

Board of Selectmen

12/18/17

Draft Minutes

1. Call Meeting to Order

Present are Dan Chartrand, Anne Surman, Don Clement, Kathy Corson, and Russ Dean. Julie Gilman is absent from tonight's meeting. Chairman Clement called the meeting to order at 6:00pm in the Nowak Room of the town office building.

2. Bid Awards – Water/Sewer Chemicals

Bid Item 1: Sodium Hypochlorite is recommended to Harcros Chemicals for \$35,978.

Bid Item 2: Activated Carbon is recommended to Thatcher Chemical for \$4,512.

Bid Item 3: Potassium Permanganate is recommended to Shannon Chemical for \$6,692.40.

Bid Item 4: Sodium Hydroxide is recommended to Borden and Remington for \$17,440.50.

Bid Item 5: Liquid Sodium Bisulfate is recommended to PVS Chemical Solutions for \$10,500.

MOTION: Selectman Chartrand moved to accept the recommendations and to approve the bid amounts. Selectwoman Surman seconded the motion, and it passed unanimously.

3. Public Comment

Paul Royal spoke about the proposed parks and recreation expansion project, and that they are currently seeking naming rights for it. He thinks that the town should consider professional marketing services for this purpose because the project is so high-profile. He also commended the police department for their work and the positive interactions that they have with the people in town.

Selectwoman Surman said that next week, Swasey Parkway will be closed for one day and then it will be closing in the near future for the remainder of the winter. She clarified that the park will be open and only the roadway will be closed to vehicles.

4. Minutes & Proclamations

a. Proclamations/Recognitions

There were none during this meeting.

5. Approval of Minutes

a. November 27th, 2017

When the crossing guard was mentioned, it was clarified that the guard is on Front Street. And on page four, the word "taxpayers" needed to be changed to "ratepayers".

MOTION: Selectman Chartrand moved to approve the minutes from 11/27/17 as amended. Selectwoman Surman seconded the motion, and it passed unanimously.

b. December 4th, 2017

Selectwoman Surman clarified that on page three, she was looking for a narrative from the BRC to justify their recommendations. And on page seven, the “Penacook Waterworks” should actually be “Pennichuck Waterworks”.

MOTION: Selectman Chartrand moved to approve the minutes from 12/4/17 as amended. Selectwoman Surman seconded the motion, and it passed unanimously.

6. Appointments – Arts Committee

MOTION: Selectwoman Surman moved to approve Dean Scott to the arts committee, term to expire on 4/30/20. Selectman Chartrand seconded the motion, and it passed unanimously.

7. Discussion/Action Items

a. Third Reading: Court Street Parking Ordinance Amendment

MOTION: Selectwoman Corson moved to open the public hearing on the Court Street parking ordinance amendment. Selectwoman Surman seconded the motion, and it passed unanimously.

Chairman Clement said that he received an email from Jill Mayo expressing support for the parking restrictions. Selectwoman Corson read the proposed amendment, which would amend chapter 1 of the town ordinances. It would prohibit parking on the southeast side of Court Street from Elm Street to Elliot Street, and on the northeast side for 300 feet from Elm Street to Elliot Street. Chief Shupe said that temporary no parking signs would go into place on 12/19/17, and afterwards they will put permanent signs into place.

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

MOTION: Selectman Chartrand moved to adopt the new parking regulations. Selectwoman Surman seconded the motion, and it passed unanimously.

b. FY18 Water/Sewer Rates Hearing

Selectwoman Corson asked what the average user uses annually. Bob Kelly said that most families use 10,000 gallons. The average usage overall has gone down by over 20,000,000 gallons per year, which causes a loss of revenue. They are trying to ease into the cost of the wastewater treatment plant by increasing sewer rates. He said that there was a rate consultant in the 1990’s that put together a model, and that a new model was finalized with a consultant in 2016. They are on schedule with the model.

Chairman Clement was concerned about when the new rates would go into effect, because he wanted to avoid any retroactive billing. Selectman Chartrand talked about the reserve fund, and said that he thought a delay would make that worse so he believes they should go along with the January timing. Selectwoman Surman wanted to make sure people have enough notice that their bills are increasing. Mr. Kelly said that he did not think the rate increases would catch anyone by surprise, and that they are done at this time of the year to gain as much information as possible.

