

Select Board Meeting  
Monday December 19, 2022  
6:40 PM  
Nowak Room, Town Offices  
Draft Minutes

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Niko Papakonstantis, and Nancy Belanger. Lovey Roundtree Oliff was present via Zoom; she stated she was alone in the room and that it was not practical for her to be present in person. Town Manager Russ Dean and Assistant Town Manager Melissa Roy were also present at this meeting.

The meeting was called to order by Mr. Papakonstantis at 6:40 PM.

2. Non-Public Session

The Board went downstairs to the Wheelwright Room for non-public session and an interview.

3. Board Interviews

- a. Nicholas Nordin for the Recreation Advisory Board

The Board returned to the Nowak Room at 6:56 PM.

4. Public Comment

- a. Ms. Cowan read an emailed statement regarding the recent suicide on the train tracks from resident Enna Grazier, who was not present.

5. Proclamations/Recognitions

- a. Mr. Papakonstantis and Mr. Dean recognized Public Works Employee of the Quarter recipient Chris Goodwin, who works in the Waste Water Treatment Plant.

6. Approval of Minutes

- a. Regular Meeting: December 5, 2022

**MOTION:** Ms. Belanger moved to approve the Select Board minutes of December 5, 2022 as presented. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

7. Appointments and Resignations

**MOTION:** Ms. Belanger moved to accept with regret the resignation of Kristin Osterwood from the Sustainability Advisory Committee. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

**MOTION:** Ms. Belanger moved to appoint Nicholas Nordin to the Recreation Advisory Board, term to expire April 2023. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

8. Discussion/Action Items

a. Bid Award - Water/Sewer Chemicals

**MOTION:** Ms. Gilman moved to award bid item #1, Sodium Hypochlorite, to Univar Solutions of Morrisville PA at \$2.592 per gallon, an increase of \$0.7870 from 2022; to award bid item #2, Activated Carbon, to George S. Coyne Chemical Company Inc at \$2.1929 per pound, an increase of \$0.4957 from 2022; to award bid item #3, Potassium Permanganate, to Univar Solutions at \$2.4800 per pound, an increase of \$0.4650 from 2022; and to award bid item #4, Sodium Hydroxide, to Borden and Remington at \$2.0831 per gallon, an increase of \$0.5907 from 2022. Ms. Belanger seconded. In a roll call vote, the motion passed 5-0.

b. Third Reading Town Ordinance - Single Use Plastic Ban

**MOTION:** Ms. Belanger moved to open the public hearing. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

Natural Resources Planner Kristin Murphy; Chris Zigmont of the Sustainability Committee; Parks and Rec Assistant Director David Tovey; Scott Ruffner and Marissa Vitolo of the Arts & Culture Commission; Renay Allen of the Energy Committee; and Fire Chief Eric Wilking were present to discuss the ordinance.

Ms. Murphy said that at the last Select Board meeting, the Board asked her to modify the ordinance, clarify Portsmouth's policy, quantify the financial impact, and identify areas of outreach. Regarding the modifications to ordinance, the Board asked for more details on enforcement, a transition plan for Parks and Rec, and a recommendation for penalties to be changed to an educational approach.

Ms. Murphy read the new draft of the ordinance, apart from the definitions section:

*DISTRIBUTION OF SINGLE-USE PLASTIC BAGS, FOOD SERVICE PRODUCTS, AND POLYSTYRENE FOOD CONTAINERS ON TOWN PROPERTY*

*24.00 PURPOSE:*

*The Town of Exeter recognizes that limiting the distribution and subsequent disposal of single-use plastics through reduction is necessary to protect human health, to preserve the natural environment, and to promote sustainable and ethical practices regarding material waste.*

*24.02 DISTRIBUTION OF SINGLE USE PLASTICS ON TOWN PROPERTY*

*No person shall distribute a prohibited single use disposable item at any town facility, town property, town-managed or sponsored event, or activity authorized through special permits issued under the authority of the Town of Exeter Select Board unless otherwise allowed under EXCEPTIONS 24.03.*

