

MEETING OUTLINE FOR BOARD OF SELECTMEN MEETING

December 3, 2018

7:00 P.M. Call to Order

- I Secretary's Report: Minutes of 11/19/2018 and 11/26/2018
- II Treasurer's Report:
- III Chairman's Report:

Meetings scheduled this week:

Wed 12/5 Planning Board
Thu 12/6 Annual Meeting of the HealthTrust
Thu 12/6 Seacoast MPO/TAC meeting
Thu 12/6 Employee Holiday Party
Mon 12/10 Trustees of the Trust Funds
Tue 12/11 Energy Commission
Wed 12/12 Conservation Commission
Wed 12/12 Heritage Commission

Meetings to report on:

Tue 11/27 All employee meeting
Wed 11/28 Conservation Commission
Thu 11/29 Lamprey Cooperative Budget mtg
Thu 11/29 Rt 108 Corridor Committee
Fri 11/30 PTAPP meeting
Sun 12/2 Holiday Tree Lighting

IV Park Permits/Municipal Center & Firehouse Rentals: (see signature file)

V Department Reports:

Pending Issues

-Administration:

Weekly

Doe Run Lane tax deed property
Purchasing policy creation
Proposed layout of the office
MRI Police Chief Recruitment contract
Police Chief Job Description and salary range
Christmas Eve office scheduling
Jaqueline Way Bond release
Vacation payment in lieu of use requests
Demolition proposal
NP to discuss personnel matter

-Highway:

1st Monday of the Month

Stop sign installed at entrance from Gifford Fields to Jackrabbit Ln.

-Parks & Recreation:

4th Monday of the Month

Previous/next months' activities schedule & enrollments
Report on Recreation Revolving Fund
Departmental Reorganization Plan
Trailhead signs for parking
Flag pole project at SHP for the Friends Group
One Sky donation of a universal swing-value and status
Additional lighting installed on the natural skating rink

-Police: 2nd Monday of the Month
Narcans use or availability in PD for officer safety
DARE Fund status
Police Facebook and webpage posting on bike safety and rules of the road
Large Assembly and Vendor Ordinances
Stratham Circle traffic safety

-Fire/OEM: 2nd Monday of the Month
Fire Dept. Details
Written EMS billing aging report write-off policy
Criteria to be used to measure need for a full-time FD
Revisit FD cleaning and maintenance efforts
FD timesheet submittals

-CEO/Building Inspector: 3rd Monday of the Month
Report on building activity
Report on home occupation reviews
Chisholm Farm HOA trail maintenance enforcement

-Town Clerk/Tax Collector: quarterly as needed

-Town Planner: 3rd Monday of the Month
Report on planning activity
Report on offsite improvement funds and performance bonds
Chisholm Farm HOA trail maintenance enforcement
Are schools required to file a NOI for the MS4

-Town Assessor: 4th Monday of the Month
Abatement & applications for Exemptions/Tax Credits
Develop a proposed index of elderly exemptions to be
proposed 2019 TM

VI Committee Reports

VII Old Business

- A. Appointments for 2018 vacancies to various boards/commissions/committees.
- i. Board of Adjustment—2 regular and 2 alternate members
 - ii. Recreation Commission—2 regular & 1 alternate members
 - iii. Public Works Commission—1 regular & 2 alternate members
 - iv. Rockingham Planning Commission—1 alternate representative
 - v. Southeast Watershed Alliance—1 regular representative
 - vi. ESRLAC—2 regular representatives
- B. Continued discussion on the disposition of the Bartlett-Cushman House including a possible preservation easement and current offers to purchase the property. Enter into a Letter of Agreement with the NH Preservation Alliance regarding the easement.
- C. Skate Park site selection update and acceptance of a design contract.

VIII New Business

- A. Public Forum regarding the demolition of the Smyk House at 7 Bunker Hill Avenue.
- B. Appointing an Acting Police Chief effective December 8, 2018.
- C. Enter into a contract with MRI to conduct a search for a new Police Chief.
- D. Cemetery Trustees to discuss tree trimming and removal at Maple Lane Cemetery.
- E. Opening bids for printing the 2018 Town Report.

IX Public Comments

- X Incoming & Outgoing correspondence, pending items and check authorizations
- Road excavation permits
 - Working on RFP's for elevator & generator maintenance.
 - Policies for charges for copies of public records.

XI Adjournment

91-A:3 Nonpublic Sessions:

- I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.
- (b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.
- (c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

(Paragraph II has been edited down to only those exceptions applicable to Towns.)

- II. Only the following matters shall be considered or acted upon in nonpublic session:
 - (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected
 - (1) has a right to a meeting, and
 - (2) requests that the meeting be open, in which case the request shall be granted.
 - (b) The hiring of any person as a public employee.
 - (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
 - (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
 - (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.
 - (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
 - (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
 - (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.