

## Final Minutes

### Exeter Board of Selectmen

May 19, 2014

#### **1. Call Meeting to Order**

Chairwoman Julie Gilman called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Dan Chartrand, Selectwoman Nancy Belanger, Selectwoman Anne Surman, and Selectman Don Clement. Town Manager Russell Dean was also present.

#### **2. Board Interview – Wheelwright Room, ZBA**

The Board met with Kevin Baum at 6:50 in the Wheelwright Room to conduct an interview for the Zoning Board of Adjustment.

#### **3. Bid Openings**

There were no bid openings.

#### **4. Public Comment**

John Segal spoke, saying he was concerned with an odd tone he felt while reading about downtown in the local papers. He said he has been a business owner in Exeter for 27 years. He is surprised the sidewalks downtown are in the shape they are in. He said there has to be some money somewhere to fix these simple things, i.e. sidewalks. He said maintaining enough shops and restaurants downtown is impeccable and maintaining the infrastructure keeps that going.

Beth Dumas, an Exeter business owner, spoke about last meetings conversation about the Downtown Revitalization Committee, saying she was concerned with the comment “downtown is doing fine.” She said downtown is not doing fine. The sidewalks are in bad shape and she urged the Board to fix them.

Chairwoman Gilman said she would like to look into this more seriously. She would like to look at the different possibilities for sidewalks and talk about it at the next meeting.

Next Chairwoman Gilman called for a moment of silence for fallen Officer Stephen Arkell.

## **5. Minutes & Proclamations**

### **a. Proclamations: Public Works Week**

Selectwoman Surman called up Jennifer Perry and read a proclamation about Public Works Week, declaring May 18-24, 2014 National Public Works Week in Exeter.

### **b. Regular Meeting: May 5, 2014**

Selectwoman Surman had one amendment to the minutes, on page one, paragraph 3 under Minutes and Proclamations, “the Chair voted in opposition...” to “the Chair voted in favor...”

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to accept the minutes as respectfully submitted by Ginny Raub, recording secretary, as amended. Motion carried – all in favor.

## **6. Appointments**

No appointments.

## **7. Discussion/Action Items**

### **a. New Business**

#### **I. Sportsmen’s Club re: Berm Project**

Ken Berkenbush said the initial sound testing was done and recorded. He said once the berm is placed it will be done again and they will compare and contrast. When talking about the tree cutting on the property, Ken said Gary Garfield expressed concern about the trees remaining. They had Jay Perkins come look and he said he was also concerned about the trees remaining. They are concerned the trees may become weak with all the work being done and fall. They brought an arborist out and he said the roots are shallow and the trees won’t make it long term. He thought they should be taken down. Also, they found that the trees are diseased with Hemlock Woolly Adelgid. Mr. Berkenbush suggested these trees be taken down. Vice Chair Chartrand said he trusts Mr. Berkenbush’s judgment. If he says they should go then they should go. Selectman Clement asked how much sound is absorbed by the trees. Mr. Berkenbush said it will have a negligible affect with the trees being gone. The Board agreed that the trees should be taken down.

Chairwoman Gilman went through the agreement between the Club and the Town. She talked about the steps to be taken and who is responsible for the costs.

Joe Kemick, President of the Sportsmen’s Club, spoke next. He said they have found lots of clay pigeons during the cleanup process. They are more than halfway done with the cleanup.

He gave the Board some pictures of some of the trees that have been cut down. The middles of the trees were rotted out. The trees were too mature and past their prime. Gary Garfield gave Mr. Kemick some suggestions for what to do with the contaminated soil. Selectwoman Belanger asked Mr. Kemick to clarify to recommendations about the poly that is to cover the contaminated soil. Mr. Kemick explained how the area will look.

## **II. Public Hearing: Elliott Property Purchase**

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger that the Board of Selectmen approve the purchase of the Elliott Property. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement that the Selectboard appoint the Town Manager to serve as agent for the purchase of the Elliott Property. Motion carried – all in favor.

