

Final Minutes

Exeter Board of Selectmen

September 21, 2015

1. Call Meeting to Order

Chairwoman Julie Gilman called the meeting to order at 6:30 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. Non-Public Session

The Board conducted a public session starting at 6:30 pm in the Nowak Room.

3. Bid Openings/Awards – Lincoln Street Water Lines/Ambulance

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to award the Lincoln/Winter Street Utility Improvements Project to the low bidder, Joseph B. Cardillo & Sons, Inc. Vice Chair Clement asked if this was at the warrant. Mr. Dean said yes it was. Selectman Chartrand amended his Motion and Vice Chair Clement amended his second to include the amount for the project, which is \$1,128,717.50. Vice Chair Clement asked when work starts. Mr. Dean said there is a pre-construction meeting on September 30. Motion and amendment carried – all in favor.

The following bids were given for the Ambulance:

- | | |
|-------------------------------------|--------------|
| 1) PL Custom Emergency Vehicles | \$220,675 |
| 2) Bulldog Fire Apparatus | \$214,623 |
| 3) Professional Vehicle Corporation | \$206,995.35 |

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

Vice Chair Clement asked if this comes out of the Ambulance Revolving Fund. Chief Comeau said yes. It is a 10 month bill time. They would not take the next vehicle until next spring.

4. Public Comment

Mike Dawley talked about the Planning Board review. He said the strategic plan for economic development is still not done. He said he thinks they are missing out on an opportunity by not linking into economic development. He asked if there are any new dates for this. Chairwoman Gilman said ASAP.

5. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meetings: August 24, 2015

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the August 24, 2015 BOS meeting, as submitted by Nicole Piper.

Vice Chair Clement had an amendment to Page 6, clarifying that he had a problem with the Convenient MD agreement, and not Convenient MD. He had a second amendment to Page 6, changing "He could go back..." to "He would go back...".

Selectman Chartrand amended his Motion, and Selectwoman Belanger amended her second, to include Vice Chair Clement's comments. Motion carried – all in favor.

c. Special Meeting: September 8, 2015

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adopt the minutes of the Special Meeting between the BOS and the Water/Sewer Advisory Committee, as submitted by Town Manager Russ Dean. Motion carried- all in favor.

6. Appointments

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS appoint Joanne Campbell to the Exeter Arts Committee with a term to expire April 30, 2018. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS appoint Bob Hall to continue to serve as the Selectmen's representative to the New Hampshire rail transit authority. Motion carried – all in favor.

7. Discussion/Action Items

a. New Business

i) Exeter Historical Society Lease Amendment

Mr. Dean said the Historical Society is looking to amend their lease to allow for the building insurance clause to be deleted. This lease is for 47 Front Street.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to amend Paragraph 3B of the Lease with the Historical Society for 47 Front Street to read, "That insurance liability, both indemnity and casualty, will be separately carried by Lessor and Lessee. A copy of the Lessee's indemnity and casualty insurance and the Lessor's insurance covering the property is attached to the Lease as Appendix B. The Lessee shall be responsible for insuring Lessor's contents in the leased building. A certificate of insurance confirming these coverages shall be provided to the Lessor, naming the Town of Exeter as co-insured, on the anniversary date of coverage each year." Motion carried – all in favor.

ii) Downtown Sidewalks Update

Jennifer Perry said two months ago they were instructed to meet with the HERON group to talk about several things. One thing was the October/November start date. However, these months are the busiest months for retailers. The retailers have asked for reconsideration on the start date because of this. Ms. Perry said they felt they needed to postpone construction until next spring. This will also allow for better contract pricing and availability.

Selectwoman Surman said she was disappointed. She said ALL voters voted this in – not just retailers. She said there is never going to be a good time for retailers. She has a hard time pushing this off to next spring. Residents wanted this done.

Selectman Chartrand felt this is a good decision. He said it looked as though there wasn't decent capacity for a contractor or a decent bid. He thanks Ms. Perry for hearing all the downtown business owners and waiting for a decent contractor/bid.

