

Final Minutes

Exeter Board of Selectmen

August 24, 2015

1. Call Meeting to Order

Vice Chair Don Clement called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Selectman Dan Chartrand, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Chairwoman Julie Gilman was absent. Town Manager Russell Dean was also present.

2. Board Interview – Arts Committee

The Board conducted a 6:50 pm interview for the Exeter Arts Committee.

3. Bid Openings/Awards – Public Safety Complex Boiler Replacement

Mr. Dean said that the DPW made a recommendation of Palmer & Sicard. There is a memo from Kevin Smart to that effect in the packet.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS award the job of replacing the Public Safety Complex Boiler to Palmer & Sicard, Inc. in the amount of \$84,900. Motion carried – all in favor.

Mr. Dean also said that the Fire Department is looking for a new ambulance. The RFP is in the packet. He just wanted the Board to be aware of this.

4. Public Comment

There was no public comment.

5. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meetings: August 10, 2015

Selectwoman Surman had an amendment to Page 3, changing the second to the last paragraph to read “Selectwoman Surman said she is in favor...”.

Vice Chair Clement had an amendment to Page 6, paragraph 3, changing the first sentence to “Vice Chair Clement asked when Wright-Pierce needs an answer.”

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the August 10, 2015 BOS minutes with the two amendments mentioned. Motion carried – all in favor.

6. Appointments

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to rescind the Motion appointing Sharon Marcella Marston to the Exeter Arts Committee because the term was wrong. Motion carried – all in favor.

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 expire April 30, 2018. Motion carried – all in favor.

7. Discussion/Action Items

a. New Business

i) 2015 Property Revaluations

Mr. Dean said the town was due under State Law to revalue. The last time it was done was in 2010.

Scott Marsh said the revaluation has been recently completed. The town evaluations have increased by 3%. A preliminary analysis has been done. Selectwoman Surman asked about it being a new process to meet with Mr. Marsh and discuss your revaluations, i.e. if you think an error was made. Mr. Marsh said it was common to have a couple week period to set up appointments and correct any changes.

Vice Chair Clement said he would like to know more about criteria about how they came up with their new assessments. Mr. Marsh said there are various fields in the assessing programs like style of home, quality, heating, flooring, and location. They are all taken into consideration in the computer system that it used. Vice Chair Clement asked how the values are computed. Mr. Marsh said it is based on the market. A lot of this is market driven. Vice Chair Clement said there are assessments now on paved driveways. He said they are marked small, medium and large and asked if this is new. Mr. Marsh said it is. Vice Chair Clement asked about a manufactured housing property driveway. Mr. Marsh said it is built into the land owner. Selectman Chartrand asked if it was looked at like commercial and Mr. Marsh said yes, they are. Vice Chair Clement asked if there is a chance of a tax rate decrease because of the revaluation increase. Mr. Dean said they should see around a flat rate or a small decrease, but they have to see what the final numbers will be.

Mr. Marsh said that if anyone has any questions on any revaluations, to please contact him.

ii) WWTF Facility Option Review

Mr. Dean said there is a letter in the packet from Bob Kelly talking about the Wastewater Treatment Plant options. He also said Wright-Pierce has written letters to EPA to see where they stand on the options, and have heard back from them. They are included in the packet.

Vice Chair Clement said he was reluctant to vote on this tonight, as they did not have a full Board.

Ed Leonard, from Wright-Pierce, said the response letter from EPA was a good one. He said they have been advancing the design, but cannot issue a report until they received a decision from the Board on an option. They are already behind schedule. They may have to ask for a time extension for the end, beginning, or both. They need a decision, but also need it to be the right one.

Selectman Chartrand agreed with Vice Chair Clement, as this is an important decision. He said he looked over all the correspondence and is struggling with making a decision, but is going to pursue option 3.

Selectwoman Surman agreed that option 3 is the way to go. She is glad the correspondence came through with EPA. She wasn't sure the AOC requirements would be met with phasing. Mr. Leonard said the AOC has a number of requirements, but said the model predicts all the requirements will be met.

Vice Chair Clement said if they take a vote and go one way, will the EPA be happy with that decision. Mr. Leonard said they will be going back to extend the time frame out.

Selectman Chartrand said in pursuing option 3, it may be that the O & M costs might be decreased.

Jennifer Perry said that in the next month they will bring on an engineering team and said there will be a rigorous process to go through.

Bob Kelly said he also looked at the carrying costs of the facility while they are not being used. There are approximately \$500,000/year of costs that don't necessarily need to be built. EPA said they would look at a delay if they were going a regional option. He said they just need to take whatever amount of time possible and get the right answer. He urged the Board to engage in as many conversations with EPA as possible.

Vice Chair Clement said it is their responsibility to get the town to understand the details here and get on board. He asked if they are hurting the timeframe if the Board didn't vote tonight. Ms. Perry said the magnitude of the decision is so big that if the Board takes two more weeks it is not a deal breaker. However, she did remind everyone that the Administrative

Order says there is a June 2016 start date. She asked the Board when their next meeting will be, as the holiday is coming up. The Board said they will check their schedule to try to get together for a Special Meeting to discuss this matter. Mr. Dean said as they get closer to the decision, the Board needs to think about permit renewals.

iii) Report on String Bridge – Hoyle Tanner

Sean James, from Hoyle Tanner, gave a PowerPoint presentation. He said the bridges of subject are two concrete bridges at Exeter/Squamscott Rivers. The bridges are both inspected by NHDOT bi-annually. The NHDOT Municipal Bridge Aid Program provides 80% reimbursement, 20% town share. It is a state-level program. The process includes a Section 106 review. He then talked about inspection findings. The bridge railing is generally in good condition. The concrete wing walls are in poor condition. The roadway pavement is in poor condition. He talked about putting all utilities so they go across both bridges. The bridges are in the Municipal Bridge Aid Program for FY15. Anticipated construction will start in 2016. They are currently in the preliminary design and permitting phase.

Selectman Chartrand asked if since they are just rehabilitating, there is no option for expansion. Mr. James said no, they are at width capacity now.

Selectwoman Surman and Selectwoman Belanger thanked Mr. James for his presentation and said they are happy this project is happening.

Vice Chair Clement asked how long the bridge will be closed for construction. Mr. James said they haven't finalized that, but around 6-8 months. Vice Chair Clement asked if they go into construction on this in 2016, and do dam removal, is there going to be a conflict. Ms. Perry said they have thought about it and it is a concern, but not a big one.

Art Belageron asked if there will be any lights on the sidewalks side of the bridges. He said the current ones have been missing for years. Jennifer Mates said it will mimic what is on Great Bridge, so yes there will be lights.

iv) Involuntary Lot Merger – 1 Little Pine Lane

Aaron Brown, from Atrio Properties, spoke on behalf of Carl and Pamela Pupahl, who were there to apply for restoration of an involuntary merged lot. Mr. Brown said the property is serviced by town water and sewer. There are no wetlands issues. The drainage goes away from the property. The re-established lot would be vacant. Selectman Chartrand said given Doug Eastman is comfortable with this, he was too. Selectwoman Surman asked if they will build on the separate lot. Mr. Brown said yes.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the Application for Restoration of Involuntarily Merged Lots for tax map parcel 86/72. Motion carried- all in favor.

v) Epping Road Tank Maintenance Request - DPW

Mr. Dean said at the last BOS meeting Ms. Perry talked about THM issues and said one proposed solution as to embark on an intense tank cleaning. This work is not included in the 2015 water budget, but it is seen as urgent. If the Board approves this, he asked for it to be approved in the full amount with the timing. There is \$800,000 in the water fund as of 6/30/15. They can approve as an expenditure from the water fund reserves.

Jen Perry said there were also coliform hits in the tank, as well as the THM issues. There are very elevated water temps and a non-detectable level of chlorine. There is growth on the side of the tank and sediments which is from not having enough chlorine. There is not a boil order in place, but this is something that needs to be taken seriously. She is proposing a tank mechanical mixer to prevent stratification and mix the water.

