

MINUTES OF THE AUGUST 18, 2014 BOARD OF SELECTMEN'S MEETING

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

At 7:30 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 meeting on August 11, 2014. Mr. Federico seconded the motion, which passed unanimously.

TREASURER'S REPORT: Treasurer Deb Bronson was not present at the meeting.

DEPARTMENT REPORTS:

FIRE DEPARTMENT: Chief Rob Cook was present at the meeting to update the Board on his Department's activities. He reported he has received two resignations, one who got hired in New York City, and the other one hired in Hudson.

Chief Cook reported that A1 ambulance had an electrical issue and when it was looked at it was determined that it was the block heater in the engine. The heater was disabled and will not be replaced since the ambulance is stored in a heated facility and is scheduled to be replaced next year.

Chief Cook reported that the Forestry was taken to Two-Way Communications to be repaired. They found a number of wiring and relay issues and were able to fix it. Chief Cook reported that there was an issue with the priming pump solenoid on Engine #3 that they were able to fix.

Chief Cook requested permission from the Board to purchase two gas meters that were provided for in the Fire Department budget; the total package is \$4,600. Mr. Copeland moved to authorize the Fire Chief to spend up to \$4,600 to purchase two gas meters by MSA. Mr. Federico seconded the motion, which passed unanimously.

Chief Cook reported that he spoke with Paul Wolf regarding the planned computer server/email server replacement. Mr. Wolf informed Chief Cook that it will be installed by the end of September. Chief Cook reported that they have many problems sending out emails and would like the fix to be expedited. The Board instructed Mr. Deschaine to have Mr. Wolf make this a priority.

BUILDING CODE ENFORCEMENT: Audrey Cline 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. Ms. Cline reported that she has been working on updating applications and replacing duplicate and triplicate type forms into a single form.

Ms. Cline reported that she attended the ZBA hearing last week and referred one project to the demolition committee – it is a very old manufactured home.

Ms. Cline reported that the Bunker Hill project is installing the required cistern. Building permit number 10 was pulled yesterday, and building permit number 11 will be approved once the cistern is completed.

Ms. Cline reported that the Convenient MD project will be ready for their Certificate of Occupancy in mid-September. The Lindt addition at the Industrial Park has 2/3 of their frost walls (foundation) installed and are starting on the under slab work.

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 that Rollins Hill Development, LLC, will appear before the Planning Board on August 20, 2014 for the property located at 20 Rollins Farm Drive, Tax Map 3 Lot 24. They have submitted a Subdivision Application and want to put in a 48 lot, over age 55 retirement planned community development. They are in the design phase of the project and want input from the Planning Board and the general public. They plan to have an emergency access road to the Lindt property and will discuss a secondary public access road.

Mr. Daley reported on two Planning Board applications to be heard September 2, 2014. Sarannie, LLC, and ST Holding Company, LLC, (Subaru) will appear for the property located at 37 & 39 Portsmouth Avenue to review the full site plan for application of sections 3.8 and 11.4 of the Stratham Zoning Ordinance to construct a 7,125 square foot auto dealership building expansion, parking lot and roadway improvements, related lighting, landscaping, and drainage enhancements. The delay has been the Town's application to the State for the connector road wetlands permit. Mr. Deschaine and Mr. Daley met with DES and EPA and found out the timeline for the final approval of the connector road could be early fall. Mr. Deschaine reported that the pre-proposal estimated budget for engineering and application fees that the Board had discussed and approved for a wetlands permit was \$54,790. A permit is needed in order to cross wetlands on the proposed Gateway connector road between River Road and Market Basket behind, and partly on, the Subaru property. We met with the regulatory authorities to put clarity on exactly what was needed and as a result the scope of engineering services went from \$50,000 to \$38,000 along with a change in the expected permitting cost down to \$16,000 – the total project now will be in the vicinity of \$54,010. Mr. Deschaine stated that he seeks authorization to sign the contract and have the project move forward. Mr. Canada moved that the project go forward with the new estimate of \$54,010 and to authorize Mr. Deschaine to sign the contract. Mr. Federico seconded the motion, which passed unanimously.

