

MINUTES OF THE AUGUST 3, 2020 SELECT BOARD MEETING

MEMBERS PARTICIPATING: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, along with Town Administrator David Moore, Finance Administrator Dawna Duhamel and Police Chief Anthony King. Board Member Allison Knab participated via phone.

The Board Chair opened the meeting at 7:01 p.m.

Mr. Houghton made a motion to approve the July 20, 2020 minutes. Mr. Lovejoy seconded the motion which passed unanimously.

The Board then moved to correspondence and the letter from Mr. Desroches. The Board discussed Mr. Desroches's letter and asked Mr. Moore to follow-up with him in a phone call regarding his abatement request.

Mr. Houghton directed attention to Police Chief Anthony King for his department report. Chief King noted that several officers have been taking vacation; he and the lieutenant have been covering their shifts. He reported that the department has resumed community relation activities and increased their traffic enforcement since curtailing them earlier in the year due to the pandemic. He is holding a training on Emergency Notification Code Red this week.

Chief King reported the department's status on CALEA saying they are in the self-assessment phase. It is a 3 year process which goes at your own pace. He is spreading out the cost and noted that the expense will be able to be covered in existing line items. He believes it will take approximately two years to get accredited.

Chief King continued his report saying that they've begun a Business Outreach Project which updates their contact info. He noted that over 200 people responded to the community survey they sent out. This survey will end on August 14th. He announced that in addition to being on Facebook and Twitter, they've added a third social media platform – Instagram.

Chief King advised the Board that he is prepared to move forward with ordering the cruiser which was budgeted for in the CIP. Additionally, he is requesting to spend \$9,400 out of the Detail Account to equip the vehicles. Mr. Lovejoy made a motion to authorize Chief King to spend \$35,000 from the CIP account for a new police cruiser and \$9,400 from the Detail Account to equip the vehicle with the necessary items and supplement that with the insurance proceeds we received from the wrecked cruiser. Ms. Knab seconded the motion which passed unanimously.

Sean Kotkowski joined via conference call.

Chief King would like to auction the Dodge Charger. Mr. Houghton made a motion to dispose of the Dodge Charger as described. Mr. Lovejoy seconded the motion which passed unanimously.

They discussed police building maintenance and IT services.

Lastly, Chief King requested a non-public to discuss a personnel related item. At 7:19 Mr. Houghton made a motion to enter a non-public session to discuss personnel matters. Ms. Knab seconded the motion which passed unanimously.

Mr. Kotkowski offered to hang up and gave his phone number should they have questions when they discuss the soccer program.

At 7:44 pm Mr. Houghton made a motion to come out of the non-public session and seal the minutes noting that failure to do so may render a proposed action ineffective. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Houghton directed the discussion to the budget process. Mr. Moore outlined four budget strategies. First, is to build a budget that is responsive to the uncertainties associated with the pandemic. Second, apply what we've learned to the organizational structure alternative modes of service delivery. Third, prepare for the pandemic's effects on health insurance rates. Lastly, request an even or reduced service level budget from department heads with no new programs or positions and to require additional programs and services be submitted separate from the budget submittal.

Mr. Houghton advocated for an early start to budget discussions. He discussed the uncertain economic environment and advocated for maintaining a conservative approach.

Mr. Lovejoy made a motion to enter a non-public session at 7:54 pm. Ms. Knab seconded the motion which passed unanimously. At 10:10 Mr. Houghton made a motion to re-enter the public session and seal the minutes noting that failure to do so may render a proposed action ineffective. Mr. Lovejoy seconded the motion which passed unanimously.

ACTION ITEMS

Mr. Moore reported that we received a response from NHDES regarding the PFAS issue. We finally have a direction from which to work. He has scheduled a meeting on Wednesday with DES and Wilcox and Barton to put together a scope of work for a remedial action plan. The state's letter presumes a point of entry filtration system for affected properties as the resulting mitigation strategy.

