

MINUTES OF THE DECEMBER 22, 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.

TREASURER'S REPORT: Treasurer Deb Bronson reported that there is \$4,338,402.93 in the general checking account.

SECRETARY'S REPORT: Mr. Copeland moved to approve the amended minutes of the regular meeting on December 15, 2014. Mr. Federico seconded the motion which passed unanimously.

DEPARTMENT REPORTS:

Mr. Canada announced that Audrey Cline was presented the NH Building Inspector award by the Building Official's Association. The Board congratulated Ms. Cline for the award.

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 got another estimate to repair the rust on the Town vehicle for \$2,900. She also presented the Board with the cost for a 2015 Ford Escape for \$23,118 for them to review.

Ms. Cline reported that there were 49 permits issued this month; she had eight Certificates of Occupancy, and 54 inspections. Ms. Cline will use the new software to report on the annual building department figures in January. She is working on a draft for a Third Party Contract for request for proposals for plan reading and inspection. Ms. Cline reported that she passed the International Code Council Exam for Building Plans Examiner.

Ms. Cline reported that in response to the Board's concerns regarding Fed Ex costs her staff will assess the time-sensitivity of all out-going shipments and send them in the most cost effective manner, which may include parcel post.

Ms. Cline reported that the Town Building Ordinance states there is no fee for a Temporary Structure Permit, so in response to the Board's question about a Tent permit application fee, there will not be a fee. Ms. Cline modified the application to address the Board's concerns to be applicable only to tents in excess of 144sf (12' x 12') that accommodate the general public. These restrictions will allow for the standard 10' x 10' and 12' x 12' that is commonly used for craft fairs and farmers markets. Also, functions of private invitation will be exempted from submitting a permit application (although those structures are still required to meet the relevant codes).

Ms. Cline reported that she is working on a Change of Occupant Application for new tenants who move into a previously used space. The language is already in the Town Building

Ordinance. Ms. Cline showed the Board an example of what the application will look like, stating that every change of occupancy would require a safety inspection and a fire safety inspection. The only cost would be the fire inspection safety fee Ms. Cline asked the Board for their guidance regarding adding the Change of Occupancy to the services provided by the Building Code Department. The Board would like to approve this as a voluntary program and not mandatory.

Ms. Cline reported that she prepared a Motion for Rehearing for ZBA Case 614. Ms. Cline physically delivered a second letter to 55 Union regarding outside storage of personal property. Having been as far as the front door, it appears that there are four vehicles as well as many "end of life" items stored on the property. Ms. Cline drafted a Building Permit Denial letter for 31 Pinewood Drive, which is a potential ZBA case for Equitable Waiver or Variance. Ms. Cline reported she continues to develop the information and processes needed to re-permit home occupations on a three-year cycle.

Ms. Cline presented proposals to the Board for Fire Prevention Permit information and proposed Fire Inspection Application. One is a draft letter explaining the process, the second one is a list of typical fire prevention permitting areas, and the third is a Request for Inspection by Stratham Fire Chief. Mr. Federico stated that on the Request for Inspection by Stratham Fire Chief Form, it should list the type of inspections alphabetically to make it easier to read.

Mr. Copeland moved to make a recommendation to the Planning Board to amend the Building Code exemptions for accessory buildings (sheds) less than 200sf from requiring a building permit as long as there is no foundation or slab. Mr. Canada seconded the motion, which passed unanimously.

NEW BUSINESS: Chief Scippa came before the Board to request an additional officer in the Police Department. Chief Scippa prepared a presentation (attached) stating that over time, numerous professional organizations have attempted to design empirical and objective approaches to help determine proper staffing of police departments. These organizations include the Federal Bureau of Investigations, US Department of Justice, The International Association of Chiefs of Police and the International City/County Managers Association. Chief Scippa stated that there are four areas that define police functions and appropriate staffing: officer safety; ability to respond to calls for help; ability to provide proactive enforcement measures; and completing performance objectives.

Chief Scippa reported that currently he has 10 full time police positions: chief; detective sergeant; school resource officer (SRO); patrol sergeant; patrol corporal; and five police officers. The Chief, Detective and SRO work 5-eight hour shifts. Patrol units work 4-ten hour shifts; peak call times are between 7:00 a.m. to about 3:00 a.m. the following day. During the peak times, we should have two patrol units on duty. Based on present staffing we are single staffed 2 shifts per week.

Chief Scippa presented statistics to the Board for the last 3 years that included calls per quarter for four quarters per year. The report included how many officers were on staff.

Chief Scippa said his goal is to staff the Stratham Police Department at an appropriate level to provide double coverage patrol units from, at least, 1000 hours to 0200 hours seven days per week.

Mr. Copeland stated that he sees the need based on the amount of calls that have increased dramatically from 2011 to 2014. Mr. Canada stated that we have not had a huge increase in population and no crime wave has been noticed. He is trying to figure out why there has been an increase in calls. Mr. Copeland stated that he would like the voters to decide. Mr. Canada stated that it is a Board of Selectmen decision. Chief Scippa stated that a couple options could be to hire a young person for a part-time position and send them through the Academy; however, they would probably not be happy with part-time for long. Another option would be to hire a retired police officer who would be interested in part-time work. Mr. Canada stated that another option would be to change the current staffing schedule to cover the staffing issues noting all shifts had been covered when patrolmen had (5) 8 hour shifts a week.

Mr. Canada moved that we put this issue to rest for this year and bring it back next year after seeing how some of the suggestions work. Mr. Federico seconded the motion, which passed 2-1.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

The following Park permits and Municipal Center rentals were discussed and acted upon:

Mark Brewitt requested use of the Stratham Hill Park Scamman Pavilion on June 27, 2015 for an Antique Car Club Meeting. The Board approved the request.

Rob Cook requested use of the Firehouse Morgera Room on January 14, 2015, January 15, 2015, January 21, 2015, January 22, 2015, January 28, 2015, January 29, 2015, and January 31, 2015 for Fire Department Training. The Board approved this request.

Christopher Boubol requested use of the Municipal Center Meeting Room A on January 14, 2015, January 21, 2015, and January 28, 2015 for a Boy Scout meeting, and requested the fee is waived. Mr. Copeland moved to approve the request and waive the fee. Mr. Federico seconded the motion, which passed unanimously.

ADMINISTRATION: Mr. Deschaine reported that he reviewed the proposed maintenance contract from Dowling Corporation for the heating, cooling, and ventilation units in the various Town buildings and it is the same cost as the contract for 2014, \$6,000 for the year. The proposal includes all 9 units in the Town office area, 5 units in the Library, one unit in the Public Works building, 7 units in the Police Department, and the 17 units in the Fire Department. Mr. Canada move to accept the contract proposal from Dowling for maintenance of all our HVAC units and to authorize Mr. Deschaine to sign the contract. Mr. Copeland seconded the motion, which passed unanimously.

9:31 pm Mr. Canada moved to go into non-public session to discuss a personnel matter. Mr. Federico seconded the motion, which passed unanimously.

At 10:01 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 10:01 pm Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley
Executive Assistant