

MINUTES OF THE JUNE 25, 2018 BOARD OF SELECTMEN MEETING

MEMBER'S PRESENT: Board Members Bob O'Sullivan, Joe Lovejoy, Mike Houghton and Town Administrator Paul Deschaine.

At 6:32 pm Mr. Houghton opened the general meeting of the Board of Selectmen. Mr. O'Sullivan immediately motioned to go into a non-public session to discuss a personnel matter. Mr. Lovejoy seconded the motion which passed unanimously. At 7:02 pm Mr. O'Sullivan motioned to come out of the non-public session and seal the minutes. Mr. Lovejoy seconded the motion which passed unanimously. At 7:05 pm the Board reconvened.

MINUTES

Mr. Lovejoy made a motion to approve the minutes of June 11, 2018. Mr. O'Sullivan seconded the motion which passed unanimously.

TREASURER

Town Treasurer Deb Bronson stated that the General Fund balance is \$9,602,215.79.

Mr. Deschaine and the Board expressed condolences with the passing of Tom House's wife.

NEW BUSINESS

Tom Whelton requested use of the Gifford Farm fields for a Boy Scout Jamboree weekend. The event will be open to the public. Its purpose is to introduce people to scouting. Parks & Recreation Director Seth Hickey is aware of the event and supports it. Mr. O'Sullivan made a motion to allow the camping overnight and the caveat that the fire permits be issued by the Fire Dept. Mr. Lovejoy seconded the motion which passed unanimously.

Tyler Blood presented his Eagle Scout project. His plan is to commemorate the volunteers of the Stratham Fair with an engraved patio and benches at Stratham Hill Park. To fundraise, the pavers will be engraved with family names. Any proceeds would be donated to the Fair. Pending the Scout Board approval, he will begin the project after this year's Fair. Mr. Lovejoy made a motion to allow Mr. Blood to proceed with his project. Mr. O'Sullivan seconded the motion which passed unanimously.

PERMITS

President of the Fire Association Dan Crow requested a raffle permit. They are raising funds to purchase an ATV Rescue vehicle. Mr. O'Sullivan made a motion to allow the Fire Association raffle permit request. Mr. Lovejoy seconded the motion which passed unanimously.

Exeter High School Class of 2022 requested a raffle permit. The Board wanted the Fair Committee's approval before issuing their own approval.

Resident Brian DeKoning requested a fireworks permit. Mr. Lovejoy motioned to approve the request. Mr. O'Sullivan seconded the motion which passed unanimously.

REQUEST FOR PROPOSALS

Mr. Houghton opened the bids for the sale of the 2003 International truck. There were three proposals, the highest being \$25,100. Mr. Lovejoy made a motion to sell the vehicle to the Nelson Excavating Company. Mr. O'Sullivan seconded the motion which passed unanimously.

Mr. Deschaine reported received two proposals for the HVAC maintenance contract. Because Mr. Houghton is the President of Dowling Corp., he did not participate in awarding the bid. Mr. O'Sullivan motioned to accept the bid from Dowling Corp. Mr. Lovejoy seconded the motion which passed unanimously.

NEW BUSINESS, continued

Parks & Recreation Director Seth Hickey began by announcing Stevens field as the best location for the skate park.

Robert Roseen of Waterstone Engineering and Bruce Scamman of Emanuel Engineering presented a report detailing the many reasons why Stevens field is the optimal location. Results of test pits indicated favorable conditions. They reviewed the general layout, including ideas on how to improve drainage and parking. Almost no changes would need to be made to the site. The existing tennis courts and ball field would not be disturbed. Mr. Deschaine outlined next steps. Mr. O'Sullivan made a motion to accept the proposal for Stevens Park as a potential future site of a skateboard park pending the Town's awarding more money to build the park and pending Planning Board review. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Deschaine handed out packets containing the three proposals for the design and construction of the skate park. Mr. Mike Tallone described his process for obtaining the proposals. He believes all three are high quality companies that could complete the project within budget. Two bids included design and construction, one was for design only, but offers a discount with the company they use for construction. Mr. Scamman advocated selecting the same company to design and build the park. Mr. Houghton would like more information on the design and construction and a statement of qualifications. The Selectmen discussed the difficulty comparing the proposals and the need for more information. Mr. O'Sullivan would like the bidders to appear before the Board. Mr. Lovejoy asked to have the documents submitted prior to a meeting so that they could have time to review. Mr. Tallone said that each project these companies do is very specific and is concerned they will not be able to provide the level of detail the Board is asking for. He will do his best to get the information the Selectmen are requesting.

PARKS & RECREATION

Parks & Recreation Director Seth Hickey presented his dashboard, telling the Board it has enabled him to be more forward thinking. He went on to report that the pump track project has expanded. He explained the need to reallocate funds that were set aside and not used, to be put towards a partial fence around the track to prevent run-ins with dogs. It's a more complicated project, so he's proposing the fence company install it and not the Highway Dept.

Mr. Hickey has been informed that One Sky, a Portsmouth company that works with adults with disabilities, will be donating money on behalf of one of their Stratham clients to be put towards a universal swing to be installed in Stratham. Mr. Hickey would like to deposit the funds in the Recreation Revolving account and install the swing at Stratham Hill Park. Mr. Deschaine

outlined the process the donation would have to take. Mr. Hickey will provide more details when available.

Mr. Hickey has been working with Public Works Director Colin Lavery regarding repairs to the upper baseball field. Work will be started post Fair and completed by September. He is in the process of determining where to obtain funding for the project.

UNH offered to set traps for Emerald Ash bores as a service to the community. The Selectmen supported this project.

