

## **MINUTES OF THE DECEMBER 21, 2020 SELECT BOARD MEETING**

**MEMBERS PARTICIPATING:** Board Members Chair Mike Houghton participating via conference call, Vice Chair Joe Lovejoy, Board Member Allison Knab along with Town Administrator David Moore.

The Board Chair opened the meeting at 7:00 p.m.

Mr. Lovejoy motioned to approve the minutes from December 7, 2020 as presented. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton directed attention to the correspondence from Connie Gilman. Mr. Moore said he planned to address some of the items under his administration report. Discussion was deferred.

Mr. Houghton requested Fire Chief Matt Larrabee give his department report. They had their awards night a week ago. Lights 4 Lives was a success. There was a fire at Burger King, no injuries. He has been doing inspections with Shanti. They are testing Fire cisterns at Treat Farm. He's been working on the budget, getting ready for the joint Budget Advisory Committee and Select Board presentation tomorrow. Mr. Lovejoy informed the group that at the ceremony, Chief Larrabee was given an award for 20 years of service. The group congratulated him. Chief Larrabee continued his presentation addressing budget items. He feels a staffing change is necessary to provide the coverage the Town needs and gave information to support this request. He said the department will have two warrant articles: one for portable radios from the EMS fund and Capital Reserve fund and the usual request to move funds from the ambulance account for EMS Training and ALS services.

### **NEW BUSINESS**

Mr. Moore reported out that he had confirmed through the Planning Department records that Murphy Lane was intended to be a public road. Mr. Lovejoy voted to accept the road deed for Murphy Lane pursuant to the public hearing held Dec. 7<sup>th</sup>. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore stated that Porsche of Stratham has requested a release of their bond in the amount of \$788,040. There is only one issue outstanding regarding the sidewalk and a guide wire to be installed by Unitil. They discussed placement of the guide wire and sidewalk. They questioned if the plan was approved by the Planning Board and if the as-built condition meets the approved site plan. Following the discussion Mr. Lovejoy moved to approve either a partial release of the bond, retaining \$50,000 to rectify the issue pertaining to the sidewalk obstruction. Or, following a determination made by the Town Administrator that the obstruction was included on the Planning Board approved site plan, a full release of the bond of (\$788,040) is authorized. Ms. Knab seconded the motion. All voted in favor.

Next, Mr. Moore directed attention to a memo on a room reservation policy change recommended by Parks & Recreation Director Seth Hickey. The memo outlines two options: Do nothing or limit functions to meetings, but not private parties. The meetings envisioned would include business meetings of condo associations or meetings no non-profit organizations.

Celebrations or parties generally involving food, games and decorations (glitter) are proposed not to be permitted. In the past, private parties have caused some damage to floor finishing and require more intensive clean-up from our staff. Charging additional clean up fees or requiring a deposit was discussed. They decided to defer making a decision. Mr. Moore will confer with staff and discuss the feedback from the conversation and report back with an alternative approach as appropriate.

Mr. Moore called attention to the memo from Mr. Hickey requesting the renewal of the charge for the PCAC. Ms. Knab motioned to accept the PCAC continuing to function as an ad hoc committee for a one-year term. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore addressed the Trail Management Plan. Ms. Knab said the Conservation Commission has reviewed a prior plan and suggested changes. They have not reviewed the final plan. The Board decided to defer a decision until the Conservation Commission approved the final plan.

Mr. Moore informed the Board of the feedback he's received from residents regarding the curbside collection rollout. Most residents contacted us seeking clarification on how the program affects them. Mr. Moore has discussed with Director of Public Works Nate Mears opening the Transfer Station during the week. They discussed some issues that will likely occur. Ms. Knab motioned to open the Transfer Station on Thursdays from 2:00 – 6:00 beginning in April. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore stated that as with other funds we have accepted this year in response to Covid 19, we must also do that with the FEMA grant funds. Mr. Lovejoy motioned to accept and expend the FEMA funds for emergency protective measures taken in response to Covid 19. Ms. Knab seconded the motion. All voted in favor.

Rockingham Planning Commission (RPC) has reached out to us regarding a source water protection plan. This is not related to the PFAS issues. The focus of this study is to assess other threats to the drinking water supply. The RPC has suggested involvement from voices on the Select Board, Planning Board and Conservation Commission as well as Town staff. Attention to water quality would be a proactive step. The Board gave their support. Ms. Knab volunteered her participation in the project.

Mr. Moore presented recommended actions and forms from the Town Assessor. Ms. Knab motioned to approve the Veteran's credit as recommended. Mr. Lovejoy seconded the motion. All voted in favor. Mr. Houghton motioned to approve the Intent to Excavate for Tax Map 3 Lot 1 (Lindt Sprungli) as recommended by the Assessor. Ms. Knab seconded the motion. All voted in favor. Mr. Moore said that a signature is needed on the Equalization ratio by DRA. We have met the standard for our values as it relates to market sales.

Mr. Moore announced that the new Town Planner will start January 11<sup>th</sup>. He requested we continue to incur hours by the MRI consultant to facilitate the transition.

The first Budget Advisory Committee meeting will be tomorrow, December 22<sup>nd</sup>. Mr. Moore gave a brief outline for the meeting.

Mr. Moore noted that he has contacted the Trustees of the Smyk estate to obtain information on the progress on a plaque for the property. Nothing has been done so he offered the Town's assistance which they accepted. He will coordinated with Director of Public Works on the project as well as the Parks & Recreation Director.

Mr. Moore reported that the auditors were here for three days last week. They have finished their work here.

New Life Baptist Church has requested continued use of Room A on Sunday mornings under the same conditions as in the past (in exchange for weekly cleaning of the space in agreed upon areas). Ms. Knab motioned to approve the use. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Lovejoy motioned to appoint Pamela Hollasch as a regular member to fill the unexpired term (2022) left by Colin Lavery to the Planning Board. Ms. Knab seconded the motion. All voted in favor.

At 8:29 pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II, to discuss personnel matters related to compensation. Mr. Lovejoy seconded the motion. All voted in favor.

The Board resumed the public session at 9:48 p.m. At 9:48 p.m., Mr. Houghton made a motion to seal the minutes noting that failure to do so would render a proposed action ineffective. All voted in favor.

Mr. Lovejoy moved to adjourn the meeting at 9:49 p.m. Ms. Knab seconded. All voted in favor. The meeting was adjourned at 9:49 p.m.

Respectfully submitted,

Karen Richard  
Recording Secretary