

## **MINUTES OF THE NOVEMBER 3, 2014 BOARD OF SELECTMEN'S MEETING**

**MEMBER'S 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. Federico moved to approve the amended minutes of the regular meeting on October 27, 2014. Mr. Copeland seconded the motion, which passed unanimously.

**TREASURER'S REPORT:** Treasurer Deb Bronson reported that there is \$3,864,775.05 in the general checking account.

**NEW BUSINESS:** Eagle Scout Nate Chretien-Mansur came before the Board to present his proposed Eagle Scout Service project. He would like the Board to allow him to build a garden patio for the Wiggin Memorial Library as his Eagle Scout project. Mr. Chretien-Mansur has met with Wiggin Memorial Library Director Lesley Kimball and this project met with her approval. The garden patio will be built in the back of the Wiggin Memorial Library building and the measurements will be 15' x 15'. If the Board approves the project then it will begin in the spring of 2015 and be completed in the summer of 2015. Highway Agent Colin Laverty stated that he looked at the proposal and he believes it will add value to the property. As part of the funding for this project, brick will be sold to residents of Stratham. Mr. Copeland asked what will be engraved on the bricks. Mr. Chretien-Mansur stated that the names of the families who purchase the bricks will have their name on bricks. Mr. Copeland moved to accept the project as presented. Mr. Federico seconded the motion, which passed unanimously.

Parks & Recreation Director Seth Hickey stated that he was approached by ConvenientMD in September to sponsor some banners at Stevens and Stratham Hill Parks' sports facilities. Convenient MD provided an updated proposal that would have smaller banners and not as many as were in the initial proposal. Max Puyanic with ConvenientMD stated that they like to partner with Towns so that the Recreation Department can have extra funds for facility improvements and programs. In addition to the banners ConvenientMD would also like to sponsor some of the sports leagues and/or specific events. Ben Collins with ConvenientMD stated that we have a great relationship with the Towns we are sponsoring and it has been a positive experience for all involved and we would like to replicate that with Stratham. Mr. Hickey stated that he checked with Town Planner Lincoln Daley to see if there are any ordinances against the banners. Mr. Hickey stated that his only concern is the size of the proposed banners. Mr. Copeland stated that the size and quantity concerns him and he would want to allow for any other local businesses who might want to sponsor a program would be allowed to. Mr. Federico stated that he likes the new proposal and he thinks it will be good for Stratham. Mr. Canada stated that he does not see the new proposal as any different as the initial proposal – the banners are still very big and his concern is they will look like a billboard. Mr. Copeland stated that the size concerns him as well.

Mr. Puyanic asked the Board if they could discuss each banner individually and get the Board's feedback. The first banner at the softball field at Steven's Park would be a one-way banner

facing the parking lot so as not to distract the ball players. It is 19 ½ x 7 ½ - the size stayed the same as the original proposal to secure it to the fence. The second sign is for the Babe Ruth field at Stevens' Park and will be 25' x 5' and is double sided. The third one is at the soccer kick back at Stevens' Park and measures 24' x 5'. The next one is at the upper field at Stratham Hill Park as you enter the parking lot – will be 30' x 3' and it is a double-sided banner. The next one will be a banner above the stage at Stratham Hill Park and it is 20' x 6'. Mr. Canada asked if ConvenientMD would consider a one-year contract instead of the 5-year contract in their proposal, stating that he does not want to be committed to a 5-year term if the community does not like the banners. Mr. Puyanich stated that the term could be changed.

Resident Dan Crow stated that he is on the Park Association and he likes the idea of community involvement in the Recreation Department. Mr. Crow stated that Stratham Hill Park was deeded to the Town over 100 years ago and in the deed it references that the property be maintained for the free use of the residents of Stratham and adjacent Towns, and at no time shall any part of the premises be leased to private individuals or to corporations. Mr. Crow stated to allow this commercial venture goes against the grain of the deed and he does not support banners at Stratham Hill Park. Mr. Canada stated that he does not believe having banners would be in violation of the deed.

Mr. Copeland stated that this should be presented to the Park Association for their input before the Selectmen make a final decision. Mr. Federico stated that he agrees we should get feedback from the Park Association, and stated that he is for the program. It was agreed to delay a decision on the program until after the Park Association meeting on November 24.