The second application is from AutoFair Realty II, LLC, who will appear for the property located at 41 Portsmouth Avenue to review the site plan and application to construct a 25,600 square foot auto dealership and related lighting, landscaping, drainage, and parking/access improvements. Mr. Daley stated the last remaining issue involves a Memorandum of Understanding (MOU) to allow the creation of a utility and access easement across the AutoFair properties for the Town. The Town has submitted a revised draft of the MOU for AutoFair to review and is waiting for their comments, which we expect to receive soon.

Mr. Daley reported that the Zoning Board of Adjustment (ZBA) had three applications on August 12, 2014. The first one was for 13 Trishas Way and involved a special exception for a home occupation to create a landscape business. The ZBA approved the request with the condition that the home occupation is self-contained within the existing structures. There was support from the neighbors on the use and the overall improvement that it will provide the community. The second application was from the Honda Barn for a special exception for a preexisting non-conforming structure. It will create a 3,000 square foot addition to the existing structure. The current structure does not comply with Gateway standards so as such they came before the Board for relief. The expansion will be an extension of existing uses that include office space, and additional bays for servicing vehicles as required by their corporate headquarters. The ZBA approved it with conditions that the architectural design will comply with the Gateway standards. The third case involves Mr. Gray on 20 Squamscott Road who submitted two variance requests, one for the creation of a larger sign within the RA zone along with a variance to expand the 25% total flooring area of finished floor space allowed for home occupations. The request was continued to the August 26th meeting to allow the applicant time to file a required special exception application.

Mr. Daley reported that the Town Center Revitalization Committee met recently to discuss the preliminary design associated with the Transportation Enhancement grant. Mr. Deschaine and Mr. Daley visited the Division of Historical Resources (DHR) as they are required to review the overall plan for consistency and the impact to possible historical resources within the Town Center area. It was their impression that DHR supported the general design which includes sidewalks, decorative street trees, and ornamental lighting. They suggested going ahead with our design work and to come back with the final design for review and comment. No further analysis will be needed by DHR to review the application unless significant change or deviation occurs to the design.

Mr. Daley reported that the Economic Development Committee (EDC) will have a public hearing next month before the Board to determine the fee structures associated with the 79-E Community Revitalization Tax Relief Incentive program. The other program is the Economic Revitalization Zone – there might be an interested party as there is a business that is considering Stratham as a possible location.

Mr. Daley reported that the Master Plan Committee is working with the Recreation Department on their section of the Master Plan and the goal is to have those sections done by the end of the year. Part of this will be an outreach/visioning session in October that will be run by the UNH Public Session Program and will provide guidance to the master planning process.

Mr. Daley reported that a draft has been completed for the Land Use Department mobile device policy. It is aimed for the Land Use Departments – Assessing, Planning, and Zoning.

Mr. Daley reported that nothing has changed on the offsite improvement funds and performance bonds.

Mr. Daley reported that an application was submitted for purposes of inclusion in the Clean Water SRF Projects. This is a low interest loan program that assists construction projects and we

applied for it as part of the Municipal sewer project. We are number 8 on a list under the project priorities. It is an opportunity for the Town to be put in the queue and have other funding opportunities and is an additional tool the Town can use going forward for possible design work funding.

NEW BUSINESS: The Chair introduced Eric Hawkins from the Exeter Newsletter stating that he may be the regular reporter for the Board of Selectmen meetings. The Chair also introduced Michael DiCroce and asked him if he wanted to speak to the Board. Mr. DiCroce stated that he is running for Rockingham County Attorney and lives in Fremont, NH with his wife and three children.

Residents from the Smith Farm Road subdivision were present at the meeting to hear the Board's discussion about possible enforcement action for the community's water system's alleged non-conformance to their approved site plan. Mr. Deschaine stated that Mr. Ham had requested this to be on the agenda; however, Mr. Ham was not present at the meeting. Mr. Deschaine stated that Mr. Ham's concern is that individual wells are being installed in the neighborhood. Mr. Canada stated that if 11 out of 12 people want to amend something at the Planning Board that should be fine – it would be a super majority. If Mr. Ham wants to bring this to civil courts, he is free to do so. Mr. Copeland agreed with Mr. Canada. Mr. Federico stated that without any clear indication or paperwork that was prepared in the early 1980's, enforcement would be very difficult.

