

MINUTES OF THE NOVEMBER 21, 2022 SELECT BOARD SPECIAL MEETING

MEMBERS PRESENT: Board Members Chair Mike Houghton, Vice Chair Allison Knab, Joe Anderson

ALSO PRESENT: Town Administrator David Moore, Finance Administrator Christiane McAllister

Mr. Anderson motioned to approve the Select Board minutes from October 20, November 1 and November 15, 2022. Ms. Knab seconded the motion. All voted in favor.

CORRESPONDENCE

Mr. Houghton directed attention to correspondence. Mr. Moore reported receiving a letter from NHMA regarding the disposition of files related to the Town's past use of the legal inquiries service. He recommends no action be taken. We received the dues request from Rockingham Planning Commission. We factor it into our budget and is for the board's information only. Unutil is requesting we execute a new agreement regarding streetlights. Mr. Houghton recommended we send it to the Energy Commission for review, which was later amended to authorize the Town Administrator to execute following the Energy Commission review. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton moved to the third and final reading of the Solid Waste Ordinance. Mr. Moore explained that there had been a change regarding fees since the previous Public Hearing. The fees will be included in the Ordinance, but will expire at the adoption of warrant article at Town Meeting allowing the Board to adopt fees outside of the ordinance process. Ms. Knab motioned acceptance of the final reading of the Solid Waste Ordinance as amended. Mr. Anderson seconded the motion. All voted in favor.

NEW BUSINESS

Mr. Moore called attention to a memo from the Town Planner recommending release of the retainer for the performance guarantee for 104 Portsmouth Ave. Mr. Houghton motioned to release the remaining funds held under performance guarantee held for NHSPCA in the amount of \$35,746. Mr. Anderson seconded the motion. All voted in favor. To ensure a more consistent process, performance bonds will be held in the Finance office.

Mr. Moore spoke about the memo from Town Clerk/Tax Collector Deborah Bakie requesting an amendment to the Policy on Uncollectible Funds. She has worked with Ms. McAllister on an update to the policy to include reference to electronic funds and to extend authority to her regarding replacement payments in the case of repeat offenders. Mr. Moore recommended this amended policy be included in the annual compendium of Select Board policies. This policy would be a town-wide policy. Mr. Houghton motioned to adopt the updated policy for uncollectible funds payable to the Town of Stratham. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore reviewed the timeline for the draft budget. He reminded the Board that they need to appoint a School Board representative. Mr. Anderson volunteered.

At 7:18 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II (c) to discuss matters which, if discussed in public, would likely affect adversely the reputation of another. Mr. Anderson seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 8:57 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting that failure to do so would render a proposed action ineffective. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton directed attention to the Capital Improvement Plan. Mr. Moore presented a draft CIP for 2023 and also included Capital Reserve Funds. The CIP needs to be consistent with the Master Plan. A draft will be presented to the Planning Board in December. Mr. Moore highlighted various items in the CIP including a police cruiser replacement, upgrades to town-wide technology, storm water planning, investments pertaining to the Master Plan, PFAS remediation, etc. He expressed appreciation to Ms. McAllister for devising a new tracking system making this a much easier process. Some of the projects may fit under the ARPA guidelines and could be funded through that program. He gave an overview of the Capital Fund Transfers. The remainder of the ARPA grant funds must be spent by 2024. Potential projects include ventilation upgrades at the Police Department and Municipal Center, Stevens Park improvements, Municipal Center audio / visual upgrades. Included in the packet is the current balance of the Trust Funds which is used to inform our balances on the Capital Plan.

Mr. Moore reviewed the Capital Reserve Funds for the Highway and Fire departments. He noted the Highway Capital Reserve Funds are on track for the expected vehicle replacements over the coming years. He detailed the funding sources for replacement of Fire Engine One. They discussed various other possibilities to fund the engine. Ms. McAllister recommended using the lapsing CIP fund balances. Mr. Moore preferred to keep the revenue sources consistent year over year. Because we have the funding, a vote at Town Meeting is not required to purchase the Fire Truck; we only need authorization to use the Special Revenue Funds. They discussed the reasons why it wouldn't be prudent to purchase the Engine One now.

