

## **MINUTES OF THE AUGUST 4, 2014 BOARD OF SELECTMEN'S MEETING**

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

At 7:03 pm, the Chair moved to go into a non-public session to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 7:30 pm, the Chair moved to come out of the 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 7:34 pm, the Chair opened the general meeting of the Board of Selectmen.

Mr. Canada welcomed Senator Nancy Stiles to the meeting stating that Senator Stiles always watches out for Stratham and periodically checks in on us to see how we are doing. Senator Stiles stated that she came to sit in on the meeting to listen to what is going on and to see if there is anything we need her to do.

**SECRETARY'S REPORT:** Mr. Copeland moved to approve the amended minutes of the July 28, 2014 meeting. Mr. Federico seconded the motion, which passed unanimously.

**TREASURER'S REPORT:** Deb Bronson reported that there is \$9,283,029.50 in the general checking account.

**NEW BUSINESS:** Antje Bourdages with KIT Research Initiative came before the Board to request permission to use one of three places in Stratham to have the NH Astronomical Society host a sky watch. Ms. Bourdages explained they would set up their equipment and let people watch the sky. The three locations that they are interested in are the soccer fields at Stevens Field, the Gifford field adjacent to Jack Rabbit Lane, or the top of Stratham Hill Park. The event would run 4 to 5 hours after dark, and then they will pack up the equipment and leave the facility as they found it. Mr. Copeland asked if there would be a fee associated with this event. Ms. Bourdages stated that it would be a fee by donation. Mr. Federico asked what the date of the event is. Ms. Bourdages said they were thinking October 11<sup>th</sup> or 12<sup>th</sup> of this year. Mr. Canada asked the Board what they think about letting them rent a pavilion at the Park and letting them use the Stratham Hill as well. Mr. Canada moved to allow the KIT Research Initiative group to rent the pavilion on October 11, 2014 and to use the Top of the Hill, allow them to use the access road, and allow them to stay as late into the evening as they want for observatory purposes. Mr. Copeland seconded the motion, which passed unanimously. Mr. Canada moved to allow KIT Research Initiative to change the date or cancel at the last minute if the weather is bad. Mr. Federico seconded the motion, which passed unanimously.

Building Code Enforcement Officer Audrey Cline presented the Board with a proposal to contract with Granite State Trade School, LLC to assist her with commercial mechanical and plumbing inspections for the larger commercial building projects which occur in Town. Mr. Federico moved to allow Ms. Cline to contract with Granite State Trade School, LLC to do

commercial mechanical and plumbing inspections and code review. Mr. Copeland 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.

Mr. Lavery reported that the Highway Department purchased 1289 tons of road salt which has been stored in the salt shed, along with 272 tons of coarse washed sand for winter road maintenance purposes.

Mr. Lavery reported that cemetery improvements are in the preliminary planning stage and Emanuel Engineering is conducting survey work on the Maple Lane Cemetery property. He will hear from Bruce Scamman on a preliminary design. The goal is to start the project by September 22, 2014.

Mr. Lavery and Mr. Hickey presented the Board with a proposal/estimate for the new multi-purpose ball field behind the Municipal Center, located behind the existing softball field. The proposal is from Bell & Flynn Inc. Mr. Lavery explained that some of the work will be done by the Highway Department as well as Hillside Landscaping Inc. and 125 Fence Company. The proposal from Bell & Flynn includes spreading additional fill to a proposed elevation, grading and sloping of a swale along the right hand side of the property, and installing erosion stone along that proposed 3 to 1 slope. The total budgeted items from Bell & Flynn are \$65,000. Additional costs include renting equipment to install the walking path, a screener to screen the loam; irrigation installation; additional laser grading; Harley raking and aerating the seed bed plus installation of 530 linear feet of 4 ft. chain link fence on the outside of the perimeter of the field. The total proposed cost is \$76,440 and will be paid from the CIP budget balance of \$80,000. Mr. Lavery reported that he has approved this with Alexis Makris with Makris Development Group where it affects her development. Mr. Lavery stated that the project should be completed by September 15, 2014. Mr. Copeland moved to approve the project as presented. Mr. Federico seconded the motion, which passed unanimously.

Mr. Lavery reported that the Highway Department has been working to install gravel shoulders throughout Town on areas that require reinstallation of gravel shoulders. The Highway Department will complete this project by September 30, 2014.

Mr. Lavery reported on the Municipal lighting project stating the Highway Department and Kramer Electric have installed 5 concrete lighting pole bases and Kramer Electric will install the light poles and the remainder of the exterior lighting along the Municipal Center by August 8, 2014. The LED retrofit at the Police Department is complete and looks very nice. The Highway Department motion sensors will be installed by Kramer Electric by the end of August.

Mr. Lavery reported that truck #7 is in need of brakes; it has passed inspection but it will need to have new brakes before the winter season. Mr. Lavery requested to expend \$1,790 from the maintenance line item which has a current standing balance of \$14,963.20. The work will be

done at Seabrook Truck Center. Mr. Copeland moved to approve \$1,790 to repair truck #7. Mr. Federico seconded the motion, which passed unanimously.

Mr. Lavery reported that certain employees have expressed an interest in revisiting the employee benefits accrued time. Mr. Lavery asked the Board if they would be willing to meet with the Highway Department or the Town employees. The Board asked Mr. Lavery to be more specific. Mr. Lavery said that most of his employees are at work every day and do not use sick time and they are concerned that they are not accruing the benefit. Mr. Canada stated that sick leave is for when the employee is sick; if the employee is fortunate enough not to be sick and are healthy then they don't need sick time. It does not make sense to pay someone with future wages because they were not sick at their current wage. Mr. Copeland stated that this topic has been discussed and researched and he would not be willing to revisit the issue.

Mr. Lavery reported that he is waiting to hear from NH DES regarding a grant he applied for to replace the waste oil furnace. He is also waiting to hear about a rebate from Unitil that will help with the costs.

PARKS & RECREATION: Director Seth Hickey was present at the meeting to update the Board on his Department's activities.

Mr. Hickey reported that it is time to replace the mower that is used at Stevens Park as it is leaking oil and losing power. Mr. Hickey is working with Mr. Lavery to get pricing for a new mower and will come before the Board with a full proposal.

Mr. Hickey reported that at Stratham Hill Park the baseball tournament wrapped up just before the Fair, it was an excellent tournament, well run by the baseball Board. Fair clean-up this year went well and things went smooth; excellent communication between the Board of Directors, Kim Woods, and Mr. Hickey. Mr. Hickey would like to commend the Board of Directors of the Stratham Fair for a job well done. Mr. Federico asked if there was any damage done from the Fair. Mr. Hickey reported minor damage to the parking lot and that he has not yet heard from Ms. Wood regarding damage to the fence. The Board asked about the street lighting on Jack Rabbit Lane. Mr. Hickey said he would look into that and report back to the Board.

Mr. Hickey reported that Timberland will be visiting the Park tomorrow for a half day of service; they will work with Ms. Woods on garden clean up and some trail maintenance items.

Mr. Hickey presented the board with a proposal for the basketball court at Stratham Hill Park. It is in his CIP for this year to have a top coat applied as well as painting the court. Mr. Hickey reported that he would like to put down an athletic surface instead of an asphalt surface. It would be a textured surface and will be under warranty for three years and allow us to put a surface down that will not be affected by hot summer temperatures, and will not be affected by the type of use needed during the Stratham Fair. The total cost to have this done is \$6,832. Mr. Copeland moved to allow Parks & Recreation to expend \$6,832 to Advance Tennis for the resurfacing of the basketball court at Stratham Hill Park. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey reported that youth soccer registration will open this Wednesday for the fall season. Mr. Hickey reported that he is also looking into a fall softball program for youth age 12 and youth age 14. Mr. Hickey reported that he has been working on improvements at the Stratham Middle School fields to replenish them from the use of Parks & Recreation; Tim Mason helped install the material as a donation to the Town.

