

Draft Minutes

Exeter Board of Selectmen

August 17, 2017

1. Call Meeting to Order

Present are Anne Surman, Don Clement, Kathy Corson, Julie Gilman, and Russ Dean. The meeting was called to order by Chairman Clement at 7:00pm in the Nowak Room of the Exeter Town Office Building.

2. Bid Award – Contract 3, Wastewater Facility Project (Main Pump Station and Force Main)

Jennifer Perry, Public Works director, came to the microphone and spoke about a memo reviewing the evaluations for contract 3. They had received 3 bids, all of which were responsive. The lowest bidder was T Buck Construction from Turner, Maine, in the amount of 3,552,402 dollars. Public Works is recommending the award of the bid to T Buck Construction. She provided a brief overview of the other contracts and clarified that this is for contract 3, the main pump station and force main.

Selectwoman Surman said that in the memo, in the 3rd paragraph, there are 3 transcription errors, and she asked if we knew specifically what those errors were. Ms. Perry said that she did not have the bids with her, but T Buck confirmed the amount in their bid. She clarified that the numerical page is the one that carries. Selectwoman Surman then asked about the wide numerical ranges within the bid process. Ms. Perry responded that some amounts are very cut-and-dry while others are more subjective, such as traffic control in Swasey Parkway. She said it is not uncommon to see such large variances in numbers for items like these. Chairman Clement asked how the board could be sure that the verbal confirmation of the bid is legally binding. Ms. Perry said that T Buck included the total amount on the last page, and that the number is the one that holds, not the written-out amount. Mr. Dean said that the minutes from July 24th also reflect the correct price.

MOTION: Selectwoman Surman moved to award the bid to T Buck Construction in the amount of 3,552,402 dollars. Selectwoman Gilman seconded. The motion passed unanimously.

3. Public Comment

No members of the public came to the board to speak.

4. Minutes and Proclamations

a. Proclamations/Recognitions

There were none to report.

5. Approval of Minutes

a. July 10th, 2017 (held-over)

Chairman Clement suggested that in page 2, paragraph 4, to cross off Holland Way and to say “Mr. Winham next discussed downtown”. He also suggested that in the 5th paragraph, it be changed to “was willing to work with the town staff on possibly conducting a charrette”. Selectwoman Corson wanted to

change the same sentence to say, “single family workforce housing” instead of multi-use. In the 7th paragraph, Chairman Clement wanted to change it to “there are no lights around the tricky intersection of Holland Way and Hampton Road”. He also wanted to add Roger Wakeman’s last name on page 4.

MOTION: Selectwoman Surman moved to adopt the minutes as amended. Selectwoman Corson seconded the motion. The motion passed unanimously.

Selectwoman Surman had a question about Section D, Committee Reports. She asked if the board has had a meeting with the academy regarding parking spaces. Mr. Dean said that they have not yet despite having made many attempts to schedule.

b. July 24th, 2017

Selectwoman Gilman wanted to take out the word “downtown” and add “C-1 business section” on page 1, 2nd paragraph.

MOTION: Selectwoman Gilman moved to approve the minutes as amended. Selectwoman Surman seconded the motion. The motion passed unanimously.

Chairman Clement commented that on page 4, when the board was talking about the costs that had occurred while working on public restrooms at the town hall, that the project had been overspent by about 26,000 dollars out of the maintenance fund according to a report he had. He expressed disappointment that the project had been overspent. He thought it should have been a capital project and brought before the voters. He would like to have the building superintendent to explain why so much was spent, and what this means for the rest of the maintenance fund. Mr. Dean said he had not seen the report Chairman Clement had. He will follow up and agrees anytime there are cost overruns on a project it is a concern.

6. Appointments

There were none to report.

7. Discussion/Action Items

- a. Continued Public Hearing: 79-E Application – 2,4,6 Franklin Street (Long Block Condominiums)

Chairman Clement said that the board had received indication that the applicants had asked to withdraw their request. He said that they should submit something in writing to verify. Darren Winham said that he would request it and was sure that the applicants would comply.

MOTION: Selectwoman Surman moved to close the public hearing on this issue. Selectwoman Corson seconded the motion, and it passed unanimously.

b. EXTV Public Access Studio/Meeting Space Proposal

Bob Glowacky, of EXTV, came to the microphone to speak on a proposed project for a new TV studio the downtown area. This studio would be built within an existing room in the Town Hall. The downtown presence would allow for more community outreach, more meeting room areas, and more space for the EXTV staff. Currently, EXTV shares a studio with the high school which only allows for limited access. The room is located on the 2nd floor of the town hall building, behind the gallery spaces.

He showed the board a rendering of the layout, showing that the entrance would be from the stairway and the elevator is in the backside of the building. There are two rooms in the back that are currently closets, but could be used for storage and a control room. They would like to use large curtain backdrops for filming. He showed the board a 3D rendition of what it could look like with a TV setup. They would use robotic instead of studio camera, the curtains could be drawn back or used as a green screen, and the space could double as a second meeting space for the town. The room is currently used by the Exeter arts committee. Any EXTV equipment could be moved to the two storage rooms when not in use so that the space could be used by others as well. Ideally, the space would be open for use by others and would be a community space. They could use sign up forms and waiver forms so that people could use it, and they would create guidelines for use.

The cost would come out of the cable TV fund, which has a total balance now of 219,000 dollars. The fund gets 150,000 dollars from the town annually. The cost of the project would be broken down into 25,000-30,000 dollars for building costs, 20,000 for equipment costs, and 15,000 dollars for studio set costs, for a total of 50,000-70,000 dollars. The longest phases of the project would be construction and getting the electrical setup, then moving in the current equipment.

Selectwoman Gilman asked how much has EXTV discussed this project with the arts committee. Mr. Glowacky said they have discussed it, and want to be sure that everybody could still use the space. They saw it as a way of improving the space for everybody to use. He said that the schedules could be coordinated using an online application such as Google Sheets. Selectwoman Gilman asked if moving the equipment around would be easy. Mr. Glowacky said that it would be, because the cameras would be mounted on the walls and any tables used could be on wheels and rolled away when not in use.

Selectwoman Corson asked if the 219,000 in the Cable TV fund was always there, and what it was used for generally. Mr. Dean answered that the money is cumulative and has built up over the years. The money acts as a buffer for the replacement of equipment, the Comcast contract, and initiatives with the EXTV system. The studio would be considered a one-time expense to get it up and running. Mr. Glowacky said that the studio costs might even go down compared to the high school. Ms. Corson asked if the furniture was part of the cable TV fund or from the general fund. Mr. Dean said it would come out of the cable TV fund. Selectwoman Corson was also concerned about the need to police people's use of the art gallery because it closes in the evening. Mr. Glowacky said that a ramp could be used in the room for accessibility. They could have an employee greeting people as they come in to be sure that the art gallery is left alone, and they could use guiding ropes. Selectwoman Corson asked if the use would also be during the day. Mr. Glowacky said that if anyone was in the studio, they would be accompanied by EXTV staff.

Selectwoman Surman asked if the entire arts committee was presented to. Mr. Glowacky said that they met with the chair and the treasurer. Selectwoman Surman expressed concern that perhaps this was not the right room for this use, because once it was set up as a studio it may not be easily used for other functions. Mr. Glowacky expressed that he really wants to be sure that everybody feels it is a community space for everybody to use. Chairman Clement asked if the art committee could be moved to another room. An arts committee member came to the microphone and commented that it could not be done comfortably due to the older people using the room, who would have to climb stairs, and the storage for holiday things. Chairman Clement asked for a report on where the fire stairwell project in the town hall building stands, because it could have an impact on this project.

Mr. Dean commented that on advantage to doing this would be fixing conflicts with the town committees, because there would be two spaces available for committees to meet and be recorded. Mr. Clement expressed that he wants to be sure that the arts committee is comfortable with the project. He said that the studio space could also be used as a training venue instead of the Wheelwright room. Mr. Dean said that the space where EXTV currently works out of, behind the Nowak Room, is not enough space.