## **III. DPW Grant: Gilman Well Fencing**

Jen Perry said she has been successful in applying for grants. The NHDES granted the Town a 100% grant to install a gate and fencing around the Gilman Well. The grant will reimburse the Town the entire cost of \$14,207 upon completion of the project. The deadline for the project to be done is May 31, 2015.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to authorize the Town Manager to sign all documents required to enter into the grant agreement. Motion carried – all in favor.

## **IV. DPW Grant: Asset Management Public Water System**

Ms. Perry talked about the 50/50 grant that was awarded from NHDES to the Town of Exeter for the Asset Management plan for the Town's public water system. They will develop better planning for infrastructure in Exeter. The project will cost \$30,000, of which the grant will reimburse \$15,000. Ms. Perry talked about the six proposals that were received and recommended Tata & Howard to be awarded the contract.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Chartrand to accept the said grant, authorize Town Manager to sign all documents required to enter into the grant, and award the contract to Tata & Howard. Motion carried – all in favor.

## **V. Grant Application: Historic District Revitalization Committee**

Chairwoman Gilman talked about a grant application for the Exeter Historic District Revitalization project. She said this grant needs a letter from the Chair saying the Board approves of the grant. This is a 60/40 grant.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger that the Selectboard accept the NH Division of Historical Resources Certified Local Government FY14 Grant Application and authorize Chairwoman Gilman to sign all documents required for said grant. Selectman Clement asked how much the grant is for. Chairwoman Gilman said it is for \$27,000 all together, so 60% from the grant and 40% from the Town. Chairwoman Gilman said some of the 40% from the Town will all be volunteer services. With a Motion on the floor, the Board voted; Motion carried – all in favor.

#### **VI. NH Bond Bank Resolution: Great Dam/Water/Sewer Bonds**

Mr. Dean talked about the Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement with the New Hampshire Municipal Bond Bank. This certificate deals with the removal of the Great Dam and the restoration of the Exeter River, and the Lincoln Street projects (water mains and sewer lines). Mr. Dean said the interest rate is at 3.75% which is a ceiling. Selectwoman Surman read the Certificate.

#### **VII. Review Primex BOS Goal Setting Report**

Chairwoman Gilman went over the Primex Goal Setting Report. She said the last All Boards meeting was in 2013 and the next will be May 21, 2014. She said the one of the next steps is to look at the dates of expectations for the top 2014 goals. Mr. Dean asked the Board if they are ok with the Report as it is and, if so, how would they like him to convey that to Primex. Vice Chair Chartrand said the Report is an accurate reflection of what was done the day of the All Boards meeting. Chairwoman Gilman asked the Board if they want to get into any more detail about last year's goals. Selectman Clement said Goal 4 has a June 2014 deadline. He asked if the Board thought this deadline was a bit aggressive. Mr. Dean agreed it was. Selectman Clement also wondered what exactly "grants" meant in Goal 4. Chairwoman Gilman talked about an eventual grants coordinator. Selectman Clement asked if the June 2014 deadline should be changed and Vice Chair Chartrand said this is an ongoing project. Mr. Dean talked about breaking things down a bit and figuring out how to get from point A to point B. Selectwoman Belanger said she would like to get through the May 21 All Boards Meeting and ask some questions before going on any more, to see where the department heads are and get a feel how things go.

#### **b. Old Business**

##### **I. Fuller Lane Tank Management Contract Proposal**

Mr. Dean said the lease is in good shape. Everything that was suggested to be added was put in there.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman that the Exeter Selectboard approve the Utility Service Company Water Tank Maintenance

Contract with the Town of Exeter and authorize the Town Manager to sign all necessary documents to go forward. Motion carried- all in favor.

## **II. Selectboard Policy Update: 06-01 Permits**

Chairwoman Gilman talked about Delegating to the Town Manager the Authority to Issue Certain Permits. Vice Chair Chartrand said wherever they can delegate to the Town Manager, they should.

Jerry Hamel, one of the Trustees of the Swasey Parkway, talked about an incident a couple weeks prior where the Trustees were thrown off with why the Parkway was shut down. He asked for better coordination between everyone so everyone knows what's going on; that communications are kept open. Mr. Dean agreed with this.

