

Final Minutes

Exeter Board of Selectman

June 19, 2017

1. Call Meeting to Order

Chairman Don Clement called the meeting to order at 6:40pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Anne Surman, Clerk Kathy Corson, Dan Chartrand and Julie Gilman. Town Manager Russell Dean was also present.

2. Nonpublic Session

MOTION: Selectwoman Gilman moved to enter nonpublic session for 91A 32A&L, Selectman Chartrand seconded. The motion passed by roll call vote. Selectman Chartrand aye, Selectwoman Surman aye, Selectman Clement aye Selectwoman Corson aye and Selectwoman Gilman aye.

3. Public Session

MOTION: Selectman Chartrand moved to seal the minutes due to rendering decision ineffective, Selectwoman Corson seconded. Motion carries 4-1 with Selectwoman Surman opposed.

4. Board interview-Facilities Committee

The Board conducted an interview of Hunter Putnam for a position on the Facilities Committee. Selectwoman Corson joined the meeting during the interviews.

5. **Moment of Silence** Selectman Clement asked for a moment of silence for Michael Morgan, superintendent of schools who passed away over the weekend.

6. Public Comment

Gerry Hamel, 17 Little Pine Lane: Trustees of Swasey Parkway had received a call about someone wanting to place a memorial brick in front of the Pavilion. There is currently no one on the DPW working on this anymore. Will there be someone taking this over going forward? Mr. Dean said they would find out and go to some people involved and figure out how to handle this going forward.

7. Minutes & Proclamations

Patricia Qualter, long standing member of the Robinson Fund Trustees was presented with a plaque for her service to the town.

8. Approval of Minutes

a. June 5, 2017

Selectman Chartrand needed to be listed as being present, as he is missing from the beginning. Right before the adjournment there is a spelling error, should be affirmed in the motion.

MOTION: Selectwoman Surman moved to approve the June 5, 2017 meeting minutes as amended. Selectman Chartrand seconded. The motion passed unanimously.

9. Appointments—2017 Committee Reappointments

MOTION: Selectwoman Surman moved to appoint Sherri Nixon to the Adhoc Human Services Committee, Selectman Chartrand seconded. The motion passed 3-1-1 Selectwoman Gilman abstained and Selectman Clement was opposed.

MOTION: Selectwoman Surman moved to appoint Amy McLaughlin to the Adhoc Human Services Committee, Selectman Chartrand seconded. The motion passed 4-0-1. Selectwoman Gilman abstained.

MOTION: Selectwoman Surman moved to appoint Christine Soutter to the Adhoc Human Services Committee, Selectman Chartrand seconded. The motion passed 3-1-1. Selectwoman Gilman abstained and Selectwoman Surman was opposed.

Discussion Action/Items

a. WWTF Facility Construction MOU—Swasey Parkway/DPW

Mr. Dean explained there is a MOU between the town (DPW) and the Swasey Trustees. This memorializes some of the things that are going to happen as part of the construction of the waste water treatment plant. Jennifer Perry, Director of the DPW appeared before the Board, she explained the need during construction to access the main pumping station that is between Swasey Parkway and the Housing Authority on Water Street. They are working to make sure the parkway is protected during construction as much as possible. The project has been advertised as of yesterday in order to start construction this fall.

Selectman Chartrand wanted to thank the DPW for accommodating the park and the trustees and thank you to the trustees for working on this. Selectwoman Surman asked if the changes in the MOU had been made, and it was confirmed that they had been. Selectwoman Surman had a question about the escrow figure, but would let Mr. Hamel address this.

Gerry Hamel appeared before the Board, he said there had been some back and forth on the MOU, they just wanted to make sure the vendors there for the season would not be disrupted and this has been satisfied. Right now, they also have a question on the amount on the trees, an amount will be placed in escrow for certain amount of years. It is a hard figure to come up with, how do you price a value of a tree? Selectman Chartrand asked if as part of a budget if a tree inventory was approved, and it was confirmed that this was correct. He was not sure if this would be done in time but it would be done and he was not sure if this would help at all. The tree portion of the MOU was discussed at length.

Selectwoman Gilman said trees were already tagged that would be removed or damaged, some of that can already be determined because they have scoped out the area. Mr. Hamel said that some of trees that will be removed are not that old, but others are older. Not all the trees with tags will be removed, some will be pruned, etc. Selectwoman Gilman asked where the money for escrow would be coming from in the budget. It was explained that the proposed approach would be to have this in the agreement with the contractor and the town would maintain it in escrow for a certain amount of time. When money needed to be spent they would have a meeting with the contractor to explain it. At the end of the time period determined if money was left over they would get the money back. Selectman Clement asked if these funds were coming out of the monies the voters raised and appropriated for the project. This was confirmed it would be part of the project money. Selectman Clement is very concerned about this project moving forward on time. What legal standing does a MOU have on the town moving

forward. This has been dragging on for a while, and he would like to know the schedule for this project. Selectman Clement does not want to impede the schedule by one day. Selectman Clement also wanted to know why the Select board should sign an MOU when they were not involved in the negotiations. He understands the value of the parkway, it is important asset. It is also important that this project meet its federal guidelines that it has to meet. Selectman Chartrand thanked Selectman Clement for saying that, there is a lot at stake here. There are fines that could be extremely significant. This is great work, but he is disappointed to hear they are not there. This needs to get done. He also shares Selectman Clements concerns. It was explained that the purpose of the MOU, it seems like it should be treated kind of like an easement even though it is not an easement. This is setting up ground rules as they have to pass through the park to get to the project site. As long as this gets completed in the next two weeks it is a non-issue. Selectman Clement read this as it is stating that the construction in 2018 has to accommodate the events for summer 2018. His concerns if it falls behind can they schedule all those events for that year? Mr. Hamel said the only thing they are trying to accommodate next year is the farmers market. Mr. Hamel said that they were accommodating the DPW's schedule and have even moved the dates of some events to be earlier.

Mr. Dean had a question about if there was anything in this agreement that would stop the project and extend the timeline past October 2018. He suggests the Board that if this is how they want to go they request the trustees sign it before the Selectboard does. Selectwoman Surman agrees that there is nothing in here that is delaying. She also encourages the trustees that if there are trees that die in the future or what is replanted doesn't make it they should come back before the Board to see about town funds. This would help keep this moving forward. Selectwoman Gilman felt this was a good idea, if the number didn't end up being sufficient that is in the MOU they could come back before this Board. Mr. Hamel agreed with Selectwoman Surman idea. Discussion ensued about trees on the parkway and potential replacement. Selectwoman Corson said that maybe they put in a clause that at some point there may be a need to add work on weekends and Thursdays if the timeline runs late. The MOU will come back to the Board next week.

b. Department Updates and Happenings: Parks/Recreation

Mike Favreau, Parks and Recreation Director appeared before the Board to provide an update on the department. Spring is one of the busiest times in the year, they have to get the parks ready for summer and are on a tight timeline. This work is something that not a lot of people see, previously they had a work day and got help from volunteers. This group has been lost and it has become harder for them, next year they would like to try to find some groups to give a few hours to help at some parks. Mr. Favreau said it is also getting tougher to find and hire lifeguards. Last year they needed 4 lifeguards and this year they needed 6. They started looking in February, and really struggled to fill these openings. There were be another submittal for the CIP Rec Park project and they have reduced the cost by 2 million. They are removing the turf field and worked with the engineer to move the building piece to behind the swimming pool.

Selectwoman Gilman said people should check out the department website, there are choices of programs for peoples of all ages all year round. Selectman Gilman said that high schoolers also have to do community service, and this may be something to look into for the spring work. Mr. Favreau said that they have done some work in the past, but the problem is often the timing of the work is late April, Early May. Selectman Clement said the lifeguard situation is a serious issue, and how do beach communities find lifeguards? Mr. Favreau said the type of guards Exeter has and the type of guards Hampton Beach

has are very different. The lifeguard situation was discussed at length. Other communities are dealing with the same thing as we are here, Mr. Dean said that no matter what happens with the Rec Park project piece going forward, they still have the collected impact fees to use going forward.

c. Radiological Response Plan Review—Fire Department

Brian Comeau Fire Chief appeared before the Board. Mr. Comeau said that the Health Officer Judy Jervis will be retiring after 27 years. They were fortunate to start the hiring process early and have her be able to mentor the new health officer. James Murray, the new health officer, was in attendance of tonight's meeting and was formally introduced to the Board. Eric Wilking, Assistant Fire Chief appeared before the Board to discuss some of the town's radiological response plans. In 2013 the nuclear emergency plans were handed over to the town for input instead of the state handling all of these revisions. This was just revised again and it was approved. This plan covers everything necessary. The plan has worked for almost 30 years, they just need a signature on the newly approved plan from the Board.