Kathy Thompson, of the Exeter arts committee, came to the microphone and said that not everybody had been involved. She felt that the room has lots of potential and would like it to be presented to the arts committee. Irene Hall, of the arts committee, also spoke and asked how the costs were derived. Mr. Glowacky said they were rough estimates from pricing equipment, and it depended on the quality of the equipment. The costs of the air conditioning and livestream studio were significant factors. Chairman Clement said that they could get a better cost estimate on the A/C and electrical and other infrastructure because those are just rough numbers. He would also like to look at alternate spaces for the studio. Selectwoman Surman echoed this sentiment. Selectwoman Gilman said she'd like to hear the outcome from the committee meeting and from the planning board CIP meeting.

c. Board resolution: Adoption of LCHIP Alliance Standards – Winter Street Cemetery

Selectwoman Gilman brought up that the town was awarded funds from the LCHIP program, but before the money is spent the town needs to go along with a stewardship agreement that they have listed. They need to agree to the guidelines. The town planner, Dave Sharples, came to the microphone and said that no funds have been expended yet, but that the town needs to adopt the land trust alliance standards and the applicable items must be agreed to, to prevent any conflict. Chairman Clement asked if the board needed to sign. Mr. Sharples said that the minutes should be fine as proof.

Selectwoman Gilman then read the resolution, which stated that the town of Exeter had reviewed the land trust standards and agreed that they are ethical, the board of selectmen hereby adopts these standards.

MOTION: Selectwoman Gilman moved to accept the resolution. Selectwoman Corson seconded the motion. The motion passed unanimously.

d. Winter Parking Ban Update

Mr. Dean spoke about a petition brought up that the winter parking ban, normally in effect from December 1st to March 15th of each year, be repealed. The warrant article passed with the voters, and now the board must decide if the ban will be repealed or not. Ms. Perry, from public works, spoke again and stated that the towns current approach to a winterlong parking ban was for efficiency. It is also used in other communities within New Hampshire for snow and ice control. The 6-hour window of time that the ban is in place each night is to allow time to plow. She pointed out that there are many types of roads within Exeter, and showed the board an example of Liberty Lane, which is too narrow for cars to pass with snow. She showed the different types of plows, which are often wide, and said that it would be impossible to plow if cars were parked on the streets. She also pointed out that half the response of the plows is for salting and sanding the roads.

Ms. Perry said that the roads would be much less efficient if the board were to allow parking on the streets during the winter. She also said that each year the department does trainings for snowstorms

using old impounded cars as obstacles for the trucks to maneuver around. She showed the board a road evaluation of all the streets in Exeter, and explained that more than half the streets are “red”, meaning there would be no parking on either side of the street. Yellow streets could accommodate parking on one side with no snow banks. And green roadways could accommodate parking during the winter, but it still would not be recommended. Jay Perkins of public works also spoke and said that the parking ban is a small window of time. He said that the plows would not be able to get to all the side streets and wouldn’t be able to move properly if the ban was lifted. He pointed out that most towns have a parking ban, which prevents the towing of potentially hundreds of cars each year.

Police Chief Shupe came to the microphone and expressed his belief that the ban should be kept as well. He explained the police department’s role in enforcing the ban through towing and tickets. He also said that Exeter’s ban is shorter compared to other towns, and that it allows for a safe commute after a storm. He said that if the ban was lifted, more cars would be towed, which would cost citizens more than a ticket. He said that the last storm they had, they only towed 2 cars. Chief Shupe also said that the town had supplied 87 parking spaces for people to use during the ban. Chief Comeau of the fire department spoke next about his support for the ban. He said that the sooner the roads are cleared, the better for emergency operations. He explained this was especially true for getting hydrants cleared for use. Selectwoman Gilman expressed her support of the ban as well, as did Selectwoman Corson, Selectwoman Surman, and Chairman Clement.

MOTION: Selectwoman Surman moved to continue the winter parking ban as it stands. Selectwoman Corson seconded, and the motion passed unanimously.

Kathy Thompson pointed out that the people without driveways and garages could park in designated parking lots provided by the town. Samantha Cave spoke that these spaces are listed online, but may not always be accessible because people might have to walk long ways to get to them. She also said that people are likely just annoyed by the ban and lashing out against it.

e. Water Resource Update

Ms. Perry spoke about a water resource update for the town. She combined data from the months of June and July for the meeting. Dry conditions were popping up in Strafford County and a small piece of Rockingham County. Exeter is not in an abnormally dry area, but coastal Maine is. Washington County, for example, is in a moderate drought. The groundwater levels are considered average for this time of year, although they are very slightly below average (about 5%). The groundwater treatment plant supplies about 42% of the water supply, and the other 58% is surface water. There was a switchover to the Exeter River as the water supply until late fall, when they will switch back to the reservoir. There was a 16% increase of water flow from May to June. And as far as 2017 goes, things are looking very average. She encouraged conservation to ensure this pattern and to keep water bills down, and gave out the EPA water sense website as a resource.

Mr. Dean pointed out that last year in July, the town averaged about 1.3 million gallons of water consumption compared to only about 1 million this year. Ms. Perry stated that education and outreach are important when talking about conservation. Mr. Clement said that DES proposed new instream flows, and asked what that would mean for the town and for the river. Ms. Perry said that this would affect the town, but that water withdrawals will not be affected. She said it would be based on low flow for the season and would not exceed that amount. They are also rolling out the rules in sections at a

time. The town is attending the next roll-out in September. Mr. Dean asked if that was a public process with public hearings. Ms. Perry said that it is as far as that anyone can attend, but that it was just an overview of the rules.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Selectwoman Corson moved to approve the land use tax change for map 53, lot 3 for 2,500 dollars. Selectwoman Gilman seconded the motion, and it passed unanimously.

MOTION: Selectwoman Corson moved to approve the jeopardy tax for map 104, lot 79, unit 112 for 45.92 dollars. Selectwoman Gilman seconded the motion, and it passed unanimously.

b. Permits and Approvals

Cathy Lewis of Paul McInnis Auctioneers applied for a permit for an estate auction on August 26th. They want to use the posterboard for the week of August 7th to 13th. Selectwoman Corson asked if it was a nonprofit, and asked if we charge 125 dollars per day. It was answered that that was correct. Mr. Dean said that it was hard to understand how much we function as a reservation office for different groups. It is free for nonprofits, and he encouraged the board to think about that structure. Chairman Clement said that we should look at other towns who rent their facilities to get an idea of what their fee structures are.

MOTION: Selectwoman Gilman moved to approve the permit, which was seconded by Selectwoman Corson. The motion passed unanimously.

Next was the changes to street address by the E911 committee, where there were two recommendations. The first is that the changes to Gilman Lane where number 27 becomes number 7, number 29 becomes number 8, and other such changes.

MOTION: Selectwoman Surman moved to approve the address changes for Gilman Lane. Selectwoman Corson seconded, and the motion passed unanimously.

Next was the voluntary change of address on 1215 Kossuth Street, which would be changed to 12 Kossuth Street, unit A and unit B.

MOTION: Selectwoman Surman moved to approve the change on Kossuth Street, Selectwoman Corson seconded the motion, and it passed unanimously.

c. Town Manager Report

Mr. Dean reported that the town was working hard on the 2018 budget. They have spent a lot of time with CIP, which the planning board has the draft for, and he encouraged the board of selectmen to review this draft. He said the town had had meetings with Exeter River Landings, which was due to some problems with abandoned mobile homes and more work will be done with this. The paving program for the town is progressing, and they are finishing up the Winter Street area. The Court Street project has utilities work still to be done. As far as the health trust, he attended an annual retreat to get feedback in trends on health insurance.

One major thing discussed at the retreat was a digital strategy for the organization. Mr. Dean mentioned MyCivic Apps was demoed by himself and the IT department and would make a customized app for the town if asked. This app would allow people on the street to take a picture of a problem using their phones and send it to the proper department easily. The startup cost for this is 1,500 dollars, then it would be 6,000 dollars annually to maintain. Chairman Clement commented that he would like more information on this, and pointed out that the town should take advantage of current social media before they jump onto something new.

Selectwoman Corson echoed this sentiment and said that she would be waiting for the master plan because she feels the master plan would dictate that. She also pointed out how difficult communications with the town could be, especially for younger people. Mr. Dean said that there was a disadvantage of the cohort, which for the town is from 0 to 102. The digital strategy typically for a company or organization would only be a core cohort with a smaller age group. He said communications are now much more complicated than years past. Selectwoman Corson asked why we were investing so much in television, and said that we would need a communications strategic plan to look at things comprehensively. Selectwoman Surman echoed this sentiment.

Chairman Clement asked if we started blasting at the wastewater treatment plant today. Mr. Dean said that it was at least scheduled to start today. He also said that Chief Shupe wanted to pass on to the board that there was a carbon monoxide concern with the cruisers. They were given 5 detectors for the cruisers, only 1 has sounded and has been fixed. There are no officers feeling ill. Chief Shupe will follow up on it and may do a recall on the cruisers.

d. Selectboard Committee Reports

Selectwoman Surman and Selectwoman Corson had nothing to report. Selectwoman Gilman said that the heritage commission's next meeting is Tuesday, which is important because there will be a public hearing on the demolition of a building. She also said she had met with the governor and his council in Hampton Beach, and that it was interesting to hear the interactions of the executive councilors. She also said that the Winter Street Cemetery has a consultant coming on the 21st to do a survey, and pointed out that the meteor showers are at the end of August.

Chairman Clement said that the woman who had bought Conner Farm came to talk about the naming convention for it, as there is some confusion over its address. He also said there was an EDC meeting where Darren Winham gave an update of the projects being done.

e. Correspondence

Chairman Clement said that the Exeter Farms Homeowners Association had email to Mr. Dean to tell him who the board of directors are for the upcoming year. And, the Exeter Arts Committee a past recipient of the Governor's Art Award and there is a letter to support their efforts.

f. Other

Chairman Clement also talked about a story he had read in the paper about the Exeter drone. It talks about a policy for the drone has been instituted. He asked what that policy was and when was it approved. Mr. Dean said there was no town policy but that the fire department has a procedure that they use and he said this in the article. Chairman Clement said that the paper also says the citizen's

petition warrant article had been reviewed by the town counsel and deemed unenforceable. He asked about seeing this ruling. He wants any ruling of town counsel to go to the board. Mr. Dean said the paper called him as they were doing a story on the drone and wanted his input, and he gave them that information about the article that it was unenforceable due to FAA rules. Chairman Clement stated he didn't remember approving any policies. Mr. Dean reiterated there was no policy. Mr. Dean stated the fire and emergency management used the drone for incident command and training purposes and he thought the board supported this. If not it can be a further discussion. Mr. Dean stated no other department uses the drone. Chairman Clement asked about a policy. Mr. Dean said there is a protocol in the Fire Department regarding drone use. Mr. Dean mentioned in the article there are licensed drone operators in the town that the town has used to do inspections on the town hall and a water tank. Selectwoman Gilman said that perhaps this should have been an agenda item instead of pulling out a newspaper and springing this topic on the board and Mr. Dean. Chairman Clement talked about his concerns and said that is noted and he would do that.

9. Review Board Calendar

The next meeting will be on 8/21/17. There will be a public hearing on the acceptance of funds. Mr. Dean said they have been consulting with the NHDRA on the usage of those funds, including paving and equipment purchases. There will also be a draft of mission of the sustainability committee for the next meeting. And, EXTV may come back to present their studio idea again.

10. Non-Public Session

There was no non-public session at the night's meeting.

11. Adjournment

MOTION: Selectwoman Surman moved to adjourn the meeting, which was seconded by Selectwoman Gilman. The motion passed unanimously and the meeting was adjourned at 9:30pm.