Mr. Canada stated that he got together with Mr. Deschaine and Mr. Hickey to discuss their staffing needs. Mr. Canada did an analysis of what it would look like if they hired two part-time assistants and a transcriptionist for Board minutes and were then able to save money by not paying benefits. The proposal stated that Mr. Deschaine's assistant would work for 30 hours. They would hire a transcribing service for up to 10 hours per week. The proposal would include an assistant for the Parks & Recreation Department for 20 hours per week. Mr. Hickey stated that he is in support of this proposal. Mr. Deschaine stated that he thinks it is a fair proposal with the only challenge he sees being finding part-time help. Mr. Federico stated that his only concern is getting someone for 30 hours with no benefits. Mr. Canada moved to adopt this proposal and proceed to advertise the position and to negate last week's staffing decision. Mr. Copeland seconded the motion, which passed unanimously.

## **DEPARTMENT REPORTS:**

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

Mr. Hickey presented the Board with recommendations for the formation of the new Forest Management Stewardship Committee for Stratham Hill Park and the Gordon Barker Town Forest to set up goals and objectives for the property. His recommendations are: Seth Hickey; Park Ranger Kim Woods; Town Planner Lincoln Daley; Park Association member David Short; Conservation Commission member Allison Knab; a member of the Planning Board, and a member of the Heritage Commission. Mr. Hickey would also like to get a resident who is a Park

user, and to include County Forester Fred Borman as an advisor for the Committee. Mr. Canada stated that he believes a member of the Board of Selectmen should be on the committee. Mr. Copeland stated that it makes sense for the committee to do their work and then come to the Board with their evaluation. Mr. Federico stated that he would like a member of the public on the committee. He would eliminate the Planning Board seat since it is redundant to Planner Daley's role. The Board requested that they be informed when the committee meets so they could join if they choose. The Board recommended that Highway Agent Colin Lavery is also on the committee. Mr. Canada moved that we appoint the following people to the Forest Management Stewardship Committee: Seth Hickey; Kim Woods; Lincoln Daley; David Short; Allison Knab; a member of the public to be appointed by Seth; a member of the Heritage Commission to be appointed by Becky Mitchell; and Colin Lavery. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Hickey reported that the Stratham Hill Park water system was shut down last Wednesday. The ice rink is all boarded up and ready for the water to come once the ground freezes.

Mr. Hickey reported that sod was installed at Stevens Park in an area that needed it, and it looks very good. The winter shut down will be very soon, and we will install signs asking people to stay off the athletic fields.

Mr. Hickey reported that fall softball just wrapped up – it went well. Soccer wrapped up on Saturday with a Jamboree. Mr. Hickey will be sending coaches and parents a survey to gather feedback on the softball and soccer season. The Basketball registration is ongoing and things are going very well.

Mr. Hickey reported that the Gordon Barker "No Brakes" bike race had 110 riders and we are considering moving the race to a different weekend next year so we are not competing with other local events. The safety zones went well, he is still waiting for feedback from the Fire Department. Mr. Hickey stated that Pat's Peak ski program is going well – it is full and there are 26 high school students on the wait list. There are two spots left in the middle school program.

Mr. Hickey reported that the "Feed the Need" 5K will be on November 15, 2014 starting at the Municipal Center. This is a fundraiser for *End 68-Hours of Hunger*. This was a successful event last year with almost 200 runners and this year we anticipate about 300 runners.

Mr. Hickey reported that the next senior trip will be on December 13, 2014 to see the Portland Symphony Orchestra perform the *Magic of Christmas*.

**HIGHWAY DEPARTMENT:** Highway Agent Colin Lavery was present at the meeting to update the Board on his Department's activity.

Mr. Lavery reported that a new waste oil furnace was installed by Arrow Equipment on October 30, 2014 and is up and running. It is incredibly more efficient than our last unit.

Mr. Lavery updated the Board on the Municipal Center lighting stating that the Town of Stratham received a rebate in the amount of \$11,923.99. The lighting is now complete.

Mr. Lavery reported that the Highway crews continue to work on crack sealing and should be completed this week. Mr. Lavery reported that the snow plowing preparation and equipment servicing has now been completed and we are ready for when the snow falls. Truck #6 needed a new power steering reservoir for a total of \$132.46. Truck #6 will need a new spreader drive sprockets, pan and chain. It will cost between \$5,000 - \$7,000 to fix or, another option would be to purchase a stainless steel sander for a total cost of \$13,000. Mr. Lavery stated that his recommendation would be to wait until it breaks before fixing or replacing it. Mr. Lavery asked the Board about the truck that Kim Woods uses to plow the park and where that truck will be stored. Mr. Copeland stated that in the winter months it might make sense to have her bring the truck home since she is a Stratham resident. Mr. Canada stated that the truck should be stored at the Highway garage so that the Department can use it when it is not being used by the Park. For instance, the Department uses the truck in question to tow the chipper. Mr. Federico moved to keep the truck that will be used for plowing available at the Highway garage in a covered situation for the Park use. Mr. Canada seconded the motion, which passed unanimously.

Mr. Lavery reported that he is waiting to hear from the State police to complete the tree pruning/removal for the radio communication signals. At this point, he questions if the work can be done this calendar year.

Mr. Lavery reported that the Highway Department crews attended the Flagger certification training through the UNH T2 program on October 28, 2014. They now have their certification which is good for four years. The crews will attend a Culvert Maintainer certification on November 6, 2014. Mr. Copeland asked if the flagger certification would allow some of his employees to contract to work as flaggers for the police department. Mr. Lavery stated that they would be certified for that purpose as well.

Mr. Lavery reported that at Stevens Park the crews completed moving compost to Stevens Park from the transfer station. The compost will be screened to make suitable product for the Highway Department and residents. The areas the tennis courts and ball fields have been graded and all stock piles have been moved.

Mr. Lavery reported on the weekly maintenance the Highway crews are doing. They are wrapping up the Cemetery improvements before the weather gets cold; they are wrapping up shoulder work; and they have determined which cisterns need to be painted.

Mr. Lavery reported on the "Welcome To Stratham" sign at Parkman Brook Plaza (Staples). The sign recently blew down during a storm. He will patch up the sign until the Eagle Scout candidate who adopted replacement of this sign for his Eagle Scout Service Project can build a new one next spring. The Board asked Mr. Lavery to look at the sign at the Fire Station because it has some rust and needs some other work. Mr. Lavery stated that he will take a look at it.

**NEW BUSINESS CONTINUED:** UNH graduate student Nick Pasquale spent 5 months with the Town of Stratham on a fellowship to analyze the documents that the various Town Departments generate and to determine which documents need to be retained and for how long and which documents can be discarded. Mr. Pasquale gave a presentation to the Board about his findings and his recommendations for the records management.

Mr. Pasquale recommendations include having a shredding company be contracted to come to the Municipal Center once a year to purge all old files according to the retention schedule. In addition Mr. Pasquale interviewed six companies to see what options the Town has for storing files. Mr. Pasquale's recommendation would be to go with DocStar because they could get Stratham up and running within a week for around \$20,000. They would install user friendly software and provide training which would allow files to be indexed. Mr. Pasquale based his recommendation by interviewing the 6 companies and comparing their services against the needs of Stratham. In addition, Mr. Pasquale recommends that binders that are not frequently used be boxed up and sent to a storage facility to be established at the Highway Department building's mezzanine. Other records to be stored at the mezzanine include historical Board minutes, tax records, etc.

**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:

Emily Christian requested the use of the Stratham Hill Park Front Pavilion on August 22, 2015 for a Bike MS Seacoast Escape Ride-Fundraising bike event and to waive the fee. Mr. Canada moved to allow the use as long as Mr. Hickey confirms they are a 501C3 entity. Mr. Copeland seconded the motion, which passed unanimously.

**ADMINISTRATION:** Mr. Deschaine stated that the 300<sup>th</sup> Anniversary Committee requested permission to sell merchandise at the elections tomorrow. The Historical Society requested permission to have a bake sale. Mr. Copeland moved to allow both requests. Mr. Canada seconded the motion, which passed unanimously.

Mr. Deschaine stated that the candidate for the land use assistant position accepted the conditional offer and her background references checked out. He is just waiting to receive the criminal background check back. Mr. Canada moved to hire this candidate once we get the confirmation that she has not criminal history. Mr. Copeland seconded the motion, which passed unanimously.

At 10:30 pm Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley  
Executive Assistant