Vice Chair Clement said there is a disappointment that this is getting pushed off. He said there was good information provided, but as a Selectman he would have hoped a report from HERON would come to the Board before a decision was made on this.

John Segal, from A Picture's Worth A Thousand Words, said nobody wants the sidewalks more than the residents. However, when something needs to be done, the timing needs to be considered. He said the project will get done, and get done well, but he didn't think a few extra months would hurt.

Kathy Lemerise, from Trends, said October 1 through December 31 is over 60% of her business. She pleaded to consider doing sidewalks in the Spring. She said having the sidewalks closed or challenging can be detrimental.

Beth Dupell, from ECM Design, said there is a common concern from all the business owners about sidewalk construction happening this year. She also pointed out that the delay in sidewalks could help with events as well.

Jon Ring said he was supportive of the April/May/June sidewalk update start date.

Margaret Demopoulos, of Exeter Fine Crafts, agreed with the other business owners. She said going into October/November would devastate all the businesses.

Chairwoman Gilman said she understood the delay. She felt confident in the decision that was made. She wants to support businesses and is okay with the schedule. She looks forward to Spring.

Selectwoman Belanger felt the right decision had been made.

Selectwoman Surman said she was just disappointed they didn't get right on this after the election. She also agreed that October was a bad month to start this project.

Ms. Perry said they do take pedestrian acts and safety very seriously. They did start this right after the election by working with a local surveyor. That work went on for several weeks.

Selectman Chartrand said this was not a case of poor planning. There was a lot of diligence almost immediately after voting.

Vice Chair Clement asked if this will be going out to bid. Ms. Perry said they have to coordinate this with Water Street paving. She talked to Bell & Flynn to get some numbers, which they are just getting now. Vice Chair Clement wondered if bids are going out so when Spring comes this project is all ready to go. Ms. Perry said yes, they are. She said this is a priority and that they would like to have price proposals much earlier than Spring.

Mr. Dean thanked Ms. Perry for all her hard work on these projects.

iii) Policy Review: Water/Sewer Abatement Policy

Chairwoman Gilman said they chose Option 6 for the WWTP. This option saves money up front and is phased.

Vice Chair Clement said in regards to the Abatement Policy, he wasn't sure why they are going through the Water/ Sewer Advisory Committee when the final decision lies with the BOS. He values their input, but said it seems like an extra step. Chairwoman Gilman agreed they serve a great service, but wasn't sure the abatement requests need to be passed through Water/Sewer.

Mr. Dean said the policy the Board was viewing was brought to the BOS in 2008. He said his goal with this is to work with DPW and come up with a redraft. He said this has never been an easy process.

There was a question about interest on the bill, and Mr. Dean said when someone does file for abatement, they put a stay on the interest.

Vice Chair Clement said he is more concerned with the process of how it gets to the BOS, not the policy itself. Chairwoman Gilman asked if this is in the Mission Statement for Water/Sewer Advisory Committee. Mr. Dean said yes, it is.

Selectwoman Surman said she will be at the next Water/Sewer meeting and will run this by them and tell them the BOS are pursuing this.

iv) CATV Franchise Agreement Renewal – Comcast

Chairwoman Gilman said this agreement needs to be renewed. It is due to expire October 2017, which gives them time to look everything over. Mr. Dean and Chairwoman Gilman said the paragraph from the agreement needed to be read in public. Selectwoman Belanger read Renewal of Cable TV Franchise Agreement with Comcast.

