

Draft Minutes

Exeter Board of Selectman

April 24, 2017

1. Call Meeting to Order

Chairman Don Clement called the meeting to order at 6:50pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Ann Surman, Clerk Kathy Corson, Julie Gilman. Town Manager Russell Dean was also present.

2. Board interview-Historic District Commission

The Board conducted an interview with Greg Colling of 8 High Street for a position on the Historic District Commission. Mr. Colling owns the Simeon House is a professional architect and very well versed in historic preservation. Mr. Colling cited the challenges of preserving historic structures without making them unaffordable. He cites the Custom House and Maritime Museum of Newburyport as favorite projects. It was suggested that Mr. Colling could contribute to work on flexible zoning if that were to be brought back for consideration. The Board thanked Mr. Colling for his time.

3. Bid Openings—Solid Waste Collection Request for Proposals

Mr. Clement opened the responses.

Casella Waste Management, Salem New Hampshire: Total Bid: \$1,000,074.00

- Curbside Bulky Pickup: \$13,500
- Weekly Curbside: \$20,000
- Curbside Yard waste: \$13,500
- Performance Bond Quote for first 12 months: \$16,000

Waste Management, Rochester New Hampshire

- Total Bid: \$862,722
- Curbside: Included in the cost
- Bulky Pickup: No bid
- Curbside Yard Waste Pickup: \$14,400
- Performance Bond quote for first 12 months: \$6,029.23

MOTION: Selectwoman Surman moved to move the bids to the department of public works for review, Selectwoman Corson seconded. The motion passed unanimously.

4. Public Comment

There was no public comment.

5. Minutes & Proclamations

There were none.

6. Approval of Minutes

- a. April 17, 2017**

Selectwoman Surman said on page 7, section D, 4 sentences from bottom. "Ms. Surman said not sure" this should read Ms. Surman said she is not sure". On page 2 on the bottom, the last paragraph, this should read 1-9 instead of 19. Selectman Clement had a few edits, should read "Mr. Clement reported that there was a suggestion for a sign warning of rapids to be replaced above the bridge." Mr. Clement also said where it says, "Pickpocket Park" it should read "Pickpocket Dam". Under select board reviews, where it says, "was not disapproved" It should read "They had no objections to the conditional use permit".

MOTION: Selectwoman Surman moved to approve the April 17, 2017 meeting minutes as amended. Selectwoman Gilman seconded. The motion passed unanimously.

7. Appointments—2017 Committee Reappointments

Conservation Commission: Selectwoman Surman is listed as seeking reappointment, she is the Selectboard rep and not seeking reappointment. Mr. Dean said this was written this way because of previous conversation on this matter. Mr. Clement felt that it did not serve a purpose as having Selectwoman Surman as an alternate. Selectwoman Surman did not want to take up a spot of someone who wanted to serve.

MOTION: Selectwoman Surman moved to appoint Todd Piskovitz to the Conservation Commission as a voting member with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Alyson Eberhardt as a voting Member of the Conservation Commission with a term set to expire 4/30/2020, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Kathy Lewis Thompson as voting member of the Exeter Arts Committee with a term ending 4/30/2020, Selectwoman Corson seconded. The motion passed 3-1. Selectwoman Gilman in the nay.

MOITON: Selectwoman Surman moved to appoint as a voting member to the Exeter Arts Committee Scott Ruffner with a term ending 4/30/2020, Selectwoman Corson seconded. The motion failed 1-3. Corson aye, Clement, Surman and Gilman nay.

MOTION: Selectwoman Surman moved to appoint as a voting member to the Exeter Arts Committee Karen Desrosiers with a term ending 4/30/2020, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Madeleine Hamel to the Exeter Economic Development Commission as a voting member with a term to expire 4/30/2020, Selectwoman Corson seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Jason Proulx as a voting member with term ending 4/30/20, Selectwoman Gilman seconded. Selectwoman Corson said they have received two applications for this Board and Mr. Proulx has attended maybe 3 meetings in the last couple years. We have two people who are interested on being on the Board and she would like to have people who participate. She will be voting no on Mr. Proulx because of this.

The motion failed 1-3. Surman, Clement and Corson voted nay.

