

TOWN OF RYE – BOARD OF SELECTMEN
Monday, March 16, 2020
4:00 p.m. – Rye Town Hall

Present: Selectman Bill Epperson

Via Telephone Conference: Chair Phil Winslow, and Vice-Chair Keriann Roman

Others Present: Town Administrator Becky Bergeron

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Winslow called the meeting to order at 4:00 p.m.

II. PUBLIC COMMENT – (at the beginning of the meeting only if pulled off the consent agenda by one of the three Selectmen.)

Administrator Bergeron announced that the phone lines were open to take public comments.

There were none.

Chair Winslow closed the public comment section of the meeting.

III. UPDATE ON COVID-19

Administrator Bergeron gave an update on the COVID-19:

The COVID-19 is a world-wide pandemic. As of March 14, 2020, there are thirteen confirmed cases in the State of New Hampshire. Risk of exposure for most Americans is still relatively low, but will increase as the outbreak expands. The most at risk at this time are older adults, with risk increasing by age, persons with serious chronic medical conditions, such as heart disease, diabetes and volatile respiratory conditions.

What the Town is doing:

Starting Tuesday, March 17th, the EOC will be partially activated to monitor department functions and town responses to the COVID-19 crisis. Frequently accessed and high-volume areas are being sanitized throughout the day in all town buildings. SAU50 has closed all schools until April 3, 2020 on the Governor's directions. In most cases, online learning has commenced. The Superintendent continues to monitor the situation in conjunction with State and local officials. In effort to reduce the high-volume traffic at Town Hall, the Building Inspector's office and the Town Clerk's office have issued statements reminding residents that many functions can be performed online. All building permit applications are online and completed forms can be mailed to the Town Hall. Building files can now only be inspected by

appointment only and limited to only one individual at a time. Please call the Building Inspector's office to schedule an appointment. Tax payments, sewer payments and dog registrations and vehicle registrations can all be processed online. Any nonessential meetings have been canceled for the next thirty days.

What the Public can do:

- Cover your cough or sneeze.
- Wash hands frequently or use alcohol-based hand sanitizer.
- If you're not feeling well stay home (even if you are not exhibiting symptoms consistent with COVID-19 virus).
- Use the live stream option for meetings that are still scheduled.
- Access town sponsored social media including websites for links to: 211 New Hampshire DHHS and CDC to get the most up-to-date information (these links are on the Town's website as well as the Fire and Police websites.)

In closing: The Board would like to thank Jim Gordon and Dennis McCarthy and their respective staffs for doing an exceptional job in keeping all buildings sanitized during this period.

If anyone has questions or concerns, they should direct them to the Town Hall or to the Emergency Management Team at the Public Safety Building.

IV. DISCUSSION ITEMS

A. Rye representative on the NH Seacoast Transportation Corridor Vulnerability Assessment Plan Committee

The Board had received a letter of interest and resume from Roger Wiegley of 633 Central Road regarding this position. Mr. Wiegley is well qualified.

Motion by Bill Epperson to appoint Roger Wiegley as Rye's representative to the NH Seacoast Transportation Corridor Vulnerability Assessment Plan Committee. Seconded by Keriann Roman.

Roman – Yes; Epperson – Yes; Winslow – Yes.

B. Organization of the Board of Selectmen

Vice-Chair Roman stated that given her work load, she would prefer to remain as Vice-Chair or even move to Selectman for another year.

Chair Winslow stated that he would be willing to serve as Chair for another year.

Motion by Keriann Roman to appoint Phil Winslow as Chair of the Board of Selectmen. Seconded by Bill Epperson. Roman – Yes; Epperson – Yes; Winslow – Abstained.

Motion by Bill Epperson to appoint Keriann Roman as Vice-Chair of the Board of Selectmen. Seconded by Phil Winslow. Winslow – Yes; Epperson – Yes; Roman – Abstained.

Officers:

Chairman - Phil Winslow

Vice Chairman – Keriann Roman

Representatives to Boards, Committees, Commissions:

Budget Committee – Phil Winslow

Historic District – Phil Winslow

Heritage Commission – Keriann Roman

Beach Committee – Keriann Roman

CIP – Bill Epperson

Town Center Committee – Phil Winslow

Planning Board – Bill Epperson

Water District – Phil Winslow

Rockingham Planning – Phil Winslow

Motion by Keriann Roman to appoint Phil Winslow as Selectmen's Rep to the Budget Committee, Historic District, Town Center Committee and appoint Bill Epperson as Selectmen's Rep to CIP and Planning Board. Seconded by Phil Winslow. Winslow – Yes; Epperson – Yes; Roman – Yes.

