

MINUTES OF THE NOVEMBER 10, 2014 BOARD OF SELECTMEN MEETING

MEMBER'S 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 to approve the amended minutes of the regular meeting on November 3, 2014. Mr. Federico seconded the motion, which passed unanimously.

TREASURER'S REPORT: Treasurer Deb Bronson reported that there is \$2,202,456.33 in the general checking account.

DEPARTMENT REPORTS:

POLICE DEPARTMENT: Chief Scippa updated the Board on the public safety tree trimming that will occur at Stratham Hill Park. The Sheriff's office is ready, the Town of Stratham is ready, but the State is still discussing where the funds will come from for their one-third of the cost. They have stated that they will have a definitive answer later this week.

Chief Scippa reported that there was a great turnout for the election's and the Police Department did encounter some road conditions on Bunker Hill Avenue which did impact Portsmouth Avenue. We saw it early in the morning and again at the end of the work day. We were able to alleviate a lot of the backup by shutting off the entrance to the parking lot that people traditionally use, and we shuffled the traffic down the street to Market Street, up Market Street, around the back of the Library which helped. In the future an alternative would be to have everyone who works at the Town Hall actually park in the Town Hall Parking very close to Bunker Hill Avenue so that there would not be a lot of in and out parking near the entrance. Mr. Canada stated that one-way traffic is the best option and he agreed that having the Town employee's park nearest to Bunker Hill Ave.

Chief Scippa asked the Board's permission to take a vacation the week of Thanksgiving, and a week during Christmas. Mr. Copeland moved to approve the vacation request. Mr. Federico seconded the motion, which passed unanimously.

Mr. Canada asked what the status of Ordinance 1-04 is. Mr. Deschaine and Chief Scippa have a webinar coming up and then they will meet to finalize the Ordinance.

FIRE DEPARTMENT: Assistant Fire Chief Matt Larrabee was present at the meeting to update the Board on the Fire Department's activities. He stated that that Chief Cook is on vacation this week.

Assistant Chief Larrabee reported that last week was the graded Seabrook exercise – it was a successful drill.

Assistant Chief Larrabee reported that there have been 498 calls so far this year. Tomorrow evening there will be training along with Exeter and North Hampton Fire Departments at the Lindt factory and they will have a tour of the facility.

Assistant Chief Larrabee reported that the building maintenance budget is currently over by \$105.62 and there are still some outstanding bills to be paid. There is \$756 that can be re-appropriated from equipment maintenance.

Assistant Chief Larrabee reported that the new contracted fuel company will come and test the tanks tomorrow and then they will fill them.

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:

There were no park permits or Municipal Center rental requests this week.

ADMINISTRATION: Mr. Deschaine stated that the Board needs to take action in order to renew the health insurance rates and authorize the Town Administrator to execute the necessary documents. Mr. Canada moved to adopt the rates that the insurance company proposed and sign a renewal for 2015 and authorize Mr. Deschaine to sign the appropriate paperwork. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated that the budget season is near and asked the Board when they would like the departments to submit their budget for the upcoming year. Mr. Canada stated that Monday, December 1, 2014 would be a good date, Mr. Copeland and Mr. Federico agreed.

Mr. Deschaine presented job descriptions for the Executive Assistant and Recording Secretary positions for the Board's approval. The Board made a minor change to the job description. Mr. Canada moved to approve the recording secretary position as amended and the executive secretary position as presented. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Canada stated that he would like the Board to discuss policy for closing or not closing Town Hall for inclement weather. The Board discussed various scenarios. Mr. Canada stated that he would like to allow employees to have flex time. Mr. Canada moved to adopt an informal policy to allow for the employees not to be penalized for not coming in on snow days as long as they make up the hours. Mr. Copeland seconded the motion, which passed unanimously. Mr. Deschaine asked if the employee will have to make up the time in the same pay period. Mr. Copeland stated they might not be able to do it in the same pay period and he does not want to put more restrictions on the employees. Mr. Canada amended his motion to have the employees make up the time within a month. Mr. Copeland seconded the motion, which passed unanimously.

At 8:24 pm Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley
Executive Assistant