

Draft Minutes

Exeter Board of Selectmen

May 4, 2015

1. Call Meeting to Order

The Board convened at 6:50 p.m. in the Nowak Room, then moved to the Economic Development Director's office to interview Chris Surette for a position on the Economic Development Commission. The Board also spoke with Joanna Pellerin about her application for the Conservation Commission. The Board then moved back up to the Nowak Room for its regular business meeting.

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 Don Clement, Selectwoman Nancy Belanger, Selectwoman Anne Surman and Selectman Dan Chartrand. Town Manager Russell Dean was also present.

2. Bid Openings/Awards

- a. Jennifer R. Perry, Public Works Director, presented quotes for the lease/purchase financing of the loader mounted snow blower. The quotes were from Donovan Equipment Co. for an RPM Tech LM220, net total with trade \$128,544.00 and H.P. Fairfield for a SnoGo MP3D w/Cat C9, net total with trade \$134,500. Ms. Perry recommended Donovan Equipment Co. as the best choice. A motion was made by Selectman Chartrand to accept the recommendation for the purchase of the RPM Tech LM 220 from Donovan Equipment Co. in the amount of \$128,544.00. Motion was seconded by Chairwoman Gilman, Motion carried, all in favor.

A second motion was made by Selectman Chartrand to accept the recommendation of tax exempt leasing of the RPM Tech LM 220 for a term of five years @ 2.58%. Motion seconded by Selectwoman Belanger. Motion carried, all in favor.

3. Public Comment

Andrea Kohler, Exeter Town Clerk, presented her Top Dog Contest drawing results. She noted how successful the endeavor has been with 1,823 dogs registered this year. Out of this total, 235 signed up for the Top Dog Contest. Chairwoman Gilman drew the three top winners which will be announced during the month of May. Selectman Chartrand thanked and congratulated Town Clerk Kohler for her efforts.

Susan Ratnoff commented at the December 15, 2014 Selectmen's meeting the results of sound testing at the Exeter Sportsman's Club was deferred to a later meeting for discussion. She inquired whether any progress had been made. Chairwoman Gilman reported the background work has been completed and will be discussed at the next regular Board of Selectmen's meeting in May, 2015.

Frank Ferraro requested that agenda items be addressed for Public Comment before motions are made.

Mr. Ferraro further addressed a comment made at the April 14, 2015 Board of Selectmen Meeting regarding the Non-Profit Exeter Development Commission and the Exeter Economic Development Commission. He noted at that meeting, he made a request for disclosure of the fund balance/expenditures and had followed up with an email to Chairwoman Gilman. He questioned the length of lapsed time without response and questioned when he can expect receipt of response. Chairwoman Gilman noted she thought response had been sent and apologized for the possible oversight. Town Manager Dean stated he can also supply the requested information.

Mike Dawley commented on issues of transparency and the ongoing discussions regarding the hiring process in 2014 of the Town of Exeter Economic Development Director. He requested a motion by the Board of Selectmen or a public statement on the issues that have been documented during the past two months. Selectwoman Surman expressed her concern about the ongoing issues and made the following motion: "In light of information received and discussions taken place in the last six to eight weeks, the Board of Selectmen acknowledges that with regard to the hiring in August, 2014 of a new Economic Development Director, errors in both managerial judgment and timely communication have taken place with regard to outside consulting work allowed. The Board of Selectmen regrets said mistakes made and is committed to learning from them so as not to have them re-occur in the future. This motion is in no way meant to be a reflection on job performance of the Economic Development Director hired during this process."

The motion was seconded for discussion by Selectman Chartrand, who expressed his strong disagreement with the motion and further stated he would be voting against the motion. Selectwoman Belanger also expressed her disagreement with the motion.

Beth MacDonald, a current member of the Economic Development Commission for two years, stated the feedback from Exeter businesses has been very positive since the hire of the new Economic Director last year and asked the Board to give careful consideration to any decisions made surrounding this issue.

Selectwoman Belanger commented when the Economic Development Director was hired the Board had been informed of his consulting business and ongoing outside commitments which would need completion.

Selectwoman Surman's motion failed 1 in favor 4 opposed.

4. Minutes & Proclamations

a. Proclamations & Recognitions

Selectwoman Belanger read a Proclamation for National Public Works Week which is May 17-23, 2015.

b. Regular Meeting April 13, 2015, April 20, 2015

Selectman Chartrand questioned a section of the April 13, 2015 minutes regarding the Stadium Well Lease Agreement, Item #7 for clarification. The Board agreed to strike the sentence "It is an agreement between Exeter and Phillips Exeter Academy to use up to 5,000 gallons a year" and replace with "It is a 30 year agreement at \$5,000.00 per year".

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the April 13, 2015 as amended and respectfully submitted by Recording Secretary, Nicole Piper. Motion carried, all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the April 20, 2015 Board of Selectmen meeting as presented and respectfully submitted by Recording Secretary Nicole Piper. Motion carried, all in favor.

5. Appointments

Vice-Chair Clement made a motion to rescind the appointment of John Hauschildt to the Planning Board. Motion was seconded by Selectman Chartrand. Motion carried, all in favor.

Selectman Chartrand made a motion to appoint John Hauschildt to a full voting Board member on the Zoning Board of Appeals with a term ending 4/30/18. Selectwoman Surman seconded the motion. Motion carried, all in favor.

Selectman Chartrand made a motion to appoint Kelly Bergeron to a full voting member of the Planning Board with a term ending 4/30/17. Vice-Chair Clement seconded the motion. Motion carried, all in favor.

Selectman Chartrand made a motion to appoint Aaron Brown to a full voting member of the Planning Board with a term ending 4/30/17. Vice-Chair Clement seconded the motion. Motion carried, all in favor.

Vice-Chair Clement made a motion to change Don Briselden to an Alternate Conservation Commission member with a term ending 4/30/18. Selectman Chartrand seconded the motion. Motion carried, all in favor.

Vice-Chair Clement made a motion to appoint Virginia Raub to an alternate Conservation Commission Member with a term ending 4/30/18. Selectwoman Belanger seconded the motion. Motion carried, all in favor.

6. Discussion/Action Items

a. New Business

- i. Town Forest Management Plan-Don Briselden, Conservation Commission**
Don Briselden reported on the forest management actions approved by the Exeter Conservation Commission at their April 14, 2015 meeting. These actions consist of invasive plant treatment and selective tree harvesting in the Town Forest commencing in the summer of 2015 with completion during the winter of 2015/2016. He noted the Commission retained a licensed forester, Charlie Moreno, to prepare an updated forest management plan for the Town Forest known as the Henderson-Swasey forest. Mr. Moreno was also present at the Board of Selectmen Meeting. Mr. Briselden and Mr. Moreno presented a Map Legend showing two management zones in the Town Forest where this work will be focused. The project will consist of two contracts managed by the forester; an invasive treatment operations contract and a logging contract. The project is projected to cost \$17,800.

- ii. 2015 Paving Proposal: Bell & Flynn – DPW**
Jennifer Perry, Public Works Director, presented the Bell & Flynn’s paving proposal for the 2015 Road Surface Management Program. It was her recommendation for approval of their proposal to supply paving materials @ \$71.90 per ton. Vice Chair Clement made a motion to approve the extension of Bell & Flynn’s contract to supply paving materials at \$71.90 per ton. Selectman Chartrand seconded the motion. Motion carried, all in favor.

The road paving list for 2015 was reviewed by the Board of Selectmen.

- iii. Quarterly Financial Report – January – March 2015 – Finance**
Doreen Ravell, Finance Director, presented the Quarterly Financial Report. She presented General Fund Revenues & Expenses, noting Building Permits & Fees up \$91,000 when comparing 2014 with 2015. She noted the upsurge in new and building renovation as a strong contributing factor. Ms. Ravell then reviewed Water/Sewer Fund Revenues/Expenses, CATV Revolving Fund, Recreation Revolving Fund Revenues/Expenses and Ambulance Revolving Fund. She presented an Analysis of Property Tax/Liens Receivable noting as of March 31, 2015, 98.4% of 2014 property taxes billed were paid.

iv. Blue Sign Request: Inn By The Bandstand

The Inn By The Bandstand presented a request for permission from the Town of Exeter to place two blue signs at locations as follows: 108/Portsmouth Ave at 111/27 High Street and Junction 111/27 Hampton Road. The signs would be mounted on the top of telephone poles which may require utility company assistance. Selectwoman Surman noted she would not be in favor of the signage because of the proposed location. Chairwoman Gilman felt the request should be re-visited at another time after further research. Vice Chair Clement requested this matter be deferred for further discussion to the next regular Board of Selectmen's Meeting.

v. BOS Goals Report 2015 – Primex

Chairwoman Gilman reported on the Board of Selectmen's goal and strategy setting workshop conducted by Primex which was completed on April 11, 2015. She discussed the top 2015 goals for the Town of Exeter and development of a work plan. Goal #1: Grow and improve relationship with major industries in Town, Goal #2 Regional waste water treatment solution, Goal #3 Water Sharing with Stratham and Goal #4 Planning Department complete operations review.

Selectman Chartrand referred to Goal #4 and expressed concerns surrounding the Town of Exeter Planning Board. He noted at a recently attended meeting an election was held for voting members utilizing improper processes and procedures. Selectman Chartrand made a motion for a direct reorganization at the next Planning Board Meeting where all full voting members are in attendance and election of officers to be in accordance with RSA 673:8. Motion was seconded. Motion carried. Selectwomen Surman opposed.

Selectman Chartrand made a second motion to direct a Selectboard member and the Town Manager to work with the Planning Board updating the Planning Board procedures by May 31, 2015. Motion was seconded. The Board discussed the timeframe for completing this process noting considerably more time may be required for completion. Selectman Chartrand withdrew his motion, the second was also withdrawn.

Selectman Chartrand made a motion that Exeter Selectboard direct the Town Manager to engage a consultant to review Planning Department operations with funds to be provided by the 2015 Planning budget. Scope to include department structure, compliance with RSA's, a complete review of planning processes and procedures and timelines. Motion was seconded. The Board discussed all aspects of the motion. Selectman Chartrand withdrew the motion, the second was also withdrawn.

b. Old Business

i. Stratham Water Purchase Agreement – Town Manager

The updated Exeter and Stratham Water Purchase Agreement DRAFT Memorandum of Understanding was presented. The Board discussed all aspects of the agreement. Amendments to the first paragraph and item #3 of the agreement were discussed by the Board and deemed appropriate. Selectman Chartrand made a motion for approval to direct Chairwoman Gilman to sign the Exeter and Stratham Water Purchase Agreement DRAFT Memorandum of Understanding including amendments to paragraph one. Selectwoman Belanger seconded the motion. Vice Chair Clement and Selectwoman Surman voted nay. Motion carried.

ii. Linden Commons Encroachment Agreement – Conservation- Tabled

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve the Yield Tax in the amount of \$453.92 for Map 5, Lot 2 Cubie Road Exeter, NH. Motion carried-all in favor.

b. Permits & Approvals

None

c. Town Managers Report

Russell Dean reported he will be sending the UNH Report on Parks and Recreation Needs Assessment to the Board which depicts a long range view based on a recently conducted survey. Mr. Dean also reviewed a request from the Stagnones regarding planning board funds for Guinea Road from 1990s.

d. Selectmen's Committee Reports

- Selectwoman Belanger had nothing to report.
- Vice Chair Clement reported on the recently attended Planning Board meeting. He noted the approval of an addition to RJ's. An approval to the Racquet Club was tabled pending a site walk. He further reviewed a report from the Coastal Commission.

- Selectman Chartrand reported the next Economic Development Commission Meeting will be held on May 19, 2015.
- Selectwoman Surman had nothing to report.
- Chairwoman Gilman reported on the recently held Special Town Meeting. She further reported on the Historical Commission's recent presentation on architectural styles and the Transportation Committee Meeting.

e. Correspondence

The following correspondence was included in the packet:

- From the Town of Stratham Board of Selectmen regarding their Fire Department and the possibility of a first responder agreement between the two towns.
- From Unutil an invitation to their 2015 Emergency Response & Preparedness Meeting on June 2, 2015 at Exeter Inn
- From Thomas Hassan, Phillips Exeter Academy, a letter of appreciation for the town's support at the special town vote.
- From Douglas Eastman, Town of Exeter Building Inspector, a letter regarding a waiver request from the Town of Exeter Noise Ordinance due to construction activities.
- From Marcia Sink, President/CEO CASA for children, a letter of appreciation for the Town of Exeter's recent donation.
- From Meg Connelly, Exec. Director New Generation for the Town of Exeter's recent donation.
- From Stacy Kramer, VP Operations Big Brothers Big Sisters, a letter of appreciation for the Town of Exeter's recent donation.
- From State of New Hampshire Dept. of Revenue Administration which shows the Town of Exeter's total equalized valuation.
- From Medical Reserve Corps regarding a change of fiduciary agents.
- From State of New Hampshire Board of Tax and Land Appeals regarding reporting of final tax billing date.
- From Janet Guen, a letter of appreciation for the Town Manager's participation in Economic Development Day.
- From Peter Thomson, State of NH Highway Safety Agency regarding Highway Safety Projects # 315-15A-166, 167.

8. Review Board Calendar

Chairwoman Gilman stated the Board will meet in two weeks.

Chairwoman Gilman reported on May 5, 2015 State Representatives will be at Tuck Center Gym for discussion of the State Budget.

A motion was made by Selectman Chartrand and seconded by Vice Chair Clement for adjournment. Motion carried-all in favor.

Respectfully submitted,

Lynne A. Carter
Acting Recording Secretary