

Draft Minutes

Exeter Board of Selectmen

August 25, 2014

1. Call Meeting to Order

Chairwoman Julie Gilman called the meeting to order at 7:00 p.m. 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/Awards

a. Dam Removal Design/Engineering Contract-DPW

Paul Vlasich, PE, Exeter Town Engineer referred to the Vanasse Hangen Brustlin, Inc. Design and Permitting Contract for the Great Dam Removal Feasibility Study. He noted the rigorous selection process which involved six proposals, of which three candidates were chosen for interviews. Each company was also required to submit a cost proposal. He stated VHB was chosen as a highly qualified firm for the project completion. He detailed the major design or permitting tasks which included removal of the dam structure, reshaping of the river bottom, retrofit of the Exeter Mills and town water intake, relocation of a dry hydrant, structure stabilization in the dam area, environmental and cultural resource permitting and contract bidding.

Mr. Vlasich made a recommendation to the Board for approval of the contract at a total project cost of \$ 367,816.00.

Vice Chair Chartrand expressed his appreciation and thanks to Mr. Vlasich for the aggressive nature of the search for the proper firm to complete this important project.

Selectwoman Surman requested a copy of the VHB general terms of the agreement for review. Town Manager Dean will supply this document. She then referred to the Compensation section of the contract, inquiring about possible additional costs above the total project cost limit, specifically noting the 5% uplift for various expenditures during the course of the project. Mr. Vlasich and Vice Chair Chartrand stated this is a fairly common practice.

Selectman Clement discussed the timeframe for the project. He also requested a copy of the Exeter Mills Penstock Review, which will be made available by Mr. Vlasich. Selectman

Clement referred to the Project Management Section of the contract and requested at least two (2) Public Meetings for Section 106 rather than the currently scheduled one meeting.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger for award of the Dam Removal Design/Engineering Contract to Vanasse Hangen Brustlin, Inc., as presented. Motion carried by a vote of four approved, one opposed.

3. Public Comment

Beth Dupell, ECM Designs stated the final Outdoor Movie Night in Exeter will be held on August 28, 2014 and expressed her appreciation for the great service received from Town employees, committee volunteers and local organizations during the 2014 season. She stated the Swasey Parkway Trustees have also been extremely dedicated and helpful during this season. Vice Chair Chartrand expressed his appreciation to Ms. Dupell, the Historic Exeter Retail Owners Network and the Swasey Parkway Trustees for a very successful season.

Don Woodward stated during the Capital Improvement discussion section of the meeting he would like to offer suggestions on possible ways to reduce Town vehicle purchase costs.

4. Minutes & Proclamations

a. Proclamations & Recognitions

None

b. Regular Meeting August 11, 2014

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to accept the minutes of the August 11, 2014 meeting. Motion carried – all in favor.

5. Appointments

i. Introduction of Darren Winham-Economic Development Director

Darren Winham was introduced and welcomed as the Town's new Economic Development Director. Mr. Winham stated his excitement for the opportunity to serve the Town of Exeter in this capacity. He further stated he has served in economic development for about 15 years in several locations throughout the country. Mr. Winham said he will be meeting with the Town Manager and various committees to begin an Economic Development Strategic Plan for the Town of Exeter with regular reports to the Board of Selectmen on the progress of this endeavor. He noted he looks forward to meeting individually with Board members and will make himself available at all times.

6. Discussion/Action Items

a. New Business

i. Third Reading Health Ordinance Update – Health Department

Motion made by Selectman Clement and seconded by Vice Chair Chartrand to open the Public Hearing for Town Health Ordinance proposed changes. Motion carried-all in favor.

Selectwoman Surman reviewed changes to the Town Ordinance Health 1204 Sanitary Production and Distribution of Food by Pages and Citations.

Motion made by Vice Chair Chartrand and seconded by Selectwoman Surman to close the Public Hearing. Motion carried – all in favor.

