

Select Board Meeting
Monday June 12, 2023
6:50 PM
Nowak Room, Town Offices
Final Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:45 PM. The Board went downstairs to the Wheelwright Room for an interview.

2. Board Interviews

- a. Danielle Capalbo - Arts & Culture and Rec Advisory Board

The Board reconvened in the Nowak Room at 6:59 PM.

3. Public Comment

- a. Jaime Lopez, the owner of the Inn by the Bandstand, said there have been tiles falling from the roof of the Town Offices building for several years. There are more and more lately and it's presenting a danger to our community. He brought this to the attention of the Town Manager's office last year and again in March but nothing has been done. When will the loose tiles be removed? Mr. Papakonstantis said the town will take immediate action. Mr. Lopez also requested that the back of the Town Office building should be cleaned up. The chair and tables present a challenge for people trying to back out of the parking lot. The first impression his guests have is negative. Ms. Gilman said she had seen people having trouble getting into the Inn's lot. Mr. Papakonstantis said someone will get back to Mr. Lopez at the end of the week. Ms. Roy said when the table was in the other location, it was up against the condensers for the air conditioning, but we can look at other locations.

4. Proclamations/Recognitions

- a. There were no proclamations or recognitions at this meeting.

5. Approval of Minutes

- a. Regular Meeting: June 5, 2023
- i. Corrections: Ms. Gilman requested adding the motion to seal the non-public minutes: *Mr. Chartrand made a motion to seal the minutes of the non-public session indefinitely. Ms. Belanger seconded. The motion passed 5-0.*

MOTION: Ms. Belanger moved to approve the minutes of June 5 as amended. Ms. Gilman seconded. The motion passed 5-0.

6. Appointments

MOTION: Ms. Belanger moved to appoint Danielle Capalbo to the Arts & Culture Advisory Commission as an alternate member, term to expire April 2025. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to appoint Danielle Capalbo to the Recreation Advisory Board as an alternate member, term to expire April 2025. Ms. Gilman seconded. The motion passed 5-0.

7. Discussion/Action Items

a. Bond Discussion - FY 23 Bond Issues

Finance Director Corey Stevens was present to discuss the bonds. He said we're wrapping up our application and going out to bond for \$9.25M. The maximum interest is 4.25%, up .25% from 2022.

Ms. Gilman read through the certificate of vote and resolutions.

Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement with the New Hampshire Municipal Bond Bank

I, the undersigned Clerk of the Issuer, hereby certify that a meeting of the Governing Board of Issuer (the "Board") was held on June 12, 2023. A quorum of the Board was in attendance and voting throughout.

I further certify that there are no vacancies on the Board, that all of the members of the Board were duly notified of the time, place, and purposes of said meeting, including as one of the purposes the authorization of bonds and the approval of a Loan Agreement between the New Hampshire Municipal Bond Bank (the "Bond Bank") and the Issuer.

I further certify that the following is a true copy of resolutions unanimously adopted at said meeting:

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 9 2021 under Article 4 and on March 14, 2023 under Articles 4, 5, 6, 7, and 8 of the Warrants for such annual meetings of the Issuer there be and hereby is authorized the issuance of a \$9,245,274 bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of financing (i) the construction of a solar array on Town-owned land described as Map 98 Lot 3 and Tax Map 100 Lot 4 (\$5,227,724), (ii) the construction of water, sewer, and drainage improvements in the Westside Drive area (\$2,320,000), (iii) Intersection Improvements in the Pine Street, Linden Street, and Front Street intersections (\$798,000), (iv) continuing efforts to

develop groundwater sources in the town (\$500,000) and (v) the replacement of aged equipment at the Court Street Sewer Pump Station (\$400,000).

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to the Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of four and one quarter percent (4.25%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which loan agreement is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all actions heretofore taken by the Issuer and its officers and agents in its authorization of the projects to be financed by the Bonds are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bonds are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the projects being financed are in excess of twelve (12), fifteen (15) and twenty (20) years.

I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection

within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

I further certify that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

Ms. Belanger said on page 1 in the first paragraph, the \$400,000 is missing a zero.

