voters at Town Meeting that a significant increase in the paving budget was needed to implement the plan developed by Mr. Lavery to keep Stratham's roads in good order. Mr. Canada does not want to change what was already told to the residents by expanding a project we stated would be sufficient. If there are savings, it should be used to reduce the tax rate for next year. Mr. Federico stated that if Mr. Lavery could use the extra tonnage to pave other Town roads at this year's cost then it would be a savings to the Residents. Mr. Copeland asked Mr. Lavery if his plan is to use the extra money saved on tonnage. Mr. Lavery stated that he would use the tonnage savings to pave roads that are scheduled for next year. Mr. Lavery stated that he checks the tonnage every 100 feet as it is getting poured to make sure the correct amount is being used. Mr. Lavery stated that he tries to keep the estimates true to the road program because he wants to be as factual as possible as it comes to the Budget Committee. Mr. Lavery explained that last year he had \$10,000 in tonnage left over but it wasn't enough to completely pave Stratham Lane so they put a leveling course on the road which saved \$10,000 when we put the top coat on Stratham Lane this year. Mr. Lavery explained the paving process and stated that he would like to do an assessment of the roads and shared with the Board about some roads that are not in the queue to be paved that need some attention. Mr. Copeland stated that he likes Mr. Lavery's plan. The Board agreed to have Mr. Lavery do the assessment and give a report on Stratham

Heights Road. Mr. Canada asked if we have the same standard as the State for paving roads. Mr. Lavery stated that we have the same standard as the State.

**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:

Heidi Taracena requested use of the Stratham Hill Park Front Pavilion on August 22, 2014 for a Boy Scout event and requested to have the fee waived. Mr. Canada moved to allow them to use the facility and not to waive the fee. Mr. Copeland seconded the motion, which passed unanimously.

Jessi Penney requested use of the Stratham Hill Park Scamman Pavilion on August 30, 2014 for a birthday party. The Board approved the request.

**ADMINISTRATION:**

The Board discussed the replacement doors for the Stratham Historical Society building. The quality of the doors is important to the Board. Mr. Copeland stated that the Board should review the quality of the doors that are in the proposals. The Board will make a decision about the doors at a later date.

Mr. Deschaine reported that a representative from DES will do a site walk with Jim Gove of Gove Environmental Services and members of Town staff on the wetland permitting on River Road.

Mr. Deschaine reported that the draft RFP for Town audit services is still being finalized. Mr. Deschaine stated that he should have it completed in two weeks.

Mr. Canada reported that Rob Roseen is interested in an appointment with the Southeast Watershed Alliance. Mr. Canada moved to appoint Rob Roseen to the Southeast Watershed Alliance. Mr. Copeland seconded the motion, which passed unanimously.

The Board discussed the contract from the "The Alternate Roots" who will be the headlining act at the September 21<sup>st</sup> fall concert at Stratham Hill Park. They had three points in the contract they want changed. Mr. Deschaine will pass the requests onto Seth Hickey.

Mr. Deschaine reported that the State has approved the draft emergency operations plan that was drafted last year and has been in their approval process. Mr. Deschaine stated that the Board will need to sign and officially adopt the Plan. Mr. Canada moved to adopt the emergency operations plan as presented. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada reported that Dwight Crow passed away. Mr. Crow was a man who knew everyone in Town, he lived here and he worked here. He was involved with the fire department here. Mr. Crow will be missed.

At 9:07 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 9:28 pm, Mr. moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

At 9:28 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley  
Executive Assistant