Selectwoman Belanger said because she did not have any RSA's in front of her about this matter, she did not feel comfortable voting on it. The Board decided to think on this a bit longer.

## **8. Regular Business**

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

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the abatement for the following map/lot/units: 110/2/15 for \$109.19, 110/2/35 for \$49.46, 110/2/74 for \$21.86, 110/2/80 for \$130.81, 110/2/82 for \$167.11, 110/2/96 for \$116.62, 110/2/100 for \$72.75, 110/2/113 for \$34.49, 110/2/114 for \$389.16, and 52/53 for \$6801.64 Motion carried- all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to deny the elderly exemption for map 19, lot 1. Motion carried – all in favor.

### **b. Permits & Approvals**

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to deny the appeal for abatement for 3 Westside Drive, as recommended by the Water/Sewer Advisory Committee. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to deny the appeal for abatement for Exeter River Cooperative, as recommended by the Water/Sewer Advisory Committee. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to deny the appeal for abatement for 7 Riverwoods Drive, as recommended by the Water/Sewer Advisory Committee. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to approve the application for use of the Town Hall by Russ Dean for the All Boards Meeting on May 21, 2014 from 6:30-9:30 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to approve the application for use of the Town Hall by Michael Jeffers for the public information meeting for residents of Bell/Crawford Ave and Court St to meet D&C Construction on June 10, 2014 at 6:30 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to approve the application for use of the Town Hall by Jennifer Perry for the NH Retirement, Group II and Group I on September 9, 2014 from 1-5:30 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to approve the application for use of the Town Hall by Luanne O'Reilly for band rehearsal on July 15 and 22 from 6-9:30 pm. Motion carried – all in favor.

**c. Town Manager's Report**

Mr. Dean provided his Manager's Update in the packet. He highlighted the following:

- Parks/Rec: Concert scheduling is complete and bands have been lined up for the summer and the Powder Keg agreement is in its final phases
- The Town has received over 50 applications for the Economic Development Admin position
- Coordinated an issue with the River Committee for Lionel Ingram
- The issue of room rentals in individual homes was forwarded to him and shared with the Code Enforcement Office to review
- On May 13, a meeting was held with Bob Hall, Sylvia Von Aulock and himself to discuss next steps in the welcome center
- May 14 he met with Tracey Tucker, Executive Director of New Heights, the agency that has merged with New Outlook
- May 14, Sandy Martin, Dr. Burt Dibble, and himself toured the Town Hall to hear ideas about chair placement and a plan for the Town Hall

- May 16 he attended the monthly meeting of the Exeter Area Chamber of Commerce
- May 16, he met with Cliff Sinnott to prepare for the All Boards Meeting
- A clean copy of the SEIU contract was completed and has been made available to the union for signatures
- Work continued on the clarification plan of the non-union positions with Municipal Resources, Inc.
- First half tax bills were completed and were in the mail on May 14
- A meeting was held with Joe Lessard of MRI for an update on assessing operations

**d. Selectman's Committee Reports**

Selectwoman Belanger reported a Water/Sewer Advisory Committee meeting where she said outstanding accounts are down to 10%.

Vice Chair Chartrand reported an Exeter Economic Development meeting where they elected new officers.

Selectwoman Surman reported Conservation Commission met and they elected new officers. National Trails Day is June 7. Also, Swasey Parkway met.

Selectman Clement reported Planning Board met. Also, he went to the Library Meeting for the Repurposing Committee. He also attended an RPC meeting and a River Study meeting.

Chairwoman Gilman reported Heritage Commission met and HDC met.

**e. Correspondence**

The following correspondence were included in the packet:

- A letter from Exxon Mobil
- A denial letter from CDFA
- A letter from Josephine Pritchard about her Comcast bill
- A letter from NH Dept of Resources and Economic Development
- Exeter All Boards Meeting – Meeting Notes
- Seacoast Public Health Region Update
- Public Works Monthly Report
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**8. Review Board Calendar**

Chairwoman Gilman said the next BOS meeting will be June 2, 2014.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to adjourn the meeting at 9:25 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack  
Recording Secretary