

Draft Minutes

Exeter Board of Selectmen

November 28, 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

Gerry Hamel, of Little Pine Lane in Exeter wished to draw attention to road construction in town. He brought in a saddle valve, which normally sits on water tank. The straps on the saddle valve are non-existent. Mr. Hamel underscored that the infrastructure of the town is vital, and called on the public to be aware of what construction workers are up to around town. He also suggested the investment and efforts of painting bicycles on the roads, which are now subject to snow, salt, and plows, might have been better directed toward more saddle valves and other critical infrastructure areas.

Tim Heyl, of McLane Manor on Portsmouth Ave, asked to speak and was recognized. He expressed an interest in working with the town to establish a department of social resources and suggested it be located next to the former High Street Market. His proposals involve the provision of emergency services for people who need immediate care vouchers and working with people to secure mortgages. Chairman Dan Chartrand offered to meet with Mr. Heyl to dive further into the 7-page proposal.

Beth Dupell, Co-Chair of the Holiday Lights Committee, lent an update on the outcome of the Town's holiday lights. In sum, the town will not be decorated in its usual fashion this season. Until officials and the Town Electrician had expressed some safety concern in the wake of trees having been removed during the sidewalk project. There were also new poles installed downtown that changed the overall electrical layout of downtown, resulting in 1/3 of the lights infrastructure having been lost. The committee instead focused on fresh garland. On Nov 17th, the utility provider communicated in a phone call that they would be unable to allow the committee to touch the utility poles. Approval happened over Thanksgiving week, and there was not sufficient time to comply within 7-day deadline. In shedding some light on the volunteer effort, the committee has logged over 250 volunteer hours in the past 2 weeks,

decorating the bandstand, town hall, and Amtrak station, and assembling garlands, etc. Over the Thanksgiving holiday alone, the volunteers logged over 100 hours of work between Friday and Sunday. They sought to tap into private electric outlets to add additional color to the Water Street Area, such as Me & Ollies, The Green Bean, Travel & Nature, Tranquility, Trends, The Inn by the Bandstand, Whirlygigs, the American Independence Museum, and others. Over 30 volunteers have been involved in the holiday lights effort, which began in January of last year with the disassembling of last year's holiday lights. Ms. Dupell wished to recognize the special efforts of Mark Damsell and Dan Emma Shaw Milewski, and noted that her one request from the community is for residents to open their eyes and see that the committee and downtown businesses tried their best to light Exeter for the holidays.

Board of Selectman Chairman Dan Chartrand acknowledged that some trees were not planted on account of the drought, underscoring that some circumstances were beyond our control and suggesting that focus should be on the planning for next year. Selectman Don Clement also acknowledged the hard work of the committee and inquired if and what kind of expense is required to bring the lighting infrastructure up to code. Ms. Dupell replied that there is a design as well as an aesthetic challenge: it is a dark road, and there are a lot of trees that are somewhat haphazardly located, which makes for a different tree light scheme than a few years back. This may be, therefore, a time for taking stock and taking note of what residents miss most, and determining whether the tree lights are too luminous or too dim, etc.

Ms. Dupell noted that there are ample benefactors willing and ready to support the cause, and announced that in commemoration of the bandstand's 100th anniversary, a pin has been designed to benefit the holiday committee, the holiday lights committee, and the holiday trolley. If every household bought one \$5 pin, funding for the committee would not be an issue. The pins will be available for purchase on the trolley, as well as at George & Phillips, Travel & Nature, Whirlygigs, Puddlejumpers, and Krypton Comics.

Selectwoman and BOS Vice Chair Julie Gilman segued into the Master Plan and the need to provide for the town's infrastructure, particularly downtown. Anne Surman used to be on the Holiday Lights Committee, and offered her support for the committee.

Scott Wade, Manager of Electric Operations for Unitil, wished to provide further clarification on the holiday lights situation. His biggest concern was attachments to the poles. Some of the garland attachments get very close to the high-voltage electrical lines, which challenged codes and rules for safety's sake. There needs to be at least 40 inches of clearance from the lines. He had expected the garland to be hung the weekend of the 19-20th (of November), but evidently there was some miscommunication on his part that the garland wasn't hung as of Sunday.