Mr. Hickey reported that this is the last week of summer camp at Stratham Memorial School. Last week wrapped up the multi-sports camp at Stevens Park. The week before was Lacrosse camp; it's been a busy summer. Gymnastics and cheerleading camp will be next week at the Municipal Center. Mr. Hickey reported that next year he would like to have the sport camps at the softball field behind the Municipal Center.

Mr. Hickey reported that they are on the third week of the mountain bike series at the Park; it has gone very well this year. The fall concert contract was sent to Alternative Roots with the language the Board had requested and Mr. Hickey is waiting to receive the signed contract back.

Mr. Hickey reported that he has been approached by Exeter Youth Soccer Association to rent Stevens Park scheduled around our soccer schedule. They are looking for a Tuesday, Thursday, Friday, Saturday, and Sunday game schedule. We have had a good working relationship with them in the past and a lot of their coaches are Stratham residents. Mr. Canada asked what they pay. Mr. Hickey stated that it is based on frequency of use, in the past it is between \$1,500 -- \$1,800 for the season for use of those two fields. Mr. Federico moved to approve the rental of the soccer fields at Stevens Park by Exeter Youth Soccer Association. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hickey reported that he has had a request from DG Cycle for a cycle demo day on a weekday evening in August. They provide an opportunity for Park users to try a bicycle out; there will be no money exchanged. Mr. Canada stated that when Mr. Hickey has presented such proposals in the past he has commented that certain vendors provide services in Town and asked if DG Cycle has provided services to the Town. Mr. Hickey stated that they have helped us in the past with the Gordon Barker Bike Race, although they have not contributed to the current race series. Mr. Canada asked if we should give them due consideration. Mr. Hickey stated that it is another shop he would like to establish a relationship with and he will tell DG Cycle that the question was asked. Mr. Federico moved to allow DG Cycle to use Stratham Hill Park for a cycle demo day. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hickey reported that the senior trip he scheduled to Cabbage Island in Boothbay, Maine had to be canceled due to low enrollment. The next senior trip is on August 26<sup>th</sup>. They will go to Castle in the Clouds. There will be another senior trip in September to Harts Turkey Farm on Lake Winnepesaukee.

Mr. Hickey commended the Police Department for helping them with a search for two little boys who got lost at Stratham Hill Park.

**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:

Dileep Kolli requested the use of the Municipal Center Meeting Rooms A & B on August 23, 2014 for a birthday party. The Board approved the request.

Julee Katzman requested the use of the Stratham Hill Park Scamman Pavilion on August 25, 2014 for a Homeschool 4H Club event. The Board approved the request.

Jim Gordon requested the use of the Stratham Hill Park Scamman Pavilion on August 21, 2014 for a CA Company outing. The Board approved the request.

Kristina Cochran requested the use of the Stratham Hill Park Scamman Pavilion on August 31, 2014 for a birthday party. The Board approved the request.

Jennifer Hubbell requested the use of the Municipal Center Meeting Room A on August 20, 2014 for a "Girls on the Run NH Volunteer Coach Training" and requested that the fee be waived. The Board would like proof that they are a non-profit and will make a decision next week.

Lisa Parmelee requested the use of the Stratham Hill Park Scamman Pavilion on August 15, 2014 for a Timberland company picnic. The Board approved the request.

Tom Haslam requested the use of the Municipal Center Meeting Room B on August 21, 2014 for a Troop 185 PLC meeting and requested that the fee be waived. Mr. Copeland moved to approve the request and to waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Tom Haslam requested the use of the Municipal Center Meeting Room B on September 18, 2014 for a Troop 185 PLC meeting and requested that the fee be waived. Mr. Copeland moved to approve the request and to waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Joyce MacKenzie requested the use of the Stratham Hill Park 4H Pavilion on September 14, 2014 for a birthday party. The Board approved the request.