Selectwoman Surman asked if there was some kind of regular maintenance schedule for the tanks when they were built. Ms. Perry said they knew there was some sediment in the tank and said they had planned to do this next year.

Vice Chair Clement said he had no issue with taking money out of reserves.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the use of \$53,287 from the water reserves fund for maintenance and tank cleaning, disinfection, and mix distillation on the Epping Road water tank. Motion carried – all in favor.

vi) 2015 Board Goals Update

The Board agreed they would wait on this until Chairwoman Gilman was present.

b. Old Business

i) Sponsorship Policy – Parks/Recreation

Mr. Dean said he took the last policy and worked with it. They made some changes and shortened it a bit. There is a need to have a codification when doing sponsorships in Parks & Rec. He said they tried to work it so not JUST banners were covered. There is also a clause which talks about the approval process. He also added responsibilities of the sponsor and an annual renewal for sponsorships.

Selectwoman Surman said she thought a big concern was they didn't want banners. She is concerned about the banners. She said they are back doing advertisements and not sponsorships.

Selectwoman Belanger said she has no issues with the banners. 3.3 on the draft says banners are proposed to be at the Rec Dept on the fence. She also asked for clarification on Page 5, "Naming Rights". Mr. Dean said that is for renaming a structure.

Selectman Chartrand said he was content with the policy.

Vice Chair Clement said he never had a problem with the original sponsorship policy. The problem he had was with the Convenient MD agreement. He said this draft has evolved into much more than a sponsorship agreement. He has some issues with how they accept sponsors. He didn't think "Naming Rights" was a good idea. He would go back to the original policy.

Mr. Dean said they don't have anything today about how they accept sponsorships.

Selectwoman Surman asked if the BOS can override the zoning ordinance. Vice Chair Clement said they could not.

Selectwoman Belanger said the right of refusal language is important. She asked if it was possible to put banners on warrant article to get a town vote. She said this draft can open up opportunities for funding.

ii) UAS Policy – EXTV/IT/Fire

Mr. Dean said they have the original policy that Andy Swanson went over at the last meeting. Selectwoman Surman has gone through and made some edits. Mr. Dean said in response to an air space regulation questions, 84'-500' in the air is public domain space.

Vice Chair Clement said they are going to invariably film someone's property without consent. He said they need to look at want versus need.

Brian Comeau, Fire Chief, showed his support for the policy and the technology. He plans on using the device for rail accidents/incidents. Selectwoman Belanger asked how quickly the footage is available. Mr. Swanson said it is instant. Mr. Comeau said they can set it up so they can view on an iPad.

The Board decided they would continue the discussion when Chairwoman Gilman was present.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

None.

b. Permits & Approvals

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Rebecca Pawling for a New Heights lecture on October 15, 2015 and April 7, 2016 from 5-8:30pm. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean talked about the following, which was included in the packet:

- work continues on the town wide facilities plan
- the town received notice from FEMA that it will be reimbursed \$71,767 to offset the costs of the winter storms
- planning review process
- a monthly EDC meeting on August 11
- met with Great Bay water keeper Jeff Barnum on August 11 to review where the town was regarding the new WWTF
- Welfare/Human Services is ongoing
- budget preparation for FY16

He also went over three Citizen requests/complaints.

d. Selectmen's Committee Reports

Vice Chair Clement forwent his report.

Selectman Chartrand forwent his report.

Selectwoman Surman forwent her report.

Selectwoman Belanger talked about a Conservation Committee meeting on August 11. She also said the TIF Advisory Committee met and went over some basic goals.

e. Correspondence

The following correspondence were included in the packet:

- a letter from International Institute of Municipal Clerks
- an email from Jen Mates about Portsmouth Ave lane striping
- a letter from NHDOT about the Exeter Highway Block Grant Aid

- a letter from Exeter Business Park Condo Assoc.
- a list of maintenance costs and the portion allocated to the Town of Exeter.

9. Review Board Calendar

The next BOS meeting will be potentially September 8, 2015, and will only be dedicated the WWTF discussion.

10. Adjournment

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to adjourn the meeting at 10:06pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,

Recording Secretary