*Prohibited Single Use Disposables:*

- 1. Single-Use Plastic Bags.*

2. *Single-Use Plastic Food Service Products.*
3. *Single-Use Polystyrene Containers.*

24.03 *PRODUCT EXCEPTIONS:*

1. *Reusable Bags*
2. *Single-Use Compostable Food Service Products*
3. *Packaging materials required for food safety reasons added at the site of the business or a processing facility. Examples: wrapping around meats, seafood, lettuce mix or other perishable products.*
4. *Products where alternatives to prohibited items do not exist, until an alternative is identified.*

24.04 *ORGANIZATIONAL EXCEPTIONS:*

1. *All town departments/vendors may distribute their remaining inventory for 9 months following policy adoption*
2. *Items used by emergency responders or human service non-profit organizations.*
3. *Prohibited Single Use Containers brought by staff/customers themselves*
4. *Exeter Parks and Recreation Department will work with the Sustainability Committee to develop a transition plan, implementing acceptable alternatives as they are identified with an objective of meeting financial and sustainability goals.*

24.05 *OVERSIGHT AND ENFORCEMENT*

*Subject to the exceptions above, the following shall apply:*

1. *Reports of non-compliance with this ordinance will be directed to the Conservation and Sustainability Planner, who will work with the permittee or Town Department to find replacement products.*
2. *If reasonable replacements have been identified but infractions continue, the Town considers that a violation of this ordinance has occurred, and a written warning will be issued. Town Departments will meet with the Town Manager and Conservation and Sustainability Planner to seek alternative solutions to achieve compliance with this ordinance.*
3. *Upon a second or subsequent infraction of this ordinance, the Town interprets this as a direct violation of the vendor permit and cause for refusal to approve use permit.*

Ms. Murphy said that regarding Portsmouth, their policy was adopted in 2019. In 2020 there was a clarification that made it sound recommended and not

required, but Ms. Murphy spoke with the Portsmouth Deputy Health Officer who said it's an enforceable ordinance. Their Parks and Rec is not exempt.

Mr. Papakonstantis asked if Portsmouth has a policy or an ordinance. Ms. Murphy said it's an ordinance. It was adopted as a city ordinance, and then they took an action that was a City Council policy to clarify the ordinance.

Ms. Murphy discussed some scenarios of the financial impacts to Parks and Rec of using single-use-plastic-free options such as reusable water bottles, canned or aluminum bottled water, and powdered Gatorade, including the potential for sponsorship of reusable water bottles. She mentioned that some items would have to be purchased in quantities larger than what we need, so there would be some surplus that could be sold at special events. The bottom line is the Department will likely have to come up with supplemental funds of about \$1,200.

Ms. Murphy said to increase awareness, she had meetings with some committees, and there was an article in the newspaper that led to some phone calls from the public and distributors. Mr. Zigmont attended a Rec Advisory Board meeting, and heard the groups concerns regarding the impact to their revenue stream; the flexibility of the language regarding Parks and Rec, which could be used against the Department; that their seasonal window shortens the 9 month grace period; and the impact to vendors at tournaments. Mr. Zigmont also attended the Arts & Culture Advisory Commission, and heard that we need to work hard to communicate with vendors early, prior to permitting. They also had concerns about the event coordinator's responsibilities regarding compliance, and the need for onsite public water source. Ms. Murphy met with the Swasey Parkway Trustees, who were interested in exploring a water bottle filling station. She has a draft grant for that, and there are other opportunities. Regarding the education of the public on recycling, she reached out to Jay Perkins, who said they can put a recycle bin at town events, but the coordinator would have to monitor the bin for contamination. We could have volunteers monitor the bins.

