

MINUTES OF THE NOVEMBER 5, 2018 BOARD OF SELECTMEN MEETING

MEMBER'S PRESENT: Board Members Bob O'Sullivan, Joe Lovejoy and Town Administrator Paul Deschaine. Mike Houghton was unable to attend this evening.

At 7:06 pm Mr. Lovejoy opened the public meeting of the Board of Selectmen.

MINUTES

Mr. O'Sullivan made a motion to accept the minutes of 9/26/18 and 10/15/18 and to accept the amended minutes of 9/10/18 and 10/1/18. Mr. Lovejoy seconded the motion which passed unanimously. Mr. Deschaine clarified that the minutes of 9/10/18 and 10/1/18 had been previously approved, but errors were later discovered. Declaratory statements of those changes were then signed.

TREASURER

Town Treasurer Deb Bronson reported that the General Fund balance is \$3,690,398.10 which includes deduction of the school amounts for November, \$1,663,434.00.

Mr. Goddard had previously given the Selectmen a proposal regarding the Bartlett-Cushman house. Mr. Lovejoy said that because it was not a full Board, they would not make a decision tonight. Mr. Goddard said that nothing had changed from when he came before the Board a month ago. He wants to preserve as many features of the house as possible and accepts the exterior preservation easement. He is requesting 1.43 acres to go with the home, leaving the back 1 acre for the Town. He is requesting a nitrate easement on the Town's 1 acre for his septic loading. He will also be requesting a 3 foot setback around the foundation of the schoolhouse.

Bettina Kersten, Chair of the Pedestrian and Cyclist Advocacy Committee, reported on the results of their survey. Of the 275 people that responded, most reported walking several times a week although some felt it was unsafe. Respondents said they would walk/bike more often if the Town implemented more safety features; however, there was concern about the tax burden and over signage. The number one request was connectivity between neighborhoods. Mr. Lovejoy commended the PCAC on their work thus far. Ms. Kersten said that they have received a lot of information and guidance from the Safe Routes to School program and NH DOT on incorporating safety features such as bike/walk lanes on rural roads. Town Planner Tavis Austin explained that the PCAC is working closely with the Master Plan Steering Committee. Next steps would be to incorporate their requests into the zoning regulations. They are also working with the Parks & Recreation Director Seth Hickey to research walking/biking routes to the elementary school. Ms. Kersten went on to discuss improvements that could be made prior to finalizing the Master Plan.

Mr. Deschaine read the Public Hearing Notice, as previously posted, regarding the Stratham Volunteer Fire Association donation of a Kubota RTV-X900W. At 7:39 pm. Mr. O'Sullivan opened the Public Hearing and motioned to accept the SVFA donation. Mr. Lovejoy seconded the motion which passed unanimously. The Association made the following statement: "With the increase in growth of Stratham, we have experienced an increase in the use of Stratham Hill Park. The number of events held at the park have nearly tripled in the last year. With the

increase in events comes an increase in EMS coverage and emergency calls. A Utility Vehicle with medical bed that will allow us to get to a patient at locations in the park faster, perform appropriate care quicker and ultimately get the patient to the awaiting ambulance safer for transport to the hospital for additional lifesaving treatment.” EMS Captain Peggy Crosby reported that the funds for the new Kubota were raised by fundraising and corporate sponsorship. The Ladies Auxiliary donated funds to have additional equipment put on it. The Fire Dept. will be in charge of maintaining the vehicle. Mr. Lovejoy asked for input from the public. Hearing none, Mr. O’Sullivan made a motion to close the public hearing at 7:44 pm. Mr. Lovejoy seconded the motion which passed unanimously. Mr. O’Sullivan made a motion to accept this generous donation. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Lovejoy reported that they need to designate a new signatory for the Community Development Block Grant (CDBG) as there is a conflict of interest with Mr. Deschaine being the signatory. Mr. Deschaine explained that because he is on the Board of the Regional Economic Development Committee (REDC) and he is also representing the interests of Stratham, he is fulfilling dual roles which could be perceived as competing interests. Mr. O’Sullivan voted to, upon approval of the Community Development Block Grant for REDC/RLF for Small Businesses application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Mr. Lovejoy seconded the motion which passed unanimously.

Town Planner Tavis Austin and Code Enforcement Officer/Building Inspector Shanti Wolph came before the Board to discuss their dashboard reporting requirements. The selectmen both agreed that the reports should be combined and assimilated into something meaningful.

Mr. Austin said he has attempted to set a standard rate for fees. Mr. Deschaine would like to set a town-wide rate for fees. Mr. O’Sullivan requested to have a unified pricing schedule by December 3rd.

Mr. Austin asked if the schools need to submit a Notice of Intent for the MS4. Mr. O’Sullivan told Mr. Austin to talk to Dick Wendell, Operations Manager for SAU16 regarding the matter.

