

Draft Minutes

Exeter Board of Selectmen

November 18, 2013

1. Call Meeting to Order

Chairman Don Clement called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chairman Dan Chartrand, Selectman Frank Ferraro, Selectwoman Julie Gilman, and Selectman Matt Quandt. Town Manager Russell Dean was also present.

2. Public Comment

Brian Griset said he was hoping to get the legal issue related to the Great Dam moved up in the agenda. He talked about the issue on whether to apply for the grant. He said he spoke with the NOAA rep and he said Exeter does qualify for the 75% grant but January 31 is the deadline to apply. He said it is up to the BOS to decide whether or not to move forward. Chairman Clement said that because the meeting about the Great Dam was with counsel, they are not at liberty to discuss the happenings of the meeting in public.

Mr. Griset had a petition signed by 170 residents who would like to take steps soon. Chairman Clement said he was going to talk to the Board and see about getting this on the schedule.

Selectwoman Gilman talked about the grant, saying the application is for a particular project. She said they still need to work out the engineering and design before they can apply. She also added that the town has to arrange the 25% of the cost that they would be responsible for before they can apply. Chairman Clement talked about a warrant for the 25% and said this is a discussion for the next BOS meeting. Selectman Ferraro said he has been getting emails from residents asking to apply for the grant, but they have not decided on an alternative yet. The Board decided it would be best to talk about this at the next BOS meeting.

Eric Waleryszak, an Exeter resident, asked if they decide to go with the grant were they all set with the project. Chairman Clement said they would not know the results of the grant application immediately.

Lenny Willis spoke, saying he was there for a water/sewer bill dispute. He went to Water/Sewer Committee and they said to go to BOS on this night. Mr. Dean said he was in the right place but the Board had no info on this. Chairman Clement said nobody told the Board he was going to be there. Mr. Dean said they would look into it and see where it is on the pipeline.

3. Minutes & Proclamations

a. Regular Meeting: November 4, 2013

Vice Chair Chartrand had some amendments. The first was on Page 4, Paragraph 2, changing the sentence "...solely on consulting and moving soil" to "...solely on consulting and removing soil." A Motion was made by Vice Chair Chartrand and seconded by Selectman Ferraro to make this change. Motion carried – all in favor.

Selectman Quandt had an amendment to Page 8, Paragraph 1 under **8. Non Public Session**, changing the first sentence to "...into a non-public session under RSA 91-A for the reputation which is Section C for the...". A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to make this change. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Gilman to accept the minutes of the November 4, 2013 BOS meeting as amended. Motion carried – all in favor.

No proclamations.

4. Appointments

Vice Chair Chartrand advised the Board that Chairman Clement has been standing in for him at the Rockingham Planning Commission meetings. A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to appoint Chairman Clement as the BOS representative to the Rockingham Planning Commission in replace of himself. Motion carried – all in favor.

5. Discussion/Action Items

a. New Business

I. Greater Downtown TIF Update

Vice Chair Chartrand talked about the TIF plan which is in the packet. He said the EDC was asked to come up with a Tax Increment Finance District. He talked about the document being in draft form but it is going toward its final form. They need to update the tax rate that is shown in the document. The district has been recommended by the EDC but they are waiting for BOS input before it is finalized. They need to talk to the schools and county because this involves them. They have been working with Mr. Jutton on the TIF.

Selectman Ferraro said when they went through the River Study Committee review process and they had a final draft report they released when they had a public meeting. They took what comments the public had and put them in a new report. He asked if that is what is happening with this TIF plan. Vice Chair Chartrand said all of the meetings have been public.

Chairman Clement asked if by December 10 the EDC could make a recommendation for this in final form then bring that back to the BOS. Vice Chair Chartrand said that is their hope. Chairman Clement said if this form is on the website the public could look at it and give their input. Mr. Dean said it is already on the website. Chairman Clement asked to make it easily accessible and have printed copies in the town office. Mr. Dean said he could do that.

Mr. Dean said this plan is modeled to fulfill requirements from the RSA. He has passed out proposed boundaries for proposed TIF districts. He went over them and explained the districts. Chairman Clement asked to get the map on the website. Mr. Dean said it is on there in color.

Don Jutton, with Municipal Resources Inc., introduced himself. Selectman Ferraro asked if the improvements mentioned on Page 7 were the same as on Page 3. Mr. Jutton said yes, it talks about sidewalks and signage. Selectman Ferraro asked Mr. Jutton how he came up with the monetary value numbers, asking what he model he has to get these numbers. Mr. Jutton said it is theoretical, it is based on the presumption the area will be improved. He went on to say the TIF district is a statement of philosophy. He said it is all speculation until there is a developer.

Chairman Clement opened the floor for public comments. Brian Griset thinks it is important for voters to see the scope this plan will encompass. He thinks before it goes to voters the whole project and scope should be laid out and he encouraged the numbers to be flushed out. Mr. Jutton said any numbers plugged in are meaningless until there is a project to discuss. He said this happens whether the TIF is there or not. He said TIF gives you leverage when dealing with a developer. He went on to say it is a negotiations tool essentially. It is a statement of philosophy and a statement of commitment. It provides a mechanism to go into a negotiation. He gave examples of communities that have a TIF.

Vice Chair Chartrand summed up the discussion, saying there is an EDC meeting December 10 and they will push forward to the BOS with recommendations to include two warrants. He said they are looking for all public comments because next time this is talked about it will be in final form. Selectman Quandt said he would like to see a number for financing summary. Vice Chair Chartrand said they don't have a number, they are just setting up a mechanism.

II. Discussion: Sidewalk Capital Reserve Fund

Mr. Dean said that through the budget process they have been discussing the concept of a sidewalk capital reserve fund. He said they haven't been making investments in the sidewalks for quite some time. DPW recommended \$120,000/year be budgeted for sidewalk improvements. The discussion at the budget meeting turned into how the sidewalk money should be allocated; whether it be a budget item or go into a savings account. Budget Rec. Com. is looking at \$80,000 to be put into the capital reserves fund. He said \$80,000 does get very much for sidewalk improvements.

Selectman Quandt asked about the grant program for school sidewalks. Mr. Dean said it is called "Safe Routes to School" and it is administered by the DOT. It is a match program.

Chairman Clement said one benefit to having a capital reserves fund is there is a commitment to do the maintenance/repairs.

Selectman Ferraro said doing something like this is long overdue. He said they should make it an initiative to repair downtown sidewalks now and not wait until whether or not TIF passes. He would like to see targeting some funds for downtown sidewalk repairs.

Chairman Clement said the BOS has recognized that they need to make a significant improvement in the sidewalks. He asked if the Board felt comfortable with this capital reserve fund. Selectman Quandt said he is comfortable with the capital reserve fund as long as they keep up with it. Selectman Ferraro said he is supportive but doesn't think it should be talked about until they are ready to put up some money to do the repairs. Vice Chair Chartrand said he is in favor of the capital reserve fund. Chairman Clement said he will have Mr. Dean move forward with making this a warrant article. He asked if there have to be multiple warrant articles. Selectwoman Gilman said there has to be two, one for establishing the fund and another for putting money in it. Mr. Dean asked for any suggestions on the language in the warrants. Selectman Ferraro asked if they need to put in curbing and draining. Chairman Clement said he wasn't sure, but they don't want language in there that will limit them.

Gerry Hamel spoke, talking about prior years budgets for sidewalks. He said the sidewalks are in bad shape and he hopes they put something in the budget for repairs.

Selectman Ferraro suggested having DPW make an estimate so they have the info. Chairman Clement asked what info he was referencing, saying he wasn't sure they could ask DPW to come up with an estimate in this short of time. Mr. Dean said they can ask and see if they can provide anything.

III. FY14 Budget Updates/Discussion

Chairman Clement said they are in the middle of budget season. The Budget Rec Com is close to submitting their final budget to the BOS. Mr. Dean said the Budget Rec Com was going into their 11/19 meeting with a proposed budget of \$17,357,899 and \$17,597,494

with warrant articles included. He said the year over year increase in appropriations is 2.6%. There is a 4.4% differential in the budget. He talked about the two big expenses for this year; the 53rd payroll week which is \$150,000 and the \$135,000 related to retirement costs downshifted by the state to the town.

Chairman Clement said they always look to get the default budget every year. He asked if the default budget was accurate. Mr. Dean said he does not expect much of a change.

Chairman Clement said the percentages and numbers wouldn't change much. He asked if the Board felt comfortable with the budget. The Board suggested talking about it when they get final numbers.

IV. Cell Tower Lease – Simpson Property

Mr. Dean said a month prior they were approached by a company interested in putting a cell tower on the Simpson property. They are in the process of having a proposed ground lease. He wanted to get this the BOS now in case they have any comments. He said they do have Public Safety and Public Works engaged. He talked about space being reserved on the tower for Exeter. Chairman Clement asked if they have lease agreements with any other cell towers. Mr. Dean said there is a company that is on the water tank and that's as close as the town comes to having one. Selectman Quandt asked if this is subject to abutters. Mr. Dean said yes, they would have hearings. He was wondering if the BOS is interested in the lease.

Brian Orlandi was there to represent Varsity Wireless. He talked about the style of the tower, saying it will be a monopole style. He said it is the most flexible and can hold up to five carriers plus the town's public safety equipment. Chairman Clement asked what the elevation of the tower is. Mr. Orlandi said it is 180 feet. Chairman Clement asked if he has done cell towers in other locations. Mr. Orlandi said yes. He said they are newly formed company but have entered into agreements in other areas. They are developing.

Selectman Ferraro asked if Varsity Wireless owns all the hardware and lease services to other wireless providers. Mr. Orlandi said yes.

Chairman Clement asked if there is a property tax associated with a cell tower. Selectman Quandt said the minimum in the lease has to be the value of the equipment.

The Board's general consensus was to go forward with the tower. Chairman Clement asked what the next step would be. Mr. Dean said he would talk to the Town Planner about that. He said they Planning Board would have to review it as well.

b. Old Business

i. High Street Speed Limit 2nd Reading

A Motion was made by Selectman Quandt and seconded by Selectwoman Gilman to open a public hearing for the High Street Speed Limit. Motion carried – all in favor.

Jason Proulx, a High Street resident, spoke about the issue. He wanted to tell the Board that he did some research and found on the Federal Highway website a free tool in determining the speed limit on roadways without having to hire an engineer. He asked the Board to forward this info to DPW or Chief Kane and asked for the discussion to be tabled until they have looked at it. Selectman Quandt said he appreciated Mr. Proulx's suggestion and said Jay Perkins would like this program. Mr. Dean said he would like to look at it as well.

Chairman Clement asked Mr. Proulx to forward the info to Mr. Dean. He said the device Chief Kane ordered hasn't come in yet and he would like to see the results of the device too before the 3rd reading.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to close the public hearing. Motion carried – all in favor.

6. Regular Business

a. Bid Openings/Surplus Declarations

None.

b. Tax, Water/Sewer Abatements & Exemptions

None.

c. Permits and Approvals

Mr. Dean said there is an application request for use of the Town Hall by the Exeter Art and Music Alliance for a pop up show on December 6, 2013 from 5-9pm. A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to accept this application. Motion carried – all in favor.

There is an application request for use of the Town Hall by the Exeter Lions Club for a Movies for Children event on December 7, 2013 from 12:30-3:30. A Motion was made by Vice Chair Chartrand and seconded by Selectman Ferraro to accept this application. Motion carried – all in favor.

Mr. Dean said there is a sign permit application from the Rotary Club to advertise their auction on December 9 from 6-9pm. They asked permission to put 36 signs around. A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to approve this application. Motion carried – all in favor. Selectman Ferraro wanted to thank the rotary for asking permission to do this.

Chairman Clement talked about Employee and Volunteer Appreciation Drop-In on December 11. He said this is a good event and it looking for approval. A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to expend up to \$900 from the Board of Selectmen special expense budget for this event. Motion carried – all in favor.

d. Town Manager's Report

Mr. Dean talked about the following:

- The meetings between Exeter and Stratham continue on the water/sewer project. They have been going well. They are talking about procedure.
- They are working to get tax bills out. The rate has been set for 11 days now. They use a vendor in South Carolina for the tax bills but are looking for one more local. Tax payers should expect to see them soon. He said they have 30 days from the time of bill issuance to make their payments.
- He met with reps from the hospital on signage. The detour seems to be working good. There has been increased police presence. Things are running smoothly.
- The town offices will be closed on Thanksgiving Day and the day after.

e. Legislative Update

None.

f. Selectmen's Committee Reports

Selectman Ferraro reported the Planning Board met and approved a proposal for the development next to McDonald's. Safety Committee met and work is ongoing on trying to get the fire evacuation plans for the town buildings.

Vice Chairman Chartrand reported the following meetings: TIF subcommittee, Budget Committee, EDC, and Water/Sewer Finance Group.

Selectwoman Gilman said she participated in the train station fall clean-up. She thanked those who organized.

Selectman Quandt had nothing to report.

Chairman Clement reported Budget meetings and Conservation Committee.

j. Correspondence

Chairman Clement talked about the following correspondence:

- A monthly report from Exeter Public Works
- A letter of resignation from David Mirsky. Due to professional and personal commitments, he had to resign from the Zoning Board of Adjustment. A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to accept his resignation with regret. Motion carried – all in favor.
- EXTV monthly report
- An email from Brian Griset regarding 91-A
- A letter from Hans Hug
- A letter from Luc Fillion
- An email from Exeter Farms Homeowners Assoc. about a “high risk” tree.
- A letter from Xfinity

7. Review Board Calendar

Chairman Clement said the next BOS meeting will be December 2, 2013. At that time the Board will discuss the Historic Society lease, have further updates on Exeter/Stratham water/sewer project, budget, dam options, and CIP.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Gilman to adjourn the meeting at 9:02 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack
Recording Secretary