Selectwoman Surman asked if there was still a Cable TV Committee. Selectwoman Belanger said it was disbanded.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reconstitute the Cable Advisory Committee and have Selectwoman Surman be the BOS representative for it. Mr. Dean suggested not having a committee and just having the whole Board sit down and overlook this directly. Vice Chair Clement said he would like to get public input and have the public on the committee. Selectwoman Belanger said no one is interested in this and that is why she was the last remaining member. She is concerned that if they are working on a contract, they should do it as a whole. Selectwoman Surman said she didn't remember much action happening on the Cable Committee. Mr. Dean said the BOS is directly overseeing the process, it will be beneficial. Selectman Chartrand said it will be more efficient with the BOS doing negotiations. It will eliminate a step. He said he would be voting no on the Motion and hoped the BOS would do the negotiations with the Town Manager and town counsel. Vice Chair Clement said he thought the Cable Committee did a fantastic job and they are public meetings. They have to gather public input. He said this is something worthy of a committee to do. With a Motion on the table, the Board voted 3-2 with Belanger and Chartrand voting nay. Motion passes.

v) 2015 Board Goals Update

Chairwoman Gilman said the Board met in April and discussed what was accomplished in 2014 and set goals for 2015. She went through the 2014 goals, which are all included in the packet. She said there are four goals for 2015, which are 1) Grow and improve relationship with major industries in town, 2) Regional waste water treatment solution, 3) Water purchase with Stratham, and 4) Planning department complete operations review.

Regarding Goal 1, Selectman Chartrand was concerned they have not worked on at all. Chairwoman Gilman asked for a recommended method to complete this. Selectman Chartrand said they could either delegate or go out as a whole to meet with the four major industries (Riverwoods, Exeter Hospital, Phillips Academy, and the Exeter School Board). Selectwoman Belanger asked if they should invite these entities to come meet with the BOS. Selectwoman Surman said sending letters out could get things started. Mr. Dean said he meets with the Superintendent monthly. Chairwoman Gilman said they should go forward with letters to the different entities saying the BOS would like to talk about ways to continue to work together.

Regarding Goals 2 and 3, Mr. Dean said there is a draft based on the MOU that the Board signed earlier this year. He said Stratham is still sitting where a meter box should go. He asked the Board if they were ok with the MOU process. Selectman Chartrand said they should get the water agreement done. Then they can talk about waste water. Mr. Dean said they would look for the deadline of December 2015 to be pushed out. Vice Chair Clement said if Stratham comes in it can lower costs for Exeter. He wants to be able to answer this question for residents. Chairwoman Gilman suggested finishing things on the water agreement and continue working with Stratham on waste water.

Regarding Goal 4, Selectman Chartrand said he thinks they are on track with this one. Vice Chair Clement said he thinks they are falling behind. He said they need to come up with a recommendation. Things changed when they lost the Planning Director and they need to move fast. Mr. Dean said he is meeting with the consultant on Wednesday and can get his position on things.

vi) Welfare/Human Services Discussion

Mr. Dean passed out a memo regarding this. He made five suggestions for this position: keep the Executive Assistant doing the work, continue the Executive Assistant with outside assistance case management, outsourcing services provided, fill the position status pro, or regionalize. He said they have budgeted the status quo with no benefits. Selectwoman Surman asked if Sheri is doing both jobs. Mr. Dean said she's being paid out of grade. She is getting the difference between her wage and the Welfare position wage. Mr. Dean said Sheri is very efficient. Selectman Chartrand said he is interested in option 2. Vice Chair Clement said he

didn't think options 1 or 2 are practical. He said they need someone with training and experience. He is very uncomfortable with someone in there that doesn't have full dedication to the position. Chairwoman Gilman said a Human Services organization came forward and suggested outsourcing. She requested their services and a cost. Selectwoman Belanger asked if they should vote to eliminate or wait until Chairwoman Gilman gets more information. Chairwoman Gilman said she just wants to get financial data.

vii) FY16 Preliminary Budget Request

Mr. Dean went through his overview of the budget. The total budget request for FY16 is \$17,753,250, which is a 3.06% increase, or \$527,844, over FY15. The MS1 report will be done September 28. There are any expected jumps in revenues. The three largest departments making up the general fund budget continue to be Fire, Police and Public Works. Water Fund is up 8%. Sewer is down 3.4%. The total general fund appropriations for FY16 are \$18,260,121. That is a 3.31% increase over FY15. The two suggested deferrals are Continental Drive Fire Substation/Station and the Lincoln Street design.