Mr. Moore referred to his monthly update on goals.

TOWN ADMINISTRATION

Mr. Moore reported that the Jana Lane land donation transaction paperwork is underway.

Mr. Moore brought forward a proposal for 24-hour coverage in public works that is a follow-up to authorizing the departmental cell phone. The program will distribute response to emergency calls across the staff. Crew members will take turns being on call for two weeks at a time. Compensation for this will be \$20/day (pay rate of \$3.50/hour). The cost impact to the Town is \$5,500. Ms. McAllister explained how doing it this way meets the requirements for NH Retirement and the Dept. of Labor.

Ms. Knab motioned to authorize the DPW Director to move forward with the 24-hour coverage program as proposed. Mr. Anderson seconded the motion. All voted in favor.

Referring to the packet, Mr. Moore referred to the progress being made for the dedication for the Joan Sewall room thanks to Nate Merrill.

Members to be appointed to the Open Space and Connectivity Steering Committee were discussed to be as follows:

John Kunowski, Planning Board
Kate Dardinski, Recreation Commission
Select Board Member
Dan Crow, Stratham Hill Park Association
Jeff Hyland, Heritage Commission
Bill McCarthy, Trail Management Advisory Committee
Brad Jones, Conservation Commission
Kate Davis, citizen representative
Chris Zaremba, citizen representative
Tim Roche, citizen representative
Mark Connors, ex officio
Seth Hickey, ex officio

Ms. Knab motioned to appoint the names listed to the Open Space and Connectivity Steering Committee. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore presented a draft job description for a DPW Administrative Coordinator. Ms. Knab motioned to authorize the Town Administrator to move forward with posting the part-time job description as provided at a rate of \$21 - \$24/hour. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore reported that although the Energy Commission hasn't met for the past two months they have been very involved in assessing the Community Power initiative, intended to help lower energy costs for residents. Mr. Moore suggested an Energy Commission representative attend a December Select Board meeting to speak in support of a recommendation or next steps in considering community power. A vote at Town Meeting will be required to implement that.

Mr. Moore reminded the Board of upcoming events. On Dec. 19th the Police plan to hold a ceremony to recognize and celebrate the various police department promotions.

Mr. Moore reported a well pump failure at SHP that we are on target for replacing. It will cost approximately \$7,000 to repair.

Mr. Moore received a request from the Fire Chief to sell two outdated trailers, owned and stored at the Fire Dept. He has identified a trailer that he would like to purchase to transport the Kubota. Mr. Anderson motioned to authorize Fire Chief Denton to dispose of the two trailers outlined with the money to be deposited into the General Fund. Ms. Knab seconded the motion. All voted in favor.

RESERVATIONS

Mr. Anderson motioned to approve the Lights 4 Lives Raffle Permit application for a Dec. 17th raffle. Ms. Knab seconded the motion. All voted in favor.

Ms. Knab motioned approval for the bonfire request for the Lights 4 Lives event on Dec. 17th. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore received a request to waive the fee for the Seacoast Charter School's use of Room A for a meeting on Dec. 14th. They have submitted their 501c3 letter. Mr. Anderson motioned to approve use of the room and waive the fee. Ms. Knab seconded the motion. All voted in favor.

APPOINTMENTS

Ms. Knab motioned to move forward Jessie Hook and Ryan Guerette's nomination to the Recreation Commission. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned to move forward Lucy Cushman's nomination to the Heritage Commission. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton motioned to appoint Nathan Allison to the Planning Board to fill the vacant alternate position for a three year term or other term length to be determined based on the vacancy. Ms. Knab seconded the motion. All voted in favor.

Ms. McAllister requested that because of the holiday the Board come in to sign checks on Tuesday as opposed to the usual Wednesday.

At 10:29 p.m. Mr. Anderson motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary