

Draft Minutes

Exeter Board of Selectmen

August 10, 2015

1. Call Meeting to Order

Chairwoman Julie Gilman called the regular 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. Board Interview – Arts Committee

The Board conducted a 6:50 pm interview with Sharon Marston for a position on the Exeter Arts Committee.

3. Bid Openings/Awards – Public Safety Complex Boiler Replacement, Line Striping/Marking

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to award the bid for the Striping and Street Marking to Markings Inc., of Pembroke, MA in the amount of \$22,229.99. Motion carried – all in favor.

Vice Chair Clement asked if this can be started now that the bid has been awarded. He then wondered if it would be better to do this project earlier in the year. Jennifer Perry said it would be nice to do earlier in the year, but they like to do this when they do paving. It has been scheduled. She also said they have included crosswalk striping in the budget.

The following bids were given for the Public Safety Complex Boiler Replacement:

| | |
|-------------------------------|-----------|
| 1) Palmer & Sicard, Exeter NH | \$84,900 |
| 2) Dowling, Portsmouth NH | \$69,508 |
| 3) Comfort Systems USA | \$115,799 |

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to turn these bids over to the DPW and Mr. Dean for review and recommendation. Motion carried – all in favor.

4. Public Comment

Brian Griset said his comments were not reflected accurately in the last set of minutes, regarding the drone. He has some comments about the draft policy for the drone, which is

included in the packet. He said he had to leave and couldn't stay for the drone discussion, but said he hoped the only discussion had is to hear why the drone is to be purchased. In regards to the draft sponsorship policy in the packet, he said it was too broad.

5. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meetings: July 13, 2015

Selectwoman Surman had an amendment to page 7, paragraph 9, changing the first sentence to read "Selectwoman Surman said it wasn't solely exclusivity that was her concern, but she was also concerned with banners being attached to town property which is prohibited by town policy."

Vice Chair Clement had an amendment to page 5, paragraph 5, sentence 1, changing "...public meeting..." to "...economic forum...". He also had an amendment to page 6, paragraph 6, sentence 2, changing "safety" to "privacy".

Selectwoman Belanger had an amendment to page 8, paragraph 3, changing the first sentence to read "Selectwoman Belanger is in support of the Chair and Town Manager's meeting with Convenient MD."

Selectman Chartrand asked for clarification as to who made the Motion and who seconded on page 3, third full paragraph.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the July 13, 2015 BOS meeting, as amended. Motion carried – all in favor.

6. Appointments

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to appoint Sharon Marcella Marston to the Exeter Arts Committee with a term to end April 30, 2017. Motion carried – all in favor.

7. Discussion/Action Items

a. New Business

i) Lease Storage Agreement: Exeter Historical Society/Conservation Commission

Chairwoman Gilman talked about the lease agreement between the Town and the Historic Society for storage of historic items in the Raynes Barn. This is a five year agreement. She said there will still be room in there to store hay. Conservation Commission unanimously expressed support of this lease.

Peter Smith told the Board what 10 items would be stored in the barn, taking up about 1/8 of the barn. Some of the items include a carriage, two sleighs, a plow, and a wooden washing machine.

Selectwoman Surman said she knew this was coming along and is in support of it. Selectwoman Belanger, Selectman Chartrand and Vice Chair Clement all think it is a great idea and are in full support.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger that the BOS approve the storage of artifacts in the Raynes Barn between the Town and the Historical Society. Motion carried – all in favor.

ii) Town Clerk Update – Fees and Office Hours

Andie Kohler, Town Clerk, said that at the end of July Governor Hassan signed HB258 raising the town clerk fee from \$1 to \$2. She came to recommend that the Municipal Agent Fee be raised from \$2.50 to \$3. This will raise around \$8,000. Vice Chair Clement asked why they should raise it \$.50. Ms. Kohler said all the surrounding towns are charging \$3 per car.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to raise the Municipal Agent Fee from \$2.50 to \$3 effective October 1, 2015. Motion carried – all in favor.

Ms. Kohler also was proposing new office hours for the town clerks. The new hours would be Monday from 9:15-6, Tuesday-Wednesday-Thursday from 8:15-5, and Friday from 8:15-11:30.

Vice Chair Clement said he was sure Ms. Kohler would monitor the new hours and get it out to the public as soon as possible.

Selectman Chartrand was in favor.

Selectwoman Belanger said she is in favor of the new schedule. Her only concern is if the last day of the month is a Friday and they close early and people still need to register their car. Otherwise, she said she thinks it is great that Ms. Kohler is so accommodating to the town.

Selectwoman Belanger agreed and said her only concern is Friday being the last day of the month.

Ms. Kohler said if they start September 1, they will know if this new schedule works by the end of the year. Chairwoman Gilman wondered about Monday being the long day when so many Mondays are holidays. Selectwoman Belanger said the employee will lose an hour of pay on those holidays. Mr. Dean said he will have to look into that.

Gerry Hamel spoke, and said he had the same concerns as the Board.

