

Draft Minutes  
Board of Selectmen  
9/25/17

1. Call Meeting to Order

Present at tonight's meeting are Chairman Don Clement, Dan Chartrand, Anne Surman, Kathy Corson, Julie Gilman, and town manager Russ Dean. The meeting was called to order by Chairman Clement at 7:00pm in the Nowak Room of the town office building.

2. Public Comment

Gerry Hamel, a trustee for Swasey Parkway, said there would be a kickoff meeting for the construction in the parkway happening soon. He said that the parkway would be shut down for three months, during this time it would be closed to vehicular traffic but people could still use the parkway. For about a year afterwards, the road will be for one-way traffic. He also brought up the painted rocks that people are hiding in parkway, and encouraged people to stop doing this because lawnmowers often hit the rocks.

3. Minutes & Proclamations

a. Proclamations/Recognitions

There were none to cover at this meeting.

4. Approval of Minutes

a. September 11th, 2017

There were no amendments to the last meeting's minutes.

**MOTION:** Selectman Chartrand moved to approve the minutes from 9/11/17. Selectwoman Surman seconded the motion, and it passed unanimously.

5. Appointments – Conservation Commission

6. Discussion/Action Items

a. Abatements & Exemptions – Assessing

Chairman Clement began by stating that the assessing office of the town had reviewed the tax exempt status of properties within the town, and that the board will either approve or deny their recommendations.

Joe Lessard, the assessor for Exeter, said that some of the buildings are entitled to tax exemption either fully or partially. For most of the organizations reviewed, there were significant changes to the exemptions. In order to be entitled for exemption, there are requirements to be met. These are that the property must be owned, it must be used for charitable purposes, and it must be

occupied. Chairman Clement asked when the changes are effective. Mr. Lessard said April 1<sup>st</sup>, 2017. They would not be responsible for tax bills going forward.

Chairman Clement asked if all the data was online in the packet. Mr. Dean said he had added the Philipps Exeter Academy (PEA) and hospital lists to the board's paper packets, and they were not online yet. Selectman Chartrand asked if PEA and the hospital had seen the papers. Mr. Lessard said that PEA had, and the hospital had talked about overall percentages but did not have significant changes. For PEA, the premise is that for dorms, kitchens, dining facilities they are exempt up to 150,000 dollars but anything over that is taxable. Where there is faculty supervision in the dorm however, that portion of the dorm is exempt. The land is typically differently categorized and exempted at a different percentage. The properties were not drawn to scale and the exemption was not valued.

The board began with the religious exemptions, and all would be voted on to be tax exempt.

**MOTION:** Selectwoman Corson moved that tax exemption be granted to the following properties: Congregational Church at 21 Front Street, Exeter Presbyterian Church at 73 Winter Street, Father's Family Church Inc. at 94 Linden Street, First Baptist Church at 43 Front Street, First Unitarian Church at 10 Elm Street, Regeneration Church at 4 Elm Street, Roman Catholic Church at 11 Linden Street, Roman Catholic Church at 91 Front Street, and St. Michaels Catholic Church at 93 Front Street. Selectman Chartrand seconded the motion, and it passed unanimously.

The board then moved on the charitable and educational exemptions, which are all being voted on to be tax exempt.

**MOTION:** Selectwoman Corson moved that tax exemption be granted to the following properties: Child and Family Services at 9 Hampton Road, One Sky Community at 40 Newfields Road, Seacoast Mental Health Center at 30 Prospect Street, Society for St. Vincents at 53 Lincoln Street, Society of the Cincinnati at 164 Water Street, Society of the Cincinnati at Governor's Lane, and Heronfield Academy at 65 Hampton Falls Road. Selectman Chartrand seconded the motion, and it passed 4-0-1, with Selectwoman Gilman abstaining because she is a member of one of the organizations listed.

The board then moved on to the list of partial exemptions. Selectwoman Corson asked that some of those listed have acreage separate from their land, and that in the past the whole property was exempt. She asked what made the difference. Mr. Lessard said that if the land is not used for any activities, then the acreage is ineligible for exemption. Selectwoman Corson asked what happened if they could not get to the property, for example it is covered by wetlands. Mr. Lessard said it would be assessed at a minimal value. Selectman Chartrand asked if that was driven by the RSAs. Mr. Lessard said it was and stressed that the property had to be regularly used.

Selectwoman Corson asked what would happen if it wasn't used due to the nature of the land. Mr. Lessard said that it was his opinion that it did not meet the requirements of eligibility. Selectman Chartrand reminded the board that the organization could appear at the meeting, and they could lobby to change the recommendations. Mr. Lessard said they could also seek an abatement. The Society for the Preservation of New England was a specific example brought up. Judy Rowan came to the microphone and said that the building was used more frequently in the past and was not used as frequently now. There was a question of how much use is defined as "enough".

**MOTION:** Selectwoman Corson moved to approve the tax exemption for Christ Church at 43 Pine Street, and Exeter United Methodist Church at 8 Anna Louise Drive. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectman Chartrand moved to approve the exemption for 307 Epping Road, Map 29 Lot 21, Exeter United Methodist Church at 955,400 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to approve the exemption for 12 Little River Road, map 62 lot 90, Calvary Baptist Church at 436,900 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to approve the exemption for 55 Hampton Falls Road, map 91 lot 32, Church of Latter Day Saints at 1,426,300 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to approve the exemption for 47A Hampton Falls Road, map 91 lot 35, Northern New England Counsel at 752,800 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to approve the exemption for 27 Hampton Road, map 87 lot 36, Seacoast Family Promise at 235,600 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to deny the exemption for 12 Water Street, map 72 lot 9, Society for the Preservation of New England Antiquities. Selectwoman Surman seconded the motion, and it passed 3-2-0 with Selectwoman Corson and Selectwoman Gilman voting nay.

The board then moved onto the exemptions for healthcare services.

Selectwoman Gilman asked how the different parts are assessed. Mr. Lessard said that it is due to the current use of the building. Chairman Clement asked why it was only 20% exempt. Mr. Lessard said they had an agreement that they would keep their exemption at the same percentage as last year. Selectwoman Gilman asked where that number came from? Mr. Lessard said he could get a breakdown of the property. Selectwoman Corson asked what percentage had changed in the list. Mr. Lessard said it is the same for the hospital. Selectwoman Surman cleared up that the 20% is reflective of when it was Synergy.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Rockingham Visiting Nurse at 137 Epping Road, units F,G,J, K,L, and M. Selectman Chartrand seconded the motion, and it passed **unanimously**.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Hospital map 65 lot 128 at 100%. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Health Resources Inc. at 3 Alumni Drive for 70% at 5,500,100 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Hospital Inc. at 4 Alumni Drive for 92% at 7,375,400 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Hospital map 65 lot 131, 6 Buzzell Avenue for 100% at 26,439,000 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Med Real Inc. at 7 Alumni Drive map 65 lot 131 unit 3 for 20% at 713,000 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Hospital Inc. map 71 lot 47 unit 1, Buzzell Avenue for 100%. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Med Real Inc. map 71 lot 48 unit 8, 5 Buzzell Avenue for 50% at 159,900 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

The board then moved on to the Phillips Exeter Academy list.

Selectman Chartrand asked about the Harris Family Children's Center and why they get a different exemption than other childcare organizations. Mr. Lessard said it was due to the age level of the school, because 1/3 of the children are kindergarten age. So it should be 33%. He also said that the attorneys had reviewed all exemptions in 2004, and that since there is an increase now there must have been a decrease before, and there was in 2007 or 2008. Selectwoman Surman asked about the Saltonstall House, because it is fully exempt but the dorms have a percentage. Mr. Lessard said the House is considered to be required for the operation of the school. He said there are no other residences that are totally exempt. Selectman Chartrand asked about the dorms, they are 26% exempt. Mr. Lessard said that the portion devoted to the students is taxable, not exempt.

Anthony Zwaan asked if the exemptions were for 2017 or if they were going forward. He asked if they would be doing it every year. Chairman Clement said they are doing it until something changes, not every year. He said that they are referencing the list. Mr. Lessard said that there is an annual requirement for the properties to file annually, and they will get a list of recommendations annually.

**MOTION:** Selectwoman Corson moved to approve the exemption of the following properties at PEA: Tattersall House, Data Center Office, Saltonstall Boathouse, Granger Observatory, Bizzel House, Library, Davis Student Center, Nathaniel Gilman House, a 13.46 acre exemption on Elm Street, Mayor Arts Center, Phillips Hall, Phelps Academy Center, Academy Buildings, Jeramiah Smith Hall, 11.07 acres, Phelps Science Center, Lamont Health Services, Fisher Theater, Forrestal Bowld Music Building, Philips Church, Potting Shed Faculty, 7.36 acres on Main Street, 3.35 acres on Main Streets, Tennis Courts, Love Gym, Phelps Stadium, Thompson Gym, 21 acres on Gilman Street, and Saltonstall Principal Residence. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the partial exemptions of the following properties at PEA: Harris Family Center at 33%, Dunbar Hall at 26%, Bancroft Hall at 20%, Webster Hall at 27%, Wentworth Hall at 22%, Cilley Hall at 25%, Amen Hall at 22%, McConnell Hall at 22%, Kirkland House at

40%, Knight House at 26%, Moulton House at 36%, Williams House at 40%, Wheelwright Hall at 19%, Hoyt Hall at 28%, Soul Hall at 14%, Abbott Hall at 35%, Langdell Hall at 25%, Peabody Hall at 21%, Merrill Hall at 26%, Lamont Hall at 32%, Browning House at 54%, Dow House/Barn at 33%, Gould House at 28%, Ewald House at 25%, Main Street Dorm at 23%, Dutch House Dorm and Garage at 34%. Selectman Chartrand seconded the motion, and it passed unanimously.

b. Seacoast Drinking Water Commission Appointment

Mr. Dean explained that there was a new bill passed into law to establish a commission to study the long term goals and requirements of drinking water in the Seacoast area, including other Seacoast towns. The duties of the commission are to utilize studies to plan for droughts, firefighting, emergency or replacement water supplies when contaminated, to create a central planning group, assess treats to groundwater quality, and monitor new contaminant threats. The town needs a representative, and the commission will make a report of its findings by November 1<sup>st</sup>.

Chairman Clement mentioned that the water and sewer advisory board could participate. Selectman Chartrand said he could request that be added to the next water/sewer advisory board agenda. Chairman Clement asked if they had a deadline. The board agreed to have Selectman Chartrand bring it back to the board.

c. Health Ordinance Updates: Third Reading

**MOTION:** Selectman Chartrand moved to open the public hearing. Selectwoman Gilman seconded the motion, and it passed unanimously.

Chairman Clement stated that at the prior two meetings, health officer James Murray had reviewed the town ordinances and changes to chapters 11, 12, and 22. The suggested changes were posted to the website, and there must be 3 readings before they are put into effect.

**MOTION:** Selectman Chartrand moved to close the public hearing, Selectwoman Surman seconded the motion, and it passed unanimously.

Mr. Dean stated that the new ordinances would become effective 7 days after signing.

**MOTION:** Selectman Chartrand moved to adopt the town ordinances and updates to chapters 11, 12, and 22 as read by the health officer dated August 25<sup>th</sup>, 2017. Selectwoman Surman seconded the motion, and it passed unanimously.

d. Human Services Funding Policy

Chairman Clement began by stating that there had been discussion around the human services policy in recent meetings. He looked at the BOS policies which was effective August 30<sup>th</sup>, 2010, and they have not been followed. He came up with a new policy for human services funding, and also included in the packet the criteria. He is recommending a policy where the submittals will be accepted and reviewed by the board and the budget recommendation committee. Each agency that has received funding in the past would go into the town warrant so that voters will have a direct say. They would be listed individually in one warrant article.

Selectwoman Surman said that she likes the idea, but had some questions about the funding criteria. Selectwoman Gilman said that she agreed that the policy should be updated. Selectman

Chartrand said that he was not in favor of the new policy, and that he likes the human services committee established this year because they have so much experience and because the budget recommendations committee had spent too much time on the issue in the past.

Chairman Clement expressed his view that because the agencies are asking taxpayers to support them for charitable causes, they should be completely transparent. The taxpayers should be able to see each individual agency. He wants to develop a process. He said that the purpose of the human services committee was to research the agencies in order to allocate the 100,000 budget, a task which has been completed. Selectman Chartrand disagreed with this.

Selectwoman Surman said that she was concerned that the human services committee had rewritten their task. She also said that she did not want social services to be handled differently than other areas of the budget. Selectwoman Gilman said that she didn't think it was something that could be done within 3 months. Chairman Clement said that he understood this concern.

Niko Papakonstantis, the chair of the budget recommendations committee, said that it was decided unanimously to create the human service subcommittee. The individuals nominated for the committee were interviewed and approved by the board of selectmen. He believes it should be a year round review of the process. If it falls back on the budget recommendations committee, they must look at if they're reviewing budget line items or if they're reviewing applications. He said he'd like the subcommittee to finish the year. He said he believes in transparency as well. He would like the board to postpone making a decision at tonight's meeting, until the budget recommendations committee can discuss it at their meeting on Wednesday night.

Fran Hall, a member of the budget recommendations committee, said that the subcommittee was charged to come up with a better process. There are two parts: who is going to vet the applications and how, and how do they respond to the people of the town and have transparency. It was clear that in the past it was difficult for the committee to vet all the applications for the agencies, and that it should be done with more time.

Anthony Zwaan, who served on the budget recommendations committee for a couple of years and served on the human services subcommittee last year, spoke that he felt that the process in the past did not work well. He said that he was hoping to solve the distribution of the 100,000 dollars and to start a new process so that the vetting of the agencies could continue. He understood the transparency concern. He suggested that they have thorough vetting, then present it to the budget recommendations committee, who can then choose how to present it to the voters.

Judy Rowan, who served on the human services committee, wanted to add that they were concerned about the previous process. She said that the committee thought about real human needs when considering the agencies, and wanted a more logical and rational process.

Chris Soutter, a member of the human services committee and the budget recommendations committee said that it was important to remember that the budget recommendations committee is not a grant review committee. The committee in the past was vocal about how overwhelming the work is. Some of the issues where that there was no set budget, it was too time consuming, and there was no criteria to help with the decisions. The human services committee was told that there was no criteria, so they created some, which was approved by the board of selectmen. They had 114,000 in requests and

only had 100,000 to give out. She believes the committee did a quality job, and that the process is already transparent as their meetings are open to the public. She also said that the process shouldn't be all-or-nothing where you either have to approve all the funding or nothing at all.

Amy McLaughlin said that she did a lot of grant reviews and that every grant is important to look at carefully in its entirety. She said there was a responsibility to look after human needs and to take care of the citizens.

The board agreed to let the budget recommendation committee discuss the process at their next meeting.

e. FY18 Preliminary Budget

Mr. Dean said that the budget starts at a 4.18% increase over the prior year from 3 major components. The first is the debt service from the phase 2 Lincoln Street Project and the Court Street Culvert, a 141,500 dollar increase in the solid waste budget, and a 180,000 dollar increase for the health insurance reserve. He also wanted to note that the fire department has a request for 211,875 dollars because they want to increase their shift presence to 6 personnel all year round. He talked to them about their activity levels, what is triggering the additional calls, and how they are responding to those calls. One suggestion was to take the 45,000 dollars for the needs assessment for a second station, and commit those to looking at this issue. Another point was the 100,000 dollars towards human services. They had 133,000 dollars worth of requests, and continue to get new requests. The stormwater piece, they have broken that out to the program budget and will get a better sense of individual pieces.

Chairman Clement asked how the fire department reacted to the budget. Mr. Dean said they had not talked about the situation going forward. Chairman Clement asked if they could come and lobby the budget committee and the board. Mr. Dean said it would preclude that. Chairman Clement asked about the 45,000 proposal to study the new station. Mr. Dean clarified that it would be a shift in money to needs assessment. Selectman Chartrand said he liked the idea of that, and would like to look at a study of how they are allocating staff resources.

Chairman Clement asked about the police department, and that it says that the wages are going down. He asked why, and asked if the town is switching personnel. Mr. Dean said that it could be due to replacing a higher level officer with a lower level officer. They are at full staff with police. Chairman Clement said the same thing was happening with the fire department. Mr. Dean said they are subject to a new contract which would have to go onto a warrant article. Chairman Clement asked why there is a decrease of 45,000 for the health insurance of the fire department. Mr. Dean said there was likely a drop in the plan or that someone came off of the town's insurance. Chairman Clement asked if the new contract agreed to up the percentage from 12 to 13%. Mr. Dean said that both departments did and that they are at 13%.