Next, Mr. Moore discussed zoning issues in the Gateway. He referred to a memo submitted by Town Planner Tavis Austin. He and Mr. Austin advocate allowing the Planning Board to take the lead on making gateway zoning changes with input from the public resulting from targeted outreach to property owners and those expressing strong opinions at the Town meeting. The Board agreed that this approach made sense. Amongst the Board, there was a strong desire to give private property owners in the area some certainty on how to develop or redevelop their properties. It's clear that some zoning ordinances will need to be changed. The Board felt it was important to maintain certain architectural design standards. Mr. Moore will let Mr. Austin know of the Board's feedback on process steps and zoning issues in order that he can share with the Planning Board. He noted staff will support the Board in following-up.

Mr. Moore referred to a memo submitted by Town Planner Tavis Austin regarding the roadway easement for 90 Winnicutt Rd. Mr. Houghton made a motion to accept and execute the submitted Performance Agreement for \$327,457.62 for work at Treat Farm with the understanding that no building permits will be issued prior to submission of the anticipated cash surety and related completion of this instrument per regulation. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Moore gave an update on the Pedestrian Cyclist Advocacy Committee. They are assessing their mission and role. He noted that the Master Plan calls for an open space and connectivity plan and the group's participants are well-suited to help that work when it is able to be carried out.

Mr. Moore informed the Board that our Code Enforcement Officer has had recent complaints regarding Air BnBs operating in town. Town Counsel has been advising on how to proceed. The staff is consulting closely with recent litigation and case law in NH on this issue and will be following-up. Noise complaints related to one property in particular are being handled in accordance with law enforcement.

Mr. Moore met with Fire Chief Matt Larrabee to discuss fire cisterns. It was discovered that the problem is with the fire ponds, not the cisterns. Mr. Moore is working with Chief Larrabee on a professional services agreement to assess and prioritize maintenance at fire ponds.

Parks and Recreation Director Seth Hickey was on vacation but submitted a memo requesting guidance on a few issues. It was decided to approve Mr. Hickey's request to move forward with soccer registration.

Next, Mr. Moor reviewed Mr. Hickey's memo pertaining to two requests for field rentals: flag football and youth soccer. According to the memo, the flag football program would entail use of the field at the Municipal Center by over 100 participants from both NH and Massachusetts. Mr. Houghton and Mr. Lovejoy agreed that the size was out of sync with the Board's policy for gatherings in the Park pavilions and that the out-of-state component was also a concern. They noted the youth soccer program is SAU based; it was decided to allow that program to move forward but not flag football.

It was previously agreed to re-examine pavilion and park rentals. There were events scheduled for September and October that exceed the 50 person limit and Mr. Hickey wanted direction on how to proceed. The Board agreed to adhere to the 50 person limit for events in September and October.

Mr. Moore will set up a meeting to have a form of government discussion. He asked for clarification on Board members' availability.

A Stratham homeowner association, had contacted Mr. Moore asking for advice on where annual condo meetings could be held. Mr. Moore wanted the Board's opinion on using the Municipal Center parking lot. Although there may be as many as 75 people, it is a business meeting and as

such, lends itself to social distancing. In addition, because these are all Stratham residents, the Board was supportive of this idea.

Mr. Moore directed attention to John LaBonte's resignation letter from the Cemetery Trustees. Mr. Lovejoy motioned to accept with regret Mr. LaBonte's resignation. Ms. Knab seconded the motion which passed unanimously. The Board requested Mr. Moore post the opening and the other ones we have in the next Select Board Newsletter.

Mr. Houghton made a motion to accept the Town Clerk/Tax Collector's resignation as of May 7, 2021. Ms. Knab seconded the motion which passed unanimously. Mr. Moore and the Board noted Ms. Charbonneau's dedication to the Town and the work of the Clerk's office and they noted they look forward to reflecting on that with her at the right time.

Mr. Moore reported that park users that own dogs are expressing a desire that the town revert to the Town's underlying ordinances for leashing dogs, which were in place prior to the temporary requirement initiated because of Covid. It was agreed to do so. Mr. Moore said he would follow-up with Mr. Hickey.

Ms. Knab made a motion to adjourn. Mr. Houghton seconded the motion which passed unanimously.

Respectfully submitted,

Karen Richard
Recording Secretary