

Final Minutes

Exeter Board of Selectmen

June 29, 2015

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

2. Bid Openings/Awards – Fire Alarm Bucket Truck, Linden Street Bridge

The following bids were given for the Street Marking:

- 1) Markings, Inc. \$22,229.99
- 2) Highway Safety Systems \$20,251.61

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to refer the bids to DPW for evaluation and a recommendation. Motion carried –all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to accept the recommendation of the Fire Department and award the bid of the Fire Alarm Bucket Truck to RBG, Inc. for \$92,291 after a \$6,000 trade-in. Motion carried - all in favor.

Mr. Dean said the town is saving \$100,000 on purchases because of the low bids they have been getting (on the sno-pro and bucket truck.)

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to award the bid for the Linden Street Bridge to CMA Engineers in the amount of \$674,895. Motion carried – all in favor.

3. Public Comment

Mike Dawley said it had been 13 days since he inquired about getting the consultants proposal for Planning. He asked if it was public. The Board said it was in the packet. Mr. Dawley asked if there is a policy on that kind of document. Mr. Dean said he would look into it.

Brian Griset asked if it is a formal policy for the packet to go online the Friday before the meeting, as opposed to the Monday of the meeting. Chairwoman Gilman said it is not a formal

policy. Mr. Dean said Sheri was on vacation that week and that it why the packet came out Friday instead. Selectwoman Surman asked about a policy. Mr. Dean said there is no policy on the packet. Vice Chair Clement said the agenda has to be out by noon on Friday, but not the packet.

Mike Carbone voiced his disappointment in the ZBA in regards to the Seacoast Family Promise matter. He said they will be seeking legal appeal in Superior Court. He said the ZBA operated out of the scope of their scope of authority.

4. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meetings: June 15, 2015

Vice Chair Clement had some amendments. The first was on page 2, paragraph 1, changing the second sentence to “He asked if that would include what is in the pipeline and the status of the development.” He had three amendments on page 2. The first was to change “The Bandstand is working on development” to “The Inn at the Bandstand is working on development”. The second amendment was to change “Gary Blake is looking to retrofit their property for offices” to “Gary Blake is looking to retrofit their property on the east side of Portsmouth Ave. for offices.” The third amendment was to strike “to make it into 2” from the first full paragraph, sentence two. He had an amendment on page three, adding “Planet” in front of “Playground”, and also to strike the sentence “Selectwoman Surman thinks they are far behind on the notion of an indoor facility”. He added wording to a sentence, making it read “Selectwoman Surman said she didn’t want the indoor facility to be redundant with the YMCA and the Swim & Racquet Club. Selectwoman Surman agreed with these changes. The last amendment was on page 9, adding wording to read “...about a St. Vincent DePaul poverty simulation...”

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the June 15, 2015 BOS meeting, as amended by Mr. Clement and Ms. Surman. Motion carried – all in favor.

5. Appointments

None.

6. Discussion/Action Items

a. New Business

i) Budget Recommendations Committee Procedure

Chairwoman Gilman said the Chair of the Budget Recommendations Committee could not attend, so she pushed this agenda item back until the next BOS meeting.

ii) 2015 Dog Warrant for Unlicensed Dogs

Mr. Dean gave some stats for licensed dogs in Exeter, saying they have seen an increase on licensed dogs.

The Board signed the Dog Warrant for Unlicensed Dogs.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the Dog Warrant for 2015. Motion carried – all in favor.

iii) COAST Representative

Chairwoman Gilman said the Town Planner's departure means the town is without a representative for the COAST Board of Directors. Mr. Dean said they have 9am meetings. Selectman Chartrand volunteered to be the new representative until a new Town Planner comes in.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman that Mr. Chartrand be Exeter's Interim Representative to the COAST Board of Directors. Motion carried – all in favor.

Mr. Dean said the new route is up online.

iv) Planning/Land Use Review Study

Chairwoman Gilman said a review of the Planning Department had already been planned prior to the departure of the Town Planner. Ms. Von Aulock happened to be leaving at the same time. There is a response to a proposal from MRI in the packet. In the end, they will provide a report.

Mr. Dean said they haven't had a review in a number of years. He said the Economic Development Director position should be accounted for in the review. They are looking to get a series of recommendations to consider. They hired Glenn Greenwood from Rockingham Planning Commission to serve a tech support to the Planning Board.

Vice Chair Clement said he liked what MRI has put together. He thinks they will make good recommendations. He is concerned with timing. Mr. Greenwood will be limited to the amount of time to spend here. Chairwoman Gilman also said the three month timeframe was concerning. She said she has talked to others, however, and three months seems like a reasonable timeframe. Selectwoman Surman said she was looking to add a timeframe into the Operations Review, i.e. no longer than three months. Selectman Chartrand said it will be tough to go that long without that position, but he wants to give MRI the time they need to observe. He said this exercise is critical for the town's future. Mr. Dean said he can discuss the schedule with MRI. He said he can stress to them that three months is when a product should be out. He said one benefit of using MRI is they have a broad base to work from. Vice Chair Clement asked if Mr. Greenwood is prepared to commit extra hours to accomplish what needs to be accomplished. Mr. Dean said they have not discussed that yet, but he will. He said they are going to talk about how things are going so far and see if he needs to commit more time. Selectman Chartrand asked how last week's Planning Board meeting went. Vice Chair Clement said it went well, that there was nothing amiss. Mr. Dean said Mr. Greenwood is close by, so he can be somewhat flexible.

Brian Griset said he is concerned with the financial aspect of the contract. His second issue is timing. He said there are no goals established for deadlines. He suggested taking the marketing aspect and facility issues and doing them at the end of the phase.

Selectwoman Surman said they can wordsmith the contract until they are all comfortable. She said timing and money need to be addressed.