MOTION: Selectman Chartrand moved to open the public hearing on the water/sewer rates. Selectwoman Surman seconded the motion, and it passed unanimously.

Mr. Royal said that he thought that January 1st was fine for the new rates to be implemented, because he thought that the public was given proper notice.

MOTION: Selectman Chartrand moved to close the public hearing on the water/sewer rates. Selectwoman Surman seconded the motion, and it passed unanimously.

MOTION: Selectman Chartrand moved to approve the recommendations by the water and sewer committee for meters read and bills issued from January 1st, 2018 forward. This would include a \$40.50 service charge for water, a tier 1 \$8.12 charge for water, a tier 2 \$10.16 charge for water, and a tier 3 \$12.19 charge. Chairman Clement seconded the motion.

MOTION: Selectwoman Surman moved to amend Selectman Chartrand's motion to approve the recommendations as read, except to change the date of meters read and bills issued from March 1st, 2018 forward. Selectwoman Corson seconded the motion. The motion to amend passed 3-1-0, with Selectman Chartrand voting nay.

MOTION: Selectwoman Surman moved to approve the recommendations by the water and sewer committee for meters read and bills issued from March 1st, 2018 forward. This would include a \$40.50 service charge for water, a tier 1 \$8.12 charge for water, a tier 2 \$10.16 charge for water, and a tier 3 \$12.19 charge. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectwoman Surman moved to approve the recommendations by the water and sewer committee for meters read and bills issued from March 1st, 2018 forward. This would include a \$40.00 service charge for sewer, a tier 1 \$7.30 charge for sewer, a tier 2 \$9.13 charge for sewer, and a tier 3 \$10.95 charge for sewer, and the flat sewer fee of \$118.84 per bedroom. Selectwoman Corson seconded the motion, and it passed unanimously.

Mr. Kelly pointed out that by starting the billing on March 1st, one district would be billed under the higher rates and two wouldn't. He suggested making the new date April 1st instead. Mr. Bob Eastman said that meters are read on the 20th of every month.

c. FY18 Budget & Warrant Articles

Chairman Clement said that the public hearing will occur on 1/16/18. There are 4 bonds to go on the warrant, then they will talk about the budget itself followed by the warrant articles. Selectman Chartrand was concerned that the next meeting on 1/8/18 will be past the due date for any citizens petition, which could be important for the proposed recreation and library projects. He suggested the board indicate if these projects will show up on the warrant or not, but the other members of the board didn't want to until they had heard from the departments on the projects.

Mike Dawley spoke and said that he thought that having a citizen's petition for a bond of such a high amount would not be good. Mr. Royal agreed with this, and felt that citizen's petitions should not be used for large amounts in general. Chairman Clement said that the board needs a chance to ask questions and get information, and so that the public can provide input. Mr. Royal suggested having a citizen's petition in advance.

Parks and Recreation Expansion:

Selectwoman Corson said that the planning board recommended further exploration of the expansion. She asked if the traffic pattern was final. Greg Bisson, from the recreation department, said that they were planning on changing it to a circular pattern which would be safer, relocating the driveway, and using angled parking. He said that despite these changes, paving would be the only additional cost. Selectwoman Corson was also concerned about the nearby properties and how it would affect them, and specifically mentioned the lighting around the baseball field.

Mr. Bisson talked about the pool deck being expanded to the left of the pool, creating 18 feet of usable space. He also clarified that the softball fields will not be lit, but the upper fields will be. Selectwoman Surman asked if the site work includes the area behind the tennis courts. Mr. Bisson said that the majority of the site work will be for the fill in front of the property. The land has very little slope going towards 101. A foundation was suggested instead of a slab, so they could expand in the future. Selectwoman Surman also mentioned sponsorships and suggested that they explore that option more. Mr. Bisson said that they are looking for something with a lasting impression.

Selectwoman Surman suggested that they update Planet Playground first. Mr. Bisson said that they have to consider access to where they put it. They are also looking to implement more technology. They want to find a spot for the summer camp as well, because about 75-100 kids are left out of the programs because there is not currently enough space. Selectman Chartrand agreed that the camp was the most important issue, and said that due to rising interest rates he believes the time to borrow is now.

Mr. Bisson said that there will be a new diagram for the project. There will not be any maintenance personnel increase, and any program added will be paid for by the program itself. They are looking to expand the number of participants in their programs. It would allow the department to rely less on the schools for space, and also they would not have to rent gym space. Chairman Clement asked for a schematic of the two buildings. Mr. Dean said that the bonds are estimated on a 10 and 15 year basis, and they would go through the process before bonding depending on which projects are approved.

Steve Singlar, the president of Exeter junior softball, said that they want to expand the opportunity for kids to participate while keeping costs low. He said they rely on the recreation department for support, and that they need more field access. Mr. Dawley asked about the bond amount. Mr. Dean said that the amount is \$7,100,520. He said there are offsets to the project. Mr. Dawley said that the thought that some revenue offsets are iffy, and that he didn't think the town should go forward with four large bonds. He asked if the current recreation department center would be considered surplus if the project passed. He said that the board needed to be thorough in monitoring construction. Chairman Clement said that the bond has to raise and appropriate the total amount of the project. Selectman Chartrand suggested that the town manager look more at the fund and the bond issue.

Library Renovation Project:

Chairman Clement was concerned about the safety of the river walk. Hope Godino, a library trustee, said that a barricade would be included to prevent people from falling. Selectwoman Surman

asked if the library was preparing for a future where libraries may be less popular. Ms. Godino said that they are trying to accommodate all ages and are focusing on expanding services past books, including study rooms and computer access. She also said that the library is one place where low-income families can spend the whole day. Many of the programs are free, including computer access. The library is open 62.5 hours per week.

Chairman Clement asked if they will be insulating the entire building. Ms. Godino said that they would be, and that more windows will be added as well. He also asked about the decks. Ms. Godino said that they will have covers on them so people can go on them during three seasons. Selectwoman Corson asked if the design is final. Ms. Godino said that they would not go over the budgeted amount. She also added that the library has over 9,000 cardholders. Chairman Clement asked if some of the costs include adding additional furnishings. Ms. Godino said that they'd have to calculate those costs, but they do have some stack in storage to use and will be adding some computers which is factored into the equipment cost.

Nicholas Gray, a member of the budget recommendations committee, expressed his support for both projects but said that he didn't vote for both of them because he did not want to suddenly increase the property tax rate, especially for seniors and the younger population. By doing both projects, the debt service and taxes would increase. He thinks we should stagger the projects and postpone the library renovation for another time. He said that every 1% increase in interest rates would increase the debt service by \$60,000 annually. Niko Papakonstantis, the chair of the budget recommendation committee, emphasized that the board should consider the recommendations of the committee and that it was important for the voters and taxpayers to weigh in.

Groundwater/Surface water Review:

This project would be paid for by the water ratepayers, and includes \$600,000 for the groundwater review and \$200,000 for the surface water review. After discussion with public works, they have changed it into a request for \$600,000 total. Selectman Chartrand said that he felt it was important to find more groundwater sources, because surface water costs are going up. Chairman Clement asked the money was the first step to bringing in groundwater resources. Matt Berube said that the money will start the process of looking into more groundwater supplies. It will be a 3-4 year process for permitting. They will also be looking into improving their wells. He said a good minimum for wells is about 200-250 gallons per minute, and the stadium well is operating at this but used to get about 500 gallons per minute. He said that water is getting more difficult to treat because the surface water quality has changed due to silt after rain events.

Washington Street Work:

This project includes the replacement of 965 feet of asbestos cement pipe, and 900 feet of cast iron pipe. The anticipated cost would be \$665,000, it would be a 5-7 year borrowing. Paul Vlasich, the town engineer, said that the consultant looked at other infrastructure in the street. The sewer and drain lines are in good condition. It will likely go out to bid before next spring. The construction would happen in 2018, and would continue for about 3 ½ months.

FY18 Budget Review:

General Fund:

Chairman Clement talked about the sign for the town office, which was never replaced. He wanted to refurbish the old sign and use it, like the Chamber of Commerce did with theirs. Selectwoman Surman brought up contract services, which had a significant increase. Mr. Dean said it is coverage for vacation and other temporary leave. The amount of time people fill-in ranges from a few days to a week.

Chairman Clement talked about the MyCivic app. Bob Glowacky, of IT services, said the app is called MyCity and showed the board a short video explaining how it works. It allows people to report issues in the town using their smartphones. The cost would be \$7,500 for the first year, and would then be \$6,000 annually. The app could be canceled at any time without a fee, so they could test the app for a year. Now, people call in problems and get misdirected a lot and it can be difficult to figure out which department they need to be forwarded to. It could also be useful for the conservation commission to report problems on trails. Selectwoman Corson said she was worried that too many people would report on the same issue and they would receive too many reports.

Finance Department:

Selectwoman Surman asked about the increase in contract services. Doreen Chester said that they will need to do a triennial report in 2018. Chairman Clement asked about the software agreement. Ms. Chester said that they implemented the MUNIS software. The old software was cheaper, but it was not as advanced and had a lot of bugs. Chairman Clement asked if MUNIS charged for training. Ms. Chester said that they offered a lot of different trainings, and that she encourages her staff to take those. The advanced trainings cost money.

Planning Department:

Chairman Clement said that he didn't see a need for the capital outlay cost for the pocket park, and that maybe it would be a better use to spend the money on the bump outs. Dave Sharples, the town planner, said that the spaces could be more user-friendly and he wanted to see a design based around pedestrian use. He also talked about the cemetery improvement. The town matched an LCHIP grant, and were able to reset 60-70 markers in the Winter Street Cemetery. They also fixed broken stones from tree limbs falling. They got quotes from tree removal companies to take down some of the trees in the area, the best quote was \$25,000. Chairman Clement proposed adding an additional \$5,000 for maintenance of the cemeteries.

Economic Development:

Chairman Clement said that the budget includes \$2,000 for an intern, and \$1,900 for the recording secretary. He suggested reducing the total amount of that line item to about \$3,000, because they do not meet that frequently so the recording secretary does not need a high budget.

MOTION: Chairman Clement moved to adjust the line item 1200 to \$3,000. Selectman Chartrand seconded the motion, and it passed unanimously.

Police Department:

Selectwoman Surman asked for an explanation of the radar speed trailer. Chief Shupe said it was initially not in the budget, because he wanted the tasers since they were considered more important. The current speed trailer is 15 years old, and could use an upgrade. The new speed trailer would have radar and also a message board. Chairman Clement suggested using several smaller units to scatter around town, instead of one larger one for the same cost of \$17,000, but said that the signboard is probably more useful.

Fire Department:

Chairman Clement said that there was no staffing increase last year. This year, he suggested adding two firefighters/EMTs that will work Monday through Friday which would add about \$122,000 to the fire suppression wages and benefits. This would give better coverage for the department and help with overtime. Selectman Chartrand said that they didn't have the ability to specify shifts on a long-term basis. Chief Wilking said that anything that deviates from the contract would require an agreement between the bargaining unit and the town. He said that additional staffing will be required eventually.

Selectman Chartrand said that a public safety study could provide necessary information about the allocation of resources. Chairman Clement said that they cannot wait for a study while they have a current staffing problem. Judy Rowan, of the budget recommendations committee, pointed out that not all fire calls are equal and that structural fires have decreased. She believes that there is no issue with the current staffing of the department.

Chief Wilking said that they need more data from Exeter specifically. He said that the department responds to all calls as they come in, and that they respond to life-threatening situations first, but that they need more staff to respond to calls efficiently. Selectwoman Surman thought that they have all the data they need, and that people would be more attracted to Exeter with additional safety. Selectman Chartrand asked about lift-assist calls, and if they are generally to private homes. Chief Wilking said that they are.

Selectwoman Corson asked if they could use their current software to gain more information about their resources. Chief Wilking said that the software is not user-friendly and that it can be archaic. Also, the software needs to be compatible with both police and fire dispatches. Ms. Rowan suggested that improving the software would be a good place to start, and that maybe a different staffing pattern could be used.

Mr. Dean said that they have also discussed a second fire station, and suggested that learning more about the capabilities of the dispatch system would be good. The software cannot answer all questions, however. There was a 2007 study which recommended looking at the CAD system and possibly replacing it. Chief Wilking said that he did not think that the study should be too broad in nature. Selectman Chartrand did not think they had all the needed information, and that they need an analysis of the run volume in order to give the taxpayers more knowledge. He also brought up the radios versus the engine replacement.

Public Works:

Chairman Clement talked about the road paving and maintenance budget, where he suggested reducing the paving budget because they received a recent grant from the state for this purpose of about \$250,000. Mr. Dean said that the money is not meant to be replacement funds for other purposes, but there is room for debate about what that means. Mr. Vlasich talked about a pavement management study, and said that he was comfortable with \$800,000 for paving.

Yard Waste:

Chairman Clement said this was a new item for about \$14,000. Jay Perkins said that the item is broken out to show the cost for pickup, and it was previously included in the contract. Mr. Dean said that the solid waste contract is up almost \$156,000. Chairman Clement asked if the town is still buying recycling bins. Mr. Perkins said that they are, but they are breaking even with what they buy versus what they sell.

Stormwater:

Mr. Vlasich explained the software agreement line item as a \$30,000 grant that they had applied for. He was not sure why it appeared as \$20,000 in the budget. Chairman Clement also asked him to explain the cost of natural gas for the town buildings, and Mr. Vlasich said that he will get back to the board on that.

Library:

Ms. Godino said that they changed part-time staff STEP and COLA. They also moved the longevity into the full-time line item. The change would be in the part-time wages. So, the bottom line number would change and the longevity line would no longer exist.

Vehicle Replacements:

Chairman Clement suggested dropping the budget for the public works sedan from \$24,000 to \$20,000. Mr. Berube said that the suggested vehicle does not allow them to hold equipment, and that they need a more useful vehicle for a longer amount of time. A mechanic suggested a larger vehicle than was suggested. The vehicles are used every day.

Capital Outlay:

Chairman Clement suggested that the public safety study be a warrant article instead of being included under capital outlay.

Warrant Articles:

The intersection study was brought up. Selectman Chartrand asked if they could use the state grant for the study. Mr. Dean said he wasn't sure, but would look into it. The Sportsmen Club RAP for \$30,000 was decided to be deferred. The radio replacement for the fire department will be a warrant article. Sick leave is about \$100,000 and is used to cover sick leave buyouts. There is an increase in retirements so the amount will cover those.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Selectwoman Surman moved to abate map 82, lot 13 for \$43,379.96. Selectman Chartrand seconded the motion, and it passed 3-1-0 with Chairman Clement voting nay.

MOTION: Selectman Chartrand moved to abate for \$32.77 for 7 Hayes Park. Selectwoman Surman seconded the motion, and it passed 3-1-0 with Chairman Clement voting nay.

b. Permits & Approvals

MOTION: Selectman Chartrand moved to approve the use of the town hall for the small business revolution on 1/25/18 from 5-9pm. Selectwoman Surman seconded the motion, and it passed unanimously.

MOTION: Selectwoman Corson moved to approve the use of the town hall for the holiday parade committee meeting on 11/30/18-12/2/18 from 8:00am-10:00pm. Selectman Chartrand seconded the motion, and it passed unanimously.

MOTION: Selectman Chartrand moved to approve the use of the town hall and seven parking spaces for the UFO festival for 9/1-9/2 from 7:00am-6:00pm. Selectwoman Surman seconded the motion, and it passed unanimously.

c. Correspondence

Chairman Clement brought up correspondence from the NH Lottery about bringing KENO to the town. The consensus of the board was against it.

9. Review Board Calendar

There will be a special meeting on 12/28/17 at 9:00am. The next regularly scheduled meeting will be on 1/8/18.

10. Adjournment

MOTION: Selectman Chartrand moved to adjourn the meeting at 11:45pm. Selectwoman Surman seconded the motion, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.