**ADMINISTRATION:** Mr. Canada stated that he received a quote from Dan Crow for doors for the Stratham Historical Society building for \$2,865. He received a quote from Sillanpaa Home Services: unpainted luann doors for \$1,000, luann doors painted for \$1,190, red oak doors with panels for \$1536 (painted or stained), and pine doors with panels for \$1478 (painted or stained). Mr. Copeland moved to accept the Sillanpaa Home Services bid of \$1536 for red oak doors with panels (painted or stained). Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine reported that he met with Stacey Grella regarding Town employee identification badges. Ms. Grella stated that in order to prepare the identification badges she needs written

permission from the Department Head for the department the employee is in. Mr. Deschaine provided the Board with a mock up copy of what the identification badges include stating that the Fire Department has an expiration date, and the Police Department identification badges have additional information such as height, weight, eye color, and hair color. Mr. Copeland moved to approve the format for the employee identification badges that Mr. Deschaine provided to the Board. Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine reported that he has a contract from Terminix for the pest application at 28 Bunker Hill Avenue stating that Terminix prices their product assuming a certain level of activity and when we elected to not do the monthly treatments that changed the cost of doing the one time initial treatment to \$325. Mr. Dyrkacz got another quote from a pest control company in Dover for \$420. Mr. Federico stated that there is another pest company that he would like to see a quote from, it is JP Pest Services. Mr. Copeland and Mr. Canada said to have Terminix for the one time initial treatment. Mr. Dyrkacz caulked and sealed the leak in the basement and is waiting for the next rain to see if that fixed the problem.

Mr. Deschaine reported that his office staff came up with a system to track the rental properties for payment and for expiration of lease agreements. We discovered that one lease has expired and is now on a month-to-month basis and it is time to renew the lease. Another one is soon to expire and will also need to renew the lease. Mr. Canada asked which ones are coming up. Mr. Deschaine said 28 Bunker Hill Ave expires mid-August. Mr. Canada stated that once the lease expires it becomes a month-to-month rental agreement so the question is do we want them to sign another lease or do we want to run on a month-to-month rental agreement. Mr. Copeland stated that he is fine with the month-to-month once they have completed a year with a lease agreement because they have established themselves financially. Mr. Federico stated that he also agrees with having a month-to-month rental agreement once the initial lease agreement expires.

Mr. Deschaine reported that he had a conversation with Anita Demopolis regarding her application to serve on the Board of Adjustment and asked her if she would be willing to serve on another committee since there are no current vacancies on the Board of Adjustment. Ms. Demopolis stated that she is only interested in serving on the Board of Adjustment and asked that her application stay on file in case a vacancy occurs.

Mr. Canada reported that he received an email from Joyce Charbonneau stating that she is concerned that if Debbie Hensley and Mr. Deschaine are out of the office and a welfare case comes into the office, there should be a system in place to provide immediate assistance. Mr. Canada stated that he believes individual members of the Board of Selectmen should have unilateral authority to provide small, limited assistance in such circumstances. It was agreed not to change current policy.

Mr. Canada reported on the Bartlett Cushman House saying that it has been recommended by the State Historical Resources Council to the National Park Service and the keeper of the register of the National Register that the Bartlett Cushman house be included on that list. Mr. Canada stated that we should know by mid-September if the Park Service approves it.

Mr. Canada stated that the 300<sup>th</sup> Anniversary is working on an historical book and for logistics would it be possible to have Debbie Hensley keep track of the book orders. Mr. Deschaine stated that Ms. Hensley could do that but in the past we have had the Library track the orders in similar situations. The Board stated that makes sense to them and will pass the suggestion on.

At 9:22 pm, Mr. Canada moved to go into non-public session to discuss the specifics of a welfare case. Mr. Copeland seconded the motion, which passed unanimously.

At 9:33 pm, Mr. Canada moved to come out of non-public session. Mr. Copeland seconded the motion, which passed unanimously.

At 9:33 pm, Mr. Federico moved to adjourn. Mr. Canada seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley  
Executive Assistant