Mike Dawley said they need to push this along.

A Motion was made by Selectwoman Surman and seconded by Selectwoman Belanger to approve the Professional Services Agreement, dated May 19, 2015, put before the Board of Selectmen from MRI in the amount not to exceed \$10,000 without prior authorization from the Board of Selectmen, and that the Board of Selectmen authorize the Town Manager to sign this Agreement on behalf of the Board of Selectmen. Motion carried – all in favor.

b. Old Business

i) Recreation Park Feasibility Study

Mike Favreau reminded how he came to the Board two weeks prior to talk about using Impact Fees to do a study. However, it was found that he cannot use them for this. He still feels it is important to do the study. He recommended using money from the Revolving Fund. He thinks they can afford it because they are holding off on the tennis court resurfacing which is \$20,000. The study is important because they have the land and it is zoned recreation only.

They need to see if they can move forward with everything. Selectman Chartrand asked what the cost of the study was. Mr. Favreau said between \$10,000 and \$15,000. He is looking for approval to use the Revolving Fund money to do the study. He doesn't see getting to the point of an interview until the fall. This means they may not get the study back until next Spring.

Vice Chair Clement said he was having a hard time wrapping his head around the \$10,000-\$15,000 for a study. He said he didn't know why it would take so much money. He said they should do an RFQ first. That will help him wrap his head around what the study will consist of. Mr. Favreau said he was good with that, unless they go through the RFQ and interviewing process just to hear he can't expend the money. He said they can't really move forward without the study. Mr. Dean said you want to be able to put it out there that there's money available before you do an RFQ and interview.

Selectwoman Surman asked if the demand for fields is there. Mr. Favreau said yes, programs are not decreasing at all.

Mr. Dawley said he sees this as a simple fix. He said everything is irrelevant if the land isn't buildable. Mr. Favreau said they need to find out if the land is buildable.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand that Mike Favreau and Russ Dean draft an RFQ to address the suitability of the remaining recreation land for any future development. Motion carried- all in favor.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 110, lot 2, unit 85 in the amount of \$92.15. Motion carried- all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 110, lot 2, unit 85 in the amount of \$323.91. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 98, lot 37 for 2014 in the amount of \$7,895.76. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny the following abatements for map 98, lot 37: 2009 for \$6,853.50, 2010 for \$7,456.44, 2011 for \$7,659.44, 2012 for \$7,853.35, and 2013 for \$7,886.67. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to deny abatement for map 72, lot 117, unit 6 in the amount of \$293.17. Motion carried- all in favor.

b. Permits & Approvals

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to approve the application for use of the Town Hall, Bandstand, and Parking by Milton T. "Sandy" Martin, Jr. for the New England Antique Radio Club to have an Enactment of "War of the Worlds" on October 30 and 31, 2015. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to approve the application for use of the Town Hall by Jill Neunaber for the Believe Again Town Hall Meeting of July 25, 2015. Motion carried- all in favor.

Chairwoman Gilman talked about a letter in the packet from Carl Stevens requesting a donation of the discarded but serviceable water meters for use at Rancho Santa Fe in Honduras. Mr. Dean said there are 30 old meters that Mike Jeffers said could be donated for this.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Town provide 30 swapped out water meters, that are no longer used, to Mr. Stevens. Motion carried – all in favor.

Next, Chairwoman Gilman talked about the Convenient MD hanging banner issue, which was brought up at the last meeting. Mr. Dean said the Rec Dept has had sponsorship opportunities for many years. Convenient MD has been a sponsor for almost a year. There had been no other sponsors that came forward at the time. Vice Chair Clement expressed his dislike with the sponsorship agreement. Selectman Chartrand recommended sitting down with Convenient MD before doing anything with the agreement. Selectwoman Surman said they are operating under this agreement currently and she agreed it needs to be rescinded.

A Motion was made by Selectwoman Surman and seconded by Vice Chair Clement to terminate this agreement, dated August 19, 2014, effective immediately. Mr. Dean said this is a three years locked in, guaranteed, contract with that he believes to be a good sponsor. Selectwoman Belanger asked if Mr. Favreau has the authority to sign into a contract like this and if the Board can rescind it. Mr. Dean said yes, it is within his purview. Selectwoman Surman said she has no issue with Convenient MD, just an issue with the agreement. She said it was ill-drafted. With a Motion on the table, the Board voted, 3-2, with Belanger and Chartrand voting nay. Motion passes.

Brian Griset said there is a lot of liability in this agreement.

Mr. Dean said part of the reason they stepped in with Convenient MD is because they had no other sponsors at the time.

The Board agreed to continue this discussion to the next meeting.

c. Town Manager's Report

Mr. Dean included his report in the packet, and talked about the following:

- The workgroup minutes from the BRC are in the Board's packet
- Eagle Scout Nick Brooks has requested permission to put a kiosk up at Gilman Park
- He attended an economic development seminar hosted by Optima Bank
- In the process of evaluating deduct meters
- The UNH Cooperative has requested the ability to place an oyster cage off the Town Dock
- Road Paving on Crawford Ave is underway

d. Selectmen's Committee Reports

Selectman Chartrand passed on his report due to the late hour.

Selectwoman Belanger reported a PREP grant was provided to the town.

Selectwoman Surman had nothing to report.

Vice Chair Clement reported a Planning Board meeting.

Chairwoman Gilman reminded of the July 1 "Hands Free" coming into effect.

e. Correspondence

The following correspondence were included in the packet:

- A letter from Jen Kimball
- The Minutes from the Budget Recommendation Committee

8. Review Board Calendar

The next BOS meeting will be July 13, 2015.

10. Adjournment

A Motion was made by Selectwoman Surman and seconded by Selectman Chartrand to adjourn the meeting at 9:30pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,
recording secretary