

## **MINUTES OF THE FEBRUARY 23, 2015 BOARD OF SELECTMEN MEETING**

**MEMBER'S PRESENT:** Chairman David Canada, Tim Copeland, Bruno Federico and Town Administrator Paul Deschaine.

At 7:31 pm the Chair opened the general meeting of the Board of Selectmen.

### **NEW BUSINESS:**

**SECRETARY'S REPORT:** The Minutes of 2/9/15 meeting were approved as amended.

**TREASURER'S REPORT:** Treasurer Deb Bronson reported that there is \$6,659,583.18 in the general checking account.

Ms. Bronson stated that she had drafted an Investment Policy which she hoped the Board would adopt. She continued the purpose of the Policy was to ensure safety, liquidity and investments and noted that it could be amended at any time by the Board. Ms. Bronson indicated the Policy would need to be reviewed and adopted by the Board on an annual basis. Mr. Federico stated he thought it was a good write-up and asked if there was a policy on using local banks. Ms. Bronson responded that she had left it open. Mr. Canada noted he thought they should give some opportunities to local banks. Ms. Bronson stated that they could amend the Policy to restrict it to using local banks or that they could have an agreement amongst themselves. No action was taken on the issue of which banks to use.

Mr. Canada moved to adopt the Investment Policy as presented and to review the Policy in February each year, seconded by Mr. Copeland, which passed unanimously.

Mr. Canada asked if Ms. Bronson had an update relative to establishing a line of credit. Ms. Bronson stated banks were currently charging 2.5% in interest on the amount that they were reserving for lines of credit for the entire year. She continued she had talked to People's United Bank who stated they could help the Town with short term borrowing if funds were needed which would save the Town a lot of money in interest for a LOC.

### **DEPARTMENT REPORTS:**

#### **HIGHWAY DEPARTMENT:**

Colin Lavery stated he had looked into the purchase of four new loader tires and the cost was \$2,525.18 per tire. He continued the total cost was \$10,430.72, installed, and requested that the work be done at Stratham Tire.

Mr. Copeland moved to authorize the purchase of four new loader tires in an amount of \$10,430.72, seconded by Mr. Federico, which passed unanimously.

Mr. Lavery discussed the trees that needed to be removed, the ones that need to be pruned and the installation of new trees in the Town Center area. He continued that they would be using the

tree bank for the new trees and that it would be cheaper to install the trees themselves rather than hire a contractor. Lincoln Daley indicated that there were 20 trees in the tree bank. Mr. Copeland asked if this was going to cost the taxpayers additional money. Mr. Lavery responded the only costs would be the Highway Department's labor and some minimal costs for materials.

#### CODE ENFORCEMENT:

Audrey Cline, Code Enforcement Officer, indicated that 53 building permits had been issued that month and 57 inspections had been completed. She continued that she had sent a certified letter to the owner of 55 Union Road relative to the storage of personal items on their land, and they had been in touch and would be coming in to meet and discuss the issue.

Ms. Cline stated relative to Kevin Roy's property, that he had come in to the office with his attorney and met with her to try to figure out a way to fit his signage into the code. She continued that she did not see that there was any wiggle room and his options were to apply for a variance or to use the items in the zoning code to their full potential. Ms. Cline noted he would be making a decision in the next month.

Ms. Cline noted that there was an issued with an attic that had been finished without a permit at 18 Union Road with an owner that was in the process of selling the house. She continued they had scrambled to get a retroactive building permit and the issue had been straightened out.

Ms. Cline indicated that the Board request for a ZBA rehearing for Emerald Castle LLC had been granted.

Ms. Cline noted the home occupancy renewal permitting had started and was going well. She continued that she had been mailing residents renewal packets for their review before she met with them.

Ms. Cline stated she had signed up for five land use classes and requested she be allowed to not report to the Board in person at their March 16<sup>th</sup> meeting so she could attend those classes as they were scheduled on the date she would normally report. The Board replied they had no problem with her request.

Ms. Cline reported relative to her truck that the door hinges were loose and had been fixed temporarily. She continued they would be fixed permanently when all the work was completed on the truck. Ms. Cline stated the truck also needed a new battery and the lettering would need to be redone after it was painted.

#### ASSESSING:

Andrea Lewy, Town Assessor, indicated she had received a request for an abatement from Ryan Carter, 7 Stratham Lane, Map 22, Lot 34. She recommended an adjustment in valuation because the third floor was unfinished.

Mr. Canada moved to approve the request for an abatement for Ryan Carter, seconded by Mr. Copeland, which passed unanimously.

