

Draft Minutes

Exeter Board of Selectmen

December 5, 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 and Clerk Nancy Belanger and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Public Comment

Joe Kenick, Jr., of 10 Hobart Street, in his capacity as past President of the Sportsman's Club, would like to build a 24 x 16 structure on the range, which already exists, but is not enclosed. He thereby requests a building permit on a site that already exists. Chairman Dan Chartrand referred to Article 8 of the lease, noting that a significant amount of renovation needs to be put before the Planning Board. Mr. Kenick, however, contends the renovation is not significant. Dave Sharples, Town Planner, will be called upon to discuss the matter further. The resident ascribed a sense of urgency to the request, as he would like to get a roof over the structure before any winter weather sets in. Selectman Don Clement asked whether the proposed structure was inside the perimeter, by 25 yards. Mr. Kenick replied it is, and that it is similar to other structures on site, only smaller.

Paul Royal, of 3 Pumpkin Circle, is asking for the Board of Selectmen to reconsider the Town's winter emergency parking policy. He asserts that discretion would be helpful for winters such as last year, where there was not much precipitation, adding that residences built in the 1950s and '60s have small driveways, and there is often street overflow parking. Modern families furthermore tend to have more cars than parking spaces, so the policy is a widely-shared burden. The City of Portsmouth takes a 'snow emergency' approach, which seems to work fairly well. This might be a contender for a warrant article, if necessary. Chairman Chartrand noted there may be historic precedent, and offered to take it under advisement and report back.

3. Minutes and Proclamations

a. Proclamations/Recognitions

There are no proclamations or recognitions.

4. Approval of Minutes

Approval of the November 28, 2016 minutes were deferred to the December 19, 2016 meeting.

5. Appointments

There were no appointments.

6. Discussion/Action Items

a. Water Sewer Rates Hearing

Clerk and Selectwoman Nancy Belanger **motioned** to initiate discussion regarding the water-sewer rates. Selectwoman Anne Surman seconded the motion. The motion passed unanimously, 5-0.

The consultant, MSFG, was patched in on the phone to answer questions. They are currently in Virginia on business, hence the conference call-in. Michael Maker, Senior Manager, and Edward Donahue, President, were in on the call.

The presentation agenda included the following: Factors affecting rates; revenue requirements vs revenue; rate designs and projected rates; sample bills and comparison; and discussion/questions.

The factors affecting rates were outlined as: operating and maintenance expense changes; capital improvement plans (aging infrastructure/ regulatory compliance; debt service (existing and future debt); customer and water usage/ sewage generation changes; miscellaneous revenue changes; and minimum cash balance.

There is a bar chart on revenue requirements vs. revenue. For water, operating expenses remain consistent. For sewer, the projected debt service really ramps up in 2020.

Rate designs detailed quarterly water and sewer service charges per bill; water and sewer usage rates per 1000 gallons; and the quarterly flat fee for sewer customers—service charge, plus 10,000 gallons of usage (120 gallons per day x 90 days).

The alternative rate design was analyzed according to quarterly water and sewer service charges per bill; water and sewer usage rates (per 1,000 gallons); and the quarterly flat-fee for sewer customers— service charge, plus 10,800 gallons of water.

There was a slide of projected rates according to the current design, broken into water and sewer, current and projected through FY 2021. In contrast to this, there was a slide detailing the projected rates according to the alternative design, again broken into water and sewer, current and projected through FY 2021. There were also sample bills that strove to answer what the quarterly bill impact would be on typical customers by meter size; as well as the quarterly bill impact on typical customers with a 5/8 inch meter size.

Dave Michelson and Peter Lennon, from the Water-Sewer Advisory Committee, were on hand to answer any questions.

Color reports from MFSG have been provided to the BOS and are available on the Town website.

Selectwoman Anne Surman questioned why they assumed (page 2, section 102.4) 0 percent for consumption growth. Public Works Director Jennifer Perry noted they took a conservative approach. There are new units coming online in town, but there is reduced consumption overall and more conservation.

Mr. Chartrand affirmed the good thinking behind tying the service charge to a specific operation. It truly is a service charge. He also spoke favorably of the decision to place the smallest users on the lowest tier and adjusted the tiers. It is a strong model and he is prepared to vote for it.

Selectwoman Belanger motioned to close the public hearing on 2017 water and sewer rates. Selectwoman Gilman seconded.

Selectwoman Belanger **motioned** to adopt the following water rates, effective with the January 2017 billing, as follows: water service charge \$39.50 per quarter, Tier 1 usage up to 21,000 gallons \$7.19 per 1,000 gallons, Tier 2 usage 21,001 gallons to 105,000 gallons, \$8.19 per 1,000 gallons, and Tier 3 over 105,000 gallons per quarter, \$10.79 per 1,000 gallons.

The town manager requested the \$8.19 should read \$8.99 as it is a typo. Selectwoman Belanger amended her motion to reflect the \$8.99 per 1,000 gallons. Selectwoman Gilman amended her second to the motion. The motion to adopt as amended then passed unanimously by a 5-0 vote.

Selectwoman Belanger **motioned**, seconded by Selectwoman Gilman, to adopt the following sewer rates, effective with the January 2017 billing, as follows: sewer service charge \$39.00 per quarter, Tier 1 usage up to 21,000 gallons \$5.25 per 1,000 gallons, Tier 2 usage 21,001 gallons

to 105,000 gallons, \$6.56 per 1,000 gallons, and Tier 3 over 105,000 gallons per quarter, \$7.88 per 1,000 gallons.

Selectman Clement would like to offer an amendment to the motion. Selectman Clement **motioned** for an amendment to the proposed 2017 the sewer rates: Tier 1 \$4.48; tier 2 \$6.21.; and Tier \$7.31. Selectwoman Surman seconded. Chair Chartrand explained there was an amendment to the rates put together by the consultant and the water sewer advisory committee.

Mr. Clement understands that in 2020, there will be a high expense when the wastewater bond comes due, and it is a valid argument to graduate the charges rather than hit ratepayers all at once. Rather than do that, to balance revenues to expense, expenses should be softened for the coming year. If we don't need the money in 2017, we shouldn't charge more to customers than is required. He is fine with service charge and gallons stipulated in the tiers, but not with the rates. Currently, the sewer fund is healthy with a 1 million in surplus. The sewer surplus is well over \$300,000 as proposed by consultants. According to Mr. Clement's rates the surplus would be \$149,676. Selectwoman and Clerk Nancy Belanger noted that residents will either have to pay now or pay later, but that people don't like big increases all at once for budgeting.

Finance Director Ravell reported, upon a question by the Chair, the sewer surplus would project to 293K with the consultant recommendations, and 149K with Selectman Clement's recommendation.

DPW Director Perry noted the rates are being recommended to avoid sticker shock over time, and if you look at the rates over a multi-year period, they are set to be an amount in the future, and if you don't adjust now you create a spike later due to annual compounding that occurs. Mr. Donohue concurred with Director Perry's comments if you hold off making changes you lose the benefit of compounding and the bill would have to increase \$300 in five years. A bite now versus a great big bite in five years.

Selectman Clement clarified he was only talking 2017 rates, not 2018 or 2019. That rate setting has to occur next year. Mr. Donohue stated if you look at it one year at a time, by deferring increases now, you are looking for a larger increase down the road. Mr. Donohue said his experience is customers like to know what their bills will look like now instead of a spike down the road. He is basing his recommendation on his 40 years of experience doing this. Selectman Clement said he is just putting out an alternative for 2017.

Selectman Surman inquired whether there will be a vote on rates every year. Right now, only 2017 rates are on the table. Selectwoman Surman argued for a lower rate as it only includes 2017 and the surplus isn't needed.

Chairman Chartrand offered a counterpoint: that the point of the study was to not only look at a single year, but to project to anticipate an increase and ramp up in the most graduated way possible. The amendment will put a crimp in that.

Water-Sewer Advisory Committee Member David Michelson also offered that they recommended these changes as soon as possible for known obligations plus a well-funded sewer fund can avoid potential short-term borrowing on the bond issue for the new facility, and for unseen construction requirements, etc.

New Water-Sewer Advisory Committee Member Peter Lennon concurred with a graduated rate of increases, stating that if you put it off, each year it will get harder, if you don't take advantage of the ability to do the increases earlier. If you want to ameliorate sticker shock, it's important to adopt the amounts recommended. Construction projects inevitably require 'unknown-unknown expenses'. A healthy sewer fund would allow us to deal with those unknown unknowns. The amendment would reduce our ability to deal with it. A lesser funding this year will lessen the town's ability to absorb any unforeseen expenses on the project.

Selectwoman Belanger said the graduated increases are better for household budgeting. A spike will be harder to take.

Vice Chairwoman Gilman expressed concern over what might happen if we look at adjusting rates on a year-by-year basis. She appreciates Mr. Clement's proposal. She hesitates to pick up numbers that she's not sure how they fit into the plan.

Selectman Clement values the debate.

Chairman Chartrand called a vote Mr. Clement's **motion** to reduce the proposed sewer rates with the following distinctions: Tier 1 is to be set at \$4.48; Tier 2 to \$6.21; and Tier 3 to \$7.31 for FY 2017. The amendment failed, 2-3, with Chairman Chartrand, Vice Chair Gilman, and Clerk Belanger against.

Clerk Nancy Belanger **motioned** to set the sewer rates for FY 2017 as originally read by Clerk Belanger, including the proposed service charges and tiers. The motion passed, 4-1, with Selectwoman Surman opposed.

Vice Chair Julie Gilman **motioned** to increase the sewer flat fee \$95.70 per quarter. The motion was seconded by Clerk Belanger. On discussion, it was clarified that this was a quarterly fee. Selectwoman Gilman amended her motion to reflect this, and the amendment was seconded by Selectwoman Belanger. Selectman Clement asked how we arrived at the fee. DPW Director Perry said it was targeted to average use. Mr. Donohue from MFSG said it was based on a service charge and 11,000 gallons of sewer usage per quarter. Selectman Clement asked how many customers we have in this regard. Mr. Donohue mentioned 40-50 is the approximate number. Mrs. Perry noted some on the Hampton town line. Mr. Dean stated equity is important and we want to have people evaluating whether it makes sense to tie into the town system. Chairman Chartrand called the vote. The motion passed unanimously, 5-0. Chair Chartrand thanked the consultants and the volunteers on the water/sewer advisory committee and all involved for their work on this.

b. FY17 Budget and Warrant Articles

Town Manager Russ Dean drew attention to a cover memo before the FY 2017 budget that highlights recommendations from the Budget Recommendation Committee.

Chairman Chartrand spoke with Fran Hall, who is available to come before the Board on December 19th, to present the piece on Human Services, if the Board so wishes. He offered thanks to the Budget Recommendation Committee for thoroughly vetting the budget in terms of quality and quantity. The Board's approach is likely to zero in on any areas of concern or interest.

It was noted that Library Trustees oversees the Library budget, and the Board of Selectmen has no say on that. Vice Chair Gilman noted in her time here she has never met any of the Library Trustees. Their numbers are separate and passed through the Finance Department but they set their own pay and COLAs which are not always in synch with other town employees. Town Manager Russ Dean pointed out that there was a full-time position added to the library staff in lieu of part time hours but no part time wages have been reduced, there may be some wiggle room if the question were asked of the Trustees. Vice Chair Gilman inquired whether it would be possible for the BOS to meet with a representative from the Library Trustees. Chair Chartrand expressed he would like the Trustees or a representative to come to the meeting on the 19th. It would be great to have a conversation with the Trustees on the full time and part time issue. Mr. Dean replied that he would invite the Library Trustees to the next BOS meeting, on December 19th.

Selectman Clement mentioned the Chief was present and for questions about the Fire Department he was here to answer the questions. Chairman Chartrand indicated there was discussion at the last meeting and so if people were here to speak to it that would be fine.

Chief Comeau from the Fire Department addressed the Board with regards to the Department's requested firefighter. He discussed the request wasn't an effort to reduce overtime but to answer increased calls for service. He informed selectmen that, as there was the first winter storm of the season today, they had already received 15 calls. The average is usually 12 calls per day, and over 19,000 calls have been logged in 2016 thus far for service. We are busier than a lot of other departments that are more heavily staffed than we are. He noted a burden has been placed on local communities to cover us when our ambulances are tied up or we cannot get our people back in the station fast enough for coverage. For the third or fourth additional call we rely heavily on North Hampton for an ambulance on this side of town and Kingston with their 2 day EMS personnel are called for help frequently. An Epping ambulance could be the first seen at the new High School or Riverwoods as a volunteer ambulance. A lot of time we can't get a fire truck out there. The Chief referred to his report since the 4 firefighters were hired in 2007 making a jump of 4 firefighters one per shift. EMS runs have followed forecasts and we're looking at over 1937 calls for service this year. There will be around 107 mutual aid calls run into Exeter, most of those are ambulance work, it puts a lot of burden on other communities and we lose \$60,000 in revenue by not responding, and it's not fair for our residents to be handled by other communities. The overtime budget has also been lessened by >\$100,000 since 2006. Chief Comeau recounted the transfer of overtime funds to cover full time wages in 2007. Since then the line has been held from 2008-15 on overtime even though calls for service have increased by 1000 since then. We've turned back funds in recent years by better management of sick leave and vacation, and retirements of senior members have generated savings. Firefighters would be used to cover daytime hours, this is unique to New Hampshire. The trend of Monday-Friday 6 a.m. to 6 p.m. seems to be the trend. Some communities are 11 a.m. to 7 p.m.. Hooksett has done this for a number of years, with floaters working day shifts at their busiest times.

Chairman Chartrand questioned whether the union contract requires amendment. Chief Comeau explained that the schedule is set for union employees for 24-hour shifts in a certain configuration. In the first year we could do whatever we wanted. After that, we would discuss with the local, in order to approve additional staff with a different shift, he explained, the contract would require amendment. Mr. Chartrand further expounded with a preference to decrease overtime to add positions, suggesting union negotiation. He wishes to amend the contract before we approve positions. We need to pull a position out of the 24 hour cycle.

Chief Comeau replied that without the additional position, he has little to offer the union for negotiation. If he had a position on the table approved by the board, not to reduce overtime - we don't know what the new position would do in terms of call coverage. We believe based on other departments that this is a great way to go after those calls we are not covering today. If we see overtime cuts, that would be great. The Board wants suppression overtime cut, but that's the overtime that answers calls. We are trying to manage sick leave coverage and vacation leave coverage. Chair Chartrand mentioned we have a contract negotiation next year, we could have an agreement to direct the position in that regard.

Selectwoman Surman noted a note about the second hire request on the budget proposal requires removal. There is only 1 position recommended to be hired by the BRC. Chief Comeau mentioned the BRC with their recommendation suggested a cut in overtime as part of the recommendation. Selectwoman Surman said she agrees with Chair Chartrand that it's kind of the cart before the horse. She added that mutual aid from other towns doesn't necessarily bother her, to which Chief Comeau replied that mutual aid is supposed to be mutual, only, the current situation isn't mutual. When we're doing 3-4 calls and we're having Hampton in here covering it's not fair. The cost to their community is going up. Exeter FD is not meeting its obligation. The cost to other communities is going up. The same situation happened in Stratham a few years back when they had no full-time day staff. Exeter was covering for all their obligations until they finally hired staff. They hired day personnel and now are meeting their obligation. We rarely go to Stratham unless it's in the middle of the night and it may be a second call for them too. Selectwoman Surman suggests we're not missing calls and she doesn't want to scare people into thinking they are in danger. Chief Comeau said this wasn't the goal, and if there are breathing difficulties you shouldn't be waiting 15-20 minutes for an ambulance to be showing up. There is a current 4-6 minute response time in Exeter. If we call Kingston in the middle of the night their call staff have to go to the station get an ambulance and get to the call in Exeter and we're still dealing with the calls we have. Time delays are a real issue. There have been no legal issues regarding the Town not showing up for a call in time, yet, but there is a problem.

Vice Chairwoman Gilman questioned whom the prospective new hire would cover for, and whether the new position would be limited to filling in for people that are on vacation and sick. Chief Comeau explained that the position would be scheduled Monday through Friday, from 6:00 AM to 6:00 PM. We'd have to do some juggling to make it work. We're going to fill this shift and maintain this shift. So with firefighters on the 24 hour shift they can drop to 5. This person would not make up that 5. So they are always at 5 plus 1 when someone's on vacation. 6 people covers 2 ambulances and have an engine company available to respond to that third

medical aid. Medics will be available right away to respond. We would not let that new shift be open. He continued, “the do more for less days are over.” We could keep a third ambulance busy but we have nowhere to keep it, so we let it go.

Chairman Chartrand confirmed with the Chief if approved the person would need to go into the contract schedule. Chief Comeau indicated a May start date and going May to May to start. Chairman Chartrand said we are not the kind of town that lets people go. Selectwoman Belanger supported the floater concept but the mutual aid numbers are important and she is concerned. Looking at 107 calls it is daunting. Chairman Chartrand asked if town-by-town mutual aid statistics were available, and suggested a presentation be made at the December 19th meeting. Chief Comeau noted that each town is different, North Hampton staffs 3, and each has different needs and assets, so it’s hard to compare capabilities and response abilities. Chief Comeau said our mutual aid responses are mostly fire calls, as when people call they know they get an engine company of 4 people. Chief Comeau said Durham doesn’t do EMS but responds to every medical aid on campus. They don’t transport the patient but they still do 2200 runs per year on campus. The City of Rochester who does 2800 runs per year doesn’t transport as Frisbee is right in town. Hudson Fire Department has 3 ambulances, Londonderry has 3 ambulances, Laconia has 3 ambulances, Hampton has 3 ambulances, we have 2. Each department is different, the geographical area around them is different, we have mostly volunteer departments and they rely heavily on us just like we have been relying heavily on them.

Selectman Clement said he has always been a bulldog on overtime but after sitting down with Chief Comeau and Assistant Chief Wilking he has a much better understanding. This is not about overtime it is about coverage. He sees if we get an ambulance call and it requires 2 people, then we get a fire call it requires 2 people and 1 is left at the station, and we get another ambulance call, there is only 1 person left at the station. We’re now short a person, we have to rely on mutual aid and time is of the essence. He sees the need for this, he thinks the union issue can be overcome, he would like to see it go into effect and get an evaluation using next year’s data to do a real good evaluation was it successful or could it be improved. He offered his support. Chair Chartrand thanked the Chief and more discussion would happen on the 19th. Selectman Clement then drew attention to line item 01-4211-0501-5263 on page 19 of the draft preliminary budget: \$4235 for annual physicals. He **motioned** to add the item back into the budget, noting that fire personnel undergo stress, a heavy workload, and physical conditions that other town employees don’t endure. They are exposed to extreme circumstances. Mr. Dean asked about process, and whether reductions would come with these changes, or one at a time, as a list, etc. Discussion ensued and Chairman Chartrand said he

didn't envision going this way, but understood a board member can make a motion. The motion passed, 4-1 in favor. Chairman Chartrand voted against out of respect for the BRC's work.

Selectwoman suggested that items be brought up for discussion, but not voted on as Mr. Dean said until we know all the numbers. Chairman Chartrand asked for input. Selectman Clement asked if Selectwoman Gilman's goal was to reduce the budget. Selectwoman Gilman indicated making a decision based on the whole rather than piecemeal was preferable. Selectwoman Surman doesn't want to lose track.

Selectman Surman expressed disappointment that there is no Welfare Director for the Town. The position continues to stay open it bothers her nothing has been done officially. She's not sure what BRC thought on this. We used to have a director now we do not. Chairman Chartrand responded that the Town Manager's Executive Assistant, Sheri Riffle, has been fulfilling the role of Welfare Director for over a year and a half. Chairman Chartrand mentioned there is no plan to restore a $\frac{3}{4}$ time position for Welfare. Ms. Surman objected to the fact that the subject was never voted on. Chairman Chartrand said we decided to try it. Town Manager Russ Dean affirmed that the welfare administrator position is in the classification plan but has not been pursued, as this arrangement has been in place for a year and a half. Chairman Chartrand noted the solution has been a source of great savings. This and contracting assessing have been great wins for the Town Manager. He also underscored Sheri's capability and the overall efficiency. He is a big fan of the move and it is a delight to talk about it. Selectman Clement reiterated the need for a process and confirmed the Town Manager under the Town Manager form of government has the right to name someone Welfare Director and that hasn't happened yet. We are just letting Ms. Riffle serve in that capacity. Someone has to be named - that's the Town Manager's right - if it doesn't happen that falls back to the Selectboard. If this is a designation, it should be formalized, and then whether that person should be the Town Manager's assistant, although perhaps not at budget time. Clerk Belanger offered support for Ms. Riffle. She is good at the position, and good at managing her time, and there is savings, and questioned if and whether Ms. Riffle ever moves on, if her successor would share her unique qualifications. She is fine with the way it is. Selectwoman Gilman stated to Mr. Clement's point we're talking about a position not a person, Mr. Dean has appointed a welfare director who is wearing 2 hats. If it's one person that can do both and not two, then it's better for us. Selectwoman Surman says we're the governing body and we need to cross the T's and dot the I's. Selectwoman Gilman states we don't have much to do it's really for the Town Manager.

Vice Chair Gilman pointed to page 31 of the draft budget: line item 01-4589-0804-8605 Christmas Parade, adding they could use a raise. She compared the Christmas Parade budget to Board of Selectmen 12/05/16 Page 10

the Memorial Day Parade, under Veteran's Activities, which is greater. Chairman Chartrand confirmed that Selectwoman Gilman was putting a marker down on this area. Selectman Clement recalled there was an attempt a few years back to add to the Christmas parade budget, but it was shot down in a deliberative session. Mr. Clement supports a poll of the various committees to get a sense for their future budgetary needs. Ms. Gilman wants to research and include the parade committee. Selectman Clement described how the lights were a bit different and we need to upgrade the light system perhaps. Selectwoman Gilman will follow up with the groups to ascertain their needs.

Chairman Chartrand referred to Jennifer Perry, Public Works Director and Peter Lennon, from the BRC, to speak informally on the service-life extension program. The proposal is in draft form. The formal proposal will be submitted in the next BOD meeting, on December 19th. There were 2 pieces of equipment in need substantial refurbishments considered for the program. A 2004 Caterpillar backhoe was quoted needing extensive repairs and parts replacement, at a cost of \$127,000. Only parts and labor would be warranted for 1 year and no extended warranty would be available. To replace the vehicle anew would cost \$169,723.00 (not reflecting any trade), with a 5-year, 6000 hour, whichever comes first. A new John Deere would cost a bit less. Clerk Belanger inquired about the turn-around time and working without equipment and how that would work or impact the operations. Ms. Perry stated she had no specific timeline available, but that the work would likely take several weeks and would thus require a rental vehicle for a temporary duration. If it were a few days that would be OK but if it was an extended period of time a rental would be needed. DPW Director Perry indicated personnel should be kept busy and have equipment. Chair Chartrand stated yes that personnel was the largest cost for the town.

Selectman Clement inquired what the typical warranty for the new backhoe. Ms. Perry replied that a 5-year or 6000 hour warranty is the industry standard.

The other vehicle offered for a quote is a 2004 International heavy-duty dump/plow truck #27. It has over 60,000 miles and 6,350 hours of use as of June. The truck is essentially parked at this point, and not safe for operations. Several places were contacted to ask how to go about a refurbishment. It will be a 13 year old truck. Jim our contact the representative from International had never been asked for information on a potential refurbishment, and the evaluation alone would have cost about \$1000. Alternatively, lead mechanic Jeff Beck researched and contacted Mahoney and Sons on Route 125 in Brentwood. They do a lot of heavy truck work and government operations work. They are familiar with public works type operations. We don't use them because we do the work they do. They came highly recommended to us by others who use them. They did a general inspection of the truck. Ms.

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Perry discussed the various issues with the vehicle. Overall, every component of chassis is severely compromised and they recommend taking the vehicle out of service due to safety concerns while a replacement is being sought. Jeff Beck, lead mechanic, did the research.

Chairman Chartrand concluded the program does not appear to be a good fit for these 2 vehicles, but noted it could be a good concept going forward, if the Town is proactive in replacing vehicles sooner. It could come into play in the future to save money, but not for the existing fleet. Trucks, due to heavy-duty usage—it's just not done. Trucks battle the most corrosive conditions and are routinely put under the most extreme duress. Earlier-life refurbishment makes more sense. End-of-life refurbishment is not feasible. Town Manager Russ Dean suggested that perhaps we're looking at the wrong vehicles and finding the sweet spot for when a refurbishment would make sense. Equipment should likely be assessed on a case-by-case basis. Mr. Dean mentioned two loaders are coming up for replacement a 2005 and 2006. The loaders are past that at this point, but if the SLEP told you at 4-5 years in that you could refurb and get 8-9 to 10 or years beyond useful life, then it's a whole different evaluation. The review is more specific to what we have looking at it case by case at least in the initial look through. There are about 5 different categories of equipment. Ms. Perry discussed the truck's age and how at 12-14 years, most are replacing sooner. Selectwoman Gilman went to the backhoe was there anything not to be replaced. Ms. Perry said no, it was most of the backhoe that was to be replaced.

The formal memo with documentation will follow on December 19th.

Selectman Clement turned to page page 24 of the draft budget: DPW Highways & Streets, Dam Maintenance/ Bridge Repairs 01-4312-0602-4345. The BRC recommended \$80,000 with a commitment to put it in future budgets as well. Mr. Clement stated this was originally 120K including 60K for a LOMR. Mr. Clement recommended \$10,000 for monitoring as it will cost \$8750 per year for the next three years, \$20,000 for section 106 because we have a couple of years to do this based on a River Committee study report given by Mr. Vlasich; reducing the budget line item from \$80,000 to \$30,000. The LOMR would become a warrant article at \$60,000.

Mr. Clement also put a marker on sidewalks as another CIP that was put into the budget. It represents \$120,000 to be potentially be taken out of the budget. He is going to ask it be taken out of budget and put back on the warrant. The first year we allocated 80K to that capital reserve. He wants to do another 80K for the capital reserve and eliminate the 120K in the budget. Chair Chartrand asked about the TAP grant. Town Manager Russ Dean communicated the official notice of the TAP Grant decision would be received in the first 2 weeks of January.

Chair Chartrand talks about why the sidewalks were put in the budget. Chair Chartrand believes BRC connected them. Mr. Dean suggested yes, It will be 1 or the other; not both. Mr. Clement added that even if we get the TAP grant for Winter Street, Epping Road, and Spring Street, we should put a warrant article for future capital reserve on sidewalks. He is not either or, he is both.

Vice Chair Gilman raised the subject of street signage. Town Manager Russ Dean noted the head of the Highway Department Mr. Perkins and the Town Planner met to discuss the fact that some street signs are old and in need of replacement. Some are in need of better reflectivity and would also be bigger gaining width and height under the new sign replacement program.

Selectman Clement drew attention back to page 24 to line item 01-4312-0602-4334 Tree Maintenance. The budget is recommended being raised by \$10,000 for an inventory program. He wants a discussion on whether we should be doing that much.

Chairman Chartrand requested board members to email him the budgetary items they'd like to flag for the December 19th meeting.

Town Manager Russ Dean noted the need for a discussion regarding the bond hearing in January, which is usually advertised in December. There are 3 put forward by the Budget Recommendations Committee. Lincoln Street, THM, and Court Street Bridge/Culverts.

Selectman Clement questioned whether there were any CIP items that made it through Budget Committee that didn't make the cut. Chairman Chartrand suggested emailing him any list items.

Vice Chairwoman Gilman stated there will need to be an article that names the Board of Selectmen as cemetery trustees.

Town Manager Russ Russ also noted that he was working on the language to set up a fund set up to receive welfare-related donations into an expendable trust fund. There are some fairly decent amounts coming through, such as with the Wentworth Trust, which has been coming through the Town warrant process to offset our direct relief needs.

Remaining items for discussion will be sent to Chairman Chartrand for the meeting on December 19th. Items should be received by Friday.

c. Financial Software Lease Purchase

Mr. Dean related the terms and conditions of the agreement with Tyler Munis Technologies have been finalized. He is looking for a motion to finalize and move ahead.

Clerk Belanger **motioned** approve the Financial Software Lease Purchase contract with Tyler Munis Technologies in the amount of \$242,689, and authorized the Town Manager to execute the agreement. The motion was seconded by Vice Chairwoman Gilman. The motion passed unanimously, 5-0.

d. Cell Tower Lease Proposal - Simpson Property

Russ Dean, Town Manager, noted the sub-lessee wording has changed a bit since the last meeting. Selectwoman Surman affirmed her approval for the revision.

Selectwoman and Clerk Nancy Belanger motioned to to approve the long-term lease by Varsity Wireless for a cell tower to be located at Tax Map 100 Lot 4, as authorized by Article 22 of the 2016 Town Meeting, and to authorize the Town Manager to sign the lease and any other relevant documents related thereto. Selectman Clement seconded the motion.

Brian Orlandi, from Varsity Wireless, responded to an inquiry to Selectman Clement regarding the long-term (99-year) lease, noting that the initial lease will be for 5 years, with 5 additional renewals.

Clerk Belanger withdraw her motion to reflect the amended language. Selectman Clement also withdrew his second.

Selectwoman and Clerk Nancy Belanger **motioned** to to approve the long-term lease, as provided in the Board of Selectmen December 5, 2016 packet, by Varsity Wireless for a cell tower, to be located on Tax Map 100 Lot 4, as authorized by Article 22 of the 2016 Town Meeting, and to authorize the Town Manager to sign the lease and any other relevant documents related thereto. Selectman Clement seconded the motion. The motion passed unanimously, 5-0.

Chairman Chartrand thanked Varsity Wireless. Mr. Orlandi thanked the Board and appreciated the recent response to CMS by the Exeter Fire Department.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Town Manager Russ Dean Met with Jennifer Perry from Public Works regarding the redesigned Water/Sewer Abatement Request and Receipt form. They are still recommending a denial of the presented abatements. They added section for the reason for the policy and procedure is referenced. It is a more succinct format. The request and receipt form from last week will still traffic, and will what they did; what they concluded; and what they recommend.

There are 2 water/sewer abatements:

93 Main Street: Selectman Clement **motioned** to deny the abatement request. Chairman Chartrand seconded. The motion passed unanimously, 5-0.

McReel Building, 196 Water Street: Mary Weaver, chair of the McReel Condo Association, presented the case, underlining the burden of the high bill, which cannot be explained. The source cannot be determined. Chairman Chartrand appealed to the Director of Public Works to respond, and Mr. Perry replied that if there is no explanation for water consumption, per policy, if water passed through the meter, it is charged accordingly. It is not the department's job to find the leak. The DPW offers assistance because they have the knowledge, however, it is for residents to hire the plumbers they need to hire to determine the source of the leak. The policy exists because there is no confidence the unexplained hike will not happen again.

Selectman Clement **motioned** to reject the abatement request for 196 Water Street. Chairman Chartrand seconded the motion, which passed unanimously, 5-0.

6 Tamarind Lane: Selectman Clement **motioned** to deny the abatement. Chairman Chartrand seconded the motion.

Clerk Belanger spoke with the residents requesting the abatement. Ms. Perry confirmed that, based on the BOS policy, the recommendation is to deny the abatement on the grounds of customer negligence. The customer is to be held responsible for the entire bill.

Selectwoman and Clerk Belanger **motioned** to amend to reduce the sewer portion of the bill only by \$273.08. Selectwoman Surman seconded the amendment. The motion to amend the abatement failed, 2-3.

The motion to disapprove the abatement passed unanimously, 5-0.

There 2 Tax abatements:

22 Exeter Elms: Clerk Belanger **motioned** to deny Map 110, Lot 2/22 in the abatement amount of \$118.54. Selectwoman Surman second the motion. The motion passed, 4-0-1, with Selectman Clement abstaining.

6 Exeter Elms- Clerk Belanger **motioned** to deny the abatement request for Map 110, Lot 2/6. Selectwoman Surman seconded the motion. The motion to deny the abatement passed, 4-0-1, with Selectman Clement abstaining.

b. Permits & Approvals

Town Manager Russ Dean mentioned there was a petition to cut received today for Map 44, Lot 4 for an estimated 10,000 board feet of white pine. The acreage of the cut is 4 acres on a total lot size of 10 acres. The formal proposal will be presented when there is more information available. The anticipated start date is ASAP.

c. Town Manager's Report

The Holiday Parade this past weekend was a great success. A special thanks to the Parade Committee was offered.

Mr. Dean was also glad to report the holiday lights had a successful conclusion.

The Boys Exeter High School State Soccer champions will come before the board on December 19th for a special honor.

Chairman Chartrand offered special thanks to the Holiday Lights Committee, the Town Manager, and also Dave Sharples, Town Planner, for help in making the town lights happen.

d. Selectmen's Committee Reports

Vice Chairwoman Gilman shared information about Wreaths Across America, which will take place on December 17th at noon. The Cemetery Association, along with the Civil Air Patrol, will conduct a brief half-hour ceremony at the flagpole near the Arbor Street Entrance to place 7 ceremonial wreaths on stands to represent all branches of the military.

Selectwoman Surman recalled the honor of judging the 3rd Annual Pooch Parade on Sunday at 11 AM. There was great turnout. She offered special thanks to Terry Martin and her husband Dave. There were several hundred dogs in attendance.

e. Correspondence

The Exeter Arts Committee Holiday Art & Gift Show is continuing through December 18th in the the 2nd floor gallery at Town Hall.

Prescott Park's *A Christmas Carol* is also taking place at the Town Hall next weekend on Friday, Saturday, on Sunday.

The memo regarding Wreaths Across America is included in the packet.

There is also news of an LCHIP grant to the Winter Street Cemetery. As the news was not to be released until Thursday, Selectwoman Gilman declined speaking further about it at this time.

Mr. Joe Kenick's map presented for a building permit during Public Comment is also included in the packet.

8. Review Board Calendar

The next Board of Selectmen meeting will take place in 2 weeks, on Monday, December 19th and will be primarily budget-related.

The next BOS after that will be Tuesday, January 3rd.

Selectman Clement reminded members there will be a Holiday Reception for staff and volunteers next Tues, December 13th, from 4-6PM.

Town Manager Russ Dean also noted the town employee recognition lunch on Wednesday.

The Deliberative Session will take place on February 4th - this was erroneously reported as January 28th and it will be February 4th.

9. Non-Public Session

There was a **motion** from Selectwoman Belanger to proceed into a non-public session under RSA 91-A: 3, II (a and c). Vice Chair Gilman seconded the motion, which was approved, 5-0.

The Board emerged from non public session.

10. Adjournment

Selectwoman Gilman motioned to adjourn, seconded by Selectwoman Surman. The Board stood adjourned at 11:05 pm.

Respectfully submitted,

Amanda White, Recording Secretary