

MINUTES OF THE OCTOBER 19, 2020 SELECT BOARD MEETING

MEMBERS PARTICIPATING: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board Member Allison Knab along with Town Administrator David Moore and Director of Public Works Nate Mears. Town Assessor Andrea Lewy and Town Planner Tavis Austin.

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

Mr. Lovejoy made a motion to approve the October 5, 2020 minutes. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Bailey Grijalva who came before the Board to talk about The Borgen Project. The Borgen Project is focused on downsizing global poverty. Ms. Grijalva requested the Board send a letter to the legislative delegation in support of increasing the international affairs budget and Covid relief. Mr. Houghton thanked her for the input and will take the matter under advisement.

Mr. Houghton then called upon Nate Mears to discuss the Casella Waste Management contract. At 7:15 p.m. Ms. Knab motioned to go into a non-public session. Mr. Lovejoy seconded the motion. All voted in favor. At 7:55 p.m. Mr. Houghton motioned to come out of the non-public session and seal the minutes finding that failure to do so would render a proposed action ineffective. Mr. Lovejoy seconded. All voted in favor.

Mr. Lovejoy motioned to approve the six-year contract beginning in February 2021 with Casella Waste Management to collect waste and recyclables for the Town of Stratham and to authorize the Town Administrator to sign a one-month extension contract on the current agreement from January to February 1st. Ms. Knab seconded the motion. Mr. Moore briefly described the program characteristics, which included many favorable and advantageous changes from earlier program design. Under the program recycling and trash will be picked up each week, cart sizes will be adjusted according to housing type, and the Town will not own or manage the carts or their delivery. He said the staff is drafting the explanatory materials and scheduling information that will be required to ensure a smooth rollout. All voted in favor of the motion.

Mr. Moore stated the Town is working with The Recycling Partnership to leverage grant fund monies to help offset collection costs the Town will pay for recycling. He said the Town is achieving TRP goals by ensuring recycling continues in a way that includes the use of recycled plastic containers and through the use of lids to keep recycling content from blowing around on recycling days. The grant value is approximately \$51,000 due to a change in their grant making criteria. Pending the receipt of the funds, a public hearing must be held, probably in November or December. The Board thanked Mr. Mears and Ms. Duhamel for all the work they have done to move this project forward.

Mr. Houghton directed attention to correspondence. An email was received from resident David Moisan requesting traffic safety measures at what he believes to be a dangerous intersection at Muirfield and Shannon Dr. The DPW Director and Police Chief have looked into the matter

previously and did not recommend a stop sign. Alternative solutions are being sought and Mr. Moore will ensure a coordinated response from the Town.

Town Planner Tavis Austin presented a bond reduction. Mr. Houghton made a motion to approve the reduction in the surety bond for Treat Farm roadways by \$132,708.11. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Austin drew attention to the current bond status report. Referring to a question Fire Chief Matt Larrabee had from the prior meeting, Mr. Austin said that the monies set aside for fire cistern improvements could potentially be classified to address fire cistern needs in areas broader than the account labels infer. Recent Town projects have set aside a separate fire cistern easement to allow the Town to add fire suppression capabilities. The fire chief has prioritized locations for cisterns. The Planning Board has a history of doing it but the process hasn't been memorialized. The Board requested confirmation regarding the authority to move the funds. Mr. Austin will provide. Discussion ensued regarding Planning Board processes for releasing bonds and the Select Board's role in that process.

Next, Mr. Austin updated the Board on Planning Board activities. He outlined the timeline for public hearings and deadlines for petitions.

Mr. Austin submitted his resignation and requested an exit interview some time before the 29th.

Mr. Austin and Town Assessor Andrea Lewy explained a project that which outlines conservation easements. They hope to eventually tie it to GIS maps which would allow the public easily access the locations of the easements and the details of each property.

The Board said they will organize an exit interview for Mr. Austin. They thanked him for his work and wished him well with his new opportunity.

ASSESSING

Town Assessor Andrea Lewy presented the veterans' credits, recommending approval for two, denial for one based on ineligibility. Ms. Knab made a motion to approve the veteran's credits as recommended by Ms. Lewy. Mr. Lovejoy seconded the motion. All voted in favor.