Mr. Tovey gave a presentation on the Parks and Rec perspective on the ordinance. The three main issues are the concession stand/pool operations, special events, and the Rec Revolving Fund. The pool operates at a loss each year, but the concession stand makes a profit. In 2022, the pool operated at a loss of \$20,977.94, but the concession stand had a profit of \$4,340.16, which was used to offset the pool losses. Will customers buy canned or boxed water? Can we find a solution that is affordable? How much water would be consumed from the water filling stations, and what is the cost? The Department has eliminated straws and will be bringing back refillable water bottles for campers. For special events, they distribute water and refreshments, often at no cost. Regarding the Rec Revolving Fund, currently all programs are self-sufficient. They may have to pass along extra expenses to the participants, which means raising fees. The Department is asking to delay implementation of the ordinance until a comprehensive study on the impact to Parks and Rec can be completed and understood, although the presentation tonight did answer some questions.

Ms. Belanger asked Mr. Tovey if Parks and Rec are usually vendors at events, and he said no. Mr. Papakonstantis said the suggestion was that they buy in bulk and take the extra to sell at other events, but the Board heard that they usually give away items. Ms. Belanger asked where they would store bulk items. Mr. Tovey said he'd have to look at the product requirements.

Mr. Ruffner, who is also the organizer of TEAM, said the Arts & Culture Commission unanimously voted to support the ordinance, with the caveat that the primary focus be on education and alternative solutions. The current policy is that TEAM puts in the permit as the organizing vendor one month prior, and then individual vendors have until two weeks prior to get their paperwork in. We could add language about the ordinance into our application for the food vendors, but it would be logical for Mr. Murray, who issues the food permit and attends the event, to implement this ordinance.

Ms. Gilman said the Health Officer has an enforcement function, but the permittee is the one organizing the event. The vendors aren't the permittees. Mr. Papakonstantis asked who polices the ordinance in Portsmouth, and Ms. Murphy said the Deputy Health Officer. Legal Counsel said Exeter does have the authority to implement this ordinance under the Health Department. Mr. Papakonstantis asked if there is another Department head that could coordinate this. Mr. Dean said we haven't asked anyone else to act in enforcement, because it's not part of their usual role. Ms. Murphy said she doesn't feel there will be a lot of policing here. She added that she takes on an enforcement role regarding wetlands. Mr. Dean said we don't have enforcement services 24/7, and a lot of these events are evenings and weekends. Ms. Murphy said someone could contact her about a violation, and she would contact the vendor and work with them. As a follow-up, she could provide them with a written letter. There's no language to revoke the current permit, but they could be denied their next permit application. Her goal is a loose implementation which will create the connection points to talk about alternative product sourcing.

Ms. Cowan said she's more concerned about impacts to the Rec budget than the enforcement piece.

Mr. Zigmont said the exemptions are in the ordinance: *Exeter Parks and Recreation Department will work with the Sustainability Committee to develop a transition plan, implementing acceptable alternatives as they are identified with an objective of meeting financial and sustainability goals.* If it takes years to achieve that, that's ok. The Department shouldn't hang their future revenues on something being banned all over the world. They should transition. Water resource stations may have a big impact on their revenue, so they will need to look at other revenue streams anyways.

Christine Bullen of Greenleaf Drive, representing Clyde's Cupcakes, said going from what we have now to no plastic seems extreme. There aren't even blue bins around for recycling, so Exeter could start there. Overall the change will be tough. Mr. Papakonstantis asked if she received the survey which was sent to all repeat permittees. Ms. Bullen said she didn't know. She got a call from Mr.

Winham on the issue. She asked if this was just about plastic bottles. All of her products come in plastic containers because of allergens and food safety concerns. They're #1 plastic so it's recyclable. Mr. Zigmont said in the ordinance's definition of single-use plastics, it's bags, food service products, and polystyrene containers. We're looking to get to the goal of stopping the distribution of single-use plastics. We have a 9 month implementation window. There's an ever-growing list of sources for compostable options. We would look to work with companies like Clyde's to identify ways to achieve those goals within that time frame.