Motion by Phil Winslow to appoint Keriann Roman as Selectmen's Rep to the Beach Committee and the Heritage Commission. Seconded by Bill Epperson. Winslow – Yes; Epperson – Yes; Roman – Yes.

C. Review of Warrant Article 7, 8, & 9

Chair Winslow had prepared a list of potential action items for review and discussion.

- Sale of the Trolley Barn
 - Get the appraisal done
 - Select a Realtor
 - *Administrator Bergeron will have the RFP ready for the BOS meeting of the 23rd
 - Get an opinion of value
- Senior Serve Van
 - The Board had committed to Senior Serve to find a place to house the van. Chief Walsh had suggested an extension on the back of the safety building.

Chief Walsh explained that the idea would be to construct a carport like structure over the oil tanks for the building that will also house the van. The area of the carport that houses the oil tanks would be enclosed and insulated. That would eliminate the need to buy blend fuel to heat the building. Chief Walsh suggested that he would reach out to some other police departments that have a carport to get some photos. He added that the Town already has a carpenter that is working on the building doing some repairs. Chief Walsh stated that he would ask him what he thought something like that would cost, in order to get a rough estimate. Then the Town could send out an RFP for the work. Chair Winslow asked that Chief Walsh take the lead on this project.

Chief Walsh stated that he will need a month to get back to the Board.

Vice Chair Roman suggested that Senior Serve be contacted to let them know what the plan may be.

Chair Winslow asked Administrator Bergeron to contact Senior Serve.

- Town Hall Analysis

Chair Winslow asked when the Barba report was expected.

Administrator Bergeron stated that Ms. Barba said that it would be ready early April, but she would contact Ms. Barba to firm up the date.

Chair Winslow stated that the next step would be to develop a plan to renovate the Town Hall. This can't be done until there is an understanding of what departments will be moving to the bank building. Chair Winslow stated that Administrator Bergeron should start working with the people in Town Hall to identify which departments need to interconnect and to bring the information back to the Board.

Administrator Bergeron stated that first she would like to revisit Ms. Barba's preliminary proposal. In that proposal Ms. Barba had estimated the ideal square footage for each office. Administrator Bergeron stated that she wants to get Ms. Barba into the bank building to see if any revisions need to be made and to come up with how many offices can actually fit in the building. That will drive the decision on how many staff members may be able to work there and who needs to work in conjunction with one another.

Selectman Epperson noted that the top floor of the Town Hall was planned to become meeting space. It is important to maximize the space at the TD Bank building as much as possible.

Chair Winslow stated that the Heritage Commission and the Friends of Town Hall want to start work on replacing the storm windows on the second floor of the Town Hall. Chair Winslow felt that it is premature to start this, until there is a full plan developed for the Town Hall.

The Board agreed.

Vice Chair Roman stated that she will talk to the Heritage Commission about this at their next meeting and report back to the Board.

Chair Winslow explained that the initial plan was to take a look at the TD Bank building and determine how many offices can be moved, determine what the cost will be, sell the Trolley Barn and use the money from that sale to renovate the bank. The final proposal from Barba will include a layout that shows the offices and the meeting rooms and the costs to bring it up to ADA compliance. The cost would be put in a warrant article for the next election.

- TD Bank
 - Review the contract between Dan Philbrick and the Town
 - Develop a timeline to manage the process

Vice Chair Roman recommended that she and Administrator Bergeron meet with Mr. Philbrick and report back to the Board.

Selectman Epperson expressed the need to get a survey on the Parsonage parcel.

Chair Winslow asked Vice Chair Roman to discuss this with Mr. Philbrick.

Vice Chair Roman stated that they should talk to Mr. Philbrick to find out what he needs and then assess what can be done.

The discussion concluded that the agreement was for .4 +/- acre to be transferred with the Parsonage and that there will be a lot line adjustment. The Town will be paying for the survey and the engineering. The Town needs to have the septic tank inspected, in order to determine if the load on the tank will pass DES.