Mr. Dean said before they go ahead, he will look at the contract for Monday holidays and overtime pay.

iii) Quarterly Financial Report – Finance Department

Doreen Ravell, Finance Director, included the financial report in the packet. She said revenues are up a bit over last year. Motor vehicles revenue is up 3%. Building permits and fees are up \$223,000 over last year. The HealthTrust refund increased by \$90,000. Expenditures are 51% spent. Snow and Ice budget is overspent by \$160,000.

Water Fund revenues have decreased slightly, by 4%. Water Fund expenses are 8% higher this year versus last year.

Sewer Fund revenues have decreased by \$16,000 from prior year. Sewer Fund expenses have increased by \$49,000 over prior year.

She went on to Revolving Funds, and said the EMS fund is down by 71% or \$152,000 due to a change in the billing company. Cable TV revenues are up by 7%. There are pretty flat results in this fund. The Recreation Revolving Fund revenues are down by \$3,000 or 8%. Expenses have increased by \$35,000 due to concrete work for the pool and tennis court resurfacing.

Jennifer Perry said the water consumption is tied to weather. They are doing an analysis and will release results soon.

iv) WWTF Update – Wright Pierce Engineers/Public Works

Jennifer Perry said she had a combined meeting on June 17 about options. The preferred option is Option 3. It will get them to the low nitrogen levels that are needed for the Administrative Order.

Ed Leonard, Wright-Pierce project manager, gave a brief summary of differences between Option 3 and Option 6. The project cost is around \$40 million. Option 3 builds the facility in a single project. Option 6 builds in two phases. They can potentially save \$4 million with Option 3.

Bob Kelly said they did discuss the options at the July Water/Sewer Advisory Committee meeting. He said from their perspective, this is a \$40 million effort. The Water/Sewer Committee would like to save as much money as possible. They are looking at funding sources. If \$4 million can be saved with Option 3, they would like to look into that. Risks are worth taking to save 10%. The general conclusion was look into the phasing and try to get that 10% saved.

Selectman Chartrand said he was skeptical about phasing. He asked if there would be any diminishment of capacity if they phased. Mr. Leonard said this would have to be contingent upon that. Selectman Chartrand said as long as they are not losing capacity then he is fine with phasing. If capacity is lost, then he is against phasing. Mr. Leonard said a preliminary report will be coming out.

Jennifer Perry said they can really go either way. They are the implementers. Mr. Dean said this is going to be a 20 year bond.

Selectwoman Surman said she is in favor of Option 3, saying it is more consistent.

Mike Jeffers said they can operate successfully either way. They would not want to do something that would lose capacity.

Mr. Kelly said one primary reason Option 3 was recommended over Option 5 was because there was a 40% savings on electrical. The phasing option has the least annual power costs.

Vice Chair Clement said he is also concerned with capacity. He said the more they reduce I & I, the more capacity they will have. There is an I & I program and if they can eliminate some additional I & I over the next 10-15 years that will help with the capacity difference between Option 3 and Option 6. He said saving \$4 million has a lot of merit. He wants to feel confident that in 15 years capacity is still considered.

Doug Atkins, from Wright-Pierce, said Option 3 includes three tanks and a lot of equipment. Option 6 includes building two tanks and then one later. All tanks will need to be maintained, even if they are not being used.

Chairwoman Gilman said she is leaning towards Option 3, building it all in one go. She asked if phasing will allow for future technology.

Mr. Leonard said that both options meet the current Administrative Order of Consent. Technology will change.

Mr. Dean asked Mr. Leonard to comment on the order to eliminate CSO's. Mr. Leonard said that their expectation is that with the upgrades, CSO's will be eliminated.

Selectwoman Belanger asked what the next step is. Vice Chair Clement said he thinks they are going to move forward with building a WWTP in Exeter and foregoing a regional option. Chairwoman Gilman said she would like to get a general consensus on this from the Board. Selectman Chartrand said he thought they were talking about this because they are not doing a regional option.

Vice Chair Clement asked why Wright-Pierce needs an answer. Ms. Perry said the Administrative Order calls for a shovel in the ground June 2016 and a completion date of June 2018 for a Wastewater Treatment Facility. They need numbers by December for a good warrant article. Mr. Leonard said they are going to need a few more weeks to come up with reports for Option 3 and Option 6. They might need a time extension request. They need to make a decision to get the preliminary design done.

The Board said they would like to wait two weeks before making a Motion for a recommended option. Mr. Leonard asked if he should craft a letter to DES about phasing. The Board said yes, and asked if he would get a response that quickly.

The Board said they would make a recommendation in two weeks.

v) Preliminary Findings Report String Bridge – Hoyle Tanner Associates/Public Works

This agenda item was put off until the next BOS meeting.

vi) Great Dam and Other Project Updates – Public Works

Jennifer Perry said the Lary Lane Treatment Plant is on schedule and budget. The completion date is in September. There will be a ribbon cutting scheduled.

She will be having a preliminary meeting with APEX and Phillips Exeter Academy before the end of August regarding the Stadium Well construction. There is a project completion date by the end of the year. They have received an extension for another year if it is needed.

One project that is recommended is cleaning the Epping Road tank. It is 7 years old. It needs to be cleaned this year.