Mr. Hickey reported that baseball and softball are both going well, although enrollment, especially in softball, is declining. Exeter offers a larger program and people are going there.

Mr. Hickey proposed doing an evaluation on the Gifford and Ranger Houses, including a cost analysis of time spent and anticipated expenses. The Selectmen supported his proactive approach.

Mr. Hickey reported he would like to use the same fireworks vendor for this year's Family Fun Day. Parks & Recreation Dept. will be sponsoring the Classic Bike Race for high schoolers in October as they have done for the past few years.

Mr. Hickey offered support for Dan Crow's proposal and will do anything he can to assist the Fire Dept. in that endeavor. He stated it would make good sense to store the vehicle at the park.

Mr. Hickey reported the Parks & Recreation Dept. will be holding summer shows on Friday's at the park. Sponsors will be funding the events.

NEW BUSINESS

Mr. Deschaine presented the draft of Large Assembly Ordinance which was created by a committee. Police Chief Scippa's initial concerns were that a good deal of the previous ordinance relied on the Code Enforcement Officer. This draft directs permissions and approvals primarily through the Police Dept. Mr. O'Sullivan made a motion to endorse Chief Scippa's amended Large Assembly Ordinance as presented. Mr. Lovejoy seconded the motion which passed unanimously. Next step would be a public hearing on the ordinance. Another ordinance, regulating outdoor Vendors and Transient Sales was also reviewed by the committee but the Selectmen hadn't had a chance to review it. They decided to move them both to a public hearing after they have had a chance to review the Vendors and Transient Sales Ordinance.

Mr. Houghton said that they have engaged the services of MRI, a municipal resource organization, to help with the search for Mr. Deschaine's replacement. They need a job description. Mr. O'Sullivan raised the issue of whether the position should be for a Town Manager or Town Administrator. The differences in the positions were discussed. Mr. Lovejoy will work with Mr. Deschaine to prepare the job description. Mr. Deschaine outlined the cost and scope of services MRI could provide. Mr. O'Sullivan feels the organizational chart was a good first step. Providing job descriptions would be the next step and may help define Mr. Deschaine's role. Mr. Houghton accepted MRI's offer to come to a board meeting to discuss the position.

Mr. O'Sullivan has taken a position that conflicts with the 2nd and 4th Monday schedule. The Selectmen decided to change it to a 1st and 3rd Monday schedule going forward, after July. They will meet July 16th and 30th.

Mr. Houghton asked Mr. Deschaine to set up a meeting with MRI for July 16th and have his completed job description ready prior to the meeting.

The proposed HR position was discussed. Mr. Houghton would like the new Town Administrator to have input regarding that position but will hire MRI to find the person.

Mr. O'Sullivan asked about the Smyk property relative to the exceptions the Board sought. Mr. Deschaine reported that the Attorney General only questioned, but did not object to, the height of a potential structure. The Attorney General, the Trustees of the Trust Funds and the Trustees of the Smyk Property must all agree to the exceptions, but it might still be necessary to go to court. They discussed some of the exceptions requested.

OLD BUSINESS

Annually we must certify to the Dept. of Revenue whether or not we will elect to use the PA-28, the Property Inventory Form. We haven't used the form in years. It collects census and dog data. Fees would be charged to those that don't submit it. It isn't currently useful. The Assessing Dept. doesn't recommend using it. Mr. Houghton motioned to not use the form. Mr. O'Sullivan seconded the motion which passed unanimously.

Additional cuts were done at the Breslin Farm subdivision. The Board signed the Timber Tax Warrant for \$270.97.

The Public Works Commission did an RFQ to obtain proposals for a higher level study of all the prior Gateway project studies. Previous studies have been done at varying times, have different focuses and are fragmented. Weston & Sampson, the only firm to completely respond to the RFQ, will update, consolidate and explore different concepts. Mr. O'Sullivan questioned spending money for the study without the residents support for the project. Mr. Deschaine, speaking for the Rt 108 Committee, said this study is needed in order to present the project at Town Meeting. Mr. Lovejoy responded that this study will enable them to educate the public and answer the resident's questions. It is also in response to the public's inquiries for updated information. Mr. Lovejoy made a motion to engage Weston & Sampson to do the project for the proposed \$61,725, break it into phases and have it complete by September 30, 2018. He also motioned to authorize Mr. Deschaine to execute the agreement. Mr. O'Sullivan seconded the motions which passed unanimously.

Mr. Deschaine reported only receiving one applicant for the Building Maintenance Foreman position. They discussed the reason for the low response. Reposting at a higher wage or contracting with a recruiting company was debated.

There were 10 applicants for the Truck Driver position. The Selectmen discussed their involvement in the interview process.

Chisholm Farm Road submitted a road deed. Public Works Director Colin Lavery and Town Planner Tavis Austin reviewed the file and all appeared satisfactory. However, Parks &

Recreation Director Seth Hickey became alerted to the fact that the trails that were supposed to be in the development, as part of the approval, have vanished. It is speculated that Chisholm Farm LLC met the minimum criteria at some point, then turned it over to the Homeowner's Association who didn't maintain it. Mr. Deschaine will do more research and suggest the parties meet to discuss the issue. Signing of the road deed was deferred.

At 9:49 pm Mr. O'Sullivan made a motion to go into a non-public session to discuss a tax deeding. Mr. Lovejoy seconded the motion which passed unanimously. At 10:01 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 10:02 pm Mr. Houghton made a motion to adjourn. Mr. O'Sullivan seconded the motion which passed unanimously.

Respectfully submitted,

Karen Richard
Recording Secretary