

## Final Minutes

### Exeter Board of Selectmen

June 2, 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. Bid Openings**

There were no bid openings.

#### **3. Public Comment**

Jeff Turner, part owner of the Green Bean, spoke about the sidewalk issue in downtown and is hoping it will be a priority to fix them.

#### **4. Minutes & Proclamations**

##### **a. Proclamations:**

None.

##### **b. Regular Meeting: May 19, 2014**

Chairwoman Gilman had one amendment to the minutes, on page four, paragraph one, changing "Chairwoman Gilman said that the 40% would be..." to "Chairwoman Gilman said that some of the 40% would be...".

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to accept the minutes as respectfully submitted by Nicole McCormack, recording secretary, as amended. Motion carried – all in favor.

#### **5. Appointments**

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to appoint Kevin Baum as a Full Member to the Exeter Zoning Board of Adjustment with a term to expire 4/30/17. Motion carried – all in favor.

## **6. Discussion/Action Items**

### **a. New Business**

#### **I. Herb Moyer re: 2014 Town Meeting Article 23**

Chairwoman Gilman spoke about Article 23, which voters passed in the March election. She said 54 NH communities have passed similar articles and NH Senators need to be made aware of this. She wrote a letter to President Obama to this effect, which is included in the packet.

#### **II. All Boards 2 Follow Up Discussions**

Chairwoman Gilman went through the beginning of the Agenda, talking about what happened at the first All Boards Meeting.

Vice Chair Chartrand said the two things he noted, which were agreed upon, were extending the water/sewer on Epping Road to 101 and the repairing of the sidewalks/curbing that needs to be done. He talked about being in a different time than the 1990's. We are in a slow or no growth period. He said they need to encourage developers to come in. He said there was also good discussion about rewriting the master plan.

Chairwoman Gilman said they need to review and update the master plan. She agreed that times have changed since it was written in the 1990's. She said they would work on the master plan and meet up again in 6 months.

Selectman Clement said it was a long meeting and asked if the minutes were out yet. Mr. Dean said they weren't yet but would be soon. Selectman Clement said rather than extending the water/sewer on Epping Road to 101 they need to get developers out there. He said the next steps are to update the master plan and Planning Board to review because maybe they'll sit down and review some aspects of zoning. Vice Chair Chartrand agreed they should do something to get developers out there and wants to act on this as soon as possible. Chairwoman Gilman said they could talk to property owners about this idea to get developers. Selectwoman Belanger talked about getting a cost/estimate for this. Chairwoman Gilman said that is their first step. They talked about getting Mr. Dean and Water/Sewer Advisory Committee on it. Mr. Dean said he would pass the message along to DPW.

Selectwoman Surman said one area that they didn't get into at the All Boards Meeting, which she thinks will be helpful, is talking about the whole process. She said it can be frustrating when people get the runaround. They need to come up with more of a flow chart for developers and get that streamlined.

### **III. NHDOT Grant: Welcome Center/Baggage Building Project**

Chairwoman Gilman talked about the grant for the Welcome Center, saying shortly after they were awarded the grant the process was changed. They went back and forth with DOT on how to achieve the process as fast as they wanted to. They had to do an engineering study that was presented in January, and Chairwoman Gilman said it was quite shocking. Mr. Dean said the construction cost went way up. Vice Chair Chartrand said he voted to move forward and he thinks they done that at this point.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement that the Selectboard withdraw from the Transportation Enhancement Program Local Project Agreement dated December 29<sup>th</sup>, 2011 due to increased costs identified in the design and engineering phase and authorize the Town Manager to send a letter to NHDOT confirming the Town's withdrawal.

When the Motion was opened for discussion, Mr. Dean said the original estimate was \$403,000, of which \$282,240 was to be paid by the DOT grant. Now, the project estimate is coming in at close to \$700,000. Selectman Clement asked how much the Town has spent to date. Mr. Dean said \$30,000-35,000, but 70% of that will be reimbursed. Selectman Clement asked if they vote yes on this Motion, what are the next steps. Vice Chair Chartrand said the work that has been done is not lost. He said it is a great project so they need to figure it out without the NHDOT. He said they are now stepping back to move forward. Selectman Clement said they are going to have to fund it. He said the next step should be to get a new estimate and bring it back to the voters. Chairwoman Gilman agreed, saying most still want to see this happen. She talked about putting in on a warrant. Selectwoman Surman asked if there is a P&S on the actual building. Mr. Dean said not yet, that they are working with \$250,000 for the actual building. Chairwoman Gilman said they are having a tough time getting an appraisal. Selectman Clement described this withdrawal as dropping out and starting again under their own rules. Chairwoman Gilman said they would put this on the agenda soon. With a Motion on the floor, the Board voted and passed the Motion.

### **IV. Economic Development Administrator Update**

Chairwoman Gilman said they've gone through 48 applications for the positions and whittled them down to 13. She said now there needs to be a team to interview these 13 candidates, but asked the Board who they think should make up this team. Vice Chair Chartrand said he would like to hear from Mr. Dean on his process. He said he's wary of the Board driving this process and thinks Mr. Dean should handle it. Selectwoman Surman said she disagrees and thinks the position should report to the Board. Selectwoman Belanger asked historically, do department heads report to the Board? Vice Chair Chartrand answered no. Mr. Dean said the position will work closely with the EDC and the Board anyways. He went on to talk about the hiring process, which started on April 23. He said the 48 applications were screened by HR and 35 of those were eliminated. The position requires 5-8 years experience and a bachelor's degree. The 13 remaining will be whittled down again and final interviews will consist of two rounds. The goal is to have a final selection by the last week of June who will

start the first week of July. Selectman Clement said he was not aware anyone from the EDC was going to be involved in the screening process. He thinks they should have some input as a Board. Brandon Stauber spoke, saying as far as he knows no one from EDC has seen any resumes or applications. Selectman Clement thinks it is important to have a variety of people to screen applicants. Chairwoman Gilman said she is looking for ideas for the screening group and said she wants one person from the Board. Vice Chair Chartrand said they are making a strategic error if they, as a Board, step into this hiring process. He said ultimately it is Mr. Dean's hire and he said he has full faith in Mr. Dean. He stressed giving input and not direction in the hiring process. He suggested Chairwoman Gilman be the BOS rep for the hiring team. The Board agreed. Chairwoman Gilman said she would be the Board rep, along with two members of the EDC, and two members of the School Board or Administration, to make up this hiring team. A Motion was made by Selectman Clement and seconded by Selectwoman Surman to create a Screening Committee to review and recommend the hiring of an Economic Development Director, which consists of Chairwoman Gilman, two members of the EDC, members of the SAU School Administration, and another business member at large. Vice Chair Chartrand thinks this is a terrible idea. Selectwoman Belanger asked if this would be a recommendation committee or a selection committee. Selectman Clement said it would ultimately be a selection committee. With a Motion on the floor, the Board voted with 2 voting yes and 3 voting nay. Motion fails.

Selectman Clement asked since the Motion failed, will there be anyone who helps the screening process. Vice Chair Chartrand said Mr. Dean has a group. Mr. Dean said this is a process and that input is important.

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

**None.**

### **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 map 111, lot 5, unit 7 in the amount of \$90.19. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to grant the Current Use Release for map 13, lot 8 in the amount of \$0.00. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Vice Chair Chartrand to approve abatement for 11 Oaklands Road in the amount of \$9.04. Motion carried – all in favor.

**b. Permits & Approvals**

Mr. Dean said there is an amendment to a Buy Back Agreement in the packet. The amendment would allow for the sale of Paul Winkley's manufactured home. A Motion was made by Selectman Clement and seconded by Vice Chair Chartrand to approve the Second Amendment to Buy Back Agreement which adds paragraph 22. Motion carried – all in favor.

There is a list of items recommended by Andy Swanson to be surplus. A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to surplus this Electronic Data Processing equipment recommended by the Town's IT person Andy Swanson. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the application for use of the Town Hall by John Hauschildt for the Seacoast Photographers Group Meeting on the third Thursday of each month from 6-9 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the application for use of the Town Hall by Rebecca Pawling for a lecture for New Heights on 10/23/14, 4/2/15, and 5/7/15 from 4:30-9 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:

- The Sportsmen's Club project tree cutting commenced
- The Portsmouth Ave sewer line work finished the week of May 27
- Unitil is digging on High Street
- The SEIU contract was completed and signed May 23<sup>rd</sup>
- Mike Morgan alerted him to the fact that Kate Segal is leave the Co-op Board
- The grants approved by the Selectboard for DPW were submitted this week
- The Utility Services Group contract was signed and turned over to Public Works
- Completed participation on May 19<sup>th</sup> in the NHMA Legislative Committee on Government Affairs for 2014
- A Dept Head meeting was held on May 22
- He held a meeting with Mike Favreau and Greg Bisson on May 28<sup>th</sup> to discuss the CIP

- Julie and himself attended services for Officer Arkell
- Fielded questions from tax office about mobile homes owing taxes
- He attended Memorial Day ceremonies on May 26<sup>th</sup>

**d. Selectman's Committee Reports**

Selectwoman Belanger had nothing to report.

Vice Chair Chartrand had nothing to report.

Selectwoman Surman reported Conservation Commission met National Trails Day is June 7.

Selectman Clement reported Safety Committee met. Also, he went to two WISE meetings.

Chairwoman Gilman had nothing to report.

**e. Correspondence**

The following correspondence were included in the packet:

- A letter from the NH Dept of Safety
- A memo from DPW
- A letter from Newfields BOS
- A letter from Kate Segal
- A letter from the Historical District Committee
- Building Dept. monthly report
- Union agreement

**8. Review Board Calendar**

Chairwoman Gilman said the next BOS meeting will be June 16, 2014.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement go into a non-public session under RSA 91-A:3 2B and 91-A:2D. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack  
Recording Secretary