Selectwoman Gilman said she has sat in on a few of the drills in the past and it very interesting to see. Everyone has a job to do and a checklist. Mr. Wilking said having the drills every few years are a good thing, and this was discussed at length.

Mr. Wilking said there are several other documents in process, the local emergency plan is about 10 years and they have been asked to revise this. In the last month, they have been notified about the mitigation plan was brought to their attention, this is a 5-year plan. Coming down the road is a continuity of operations plan.

Selectman Clement also suggested that Selectboard members who have not sat in on the drills yet should do so. Mr. Dean wanted to thank the fire department and felt the plan in regard to Seabrook works very well. Communications is a big part of the plan and our group does it very well.

MOTION: Selectman Chartrand to authorize the chair to sign the notice of promulgation for the radiological emergency response plan, Selectwoman Corson seconded. The motion passed unanimously.

d. Raynes Farm Lease Agreement—Conservation Commission

Selectwoman Surman explained that except for section 3 and section 11 other than that this lease is the same as the prior lease. This is virtually the same agreement as previous. The tenant has already signed this, and if the Board is comfortable they could sign this and move forward.

MOTION: Selectman Chartrand moved to approve the Raynes Farm Lease between the town of Exeter and Little Brook Farm as of June 19, 2017, Selectwoman Gilman seconded. The motion passed unanimously.

e. Conservation Easement—80 Epping Road-Conservation

Selectwoman Surman explained that this started in March 2016 and this is a baseline report for the conservation easement. Once the bounds have been set they went out and walked the land with the grantors to make sure it as all correct. All action items have been completed, and the easement was signed in March 2016 by this Board. The Board had previously accepted this easement. This document tonight is the baseline document that the Board is being asked to sign.

Selectwoman Gilman had a few questions about the trash that is shown in the pictures. This should be taken care of. Selectman Clement said there is an issue with dumping and he agrees this is a problem. Who is responsible for removing the debris and if they do this will they find a Pandora's box, will they find more difficult problems. Selectwoman Surman said as a commission they take the land as is shown. Discussion ensued on this. Selectman Clement had concerns that no boundary markers had been placed. Selectman Clement said they had already accepted the easement so they are responsible for the property. Selectwoman Corson said they also reference a condominium development, and these are not condos these are apartments. The Board decided to wait until questions had been cleared up to move forward on this.

f. Classification Plan Amendment—Deputy Assessor

Mr. Dean said that this proposal would establish a position of deputy assessor in the assessor's office. By virtue of establishing this they would no longer has the position of accessing clerk. They have done a position review analysis and the position came in as a grade 10.

Selectman Chartrand asked if when they move to amend the plan do they need to absolve the other position as well. It was confirmed they do not.

MOTION: Selectman Chartrand moved to amend the town of Exeter's non union classification plan by adding a grade 10 deputy assessor, Selectwoman Surman seconded. The motion passed unanimously.

g. Lease/Purchase Financing: DPW Backhoe and Dump Truck

Mr. Dean explained they have a lease/purchase agreement. They received 3 quotes combining both the backhoe and the dump truck and they received a 2.67% interest rate. This results in an annual lease payment of \$58,270 for both. This saves almost \$3,000 off of the warrant article.

MOTION: Selectman Chartrand moved to award the financing for the backhoe and dump truck to Tax Exempt Leasing Corp at the interest rate of 2.67% and authorize the town manager to sign the contract. Selectwoman Surman seconded. The motion passed unanimously.

10. Regular Business

a. Tax, Water/Sewer Abatements & Exceptions

MOTION: Selectwoman Corson moved to approve tax abatement for 110/2/116 in the amount of \$119.91. Selectman Chartrand seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to approve the tax abatement for 110/2/82 in the amount of \$47.00. Selectman Chartrand seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to accept yield tax for 110/2/82 in the amount of \$46.00. Selectman Chartrand seconded. The motion passed unanimously.

b. Permits & Approvals

MOTION: Selectman Chartrand moved to approve the application for town hall main floor and the band stand and poster board for representative Scott Ruffner for a fall fest on 9/22/17, Selectwoman Corson seconded. The motion passed unanimously.

MOTION: Selectman Chartrand moved to approve the application for the Exeter Woman's club Yard Sale for the town hall main floor and poster board for June 1-2, 2018. Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectman Chartrand moved to approve town hall main floor for a Lincoln Street Public Information Meeting for June 27, 2017, Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectman Chartrand moved to appoint James P. Murray to the office of Health Officer as of June 7, 2017. Selectwoman Surman seconded. The motion passed unanimously.

c. Town Managers Report

Mr. Dean has the dog warrant, if the Board would indulge the town clerk and approve the town warrant for signature that could go out. This could wait a week as Mr. Dean just received this today.

MOTION: Selectwoman Gilman moved to approve the 2017 dog warrant, Selectman Chartrand seconded. The motion passed unanimously.

Mr. Dean stated they had their bond sale for the Lincoln Street project and the Court Street project and the debt was sold at market. He is happy to report that the net interest came out to roughly 2.6%. The String Bridge continuation construction will start right after July 4th and that project should wrap up in October. Selectman Clement asked about the detour plan, and Mr. Dean felt it would be the same as last year but would confirm this with DPW. Mr. Dean discussed the new benches that went out in the down town area. People have been giving positive feedback on these. They did get word that the Thirsty Moose is coming to town, they will be going into the old Friendly's. They are also working on the TAP grant and sidewalk project for Epping Road, Spring Street and Winter Street. They have an RFQ due by June 30th. CIP submittals are due June 28th and the pool is open. Mr. Dean wanted to express his condolences to the family on Mike Morgan's sudden passing.

d. Selectman Committee Reports

Selectman Chartrand echoed Mr. Dean's comments about Mr. Morgan's passing. The Planning Board will see a presentation of the Housing Committee. He also attended a master plan steering committee meeting. They had over 100 people show up and engage in exercises. There was a great feeling in the room and a lot of people were excited to be there.

Selectwoman Surman said the Exeter healthy lawns and clean water committee did receive the Gulf of Maine council award. David O'Hearn led a group from Ben and Jerry's to conduct apple tree release on the Morrissette property. Exeter's Conservation Commission does participate in the states volunteer river assessment program and anyone is welcome to join on Wednesday mornings throughout the spring and summer.

Selectwoman Gilman said the heritage commission did their site walk of the potential walking tour area and they will be putting something together. She will be at the state house voting on the annual budget. Also, Selectwoman Gilman said that Mr. Morgan used to change a light bulb in the

window of his home depending on if there was school or not, and children in his neighborhood used to get the word out. She appreciated this as it was nice for the children in the area.

Selectman Clement attended the ground breaking at the waste water treatment plant. There was a River Committee meeting last week, and a gentleman came in representing a company that recorded video of the entire process of removing the dam and recording the flow of the river. He was wondering if the town was interested in this video. Selectman Clement believes he was steered over to the heritage commission.

e. Correspondence

- Letter from the Town of Hampton about conducting the perambulation.
- Map and letter from State of New Hampshire Department of Resources and Economic Development Division of Forests and Lands on the wildlife habitat improvement project.
- Letter from the New Hampshire DOT on the road beacon on Kingston Road. The beacon will stay for now.
- Letter from the Academy about the cross walks on Front Street. They will be doing some improvements and moving the cross walks. Mr. Clement asked if they would be losing parking spaces. It was confirmed that they would be. Mr. Clement asked that the Board be aware when they are losing public spaces as parking is already a problem. Selectwoman Gilman said that they appeared before the Historic District Commission she was assured they would not be removing spaces.
- Assessment Review sign off from DRA.

11. Review Board Calendar

Because the next meeting is scheduled for July 3rd they would like to move the next meeting to June 26th and then meet again on July 10th.

12. Adjournment

Selectwoman Surman moved to adjourn, seconded by Selectman Chartrand. The motion passed.

Respectfully Submitted, Jennifer Dionne, Recording Secretary