

Select Board Meeting
Monday October 14, 2025
5:30 PM
Nowak Room, Town Offices
Draft 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 5:30 PM.

2. Non-Public Session

MOTION: Ms. Belanger moved to enter into non-public session under RSA 91-A:3II(I). Ms. Gilman seconded. Ms. Cowan was not yet present and did not vote. In a roll call vote, the motion passed 4-0. The Board entered non-public session at 5:32 PM.

Vice-Chair Molly Cowan arrived as the Board entered into non-public session.

MOTION: Ms. Belanger moved to exit non-public session at 6:11 pm. Ms. Gilman seconded. The motion passed 5-0.

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

3. Board Interviews

- a. Train Committee – Don Briselden
- b. Energy Committee – Nicholas Metz
- c. Train Committee – Jonathan Ring

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. There were no proclamations or recognitions at this time.

6. Approval of Minutes

- a. Regular Meeting: September 29, 2025

MOTION: Ms. Belanger moved to accept the minutes of September 29, 2025 as presented. Ms. Gilman seconded. The motion passed 5-0.

7. Appointments

MOTION: Mr. Chartrand moved to appoint Don Briselden to the Train Committee for a three-year term to expire April 2028. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Mr. Chartrand moved to appoint Jonathan Ring to the Train Committee for a two-year term to expire April 2027. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to appoint Nicholas Metz to the Energy Committee, with no term. Ms. Cowan seconded. The motion passed 5-0.

8. Discussion/Action Items

a. E911 Volunteer Change of Address

Deputy Fire Chief Jason Fritz was present to discuss the E911 committee recommendation of an address change for 162 and 164 Front Street and 1 Charter Street. There is a voluntary change of address form from the building owner.

Mr. Chartrand asked if these are all in the same building, and Deputy Chief Fritz said yes.

MOTION: Ms. Belanger moved to accept the E911 Committee's request for a voluntary address change to 73/108: the left apartment on the Front Street side would be 162 Front Street; the right apartment on the Front Street side would be 164 Front Street; and 1 Charter Street would be split into 1 Charter Street Apartment A, 1 Charter Street Apartment B, and 1 Charter Street Apartment C. Ms. Gilman seconded. The motion passed 5-0.

b. E911 New Private Way

i. Carnegie Way

Deputy Chief Fritz said this is a new private way for the 112 Front Street project. The buildings in front will remain as 112 Front Street, while the buildings behind it will be numbered as a new street, Carnegie Way.

Ms. Gilman asked about the name Carnegie, and Deputy Chief Fritz said the owners usually give the committee suggestions, and the committee vets them for compliance with local and State guidelines. Ms. Gilman said she'll be asked why it's not Merrill Way. Mr. Chartrand said Nancy [Merrill]'s middle name was Carnegie. Deputy Chief Fritz said it was her maiden name.

MOTION: Ms. Belanger moved to accept the E911 Committee's recommendation to name the new housing development located at 73/114 to be called Carnegie Way. Ms. Gilman seconded. The motion passed 5-0.

ii. Driftwood Circle

Deputy Chief Fritz said this is a road off Haven Lane that was associated with the Portsmouth Ave project next to the Thirsty Moose, but they've now separated those two projects.

MOTION: Ms. Belanger moved to accept the E911 Committee's recommendation to name the new private way at 65/118 as Driftwood Circle. Mr. Chartrand seconded. The motion passed 5-0.

c. 250 Celebration Commission Budget Request

Karen Prior, Co-Chair of the 250 Celebration Commission, was present to discuss the commission's proposed budget. She said we tried to be more inclusive rather than have exclusive, expensive events. Our budget has been pared to \$26,000, to come from Fund Balance so that there is no tax impact. The group also plans to do fundraising to help offset the cost.

Ms. Belanger said she would be more comfortable having the BRC review this as part of the budget process. She'd like to see a fundraising plan. She's not comfortable taking money out of that pot.

Ms. Prior said our theme is "Our Declaration, Our Town, Our Stories." We met with the Director of Curriculum Development for SAU 16 and the group that oversees Raynes Farm to coordinate.

Mr. Chartrand said the warrant article wouldn't be approved by the voters until March. Would this impact the planning? Ms. Prior said she doesn't think so. There is \$5,000 that was already budgeted for this. There's a kickoff event in January but it's sponsored by the American Independence Museum.

Ms. Prior said regarding line items, the intern may be controversial, but she thinks it's critically important.

Ms. Roy said for events like "Touch-A-Truck," we would need to pay staff and operators overtime.

9. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

i. There were no abatements, credits, or exemptions considered.

b. Permits & Approvals

i. Clemson Pond Wastewater Treatment Contract

Water/Sewer Superintendent Steve Dalton was present to discuss this contract. Mr. Dalton said we need \$249,018.50 for the Clemson Pond Project. This is part of the approved contract with Wright-Pierce in August.

Mr. Chartrand asked what the excess bond proceeds are. Mr. Dalton said there was a lagoon cleaning project that there were remaining funds from. Mr. Chartrand asked if this funding is tied to the Water/Sewer rates rather than the tax rates, and Mr. Dalton said that's correct.

MOTION: Ms. Belanger moved to approve the proposal from Insituform Technologies LLC in the amount of \$249,018.50 to perform cleaning and CCTV inspection of the dual 36" CSO siphon barrels. Mr. Chartrand seconded. The motion passed 5-0.

130 ii. Request Recreation Revolving Funds

131 1. Adult ADA Changing Table

132 Parks & Recreation Director Greg Bisson was present to
133 discuss this proposal. Mr. Bisson said there was an error in the
134 ADA changing table for 10 Hampton Road. We're asking to
135 expend Rec Revolving Fund and Impact Fees to purchase the
136 changing table. We selected the Pressalit 1000 changing table, at
137 a cost of \$8,200: \$5,200 from Rec Revolving Fund and \$3,000
138 from the Impact Fees.

139 Ms. Belanger asked if we got the adult changing table in.
140 Mr. Bisson said an incorrect one was ordered. It wasn't universal.
141 Ms. Roy said the requirement now is powered. There was
142 miscommunication between us and HDC; they ordered one that
143 was not powered. We hope to take the one that wasn't powered
144 and put it in the pool, which is only open 8 weeks a year and isn't
145 an enclosed building.

146 Mr. Bisson said if all of these are approved, the Rec
147 Revolving Fund balance would be \$118,057 and the Rec Impact
148 Fees would be \$2,019.

149 **MOTION:** Ms. Belanger moved to expend an amount not exceeding \$5,200 from the Recreation
150 Revolving Fund and \$3,000 from the Recreation Impact Fees for the procurement of an ADA
151 adult changing station: a Pressalit 1000 table from Maximobility as part of the Renovation
152 project at 10 Hampton Road. Ms. Cowan seconded. The motion passed 5-0.

153
154 2. Furnishings & Signage for 10 Hampton Road

155 Mr. Bisson said we have some limited tables and chairs,
156 but they're used for the Powderkeg Beer and Chili festival, so
157 they're well worn. We're looking to purchase 80 chairs from Sam's
158 Club. We have a membership and will get free shipping. We don't
159 have a large enough vehicle to do a pick up. The cost is \$2,500.
160 We're also looking to purchase round, rectangular, and seminar
161 tables for the upstairs meeting room. Town Departments or non-
162 profits could use this space for meetings. We're also looking to
163 purchase two video monitors and console table units for storage
164 and protection of the televisions. We're looking to have ADA
165 signage throughout the building; this would require about 90 signs.
166 We also need 36 cordless miniblinds for the programming room
167 and offices. The total is \$109,000.

168 Ms. Belanger asked if the chair dolly at the Town Hall
169 would be usable in this space. Mr. Bisson said no, it would be too
170 big.

171 Ms. Belanger asked if there are EXTV capabilities in the
172 meeting room. Ms. Roy said we could use it like we use the
173 Library, with a camcorder on a tripod. She added that the Rec

Revolving Fund is built up through programming fees; these are not tax dollars.

MOTION: Ms. Belanger moved to authorize Parks and Recreation to expend an amount not exceeding \$996 from the Rec Revolving Fund for the purchase of 58 signs from ADA Sign Factory for the Exeter Multi-Generational Community Center located at 10 Hampton Road. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to authorize Parks and Recreation to expend an amount not exceeding \$9,750 from the Recreation Revolving Fund to purchase 80 Lifetime chairs, 6 round Lifetime tables, and 20 rectangular Lifetime tables from Sam's Club, as well as 8 Lifetime seminar tables from Home Depot, to furnish the programming spaces at the Exeter Multi-Generational Community Center located at 10 Hampton Road. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to authorize Parks and Recreation to expend an amount not exceeding \$696 from the Recreation Revolving Fund for the purchase of two Samsung TVs from Walmart for the programming spaces at the Exeter Multi-Generational Community Center located at 10 Hampton Road. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to authorize Parks and Recreation to expend an amount not exceeding \$460 from the Recreation Revolving Fund for the purchase of three TV consoles from Amazon for the programming spaces at the Exeter Multi-Generational Community Center located at 10 Hampton Road. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to authorize Parks and Recreation to expend an amount not exceeding \$1,700 from the Recreation Revolving Fund for the purchase of commercial bathroom mirrors, toilet paper dispensers, soap dispensers, and paper towel dispensers for the bathrooms and programming spaces at the Exeter Multi-Generational Community Center located at 10 Hampton Road. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to authorize Parks and Recreation to expend an amount not exceeding \$1,200 from the Recreation Revolving Fund for the purchase of cordless blinds for the programming room and offices at the Exeter Multi-Generational Community Center located at 10 Hampton Road. Ms. Gilman seconded. The motion passed 5-0.

iii. Donation Acceptance Approval

1. Families First – 65" Samsung Television

Mr. Bisson said Families First have purchased this TV for the multi-generational community center. We look forward to our partnership with them moving forward.

MOTION: Ms. Belanger moved to accept the donation of a 65" Samsung TV from Families First in Portsmouth to be placed in one of the programming rooms at the Exeter Multi-Generational Community Center located at 10 Hampton Road. Ms. Cowan seconded. The motion passed 5-0.

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219 2. United Way Day of Caring/Bauer Hockey - Landscaping at 10
220 Hampton Road

221 Mr. Bisson said the volunteer landscaping would take
222 place Thursday, October 16.

223 **MOTION:** Ms. Belanger moved to accept the services provided by the United Way and Bauer
224 Hockey for the United Way Day of Caring for assistance with the landscaping around the 10
225 Hampton Road property on October 16, 2025. Ms. Gilman seconded. The motion passed 5-0.
226

227 c. Town Manager's Report

- 228 i. Ms. Roy said the Linden Street roundabout direct abutters meeting is
229 November 6 at the Library.
- 230 ii. Public Works received authorization from NHDES to award a contract to
231 N. Granese and Sons for the construction of the Westside Drive area
232 utility improvement project. They intend to hold a neighborhood
233 informational meeting at the end of October, and hope to start in
234 November. It could go through the winter but that would need Select
235 Board approval.
- 236 iii. The town and PEA have come to terms on a new groundwater source
237 easement at Drinkwater Road per RSA 41:14A. The easement has been
238 referred to the Conservation Commission, the Heritage Commission, and
239 the Planning Board. The first of two public hearings with the Select Board
240 is scheduled for October 27.
- 241 iv. Parks and Rec and volunteers created a successful Powderkeg Festival.
- 242 v. At 10 Hampton Road they're starting to get things moved in.
- 243 vi. The Fire Department celebrated Fire Prevention Week with community-
244 building involvement with the schools.
- 245 vii. When we had a discussion about employee appreciation days, Nancy
246 asked about Christmas Eve. She [Ms. Roy] thought that it was already a
247 holiday, but it was an employee appreciation day. Can the Board pull
248 back the half day before Thanksgiving to give a half day on Christmas
249 Eve?

250 Ms. Belanger asked why we can't do both. Ms. Belanger said
251 we're not asking for both days.

252 Mr. Papakonstantis asked if there's more traffic at the Town
253 Offices around Thanksgiving than Christmas. Ms. Roy said everyone
254 celebrates something different so it's hard to say.

255 Mr. Chartrand said he's fine with switching it.

256 **MOTION:** Ms. Belanger moved to grant employee appreciation days to the staff for a half day
257 December 24, a whole day December 26, and a half day December 31. Ms. Cowan seconded.
258 The motion passed 5-0.

259
260 d. Public Comment

261 Fred Bird of 84 Kingston Road read a statement about the Tax Exemption
262 & Credit Advisory Committee and their misconceptions about what veterans
263 receive. If the town would like to show appreciation to its veterans, we would
264 appreciate the gesture.

265 Mr. Papakonstantis said we put together the committee to see what we
266 should be doing, not for them to make comments on what makes a veteran a
267 veteran. They are an advisory committee which will make a proposal to the
268 Board, and the Board will put together a warrant article for the voters to decide
269 on. He's sure any offensive comments were made unintentionally. Ms. Gilman
270 said she was disappointed with that meeting. She asked Mr. Bird what a veteran
271 can get from the government. Mr. Bird said if you serve 20 years, you get all your
272 medical and 50% or more of your base pay. If you serve less than 20 years, you
273 only get a grave and a marker. Ms. Gilman asked him to email her the details.
274 Ms. Roy said that committee is coming to the Select Board on October 27.
275

276 e. Select Board Committee Reports

- 277 i. Ms. Gilman said the Preservation Alliance Conference on October 2nd
278 had the highest attendance to date. They were appreciative of the
279 Heritage Commission's support. She did a tour of downtown for
280 attendees.
- 281 ii. Ms. Belanger said she volunteered for the Powderkeg Festival. She
282 attended the October 1st preliminary presentation of the BRC and will
283 attend the all-day meeting Friday.
- 284 iii. Ms. Cowan had no report.
- 285 iv. Mr. Chartrand attended the Sustainability Advisory Committee. They
286 talked about diverting material from the landfill. One of the members
287 attended a seminar and spoke about it. He was unable to attend the
288 Conservation Committee meeting.
- 289 v. Mr. Papakonstantis attended an E911 Committee meeting, where they
290 discussed the issues presented earlier at this meeting. He also attended
291 the Budget meeting on October 1st and spoke on behalf of the Board.
292

293 f. Correspondence

- 294 i. A communication about the Town Manager posting.
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296 10. Review Board Calendar

- 297 a. The next meetings are October 27, Tuesday November 11, November 24,
298 December 8, and December 22.
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300 11. Non-Public Session

301 **MOTION:** Ms. Cowan moved to enter into non-public session under RSA 91-A3:II(b). Mr.
302 Chartrand seconded. In a roll call vote, the motion passed 5-0. The meeting entered non-public
303 session at 8:10 PM.
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305 Members present during non-public session: Vice-Chair Molly Cowan, Clerk Nancy Belanger,
306 Julie Gilman, Daniel Chartrand.

307

308 **MOTION:** Mr. Chartrand moved to exit non-public session. Ms. Belanger seconded. The
309 motion passed 4-0.

310

311 **MOTION:** Mr. Chartrand moved to seal the minutes until the issue is resolved. Ms. Gilman
312 seconded. The motion passed 4-0.

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314 12. Adjournment

315 **MOTION:** Ms. Belanger moved to adjourn the meeting at 8:32 pm. Ms. Gilman seconded. The
316 motion passed 4-0.

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318

319 Respectfully Submitted,

320 Joanna Bartell

321 Recording Secretary