

Select Board Meeting
Tuesday September 2, 2025
6:15 PM
Nowak Room, Town Offices
Final Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Nancy Belanger, Julie Gilman, Dan Chartrand, and Interim Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:15 PM.

2. Non-Public Session

MOTION: Ms. Belanger moved to enter into non-public session under RSA 91-A3II(d). Ms. Cowan seconded. In a roll call vote, the motion passed 5-0.

The Board entered into non-public session at 6:15 PM and went downstairs to the Wheelwright Room.

MOTION: Ms. Belanger moved to exit non-public session at 6:51 PM. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Mr. Chartrand moved to seal the non-public minutes until the matter is complete. Ms. Belanger seconded. The motion passed 5-0.

3. Board Interviews

- a. Susan Drinker for the 250th Celebration Commission

The Board reconvened in the Nowak Room at 7 PM.

4. Public Comment

- a. There was no public comment at this time.

5. Proclamations/Recognitions

- a. Ms. Gilman spoke about John Merkle, formerly of the Heritage Commission, who recently passed away. Mr. Papakonstantis called for a moment of silence in his memory.

6. Approval of Minutes

- a. Regular Meeting: August 18, 2025

Corrections: Mr. Chartrand asked for revisions to his Committee Report to clarify that the meeting with the Unitil Tree Contractor was a separate meeting from the Conservation Commission.

MOTION: Ms. Belanger moved to approve the minutes of August 18, 2025 as amended. Ms. Cowan seconded. The motion passed 5-0.

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46 7. Appointments and Resignations

47 **MOTION:** Ms. Belanger moved to accept the resignation of Pete Cameron from the Planning
48 Board. Ms. Gilman seconded. The motion passed 5-0.

49
50 **MOTION:** Ms. Belanger moved to accept the resignation of Danielle Capalbo from the
51 Recreation Advisory Board. Ms. Cowan seconded. The motion passed 5-0.

52
53 **MOTION:** Ms. Belanger moved to accept the resignation of Maisie Sanderson from the Pairpoint
54 Park Stakeholders Advisory Committee. Ms. Cowan seconded. The motion passed 5-0.

55
56 **MOTION:** Ms. Belanger moved to accept the resignation of Mark Lemos and Theresa Page
57 from the Zoning Board of Adjustment. Ms. Cowan seconded. The motion passed 5-0.

58
59 **MOTION:** Ms. Belanger moved to appoint Laura Montagno from an alternate to a voting
60 member of the Zoning Board of Adjustment, term to expire April 2027. Ms. Cowan seconded.
61 The motion passed 5-0.

62
63 **MOTION:** Ms. Gilman moved to appoint Susan Drinker to the 250th Celebration Commission,
64 with no term. Ms. Belanger seconded. The motion passed 5-0.

65
66 8. Discussion/Action Items

67 a. Drought Update

68 Public Works Director Stephen Cronin said at the last meeting, Steve
69 Dalton recommended water restrictions due to a change in the drought status to
70 "Moderate Drought." The Board implemented level 2 restrictions, and we've seen
71 an overall decrease in daily demand. Last Thursday, 85% of the State was in
72 moderate drought. We recommend increasing the restriction to level 4, the
73 highest level in the ordinance, which prohibits landscape watering, filling of
74 swimming pools over 100 gallons, washing streets, driveways, or impervious
75 areas, and washing vehicles or boats at a non-commercial facility.

76 Ms. Gilman asked if this includes private wells, and Mr. Cronin said yes.

77 **MOTION:** Ms. Belanger moved to issue a level 4 water restriction, effective September 3, 2025,
78 until further notice. Mr. Chartrand seconded. The motion passed 5-0.

79
80 b. Donation Acceptance – K9 Ballistics Vest – Police Department

81 Deputy Police Chief Josh McCain asked the Board to accept a donation
82 of a ballistic vest for the new patrol K9. The head trainer from Fox Hill Farm
83 Kennels, Sean Castro, would be the donor, and he would like us to credit it in
84 loving memory of Duke, his first dog.

85 **MOTION:** Ms. Belanger moved to accept a donation from Sean Castro for a ballistic K9 vest for
86 our K9, Bobo, in the amount of \$3,000, with the condition that the Police Department
87 acknowledge that it's in loving memory of Duke. Mr. Chartrand seconded. The motion passed 5-
88 0.