Mr. Ruffner said the timeline should be a year, not 9 months, since the permits can run up to a year.

Renay Allen of High Street, the Chair of the Energy Committee, said the Energy Committee usually brings gallons of water or coffee to events, and never use single-use plastics. Refilling water bottle stations are going to be a paradigm shift in the profit or loss of the concession stand. We should implement them before the plastic ban comes in, so the effects of the two aren't conflated.

Chief Wilking said the Health Officer works under the umbrella of Public Safety, so he [Chief Wilking] supervises him. Mr. Murray is not the enforcement wing they're looking for, but he can share and gather information. He does do pre-emptive inspections at festivals, and can speak to vendors about single-use plastics at that time, and then have Kristin reach out to them.

Ms. Murphy said the town website has a section on single-use plastic, to which she added links to sites with sustainable sourcing, including a per-unit cost.

Ms. Belanger asked if this ordinance applies to the places that food trucks park. Mr. Papakonstantis said yes, it applies to all town property or permittees.

**MOTION:** Ms. Belanger moved to close the public hearing. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

Ms. Cowan said she's in support of this but agrees about having questions on the cost of the water refill stations. She would be interested in a more coordinated and thorough outreach. The town could take meaningful steps soon.

Ms. Oliff said she's concerned about making a massive shift in a short time without groups being able to make the transition. We want to make sure we don't burden too many departments too quickly.

Ms. Cowan said we should change the language around exempting Emergency Management. They could have boxed water or cans too.

Ms. Gilman said she supports this but has concerns about changing the Health Officer's role. She supports the change of 9 months to a year. Cost is a concern because people may not be able to afford Gatorade or water at the pool if prices go up. This would be a great opportunity to start educating vendors and groups that this is coming down the line.

Ms. Belanger observed that sometimes Fire gets donations of bottled water. The Board is all for this, we just want to figure out the best way. She supports at least a year's grace period. Clyde's Cupcakes commented about one item that costs twice as much to replace. We don't want to make a local business not able to sell their product. We should look at the cost of the fill stations and consider putting more money into the Parks and Rec budget next year to cover costs.

Mr. Dean said he talked to legal counsel, and the ordinance's generality, such as the phrases "use of town property" and "distribution," would need better definitions. Legal can do a new draft to make implementation easier.

Ms. Gilman suggested using "point of sale" as the enforceable place.

Mr. Papakonstantis said the Board is all for this, but do we want a policy or an ordinance? There are still unknowns in supply, cost, and revenue loss. We don't want to put a time limit in this. We want this to work. Can we do a fourth hearing? Mr. Dean said the Board can have as many hearings as it takes, or can table it for a future date.

Ms. Belanger said she wants Parks and Rec to review the numbers and storage situation.

Mr. Papakonstantis suggested adopting this as a policy for a year, rather than as an ordinance, to get some questions answered. Ms. Gilman suggested cutting out 24.05 regarding the oversight and enforcement.

Ms. Belanger said we should add putting recycling bins at town events. Ms. Murphy said we're trying to move away from single-use plastics, but use of recycling bins encourages them.

Mr. Papakonstantis asked how long it would take Ms. Murphy to bring back a revised policy. Ms. Murphy said she believes the language is there. We could keep it an ordinance but eliminate the time frame. Mr. Papakonstantis said the Board would like to move forward with this as a policy to give everyone time to work through this. The proposed ordinance is too vague. We should start with a policy that will educate people. Ms. Murphy said she could just reformat it and address the concerns with Legal, which shouldn't take a long time. Mr. Papakonstantis said the Sustainability Advisory Committee has their next meeting the first week in January, so could she come back in January? Ms. Murphy said yes.

Ms. Cowan said she did not want to add recycling bins, but would like to see language about composting bins. Mr. Papakonstantis said canned water is recyclable. Ms. Murphy said recycling plastic downcycles. Having a recycle bin for other items is fine, as long as we're not encouraging recycling plastics. Mr. Zigmont said town doesn't put out recycling bins overall. It's a distraction from eliminating single-use plastics.

