

## **MINUTES OF THE APRIL 1, 2024 SELECT BOARD MEETING**

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

**ALSO PRESENT:** Town Administrator David Moore, Finance Administrator Christiane McAllister, Fire Chief Jeff Denton, Police Chief Anthony King

At 6:30 p.m. Mr. Houghton called the meeting to order and moved to go into a non-public session in accordance with RSA 91-A:3, II (a) Personnel. Ms. Knab seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes.

At 7:01 pm the public meeting resumed. Mr. Houghton moved to seal the minutes noting failure to do so may render a proposed action ineffective. Ms. Knab seconded the motion. All voted in favor.

At 7:01 pm Mr. Houghton asked for a motion on the minutes. Mr. Anderson motioned to accept the minutes of March 18 and March 27, 2024. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Fire Chief Jeff Denton for his department report. On March 19<sup>th</sup> at the Stratham Fire Dept. Association meeting, the members officially voted him as Chief for the next two years. Chief Denton praised the Stratham Police Department, noting they had a difficult call overnight and Chief King and his officers were instrumental in making it go smooth. Chief Denton continued, noting the department is moving forward with the ESO transition for the Fire Dept. Database program. This brings in extra capability regarding records reporting. Peggy Crosby is the Project Manager for this project.

Chief Denton called attention to the Outdoor Special Event Emergency Operations Plan that he, Police Chief King and Parks and Recreation Director Seth Hickey have created. They will continue to refine it, adding parameters and thresholds for implementation. Mr. Anderson inquired about the approval process. Chief Denton explained that because each department requires its own special permits, an applicant would initially go to the Building Dept. From there, the department(s) that should be involved would be notified. The plan will remain flexible. They continued to talk about items that might be included. The Board felt they were on the right path. Chief King added that the plan is comprehensive and addresses all emergency events. Ms. Knab expressed concern about overburdening families wanting to rent the pavilions. Criteria that would trigger the process would depend on the type of event. Once the plan is finalized, it will be updated on a regular basis. They will continue to work on the plan and bring it back to the Board.

Next Chief Denton sought guidance on planning for truck replacements. The forestry truck is due to be replaced in 2025; Engine 3 is scheduled for replacement in 2028. There is a two to three year wait from the time the order is placed. The new ambulance is scheduled to arrive in September; a year after the 12 – 16 months agreed to in our contract. In order to plan for rolling

stock in 2025, Mr. Moore advised that they revisit the timing strategy during the discussions of preparing the CIP in the fall of this year.

Chief Denton reported working on the Standard Operating Guidance for the new door trainer and VEIS room training devices. Training to begin late spring on these devices.

Chief Denton reported that several business in town are undertaking projects which have been time consuming due to code enforcement and power issues.

Finally, Chief Denton reported on several calls they've responded to, including assisting Greenland with a structure fire at 2:00 am and an EMS trauma call earlier today.

Mr. Houghton moved to the Public Comment portion of the agenda. Resident Robbi-Lyn Ward, 141 Stratham Heights Road, said that she and her husband Kevin purchased their home in 2020. She spoke about a significant amount of water draining into their yard, their driveway and their basement. It is her contention that when developments were created, there was no plan for proper water drainage. As a result, her driveway and yard are flooded with water from several different sources. She has met with DPW and Planning personnel who have done site walks on her property. She wants to Town to define the authority for the placement of a culvert she contended is located on her property and to stop the water. Mr. Houghton vowed to bring together resources to better understand the situation and that the Town will respond.

At 7:46 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II (a) Personnel. Ms. Knab seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes.

At 10:13 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting failure to do so may render a proposed action ineffective. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton moved to the agenda item regarding Mr. Hopping. Ms. Knab motioned to recommend naming the home dugout at Stevens Park after long-time baseball coach and mentor John Hopping after receiving such positive reports on him and to authorize a sign to be erected in coordination to be approved in form and content by Town Administration. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton called attention to the request for a Permit to Bait. The Board decided not to approve the permit.

Next Mr. Houghton moved to the Stormwater Agreement and Performance Agreement for Chase Bank. Ms. Knab authorized the Chair to sign the agreements for Chase Bank, 28 Portsmouth Avenue. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton moved to the Trail Management Advisory Committee item on the agenda. Ms. Knab wanted to amend their charge to act as an advisory committee to the Town and Select Board in conjunction with other stakeholders.

Mr. Houghton directed attention to the Select Board liaisons. Ms. Knab noted she attends the Stratham Hill Park Association meetings. They decided to continue the liaisons as they are.

#### ADMINISTRATION

Mr. Moore reported that as a result of the rains and the underground installation of the propane tanks, the raised beds cannot go where they were planned. Alternative locations have been identified and new beds initially placed; the Board was comfortable with the new locations.

#### CORRESPONDENCE

Mr. Moore reported that Nate Merrill, Heritage Commission, requested the materials noted in the Archaeological letter be returned to the Town. The Board agreed.

Mr. Moore called attention to the Library Proclamation.

#### INFORMATIONAL ITEMS

Mr. Moore reported that as a result of a discussion from the prior board meeting, he, Ms. McAllister and Mr. Stevens are making great progress on planning for capital reserve. Ms. McAllister is creating a document that will allow us to track rolling stock much better. Mr. Houghton emphasized it will be important to recalibrate based on inflation.

Mr. Moore advised them that the Public Works open house will be May 22. We will be publicizing it soon.

Mr. Moore asked the Board to authorize him to sign the form to designate Will Dinsmore as our Health Officer. Mr. Anderson voted to identify Will Dinsmore, Building Inspector, as our Health Officer for the Town of Stratham. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore reported concern about the impact of two colonies of beavers in the park. He advised that a policy recommendation is being developed and will update the Board.

#### RESERVATIONS

Ms. Knab motioned support for refunding the amount of \$400 to the Seacoast Beekeepers Association of NH for their use of the Sewall Room as they have obtained non-profit status. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned support for waiving the fee for the Connors Climb Foundation for their use of the Front Pavilion on May 16<sup>th</sup>. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson motioned to approve the Great Bay 5K Road Race use of the Front Pavilion on October 26, 2024 and to waive the fee. Mr. Houghton seconded the motion. Ms. Knab abstained because she is involved with the requesting party. Motion passed.

#### APPOINTMENTS

Ms. Knab motioned to re-appoint Gale Lyon, Kathy Bower and Michele McCann-Conti as Alternates to the Wiggin Memorial Library Board of Trustees for a one year term as

recommended by the Library Board of Trustees. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab said that she would not be able to attend the Seabrook drill on Wednesday due to a previous engagement.

At 10:40 pm Ms. Knab motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary