

MINUTES OF THE MARCH 18, 2019 SELECT BOARD MEETING

MEMBER'S PRESENT: Board Members Mike Houghton, Joe Lovejoy, Allison Knab and Town Administrator David Moore.

At 7:02 pm Mr. Houghton opened the general meeting of the Select Board.

MINUTES

Mr. Lovejoy made a motion to approve the minutes of 3/4/19, and the amended minutes of 2/25/19. Ms. Knab seconded the motion which passed unanimously.

TREASURER

Town Treasurer Deb Bronson reported that the General Fund balance is \$6,972,527.02.

NEW BUSINESS

Owen Gandt came before the Board to request permission and support for his Eagle Scout project. He'd like to install trail signs and a bike work station to fix bikes. He has met with the Conservation Commission who gave him advice. Parks & Recreation Director Seth Hickey said he's been working with Mr. Gandt and fully supports the project. Mr. Gandt supplied examples, pictures and answered detailed questions from the Board. Mr. Lovejoy made a motion to approve Owen Gandt's Eagle Scout project to install signs and a bike repair workstation. Ms. Knab seconded the motion which passed unanimously.

PLANNING

Town Planner Tavis Austin and Building Inspector Shanti Wolph came before the Board to deliver the quarterly report to the Select Board. They started by discussing the building permit fee schedule and a proposal they have developed to update the fee schedule. The RSA says the Town can charge fees to cover the costs to provide the service, but not make any profit. After doing research, they determined the Town's fees are low compared to surrounding towns. Existing fees do not cover costs. They compared actual costs and revenue and proposed a revised fee schedule. Mr. Austin explained how the current schedule is cumbersome leading to challenges in administering the fee schedule and for users in interpreting it; in addition the fee changes they recommend altering the fee structure. They answered questions from the Board about how the fees would be calculated. Mr. Houghton made a motion to move the project forward to a public hearing. Mr. Moore discussed public outreach and next steps the Planning staff will follow preparation for a public hearing. Ms. Knab seconded the motion which passed unanimously.

Mr. Austin presented his dashboard report. He noted that Lindt is proposing multiple additional structures that exceed the height limit of the zone. Because of the additional structures, Lindt expects additional traffic. Lindt is waiting on the ZBA's decision. Mr. Austin went on to discuss two other special exceptions, 61-62 Stratham Heights Road and 217 Portsmouth Ave. He would like to refine the ordinances governing historic barn properties to better address the Town's needs. Mr. Austin went on to discuss a new project an open space subdivision at 90 Winnicutt. The consultant for the Master Plan has been asked to prepare a scope for a natural resources inventory update an issued raised by the Conservation Commission. The Planning

Board, and the Conservation Commission will attend the Master Plan Steering Committee meeting on April 8th. He'd like to hold a public forum in May to ensure the consultant is on track with what the Town wants.

Mr. Austin has heard comments regarding the zoning amendment pertaining to solar panels and thinks there might need for public outreach to better explain the purpose of the amendment.

When the Master Plan is complete, Mr. Austin will put out an RFQ to hire a firm to address the inevitable discrepancies between the final Master Plan and the zoning ordinances. Mr. Houghton suggested an all boards meeting to ensure everyone's input.

The Town's long time third party consultant has retired. Mr. Austin has put out an RFP for a new consultant and received four responses, which staff is reviewing in preparation for recommendation to the Planning Board. .

Mr. Wolph noted that Lindt will have the first parking garage in Stratham. The old town hall received their Certificate of Occupancy and is ready to rent. Exeter Hospital ambulatory care will be opening at 118 Portsmouth Avenue.

Regarding zoning enforcement, Mr. Wolph expressed concerns about 4 Jason Drive. After following proper protocol, he went to the residence to issue a Notice of Violation and discovered that the owner was in the hospital. He decided to hold off on the citation which upset some of the complainants.

NEW BUSINESS

Mr. Lovejoy made a motion to elect Mike Houghton as Chair of the Select Board beginning tonight, through Town Meeting and the year 2020. Ms. Knab seconded the motion which passed unanimously. Ms. Knab made a motion to nominate Joe Lovejoy to serve as Vice Chair of the Select Board from now until the Town Meeting in 2020. Mr. Houghton seconded the motion which passed unanimously.

FIRE

Fire Chief Matt Larrabee stated that to place the order through State bid for the Command Vehicle it must be submitted by Thursday. The price of the vehicle to purchase through state contract is \$34,275. All Town vehicles are purchased this way because it is the most cost effective way to obtain new vehicles. The Utility Truck is \$31,797. Chief Larrabee noted that, as the Warrant Articles stated, the money is coming from the ambulance fund, which has sufficient funds to cover the cost of both vehicles. Mr. Houghton made a motion to authorize the Fire Chief to proceed with the acquisition of the Utility Truck, Command Vehicle, and the power loader stretcher as appropriated at Town Meeting and to further authorize him to sign the necessary purchase order. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Moore asked about the Town seal on the new vehicles. Chief Larrabee responded it is on file with a company they've used with the prior vehicles. Mr. Houghton asked about the rescue boat. Chief Larrabee received the paperwork to take ownership of it today. He will send it to a

company to estimate its viability. Following that estimate, he will either put the boat to use or discard it through the state bid process.

