

Exeter All Boards/Committees/Commissions Meeting
October 11, 2023
6:30 pm
Exeter Public Library

Minutes

The meeting opened at 6:35 pm.

Attendees: Niko Papakonstantis, Select Board Chair; Julie Gilman, Select Board Clerk; Nancy Belanger, Select Board Member; Pam Gjettum, Heritage Commission, Historic District Commission, Exeter Housing Authority; Langdon Plumer, Planning Board, Rockingham Planning Commission; Laura Davies, Zoning Board of Adjustment; Richard Huber, River Advisory Committee; Stephanie Marshall, Energy Committee; Theresa Page, Zoning Board of Adjustment; Martha McEntee, Communications Advisory Committee; Christopher Zigmont, Budget Recommendations Committee, Sustainability Advisory Committee; Leone Atsalis, Trustees of the Trust Fund; Dwane Staples, Swasey Parkway Trustees; Kris Weeks, Facilities Advisory Committee; Andrew Koff, Conservation Committee; Michelle Crepeau, Conservation Committee; Bob Kelly, Budget Recommendations Committee, Water/Sewer Advisory Committee; John Crowley, Supervisors of the Checklist; Vicky Nawoichyk, Supervisors of the Checklist; Bob Glowacky, Media Communications Coordinator; Pam McElroy, Sr. Executive Assistant to the Town Manager

Town Manager, Russ Dean welcomed everyone and reviewed “Best Practices”.

Julie Gilman said when a member of a board/committee/commission has a conflict of interest, they should recuse themselves to the audience after the meeting has been called to order.

Nancy Belanger requested clarification on when a roll call vote is necessary. Russ Dean clarified that when a board/committee/commission member is attending the meeting via Zoom or during a non-public session a roll call vote is required.

Bob Glowacky, Media Communications Coordinator reviewed Exeter TV channels, how to find meetings on the Town website, how to use microphones, Zoom/hybrid meetings, scheduling meetings, and the new email newsletter. To subscribe to the email newsletter, go to “[exeternh.gov/community](https://www.exeternh.gov/community)”, “signup for e-news alerts”.

Vicky Nawoichyk suggested all boards/committees/commissions have access to the general calendar.

Bob Kelly asked if there is a place on the website to attract potential new members – should be front and center.

Russ Dean introduced Bob Glowacky’s new title, Media Communications Coordinator.

Niko Papakonstantis said during Covid the ability to Zoom all meetings was invaluable. He said Bob Glowacky is available to highlight boards/committees/commissions through video clips.

Russ Dean spoke about quorums. If there is not a quorum (majority of members present) a meeting cannot be held. If the meeting was not called off prior, the meeting should be ended by calling it a "non-meeting".

Niko Papakonstantis spoke about a "physical quorum", meaning in the physical meeting room.

Russ Dean added that a member may attend a meeting, but must state that it is not practical for them to not be physically present, if they are alone in the room they are in, and all votes must be roll call votes.

Martha McEntee asked if a member is able to Zoom in only if there is a physical presence in the meeting room. Russ Dean replied yes, there must be a physical quorum in the meeting room. Julie Gilman said there was a legislative request for permission to allow Zoom meetings. The request was denied.

Langdon Plumer asked about board/committee/commission members texting or on computers/laptops during a meeting for purposes other than the meeting (ie shopping). Julie Gilman and Russ Dean both replied that ANY communication can be considered discoverable during the time of the meeting (text, email, etc.)

Kris Weeks asked how long emails/texts, etc need to be kept for legal purposes. Russ replied that a legally deleted text/email is not discoverable, meaning if the email/text was deleted from the "trash" as well, it is considered legally deleted.

Theresa Page asked how long handwritten notes should be retained. Julie Gilman added the question of personal notes. Russ Dean said handwritten minutes, if not transcribed, are discoverable.

Russ Dean said these topics will be covered in more detail at the NHMA 91-A training on October 18, 2023 at 6:30 pm here in the Library.

Russ Dean said if anyone has questions regarding training review for boards/committees/commissions to contact the Town Manager's Office.

Julie Gilman said there are various online trainings available, as well as conferences through the Office of Planning and Development.

Theresa Page said Barbara McEvoy does a good job of sharing training opportunities with the Planning/Building Boards.

Russ Dean said NHMA offers various training opportunities as well. Julie Gilman said a log in is necessary to access these trainings.

The next Boards/Committees/Commissions meeting will be held on Wednesday, February 7, 2024 at the Exeter Public Library at 6:30 pm.

Niko Papakonstantis requested agenda item ideas be sent to the Select Board or Town Manager.

Julie Gilman asked if the on-boarding process has been successful or if there are further needs.

Chris Zigmont suggested all members be invited to attend.

Meeting adjourned: 7:33 pm