

Draft Minutes

Exeter Board of Selectmen

July 13, 2015

1. Call Meeting to Order

Chairwoman Gilman opened the meeting at 6:45 p.m.. Motion made to go into non public session under 91:A:3:2:c made by Selectman Chartrand, seconded by Selectwoman Belanger. Roll call: Chartrand aye, Clement aye, Gilman aye, Surman aye, Belanger aye.

Chairwoman Julie Gilman called the regular meeting to order at 7:05 pm in the Nowak Room of the Exeter Town Offices building, reconvening after a 6:45 non public session on tax deeding. 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. Chairwoman Gilman said she would be conducting the meeting a little different, and explained the new procedure.

2. Bid Openings/Awards – Mower Surplus Bid

The following bids were given for the Mower Surplus:

- 1) Wayne Almon \$350
- 2) Jay Perkins \$300

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to award the bid for the surplus mower to Wayne Almon for \$350. Motion carried – all in favor.

3. Public Comment

Don Woodward asked the Board to consider lowering the speed limit along 108 during construction. He wants to have the State DOT look at this. He said it would be a safe thing to do.

Brian Griset said there is a memo in the correspondence regarding a drone. He asked when the Board would be discussing this. Chairwoman Gilman said she is waiting for more information. Vice Chair Clement said he thought this warranted a discussion that night. Chairwoman Gilman said she didn't have a complete story so she was going to wait to put it on the agenda. However, she said they would pull it out of correspondence and talk about it after New Business.

4. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meetings: June 15, 2015

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the June 29, 2015 BOS meeting. Motion carried – all in favor.

5. Appointments

None.

6. Discussion/Action Items

a. New Business

i) Public Hearing : CDBG Application Avesta Housing Meeting Place

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to open a public hearing on Proposed Meeting Place IV Project. Motion carried – all in favor.

Donna Lane read the CDBG information pertaining to this public hearing:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for housing and public facilities, up to \$500,000 for economic development, and up to \$350,000 for emergency activities. All projects must benefit primarily low and moderate income persons. Up to \$12,000 is available per planning study grants.

The purpose of this Community Development Block Grant funding request is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The majority of the funds, up to \$475,000, or the benefit of those funds, will be subgranted to Avesta Housing, or a subsidiary, for the construction of 43 units of affordable housing, Meeting Place IV, at One Meeting Place Drive in Exeter. The CDBG funds will finance acquisition costs.

This project conforms with Exeter's Housing and Community Development Plan's Goal of: GOAL – The Town of Exeter should seek to promote an environment within which each

resident can secure adequate affordable housing in safe, healthy and attractive neighborhoods, with good quality water and wastewater systems. (Short and long term goal.)

Chairwoman Gilman asked for comments from the Board. Vice Chair Clement asked about a timeframe for the construction on the fourth building. Ms. Lane said there is no financing yet for it. There was no public comment.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to close the public hearing. Motion carried – all in favor.

A Motion was made by Selectman Clement and seconded by Vice Chair Clement to open a public hearing on Residential Antidisplacement and Relocation Assistance Plan. Motion carried – all in favor.

Ms. Lane read the CDBG information pertaining to this public hearing:

Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Chairwoman Gilman asked for comments, of which there were none.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to close the public hearing. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to open a public hearing on Progress update on the Meeting Place III Affordable Family Housing project. Motion carried – all in favor.

Ms. Lane read the CDBG information pertaining to this public hearing:

Meeting Place III is the construction of 39 units of affordable family housing at Meeting Place Drive. The project is currently 99% complete and received its Certificate of Occupancy on 7/6/15. The remaining work involves finishing the installation of countertops on several units, finishing the sink area in the Gathering Room, and clearing the punchlist.

The project will be ready for rental starting on July 15th, 2015

Chairwoman Gilman asked for comments, of which there were none.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to close the public hearing. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Exeter BOS vote to adopt the Residential Antidisplacement and Relocation Assistance Plan. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Exeter BOS approve the submittal of the application and vote to authorize the Town Manager to sign and submit the application, and upon approval of the CDBG application, authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG contract. Motion carried – all in favor.

ii) Accept PREP Grant

Kristen Murphy, Natural Resource Planner, said the town applied for the grant and was awarded it. The money will be used to conduct an educational program to make people more aware of fertilizer and how it can impact water quality. After the study, an ordinance may be able to be put in place. She hoped the Board would support the grant application and have a BOS rep on a committee about this. She said the committee will be looking to start the first week of August. She said the award letter directed her to look at some specific examples of the fertilizer risks. Selectman Chartrand said he would like to volunteer to serve on this committee.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to accept the grant from Piscataqua Region Estuaries Partnership (PREP) to the Town of Exeter to address fertilizer application setbacks in accordance with the recommendations from the 2015 Piscataqua Region Environmental Planning Assessment, in the amount of \$6000. Motion carried – all in favor.

Vice Chair Clement asked if anyone else from other Boards and Committees would be joining this Committee. Ms. Murphy said they don't need to limit participation on this. It was discussed that members from Planning Board, ZBA, and Water/Sewer be involved. Mr. Dean thanked Ms. Murphy for stepping up with this.

iii) Wastewater Facilities Update

Chairwoman Gilman said there was a combined meeting between BOS and Water/Sewer Advisory Committee. She said many options have been looked at.

Vice Chair Clement said Wright-Pierce walked them through everything. They talked about capacity which brought them to Option 6. There is no price for this yet. The price to construct the plant is in the vicinity of \$50 million. Option 6 could reduce capital costs by several million.

Selectwoman Belanger talked about having another meeting once the cost comes out. Mr. Dean said they need to move things along to get to the next phases.

Selectwoman Surman said Option 6 is a scaled down version of Option 3, which is what they were looking at before. Selectman Chartrand said he is skeptical of Option 6. He said it is better to go for the whole system at once.

Chairwoman Gilman asked for comments from the public. There was no public comment.

Vice Chair Clement said the sooner they make a final decision, the faster they can start putting together the information. He said he isn't completely sold on Option 6 either. He said they should make a decision by fall so they can move forward. Selectman Chartrand agreed that the sooner they can inform the public, the better. His opinion was that the Portsmouth option isn't a good one, but they haven't officially voted yet.

iv) Impact Fees Update

Vice Chair Clement said they had a public meeting to talk about options to make Exeter more economically friendly. One thing that was talked about was Exeter's Impact Fees being too high. He said in looking around, he found that surrounding communities are similar to Exeter's. The last time the Impact Fees were updated was 2003. There is methodology for coming up with the fees. They gather data like how many school children are attending and the anticipated new capital spending. New Impact Fees have to be accepted by the BOS. He asked if the Board wants to update or stay with what they have. Mr. Dean talked to Vice Chair Clement about zoning ordinances that talk about the fees. He said if you look back you see senior buildings being approved with waivers for Impact Fees.

Selectwoman Belanger asked what the cost is of an Impact Fee study. Vice Chair Clement said he wasn't sure, but can find out. Ms. Belanger asked what happens if you don't use the fees in the 6 year period allowed to use them. Mr. Dean said they are refunded to the developer with interest, but he's never seen that done.

Selectman Chartrand thanked Vice Chair Clement for his work on this. He said he would like to hear from more staff members like the Economic Development Director and the Town Manager about this. Chairwoman Gilman agreed they should look at the fees.

Brian Griset said the Impact fees are used by state statute. He said if the methodology is out of date, then it can be challenged in court. He also asked when he would see the report for a consultant for water/sewer fees. Bob Kelly, Chair of Water/Sewer Advisory Committee, said they have selected a consultant. He said Jennifer Perry is in the process of negotiating a

contract now. They are probably a few weeks away from a contract. He said he is not sure if the rate analysis or the impact fee analysis would come out first, but thought the rate analysis might be first. He said it would probably be next year before they got a preliminary on the impact fees.

Vice Chair Clement said water/sewer impact fees are assessed at all development; commercial and residential. The CIP needs to be adopted, which it is. Chairwoman Gilman said when they do the study, they need to get some good Planning Board involvement.

v) Hands Free Policy

The State of NH just enacted a Hands Free Policy. Mr. Dean said all town employees are fully liable for any consequences if found breaking this law. This is a personnel policy amendment first reading.

The Board next went on to the drone discussion. Chairwoman Gilman said the IT Dept wants to use the drone to update the website. The Fire Dept. would also like to use it for flood damage research. The device will be beneficial in many ways. It will not fly at night or over people's property without their approval.

Mr. Dean read a memo from Andy Swanson about the drone, including the rules of it and what it is. He said he believes the cost was split between Fire and IT departments at \$1000.

Vice Chair Clement said they need a policy. People are concerned with safety. The public should voice their opinions. He asked who will operate it and what the town's liability is. He said he has a lot of questions before it is used. He thinks it should be a very public process.

Selectwoman Belanger thought the idea of a drone which was brought up by Mr. Winham was to use at the TIF and have walk throughs of property. She agreed there should be a specific policy in place.

Selectwoman Surman asked when the discussion began on purchasing the drone. She thought the Board should have been involved in it, as it was a purchase.

Selectman Chartrand said he liked the idea of staff scanning and using tools to cut costs. He is concerned about writing a policy so restricted the town doesn't get the full benefit of the drone. He also said he doesn't think everything needs to be routed through the Board. This is a purchase under \$1000.

Chairwoman Gilman said she is in favor of some kind of policy. She also agreed this purchase could be done without the BOS involvement. She said this is a topic for discussion because of its newness. She then opened up the discussion to the public.

Brian Griset said it's not an issue of it being under \$1000. He said it is about giving guidance. He has some questions regarding funding.

Vice Chair Clement said this is not an attempt to micromanage Mr. Dean, but the BOS are elected representatives.

Selectwoman Surman said it is not the price that concerned her. It was the drone itself and what it was.

Chairwoman Gilman said the next step is to hear more fully from the IT and Fire Depts.

Selectman Chartrand said a large part of why the IT Dept wants this is for dramatic photography to market the town.

Vice Chair Clement asked who writes the policy. Chairwoman Gilman said she wants to have the two departments come in and explain why they want it, then Mr. Dean and the Board can draft something.

b. Old Business

i) Sponsorship Update

Chairwoman Gilman said there was a Motion that terminated the sponsorship agreement with Convenient MD. She met with Mr. Dean and Convenient MD to discuss this and Convenient MD says they still want to be a sponsor.

Selectwoman Belanger said she was thankful Convenient MD came back to talk about this and renegotiate.

Selectwoman Surman said it wasn't exclusivity that was her concern, but she was also concerned with the banners because of the policy not allowing them. She was unaware of the meeting between Mr. Dean, Chairwoman Gilman and Convenient MD and she was concerned not all Board members were notified.

Selectman Chartrand said there is a waiver and appeal process for the banners. He had been in favor of not terminating the agreement and trying to talk to Convenient MD first. He said the publicity of this issue can hopefully lead to more sponsorships.

Brian Griset said he thought this was going to be a broader discussion of sponsorships. He said zoning prohibits offsite business signs.

Nelson Lourenco wants people to understand the distinction between sponsorship and advertisement.

Vice Chair Clement said he was confused with how it got to the point of just Mr. Dean, Chairwoman Gilman and Convenient MD talking about a new agreement. He talked about Mr. Lourenco's comments and said he doesn't want the town to be an advertising agent. He is against the signs.

Chairwoman Gilman said as far as the meeting herself, Mr. Dean and Convenient MD had, they didn't make any promises the Board would be tied to. It was just to inform them of the termination and tell them the town would like them to be sponsors again. She is having a struggle with the banners, as she knows there are zoning problems.

Selectwoman Belanger is in support of the Chair's meeting. She does believe policies can be updated. She said a sign won't stop her from voting for the sponsorship.

Selectwoman Surman said she is in support of short term signs promoting events and such.

Selectman Chartrand is also in support of the aforementioned meeting with MD. He said he is struggling to understand what the issues are here.

Mr. Dean talked about past sponsorships, and thanked the various sponsors of Parks and Recreation programs.

Chairwoman Gilman went back to the banner issue, and asked if they are appropriate.

Selectman Chartrand suggested having Mr. Dean make this systematic so they don't run in to this problem again. Mr. Dean said he is in the process of drafting three different sponsorship agreements.

Chairwoman Gilman said the next step is to have some formalization of how things are sponsored and make sure everyone is in understanding.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Clement to approve a Land Use Change Tax for map 113, lot 3 in the amount of \$0.00. Motion carried – all in favor.

b. Permits & Approvals

There were no permits or approvals.

c. Town Manager's Report

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

- Sue Benoit's last day as Human Service Administrator was July 7
- The contract with MRI regarding the planning review has been countersigned and the process is underway
- The 2016-2021 CIP is being worked on with several departments submitting projects. Major projects include the Court St. culverts and the Wastewater facility
- He met with Kristen Murphy and Peter Richardson to review options relative to a bridge at the Little River property
- On July 1st the contract signing meeting was held with CMA regarding the Linden Street Bridge project at Public Works
- Met with BRC Chair to review items from the June 10th BudCom meeting relative to budget process and information
- Met with RPC to discuss master plan update on July 7

d. Selectmen's Committee Reports

Selectman Chartrand reported a EEDC meeting tomorrow morning.

Selectwoman Belanger reported a Conservation Commission meeting tomorrow.

Selectwoman Surman reported a Swasey Parkway Revolutionary War event this weekend.

Vice Chair Clement reported a Planning Board meeting where they did some site plan approvals. Water/Sewer also met last week and there was a presentation on THM. River Committee meets this Thursday morning.

Chairwoman Gilman reported a Heritage commission meeting and said they are applying for a grant. Historic District Commission meets this Thursday.

e. Correspondence

The following correspondence were included in the packet:

- A letter from Continental Paving, Inc.
- A letter from Seacoast Mental Health
- A letter from Mike Jeffers regarding NHDES permit

- A letter from the Town Clerk regarding HB258
- A letter from the Inn at the Bandstand
- A memo from Brian Comeau
- A letter to Convenient MD from Mr. Dean.
- A memo from Mr. Dean and letter of support for the sale of property on Holland Way. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS encourage and approve the sale of property to adjoining land owner. Motion carried – all in favor.
- A letter from Primex

8. Review Board Calendar

The next BOS meeting will be July 27, 2015.

10. Adjournment

A Motion was made by Selectwoman Surman and seconded by Selectman Chartrand to adjourn the meeting at 9:36pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,
recording secretary