Motion made by Vice Chair Chartrand and seconded by Selectwoman Surman to accept the changes to the Town Ordinance Health 1204 Sanitary Production and Distribution of Food update as presented. Motion carried-all in favor.

ii. 2015-2020 Capital Improvement Program Update

Chairwoman Gilman referred to the packet containing the master list of capital improvement projects according to the six year plan. She noted the Planning Board will conduct one more hearing during September, 2014 regarding the plan. The plan will then be presented to the Board of Selectmen and the Budget Recommendation Committee. Selectman Clement suggested having various departments meet with the Board of Selectmen regarding the CIP, which has been done in the past.

Vice Chair Chartrand suggested meeting with the Budget Recommendation Committee at some point during this process. Town Manager Dean further suggested a walking/driving tour of the area for a firsthand look at potential projects.

Don Woodward discussed the possibility of lease/purchasing town vehicles as a means of saving funds for the Town of Exeter. He noted three and four year leases could prove to be a cost saver. He suggested an alternative plan be developed to pursue this endeavor.

Town Manager Dean suggested looking closely at dollar thresholds during the CIP process. He further noted the Town budget will be distributed during the latter part of September.

iii. Acting Pay Policy

Chairwoman Gilman discussed the need for the adoption of an Acting Pay Policy. This policy would be necessary when a member of upper management is away from their position

for an extended period of time, thus creating the need for another employee to assume additional job responsibilities during the interim. Town Manager Dean stated there have been specific circumstances in the past when this situation occurred without any acting pay provision in place. He noted the importance of proper parameters and procedures in this type of policy. Selectwoman Belanger expressed her approval of this type of policy to ensure proper compensation according to job requirements.

Vice Chair Chartrand suggested the Board have a future non-public session for discussion of specific past instances when this situation has occurred to ensure employment privacy protection. The Board was in agreement that past specific situations and guidelines should be discussed prior to final approval. The Acting Pay Policy will be further discussed at the next Board of Selectmen's meeting.

b. Old Business

i. Review BOS Goals/All Boards 2 Notes

Chairwoman Gilman discussed the Board's goals for 2014/2015 as outlined in the April 19, 2014 session with Primex. She discussed the update of the Master Plan reviewing the updates to Chapters 1 and 2 as a goal for March 2015 completion.

Vice Chair Chartrand stated the goal of the addition of an economic development chapter and the development of tax strategies to diversify the tax base are moving to completion with the recent hire of Darren Winham as Economic Development Director. He further noted the need to provide input to the Planning Board and discuss goal #3 further for the review of current land use rules and the process to ensure efficiency and ease. He stated goal #4 Organizational Alignment is moving to completion with the classification of non-union employees. The Great Dam removal, downtown revitalization and Groundwater Plant as part of goal #5 are all moving forward as planned. Vice Chair Chartrand stated his pride in the hard work the Board has done in an effort to complete all goals in a timely manner.

Darren Winham discussed the CIP Existing and Future Land Use Chapter, as a part of goal #2, which serves as a guide in diversifying the tax base. He noted the current 2002 version shows hard work on the part of the preparer and stated the data used has now changed, requiring updates to select sections. He suggested looking at methods to incentivize and the scheduling of future meetings as a group to discuss possible changes to this chapter of the Plan.

Vice Chair Chartrand discussed the Exeter All Boards Meeting Notes of May 21, 2014. He noted there is a taping of this session on Channel 22 along with notes available for any interested party. He further stated the meeting was extremely informative and encouraged anyone interested to tune into the broadcast.

Selectman Clement reported on a plan developed by Rockingham Planning Commission entitled The Rockingham Regional Vision and suggested the possibility of creating an Exeter Vision. The

plan could serve as a high level guide as the Board of Selectmen moves forward with its many initiatives. Vice Chair Chartrand expressed his interest and will review the document for future discussion.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A motion was made by Selectwoman Surman and seconded by Vice Chair Chartrand to approve the Discretionary Preservation Easement for Map/Lot 112/9, 137 Linden Street, Exeter, NH. Motion carried-all in favor.

b. Permits & Approvals

A motion was made by Selectman Clement and seconded by Selectwoman Surman to approve the application submitted by Heather Robicheau for use of Town Hall on October 8, 2014 from 4:00-9:00 p.m. for the Children's Author Event. Motion carried-all in favor.

A motion was made by Selectman Clement and seconded by Selectwoman Belanger to approve the application submitted by Heather Robicheau for a parking permit request on September 12, 2014 at 4:00p.m. for the Children's Author Event. Motion carried-all in favor.

c. Town Managers Report

Russell Dean reported on the following:

- Reviewed condemnation/housing ordinance with code enforcement officer relative to issues identified at Exeter River Landing.
- Continued review of CIP project list and provided feedback to Town Planner on same.
- Met with Chair of Budget Recommendations Committee and BOS Chair to discuss budget issues for upcoming 2015 budget.
- Parks/Recreation sponsorship agreement
- Reviewed budget assumptions for 2015 budget with Finance Department on wages, benefit items and fixed cost items.
- Received town financial statements through December 31, 2013 which are stronger than in recent years. The town has received a clean audit for the second year in a row with all material weaknesses eliminated from the management letter.
- Cash meeting with the Finance Department.
- Noted the DPW is in final steps of the hiring process for the HVAC Plumber/Technician position.
- Met with new Economic Director on several issues.

- Began review of a multiyear contract proposal for assessing services from MRI.
- Fielded an issue on the trash at Stillwell's from a BOS member and forwarded it to the Economic Development Director for review.

d. Selectmen's Committee Reports

- Selectwoman Belanger had nothing to report.
- Selectman Clement reported on the recently attended Planning Board meeting where the CIP was reviewed. Also reviewed was a conditional use permit from Unitil for a gas line extension.
- Vice Chair Chartrand recently attended the Exeter Economic Development Committee meeting.
- Selectwoman Surman reported she recently met with the Swasey Parkway Trustees for discussion of the planning for the 2015 Seacoast River Festival.

e. Correspondence

The following correspondence was included in the packet:

- A memo from Comcast with a detailed accounting sheet representing their franchise fee payment for the period from April 1st thru June 30, 2014.
- A letter from Federal Emergency Management Agency regarding the Flood Insurance Rate Map and Flood Insurance Study report for Rockingham County, New Hampshire.

Chairwoman Gilman presented the following Floor Policy Proposals:

- From the Town of Hinsdale for the modification of RSA 41:18 to read "Each town shall have a deputy town clerk" and an amendment to RSA 41:9-b V to add "and officials elected to non-volunteer positions in the municipality".
- From the Town of Hudson to inquire if NHMA will support legislation to allow municipal library budgets to appear as a separate warrant article on the Town Meeting SB2 ballot.
- From the Town of Barrington, NH to support an increase in the amount of a public project before it requires mandatory obtaining of a performance bond.

- From the Town of Hinsdale for amendment of RSA 75:1 to read “The selectmen shall receive and consider all evidence that shall be submitted to them relative to the value of property upon request, including rental income and expenses, the value of which cannot be determined by personal examination.”
- From the Town of Hinsdale to include legislation for a penalty for failure to submit requested information relative to the value of property as described in RSA 75:1.
- From the Town of Gilford for amendment to RSA 41:9 with addition of a new paragraph.
- From the Town of Barrington to support changes to RSA 674:41.
- From the Town of Fitzwilliam to support the revision of elements of RSA 12-E.

8. Review Board Calendar

Chairwoman Gilman stated the Board will meet in two weeks.

9. Non Public Session

A motion was made by Selectman Clement and seconded by Vice Chair Chartrand to go into non-public session under RSA 91-A: 2B and 91-A:2D. Roll call vote : all vote aye.

Emerge from non public session. Selectman Chartrand moved to adjourn, seconded by Selectwoman Belanger. The Board stood adjourned at 9:24 p.m.

Respectfully submitted,

Lynne A. Carter
Acting Recording Secretary