Per their agreement with the Town, Chisholm Farm has changed the signs and cleared the trails that had become overgrown. Mr. Austin and Mr. Wolph plan to confirm by making a site visit. Mr. Deschaine asked them to inform Mr. Hickey, as it is part of the trail system that he oversees.

Mr. Austin reported that he and Land Use Assistant Denise Lemire are in the process of organizing their records and making the more recent years available online. They discussed the logistics and issues of scanning the records of prior years. New documents are currently being scanned as they are created. Mr. Austin will develop a Procedure Policy and present it to the Board.

Mr. Austin said that after meeting with the Verizon Wireless representative, he learned the Town could save \$84 by acquiring two mobile phones to be used by Mr. Wolph and Ms. Lemire. Mr. O’Sullivan made a motion to remove Mr. Wolph from the cell phone reimbursement list and approve the acquisition of the two phones. Mr. Lovejoy seconded the motion which passed

unanimously. They continued the conversation regarding replacing the phone system for the Municipal Center.

Mr. Austin praised the work Mr. Wolph has done thus far.

Mr. Wolph advocated changing the way they charge for building permits. He suggests charging by the overall job cost (a dollar amount per \$1,000) as opposed to charging by square footage which can be inconsistent. It could increase the revenue the Town receives and make the process simpler. Mr. Deschaine cited the problems they encountered in the past with charging by job cost. Previous Boards had strived to only cover costs. Mr. Austin advocated rounding to the nearest dollar when using square footage and charging a flat fee for certain items. Mr. O'Sullivan made a motion to authorize rounding to the nearest dollar. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Wolph would like to get placards to be displayed on homes that are doing work requiring permits. This would allow him to easily determine if they have the necessary permits and to track work that has already been inspected. He would also like to implement "Change of Use" forms. This would also have implications for the Planning Board.

They discussed generators and their consideration as "structures" for Code Enforcement purposes. It was agreed that this is a matter for the Planning Board to decide.

Mr. Austin discussed the lack of a definition for RV parks and cottage colonies in the zoning ordinance. This has been brought to light because a resident changed the use of his land and intends to develop cottages for agri-tourism. Mr. Austin doesn't believe this was the original intended use of cottage colonies. He will recommend the Planning Board include in the zoning ordinance a definition of a cottage colony.

Mr. Wolph outlined the process for violations of the ordinances relating to code enforcement issues. They talked about at what point the Board should be notified. Mr. Wolph is willing to represent the Town in District Court if the need arises.

They discussed in general the Robin Woods Center, 61 Stratham Heights Road, who has submitted a business plan. There was interest as to how this project would evolve.

News reporter Alex LaCasse asked about the Bartlett-Cushman house. Mr. Deschaine said that in addition to Mr. Goddard's proposal, there are two others.

Mr. Deschaine reported that the new tax rate is \$21 per thousand, up from \$20.30. The increase is attributable to the school rates going up .65.

RESERVATIONS

Kathy Flagg of the Fire Dept. is requesting use of the Morgera Room and that beer/wine be allowed. Mr. O'Sullivan made a motion to allow the use of the room and waive the alcohol prohibition. Mr. Lovejoy seconded the motion which passed unanimously.

Jennifer Hubbell of Girls on the Run requested use of Rooms A & B and that the fee be waived. Mr. O'Sullivan made a motion to allow the use and waive the fee. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. O'Sullivan asked Mr. Deschaine to share with Parks & Recreation Director Seth Hickey that as a matter of policy the Stratham School Board has stated that they will absorb as part of their budget the weekend costs associated with the Parks & Recreation Department wanting to use the school. Going forward there will be a custodian on site during such activities.

ADMINISTRATION

Mr. Deschaine reported on the Veteran's Day ceremony.

Accounting Supervisor Valerie Kemp has requested that there be a reserve fund for payroll purposes. Mr. O'Sullivan made a motion to approve Ms. Kemp's request. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. LaCasse requested clarification on the septic system on the Bartlett-Cushman property. He then asked about the previous offer on the house and the process for any current offers. Mr. Deschaine said the Board has a fiduciary responsibility to accept the offer that is in the best interest of the Town.

At 9:08 pm Mr. O'Sullivan made a motion to go into a non-public session to discuss a personnel matter. Mr. Lovejoy seconded the motion which passed unanimously. At 9:45 pm Mr. O'Sullivan made a motion to come out of the non-public session and seal the minutes. Mr. Lovejoy seconded the motion which passed unanimously.

At 9:46 pm Mr. O'Sullivan made a motion to adjourn. Mr. Lovejoy seconded the motion which passed unanimously.

Respectfully submitted,

Karen Richard
Recording Secretary