Some of the insurance items and banner agreements need to be amended going forward. BOS Chairman Dan Chartrand suggested taking the conversation offline and being more proactive about holiday planning for next year.

Town Manager Russ Dean also noted that ownership of the electric lines is also at issue, and needs to be addressed.

4. Minutes & Proclamations

a. Proclamations/ Recognitions

There were no proclamations or recognitions.

b. Minutes

Clerk Nancy Belanger **motioned** to approve the minutes from November 14, 2016; seconded by Vice Chairwoman Julie Gilman. The motion carried unanimously, 5-0, with minor amendments.

5. Appointments: Exeter Housing Authority

Vice Chairwoman Julie Gilman **motioned** to approve nominee Ms. Maggie Matick for membership on the Exeter Housing Authority. Clerk and Selectwoman Nancy Belanger seconded. The motion was carried, unanimously (5-0).

Selectmen Don Clement called to recognize Barbara Chapman's long service to the committee in light of her recent resignation.

6. Discussion/Action Items

a. FY17 Budget Recommendations Committee Recommendations

Town Manager Russ Dean presented an update on the FY17 Budget.

The budgets coming out of the Budget Recommendations Committee are as follows: the General Fund is set at \$18,294,959; the Water Fund is set at \$3,328,167; and the Sewer Fund is set at \$2,403,204.

The Water Fund is up 11.5% from FY 2016, which is mainly due to the water treatment plant coming online in FY 2017. The sewer budget is reduced by .3% from FY 2016. That will change once the wastewater facility is constructed.

Mr. Corey Stevens, Chairman of the Budget Recommendations Committee, presented.

The Budget Committee structure is based on subcommittees, which meet with relevant departments, and then report back to the general group with recommendations.

The budget is up 2.8% from last year. Healthcare premiums were up over the prior year—roughly 9.7%. The Library budget is up \$75,000, largely due to the additional of a full-time staff member. The committee is suggesting moving \$120,000 for sidewalk repairs from the warrant article into the operating budget on account that it is a maintenance item, and should be reflected as such. Another warrant item suggested to be put into the operating budget is continuing costs surrounding the dam removal. There are a number of things we are obligated to do over the next few years, and instead of having to have them be a warrant, we should tackle them over the next few years, and \$80,000 has been assigned for that purpose. The Budget Recommendations Committee has also supported 1 proposed hire for the Exeter Fire Department, which is roughly \$65,000. The committee also notably tried to tackle the subject of the Social Services warrant, which resulted in the suggestion to discontinue the warrant and fund a line item in the operational budget at \$100,000 for FY 2017. The committee furthermore recommended a citizen's group be assigned to look at and assist the Human Services department with funding evaluations and to develop guidelines for appropriating the funds. Of note, the Committee did not feel there was sufficient time to devote to the Human Services agency and process, and decided it would be better to tackle on a year-round basis at different intervals, such as quarterly.

On the warrant side, mostly infrastructure needs of the town were addressed: Court Street culverts; Lincoln Street improvements; TTHL remediation for drinking water; and replacing the Washington Street water line. Two weeks back, the committee met at CIP to evaluation of how vehicles are purchased. There is a Service-Life Extension program dedicated to refurbishing existing vehicles and extending their life. The idea was not to replace the existing town policy of replacing town vehicles, but rather to offer an additional option where appropriate.

Fran Hall, Chairwoman of the Subcommittee on Human Services, reported that the recommendation to bring human services under the operational budget was based on the need to make the Town's social services support more directly tied to the welfare mission of the town. This would also support effective quality control in the disbursement of funds and how funds are used. That was the focus of the recommendation.

Currently, the Town Manager's Office oversees the administration of social services.

Russ Dean, the Town Manager, further noted that a citizen's committee would and should be involved on a quarterly basis to be able to meet needs. An ongoing effort would be needed to ensure thorough monitoring and quality control.

BOS Chairman Dan Chartrand thanked the 5 Budget Recommendations Committee members in attendance.

Selectwoman Anne Surman There is a lot of data and research, and year-round citizen committees is a good way of knowing what is going on within the committees. Ms. Surman declined support to bring human services into the operational budget, arguing that the issue is best addressed as part of a warrant article. She also noted that the Town should have a Welfare Director.

Clerk and Selectwoman Nancy Belanger offered support for the Town Manager's assistant, Sheri Riffle, acting in the capacity of a welfare director. Sheri was noted as having a degree in social services, as well as having filled in for the previous (part-time) Welfare Director.

Vice Chairwoman Julie Gilman offered thanks to the Budget Recommendations Committee and recommends that Exeter residents check out the minutes from the different committees, which are available online, as that will lend color into how the decisions within the committees are made.

Selectman Clement expressed concern that there might not be sufficient time to take a deep-dive on the budget prior to January's public hearing. Chairman Chartrand stated the FY 2017 budget would be slated for discussion in December 5th and 19th's Board of Selectmen meetings.

Mr. Clement stated the bottom-line budget number to be \$17,576,735—that was the budget presented to town voters in March. Currently, the budget stands at \$18,294,959. That is an increase of \$718,224 over last year's numbers to the voters, representing a little over 4%. That's too high, according to Mr. Clement. Chairman Chartrand responded that you could take them out of the warrant, as the Budget Recommendation Committee has suggested, and "you've got apples to apples; or you can take them out, and you can compare apples to oranges. We need to have comparable values." Mr. Chartrand offered there has not been an unreasonable increase, when comparable values have been considered. That said, he does have further interest in the service-life extension program, as well as reservations over the new firefighting position, as he'd rather see the funds go into reducing overtime and perhaps for in forthcoming contract negotiations.

Mr. Stevens recalled the same conversations were had in the Budget Recommendations Committee, and reiterated their dedication to transparency to the Town. Whether items fall under a warrant article or the operating budget, they will be voted on somewhere. The things

that were, however, suggested to be put under the operating budget, these aren't really warrant items.

Selectman Clement concluded that his 'apple' is what we present to voters in March. There is a difference in the bottom line. Moving items from the warrant article into the operating budget may be a valid argument, but what you start with is what you start with, and residents need to know what they're voting on and they need better transparency.

Selectwoman Surman agrees with the Chairman about holding off on the new firefighter position. A few years ago, 4 firefighters were hired outside the budget process on the pretext that we would reduce overtime, and that never happened. Ms. Surman also expressed reservation about the sidewalk item being in the budget, noting that it might be something voters want to see on the warrant.

Mr. Dean, Town Manager, related that whenever the likes of a lease-purchase is agreed as part of the CIP, he has explained in numerous deliberative sessions, that it will go into the budget for whatever the term of the contract stipulates. We do look at the bottom line, as we talk about appropriations from year to year as a part of the overall budget strategy and method of developing the budget. The board is likely to always have deliberations over what goes where and in our form of government, lease-purchases have to be approved by voters via direct warrant article; there is no other method to do that. Over the past several years, we've been employing that strategy for heavy-duty equipment that is generally in excess of \$100,000 to schedule them on a lease-purchase basis in order to keep the tax rate in check.

Chairman Chartrand expected this warrant v. budget dialogue given all the movement of what was going on in the Budget Recommendations Committee. He reiterated the Town's long-standing track record over the past 5-10 years of honoring the work of Budget Recommendation Committee, the Board of Selectmen, the Town Manager's Office, the Finance Department, and all the departments with regards to the budget. The Board of Selectmen has tended to approve recommendations because the homework has been done.

Ms. Hall shared the fact that the warrant articles on human services have been on the ballot for over a dozen years or more. The Town Manager worked with Ms. Hall to determine that it has been one of the most successful items on the ballot, with a success rate of between 81-88%. This suggests that the town is comfortable donating funds to these agencies. It also means it is becoming institutionalized and maybe it is time to put it into the budget, where we can better manage it. Chairman Chartrand invited Ms. Hall to present again to the BOS, along with co-Chair Judy Rowan. It is a dynamic change and is worth having a separate agenda item over.

b. FY17 Water-Sewer Rates

Town Manager Russ Dean reported that the draft report on water-sewer rates has been received from the consultant, The Municipal & Financial Services Group (MFSG). Michael Maker, Senior Manager of MFSG and Ed Donahue, of MFSG are in attendance to make a presentation on their recommendations.

Ms. Jennifer Perry, Director of Public Works, noted that the rate model is similar to what we've been doing in the past. The Water-Sewer Advisory Committee, Public Works, the Finance Department, and the Town Manager's Office have all worked in bringing the study to where it currently stands. The report aims to capture a 5-year plan to ensure we're on the right trajectory.

The presentation of 12 slides and accompanying report represents the results of the consultant's analysis of the forecasted costs of providing water and sewer service to the Town's customers and their recommendations for recovering these costs over the next five years. The study provides a number of recommendations that will enhance the financial health and stability of the Town's water and sewer operations while equitably charging its customers for the services provided.

Factors Affecting Rates:

- Operating and maintenance expense charges
 - 2.0% escalation rate per year
 - Additional expenses related to the wastewater treatment facility
- Capital improvement plans (aging infrastructure/ regulatory compliance)
- Debt service (existing and future debt)
 - WWTF (loan for \$53.58 million over 20 years at 2% starting in 2020)
- Customer and water usage/sewage generation changes
 - no growth (0.0% per year)
- Miscellaneous revenue changes
 - No growth (0.0% per year)
- Minimum cash balance
 - 90 days of operating expenses

A Slide of Water revenue requirements, Revenue at Current Rates and Revenue at Proposed Rates was shown. It is a bar graph that plots projected growth from FY 2016 through FY 2021.

A Slide of Sewer Revenue Requirements, Revenue at Current Rates and Revenue at Proposed Rates was also shown, projecting notably higher growth from FY 2016 through FY 2021.

Rate Designs

Current Rate Design:

- Quarterly water and sewer service charges per bill
- Water and sewer usage rates (per 1,000 gallons)
 - 0-29,999 gallons
 - 30,000-194,999 gallons
 - Over 194,999 gallons
- Quarterly flat fee for sewer customers service charge plus 10,000 gallons of usage (120 gallons per day x 90 days)

Alternative Rate Design:

- Quarterly water and sewer service charges per bill
- Water and sewer usage rates (per 1,000 gallons)
 - 0-21,000 gallons
 - 21,001-105,000 gallons
 - Over 105,000 gallons
- Quarterly flat fee sewer customers service charge plus 10,000 gallons of usage (120 gallons per day x 90 days)

The only change is a slight change in the tiers.

The following findings were developed during the course of the study:

- Revenues collected at current rates are insufficient to cover the water and sewer revenue requirements for FY 2017 through FY 2021. Current water and sewer rates, if left in place, would not generate sufficient revenue to fund the revenue requirements.
- The Town needs to increase water and sewer rates over the first five years of the planning period to keep revenues in line with expenses, to fund the required operating and capital costs identified and to meet the performance indicator requirements.
- The Town should implement required rate increases through a multi-year financial plan. This will allow the Town to smooth rate increases over the planning period and mitigate customer rate shock while meeting its cash requirements.
- Review rates and charges on an annual basis and revise as needed. Consider a full cost of service study for all rates and charges every five years. While it is recommended to adopt rates and charges for five years so they do not have to

be revisited and voted on every year by the Board, it is financially Prudent to review expenses and revenues annually to ensure actual values are relatively in line with those projected.

Dave Michelson, from the Water and Sewer Advisory Committee, introduced himself and offered to field any questions.

Selectman Don Clement commented that the proposed increase for a service charge fee—\$39— this amounts to \$100 increase, automatically. This creates a higher proportional cost for the lower-end user, as compared to the higher user. The nature of the flat fee is going to hit the smaller user. Mr. Clement inquired whether it was possible to adjust the services charges down somewhat on a sliding scale, as asking people to pay for something that isn't ready yet is also questionable. He followed up questioning why 0% growth is projected in the estimates, given the 300+ units being built in town. This would presumably lead to an increase in consumption. Mr. Maker replied that the forecast was purposely conservative. Mr. Donahue also added that existing customers tend to use less water. The fixed rates are meant to protect the trend of downward consumption.

Town Manager Russ Dean observed the timeliness of the water question vis-a-vis the current drought, noting that there is no way to realistic way to determine what the future will be and what water trends will be. The volatility of consumption remains elusive, and in terms of master planning, there is a benefit of being conservative.

MFSG will present at the next BOS meeting on December 5th to discuss further any remaining reservations. An updated, color report will be circulate from the consultant, in addition to the slide presentation.

c. Cell Tower Lease Proposal - Simpson Property

Town Manager Russ Dean noted that Article 22 of the 2016 Town Meeting granted authorization to the Board over the Long-Term Lease of Town-Owned Property, specifically the landfill property of the Simpson Estate for the purpose of installing a cell tower. The vote was 79% in favor. Public-safety communications would also be located on the tower.

Varsity Wireless has proposed 4800 square foot portion of the Site plus an access and utility easement from the site to the nearest public street.

The intent of this presentation is to answer questions and look for comments. In terms of process, the Town would submit the application before the the Planning Board, which will make the final decision.

Selectwoman Anne Surman drew attention to Section 21, Assignment, suggesting the words “with prior approval” be added to the language of any potential subletting. Stephen Kelleher, of Varsity Wireless, noted that there are 4 major cellular carriers, and the towers are designed to be able to withstand the equipment of 5 carriers. Once the site is up, they don’t typically get approval from the landowner to get permission to add anything to the structure, as the agreements go with the land. The agreement is bound just like any other piece of land. Mr. Kelleher noted that concerns can likely be addressed with assistance from the Town Counsel. There is similar language to be addressed in the exhibits, such as under the Memorandum of Option.

Selectman Don Clement suggested to better specify precisely where the tower will be located prior to the application to the Planning Board. Mr. Kelleher noted that it would be cost-prohibitive to invited in a surveyor prior to the approval process, but once approval is granted, a survey will be commissioned of the site. In general terms, it will be approximately 30 feet behind an old white structure on the Simpson property.

Chairman Chartrand voiced his enthusiasm for the project, on behalf of voters, RiverWoods, and the Fire Department’s communication needs. Town Manager Dean Russ noted that the next step will see comments from tonight’s session being worked into a final draft before formal submission to the Board. After BOS approval, it will go to the Planning Board.

d. Front/ Pine/ Linden Street Roundabout Analysis

Mr. Dean presented a letter quote from the engineers working on the String Bridge project— Hoyle Tanner & Associates— to look at what is required. The fee estimate is \$12,681 involves a conceptual design only.

Ms. Jennifer Perry, Public Works Director, noted that the design is based on the existing roundabout on the border in the Town of Rye’s. The same geometry was used in calculations.

Selectwoman Surman noted it is a quirky intersection, but expressed hesitation that a rotary may not be the right solution on the grounds that rotaries present an odd set of ramifications. Selectwoman and Clerk Nancy Belanger noted that people are not stopping at stop signs under the current set up, rendering it dangerous. There is no line of vision past the vehicles parked at the in, so people drift into the intersection. Vice Chairwoman Gilman added that the area has dicey crosswalks and is not as high-trafficked an area as it used to be, although it does get backed up on election days as it is the primary access to the old high school. Selectman Clement agreed that it is a problematic intersection, but would like evidence as to its ‘dangerous’ nature, such as the accident incident rate. Mr. Clement did some research on rotaries, and offered that

they marginalize bicycle traffic, pedestrians, the handicapped, and emergency vehicles. There is also a driveway with access at the roundabout that is awkward, with angled parking at the Inn, in addition to a bus stop.

It was concluded that more information is needed. The current proposal is only conceptual. If we want to include other alternatives, it would need to be contracted additionally. We don't know if this is the best solution, so perhaps they can resolve the scope of work.

Ms. Perry will revert to Hoyle Tanner to consider alternatives to make sure this is the way to go for potential inclusion in the FY 2017 budget.

Mr. Clement recalled that there was a mock rotary simulated in the 1960s, but it was abandoned as an idea. The archives should perhaps be searched for any detailed findings, but whatever data is found, it is likely outdated. Town Resident, Arthur Baillargeon, of Tremont Street, inquired whether a traffic study would be commissioned ahead of the recommendation. Ms. Perry confirmed there would be.

e. Financial Software Lease-Purchase

Russ Dean, Town Manager, directed attention to Exhibit E on page E-1 of the Lessee Resolution for the Master Lease Purchase Agreement.

Selectman Clement inquired whether page D-1 the Opinion of Counsel was the Town of Exeter's counsel, and it is. Town Finance Director Doreen Ravell noted that tonight represents the beginning of the process. The Town Counsel will not sign off until it is approved by the Board of Selectmen, it is signed by 2 board members (plus a witness), and they have the minutes. This is the same leasing company used for many town leases over the past 5-6 years. The only difference is in amounts and the fact that it is for software. It will be reviewed by legal counsel, but after approval by the BOS.

Schedule No. 07, Exhibit E of December 1, 2016: Lessee Resolution regarding Master Lease Purchase Agreement dated as of October 1, 2011, between Tax-Exempt Leasing Corp. (Lessor) and Town of Exeter (Lessee) and Schedule No. 07 thereto dated as of December 1, 2016.

At a duly called meeting of the Governing Body of Lessee (as defined in the Agreement) held on November 28, 2016, the following resolution was introduced and adopted:

Be it Resolved by the Governing Body of Lessee as follows:

1. Determination of Need. The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 07 dated as of December 1, 2016 to the Master Lease Purchase Agreement dated as of October 1, 2011, between the Town of Exeter (Lessee) and Tax-Exempt Leasing Corp. (Lessor).

2. Approval and Authorizing. The Governing Body has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following persons to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such persons deem appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.
3. Adoption of Resolution. The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution. Clerk and Selectwoman Nancy Belanger **motioned** to authorize the Clerk and the Chairman of the Board of Selectmen to sign the Lessee Resolution. Vice Chairwoman Julie Gilman seconded the motion. The motion passed unanimously, 5-0.

If Town Manager Russ Dean requires further authorization, the matter will be slated on the agenda of the December 5, 2016 Board of Selectmen meeting.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

There are 3 abatements to be considered. The Water and Sewer Department has recommended to deny them all.

The President of the McReel Condo Association of 196 Water Street, presented the Association's request for an \$1,759.51 abatement. This is mostly residential building, with an ice cream shop. Use appeared to spike exponentially, resulting in an extraordinarily high bill. The source of the extreme water usage remains is a mystery, despite a thorough interview with all building residents.. It's an old building and it is hitting their budget hard.

Chairman Chartrand questioned why the abatement was recommended to be refused if it was a 1-time aberration. Clerk Belanger inquired whether Desiree did an inspection, and while the pipes were inspected, colored tablets were not used.

Chartrand requested someone from the Department of Public Works to attend the December 5, 2016 Board of Selectmen Meeting to speak further to the abatement process. All abatement applications are being postponed to that meeting.

b. Permits & Approvals

Selectwoman Belanger raised a **motion** to approve the use of the Town Hall Main Floor Poster and Plywood Boards for the week of November 19-December 2, 2016 for the Festival of Trees event, which is scheduled from December 1-3, 2017, during the hours of 8 AM - 10 PM. The motion was seconded by Vice Chairwoman Gilman and passed unanimously, 5-0.

c. Town Manager's Report

Town Manager Russ Dean is meeting with someone tomorrow to discuss the dog park project.

The Housing Committee met on Friday, November 18, 2016. There was also a lengthy Master Plan meeting that same day. Mr. Dean recently attended a Public Session on the King Parcel for the Economic Development Committee on Tuesday, November 22, 2016.

Around town, preparations are underway for winter and the holiday season.

Work on String Bridge is still continuing.

Mr. Dean has also held several conversations with Chief Shupe regarding the speed limit issue, including the ordinance draft. Chief Shupe has been in touch with the Department of Transportation, and is working to get the answers to some questions before it is brought back before the Board.

d. Selectmen's Committee Reports

Selectman Clement noted that the Planning Board met briefly this past week. There is another meeting next week which is likely to be more dynamic, with the continuation of the Rose Farm project and a potential Portsmouth Avenue development.

Mr. Clement attended the Municipal Association's Annual Meeting before the Thanksgiving holiday. There was one session in particular that was quite interesting, involving Dover, Keene, and another smaller town's experience with complete streets. Their take away was that one-size does not fit all; some streets adapt very well to the complete streets mission of being multi-modal and multi-user friendly, and some do not.

There was also Squamscott River Advisory Committee meeting last week.

There is River Study meeting Thursday morning, December 1, 2016 at 9:00 AM.

Vice Chairwoman Gilman related that the Heritage Commission and Demolition Review Committee met at the yellow house next to the Hampton Inn on Portsmouth Avenue. The

outside is unimpressive, but the interior was surprisingly nice. Demolition was recommended and the building materials will be sold to an architectural salvage company.

The HDC had a meeting regarding the proposed bus shelter. The result was a determination to move the shelter plan further down the street on account of in ground utilities.

Clerk Belanger stated that her Housing Committee Meeting report will be presented at the December 5, 2016 BOS meeting.

Selectwoman Surman recalled that there was a Conservation Committee Meeting on Tuesday, November 15th.

Ms. Surman reported that the Great Pumpkin Toss on Nov 5th at Raynes Farm was a rousing success. There were 330 cars present. The pumpkins were donated by a local church in Portsmouth. There were tours on the history of the barn, hay rides, and trebuchet for launching pumpkins. Ben Anderson, who ran the event, noted that next year they'll aim to have an additional trebuchet. Going forward, the event will be held on the 1st Saturday after Halloween.

The Conservation Commission next meets on December 13, 2016.

Chairman Chartrand announced that the Master Plan Steering Committee will meet on Wednesday, January 25, from 6:30-8:30 PM. It will be a public session. The site is still yet to be determined;

Mr. Chartrand subbed for an input session on the King Property on Epping Road. There was a decision to hold another public session on December 20 at 7 PM, with a special invitation to the Conservation Commission. Emphasis was placed on the goal of hosting a conversation, as advisory bodies.

e. Correspondence

There is a letter Comcast in the packet regarding Important information about Comcast Set-top Boxes.

An email was forwarded to the board from Melanie Sage, regarding the 'dangerous intersection' at Columbus Ave.

There is also an email in the packet from Town Planner Dave Sharples regarding the HDC vote to approve the location of the bus shelter in front of the Town Office, with the caveat to be moved up the hill as much as possible but not on the other side of the pole.

There will be Holiday Reception for Town of Exeter employees on 13 December from 4-6 PM.

The Order from Case No. 435- 2016- CV- 104 from the State of NH Circuit Court regarding the Town of Exeter Planning Office V Katherine Holmes is also included in the packet.

Lastly, there was a memo of thanks from Families First for the for recent donation from the town.

8. Review Board Calendar

The next Board of Selectmen meeting will take place in 2 weeks, on Monday, December 5th and 19th. There will also be a meeting penciled in for January 3rd.

There will be a Deliberative Session on 28 January at 9am in the Auditorium at the new high school.

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), for the discussion of public employee compensation and reputation. Vice Chair Gilman seconded the motion, which was approved, 4-1. surman, nay

The Board conducted the non-public session, starting at 9:55 PM.

10. Adjournment

The board emerged from non-public session.

Selectman Clement moved to adjourn, seconded by Selectwoman Gilman. The Board stood adjourned at 10:00 pm.

Respectfully submitted,

Amanda White, Recording Secretary