Chairman Clement asked about public works. He said that the big cost driver is the disposal contract, and asked how they could generate more revenue. Mr. Dean said that the household hazardous waste removal over the past years have only budgeted net instead of gross. For 2018, they included gross as well. The share is still consistent.

Mr. Dean brought up two bond articles, one is for the library design funds and one is for the recreation park. They voted to put forward the entire amount but it is not yet confirmed. The water

fund also has two bonds, the Washington Street water line replacement and the recommendation for groundwater exploration and surface water review. There are two pieces to it, which total 800,000 dollars. Also, there is a capital reserve fund suggestion for the town cemeteries. In the Winter Street cemetery there is a lot of tree removal, and it will need a perpetual care budget going forward.

Mr. Dean said that the downtown parking study was moved forward by the planning board, which is 50,000 dollars, there is 50,000 dollars for the intersection improvements program, and 120,000 for the sidewalk program. The Sportsmen's Club remediation is marked to be determined. Chairman Clement said that they should not forget about the 255,000 dollars from the state for the sidewalk/highway program. Mr. Dean said it was about 3.5% over last year's total appropriations for the general fund. Chairman Clement said that the overall budget increase is 4.18%. Mr. Dean said that these are all estimates at this time, and also thanked Doreen Chester and her staff for the work.

Mr. Dean said that for water and sewer enterprise funds, water is up 2.4% and that the largest increases are in the treatment area. As part of the TTHM program, they will need to use different chemicals which increases the amount, and the surface water and groundwater plants need lagoon cleaning. Chairman Clement said that last year the voters voted for a bond to address the TTHM issue, and now we need more money for the chemicals. Mr. Dean said that in order to meet TTHM requirements, they have to change the chemicals. Selectman Chartrand said that finding sources not related to groundwater is important, due to a persistent problem with TTHMs. They need to find a long term solution. Chairman Clement emphasized the importance of clean drinking water. There are 4 areas where they are required to test for TTHM.

Mr. Dean said that the sewer fund was up by 10.9%. A major cost is looking for funding for new positions to staff the new facility. It is a partial year appropriation, which is close to 91,000 dollars. The sewer debt is carrying a portion of the Lincoln Street phase two project. There are also increases in the capital outlay budget for the replacement of three vehicles. Chairman Clement said that in 2018, they will be hiring new personnel, but that the plant will not be done until 2019. Mr. Dean said that it could be discussed.

Selectwoman Surman said that she is concerned that there are more expenses that they haven't had in the last few years. She suggested that the board give the budget recommendations committee a percentage. Selectman Chartrand said that previous guidance has been in form of conversation. Selectwoman Gilman said that she did not want to pick a number, and did not want to level fund the whole budget. Chairman Clement said that they have had discussions with the budget recommendation committee chair, and asked how the board feels about being more seen than heard at budget recommendation committee meetings. Selectwoman Gilman agreed, as did Selectwoman Corson. Selectwoman Surman said that they are there for information only.

## 7. Regular Business

### a. Tax, Water/Sewer Abatements & Exemptions

It was voted by the board that they would cover this topic first before the FY18 Preliminary Budget.

Mr. Dean said that the first abatement is for 40 Hampton Road, Unit C-10, which it is recommended that the board denies the request due to the policy on maintaining internal fixtures.



Selectwoman Corson asked if the account accumulates interest. Mr. Dean said it did, the longer it remained unpaid. Mr. Dean said that the department had calculated what the abatement should be, which was 105 dollars. The whole bill was 314.74 dollars.

**MOTION:** Selectman Chartrand moved to deny the request for an abatement for 40 Hampton Road Unit C-10. Selectwoman Surman seconded the motion, and the motion passed 3-2-0 with Selectwoman Corson and Selectwoman Gilman voting nay.

Next was 18 Prospect Avenue. Les and Nancy Cooper came to the microphone to speak about their property. They said they had received a letter in the mail that they had used a large amount of water. They had a leak underneath their crawlspace. There was a connecting piece that deteriorated and led to the leak. They maintained the plumbing, and did not know that the leak was occurring.

Selectwoman Corson said that she believed that they should not have to pay for sewer. Ms. Cooper said that the amount was 258.37 dollars. Mr. Dean said the abatement would be calculated based on the amount of usage over. Chairman Clement asked if this went to the water and sewer committee first. Mr. Dean said that they got into a process of passing them onto the board without a recommendation. He said they could ask the water and sewer department for more information.

Selectwoman Surman commented that this case seems exceptional in nature. Chairman Clement said that the board could move on the recommendation or could send it back to the department. Selectman Chartrand pointed out they had had other cases where the leak wasn't observable and they had been denied, but he was fine with getting more information. Selectwoman Gilman agreed with Selectwoman Surman. Selectwoman Corson pointed out that the cost of water and sewer was increasing. The board agreed to send the case back to the water and sewer department.

The next property discussed was 13 Minuteman Lane, which was an abatement. The recommendation is to deny the abatement. LeeAnn and Ed, the owners of the property, said that the total amount was 3,855.47 dollars. The amount has subtracted what the average was. They have had prior meetings with the board about the issue. They do not leave the house without turning off the water main, and the faucets keep leaking with sediment. The leak was caused by sediment in the water which deteriorated the toilet fill valves. It took five or six years for the water department to come out.

Selectman Chartrand asked how old the toilets are. They said that the toilets are original, but the fill valves have been replaced. They moved into the house in 1992. The recommendation was that they shut off the water at the main whenever they leave the house. Selectman Chartrand said he believed the board needed more information. LeeAnn and Ed said that they went on vacation in June, and the leak started on the 14<sup>th</sup> of June and continued for 34 days. They were never notified of the leak even though public works had measured the meter. The board decided to get more information on the issue and to defer action on it.

**MOTION:** Selectwoman Corson moved to abate map 62, lot 113 for 909.48 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the jeopardy tax of map 95, lot 64, unit 207 for 402.78 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the jeopardy tax of map 95, lot 64, unit 204 for 267.65 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

b. Permits & Approvals

**MOTION:** Selectwoman Gilman moved to approve the use of the Exeter Town Hall for Swag on Swasey on February 24<sup>th</sup>, March 24<sup>th</sup>, and April 28<sup>th</sup> from 6am to 4pm. Selectwoman Corson seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the use of the Exeter Town Hall to Catherine Roberts and Tammy Schmidt-Privow for November 17<sup>th</sup> and 18<sup>th</sup>, from 4pm-8pm. Selectwoman Gilman seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Gilman moved to approve the use of the Exeter Town Hall to Darius Thompson of the Exeter Holiday Parade Committee September 19<sup>th</sup>, September 21<sup>st</sup>, September 28<sup>th</sup>, October 5<sup>th</sup>, and November 20<sup>th</sup>-22<sup>nd</sup> from 5:30pm-8:00pm. Selectwoman Corson seconded the motion and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the use of the Exeter Town Hall to Darius Thompson of the Exeter Holiday Parade Committee on October 19<sup>th</sup> from 5:30-8:00pm. Selectwoman Gilman seconded the motion and it passed unanimously.

c. Town Manager's Report

**MOTION:** Chairman Clement moved to approve October 31<sup>st</sup> as Trick or Treat Night. Selectman Chartrand seconded the motion, and it passed unanimously.

d. Selectboard Committee Reports

This was not covered during this meeting.

e. Correspondence

**MOTION:** Selectwoman Corson moved to approve the request to place signs on November 18<sup>th</sup> at the CMS for a yuletide fair. Selectwoman Surman seconded the motion, and it passed unanimously.

There was a notice that the board had been named as a party to go to the Board of Tax and Land Repeals in relation to the Great Bay Kids tax decision.

There was a request for a waiver of the permit for construction activities for the former Loaf and Ladle building.

There was also an email explaining that the Gilman Park easement does not permit the use of the park as a dog park.

8. Review Board Calendar

The next meeting is October 2<sup>nd</sup>, 2017.

9. Non-Public Session

There was no non-public session.

10. Adjournment

**MOTION:** Selectman Chartrand moved to adjourn the meeting. Selectwoman Surman seconded the motion, and it passed unanimously. The meeting was adjourned at 11:00pm.

Respectfully submitted by recording secretary Samantha Cave.