

MINUTES OF THE AUGUST 19, 2019 SELECT BOARD MEETING

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

At 7:00 p.m. Mr. Lovejoy opened the public meeting of the Select Board.

Mr. Lovejoy recognized Mr. Daniel Coffey, applicant for the Exeter-Squamscott River Local Advisory Committee. He thanked him for his interest in serving on the committee.

MINUTES

Ms. Knab made a motion to approve the minutes of 8/5/19. Mr. Lovejoy seconded the motion which passed unanimously.

TREASURER

In the absence of the Treasurer, Town Administrator David Moore reported the General Fund balance of \$9,226,539.37.

Mr. Lovejoy recognized Dan Crow, secretary of the Park Association who introduced Pat Kelly also with the Park Association. They would like to memorialize Terry Barnes who passed away December 31, 2018 with a plaque at the park. They described the proposed location mounted on a rock on top of Stratham Hill and how they arrived at that location. The Park Association will pay for it out of Association funds. They discussed the wording of the plaque, which was reviewed with the Barnes family and noted they were seeking permission from the Board to move forward with the installation as proposed. Ms. Knab made a motion to move forward with the plaque at the proposed location for Terry Barnes. Mr. Lovejoy seconded the motion which passed unanimously.

RESERVATIONS AND PERMITS

Cornerstone School is requesting use of the Park and the fee to be waived for cross country practices and a meet. Ms. Knab made a motion to waive the fee for Cornerstone School for their cross country events. Mr. Lovejoy seconded the motion which passed unanimously.

APPOINTMENTS

The Planning Board recommended Lucy Cushman be re-appointed and Pamela Hollasch be appointed to serve as our commissioners representing Stratham at the Rockingham Planning Commission. Ms. Knab made a motion to approve the appointment of Lucy Cushman and Pamela Hollasch to the RPC. Mr. Lovejoy seconded the motion which passed unanimously.

The Chair then moved to the nomination of Mr. Daniel Coffey to serve on the Exeter-Squamscott River Local Advisory Committee. Ms. Knab made a motion to nominate Mr. Coffey to the ESRLAC. Mr. Lovejoy seconded the motion which passed unanimously.

Ms. Knab made a motion to appoint Amber Dagata as a regular member of the Zoning Board of Adjustment. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Lovejoy noted the Town has two open positions: Accounting & Benefits Coordinator and the Finance Administrator. Mr. Moore said he has candidate interviews scheduled.

The Town Center light pole repair schedule for August 13th did not take place due to delay in delivery of the pole by the manufacturer. We are working with the installer on a new schedule. The focused site investigation into the Town Center PFOA issue has been continuing.

Results showing elevated PFAS levels in monitoring wells placed around the station as part of the state-mandated focused site investigation have come back and a confirmatory round of testing is underway. The consultant and staff are on target to complete the investigation in September. Mr. Moore suggests the Board continue its approach to communication about this issue and host an outreach session with the community to perhaps include NH DES and our engineering consultant to serve as resources for the discussion. There likely will be financial and other implications for Town, such as expending funds to pursue mitigation, and we will need to make people aware. After the investigation is completed, it will be submitted to the State. There will then be some discussion about mitigation which could take any number of forms – installation of water filtration at points of entry or other requirements. Mr. Moore is suggesting a community conversation about what's going on with the site prior to the completion of the site investigation and without the pressure of state imposed requirements. Mr. Moore noted the State has been helpful. Each city/town in this situation is unique; one remediation method cannot be applied to all. We are fortunate in that Town Center is not a densely populated area. Mr. Moore will put together a plan for a community presentation for September.

NEW BUSINESS

The State had previously come before the Board to renew a Memorandum of Understanding between the Town and the State regarding a radio equipment building at the top of the hill at Stratham Hill Park. They thought the contract was about to expire. They later discovered a more current contract, one signed in 2011 which is good for 15 years. No further reaction is needed.