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:

Shannon Warren with Easter Seals requested the use of the Municipal Center Meeting Room A on August 27, 2014 for an art class and requested the fee is waived. Mr. Canada moved to allow the use of the Municipal Center and waive the fee. Mr. Copeland seconded the motion, which passed unanimously.

Mary Lou Sirous requested the use of the Municipal Center Meeting Room A on October 23, 2014 for a neighborhood association meeting. The Board approved the request.

Mary Lou Sirous requested the use of the Municipal Center Meeting Room A on November 12, 2014 for a neighborhood association meeting. The Board approved the request.

John & Carol Dodge requested the use of the Stratham Hill Park Scamman Pavilion on October 18, 2014 for a birthday party. The Board approved the request.

Tracy Hall requested the use of the Firehouse on September 22, 2014, October 6, 2014, October 20, 2014, November 3, 2014, November 17, 2014, December 1, 2014, December 15, 2014, January 5, 2015, January 19, 2015, February 2, 2015, February 16, 2015, March 2, 2015, March

16, 2015, March 30, 2015, April 13, 2014, May 4, 2015, May 18, 2015, and June 1, 2015 for Girl Scout meetings. She also requested that the fees be waived. Mr. Copeland moved to allow the use of the Municipal Center and waive the fees. Mr. Federico seconded the motion, which passed unanimously.

ADMINISTRATION: Mr. Deschaine reported that he is working on the RFP for propane and oil for the winter. He stated that we offer two options, one is a variable multi-year contract which is a cost plus fixed amount – this option has never been chosen by the companies. The second option is an annual cost which is a fixed price for the coming heating season. Mr. Deschaine asked the Board if he should keep both options. The Board advised Mr. Deschaine to keep both options in the RFP.

Mr. Deschaine reported that there is an issue with the pressure tank at Stratham Hill Park which is housed at the Front Pavilion. The Parks & Recreation Department has obtained three quotes from various well providers, of which Epping Well & Pump was the lowest in terms of installing a replacement tank. Mr. Canada stated that the bladder in the tank is ruptured but the tank can function as a manually charged (as needed) tank until next spring which will allow for Mr. Hickey to add the cost to his 2015 budget.

Mr. Deschaine requested vacation days on Friday, August 22, 2014 and August 27, 28, and 29. The Board approved the request.

NEW BUSINESS CONTINUED: Mr. Deschaine reported that we received several replies for the Audit RFP which is for auditing the fiscal years 2014, 2015, and 2016. Plodzick & Sanderson; The Mercier Group; Mason & Rich; and Baker, Newman, Noyes all sent a decline letter.

The proposals are: Roberts & Green: \$15,400 in year one, \$15,500 in year two, and \$15,650 in year three; Vachon, Clukay & Company: \$14,495 in year one, \$14,495 in year two, and \$14,495 in year three; Melanson, Health & Company: \$14,000 in year one, \$14,000 in year two, and \$14,000 in year three; Graham & Graham: \$38,150 in year one, \$33,250 in year two, and \$35,500 in year three; and Bernard, Johnson, & Company: \$19,750 in year one, \$20,750 in year two, and \$21,500 in year three. Mr. Canada moved to have Mr. Deschaine analyze all of the bids to make sure they are as requested and the Board will take this up next week. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada asked Mr. Deschaine if there was any report of water leakage in 28 Bunker Hill Avenue after the rain storm last week. Mr. Deschaine said that there was no report of water leakage.

Mr. Canada reported that the Stratham Historical Society building quote for doors discussed recently did not include an anticipated fourth door due to his error. The full price for hollow core doors for the three interior doors in the basement plus one exterior door would be \$1,346. To stay with the red oak panel doors the three interior and one exterior door would cost \$1,915.50. Mr. Canada moved to authorize \$1,915.50 to get the three interior doors and one exterior door. Mr. Copeland seconded the motion, which passed unanimously.

At 8:55 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter. Mr. Federico seconded the motion, which passed unanimously.

At 9:05 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 9:06 pm, Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley
Executive Assistant