MOTION: Ms. Belanger moved to adopt the resolution set forth in the authorization of bonds and approval of loan agreement with the NH Municipal Bond Bank as corrected [adding a zero to “(\$400,00)” on page 1]. Ms. Gilman seconded. The motion passed 5-0.

b. Squamscott Sewer Siphons Update

Ms. Roy said the drillers have made it 500 feet, more than halfway. There have been no further fluid releases. The Court date to get permission to do a special town meeting is still set for June 22. If approved, the deliberative session will be July 11 and voting will be August 15.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

i. There were no abatements or exemptions considered at this meeting.

b. Permits & Approvals

Mr. Papakonstantis said one of the goals set by the Select Board was long-term succession planning and review of the organization moving forward. The Town Manager and Assistant Town Manager were tasked with finding the resources to move ahead. Ms. Roy said the DPW has had quite a few vacant positions. It's our recommendation to use that savings towards this evaluation.

Mr. Chartrand said he is wholeheartedly in favor. Ms. Cowan concurred and said we're struggling in public service to fill these jobs. It makes sense to have a planning process in place for retirements and vacant positions. The rest of the Board agreed.

Mr. Papakonstantis said in 2019, when Chief Shupe retired, the Board identified Chief Poulin as an internal promotion. Chief Poulin had a vision to reorganize the Police Dept for the succession planning by creating a Deputy Chief. Chief Wilking did the same when former FD Chief Comeau retired. We need to identify which employees may want to move up or move on. There's a lot of talent here. Ms. Cowan said that's also more cost-effective in the long term.

Mr. Chartrand said he likes that we will bring in a consultant to do this more intentionally and effectively. Ms. Cowan asked if any similar services are provided by MRI. Ms. Roy said she hasn't reached out to them on this. She thinks it's good to use other consultants because MRI is already working with the town on assessing. Mr. Papakonstantis said he agrees that MRI is too close to

the town to do this evaluation. Keegan Associates will also help with training internal candidates if needed.

MOTION: Ms. Belanger moved to appropriate up to \$50,000 from money in the DPW Administration salary and wages line of the budget that have not been utilized in the absence of a DPW Director, Assistant Town Engineer, or Water/Sewer Manager in the first six months of this year to be utilized to retain Keegan Associates to conduct the long-term succession planning initiative. Ms. Gilman seconded. The motion passed 5-0.

c. Town Manager's Report

- i. Ms. Roy walked through Town Hall with Ms. Gilman and representatives from the State Preservation Office.
- ii. She worked with Kristen and the Mitchell Group on single use plastics.
- iii. She met with the DPW team to discuss recruitment and retention strategies.

d. Select Board Committee Reports

- i. Ms. Belanger attended a Planning Board meeting. An application was approved for subdivision at 45 Pine Street. They also heard an application for site plan review for the reconstruction of the club house at Exeter Country Club, but no decision was made; a site walk is scheduled on June 21 at 8 AM and it's on the agenda for June 22nd. There was a preliminary conceptual review for a vehicle storage and display area at 127 Portsmouth Ave. At the Housing Advisory meeting, Town Assessor Janet Whitten gave a report on 79-E. The HAC tried to compare the 79-E value to the MUND value. Darren Winham was there and suggested a vetting process to bring before the Select Board for individual 79-E applicants. There will be no July Housing Advisory meeting; the next is Aug 11.
- ii. Mr. Chartrand attended a tree planting for Arbor Day at Lincoln Street School and read the Board proclamation. They planted a tulip tree and a sugar maple. The Tree Committee was there.
- iii. Ms. Cowan had no report.
- iv. Ms. Gilman said at the Historic District Commission meeting on June 22nd, they will hear a revised application from the owners of the property next to the loka. They're making changes to the approved plans for the front and back. She also gave a State legislative update.

e. Correspondence

- i. Ms. Gilman said SB 110 for Welfare Departments has passed. This law makes it a requirement that towns must discuss the "person of interest" with both towns. If we help a person from Stratham, Stratham will pay for the care.
- ii. An NHMA legislative bulletin

- iii. A memo from the NH Department of Revenue Municipal Property division. The next revaluation is in 2024.

9. Review Board Calendar

- a. The next meetings are June 26, July 10, and July 24. The special Deliberative Session will be July 11 and Election Aug 15.

10. Non-Public Session

MOTION: Ms. Belanger moved to enter into non-public session under RSA 91-A:3II(a). Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

The meeting entered non-public at 7:46 PM.

MOTION: Ms. Belanger moved to exit non non-public session. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Mr. Chartrand moved to seal the minutes of the non-public session indefinitely. Ms. Belanger seconded. The motion passed 5-0.

11. Adjournment

MOTION: Ms. Belanger moved to adjourn the meeting. Ms. Gilman seconded. The motion passed 5-0 and the meeting was adjourned at 9:07 pm.

Respectfully Submitted,
Joanna Bartell
Recording Secretary