89
90 c. Rapid Intubation Sequence

91 Fire Chief Justin Pizon said that Exeter Hospital's Rapid Intubation
92 Sequence service was dissolved, so we were motivated to get this training
93 ourselves. The Board previously supported the purchase of a portable ventilator.
94 Video laryngoscopes were donated by the RiverWoods Charitable Funds
95 Committee, at a value of \$5,000. As of July, both EMS and Fire are credentialed
96 in RSI. We used it in a tragedy a few weeks later, and it allowed the person's life
97 to be maintained at that time; they did later pass, but four families were able to
98 get life-saving organ donations, which may not have been possible without RSI.
99 There are ongoing training requirements: 6 hours per year for each paramedic.
100 One issue has been getting practice doing intubations on live individuals. He's
101 been collaborating with Exeter Hospital, and on August 20 he was notified that
102 they will approve us to get into the OR and work with the Anesthesiologist there.

103 Mr. Chartrand said he was excited about Chief Pizon being appointed for
104 his ability to get this kind of stuff done.
105

106 d. EMS Reimbursable Rate Legislation

107 Fire Chief Justin Pizon said that Senate Bill 245 prohibits "surprise billing"
108 as of January 1st, 2026. He contacted Comstar, our billing agency, and met with
109 an attorney there. We have an existing contract with Anthem Blue Cross Blue
110 Shield, so we are automatically enrolled in their new program. They're difficult to
111 contact and he hasn't been able to speak to someone there. About 76% of our
112 runs are Medicaid and Medicare, so only 24% are affected by this bill. We've
113 thought about going to collections with some unpaid bills, but he has qualms
114 about that. He will advocate that we maintain a nonaggressive billing policy.
115 When he has more information he will come back to the Board.

116 Mr. Chartrand asked if he's keeping the Finance Director apprised, and
117 Chief Pizon said yes.
118

119 e. Permit Verbiage Updates

120 Ms. Roy said a few weeks ago, we updated Ordinance 8 with an updated
121 RSA. The permit forms which reference that ordinance need two changes:
122 updating the liability insurance required and adding a reference to Ordinance
123 802.

124 **MOTION:** Ms. Belanger moved to accept adding the following language to the Peddling,
125 Soliciting, Vending, and Town House Common Mobile Vending permit applications: "Liability
126 Insurance Required: Certificate of Insurance and endorsement/provisions to be submitted with
127 completed application. Required Amounts: General Liability/Bodily Injury/Property Damage:
128 \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as
129 additional insured." Mr. Chartrand seconded. The motion passed 5-0.
130

131 **MOTION:** Ms. Belanger moved to accept adding the following language to the Peddling,
132 Soliciting, Vending, and Town House Common Mobile Vending permit applications: "Complete

Ordinance 802 is available on the Exeter NH website at exeternh.gov/bcc/town-ordinances or upon request.” Ms. Gilman seconded. The motion passed 5-0.

f. Train Committee Reinstatement

Mr. Papakonstantis said the Train Committee has been formally defunct since 2012, but this group of people are meeting regularly and doing some good work. We’d like to reinstate the Train Committee. That group should review the draft charge and proposed membership structure. He would also like the members to come forward to the Board for an interview.

Mr. Chartrand said he likes the structure and charge, but he suggests five voting members instead of three who are Exeter Residents and two alternates. We have an active person who’s not a town resident who could be the ex-officio member. It would also include a Select Board representative, the Economic Development Director, a member from the Exeter Chamber, and an ex-officio member. There would be two 3-year, two 2-year, and one 1-year term. Mr. Chartrand said their next meeting is the third week of September. Ms. Gilman suggested changing “Ex Officio,” which implies that they have been a member of the committee in the past. Ms. Roy suggested “Regional Resident.”

Ms. Roy said at some point, there will need to be Capital Improvements in this area, so there may be a budget in the future. It doesn’t lie specifically under one Department, so we can review where they would fit.

MOTION: Mr. Chartrand moved to formally reinstate the Train Committee and authorize the interim Town Manager to contact the representatives for interviews, and post for other folks to apply as well. Ms. Belanger seconded. The motion passed 5-0.

g. Tax Collector Appointment

Mr. Papakonstantis said the Board needs to appoint Ms. Roy as the Tax Collector. Ms. Roy said in 1984, the Town Meeting voted to make the Town Manager the Tax Collector. In the initial vote to make her the Interim Town Manager, the Board didn’t mention this aspect of the role.

MOTION: Ms. Belanger moved to appoint Melissa Roy, the Interim Town Manager, to serve as the Interim Tax Manager in accordance with warrant article 43 from March 1984 Town Meeting upon the recommendation of legal counsel. Ms. Cowan seconded. The motion passed 5-0.

9. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

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

b. Permits & Approvals

i. Park Improvement Fund – Spray Pad

Parks & Recreation Director Greg Bisson said there is one more project to approve from the Parks Improvement Fund: the spray pad renovation. Our spray pad was first constructed in 2007 and was the first of its kind in NH. It’s aged and has significant water loss, up to 500

177 gallons per day. We're going to redevelop how it functions. The town uses
178 chloramine for sanitation in the water. For the pool end user, we don't
179 want chloramine. Right now we turn the spray pad off every night, so it
180 doesn't filter 24/7, unlike the pool. If we update the spray pad, we would
181 be better able to meet State standards. We would use our alternative
182 pump to pump out filtered water. It would be more efficient and
183 sustainable, as well as brighter. We plan to seal all the cracks with spray
184 rubber and have a cushioned surface. We received two quotes. Covered
185 Bridge Construction of Manchester was the low bid and had good
186 references. Concrete cutting would be a sole source from Moore Cutting.
187 Covered Bridge Concrete would dig out the pipes, Parks staff would
188 repair the pipes, Covered Bridge would re-concrete, and staff would spray
189 the surface and repair the elements, at a cost of \$34,850. We pursued
190 LifeFloor as a coating; they give away two full installations free a year.
191 We applied, and if we get it, it's worth over \$100,000.

192 Mr. Papakonstantis asked if any other big expenses are coming
193 up for the Parks Improvement Fund, and Mr. Bisson said no.

194 Mr. Papakonstantis asked if the grant will fund 100% of the cost.
195 Mr. Bisson said yes. If we get the grant, we wouldn't spend the full
196 \$34,000. Ms. Belanger said she's concerned about committing money we
197 don't need yet. Mr. Bisson said the approval of the \$4,500 for rubber
198 coating could wait.

199 **MOTION:** Ms. Belanger moved to authorize the Parks and Recreation Department to utilize
200 \$3,000 from the Parks Improvement Fund to purchase PVC pipes and fittings to go towards the
201 work of completing the Dan Healy Spray Pad Renovations. Mr. Chartrand seconded. The
202 motion passed 5-0.

203
204 **MOTION:** Ms. Belanger moved to authorize the Parks and Recreation Department to contract
205 with Covered Bridge Construction in the amount of \$11,000 from the Parks Improvement Fund
206 to install the 3,000 gallon tank for the Dan Healy Spray Pad. Ms. Cowan seconded. The motion
207 passed 5-0.

208
209 **MOTION:** Ms. Belanger moved to authorize the Parks and Recreation Department to contract
210 with Moore Concrete Cutting in the amount of \$3,600 from the Parks Improvement Fund to
211 renovate the Dan Healy Spray Pad. Ms. Cowan seconded. The motion passed 5-0.

212
213 **MOTION:** Ms. Belanger moved to authorize the Parks and Recreation Department to contract
214 with Covered Bridge Construction in the amount of \$12,750 from the Parks Improvement Fund
215 for the purpose of clearing and exposing the pipes to facilitate repairs, backfilling and re-
216 concreting those areas at the Dan Healy Spray Pad. Ms. Cowan seconded. The motion passed
217 5-0.

- 221 ii. Exeter Hospital Community Grant Agreement Acceptance – Greg Bisson,
222 Parks & Recreation Director
223 Mr. Bisson said we have been selected as a recipient of Exeter
224 Hospital's grant of \$30,000 for Senior Programming again this year.
225 **MOTION:** Ms. Belanger moved to accept the community grant agreement from Exeter Hospital
226 in the amount of \$30,000 for Senior Programming and to authorize the Parks and Recreation
227 Director to sign all documents. Ms. Gilman seconded. The motion passed 5-0.
228
- 229 iii. Donation Acceptance – K9 Ballistics Vest – Police Department
230 This item was discussed previously in the meeting.
231
- 232 iv. MS-1 – Summary Inventory of Valuation
233 Ms. Roy said the MS1 is an annual State requirement. The
234 change in assessment is a result of construction and property reviews.
235 The total taxable assessment increased \$17,802,000 for this year. The
236 TIF retained value increased by \$2M.
237 **MOTION:** Ms. Belanger moved to authorize the Select Board to sign the New Hampshire
238 Department of Revenue 2025 MS1. Ms. Gilman seconded. The motion passed 5-0.
239
- 240 c. Town Manager's Report
- 241 i. On September 4, from 9-11 AM, there will be a planned phone system
242 outage. Dispatch and Emergency Services are excluded. Residents can
243 still call and leave a message.
244 ii. Household Hazardous Waste Day is Oct 4.
245 iii. She's reviewing the FY 26 Budget Requests.
246 iv. She attended a Leadership meeting
247 v. She attended a 10 Hampton Road Building construction sitewalk with the
248 Facilities Committee.
249 vi. The Police Station and Fire Substation group received the 75%
250 construction docs and are getting ready for bid packages.
251 vii. She and Corey Stevens met with the coordinator of Holiday Parade, who
252 requested increased funding this year.
253 viii. She will join the GIS user group as DPW tries to work on the workflow.
254 ix. She does not have a Park Street Bridge update.
255 x. She attended the Tax Exemption and Credit meeting and passed along
256 the public comment on the All-Veterans Credit.
257 xi. She worked with Caroline Neale of Parks and Rec and attended the
258 250th Committee to discuss their plans.
259 xii. She attended the Planning Board CIP meeting last week.
260 xiii. She's working with DPW on the groundwater easement project on
261 Drinkwater Road.
262 xiv. She attended a Train Committee meeting. They're looking for a grant and
263 VHB has offered to do pro bono design for improvement of the station.
264 xv. She had the biweekly agenda meeting with the Select Board Chair.

- 265
- 266 d. Select Board Committee Reports
- 267 i. Ms. Gilman attended the Facilities, 250th and Tax Exemption Committee
- 268 meetings.
- 269 ii. Ms. Belanger said she attended the Planning Board CIP discussion.
- 270 There were a few members that noticed we're trying to keep things lean
- 271 this year. At the Planning Board Aug 28, there was a continued public
- 272 hearing on 97 Portsmouth Ave, Blue Ribbon Drycleaners, which will
- 273 resume on September 11. There was also a Wetlands Conditional Use
- 274 Permit request for 18 Ashbrook Road. The Arts & Culture Commission
- 275 and Rec Advisory Board did not meet due to lack of a quorum. The next
- 276 Housing Advisory meeting is September 12, and she took the day off to
- 277 attend.
- 278 iii. Ms. Cowan had no report.
- 279 iv. Mr. Chartrand said the meetings he attended have been discussed.
- 280 v. Mr. Papakonstantis said he attended a Swasey Park Trustee meeting on
- 281 August 20. Peter Lennon, the Chair of the Trustees of the Trust Fund,
- 282 called in. Both committees are planning to attend the Board's next
- 283 meeting to discuss moving the Trust in Ohio back to New Hampshire. He
- 284 also attended the Pairpoint Park Committee August 28. They talked about
- 285 the fundraising and donation policy, as well as creating a logo. He met
- 286 with the E911 committee today.
- 287
- 288 e. Correspondence
- 289 i. A response from resident who wrote in last time
- 290 ii. Town Manager Russ Dean's resignation, which the Board accepted at the
- 291 last meeting
- 292
- 293 10. Review Board Calendar
- 294 a. The next meetings are September 15, September 29, Tuesday October 14,
- 295 October 27, November 10, November 24, December 8, and December 22.
- 296
- 297 11. Other Business
- 298 Mr. Papakonstantis said for employee appreciation around the holidays, we're
- 299 proposing a half day on the Wednesday before Thanksgiving, as well as a half day on
- 300 New Year's Eve and a full day off on December 26.
- 301 **MOTION:** Ms. Belanger moved to authorize the interim Town Manager to celebrate employee
- 302 appreciation days by giving staff a half day off on Wednesday before Thanksgiving as well as a
- 303 half day on New Year's Eve and a full day on December 26. Mr. Chartrand seconded. The
- 304 motion passed 5-0.
- 305
- 306 12. Non-Public Session

307 **MOTION:** Ms. Belanger moved to enter into non-public session under RSA 91-A3II(a). Ms.
308 Gilman seconded. In a roll call vote, the motion passed 5-0, and the meeting entered non-public
309 session at 8:10 PM.

310

311 **MOTION:** Ms. Belanger moved to exit non-public session. Mr. Chartrand seconded. The motion
312 passed 5-0.

313

314 13. Adjournment

315 **MOTION:** Ms. Belanger moved to adjourn. Ms. Gilman seconded. The motion passed 5-0 and
316 the meeting adjourned at 8:43 PM.

317

318 Respectfully Submitted,

319 Joanna Bartell

320 Recording Secretary