Chair Roman recommended that she and Administrator Bergeron should meet with Mr. Philbrick to get his input. Then the Board needs to meet with the Library Trustees. Then have the survey done.

Chair Winslow asked Administrator Bergeron to get an update on the status of the two tenants left at the Parsonage.

Administrator Bergeron will follow up with Marty at The Housing Partnership tomorrow.

V. OTHER BUSINESS

Warrant Article 36:

To vote to ask the selectmen to study the need and consequences of reallocating parking along the south side of Locke Road from Ocean Boulevard to Old Beach Road and on the east side of Old Beach Road from general parking to Resident Only Beach Permitted Parking in accordance with the existing Beach Parking Ordinance for the Town.

Chair Winslow suggested that Chief Walsh take a look at this issue and to get back to the Board with recommendations.

Vice Chair Roman stated that in light of what is happening with the COVID-19 Virus and the summer season fast approaching, Chief Walsh will have a lot on his hands in the next few months and that it would be taxing on the Police Department's resources. She suggested setting up an informal committee that could possibly get pictures and a writeup that they could submit to the Board.

Chair Winslow asked Administrator Bergeron to put this on the agenda for the first meeting in June.

Selectman Epperson stated that the Town received a lot of support from people that are buying into the project of the TD Bank/Parsonage exchange. He stated that he feels it is now time to publicly thank people that supported the Board and to reach out to the people that don't support this to try to bring them into the fold. He wrote a brief letter that he feels helps cut through a reconciliation with everyone and he feels it should be sent out.

The other Board members have not seen the letter. They will take a look at it and get back to Administrator Bergeron.

During the meeting the Fire and Police Chief received an update on COVID-19.

Chief Cotreau stated that all inside service of all restaurants has been stopped with takeout services only allowed.

Chief Walsh stated that Emergency Management have scheduled a meeting with all the department heads for tomorrow morning to go over all the information.

ADJOURNMENT

Motion by Keriann Roman to adjourn at 4:51 p.m. Seconded by Bill Epperson. Winslow – Yes; Epperson – Yes; Roman – Yes.

Respectfully Submitted,
Dyana F. Ledger,

Potential Action Items—Once we have vetted and modified them we can assign an individual responsible for each as well as a potential start date and a timeline for completion

Plan for sale of the Trolley Barn

- Identify company to do the appraisal and schedule it
- Determine if the property is in residential or commercial zone
- Develop a plan to select a realtor (residential or commercial)
- Select the realtor and obtain an opinion of value for the property
- Sign contract with realtor
- Obtain weekly updates from realtor
- Determine plan for review of offers and signing off on a Purchase and Sale Contract

Senior Serve Van

- Determine size of building needed
- Develop a plan to find or build a new garage for the senior van
- Obtain a price quote—meet with Budget Committee to discuss plan and cost

Town Hall Analysis

- Review the Barba & Wheelock proposal and confirm deliverables
- When will Barba final report be due
- Schedule time to analyze final report
- Develop plan and cost estimate to renovate the Town Hall (review TD Bank staff transfers as part of the process)
- Will we need a clerk of the works to manage the renovation
- Consult with the Heritage Committee and FRIENDS on their plan to replace the storm windows on the second floor windows

TD Bank

- Review contract with Dan Philbrick and develop a time line to manage the process
- Consult with the staff and which will be transferred to the Bank Building and present to the Selectmen for review
- Based on the staff plan refine the layout of the building
- Obtain a cost for building renovation
- Meet with the Budget committee to review the plan and cost
- Identify someone to manage the renovation
- Secure price quotes from builders to complete the renovation
- Develop a time line for completion

Parsonage

- Track process for finding a suitable rental for the two tenants who still reside there
- Coordinate with the Housing Partnership weekly on the status

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- Coordinate with Dan Philbrick on his plans for the parsonage
- Complete the survey needed for the exchange
- Develop a plan to bring the Library Trustees into the process for landscaping

These are not exhaustive as we will need more detail however they are a starting point.

Suggest that we focus first on the sale of the Trolley Barn, regular follow up with the Housing Partnership on placement of the two remaining residents, review of the contract time line with Dan Philbrick, and how we reflect the concerns of the Library Trustees into the process. That said we should vet the above list, make appropriate changes, and develop a time line for action or further review.

PDW 3/14/2020