Ms. Bullen of Clyde's Cupcakes said to say something's a recommendation, if a vendor doesn't have ties to the community, they're not going to take that recommendation. The town should figure out the big items that they want to eliminate to make it easier to understand.

Mr. Ruffner said there should be a one-sheet to communicate this, which can be attached to the permits.

c. Arts & Culture Commission Recommendations

Scott Ruffner and Marissa Vitolo of the Arts & Culture Commission were present to discuss proposed upgrades to Town Hall. The commission recommends using ARPA funds for the replacement of chairs at \$15,000 and the addition of a new HVAC system at \$125,000. Mr. Ruffner said the HVAC cost is from Jeff Beck in Maintenance. We're still in support of coming up with a Town Hall Master Plan, but these issues are pressing. This update would allow us to keep the art gallery open through summer. It would also provide a venue for concert rain dates; in 2022 we had 8 or 9 canceled events due to weather.

Ms. Belanger asked what other upgrades they'd like to fund. Mr. Ruffner said lighting, but we haven't done anything on that yet. Mr. Papakonstantis said donations and a warrant article have provided them with some funding.

Ms. Gilman said the Board has to prioritize ARPA funding. The Labor Department just gave us a whole list of things that need to change to make it safe for employees. Projects can't be done piecemeal. We should be looking at work that will facilitate us getting grant funding.

Ms. Roy said we have \$736,374 left in ARPA funds.

Mr. Ruffner said the Commission would like to partner with the town to promote all non-profit Town Hall events, including putting up posters at Town Offices and having promotional spots on EXTV. Mr. Papakonstantis asked Mr. Dean what parameters they'd have to follow under the social media policy. Mr. Dean said he wasn't sure. EXTV isn't currently used for advertising.

Mr. Papakonstantis said the Board will discuss this again in the future.

d. Community Aggregation Committee: Policies Presentation

Cliff Sinott and Lew Hizrot of the Energy Committee and Nick Devonshire of the Community Power Aggregation Committee were present to discuss the Community Power Aggregation project. Mr. Devonshire said the purpose is reducing costs for Exeter and include more renewables. The Board needs to approve four policy documents in order to join the CPCNH launch. The target launch is April/May 2023. We're looking to have it approved at Jan 3 or Jan 9 meetings.

The first policy is the Cost Sharing Agreement, which will delegate the authority to switch customers en masse to CPCNH, although any individual customer can switch at any time. The second is the Energy Portfolio Risk Management Policy, which describes the process of procuring power by entering into long-term hedges. The third is the Retail Rates Policy, which outlines the requirements and different types of rate products of the CPCNH, which will meet or beat the utility default service rates. The fourth is the Financial Reserves Policy. We should meet the reserve in 3-5 years; this policy describes what we can do with excess reserves after that, either distribute them back to ratepayers

or fund sustainability projects. Three of these policies have already been approved by the CPCNH Board, and cost-sharing should be approved this week.

The Board will hear this issue again 1/9/2023.

Renay Allen of the Energy Committee said she has been contacted by other towns interested in developing community power because Exeter is leading the way.

e. Facilities Condition Assessment Contract Approval

Town Planner Dave Sharples was present to discuss the FCA contract. The voters approved a warrant article in March 2022 for \$45,000, but we went out to bid and the minimum bid was double what we had. The Facilities Advisory Committee revised the RFP and resent it; we received six proposals for \$41,800 to \$200,000. The Facilities Advisory Committee reviewed the proposals and interviewed three companies. Bureau Veritas was unanimously recommended. They are well-qualified, and they are a third-party representative that does no design work, so they don't profit from their recommendations. They will conduct a level 4 analysis of all systems, which means getting more detail on all the building components. The cost includes transferring the data to our system or providing ongoing access to their system. Bureau Veritas proposed \$49,500, but Mr. Sharples asked them if they could do it for \$45,000 and they agreed. He contacted three of their references, which were all very positive. Maintenance Supervisor Jeff Beck has agreed to be the point person; he's excited about implementation. The FAC met Friday night and moved to recommend Bureau Veritas to the Select Board.