Selectman Chartrand said the overview is a great document and thanked Mr. Dean.

Vice Chair Clement said he is uncomfortable with the draft proposal because of the 3.6% increase in the budget and the revenue decrease. He said if the income decreases, they should also decrease the expenses. Looking at the budget, he does not believe it is the time to add any new staff or interns. He doesn't think \$80,000 in snow removal is a good idea.

Selectwoman Belanger said she would wait until the review meeting on Wednesday to give her comments.

Selectwoman Surman said she is going to look to level fund because of all the projects that are going on.

Chairwoman Gilman said she is looking forward to Wednesday's meeting. She is also looking to find some cuts.

b. Old Business

i) String Bridge

Jennifer Perry said the project cost is \$1.13 million. The cost includes a \$100,000 estimate for lighting and temporary sewer. She said they are conservative estimates. There is a \$300,000 water utility cost which doesn't have to be completed at this time. The town portion for this project will be \$369,000 or the total \$1.297 million cost. Mr. Dean said they are working on figures still to bring to the BOS.

ii) Sponsorship Policy – Parks/Recreation

Chairwoman Gilman said there is a memo in the packet from Mike Favreau. Vice Chair Clement said the Sponsorship Opportunities they had originally was ok. Selectwoman Belanger thought it needed to be updated. Selectwoman Surman said she did not like the banner language. Selectman Chartrand said he liked the proposed policy. Chairwoman Gilman said she thought something more formal had to happen. She has gone back and forth on the banners. She is comfortable with the policy.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS adopt the Parks & Recreation Sponsorship Policy, subject to review by town legal counsel as to form by counsel. Motion passes with 3-2 vote, Clement and Surman vote nay.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Robert Johnson was in attendance, and plead his case regarding his abatement request. After discussion and consideration, a Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to follow the recommendation of the Public Works Department and approve abatement for 17-19 Dartmouth Street in the amount of \$1929.45. Motion carried – all in favor.

Sherrill Nixon was in attendance, and plead her case regarding her abatement request. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to deny her request for abatement for 17 Thornton Street, per Public Works recommendation. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to deny abatement for 93 Front Street, per Public Works recommendation. Motion carried – all in favor. Selectman Chartrand and Selectwoman Belanger withdrew their Motion and second so the property owner could have a chance to come in and plead their case.

The Board tabled the rest of the abatement requests until the next meeting.

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 Carol Murray for the Cub Scouts yard sale on November 6, 2015 from 1-9:30pm and November 7, 2015 from 7am-5pm. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Milton T. Sandy Martin Jr. for the Seacoast Idol Auditions on April 16, 2016 from 8am-3:30pm. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Milton T. Sandy Martin Jr. for the Seacoast Idol Event on May 1, 2016 all day. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Allyson Ryder for the Leadership NH Session Day on October 8, 2015 from 830am-5pm. Motion carried – all in favor.

c. Town Manager's Report

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

- Master Plan
- Shoulder widening
- Budget Rec. Committee on Wednesday
- Work continues on the Great Dam MOA

d. Selectmen's Committee Reports

Vice Chair Clement said he attended many meetings including two Planning Board, Technical Review Committee, River Study, Conservation Committee, and RPC.

Selectman Chartrand forwent his report.

Selectwoman Surman forwent her report.

Selectwoman Belanger forwent her report.

Chairwoman Gilman said Historic District Committee met and were awarded \$12,500 to rewrite guidelines.

e. Correspondence

The following correspondence were included in the packet:

- Epping Road Corridor Economic Development
- Letter from NHDOT regarding the Exeter Highway Block Grant
- Letter from resident Christine Kramer

- Letter from Don Clement
- Letter from Mr. Dean regarding ESC site walk
- Letter from Frank Ferraro regarding drones and sponsorship

9. Review Board Calendar

The next BOS meeting will October 5, 2015.

10. Adjournment

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 10:35pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,

Recording Secretary