

Final Minutes

Exeter Board of Selectman

February 27, 2017

1. Call Meeting to Order

Chairman Dan Chartrand called the meeting to order at 6:00 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. **Non Public Session.** Selectwoman Belanger motioned to enter into nonpublic session under RSA 91-A 3 2 a and c. Selectwoman Gilman seconded. Roll call vote: Clement aye, Gilman aye, Chartrand aye, Surman aye, Belanger aye. Selectwoman Belanger moved to emerge from non-public session. Selectwoman Gilman seconded. Roll call vote: Clement aye, Gilman aye, Chartrand aye, Surman aye, Belanger aye. The board emerged from non-public session at 6:45 p.m.
3. **Board Interviews** – The Board interviewed Marie Richey for an alternate member vacancy on the Conservation Commission. Selectman Clement commented on Ms. Richey’s excellent background in environmental services. The Board thanked Ms. Richey for her interest and will take up her appointment at the next meeting.

Chairman Chartrand informed the audience the board had just come out of a non-public session for the town manager’s evaluation, and an interview with a resident for a position on the Conservation Commission. He proceeded to regular business.

4. Bid Opening – Wastewater Treatment Facility

Chairman Chartrand said we are opening bids today for the largest project that Exeter has ever approved. It is a historic project for the town. Selectman Chartrand asked for help from the consultant on reading the bids after Selectman Chartrand read them. Selectman Clement and Selectwoman Gilman had concerns about having help on this as the Selectman are supposed to open the bids so it was decided the consultant would not help read the bids.

- Apex Construction Inc. Somersworth NH: \$34,840,030
- Methuen Construction, Plaistow NH: \$35,371,952
- Kinsman Corporation, Hooksett NH: \$34,940,000
- Penta Corporation, Moultonborough NH: \$36,270,800

Selectman Clement asked if the construction plan included the main pump station work and it was confirmed it does not. It’s only the treatment plant site.

MOTION: Selectman Clement moved to send the bids to the DPW, town manager and lead consultant for review. Selectwoman Surman seconded. The motion passed unanimously.

5. Public Comment

Lionel Ingram, 7 Riverwoods Drive: Over the past year, he has mentioned the idea of creating an honorary position for town historian and to appoint Barbara Rimkunas to the position. They are putting

together a master plan, they preserve what they can see but not what they cannot. He asks the board to consider creating this position and appointing Barbara to this position. Selectman Clement asked if the Board would like to ask Mr. Dean to research if other towns have a town historian and what that will detail. Selectwoman Gilman has not heard of this type of position previously but that's not saying it's not done.

MOTION: Selectman Clement moved to ask Mr. Dean or his designee to research the position of town historian in other NH municipalities, Selectwoman Belanger seconded. The motion passed 4-0-1. Selectman Chartrand abstained.

6. Minutes and Proclamations

There were no proclamations.

7. Approval of Minutes

February 20, 2017: Selectwoman Gilman on page 6, second line. Should read historical commission instead of historic district commission. Selectman Clement said on page 6, under correspondence should read CEDs instead of SEDs.

MOTION: Selectman Gilman moved to accept the February 20 minutes as amended. Selectwoman Belanger seconded. The motion passed unanimously.

8. Appointments

Dave Sharples the Planning Director has done well attending most of these meetings but they need to appoint the representative for July 1, 2017 to June 30, 2020 and to name an alternate. Mr. Dean is currently serving as the alternate.

MOTION: Selectman Clement moved to appoint Dave Sharples as the representative to the technical advisory committee of the Rockingham metropolitan planning organization for a period of 3 years. Selectwoman Belanger seconded. The motion passed unanimously.

MOTION: Selectman Clement moved to appoint Russ Dean as the representative to the technical advisory committee of the Rockingham metropolitan planning organization for a period of 3 years. Selectwoman Belanger seconded. The motion passed unanimously.

7. Discussion Action/Items

a. Great Bay Kids Company re: Interest Waiver

Joe Lessard before the Board. Great Bay Kids paid their tax bills except the interest for the first issue. They have requested that interest be waived or abated. Selectman Chartrand recalled that when this issue was brought up previously they were urged to work with the town council and the town assessor on this issue, and if so the Board offered to entertain the idea of waiving this and if he felt they were working with him on it. It was confirmed that they were working with them as requested. It was expected that all the organization they were working with would be done by spring and they should have finalized their status by then. Katelyn Dennis indicated they are following due process of working with the assessors and hope to come to an agreement. The tax bill was a hardship on their organization, and they request that since they are working with the town that they save them the interest from their tax bill. Selectman Clement asked if this was the 2016 tax bill, and it was confirmed that yes this was the

2016 bill. Selectman Clement that if they were going to abate this, he would like it to be clear in the motion. He does not want others who have not paid their total tax bill to think they have an avenue to waive the interest on their own bills.

MOTION: Selectman Clement moved to grant the abatement for map 62 lot 112 in the amount \$1,033.69 the reason for this at the time this parcel was appealing for non-tax status, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectman Clement moved to grant the abatement for map 62 lot 113 in the amount \$107.33 the reason for this at the time this parcel was appealing for non-tax status, Selectwoman Belanger seconded. The motion passed unanimously.

b. Quarterly Financial Report-Finance Department

Doreen Ravell, Finance Director appeared before the Board. A comprehensive report was in the Board's packet. They are in the process of booking entries for transfer of funds for the Kingston Road project. That information has been highlighted. The report had good news, there has been an increase in revenue across multiple areas. Selectman Clement had many questions and would discuss with the finance department later. His general question was about the property tax revenues are down \$217,000. He does not understand this, because the assessed values went up. It was explained that they don't report on school's portion, etc. they are only report on the town portion. Selectman Chartrand said he heard the police were now fully staffed, and it was confirmed that they were. They are seeing a decrease because new people come in at a lower step and there have been some retirements. Selectman Chartrand asked what they normally budgeted for snow removal. Mr. Dean said they budgeted around this year \$281,960. Selectman Clement has been monitoring the permit fees for hazardous waste construction disposal. They are losing money here; the expenditures are outstripping the revenue. He thinks it's time to have a review on this. This has not been done in several years and it may be time to investigate this. Selectman Clement asked when they would sign a new contract for fuel. Mr. Dean cannot remember this date off the top of his head, but he would confirm this. Selectman Clement asked about water treatment expenses decreases, he wanted to know if they could assume if this was a reflection on the ground water treatment plant coming online. Mr. Dean said the short answer is yes, but it was a unique year due to the drought. How the trends continue is anyone's guess.

c. Second Reading – Chapter 14 Assigning Street Numbers and Names Ordinance

Mr. Dean explained the first reading was at the last meeting, to reiterate his is to address issue with street names in Exeter and have consistency going forward. Assistant Fire Chief appeared before the Board. Selectwoman Gilman said one of the things under street naming, 14.01.2D highway right of way streets will not include first or last names. It was explained that this is to avoid confusion, for example Gilman Lane and Gilman Street. The state has guidelines on not using living politicians or resident's names. The third reading will be two weeks from tonight.

d. Re-establish River Study Committee as River Advisory Committee

MOTION: Selectwoman Belanger moved to reconstitute the Exeter River Study Committee as the River Advisory Committee. Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectman Belanger moved the Selectboard approve the charge as follows: The River Advisory Committee shall be an 11 person committee (9 voting, 2 non-voting) charged with providing advice to the Board of Selectman in all matters relating to the management of the Exeter and Squamscott Rivers

(the Exeter River), tributaries, and watershed within the Town's boundaries, including but not limited to, flood control, public and private water supplies, land use, environmental habitat, recreation, public safety and water quality. Member shall include up to five (5) at large citizen members, a member of the Conservation Commission, a PEA representative, a Water-Sewer Advisory Committee representative and a Selectboard representative. Two staff members, the Town Engineer and Natural Resources Planner, shall serve as non-voting members of the committee. Selectwoman Gilman seconded. The motion passed unanimously.

MOITON: Selectman Belanger moved to approve the following slate to the river advisory committee:

- a) Lionel Ingram, term to expire 4/30/17
- b) Rod Bourdon, term to expire 4/30/17
- c) Terrie Harman, term to expire 4/30/19
- d) Dick Huber, term to expire 4/30/18
- e) Ginny Raub, Conservation Commission Representative
- f) Roger Wakeman, PEA representative
- g) Don Clement, Selectboard representative

Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectman Belanger moved to approve two non-voting members as follows:

- a) Paul Vlasich, Town Engineer
- b) Kristen Murphy, Natural Resources Planner

Selectwoman Surman seconded. The motion passed unanimously.

Selectwoman Gilman said the charge was missing the ex-officio designation and this needed to be included. A patch would be presented for the next meeting.

e. Letter from Rockingham County re: Billing Changes

Mr. Dean explained that this bill, HB144 gained traction about 4 weeks ago. Discussion indicated that they would prefer to do a twice a year billing instead of once a year as it is currently done. The issue is they want to do it in June and November which is generally the lowest income time of the year for the town. The state would like to switch to using the fiscal year instead of calendar year and this would start to follow that. There is a meeting in March, and Mr. Dean said they plan to attend this meeting. At this stage they are trying to get the word out, and figure out what the potential impact is on Exeter. Selectwoman Gilman said it sounds like a good idea on the face of it, but there is concern about how it would affect towns and cities but it is still expected to pass. Mr. Dean said they are in the process of analyzing if they would have to issue a TAN because of this.

9. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Selectwoman Belanger moved to approve veterans credits in the amount of \$500 for 87/8/D-1, 74/103, 83/10, 65/102/8. Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to grant abatements for 72/175, \$800.32. Selectwoman Surman seconded. The motion passed 3-0-2. Selectman Clement and Selectwoman Surman abstained.

MOTION: Selectwoman Belanger moved to approve the abatement for lot 72/222/2 for \$9,664.19, the motion passed 3-0-2. Selectman Clement and Selectwoman Surman abstained.

Selectwoman Surman said this abatement is very large and it would have been great to have more information on this one.

MOTION: Selectwoman Belanger moved to rescind abatement for lot 72/222/2 for \$9,664.19. Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to approve the abatement for 72/222/2 in the amount of \$9,664.19. Selectwoman Gilman seconded. The motion passed 3-0-2. Selectman Clement and Selectwoman Surman abstained.

MOTION: Selectwoman Belanger moved to approve 73/28 \$1088.96, Selectwoman Gilman seconded. The motion passed 3-0-2. Selectman Clement and Selectwoman Surman abstained.

MOTION: Selectwoman Belanger moved to approve elderly exemptions for 104/79/119 in the amount of \$152,251. Selectwoman Gilman seconded. The motion passed 3-0-2. Selectman Clement and Selectwoman Surman abstained.

MOTION: Selectwoman Belanger moved to approve elderly exception for 65/102/8 in the amount of \$183,751, Selectwoman Gilman seconded. The motion passed 3-0-2. Selectman Clement and Selectwoman Surman abstained.

Mr. Clement said abatement requests always had the information available prior to the meeting so they could have background on why this abatement is requested. He would like to have the ability to have all this information. Without it he cannot vote on these issues. Joe Lessard said with each suggested abatement there is a short memo on what the issues were and what they found.

b. Permits & Approvals

MOTION: Selectwoman Belanger moved to approve application for town hall main floor for Trisha Tidd for the Miss Exeter Scholarship program to be held on May 13 from 2-4PM. Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to approve application for use of the Nowak room for Trisha Tidd for the Miss Exeter Scholarship program for interview on May 13th between the hours of 12-2PM. Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to approve application for use of town hall facilities, band stand, parking my Charles McDougall for the brass band Mondays in July 7-9PM. Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to approve application for town hall facilities, band stand, parking for Scott Ruffner for TEAM for Exeter Arts and Music fest May 19 for the bandstand and May 20 for town hall 6-10PM. Selectwoman Gilman seconded. The motion passed unanimously.

Selectman Chartrand said that Selectman Clement requested the use of the Nowak room for candidates' forum this Thursday evening, March 2. Selectman Clement said he was approached by the Next Stop Exeter about a candidates' debate so Next Stop Exeter said they would sponsor one. They are trying to organize one and use the equipment for channel 98. Selectwoman Belanger asked if all candidates have

been reached out to. Selectman Clement said he did not know he was just asked to submit an application to reserve the room. Selectwoman Gilman said the equipment was at the high school to record this, and Selectman Clement said it's portable. Selectman Chartrand is dubious about this, as several candidates were just told about this yesterday. He does not feel this gives them all enough time to be prepared. He has questions about the format and how this will be publicized. Selectman Chartrand doesn't feel they can put the town on this, but if they want to use the facility and the room. He would have to vote no on this. Selectman Clement said he felt it would be great to get all the candidates together, he felt the questions being asked were not important to granting the use of the room. Selectwoman Surman said that previously this room was used previously, and any grass-roots efforts to get this going is great. She feels this is getting more scrutiny than other applications would. Selectwoman Surman did note she is a candidate in this election. Selectwoman Belanger said the problem for her is not knowing why someone from the organization putting it together would not submit the application and why it was one of the Selectman submitting it. Selectman Chartrand felt that previously forums were planned well in advance, they knew who the moderator would be and it was well publicized. Selectwoman Gilman has applied on behalf of other organizations in the past and having different contact information doesn't bother her. She understands why some are uncomfortable but as for application for use of town facility she has nothing here to tell her not to approve it. Mr. Dean asked if this was a town sponsored event or not, for the insurance liability. Selectwoman Gilman asked if since it was Mr. Clement who requested it, he should recuse and since Selectwoman Surman would have to recuse since she is a candidate. Selectwoman Surman requested that they look at the application like any others.

MOTION: Selectman Chartrand moved to grant the use of the town hall instead of Nowak room, Selectwoman Gilman seconded. The motion failed 1-2-2 Selectwoman Gilman and Selectwoman Belanger were in the nay. Selectman Clement and Selectwoman Surman abstained.

Selectwoman Gilman did not feel they could move anyone around. Selectman Chartrand felt that other applications had much more vetting for candidates forums. Selectwoman Gilman said that too much is being read into this.

MOTION Selectwoman Gilman moved to approve the use of the Nowak Room and would like proof of the non-profit status. Selectwoman Gilman withdrew her motion.

Mr. Dean said if they turn out not to be nonprofit he didn't want to have to rush the Board back before Thursday. Discussion ensued on this application.

MOTION: Selectwoman Gilman moved to approve the use of Nowak Room on March 2 from 6:30-9PM provided that proof of nonprofit status is provided to town managers office or payment of fee and that they supply certificate of insurance prior to the event. Selectwoman Belanger seconded. The motion passed 2-1-2. Selectman Chartrand voted in nay. Selectman Clement and Selectwoman Surman abstained.

c. Town Managers Report

They are working on issue on voting equipment; they have a bit of a hold on buying the equipment because they have had some back and forth discussions with the state on the ballot. They involve coding the ballot and they are working with all the stake holders and trying their best to see what they can do. The masterplan steering committee will meet March 9 at 8:00AM. Mr. Dean wanted to thank the Police Department for working with Stratham on finding the missing girl last week. Public Works is out filling pot holes every day. Sidewalks in downtown a few sections are heaving. Highway Superintendent is watching the affected areas and they are planning a site walk with John Bell on the problem areas. The consultants working on the master plan are asking to interview the Selectboard as a focus group. In a couple weeks the Town Manager and Police Chief will talk to Selectman about the number of road closures they are seeing increase in requests for road closures around the bandstand. Selectman Clement asked if it was just road closures at the band stand or in general. It was confirmed that it was comprehensive.

d. Selectboard Committee Reports

Selectman Clement said the Planning Board met last week on the preliminary meeting for a 55+ Residential project. Selectwoman Belanger said the housing committee should have a report soon. They did notice that one of the members is listed wrong on the website. He's listed as a citizen but he should be a realtor position. Selectman Clement asked when the report is finalized will it be coming to the Selectmen. It was confirmed it would be.

e. Correspondence

- Letter from State of NH Department of Safety on a survey
- Letter from Comcast about channel changes
- Email from assistant director on parks and recreation on a red sox and royals bus trip on July 28.
- NH Municipal Association Bulletin
- NH Coastal Risk and Hazard Commission Letter transmitting final Sea Rise Report.

10. Review Board Calendar

Next meeting is March 13 at 7PM.

11. Non Public Session

Selectwoman Belanger move to go into nonpublic session under RSA 191.A3.2E. Selectwoman Surman seconded. Selectwoman Clement ay, Selectwoman Gilman aye, Selectman Chartrand aye, Selectwoman Surman aye, Selectwoman Belanger aye. The motion passed with a unanimous roll call vote. The board entered non-public session at 9:45 p.m.

The board emerged from non-public session.

12. Adjournment

Selectman Clement moved to adjourn, seconded by Selectwoman Gilman. The board stood adjourned at 10:00 p.m.

Respectfully Submitted,

Jennifer Dionne, Recording Secretary