Ms. Lewy stated the next item was for Veteran's Credits. The first was for James Chabot, 16 Point of Rocks, May 18, Lot 50 who met the Persian Gulf criteria. The second was for Harvey Hamby, 29 Crestview Terrace, Map 22, Lot 101 who met the Vietnam Conflict criteria. The third was for William Thaden, 9 Crockett's Way, Map 17, Lot 57, Sub 2 who met the Vietnam Conflict criteria. She continued that the last was for Lawrence Herman, 2 Guinea Road, Map 2, Lot 11 but that his service dates did not qualify him for the credit. Mr. Canada moved to approve the Veterans Credit for James Chabot, Harvey Hamby and William Thadden and to deny the Veterans Credit for Lawrence Herman, seconded by Mr. Copeland, which passed unanimously.

Ms. Lewy indicated the deadline for abatement requests was March 2<sup>nd</sup> and she had received 18 requests so far.

#### PLANNING:

Lincoln Daley, Town Planner, noted there was a public hearing before the Planning Board scheduled for March 18<sup>th</sup> for the Rollins Hill Development at 20 Rollins Farm Drive for a 46 lot, 55 and over community. Mr. Daley then discussed the issues that were going to be discussed at that meeting.

Mr. Daley stated that an application for Sarannie, LLC & ST Holding Company had been approved on February 2<sup>nd</sup> for property located at 37 & 39 Portsmouth Avenue.

Mr. Daley indicated a Planning Board workshop was scheduled for March 4<sup>th</sup> to discuss site plan and subdivision waivers.

#### ZONING BOARD OF ASSESSMENT:

Mr. Daley noted there was a public hearing scheduled for March 3<sup>rd</sup> for Case #614, Emerald Castle relative to property located at 255 Portsmouth Avenue. He continued they would also be holding a public hearing the same evening on the amended rules of procedure.

Mr. Daley indicated there was a ZBA workshop on variance and special exemption applications on March 24<sup>th</sup>.

#### TOWN COMMITTEES:

Mr. Daley stated there was an Economic Development Committee work session scheduled for March 17<sup>th</sup>. He continued the Town Center Transportation Enhancement grant work was ongoing and they were waiting for final approval from DOT before sending the project out to bid.

Mr. Daley indicated the Board had received a report on the offsite improvement funds and performance bonds relative to Stoney Brook Lane. He continued the total bond amount was \$30,761.50 and that Mr. Lavery had reviewed the conditions of the roadways and as-built plans and recommended that the bond be released. Mr. Daley stated they were asking for a reduction of \$30,000 from the bond to leave \$761.50 to use for remaining road line striping.

Mr. Canada moved to release \$30,000 from the bond to leave an amount of \$761.50, seconded by Mr. Copeland, which passed unanimously.

Mr. Copeland moved to go into a non-public session to discuss a personnel matter at 8:28 P.M., seconded by Mr. Canada, which passed unanimously.

Mr. Canada moved to come out of non-public session at 8:54 P.M., seconded by Mr. Copeland, which passed unanimously.

**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:

Susan EH Bendroth requested use of the Scamman Pavilion on April 20, 2015 for the Acorn School Annual Earth Day Celebration and requested that the fee be waived. Mr. Copeland moved to approve the request and waive the fee. Mr. Federico seconded the motion, which passed unanimously.

Murph Henderson requested use of the Municipal Center on April 18, 2015 for the Stratham Green Condo Association meeting and requested that the fee be waived. Mr. Canada moved to approve the request and waive the fee. Mr. Copeland seconded the motion, which passed unanimously.

Sharon Morton requested use of the Front Pavilion on May 16, 2015 for an ice cream fundraiser. Mr. Deschaine stated they had requested confirmation of their 501(c) 3 status and that it had been faxed over, but the fax was too blurry and they were still waiting for further verification.

**ADMINISTRATION:**

Mr. Deschaine stated they had received a resignation from Jim Schlough from the Energy Commission. He continued they would need to fill his term.

Mr. Copeland moved to accept the resignation from Jim Schlough from the Energy Commission, seconded by Mr. Canada, which passed unanimously.

Mr. Deschaine indicated he had received estimates for repair and replacement of the AC unit in the IT room. He continued the cost for a new unit would be \$3532 and repairs would be \$2823. Mr. Deschaine recommended replacing the unit. Mr. Canada stated he had heard from Paul Wolf who had questioned if this was necessary. Mr. Deschaine replied that there was no other ventilation in the room. Mr. Canada stated they could buy a free standing unit and put a duct through the ceiling and that would only cost \$500 - \$700.

Mr. Copeland moved to replace the AC unit in the IT room, seconded by Mr. Federico, which passed unanimously.

Mr. Deschaine indicated that the Auditors had asked about the Town's Capital Improvement Policy. He continued there was nothing formal in place, went over the current policy and asked that the Board sign the Policy he had drafted in response to the Auditors' request.

Mr. Copeland moved to approve and sign the Capital Improvement Policy, seconded by Mr. Federico, which passed unanimously.

At 9:10 pm Mr. Copeland moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Ashley Rodier  
Recording Secretary