MOTION: Selectwoman Surman moved to appoint Lionel Ingram as a voting member to the River Advisory Committee with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOITON: Selectwoman Surman moved to appoint Rod Bourdon as a voting member to the River Advisory Committee with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Maura Fay to the Heritage Commission as a voting member with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Patrick Gordon to the Historic District Commission as a voting member with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Gilman moved to appoint Valerie Ouellette to the Historic District Commission as a voting member with a term set to expire 4/30/20, Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Kelly Bergeron to the Planning Board as a voting member with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOITON: Selectwoman Surman moved to appoint Aaron Brown to the Planning Board as a voting member with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Katherine Woolhouse to the Rockingham Planning Commission as an alternate with a term set to expire 4/30/21, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Rick Thielbar as a voting member to the Zoning Board of Adjustment with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Kevin Baum to the Zoning Board of Adjustment as a voting member with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Martha Pennell to the Zoning Board of Adjustment as alternate with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint David Michelsen as voting member to the Water and Sewer Advisory Committee with a term set to expire 4/30/20. Selectwoman Gilman seconded. The motion passed unanimously.

Selectwoman Corson asked if everyone who stepped down from a Board receive a Thank you letter from the Board of Selectman and Mr. Dean said they would be happy to do this.

MOTION: Selectwoman Surman moved to appoint John Tremblay to the Economic Development Commission with a term set to expire 4/30/20, Selectwoman Gilman seconded. The motion passed unanimously.

8. Discussion Action/Items

a. 2017 Memorial Day Parade Update

Jim Faber, Chairman of the Memorial Day Parade Committee appeared before the Board. They have been working on this event since October. This year will be different than previous years, and will be more formal with more events. Mr. Faber presented a PowerPoint presentation to the Board. There will be static events at various locations. There is still a lot of work to do, but they are moving along. The Parade is Memorial Day, Monday May 29th and it starts at Swasey Parkway at 10AM. Selectwoman Surman was impressed that they were keeping this going, as the last few years it had become somewhat small. She had a question about where Irish Step dancing fit into Memorial Day. It was explained that it was to attract children. They had been included in previous years. Selectman Clement thanked Jim and the other board members for their work.

b. Lincoln Street Phase II Design Engineering Contract

Jennifer Perry, Director of DPW appeared before the Board. She explained that CMA was the design team involved with phase 1 on Lincoln Street, they are here now to commence the design of phase II. This will not just include underground utilities but will also include some streetscape components. This will be a very publicly driven process, and they have set aside quite a bit of time that will include public meetings and engaging with residential and commercial districts. They want to make sure they have a project that encompasses the needs of that area. This would be an amendment to the original contract in the amount of \$172,500.00, which is below the estimate that had been carried so far.

Arthur Baillargeon asked if there was a date set for the public meetings yet?

Ms. Perry said they were not set yet, but they will be public noticed and they will make sure people are aware of those. Selectwoman Surman asked when construction would start, and it was confirmed that it would be designed this year, and construction was slated for 2018.

MOTION: Selectwoman Surman moved to approve the amendment to Agreement for Engineering Design Services with CMA Engineers in the amount of \$172,500 and to authorize the Town Manager to sign said contract amendment. Selectwoman Gilman seconded. The motion passed unanimously.

c. 79E Covenant Determination: 1-9 Water Street

Selectman Clement said a Covenant Draft with dates was in the packet to the Board. They did a draft that suggested the covenant would last as long as the tax relief would last. Darren Winham appeared before the Board to discuss the project. Both sides had the covenant looked at by legal representatives and they all felt that it was acceptable. Selectwoman Corson asked what the assessment was based on, now or when the work is completed. It was explained the incentives start when the work is completed and they use today's assessed value because once they vote on this it locks in at today's value. Selectwoman Corson requested that they add the phrase "will commence not later than April 24, 2020 and then end nine years from commencement date" to specify. Selectman Clement thought if this

change was made this would need to go back to legal counsel. This was discussed at length. Selectwoman Gilman said on first page, second paragraph when you get into the line "Grantee has determined that the property is on the national register" they have not done this, it is just in an important district and that the national and state register should be removed. Selectman Clement would like to see it say accepted by Town of Exeter, Board of Selectmen and not the town manager.

MOTION: Selectwoman Corson moved to conditionally approve the covenant to protect public benefit for Soaring Hawk LLC of 1-9 Water Street with the following changes on page 1 paragraph 2 strike listed on the national register and state register. On page 3, will change "on the assessment on the property provided that grantor complies with all the terms of the agreement" and "end nine years from tax relief commencement date". Also, adjust to have this signed by the Selectman. Selectwoman Surman seconded. Selectwoman Corson withdrew her motion and Selectwoman Surman withdrew her second.

Selectwoman Gilman is not crazy about doing it this way but it would be speed things up for the applicant. Selectwoman Clement agreed, this document cannot be signed until they have legal sign off. Selectwoman Surman asked if they knew if there was a week, they call a special meeting before the work session next week. Selectwoman Gilman agreed and requested that they withdraw this motion. Mr. Winham asked if everything could be signed off on if there could be a special meeting for next week as the extra week would be great for construction.

d. SAIL Grant Application Letter of Support

Dave Sharples, Director of Planning appeared before the Board to discuss the SAIL Grant. This grant is being funneled through the regional planning commissions. They decided to pursue funding for community outreach effort and the RPC. They are seeking \$6500 for the project and there is no cash match required from the town. They are proposing \$1500 in staff time though. Without objection, the town manager can sign the letter of support, but he wanted to present this to the Board first.

MOTION: Selectwoman Surman moved to endorse the letter of support for the setting sail application and giving Mr. Dean the authority to sign the letter. Selectwoman Corson seconded. The motion passed unanimously.

e. Chamber of Commerce Lease Proposal Update

Mr. Dean explained that at the last meeting a few issues came up with a few rooms on the second floor of the Town Hall. Pictures were taken to show the Board how these rooms were being used. Mr. Dean feels there is some overlap of the Christmas items that are contained in here. The Chamber just wanted to memorialize that it was OK to continue using the rooms that are already being used. In terms of the ventilation system they have a quote of just over \$7700.00 and they would use this quote to improve the space. They are also not moving their full operations over to this building. They did talk about the \$8000 and they need to get back to the town on this as far as the rent amount. From the Chambers perspective, they are talking to their executive board and will come back to this Board about these items.

Beth Dupell of the Holiday Lights Committee: That shared room is very important to the holiday lights committee and 95% of the items in that room are holiday lights committee. It is important to have all the supplies local and easily accessible.

Selectwoman Surman asked if they were still interested in the upper rooms, and it was explained the Chamber is but would like to have a memorialization of the usage. Selectwoman Corson is confused

about making a decision where there is some space confusion. There are improvements being made and is there better use of this space for town employees. Selectman Clement thinks this is great town space and he is always reluctant to commit to the space they have. Having said that, there needs to be an investment to bring this up to the code but there is a possibility the town could utilize this space. He is reluctant to tie up this room and he still hasn't heard from the chamber on the terms they would like in the lease. Selectwoman Corson felt there were too many questions, she would like to see what it would look like, what the signage would be. Selectwoman Gilman said this space hasn't been used since the court left, and in the interim the chamber could use this space. Selectwoman Surman said she agreed with this, but she really thinks the chamber needs to come here to explain their intent. They do not have enough details from the chamber. Selectwoman Corson would like to hear from the town as well as to what they could use this space for if there is any interest and if they could afford it.

f. Facilities Committee Discussion

Selectman Clement explained that this had been discussed previously and moving forward to try to find volunteers. The charge is approved, but they have not had anyone come forward to participate. They have had two library trustees who have said they would be interested in participating in a group like this, and a few other committees have had members who have stated interested in this. Selectman Clement had concerns about the two members from library trustees because it should be broader than two from same committee. They also have not advertised it much and they should advertise more. Selectwoman Corson said there previously was a committee and they could reach out to those people again.

9. Regular Business

a. Permits & Approvals

MOTION: Selectwoman Corson moved to approve veterans credit for 74/77/3 for \$500.00, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve a disability exemption for 95/64/295 for \$125,000 Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve disability exemption for 95/64/214 for \$125,000, Selectwoman Gilman seconded. The motion passed unanimously.

MOITON: Selectwoman Corson moved to approve Elderly Exemption for 95/64/317 for \$152,251, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve Elderly Exemption for 52/43 for \$236,251, Selectwoman Gilman Seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve yield tax for 61/28 for \$154.74, selectwoman Gilman seconded. The motion passed unanimously.

Discussion on the land use change tax ensued. This is for new residential development on Garrison Lane.

MOTION: Selectwoman Corson moved to approve the land use change tax for 32/6/2 for \$2200.00, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve land use change tax for 61/28 for \$15,070. Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve land use change tax 61/29 for \$14,770. Selectwoman Gilman seconded. The motion passed unanimously.

MOITON: Selectwoman Corson moved to approve land use change tax for 61/30 for \$14520.00, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve land use change tax for 61/31 for \$960.00, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve land use change tax for 61/32 for \$14,230.00, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectman Clement moved to table the town hall requests until the next meeting, Selectwoman Surman seconded. The motion passed unanimously.

b. Town Manager's Report

Mr. Dean explained that they swore in a new police officer and he had a regular agenda meeting with the chairman on the 21st. They sent an email to the Sportsmen's Club about what was discussed at the last meeting and asked them to watch the stream to hear the concerns. They had a question about speed limits in residential areas and he spoke with Chief Shupe to update the ordinance on speed limits. They do have some issues, and they have discovered some issues. Ms. Perry has written a letter to the DOT on the flashing beacon that they plan to remove and this can be coupled with the letter from Riverwoods Drive. Mr. Dean worked with the assessors to get TIF values and updated information for a couple other projects. They worked with the DPW and purchasing for emergency orders for the sewer line repair.

Selectwoman Surman asked how they would classify the welfare position because it's morphed. She is not necessarily opposed to this, but it is never a good idea to create a position based on the person involved. If the person was to leave what do you hire for? They have to look at this for the future and not just for the job today. To support the town manager and support welfare they need to flush this whole thing out. Mr. Dean said to classify this, the job title would not change it would stay as it is, they would just add the welfare administrative duties as part of the day to day jobs. If someone was to leave the position, if it is set up more flexible they have the option to take up changes at any time. This has been discussed at budget recommendation committee previously. The current employee has taken on this and doing a very good job and he fully supports her. Selectwoman Surman asked if there have been any conflicts previously. Mr. Dean said that when the town had the separate employee they were part time and she was serving as the backup then as well. If she needs to meet with someone she brings them into her office and closes the door, from a workflow perspective it works.

Selectman Clement was disappointed that he just made the appointment and not just the recommendation of the appointment. Selectman Clement clarified that the Town Manager has not appointed a welfare director, and that was confirmed. Selectman Clement was very concerned about the privacy due to the office setup. Any client in there does not have any privacy. The physical setup has a lot of issues. If this is going to continue they need to talk about the physical office setup. Selectwoman Gilman felt they are treating people who require services very well and the description of the tasks and how they are handled is not unknown to her as being handled in this way previously.

For HB329 they have to post 72 hours in advance and open a public hearing and ask about public comment, and hear public comments and then close the public hearing and then ratify the election results of March 16th. Selectman Clement felt they wanted to do this sooner rather than later, should they wait until the May 8th meeting or should they do this earlier. Mr. Dean initial thoughts are that since there are about 80 towns in the same boat, that May 8th sounds acceptable to him. Since this is so new, he would like to check against other feedback and do some due diligence.

c. Selectman Committee Reports

Selectwoman Gilman attended a Historic District Commission meeting to discuss proper use of String Bridge and making some improvements and they are hoping to make some improvements and they will come back with more details.

Selectwoman Corson will have a Planning Board meeting this week, and there are 3 applications before them.

Selectwoman Surman said there was a brief meeting for the Swasey Parkway Trustees, they have the mowing bids out, and they are going to do some updating on the park bench memorial applications.

Selectman Clement has a Memorial Day parade meeting tomorrow, and he had a River Advisory Committee meeting last week and it was an update from the town engineer. They are discussing the breach analysis research being completed. They are also working on getting a plaque for the dam removal, and Selectwoman Gilman asked where this stood because the Heritage Commission should also be included in the design of this.

d. Correspondence

- Annual Report from Exeter Sportsmen's Club
- Letter from Riverwoods about the flashing beacon being removed

10. Review Board Calendar

There is a work session for the board on Monday, May 1st with Horsley Whitten. Next meeting is Monday, May 8, 2017.

Ms. Perry also explained that the Sewer Repairs were completed and the gas line work was completed. Paving is scheduled for tomorrow but she cannot say for sure when the detail will come back, but it will probably be tomorrow or the day after. Ms. Perry also thanked the residents and businesses for their patience.

Drug Take Back Day is April 29 at the Police Station.

11. Non Public Session

There was no non-public session.

12. Adjournment

Selectwoman Gilman moved to adjourn at 9:30PM, seconded by Selectwoman Corson. The motion passed.

Respectfully Submitted, Jennifer Dionne, Recording Secretary