Parks & Recreation Director Seth Hickey worked with Mr. Moore on a Naming Policy for Town facilities and the Board was presented a draft policy which Mr. Moore summarized. This policy was developed in response to a request from a resident to name a Town property, the Town Landing, after a resident. This policy establishes a consistent procedure. Mr. Moore reviewed the details and invited the Board's input on the specifics. Fire Chief Larrabee previously raised questions which were discussed and addressed. An inventory of previously named facilities will be developed. Ms. Knab made a motion to accept the policy for naming facilities in Stratham with the suggested changes discussed this evening. Mr. Lovejoy seconded the motion which passed unanimously.

In a prior Select Board meeting, Police Chief King reported his research on how he may go about utilizing the funds from the DARE program. Ms. Knab made a motion to accept the donations for the DARE program and authorize their expenditure by the Police Chief for education outreach activities including school education outreach programs and other related uses such as a citizen's police academy, a neighborhood watch and business safety programs. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Moore noted that, also in a prior Select Board meeting, Chief King created a policy for accepting donations for the Police Dept. He has received two donations in the amount of \$600 each one from Susan Conway and the other from Mark Stevens. The donations meet the criteria set forth in the policy. Ms. Knab made a motion to accept both of the donations. Mr. Lovejoy seconded the motion which passed unanimously.

The Board signed the appointment forms for Mr. Goulet and Mr. Pierce. They also signed the State nomination for Daniel Coffey to ESRLAC. They also signed the Memorandum of Understanding for the sidewalk agreement for the Town of Stratham which was approved at the previous Select Board meeting.

Mr. Moore reported that the Planning Board meeting this week will be dedicated to the Master Plan. The PCAC will meet on Friday. Mr. Moore reported meeting with Bettina Kersten and Andy Gilman of the PCAC to hear their ideas and guide them in advocating for the group and that they will be coming forward later in the year as a Committee to propose a new charge for adoption by the Board. ZBA will be meeting to review the variance for Lindt.

NEW BUSINESS (continued)

The Vice Chair then moved to the discussion of emerging Master Plan priorities in the draft Master Plan. Mr. Moore highlighted that the adoption of an overall communication strategy for the Town was in the draft plan. He noted that communication and the need for more effective modes has been a subject covered extensively in the interactions and conversations he has had with staff, board and commission members and residents of the Town. He noted that one resident recently offered to follow-up and meet with him concerning her ideas. Mr. Lovejoy and Ms. Knab both acknowledged progress in the form of the Select Board newsletter and both expressed support for the conversation the Master Plan Steering Committee and community have sought to encourage through the Master Plan.

Mr. Moore then highlighted for the Board the current draft of the Master Plan and its embrace of the Gateway vision articulated in the past plans and enacted in portions through zoning by the Town meeting.

LIBRARY

Vice Chair Lovejoy then recognized Library Director Lesley Kimball who came before the Board to provide an update on Library activities and to discuss discussions held by the staff and trustees about planning for the future of the Library space, particularly how the Library space could be used more efficiently. Use has evolved over the years, necessitating a change in the way the space is organized. Ms. Kimball described the difficulties being encountered and speculated a different configuration or addition of space would enable them to provide additional programs and better meet demonstrated needs. They are getting proposals from space design consultants and will put together a proposal in preparation for a CIP item. She and the Board of Trustees wanted the Select Board's input with the process. Ms. Kimball has made the design consultants aware of the Library's priorities and issues. They discussed the ways in which the residents use the Library. Ms. Kimball discussed responding to the community's need to have a

place to gather. Mr. Moore noted that because we are in one building, it would be wise to think holistically about what the future needs of the municipal center are. There are a lot of positives about the co-location of so many Town activities and services as the Municipal Center. Mr. Moore noted the residents' request for a community center; perhaps some of those needs could be addressed. Ms. Kimball agreed that the location of the library to the municipal center is a benefit. She is doing research and hoping to come up with a creative solution to their space issue.

The Board invited Ms. Kimball to appear regularly in front of the Board similar to other departments. Mr. Moore indicated he would ensure the Library was included in the roster of Department quarterly meeting in the Select Board meeting schedule for 2020.

Ms. Kimball reported that Children's Librarian Sam Lucius has attended the NE Library Leadership Symposium, a very selective program and she is engaged in sharing the experience with other staff.

PARKS & RECREATION

Mr. Seth Hickey was then recognized by the Vice Chair to provide his department report. He indicated a successful summer season had recently completed. He reviewed several of the programs. Ball field reconstruction has begun. Baseball will resume on that field in the spring. The reconfiguration of the Fair this year worked well. He is working with the Fair Directors on electrical and infrastructure post-fair issues.

Mr. Hickey reported the Skate Park Committee is giving a second look to various other sites. He is working with the Committee, Mr. Moore and other departments to ensure the Committee's timeline is on track.

The Parks & Recreation Dept. has expanded their community trips. All are sold out. He described what he feels are the contributing factors to the success.

They've rented out the fields behind the municipal center to a flag football program.

Mr. Hickey has instituted a new policy regarding large groups' requests to use town facilities following input from the Town Attorney and resulting from the formalization of use of trails on the newly conserved Barker property. Cornerstone School has requested use of the park for cross country practices and a meet. They have done so in the past and did an excellent job completing all of the paperwork. They discussed the event, the agreement with the Barkers and future events. The conversation expanded to the various groups that approach Mr. Hickey throughout the year requesting use of the park. To better respond to the requests, he'd like to further refine the policy and formalize it at a later time. Ms. Knab made a motion to allow Mr. Hickey to move forward with the agreement for the use of the park by Cornerstone. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Hickey gave a brief update on account balances in the Parks and Recreation Revolving Funds.

Lastly, in follow-up to past conversations with the Select Board, he and the Town Administrator have drafted a series of core statements designed to capture the overall expectations and mission of the Parks & Recreation Department; he presented the draft statements. He hopes the statement will provide a framework for assessing the alignment of program offerings and activities of the department staff with a foundation (in the form of the statements crafted). Mr. Lovejoy asked how the survey results relate to the mission statement. Mr. Hickey wants to make sure they are meeting the needs of the community. They've identified three underserved populations – preschoolers, teens and seniors. By defining a mission statement, they will determine which activities align with their goals and which do not. Eliminating some responsibilities that do not align will allow them to focus on others. They reviewed the elements of the statement, which are (draft): I. Build, nurture, and grow a healthy and vibrant community through the delivery of a variety of high-quality recreation programs, activities, and special events; II. Create, sponsor, and partner to provide relevant programming that meets the needs of the Stratham community, including Stratham families and individuals at all stages of life, of all abilities, and with a variety of recreational interests; III. Effectively steward Stratham's Town parks and opens spaces intended for recreational uses by promoting their availability, scheduling programming, adhering to policies for use of Town properties, and planning for their future effective deployment on behalf of the community; and IV. Collaborate with and serve as a resource for others in the community seeking to pursue initiatives and improvements that further this mission including other Town departments, school districts, organizations, civic groups, and volunteers.

This process has resulted in examination of job duties of departmental to determine if it aligns with the mission statement. He predicts the Master Plan will have a tremendous impact on Parks & Recreation. Ms. Knab advocated a staffing review for his department. He is concerned he cannot meet the needs of the community with his limited staff. He and Ms. Kimball are meeting in September to discuss the needs and wants of the senior population. Mr. Hickey requested feedback on the mission statement because he'd like to present it to the Recreation Commission for their consideration and input.

ADMINISTRATION

The Fair Committee is meeting at the end of the month. They will let the Board know the profit/loss results after their meeting.

Mr. Moore advised the Select Board he and DPW Director Mears had received a letter from the Cemetery Trustees regarding cemetery maintenance concerns. He will be meeting with them to discuss their letter and follow-up.

Mr. Moore announced staff have been assessing needs for copier and printer services at Town Center and the Fire Department as part of the enfold of Fire Department IT into the Town services. He is preparing to switch over copier/printer vendors based on the assessment and input from various departments as to needs. He indicates this may be done in the coming month.

A Long Hill Road property owner who lives out of Town requested a meeting with Mr. Moore to discuss the Town acquiring his property which is adjacent to Stratham Hill Park. We already

have trails on the land. Ms. Knab suggested involving the Conservation Commission, to which Mr. Moore agreed.

At 9:40 pm Ms. Knab made a motion to adjourn. Mr. Lovejoy seconded the motion which passed unanimously.

Respectfully submitted,

Karen Richard
Recording Secretary