Mr. Sharples said the work could start sometime after the New Year. The timeline is 12 - 14 weeks from start to finish and would be done by summer.

**MOTION:** Ms. Belanger moved to accept the recommendation from the Facilities Advisory Committee to contract with Bureau Veritas to complete a Facilities Condition Assessment as specified in the town's RFP dated August 19, 2022, and to further authorize the Town Manager or his designee to execute any documents and take any and all actions necessary to complete the project, not to exceed the amount of \$45,000. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

f. Third Reading Town Ordinance - Sewer Regulations Update

**MOTION:** Ms. Belanger moved to open the Public Hearing on Town Ordinance third reading for Sewer Use regulations. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

There was no public comment.

**MOTION:** Ms. Belanger moved to close the public hearing. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

Ms. Gilman said this brings our recommendations up to date with the State level. Mr. Dean said this would go into effect a week from adoption.

**MOTION:** Ms. Belanger moved to approve the updated sewer regulations to the Town Ordinance. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

g. FY22 Encumbrances

Finance Director Corey Stevens was present to discuss the encumbrances. Mr. Stevens said the requests are a couple hundred thousand more than last year, due to supply issues and timing. They are \$1,151,437.92 total.

Mr. Dean said the Assistant Town Manager met with the Sewer Department to talk about being a septage facility. We would like to add \$155,000 from Sewer Capital Outlay to the encumbrance list. We would likely contract with Wright-Pierce for design bidding and construction admin services. The updated total would be \$1,306,437.92

**MOTION:** Ms. Belanger moved to authorize the town of Exeter 2022 encumbrance request for the year ending 12/31/2022 in the amount of \$1,306,437.92. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

h. FY23 Bonds, Budget, and Warrant Articles

BRC Chair Bob Kelly was present to discuss the budget. Mr. Papakonstantis said there will also be two opportunities to discuss the budget in January prior to the budget hearing. Mr. Dean said Board members can send in questions and he can bring that list in on Jan 3 or 9.

Ms. Belanger said the BRC was concerned about the current inventory of conservation land and how much more we'd like to add. The Conservation Commission wanted to do a short presentation to the Board promoting more conservation land.

Mr. Dean asked the Board to review the draft town warrant in the packet. One article is to appoint the Treasurer rather than elect the position. The other is increasing the percentage going into the CATV fund.

Mr. Kelly said for the draft town warrant, the BRC suggested modifications to some items. For the Police Station/Fire Substation, there was interest in adding net zero language to the article, ie "with net zero energy components". For Bond Article #5, Groundwater Source Development, we should add a second line that it's more of a continuation of previous work": "for the purpose of *continuing* efforts to develop groundwater sources." Bond Article 6, for the Court Street Sewer Pump Station project, should say "replacing *aging* equipment."

9. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

**MOTION:** Ms. Gilman moved to approve a timber tax for 71/119 in the amount of \$5,502.66 for tax year 2022. Ms. Belanger seconded. In a roll call vote, the motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve a solar exemption for 86/66/1 in the amount of \$12,000 for tax year 2023. Ms. Belanger seconded. In a roll call vote, the motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve a veteran's credit for 47/8/2445 in the amount of \$500 for tax year 2023. Ms. Belanger seconded. In a roll call vote, the motion passed 5-0.

b. Permits & Approvals

Mr. Dean said this is a request for a temporary access permit from Eversource.

He recommends it be approved. This is for 61 Newfields Road.

