

## **MINUTES OF THE APRIL 20, 2020 SELECT BOARD MEETING**

MEMBERS PARTICIPATING VIA CONFERENCE CALL: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board member Allison Knab along with Town Administrator David Moore, Finance Administrator Dawna Duhamel, Town Assessor Andrea Lewy and Town Planner Tavis Austin.

One member of the public was on the call.

The Board Chair opened the meeting at 7:00 p.m. and gave an introduction to the all remote meeting. He indicated all members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (877) 205 7349 and passcode 2254.

Via the meeting notice, we provide the information necessary information for accessing the meeting, including how to access the meeting via conference call. He asked the public to contact the Town Administrator David Moore by calling 603 772-4741 ext. 187 if you have any problem with accessing this phone call during the meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

### **MINUTES**

Mr. Lovejoy motioned to approve the minutes of 4/15/2020. Ms. Knab seconded the motion which passed unanimously.

### **ASSESSING**

Prior to tonight's meeting, Town Assessor Andrea Lewy had sent to the Board for their review her proposed veterans credits, elderly exemptions, Intent to Cut applications and the Land Use Change Tax requests. Ms. Lewy then presented 6 veteran's credits. All meet the criteria. Mr. Lovejoy motioned to accept the veteran's credits as outlined by Ms. Lewy. Ms. Knab seconded the motion which passed unanimously. Next Ms. Lewy presented 10 Elderly Exemptions that meet the criteria and noted she would be happy to review them individually in a non-public session if the Board wishes. Ms. Knab motioned to approve the Elderly Exemptions. Mr. Lovejoy seconded the motion which passed unanimously. They discussed the logistics of signing the documents.

Ms. Lewy continued her department report stating there were 2 Intent to Cut requests. Mr. Lovejoy motioned to approve the two applications. Ms. Knab seconded the motion which passed unanimously.

Lastly, Ms. Lewy presented 7 Land Use Change Tax requests. This is the final request for the Breslin Farm LLC subdivision. Mr. Lovejoy motioned to approve the seven land use changes. Ms. Knab seconded the motion which passed unanimously.

#### PLANNING

Town Planner Tavis Austin explained how work in his department has continued during the pandemic. Two staff members have been working remotely; two remain in the office. He commended the communication and effort of his department, as well as Planning Board Chair Tom House, in getting a great deal of work done, despite logistical difficulties.

Mr. Austin said that he is working with Ms. Lewy and the RPC to move the GIS contract forward.

He has been working with Ms. Duhamel and Building Inspector Shanti Wolph on accepting online credit card payments for land use and building permit applications.

Mr. Austin reported receiving an incomplete 79E application for 82 Portsmouth Ave., the Bartlett-Cushman House. He is assisting the homeowners with the process.

Next, Mr. Austin reported on the Boards and Commission recruitment - the ZBA is full, the Planning Board needs one alternate member. The Planning Board will be doing additional training soon. Rockingham Planning Commission needs one representative. The Public Works Commission needs alternate members.

Conversations between the RPC is continuing work to study the 33 Corridor collaboratively with the communities of Portsmouth, Greenland and Stratham. This work has been slowed, but he will keep the Board updated.

The Seacoast Storm Water Committee met via Zoom last week. Stratham remains on track and preparations will be made for the final steps for Year 2 with the MS4.

Planning Board updates: The SPCA's project (which had been approved by the Planning Board last year) had to be revised because of cost. The PB is re-reviewing this item. Also, the middle school notified the Planning Board that they are moving forward with their project. This is the same project that was voted on at the budget hearing. They are beginning construction.

The Performance Agreement for Lindt was signed last week. The Mylar has been recorded.

Chipotle is moving forward. Soon they will present their Performance Agreement.

Mr. Austin will be meeting with Mr. Moore, Public Works Director Nate Mears and Lindt representatives regarding changes to the Marin Way cul-de-sac. He is also meeting with NH DOT as well as Mr. Mears to discuss the Town's responsibilities for improvements along 111.

Mr. Austin reported working on a draft for the Route 33 Legacy Ad Hoc Committee of the Planning Board. That group and the Planning Board hope to meet in May or June to review the draft and move forward with the project.

Next, Mr. Austin explained that the FCC has recently granted permission for 5g transmitters to be installed on any structure in the right of way. He is in the process of devising a new right of way permit, which would put stipulations as to how they may be installed.

Lastly, Mr. Austin reported that the draft natural resources inventory is complete and will be forwarded to the Conservation Commission for their review.

Mr. Houghton asked clarifying questions about the 5G right-of-way permit. Mr. Austin answered his questions. There was discussion about involving the Planning Board. Mr. Moore will reach out to Senator Sherman, who had previously expressed interest in the subject.

Mr. Moore asked for clarification on the direction the Rt 33 Legacy Committee was taking. The committee is attempting to protect the historic structures, while encouraging additional uses. They are trying to define the area in terms of appearance and area. They will present their proposal to the Planning Board when it is finished.

Mr. Austin had previously handed out a table outlining the status of various Performance Bonds. He discussed specific ones, noting some can be released. Mr. Austin will move forward with documenting and preparing the formal requests for release.

#### NEW BUSINESS AND ACTION ITEMS

Mr. Moore said he's put together a Covid team to monitor the ongoing situation. He recently discussed the summer programs with Parks & Recreation Director Seth Hickey, he highlighted the role the summer programs play in helping families with child care. They are monitoring the options.

Mr. Moore responded to Mr. Houghton's question about holding Town Meeting on May 16<sup>th</sup> by saying he is anticipating receiving more information about the public health emergency and the stay-at-home order on which to base a decision about Town meeting.

#### TOWN ADMINISTRATION

Mr. Moore reported that cemetery work has begun.

Jeff Gallagher, Chair for the Memorial Day Parade, had reached out to several people via email requesting input asking if the event should be held this year. General consensus was that it is still an uncertain situation and more information may be available prior to having to make a decision about the Parade. The Board encouraged that if the Parade cannot move forward some other remembrance opportunity be thought of. Mr. Moore shared that he would speak with Mr. Gallagher and review updates with him as they are available from the State.

The new Town Treasurer Tracy Abbott has requested reconsideration of the Investment Policy which was last adopted in 2015. Finance Administrator Dawna Duhamel has reviewed for

compliance with GASB and the overall policy is being reviewed and prepared for Board acceptance on May 4<sup>th</sup>.

Mr. Moore had sent a draft of the Curbside Collection survey to the Board for review. The Board members will send their edits to Mr. Moore to incorporate into a new draft.

Next, Mr. Houghton drew attention to the department reports that Mr. Moore had sent around. He wanted to recognize the work the department heads had put in to them. Mr. Moore addressed the inconsistencies in style and format of the reports. Mr. Houghton suggested specific guidance be given to the department heads. He noted the intent of the reports was to be a replacement for monthly department heads appearing before the Board and it was important they receive feedback. In general, they discussed what they would like to see in the reports going forward.

Mr. Moore is working on a procedure to ensure membership on boards and commissions are updated regularly. Openings will be noted in the Newsletter and in postings at the Municipal Center.

At 8:30 pm Mr. Houghton made a motion to go into a non-public session in accordance with RSA 91A:3, II(a); Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

The Board ended the public teleconference call, and entered into non-public session via a non-public conference call number.

The public session resumed at 9:51 p.m.

Mr. Houghton moved to seal the minutes determining that failure to do so would render a proposed action ineffective; Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

The Board then resumed on the teleconference call number published on the agenda. Ms. Knab moved to adjourn the meeting at 9:52 p.m. Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary