

Final Minutes
Board of Selectmen
November 13th, 2017

1. Call to Order

Present at tonight's meeting are Dan Chartrand, Anne Surman, Don Clement, Kathy Corson, and Russ Dean. The meeting was called to order at 7:00pm by Chairman Clement.

2. Public Comment

There was no public comment.

3. Minutes/Proclamations

There were no proclamations at this meeting.

4. Approval of Minutes

a. October 30th, 2017

Selectwoman Corson had a few amendments to make to these minutes. On page three, on the 3rd paragraph, she said that the word "they" should be changed to "there". On page 4, in the 2nd paragraph, it should say "conversation" instead of "conservation". Under the quarterly financial report, it should be clarified that the payroll began in MUNIS. In the second to last paragraph, "give out" should be changed to "disperse". On page 7, the words "loan application" should be included before "resolution". On page 8, some wording around Selectwoman Corson's planning board report should be changed.

Selectwoman Surman suggested that it be clarified that the rocks on Swasey Parkway are being purposely placed there by people. Chairman Clement said that on page 3, it should say that the construction costs seemed too low instead of high. On page 5, in the 3rd paragraph, the sentence about the deficit in the general fund should be deleted.

MOTION: Selectman Chartrand moved to approve the minutes of October 30th, 2017 as amended. Selectwoman Surman seconded the motion, and it passed unanimously.

5. Appointments

MOTION: Selectwoman Surman moved to appoint Jay Myers to the Exeter Heritage Commission, term to expire April 30th, 2020. Selectman Chartrand seconded the motion, and it passed unanimously.

MOTION: Selectwoman Surman moved to appoint Amy Farnum to the Exeter Energy Committee, term to be determined. Selectman Chartrand seconded the motion, and it passed unanimously.

MOTION: Selectwoman Surman moved to appoint Bob Kelly to the Seacoast Drinking Water Commission. Selectman Chartrand seconded the motion, and it passed unanimously.

6. Discussion/Action Items

- a. CDBG Update Hearing – Gourmet Gift Baskets, 24 Continental Drive, Exeter Housing Authority Energy Improvements, 277 Water Street

Donna Lane, a CDBG consultant, read the updates on the two CDBG projects.

MOTION: Selectwoman Surman moved to open the public hearing about the first CDBG project. Selectman Chartrand seconded the motion, and it passed unanimously.

Ms. Lane read the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for Public Facility and Housing Projects, up to \$500,000 for Economic Development Projects, and up to \$350,000 for Emergency Activities that directly benefit low and moderate-income persons. Up to \$12,000 per study is available for Planning Grants. The purpose of the hearings are to update the public on, and take public comment, on the progress of the following two CDBG projects:

Rockingham Economic Development Corp (REDC)/ Gourmet Gift Baskets CDBG Project. REDC loaned \$475,000 to Gourmet Gift Baskets LLC for equipment at 24 Continental Drive in Exeter. Gourmet Gift Baskets proposes to create 25 jobs, of which 15 will be made available to persons of low and moderate income.

Gourmet Gift Baskets moved into the new location in Exeter. Their wholesale division will have over a 100% growth over last year. Due to delays on equipment delivery and installation, they had to outsource much of their items. They are still working on the 12 – 18-month process of getting food certifications. Once they get those approvals they can add more sales which will result in the addition of more jobs.

Unemployment is at an all-time low and unfortunately the worst situation for a growing company who is looking to add staffing. They have several positions open for production, inventory, forklift driver, fulfillment, vertical form fill operator and sales. They are trying to hire additional staff but are having much trouble filling positions.

Chairman Clement asked if there was any public comment. There was none. Selectwoman Corson asked what the jobs paid per hour. Ms. Lane said it varied by job, but was higher than minimum wage and included benefits.

MOTION: Selectman Chartrand moved to close the public hearing on the first CDBG project. Selectwoman Surman seconded, and the motion passed unanimously.

MOTION: Selectman Chartrand moved to open the public hearing on the second CDBG project. Selectwoman Surman seconded the motion, and it passed unanimously.

Ms. Lane read the following:

The Exeter Housing Authority Energy Improvements CDBG Project. \$475,000 was sub-granted to EHA for energy conservation improvements at Squamscott View Apts. 277 Water Street, Linden Fields Apts. 82 Linden Street, Auburn Street Apts. 16 -18-20Auburn Street, and/or Portsmouth Ave. Apts. 11-13 Portsmouth Ave. The majority of the residents are of low and moderate income.

- Engineering for ASHP's conversion at Linden Fields Apts. Completed 6/2017.
- Lighting conversion to LED at 277 Water St. and Linden Fields Apt. Completed 6/2017.
- Convert heating system at Portsmouth Ave. Apts. to natural gas high efficiency boilers. Completed 7/2017.
- Re-roof and structural reinforcement of Auburns St. Apts. in preparation of solar panel installation. Completed 7/2017.
- Re-roof maintenance garage and community room at Linden Fields Apts. in preparation of solar panel installation. Completed 7/2017.
- Installation of ASHP's project began at Linden Fields first week of October with completion scheduled for the end of November.
- Window replacement at Linden Fields Apts. began 10/2017 with the completion scheduled for the end of November.
- Solar panel installation at Auburn St. and Linden Fields Apts. Start date 11/8/2017 with expected completion date of 11/24/2017.

Chairman Clement asked if there was any public comment. There was none. Selectman Chartrand asked for the list of improvements to be sent to the energy committee. Chairman Clement also said that the director of the Exeter housing authority could get information on what kind of energy savings there would be.

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

b. Swasey Parkway Closure Update – WWTF Force Main Construction

Chairman Clement said that they received a letter from Matt Berube about the Swasey Parkway closure update. Selectwoman Surman was concerned that the work on the parkway was just beginning, and there was a meeting in June where they looked at the MOU and the work was supposed to begin in September. Originally the trustees of the parkway did not want construction to begin until after the Powderkeg festival, but they agreed to begin earlier. She wanted to make sure blame for the late start was not placed on the trustees. She also thought that the trees and shrubs along the parkway should be categorized and that they need to be clear on which trees are to be taken down.

Chairman Clement said that the Swasey Parkway road will be one-way traffic beginning on the 15th. There will not be any parking on the road during the work done. Around December 4th, the parkway will be closed to all traffic. He asked Mr. Dean if the delay in beginning work would cause the parkway to be delayed in re-opening. Mr. Dean said it would probably return to one-way traffic beginning in Spring 2018. It will be closed for a total of about 12 weeks.

c. Fire/EMS Department Report

Fire Chief Comeau reported on the state of the fire and EMS departments. He began by saying that the fire department had recently held their annual awards at Riverwoods. Matt Green received a notorious service pin for the stop, drop and read program. He reached out to 150 kids at the Main Street School, who read a total of 1,565 hours for the month. The grand prize for the two kids that read the most was a ride to school in a fire truck. Paramedic Mark Cook received an EMS lifesaving award, who saved an individual's life by performing CPR on them while he was off-duty. He was also awarded firefighter of the year, and scored number one in his paramedic class.

There are a number of challenges facing the department due to staffing, injuries, and military deployment. The EMS department continues to train with the police department for the warm zone active shooter trainings. They are at 100% training at the operations level. They have received body-armor vests and ballistics helmet through grants. They have had a change in Medicare rates, but it is still the current rate plus 30%. The department will begin to reevaluate the ambulance billing company for either a lower rate or better services.

In emergency management, they are participating in the first Seabrook Station drill of the cycle, which will be on November 29th at the fire station. The town's emergency plan is being revised, and is being reviewed by the state. FEMA allow the state to grade its own reports and to review them. Usually, they are reviewed by FEMA themselves. In 2018, the Rockingham planning commission received a grant to review and update the hazard mitigation plan.

Chairman Clement asked if the board needed to take action to approve the ambulance rates. Chief Comeau said that they had already been approved, and it was handed out to the board to show the changes. It reflects the new numbers and is Medicare plus 30%. Selectwoman Corson said that it was interesting to read the types of calls and how they have changed between years. She said that the opioid response has increased, and asked the reason. Chief Comeau said that it is being tracked better, and they are looking at NARCAN usage. Selectwoman Corson also asked why the lift assist had had a dramatic increase. Chief Comeau said it was just how it was being categorized, and they had tried to come up with a better tracking system.

Selectwoman Corson asked if housing, particularly among the elderly, had affected this at all. Chief Comeau said that it seemed to affect the ambulance the most. Fire and EMS seems to be bearing the major workload. They pulled data from the state saying that for the year to date, about 70% of calls were from those 55 and older. Mr. Dean said they have talked about working on a local calling and demand mapping system to look at where calls are coming from.

Chairman Clement said there are debates about housing types. The elderly population has a cost in terms of emergency calls, and the elderly population of Exeter is supposed to increase. Selectman Chartrand said that the least expensive approach is to have a balanced demographic across age groups, and that affordable housing is being looked at. Mr. Dean said they are also waiting to see the impact of the full-day kindergarten. Selectwoman Corson said that there was a proposal for the planning board on Linden Street that will be affordable housing.

d. Water/Sewer Agreement Update – Town of Hampton

Mr. Dean said that there are sewer accounts on Warner Lane, Donna Lane, and Roberts Drive that went back to 1970 where Exeter allowed sanitary sewer discharge from the area into treatment. In 1985 the agreement was updated. After the flat rates changed, they sent the town of Hampton a new bill and Hampton wanted to propose an update agreement for the sewer rates. They are hoping to get the agreement done by the end of the year. One of the things the agreement was missing is that there are units in the area getting sewer services that are not in the 1985 agreement. There also needs to be language added that the changed rates would automatically apply to Hampton. It also itemizes what the fees actually are. He suggested billing them according to a flat fee schedule. They are also proposing that as Exeter's rates change, so will Hampton's.

Selectman Chartrand said that the sewer charges are worked off of the water usage. He asked if Hampton is only a sewer customer. Mr. Dean said that was correct and that most customers either meter their property or pay on a per bedroom basis. Selectman Chartrand asked why the selectboard in Hampton would have to meet on the rates. Mr. Dean said that the biggest issue they had was that there was not enough notice, and that the board could notify them on the process. Selectwoman Surman commented that the versions of the agreement said that it will be reviewed annually. She said that they had not been doing that, and also asked if we have been billing them right along. Mr. Dean confirmed, and said that he was not sure if it had ever been reviewed annually.

Selectwoman Corson asked if somebody on the streets mentioned added a bedroom, is the town notified? She asked how an addition would be handled. Mr. Dean suggested it would be a building permit. Chairman Clement asked if the town bills directly to Hampton, and if they are paying a flat sum. Mr. Dean said that we do bill to them, and they pay a lump sum once a year. Chairman Clement asked if they are proposing that the town charges homeowners the same fee system that they do their own residents. Mr. Dean said they will continue to charge Hampton, who will choose how to collect. Exeter would bill Hampton quarterly and ask for a quarterly payment.

Chairman Clement said that they should be charging the homeowners the same rate that the town charges its own residents. Mr. Dean said he would verify the amount, and it is based off of a list of homes provided by Hampton. Chairman Clement said that by doing it flat-fee based, they can put it into the contract, so they don't have to renegotiate a new annual amount each year.

e. Human Services Funding Policy Update

Chairman Clement proposed a change to the current policy, which would be that the human services funding committee would review and vet applications. Once the committee is done, the recommendations would be reviewed by the board of selectmen and go on a town warrant. There would be a warrant article for the total sum with the individual organizations listed. Selectman Chartrand said he thought they should postpone the discussion until Selectwoman Gilman is present. The rest of the board agreed. Selectwoman Surman said that she was concerned that neither policy has definitions about what the criteria is for the agencies funded.

f. Energy Committee Charge

Chairman Clement said they received comments from people they appointed on the draft. It would be the charge for the committee.

MOTION: Selectman Chartrand moved to adopt and approve the energy committee's charge. Selectwoman Surman seconded the motion, and it passed unanimously.

7. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

There was a proposed intent to cut on a property. Mr. Dean said they have had an issue with the property where both the town and an individual claim to own the property. The legal counsel of the town recommended that the board does not approve until they have further discussions. Chairman Clement said that the individual has not been able to prove that they own the property. Mr. Dean said that they should not approve the intent to cut as long as the town maintains a claim to the property.

b. Permits and Approvals

MOTION: Selectman Chartrand moved to approve the Young Company to use the Exeter Town Hall main floor on December 23rd, 2017 for a dance company showcase. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectman Chartrand moved to approve the Acorn School to use the Exeter Town Hall main floor on February 9th, 2018 for a bake sale. Selectwoman Corson seconded the motion, and it passed unanimously.

c. Town Manager's Report

Mr. Dean said that the property on 18 Garrison Lane has a potential auction date of December 6th. There is a \$50,000 minimum reserve on bid. They have had conversations with the auctioneer about an absolute bid. The goal is to get a lot of interest in the property. It will be an online auction.

The budget committee will meet on the 15th. They had two meetings last week, and are continuing to do a lot of work on the budget. Tax bills are out for the town and are due on December 19th. The municipal rate is \$0.01 lower than it was last year. There is an involuntary lot merger for 55 Washington Street, the legal counsel recommended not granting it. Next week is Thanksgiving, meaning that the town offices will be closed on Thursday and Friday. Trash collection will be delayed by one day, and there will be no trash collection on Thursday.

d. Selectboard Committee Reports

Selectwoman Corson went to a planning board meeting last Thursday, where there was about 75-100 people in attendance. They approved a temporary wetlands conditional use permit for Eversource. They will have to put in a temporary road and it goes through wetlands. They also worked on a yield plan for the Rose Farm subdivision. They will have a site walk soon, which is open to the public. The healthy lawns clean water committee met about a new fertilizer ordinance. There is a bill in the state house that may be approved forbidding ordinances about the use of fertilizer.

Selectwoman Surman has a conservation commission meeting this week. Selectman Chartrand asked Mr. Dean what the dates are for the commenting period on the master plan draft. Mr. Dean said he would have to look at the document. Selectman Chartrand said that the master plan steering committee is in its comment period, and that a draft will be available to the public after that. He also

attended two budget recommendation committee meetings, and they are still working on the budget process.

Chairman Clement attended an E911 meeting. They have started to process the streets that have similar names. The decision was made to go through them alphabetically, and to reach out to the inhabitants of the streets to see if they are willing to have the names changed. He and Selectwoman Gilman also attended an RPC meeting, where there was a panel discussion about water resources around the region and state. About 90% of people in Exeter have a community water system. There was also a fertilizer meeting, where they discussed a house bill that would state that towns could not have ordinances about fertilizer use. This is important because fertilizer has a lot of nitrogen and has a lot of pollution effects.

e. Correspondence

There was a letter from the Rockingham County treasurer saying that the town of Exeter owes \$1,696,668, and payment is due December 18th. It is an annual payment. There was also a notice from the town of Pelham Board of Adjustment about a meeting about a variance for a wireless communication facility.

There is also a message from Dave Sharples about the PEA Court Street modifications. There is a discussion about parking on Court Street. They are planning a single set of blinking lights. They also created a drop-off lane, and have parking parallel to the lane. There is not enough room to park on both sides. They will have to put up no parking signs along the area.

There was a report from Karen Desrosiers about the history of the art gallery, and also stating their policies. Chairman Clement said he would like to schedule a public work session about permitting and policies about town and private bodies. The work session was scheduled for Monday the 20th, at 5:00pm.

8. Review Board Calendar

The next meeting will be November 27th, 2017.

9. Non-public Session

There is no non-public session.

10. Adjournment

MOTION: Selectman Chartrand moved to adjourn the meeting at 9:00pm. Selectwoman Surman seconded the motion, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.