**MOTION:** Ms. Belanger moved to authorize Eversource Energy a temporary access permit for the property of 61 Newfields Road in Exeter NH, as described in Book 3764, page 2337 of the Rockingham County Registry of Deeds, subject to the conditions as listed in the permit. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

c. Town Manager's Report

- i. Previously, a resident came in to discuss an issue with late payments in the Water Department. Mr. Dean went through a process with the Deputy Tax Collector and that issue has been resolved.
- ii. Paul Vlasich has accepted the role of acting Public Works Director. We're continuing our search for a new Director, checking the references of the candidates.
- iii. The Swasey Parkway affidavit has been forwarded for signature. The changes were made, so we can circulate it back for review and put it on the website.
- iv. We had notice from NH DOT that Bridge Aid is coming. This will be \$301,000 to offset the cost of the Linden Street Bridge repair.
- v. Town Offices will be closed Friday 12/23 for Employee Appreciation Day, as well as Monday 12/26 and Monday 1/2/23. Trash pickup on the week of 12/26 is on time.
- vi. Park Street should be paved by the end of this week. Crews are working on sidewalks on Salem and Oak Street.
- vii. The DPW is continuing design work on the Webster Avenue Pump Stations project. The Sewer Siphons project is underway.
- viii. He's working with the Finance Director to submit a review for our bond rating; hopefully will get an upgrade.
- ix. The Water/Sewer rate study is underway.

Ms. Cowan said the rental assistance program is ending. Has there been any guidance from the State? Ms. Gilman said there's a temporary assistance program. Mr. Dean said he will look into the issue.

d. Select Board Committee Reports

- i. Ms. Oliff said the report from the Arts & Culture Committee covered it.
- ii. Ms. Cowan said the Communications Advisory meeting was canceled due to lack of a quorum.

- iii. Ms. Gilman said she attended the Facilities Committee and Energy Committee meetings, which were already discussed. She asked the Energy Committee to look through the State LSRs and got responses on what bills we should take action on. She encourages other committees and the public to take a look.
- iv. Ms. Belanger had a Planning Board sitewalk on December 6 on Beech Hill Road. There was a discussion of this project on December 8, and it will be coming up again Thursday. Also, Dave Sharples talked about proposed zoning amendments. The Housing Advisory Committee discussed “attainable housing” and looked at a data analysis of then and now. We want to look at what parcels of land could have attainable housing projects. There will be a field trip to Dover in May to look at affordable housing. Conservation Commission had their first non-public. They discussed the construction of a parking lot at the Volvo building on Portsmouth Ave; there was concern about the amount of additional parking. The Raynes Farm contract was signed, and repairs will start. The Town Forest kiosks and signs will be improved. There will be a future snow event, possibly in March. There was discussion about why the parks have no crosswalks and how Epping Road and Exit 9 are dangerous for bicycles.
- v. Mr. Papakonstantis had a Sustainability Advisory Committee meeting, which was previously discussed. River Advisory canceled their December meeting.
- e. Correspondence
  - i. A memo from Megan Rafferty that Don Clement has been reappointed to a three year term on the Exeter-Squamscott River Local Advisory Committee.
  - ii. Letters of support for the single-use plastic ordinance.
  - iii. A thank you from New Generation for the town’s donation of \$500.
  - iv. A notice from Public Works of a Salem Street meeting tomorrow at the Library.
  - v. A memo from NHMA on upcoming dates.
  - vi. A Town of Exeter calendar with holidays and election dates noted.

#### 10. Review Board Calendar

- a. The next meetings are Tuesday January 3, January 9, and January 30. The public budget hearing is Tuesday January 17. Deliberative Session is February 4. The All Boards meeting is February 8th.

#### 11. Other business

- a. Ms. Belanger thanked Pam McElroy for her work on the donated water trough. Ms. Gilman said it will be used as a planter in the summer.

#### 12. Non-Public Session

- a. There was no non-public session at this time.

13. Adjournment

**MOTION:** Ms. Belanger moved to adjourn. Ms. Gilman seconded. In a roll call vote, all were in favor, and the meeting adjourned at 10:10 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary