

Final Minutes

Exeter Board of Selectman

March 13, 2017

1. Call Meeting to Order

Chairman Dan Chartrand called the meeting to order at 6:50 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. Board Interviews

The Board interviewed Kelly Warner for the Water/Sewer Advisory Committee in the Wheelwright Room.

3. Town Election Changes

The Town Moderator appeared before the Board to discuss the Town election. There was a conference call among multiple communities about postponing the election tomorrow until Thursday due to the snow storm. After multiple phone calls it has been determined they will postpone until Thursday March 16th. The same location and the same hours will be upheld. This postponement is to keep everyone safe from the workers to the voters. They are under the understanding that it is the decision of the town and school moderator to make this call. He has called channel 9 to add it to the scroll, the newspaper, there was a reverse 911 and on channel 22. They are doing their best to get the word out and make everyone aware. Tomorrow at 7AM Selectman Chartrand and Selectwoman Belanger will be at the SST to notify anyone who may show up. They will stay only until noon for their own safety. The Town Clerk Andie made announcements that the town clerk's office will be open from 8AM-12 and this is ONLY for absentee ballots. They will not be doing motor vehicles or anything else, just ballots. She also wanted to make everyone aware the absentee ballots will be handled the same, it is just a different day. Selectman Chartrand wanted to mention that the Town Manager would be on site at Town Office tomorrow as well. Selectman Clement felt this was a great call by the Moderator and he felt they were doing a great job on getting the word out. Selectman Clement asked if people if they show at the SST would be able to cast a ballot. It was confirmed that no, they were able to only cast an absentee ballot. Voting is on Thursday. Mr. Dean said the SAU has sent out a voicemail on this change as well.

The Town Moderator also wanted to talk about the visually impaired voting system that was approved a few meetings ago. This system will not be ready for Thursday, they discovered issues in trying to use it. There were skipping issues, pronunciation problems on names and other issues. There were just too many questions on how this was going to work. He is in favor of it, this is a great idea it's just not ready for this election. They are going to set this up, it just won't be ready for this election. They would like to have this as a beta test for this election as a test and feedback. Anyone who uses this will have to cast a regular ballot as well to make sure it's correct.

4. Bid Award – Wastewater Treatment Facility

Jennifer Perry, Public Work Director appeared before the Board to discuss the bid award. There was a memo in the packet that explains the bid award, during the last two weeks there has been a review of

the bids received. Apex in Somersworth NH was the low bid, in amount \$34,484,030. They had a low number for sludge removal and they did say they would honor this amount. Legal counsel requested they had a payment bond for 110% to cover any low issues that may become a problem later on. They don't anticipate any problems as they are a prequalified bidder. This is just the first of 3 contracts they will be seeing about this facility. If this approved tonight, this will keep them on schedule as they are supposed to start construction on April 30th and there are many other items that need to go through between now and then. Selectwoman Gilman felt it was great they were sticking to their low bid number on sludge. Selectman Clement said the low bid was pretty significant, how did they make such a large error. Ms. Perry said it was her understanding that they did have quotes from a subcontractor to do the removal but this was also supposed to have the offsite delivery and that was the difference. Selectman Clement said the contractor was willing to sign a letter they were willing to honor this difference and he asked if they had signed this letter. Ms. Perry said there was a draft notice of intent letter that would come from the town manager to Apex Construction. They don't have a letter per se they have email correspondence. Selectwoman Surman felt we should have this in writing and clearly spelled out. She felt this was critical and should be in the contract. Ms. Perry said they would request this.

MOTION: Selectwoman Belanger moved to award the Wastewater Treatment Facility Upgrades Contract No. 1 to Apex Construction in the amount of \$34,484,030 with conditions as set forth in the Notice of Intent prepared by Wright -Pierce and to authorize the Town Manager to sign said contract upon review and approval by NHDES and as a condition with written confirmation of all bid item amounts on company letterhead. Selectwoman Surman seconded. The motion passed unanimously.

5. Public Comment

There were none.

6. Minutes and Proclamations

There were no proclamations.

7. Approval of Minutes

February 27, 2017: Selectman Clement said on page 1, under bid openings, the paragraph that starts with Chairman Chartrand the last sentence "Selectman Clement and Selectwoman Gilman had concerns on having help on this, so it was decided that he" It should read the consultant instead of he. On page 5, about halfway down, under the discussion on abatements not having all of the information available prior the meetings "he would like to have the ability to have all this information without it he could not vote on these issues, Joe". This should say "Joe Lessard said". On page 6 at the top, "Selectman Clement said he was approved by the Exeter Newsletter..." This is incorrect, this should state he was approached by Next Stop Exeter. On page 7, first paragraph, "The consultants working on the master plan are asking the Selectboard as a focus group." For clarity this should explain they are asking to interview the Selectboard as a focus group. The next sentence says "in a couple weeks they will talk to the Selectboard about road closures" Who is they? It was confirmed they was the Town Manager and Police Chief and this information would be put in place instead of "they". On page 7, Board and Committee reports, "Selectman Clement said the Planning Board met last week on preliminary 55+ project" This should say "55+ Residential Project".

MOTION: Selectman Clement moved to accept the February 27 minutes as amended. Selectwoman Gilman seconded. The motion passed unanimously.

8. Appointments

MOTION: Selectwoman Belanger moved to appoint Marie Richey as an alternate to the conservation commission set to expire April 30, 2018. Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectwoman Gilman moved to move Barry Sandberg to the housing advisory realtor position, Selectwoman Belanger seconded. The motion passed unanimously.

MOTION: Selectwoman Gilman moved to move Nancy Belanger from the Selectboard representative to the citizen at large, Selectwoman Surman seconded. The motion passed 4-0-1, with Selectwoman Belanger abstaining from the vote.

9. Discussion Action/Items

a. EMS Warm Zone Equipment Grant

Mr. Dean said this was a grant the Fire/EMS was awarded and they are here to discuss what the equipment is. Assistant Fire Chief Justin Pizon appeared before the Board and explained that there have been over 100 active shooter instances across the United States in the last several years. Before any EMS units could enter a building they had to neutralize the shooter. Many patients died from blood loss while waiting for EMS care. NH created guidelines for best practices to try to save the lives in the “warm zone”. This grant provides equipment to cover first responder’s equipment to protect them during these instances. These are ballistic helmets, vests, goggles, etc. They are looking for 4 sets of body armor, soft armor. The actual quote came in at \$5,251.60. Selectwoman Surman asked if there was any event that this equipment has been used. The assistant chief wasn’t sure, but he thought it had been used in Orlando. He does not want to put anyone in harm’s way. They carry enough supplies in their go packs to treat up to 8 patients. This is to be proactive. Selectman Clement said the grant was for \$6000, it was explained they were awarded \$6000 but it came in at \$5200 but they do not get to keep the extra.

MOTION: Selectwoman Belanger moved to accept a 2016 Homeland Security grant for EMS warm zone equipment in the amount of \$6,000.00, Selectman Clement seconded.

AMENDED MOTION: Selectwoman Belanger moved to accept a 2016 Homeland Security grant for EMS warm zone equipment in the amount of \$5,251.60, Selectman Clement seconded. The motion passed unanimously.

b. Master Plan Update – Town Planner

Mr. Dean explained there was a master plan meeting last week and it was pretty extensive. There are a lot of things happening on this front. Town Planner Dave Sharples appeared before the Board to discuss the update. There was a workshop summary that was included in the packet. The baseline snapshots included will be the introduction of the master plan. The consultant passed out a draft outline of the plan, and this will be forwarded to the Board soon. This will be a holistic plan, and this will be a great document. Mr. Sharples explained there had been an email sent out to everyone who signed up to vision Exeter received this summary as well. There is some time between now and the next milestone on this due to the time involved in drafting the plan. There will be a second public workshop that has the

draft of the document. All the details are being ironed out on this, but the plan would be to have the meetings help move everything forward. The second workshop is targeted for late spring or early summer. The master plan committee meets on a regular basis to keep propelling this forward. Selectman Chartrand thanked Mr. Sharples for being here tonight. He felt this was going so well, and he was pleased with the information provided for tonight's meeting. Selectwoman Surman said the night of this meeting was highly charged but in a great way. She feels the citizens left feeling a part of something. She thought it was very productive and the summary captured some great information. Selectwoman Gilman said there are some great ideas written on here. She would like to say that everyone who talks about the Historical Culture, etc. are welcome to join the Historical Commission. Selectman Clement said the master plan steering committee has been engaged and done a great job. This has been a great team effort across multiple avenues. Selectman Clement said the 35-page granular data is a great read, everything comes together when you read this. Selectwoman Gilman asked if they would make a word bubble for the information here similar to results from a previous survey sent out. Mr. Sharples said this wouldn't be successful without the engaged citizens of Exeter. Mr. Dean felt the summary was very well done, and how they captured the different concepts and challenges worked well. Also, there was a framework generated or the documents, there were some typos in the document so it will get to the Board soon.

c. Third Reading—Chapter 14 Assigning Street Numbers and Names Ordinance

Mr. Sharples appeared before the Board recapped the previous readings and the draft of chapter 14 which is included in the packet for the meeting.

MOTION: Selectwoman Belanger moved to adopt the ordinance as written, Selectwoman Gilman seconded

AMENDED MOTION: Selectwoman Belanger moved to adopt the ordinance as written 2/17/2017 and affective 3/13/2017, Selectwoman Gilman seconded. The motion passed unanimously.

d. Road Closures Discussion

Mr. Dean introduced this by saying they were looking through town ordinances and they did not see anything specific to road closures. This is to discuss the road closure situation, this is going pretty smoothly but they do not have a written policy about this. They are starting to get more activity around the Water to Court street areas. Tonight's discussion is to explain to the Board they need a method to figure out how many of these a year are OK and where they should draw the line on them. Chief Shupe appeared before the Board and he agreed with the Town Manager. They are looking at Front Street from Water to Court Street mainly having the requests. They closed this section for a number of different events 10 times. The chief has more groups coming to him with permits asking for him to shut this area down to treat it like a park. The group currently in front of him wants to shut it down another 5 Wednesday nights this summer. So it would be two nights a week during the summer. He's concerned if he keeps getting these requests, how many nights a week is appropriate to shut down this area? Chief Shute feels the parkway is more ideal for this then the Front Street area. They did a traffic counter and there are 1500 cars that go around the Band Stand from 6-9PM. He also needs to look at safety during these events and emergency vehicles that need to respond to calls and have to go around the detours. Selectman Chartrand asked what the requests were for besides the 5 by the Brass band. IT was explained it was the Christmas parade, the lighting of the tree, Presidential campaign events, the Memorial Day parade which is rolling and he has no concerns about this. Selectwoman Belanger asked if

the pending request was for 6-9PM and this was confirmed. Selectwoman Gilman said she was thinking about the proposed downtown revitalization and there was a proposal to make some green space somewhere. Selectman Clement understood the attract of using the Bandstand but he believes they have a park that is underutilized at Town House common. This facility could lend itself to a concert series and they somehow may need to find a way to promote this more. Selectman Chartrand said the Town House common is a bit hidden away, but making it more visible may help. There is space between the Band Stand and town hall steps wants to be a park, in the future they may need to brainstorm about this. He understand this will take a lot of brainstorming and discussion but they may need to move this way. Selectwoman Surman asked if there was a way to say we already have Monday's and we cannot have this many nights blocked off. Selectwoman Gilman wondered if people could be recommended to the Swasey Parkway. Mr. Dean said part of the conversation has been on getting the Boards feedback on permitting other spaces. Are there other permittable areas in and around the downtown that may serve as an alternative. Selectwoman Belanger felt Founders Park was a great place and it's around the downtown area. Selectwoman Gilman said a consideration on choosing different areas would be whether they have power. Mr. Dean thought they should consider having a road closure policy.

10. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Selectwoman Belanger moved to approve an abatement for 70/61/23 in the amount of \$755.71, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to approve an abatement for 49/12, in the amount of \$175.10. Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to approve elderly exemptions for map 103/7 104/79/1011 in the amount of \$152,251, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to deny the Elderly Exemption for 72/199/1, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to not approve a water and sewer abatement in the amount of \$92.41 for 54B Lincoln Street, Selectman Clement seconded. The motion passed unanimously.

MOTION: Selectwoman Belanger moved to approve the interest waiver for \$103.93 interest for 62/51, Selectwoman Gilman seconded. The motion passed unanimously.

b. Permits & Approvals

MOTION: Selectwoman Belanger moved to accept a past mower bid in the amount of \$100, Selectwoman Surman seconded. The motion passed unanimously.

c. Town Managers Report

Mr. Dean wanted to recognize Judy Jervis the Health Officer who will be retiring after 27 years with the town. She will be leaving in July and the fire department would like to start the recruitment process soon so the new hire can job shadow Judy while she is still here. Mr. Dean also said that because of the storm tomorrow there is a trash pickup delay of one day. The snow parking ban begins at noon tomorrow and ends at noon on Wednesday. There is no coast service tomorrow. The housing committee meeting went very well. They should have the first 79E application for the next meeting. The

county tax bill legislation will have a meeting on Friday. One of the issues that has come up that in order for the budget to move from calendar to fiscal year, the state is not sure how they will budget that single 18-month period. They will have to have more conversation on this. Selectwoman Gilman asked about the 79E application, and if they could see a blank one so they knew what the concept and mechanics was.

d. Selectboard Committee Reports

Selectman Chartrand said it was tough to see Selectwoman Belanger leave the Board, but she is to be commended for her service. He is grateful for the three years of service she gave to this Board and he is excited about her continuing service on the housing committee and assuming her election on the budget recommendation committee.

Selectwoman Belanger said it was a tough decision not to run again, but it has been an honor and a privilege to serve on this Board. On to the housing meeting, they found a few things they wanted to tweak so they have another meeting on April 7 and they hope to have this completed and maybe on the agenda for the Selectman for the last meeting in April.

Selectwoman Surman had a meeting with the Swasey Parkway Trustees this morning, it was brief and they are getting ready for the spring by getting mowing bids out. The downside is there had been some graffiti and they are cleaning this up. They may put up cameras that have a motion sensor. Selectman Surman wanted to make it clear you cannot skateboard on the pavilion.

Selectman Clement attended the master plan steering committee which was discussed earlier. He attended a RPC meeting and they talked about the MPO and they discussed the large road projects that are happening in the area. They are planning the Memorial Day parade, and they are trying to tweak some events. Planning board met and they had a preliminary review of a multifamily project off of Linden Street, there were a lot of questions and discussion on this and it has been tabled until the next meeting. The Exeter Sportsmens club attended the meeting about the creation of a new shoot house, and this generated questions and was also tabled to the next meeting.

Selectwoman Gilman said at the Heritage Commission meeting last week, they had applied for the usual grant and they wanted to do an area survey and they were denied. The state house had an eventful few days last week, 200 bills in 2 days. House bill 182 was not moved forward they will study this over the summer. Selectwoman Gilman were disappointed on how the transgender protection bill was handled. Not only was it denied it was also given indefinite postponement so it can't come back for two years. State budget hearing was today, the house will be speaking about this in the next couple of weeks.

Selectman Chartrand attended the EDC meeting and this meeting discussed the amazing things that Darren Winham is working on. He wanted to thank him and Mr. Dean for their efforts on this. Selectman Chartrand participated in the service life extension program meeting and the work here is great.

e. Correspondence

- Letter from Seacoast School of Technology's Principal Margaret Callahan, expressing concern about YMCA development.
- Email from Murray Movitz, Windemere Neighborhood Association this is in regards to the sportsman club application. He asks to appear before a Selectman meeting to discuss this.

11. Review Board Calendar

Selectman Chartrand asked if the next meeting could not do March 20, and asked if it could be March 27. Selectman Chartrand felt it was important to not do it March 20 as he is unavailable. Selectwoman Gilman said with all the discussion of postponing due to weather and due to reorganization of the Board she is ok with waiting until March 27. The next meeting will be March 27.

12. Non Public Session

Selectwoman Belanger move to go into nonpublic session under RSA 191.A3.2E. Then called for a roll call vote, Selectman Clement nay, Selectwoman Gilman aye, Selectman Chartrand aye, Selectwoman Surman nay. The motion passed 3-2.

13. 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