They are still in the permitting stage for the Great Dam removal. It will not be removed this year. They will pursue completing the permitting. They will remove it as soon as they can physically and permit wise.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman that the Board write a letter of support to congressional delegation to support grant applications now and in the future. Motion carried – all in favor.

Chairwoman Gilman asked what the status is of Section 106. Lionel Ingram said it is not holding up permitting and is moving along.

Vice Chair Clement said the Lincoln/Tremont/Daniel Street project is starting in September and going through December, then stopping for the winter and starting back up to finish in May/June. They are going to be doing this right through school time. He suggested starting it next spring and going through the summer so as to not disrupt school. He asked if there is any practical sense to change the schedule to accommodate school. Ms. Perry said if they build all projects in non-school year, they would never get them done. She said they try hard to minimize disruption. They can do some work on weekends or vacation weeks.

Art Baillargeon asked about the sidewalks on Water Street. Mr. Perry said it is looking like that project may be delayed until next year. It is not finalized. Mr. Dean said they are trying to be as responsive as possible to merchants downtown. They have the budget approved in March, then borrow money in May/June, so they are very compressed for time.

Ms. Perry said Portsmouth Avenue is paved. The striping is done after the bid is awarded. There are temporary markers out there now. Chairwoman Gilman asked when the driveway cuts will be filled. Ms. Perry said she wasn't sure when that will be done.

Ms. Perry said the Linden Street bridge is under construction. The bridge will be in and substantially completed by the end of October.

vii) Draft Policy – Unmanned Aircraft System (UAS)

Mr. Dean said the IT Dept and the Fire Dept worked together on a policy for the UAS.

Andy Swanson, IT Director, gave a PowerPoint on the UAS. The cost of it was \$1750 including all equipment. The purpose is to take very good pictures from the air. It doesn't record sound. It is not inconspicuous. It will not take off in FHA no-fly zones. They track all flights. He gave an overview of the draft policy.

Selectwoman Surman asked who operates it. Mr. Swanson said there are two town employees, one from EX-TV and one from the Fire Dept who were trained to operate it.

Selectwoman Belanger said people are worried about it being in their backyards and being taped. Mr. Swanson said that is not the intention at all. They will tape things like festivals, the dam removal, and Public Works projects.

Vice Chair Clement said what if it crashes into a house. Selectman Chartrand said he has seen examples of photos from one of these devices. They're great photos. It will add to marketing. He said he doesn't think there are any issues here.

Selectwoman Surman said she would have liked to be informed about this before the purchase. She has had no information about the need for this. Mr. Dean said he ok'd the purchase under the Town's purchasing policy. Chairwoman Gilman said she understood Selectwoman Surman's concern of why they were informed after the purchase. Vice Chair Clement said he still has questions about what this UAS is going to be used for. He asked who is going to be the authority for this device. If another department wants to use it, who approves it. Mr. Dean said that becomes a policy issue. That can get worked in. Chairwoman Gilman asked who approves the operator to fly it. Mr. Dean said Mr. Swanson is qualified to make that determination.

Mr. Swanson showed some slide examples of pictures it takes and a map of each flight traveled.

Chairwoman Gilman suggested putting a mission statement on the policy or enhancing the scope.

Selectwoman Surman said she didn't have as much trouble with the policy, but said she can move some things around to make it more solid, to reduce risk and liability.

viii) Draft Policy – Recreation Sponsorships

Chairwoman Gilman talked about the policy. Mr. Dean said the idea behind the policy was to come up with something a little too comprehensive. It was done on purpose. It was designed to capture the many different sponsorships already in place.

Selectwoman Belanger said the draft looks great, but she doesn't see a problem with banners from sponsors. She said they should look at this more closely in the policy.

Selectwoman Surman said there is a section that may be misinterpreted. She thinks each one of the sections in the policy ends with wording that needs to be deleted. She thinks there is a lot in the policy that could work against them.

Chairwoman Gilman said she will work in Mr. Dean on this one, and try to break it down to something smaller.

b. Old Business

i) Personnel Policy Amendment: Hands Free Policy

Chairwoman Gilman read the proposed Electronic Devices Personnel Policy.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adopt the policy. Motion carried – all in favor.

8. 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 52, lot 112 in the amount of \$26,781.86. Motion carried – all in favor except one abstention from Vice Chair Clement.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to approve the Request of Extension for MS1 from September 1 to October 1. Motion carried – all in favor.

Mr. Dean said this was an extension which was requested by the Assessors.

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 by Kristen Murphy for a Planning Department Fertilizer Outreach/Education Committee on August 12, 2015. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to approve the application for use of the Town Hall by Laura Martin for a Exeter Historical Society Annual Meeting on May 3, 2016 from 6-9 pm. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve two signs to be placed in an appropriate place by Bob Hall in both locations – one on Epping Road and one on Portsmouth Avenue. Motion carried – all in favor.

9. Review Board Calendar

The next BOS meeting will be August 24, 2015.

10. Adjournment

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to adjourn the meeting at 10:28pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,
recording secretary