RESERVATIONS

Mr. Moore said that the Town needs to indicate their approval of the Food Truck Festival to the Liquor Commission. Mr. Lovejoy made a motion to authorize Mr. Moore to send a letter denoting the Select Board's support. Mr. Houghton seconded the motion which passed unanimously.

Mr. Moore presented a Fireworks permit application from Claudia Tobon for July 20, 2019. Chief Larrabee stated that standard procedure is that the applicant checks in with him the day before or day of the fireworks display to assess weather conditions. Ms. Knab made a motion to approve the request from Ms. Tobon, predicated upon contacting the Fire Chief. Mr. Lovejoy seconded the motion which passed unanimously.

Next, Mr. Moore presented a cycling event as sponsored by the Parks & Recreation Department to be held June 1st. The Board inquired about event details and Mr. Moore recommended inviting the Recreation Director to its next meeting to review the request in more detail. Mr. Moore presented a request from a resident of a military veteran's group to use the Front Pavilion and to waive the fee. Ms. Knab made a motion to approve the request. Mr. Lovejoy seconded the motion which passed unanimously.

OLD BUSINESS

Mr. Moore noted that the work on the Foss Driveway is advancing and hoped to provide a more detailed update very soon.

Regarding the Bartlett-Cushman house, we are awaiting baseline documentation for the easement, but otherwise the documentation is advancing with the Preservation Alliance and will soon be forwarded onto the buyers. He is preparing to set a closing date in April. Mr. Moore has been in contact with both realtors and the buyers throughout the process as well as Town Counsel.

Mr. Moore updated the Board on the Town Center light post repair. There was a manufacturer problem with the material when it was delivered which, will further delay replacement/ he is awaiting word on a new timeline.

Interim Police Chief David Pierce sought approval to move forward with the Command Vehicle requested through the budget process. The Interim Chief indicated he reserved the purchase as part of the state bid in December with the caveat that the budget be accepted at Town Meeting. Mr. Houghton questioned the need for a Tahoe as opposed to a different type of vehicle. Chief Pierce listed reasons for the purchase, which included the fact that its size enabled equipment to be stored in a locked box. He noted, the Department already owns a locked box, one that was used in the past and would not need to be purchased. He noted the purchase price was \$400 greater than the Ford Explorer. They discussed the rotation of the police vehicles. The additional items to be included, such as lights and radios, will be funded through the Details Account. Mr. Lovejoy made a motion to authorize the acting Police Chief to acquire the vehicle

that was submitted in the budget process and take delivery of it when it becomes available by the vendor. Ms. Knab seconded the motion. Mr. Houghton opposes the motion, not due to the need for a vehicle, but the selection of the Tahoe model. The motion passes.

Mr. Moore briefly recapped results of the voting at Town Meeting.

Next, Mr. Moore reviewed the transition timeline for the curbside collection project. Mr. Houghton acknowledged that there was some negative feedback at the Town Meeting and wants to be sure that everyone is on the same page before we move forward. The residents had many questions, he wants to ensure they can be answered satisfactorily. Unless we have a clear implementation and execution strategy, we will not purchase the containers. Mr. Houghton would like to have more input and involvement from the residents. Mr. Lovejoy felt we should do more research, answer the residents' questions and adhere to the schedule. Ms. Knab did not believe a contract should be signed without doing more due diligence. Automated collection will keep the cost of waste removal down. The Board is trying to be fiscally responsible. Mr. Moore will continue work on the project and develop a proposal for moving forward.

Mr. Moore is working on the logistics of the counting of the ballots from Article 18 (skate park construction) as laid out by the Moderator at Town Meeting. He projected out a meeting to take place later in the week (the timing to be finalized).

Resident Jen Gunn came before the board to discuss trash and the skate park. She requested Town Meeting be held on a different day of the week and that there be babysitting available. She expressed concerns about the automated curbside collection program. Mr. Houghton explained that the warrant article gives the Town options and provides significant cost savings. The changes in the recycling market could not have been foreseen, but they are what is driving the Town to look at other options. Mr. Houghton encouraged Ms. Gunn to become involved in the discussion outside of this meeting. They discussed the possibility of the Transfer Station being open different hours/days.

At 9:18pm Mr. Houghton made a motion to go into a non-public session at Mr. Moore's request to discuss pending litigation. Ms. Knab seconded the motion which passed unanimously.

At 9:50 p.m. Mr. Houghton made a motion to come out of the non-public session and to seal the minutes. Ms. Knab seconded the motion which passed unanimously.

Mr. Moore reviewed a list of major topics and priorities he has collected from staff and Select Board members since he began his employment in an attempt to set a work plan going forward. General discussion took place on product.

At 10:15 pm Mr. Lovejoy made a motion to adjourn. Ms. Knab seconded the motion which passed unanimously.

Respectfully submitted,

Karen Richard
Recording Secretary