

**MINUTES
SELECT BOARD MEETING
Friday, June 21, 2024**

SELECT BOARD PRESENT: Mark Avery (MA), Tim Burt (TB), Susan Ossoff (SO)
OTHERS: Deb Ahlstrom (DA), Mat Paugh (MP), Jim Davis (JD)

Note: Eric Fiegenbaum (EF) was not present at the meeting due to illness but did participate by phone for part of the meeting.

CORRESPONDANCE

- **John Pazdon on Class 6 Improvements:** A request has come in to make improvements on a Class 6 road. EF will let Mr. Pazdon know that the procedure is to have information about the planned improvements provided to the Select Board for review before any work can be done.
- **Complaint regarding kitchen:** A former employee of Carriage Hill spoke to EF about concerns with the kitchen at Carriage Hill. EF will inform the Town's Health Officer who can follow up with the State as necessary.
EF will schedule the Health Officer to meet with the Select Board at a future meeting.
The Health Officer and Select Board together constitute the Health Board.

SIGN: Payroll, accounts payable, signature cards for bank accounts

Intent to Excavate: This application is from Pike Industries, lots 4-25 & 4-26. EF has done some research and confirmed the forms are correctly filled out.

On a motion by TB, seconded by SO, the Board voted 3-0 to approve the Notice of Intent to Excavate.

NEW BUSINESS

- **Dog warrant:** MA asked whether the Town Clerk had coordinated this with the Chief of Police because there is police involvement in the warrant; EF confirmed the Chief is aware of this.
On a motion by Tim Burt, seconded by Susan Ossoff, it was voted 3-0 to approve the Civil Forfeiture Warrant for unlicensed dogs dated 6/20/24 under RSA 466:14 and 466:16.
- **Approve letter for domain using '.gov':** TB explained that the Town's consultant will need a letter allowing them to apply for a '.gov' domain for the Town.
On a motion by TB, seconded by SO, it was voted 3-0 to authorize the Town Administrator to generate and sign a letter to Civic Plus on behalf of the Select Board authorizing Civic Plus to apply for a '.gov' domain for the Town.

OLD BUSINESS

- **Special Town Meeting:** MA asked that a link directly to the Special Town Meeting information be set up on the Town's website rather than having to search for the link under the Town Meeting dropdown menu
- **Possible Enforcement Actions:**
EF said a letter will be sent to Gintovt at 301 Knox Marsh Rd. stating that there is no record allowing the property to be used as a dwelling and asking for any proof they have

EF said regarding Schwartz at 14 Huckins Rd. that Portsmouth is working on this; EF will get an update from Portsmouth.

EF said a draft of TB's letter to Martin at 3 Cherry Ln. was sent to the Town's attorney Mr. Wyskiel for his review. This matter is scheduled to come before the Planning Board in July.

- Minutes: EF continues to work on minutes; MA emphasized it is a priority to get minutes written.
- Safety Complex air/water testing: EF reported that the Town's insurance carrier Primex provided the names of 2 companies who do testing. EF contacted both and only one responded so far, Scott Larson of The Larson Group. An appointment will be set up and Mr. Larson wants to talk to the Police Chief to discuss his specific concerns. TB suggested the Fire Department also be included in these discussions since the building is shared by both Departments. EF reported the water was tested, an arsenic water filter was installed in the kitchen but the officers use bottled water and are not concerned about the water. The water was tested for PFAS and the results were not of concern. The Select Board expressed the need for the arsenic filter to be serviced as necessary.

BOARD UPDATES

- Road Agent: Mat Paugh (MP) met with the Select Board and reported that he and the Town's road contractor AJ Hartford of Hartford Construction met to review paving, ditching, and drainage plans for this year and next year. Mr. Hartford is getting quotes for the work. MP said the plan is to pave Jenkins Road this year which will require tree removal in order for ditching to be completed. MP reported that he has asked the Department of Transportation (DOT) to address sections of some roads and shoulders, and limbs over the road on Town Hall Road and the guard rail on Mill Hill Road near the reservoir. TB reminded MP to be sure to provide notifications to residents regarding any tree work and MP said he is aware of those requirements and follows them. He further suggested the Town consider adopting a form for residents to sign allowing tree removal from their property and notifying them that they are liable for damage if they chose to not allow the Town to address the tree issues. He further recommended a form to be signed by property owners confirming there are no structures to be damaged if they allow the Town access on their property for tree work. MP will look into forms the Town could review as examples.
- Planning Board: MA said the Martin's on Cherry Lane will be coming before the Planning Board. The Planning Board accepted the Select Board's comments on the Master Plan Implementation Table. The Planning Board's consultant will write an introductory paragraph to the Implementation Table that will address many of the Select Board's comments.
- Recreation Commission: TB attended the Recreation Commission's meeting where the proposed trail extension was discussed. Concerns were raised about the proposed pallets and also the project costs.
Regarding the current proposal for the project, TB asked where the maintenance costs will be funded from. MA asked if the maintenance estimate details exactly what work is included.
TB raised the issue of the signage regarding dogs at the park. Some signage says dogs aren't allowed at all and some say not allowed 'on or around' the fields. The signage should be made consistent with the Town's policies. The Town's policies regarding this will be reviewed.

OTHER:

- Recreation Commission to come next Thursday, June 27: The Select Board asked EF to ask the Recreation Commission to bring the following information to the meeting:
 - All 3 estimates obtained for the proposed trail
 - Ways to cut costs on the current proposal
 - Details on the pallets - how are they to be installed, is this considered best practice for a wet area, are they pressure treated
 - The proposal mentions a culvert - provide more detail

In terms of maintenance, MA offered his thoughts that the trail surface is the responsibility of the Recreation Commission, trees that need to be cut would be the responsibility of Buildings and Grounds.

- Vandal at Transfer Station: EF explained that Alan Cade who works at the transfer station had his personal trailer vandalized at the Transfer Station. Mr. Cade uses his trailer to remove the metal recycling pile and keeps the money received for the metal. The question was whether the Town should pay for the repair to the damaged trailer lights. MA said the police need to be immediately informed of the vandalism. EF said he has made clear to Mr. Cade that removal of the metal recycling is done on his personal time, and he is using his personal trailer. The Board agreed that the repairs should not be paid for by the Town because it is a private trailer being used for work not part of his official duties. Some questions were raised about the practice of letting an employee recycle the metal and keep the proceeds and whether it saves the Town money to do this versus disposing of the metal in a dumpster.
- The Select Board gave approve to pay the last MRI invoice for the Fire Department assessment study.
- Cameron Ahlstrom has offered to help with the implementation of the new website.
- MA reported that Tom Falk who worked at the Rockingham Regional Planning Commission is moving back to Madbury in the Fall and has indicated a willingness to represent Madbury on the Strafford Regional Planning Commission.
- Jim Davis stopped in and raised the idea of applying for Federal money for the cleanup costs from the storm; MA says the State has to make an emergency declaration and then apply for Federal money. The damage was not widespread throughout the state.
- MA suggested SO take the lead on the wage study for Town employees.

The meeting ended at 11:40 AM.

Respectfully submitted by Susan Ossoff

Approved: _____

On approved minutes, proof changes are noted through italics for additions and strikethroughs for deletions.