

Draft Minutes

Exeter Board of Selectmen

October 24, 2016

1. Call Meeting to Order

Chairman Dan Chartrand called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Julie Gilman, Selectman Don Clement, Selectwoman Nancy Belanger and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Bid Openings – Surplus Bobcat Mower, Parks/Recreation

There was one bid from Jay Perkins, Sr. for \$100.

Motion: A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to refer this bid to Parks & Recreation Department for review and recommendation. Motion carried – all in favor.

3. Public Comment

Darius Thompson, Exeter resident, said it was good to see the river flow this past weekend. He said it is good for the fish migration. He also talked about the crosswalks, saying people need to be cautious of them with the sun setting earlier. He said people need to obey speed limits. He next talked about the possible development at the Rose Farm property and thought it was not a wise idea as a lot of excavation would need to happen and he is concerned about groundwater contamination.

Chair Chartrand said it was good to see the river flowing. He said water bans are still in effect.

Vice Chair Gilman said trick or treat will be October 31 from 4-7pm.

4. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations or recognitions.

5. Approval of Minutes

There were no minutes to approve.

6. Appointments

Motion: A Motion was made by Selectwoman Surman and seconded by Selectwoman Belanger to appoint Todd Piskovitz as a full member to the Conservation Commission. Motion carried – all in favor.

7. Discussion/Action Items

a. Quarterly Financial Report – Finance Department

Doreen Ravell, Finance Director, gave the third quarter financials. She put together a comprehensive report, which is in the packet.

Ms. Ravell said the third quarter is usually flat, as they are waiting for the tax bills to go out. She said the tax rate was set last week at \$26.24. The town rate is down 30 cents.

Ms. Ravell first reported on the General Fund revenues. She said there was an increase in motor vehicle revenues, and building permit revenues decreased from this time last year. Permits/fees increased by \$6000 over prior year, and there was an increase in the Highway Block Grant revenues. Next quarter will reflect property tax revenues. Rooms and Meals tax increased in the State.

Selectman Clement asked about the increase in revenues from Departments, which increased by \$94,000. Ms. Ravell said they got more of a refund from worker's compensation and liability reimbursements. It was basically an insurance reimbursement.

Selectman Clement asked about a welfare refund. Ms. Ravell said there are funds coming in from a trust fund called the Wentworth Trust.

Ms. Ravell went on to talk about expenditures from the General Fund. She said they decreased by \$168,000. The biggest driver of this was fixed costs and wages/benefits which increased by \$35,000. In the Government section, Elections and Legal increased. Finance expenditures increased by \$26,000 and Planning expenditures increased by \$44,000. Police expenditures decreased by \$30,000. Fire expenditures increased by \$84,000 as a result of Overtime and Suppression. Snow/Ice has decreased by \$268,000 from this time last year due to a dramatically milder winter. Parks & Rec increased by \$9500 partially due to contracted services. Ms. Ravell said showing the most increase is Library with an increase of \$101,000 over prior year due partially to wages and benefits.

Ms. Ravell said General Fund Debt Service has decreased. Utilities, Natural Gas, Electric and Fuel have all decreased.

Selectman Clement said he is disappointed that Fire Suppression continues to rise.

Ms. Ravell went on to the Water Fund, saying revenues have increased by \$208,000 due partially to the rate increase. Also in revenues, consumption charges increased. Expenses have decreased by \$47,000. Water Admin expenses have decreased by \$40,000 due to a drop in legal expenses. Billing/Collection expenses increased, Water Distribution increased, and Water Treatment expenses decreased by \$144,000. Debt Service has increased by \$92,000, as they have started paying back on the meter replacement project. The net deficit is \$246,000 versus \$406,000 last year. Mr. Dean advised the Board they should be thinking about the Water Fund balance. He said the last time he checked, it was \$395,888 which was on August 31, 2016. He said the Sewer Fund balance is at \$1,097,158.

Ms. Ravell moved on to the Sewer Fund. The revenues decreased by \$114,000. User Charge and sewer fees decreased. Sewer Abatements increased by \$40,000. Expenses decreased by \$24,000. Capital Outlay decreased by \$42,000 and the sewer net deficit decreased by \$144,000 over prior year.

Mr. Dean said in Sewer and Water Funds, the spending is very consistent.

Ms. Ravell moved on to the EMS Revolving Fund. She said there was an increase in revenues of \$180,000. Most of this was due to timing in the change of a new ambulance billing and collections vendor. Expenses increased by \$75,000, \$20,000 of which due to Overtime and related increases in Taxes/Benefits. Net income has increased by \$110,000 over prior year.

In the Cable TV, Ms. Ravell said the revenues are basically flat. Expenses decreased by \$8400 over prior year. Net income has increased by \$12,000.

In the Recreation Revolving Fund, Ms. Ravell said the revenues increased by \$75,000. General expenses decreased by \$7000, and net income has increased by \$44,000.

b. King Property Analysis – Planning Department

Mr. Dean said at the last BOS meeting, there was a discussion about the King property. He said it is in a commercial district on 63 acres. He said it has been the focal point of a lot of discussion.

Dave Sharples, Town Planner, said he didn't get into a site specific analysis with this analysis because he doesn't have enough information. He does have specific wetlands information for this parcel though. He said the parcel is 62.5 acres. He showed a map of the parcel and where it is located. This parcel has 600 feet of frontage on Epping Road. It is in a prime location. Surrounding uses are a mixture of commercial and residential. Municipal water and sewer are not available on this site. It is, however, available on the Monahan property. Mr. Sharples said the TIF proposes extending water/sewer to the area and makes it available on this site. There are 20 acres of wetlands on this site. He mapped the wetlands with a 50 foot

buffer around them. He said there may be some vernal pools which will require a 25 foot buffer. Seven acres are taken up by setbacks. That combined with the 20 acres of wetlands leave around 15 acres of dry, potentially developable, land. He showed a map of the parcel with the setbacks, buffers and wetlands. Breaking things down a bit more, Mr. Sharples estimates 10.3 acres of reasonable developable land, as around 5 acres of buildable land is too small to develop.

Mr. Dean said there was a public meeting in March about this parcel. There were a lot of questions of what can be developed.

Mr. Sharples said the Planning Board does have the authority to allow cutting within a no cutting zone.

Selectman Clement said it is a challenging site. He said he is not advocating for a dredge and fill, but said it could conceivably happen with a permit.

Vice Chair Gilman stated that this 62 acres parcel only pays \$110 in taxes annually.

Mr. Darius Thompson spoke, asking if any adjacent properties are buildable. Mr. Sharples explained the map, and said everything is either conservation land, owned by the DOT, or developed.

At this point, Chair Chartrand moved back to 7.a. for an item that wasn't discussed.

Mr. Dean passed the audit management letter out to the Board. He said in general the town has made great strides with the management letter. This is the fourth year in a row they have received a clean audit. He said they do have things to work on, and that there are three prior recommendations from the audit. Ms. Ravell added she does have formal communications with the auditors and extended her concerns to the Parks and Rec Director.

Vice Chair Gilman said during the town building survey, one thing she saw was a central collections area. She suggested they should look into that kind of a model. Ms. Ravell said the Town Clerk would have to be the Tax Collector if that were implemented, which would have to go on the Warrant.

Mr. Dean said the next item is to fund deficit accounts. He said they have some old accounts, and read some off. The auditors have identified deficits in them. They are proposing a "fund those deficits" and advocated looking at surpluses in other accounts. Selectman Clement asked if a town vote would be needed to resolve these. Mr. Dean said he had not yet met with the auditors to discuss options, but would. These amounts are currently being held in the town's nonspendable portion of the fund balance.

Mr. Dean said the third item involves confirming town compliance with the new impact fee regulations. The auditor recommended looking at this. Ms. Ravell said she does track impact fees and has records. It was unclear what the new legislation actually was, but it will be looked into.

Mr. Dean said the fourth item would involve talking about the current year recommendations. Mr. Dean said the management letter addressed preparing new single audit guidelines. He said the federal government rules are always changing on grants and they will look and see what is met and what is needed.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to deny three applicants for exemptions for the 2016 tax year based upon MRI's staff review, as well as town counsel, and the applicants are Southeast Land Trust, YMCA, and Great Bay Kids Company, Inc. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to grant the above applications for previously granted full or partial exemptions based upon our review, as well as the town counsel review it is recommended that the exemptions be continued for the 2016 tax year. Selectwoman Belanger read all the applicants. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to sign the following Presidential Election Warrant "To the inhabitants of the Town of Exeter, in the County of Rockingham, New Hampshire, you are hereby notified to meet at 30 Linden Street on Tuesday the 8th of November, 2016. The polls will be open between the hours of 7am and 8pm to act upon the following subject, to bring in your votes for President and Vice President of the United States, Governor, United States Senator, United States Representatives, Executive Counselor, State Senator, State Representatives and County Officers." Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Chair Chartrand to approve an Intent to Cut for map 48, lot 3. Motion carried – all in favor.

b. Permits & Approvals

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve an Application for Use of Town Facility, by the Exeter Planning Board to have a meeting on October 27, 2016 from 6:30pm-10pm. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an Application for Use of Town Facility, by Evelyn Orr, of the Exeter Women's Club on 6/2/17 and 6/3/17 for a yard sale. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an Application for Use of Town Facility, by Evelyn Orr, of the Exeter Women's Club on November 19, 2017. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve an Application for Use of Town Facility, by Evelyn Orr, of the Exeter Women's Club, on 10/8/17 for an antique appraisal. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve an Application for Use of Town Facility, by Lynn Dow, of the Exeter Chamber of Commerce, for June 23, 2017-June 25, 2017 for a film festival. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean reported about the following:

- thanked Public Works and Chamber of Commerce for their efforts on the Lincoln Street arts fair
- He attended a bench dedication at YMCA yesterday and spoke
- Winter Street Cemetery cleanup
- He and DPW walked the bounds with Brentwood on October 18
- Carr property closing last Wednesday went well
- tax rate set at \$26.24 per \$1000. Town share is down \$.30
- Trick or Treat is on October 31 from 4-7
- all day BRC meeting was on Friday. They meet again on October 26
- EDC meeting tomorrow at 7
- thanked Darren Winham for work on a C3I project as his efforts were instrumental in keeping that project alive.
- We just had 3 inches of rain. The reservoir is full and the river is flowing. Restrictions are still in place.

- There was a CSO the first one in some time at about 18,000 gallons
- The Town's health insurance increase for FY17 is 9.7%.

d. Selectmen's Committee Reports

Selectman Clement reported a Planning Board meeting where they discussed zoning articles. River Committee met last week and the discussion was based around what happened to the CAPE study. They also talked about what is going on with the LOMAR. Rockingham Planning Commission met and talked about TAP Grants. Planning Board meeting this Thursday at the Town Hall.

Selectwoman Surman reported a Conservation Commission meeting on October 10. She said there are three alternate positions available. They also got a presentation from Wright-Pierce on the dredge and fill permit for the force main for the water-waste treatment plant.

Vice Chair Gilman reported on October 25 the 50th anniversary of the National Preservation Act of 1966.

Selectwoman Belanger had nothing to report.

Chair Chartrand reported EEDC will meet tomorrow at 7pm.

e. Correspondence

The following correspondence were included in the packet:

- letter from Harry Thayer announcing his resignation from the Robinson Fund.
- email from Chief Shupe
- letter from Work Force Housing Coalition
- letter from End 68 Hours of Hunger
- letter from Xfinity
- letter from Rockingham County Treasurer
- map shows pins with Brentwood after the boundary walk

9. Review Board Calendar

The BOS next meeting is Tuesday, November 1 at 7pm.

10. Non-Public Session

None.

11. Adjournment

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to adjourn the meeting at 9:15pm. Motion carried – all in favor.

Respectfully submitted,

A.E. White, Recording Secretary