She then presented an Intent to Cut for Lindt. Ms. Knab moved to approve the Intent to Cut Warrant for Lindt for \$123.25. Mr. Lovejoy seconded the motion. All voted in favor. The Board signed the form.

Ms. Lewy spoke in general about the two superior court cases and three Bureau of Tax & Land Appeals cases.

In response to Mr. Houghton's question, Ms. Lewy explained the effect of having Assessing Assistant Jim Joseph provide ongoing assistance to the town clerks during this election period. He has not been able to do field work which provides data verification, an important part of the reval process. This work is done over the course of a four-year period so the data is available for the revaluation year. Mr. Houghton thanked her for the explanation.

NEW BUSINESS

Mr. Houghton drew attention to the 2021 Select Board schedule. Mr. Moore noted he included the Code Enforcement/Building Inspector on the schedule reflecting the organizational change made during the year. After confirming the bi-annual reporting dates in the Investment Policy, he will add the Treasurer to the schedule. Mr. Houghton motioned to adopt the 2021 Select Board schedule. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Houghton reviewed and discussed the Ballot Clerk list. Mr. Lovejoy motioned to approve the Ballot Clerk list as presented. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore indicated a need to hold a Public Hearing for the flood insurance map update. According to state law, the Board can adopt by resolution new maps which can be incorporated by reference in the Zoning Ordinance. The Planning Board is also advancing on process steps, which will be timed to conclude prior to Select Board action following the public hearing. Mr. Houghton motioned to approve scheduling the public hearing. Ms. Knab seconded the motion. All voted in favor.

ADMINISTRATION

Mr. Moore reported on the ongoing election preparations. He reviewed the logistics. They discussed the Board's participation on Election Day. He is making every effort to ensure the public is aware of the change in voting location. Due to the election, the Select Board will change their regular meeting to November 9th.

Mr. Moore will post the Town Planner position on NHMA, APA New England and other municipal sites, as well as Indeed. He requested a non-public later in the meeting to further discuss the issue.

Next, Mr. Moore advised the Board that CARES Fund Act requests must be submitted by October 30th. The guidance from the state directly and through NHMA indirectly that all public safety salaries and benefits are eligible for reimbursement. The issue has been one of some consternation in the NH municipal management community since the guidance about eligibility of staffing costs and required documentation has been revised. The Board agreed that they support an aggressive submittal that will ensure the Town accesses all of the funds available.

Mr. Moore reminded the Board that there will be a cookout at the Police station on October 22. Looking at their calendars, they gave their availability to Mr. Moore to schedule exit interviews for Tavis Austin and Mel McGrail. Ms. Knab made a motion to accept Mr. Austin's resignation. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore called attention to the draft Police Detail Revolving Fund Policy in the packet. He plans to review further with Finance Administrator Dawna Duhamel and Chief King, but comments and observations are welcome at any time.

He has received feedback from committee chairs regarding the Appointment Policy and Procedures draft distributed for comment. This document provides clear policy and procedures

related to the appointment process for the Town's Boards and Commissions seats under the appointment authority of the Select Board.

Mr. Moore presented a raffle permit request from the NHSPCA. Ms. Knab motioned to approve the NHSPCA raffle permit application. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore presented an updated document that tracks the various initiatives staff are working on. It's organized by goals. Mr. Moore also provided a list of open Planning projects that the staff is ensuring are followed-up on in the absence of the Town Planner following the 29th of October. Mr. Moore is working with staff in Assessing and Building on the Planner transition and reaching out for interim planning assistance from the Rockingham Planning Commission.

At 9:23 pm Mr. Houghton motioned to go into a non-public session to discuss items related to personnel in accordance with RSA 91-A:3, II(a). Mr. Lovejoy seconded the motion. All voted in favor.

At 10:12 p.m. Ms. Knab to come out of the non-public session and seal the minutes finding that failure to do so would render a proposed action ineffective. Mr. Lovejoy seconded the motion and all voted in favor.

At 10:12 pm Mr. Houghton motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary