

## **MINUTES OF THE APRIL 17, 2023 SELECT BOARD MEETING**

**MEMBERS PRESENT:** Board Members Vice Chair Allison Knab, Joe Anderson. Chair Mike Houghton was absent.

**ALSO PRESENT:** Town Administrator David Moore, Finance Administrator Christiane McAllister, Town Clerk/Tax Collector Deborah Bakie, Town Planner Mark Connors

At 7:00 pm Ms. Knab opened the regular meeting and requested a motion on the April 3<sup>rd</sup> minutes. Mr. Anderson motioned to accept the minutes of April 3, 2023. Ms. Knab seconded the motion. All voted in favor.

Ms. Knab read the National Library Week proclamation. They signed the proclamation.

Ms. Knab recognized Town Planner Mark Connors. Mr. Connors reviewed current land use activity which is seeing an uptick with the Spring season. Mr. Anderson asked about our process for verifying that structures are built according to their approved plans. Discussion ensued with recommendations and next steps being put forth. Mr. Connors moved on to Zoning Board applications. He reported on a request for a variance involving a solar array application. The process for applications impacting wetlands was reviewed.

Mr. Connors reported that Rt. 33 applications have been coming in. The purchase of the Pace property through the Conservation Commission Fund is moving forward. Mr. Pace asked for a press release when it goes through.

Mr. Connors gave an update on Planning Board applications. The group discussed the Stoney Brook planning application, 275 Portsmouth Ave and Aberdeen West.

Other projects Mr. Connors discussed include the Age Friendly Community Plan. A subcommittee that focuses on communication has been formed. The RPC will provide further direction. Ms. Knab suggested an update to the website. Open Space Planning Committee has had two meetings so far. They plan to do public outreach in early summer.

Mr. Connors noted that the Building Dept. is short staffed. It has been challenging but they are managing.

Ms. Knab recognized Town Clerk/Tax Collector Deborah Bakie. Ms. Bakie requested release of the funds from the CIP to purchase the voting booths as approved at Town Meeting. Ms. Bakie commented on the durability and privacy of the proposed new booths. Ms. Knab motioned to release the CIP funds in the amount of \$15,000 for the voting booths. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab recalled that the Select Board had previously decided to hold all town elections in one place (SMS) to avoid confusion. However, in the wake of recent events, Ms. Knab would like to ensure that decision is revisited. She expressed concern with any dates where the school would be open during an election. She requested Mr. Moore put it on the May 1<sup>st</sup> agenda so that the

issue could be discussed when Mr. Houghton and Chief King are present. Ms. Bakie suggested the school consider holding remote learning days on election days.

Ms. Bakie thanked the Board for their support with introducing a lunch break for her office staff.

Ms. Knab recognized Ms. McAllister for her finance update. Ms. McAllister reported on the March financials. The Treasurer is attempting to reconcile the accounts for March but has encountered variances for all. Ms. McAllister will meet with her to discuss. They discussed the timing of receiving the Treasurer's reconciliations. Mr. Anderson expressed concern about the lack of reconciled accounts. Mr. Moore will set up a meeting with the Treasurer, Ms. McAllister and Mr. Anderson to discuss. Ms. McAllister noted the Treasurer was tasked with creating a new way to reconcile the accounts. Assembling all the pieces of information is more complex than they realize. They suggested perhaps she needs more support.

Ms. McAllister updated the Financial Summary report in the General Fund to make the cash flow more apparent. She, in coordination with the Trustees of the Trust Funds, worked with Cambridge Trust to allow electronic transfers which improves operations.

Ms. Knab motioned to open the public hearing to discuss the Transfer Station Fees and proposed revisions. Mr. Anderson seconded the motion. All voted in favor. Ms. Knab called for public comment on the Transfer Station fees. Upon hearing none, Ms. Knab motioned to close the public hearing. Mr. Anderson seconded the motion. All voted in favor. Mr. Anderson voiced support for Public Works Director's recommendations. Mr. Anderson motioned to pass the Transfer Station fees as presented in the March 21, 2023 letter from Nate Mears. Ms. Knab seconded the motion. All voted in favor. Mr. Moore clarified that this vote is following up on a process that began with the Town's adoption of 41:9-a. Last year the Solid Waste Ordinance was adopted which included fees to be sunset upon completion of this process. With adoption tonight those fees become null and void. This new way of adopting Transfer Station fees goes into effect. They plan to review the fees annually.

#### NEW BUSINESS

Ms. Knab moved to the Community Power Coalition of NH (CPCNH) item on the agenda. Mr. Moore explained that by signing the Joint Powers Agreement (action taken earlier in the spring) we will become a member of the CPCNH. As a part of becoming a member, we are required to designate a primary and an alternate representative to the coalition. Mr. Anderson said the EAC suggested two of their members be the designee (primary be Paul Deschaine and alternate be Charlie Case). Mr. Anderson motioned to designate Paul Deschaine as the voting member to represent Stratham at the Community Power Coalition of NH and Charlie Case as the alternate member. Ms. Knab seconded the motion. All voted in favor.

Mr. Knab moved to the agenda item regarding being an Age Friendly Community. Mr. Anderson suggested adding under number 2, identify additional outreach methods. Ms. Knab noted it was interesting that the older residents were very cognizant of wanting it to represent younger residents as well and the challenges associated with that. Mr. Anderson motioned to adopt the draft charge as amended and reappoint the committee members to include Tracy Abbott, Lucy Cushman, Dick Swett, Roberta Febo, Chris Zaremba and Allison Knab as Select

Board representative and Mark Connors and Scott Campbell as ex-officio. Ms. Knab seconded the motion. All voted in favor. An addition to the committee will be discussed later in the meeting.

Next, Ms. Knab moved to the release of funds from the golf fundraiser. Mr. Moore added that these funds are available in accordance with the donation terms. The terms of the donation from the Fire Association established a process for releasing these funds. Ms. McAllister described the accounting for the donation. Ms. Knab motioned to approve the release of \$5,547 from the Stratham First Responder Golf Tournament donated funds as matching funds for the NH Highway Safety grant match as described in Chief King's April 10<sup>th</sup> memo. Mr. Anderson seconded the motion. All voted in favor.

#### ADMINISTRATION

Mr. Moore said that Karen Richard is coordinating the Covid 19 vaccine clinic which will be Tuesday, May 9<sup>th</sup>.

Mr. Moore stated that the Energy Aggregation Committee has developed a schedule to implement the energy aggregation plan. They will do public outreach in May and June. They hope to give the Select Board the option of moving forward with an additional Town Meeting in the fall if the Board chooses to do so. They discussed timing and legal requirements of holding a special town meeting, which are minimal given there is no request for an appropriation. As Select Board representative on the EAC, Mr. Anderson gave the Board an update on their work.

As a follow up to the Age Friendly survey response regarding transportation as a priority, Mr. Moore reported that some staff met with Carol Gulla of TASC to discuss TASC's transportation services in town. We wanted to gain a greater understanding of their services, needs and goals and how we can better collaborate.

Mr. Moore received a request from the Community Church to include in an upcoming Select Board newsletter information about their community supper fundraiser. The Board discussed possible guidelines they would adhere to for organizations requesting inclusion in the newsletter. They approved the request.

Mr. Moore called attention to the ESRLAC correspondence.

At 8:25pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A3, II(c and e) for the purpose of discussing matters that might affect the reputation of another and to discuss legal advice. Mr. Anderson seconded the motion. Roll call: Knab-yes, Anderson-yes

The Board discuss personnel updates and legal advice associated with the settlement of open assessing cases. No decisions were made.

At 8:45 pm, the public session resumed. The Board did not vote to seal the minutes.

#### RESERVATIONS

Mr. Anderson motioned to approve the Active Retirement Association's request to use the Front Pavilion on 9/11/23 and to waive the fee. Ms. Knab seconded the motion. All voted in favor.

Ms. Knab motioned to approve Waypoint's use of the Scamman Pavilion on 6/9/23 and to waive the fee. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned to appoint John "Jock" Dyer to Trail Management Advisory Committee to coincide with the term of that Committee. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson motioned to appoint Kathy Bower and Michele McCann-Corti as Alternates to the Library Board of Trustees for a term of one year expiring at Town Meeting 2024. Ms. Knab seconded the motion. All voted in favor.

At 8:53 pm Mr. Anderson motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary