

Draft Minutes

Exeter Board of Selectmen

December 14, 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. Board Interviews – Conservation Commission

Postponed.

3. Bid Openings/Awards – Water/Sewer Chemical Bids

The following bids were given for the Water/Sewer Chemicals:

- | | |
|---------------------------------|------------------------|
| 1) Jones Chemicals - | Item 1 - \$.70/gallon |
| | Item 2 – no bid |
| | Item 3 – no bid |
| | Item 4 – no bid |
| | Item 5 - \$1.37/gallon |
| 2) Shannon Chemical Corporation | Item 1 – no bid |
| | Item 2 - \$1.22/pound |
| | Item 3 - \$2.01/pound |
| | Item 4 – no bid |
| | Item 5 – no bid |
| 3) Holland Company | Item 1 – no bid |
| | Item 2 – no bid |
| | Item 3 – no bid |
| | Item 4 – no bid |

- Item 5 - \$1.80/gallon
- 4) Monson Companies
- Item 1 – no bid
- Item 2 - \$1.179/pound
- Item 3 - \$2.029/pound
- Item 4 – no bid
- Item 5 – no bid
- 5) Coyne Chemical
- Item 1 – no bid
- Item 2 - \$1.2322/pound
- Item 3 - \$1.9013/pound
- Item 4 – no bid
- Item 5 – no bid
- 6) Park Rose Chemicals
- Item 1 - \$.6135/gallon
- Item 2 – no bid
- Item 3 - \$2.0345/pound
- Item 4 - \$.8528/gallon
- Item 5 – no bid
- 7) Bordon & Remington
- Item 1 - \$.7491/gallon
- Item 2 – no bid
- Item 3 - \$2.0592/pound
- Item 4 - \$.8471/gallon
- Item 5 – no bid
- 8) TBS Chemical Solutions
- Item 1 – no bid
- Item 2 – no bid
- Item 3 – no bid
- Item 4 – no bid
- Item 5 - \$1.40/gallon

- | | |
|---------------------|--------------------------|
| 9) Haycarb USA | Item 1 – no bid |
| | Item 2 - \$.85/pound |
| | Item 3 – no bid |
| | Item 4 – no bid |
| | Item 5 – no bid |
| 10) Unibar USA | Item 1 - \$1.1548/gallon |
| | Item 2 - \$2.2645/pound |
| | Item 3 - \$3.7126/pound |
| | Item 4 - \$1.0744/gallon |
| | Item 5 - \$1.7830/gallon |
| 11) Estro Chemicals | Item 1 – no bid |
| | Item 2 - \$1.238/pound |
| | Item 3 - \$1.98/pound |
| | Item 4 – no bid |
| | Item 5 – no bid |

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to submit these bids to the DPW Water/Sewer for review and recommendation. Motion carried – all in favor.

4. Public Comment

Mike Dawley said he was at the Planning Board meeting last Thursday. He said there was a proposal for a zoning amendment on Epping Road and he wondered who brought that forward. It was discussed that the EDC had voted to bring this forward to the Planning Board. He also asked what the status is with the Strategic Development Plan. Chairwoman Gilman confirmed that it is in the works.

Chief Brian Comeau introduced Justin Pizon as the new Assistant Fire Chief. Mr. Pizon said he has been with the Fire Department for 13 years and that he appreciates this opportunity as he has made a home in Exeter. Chief Comeau said there will be a Promotional Ceremony for Mr. Pizon on Monday, December 21 at 10 am in the Fire Station at 20 Court Street. He invited the Board to attend. Chief Comeau also mentioned the Toy Drive, saying it

will be ending this week. He said they will be helping 88 kids in Exeter as a result of the Toy Drive. He said it has been a good Toy Drive so far and he appreciates everyone's help.

Mr. Dean said the Strategic Plan is in outline form and every 30 days it continues to evolve.

5. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations.

b. Regular Meeting: November 30, 2015

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the November 30, 2015 BOS meeting, as submitted by Nicole Piper. Motion carried –all in favor.

6. Appointments

There were no appointments.

7. Discussion/Action Items

a. New Business

i) FY16 Budget & Warrant Articles

Chairwoman Gilman said that Mr. Dean had gone through and made the agreed upon changes to the budget. She said they still had a couple things to discuss.

Mr. Dean said there is a memo in the packet that tells where things stand.

Chairwoman Gilman said they needed to discuss snow removal. Vice Chair Clement said he had asked about trying to reduce the Snow Removal budget in the Snow/Ice OT line by \$10,000. Selectman Chartrand and Selectwoman Surman said they would go with this. Selectwoman Surman wondered if they should take it out of the budget or the Warrant. Vice Chair Clement thought the budget would be best.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to reduce line 4312-0603-1300 OT Snow to \$70,000. Motion carried – all in favor.

Next, Vice Chair Clement said he had missed something in the previous week that he wanted to speak about, and that it was in the DPW budget in Solid Waste on Page 27. It was proposed they would add part-time hours at the Transfer Station. He would like to reduce the

additional increase here. He said he would propose opening the Transfer Station only one day for a couple months out of the year.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce line 014-323-0604-1200 from \$23,060 to \$17,060. Selectwoman Belanger asked how he came up with his number. Vice Chair Clement said he halved the increase. The vote was called. Motion passed by majority vote. Chartrand votes nay.

Chairwoman Gilman said they would next discuss the Stormwater Phase II Program line. Selectman Chartrand proposed putting some money in the budget and some in a capital reserves fund. He said he hadn't seen much support on this, so he would stand down. Selectwoman Surman said she would like to see a decrease in this line. She said she didn't want to put too much in this budget if it is not needed. Selectwoman Belanger said she wanted to leave this as it. She said they have to make sure they have money for this. Vice Chair Clement agreed they will need money for this, but not as much as is budget for next year. He said they will first need to identify the outfalls, then monitor them, then assess and develop a plan on how to improve storm water quality. He said he thinks they can get away with \$80,000 in the budget for FY16.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to reduce this line to \$80,000. Motion passes with a 3-2 vote. Belanger and Chartrand vote nay.

Mr. Dean said with these Motions, they are at around a 2.06% increase over FY15. Laura Hill, Finance Department, said the new bottom line is \$17,576,735, which is a 2.04% increase over FY15.

Chairwoman Gilman next moved on to Water/Sewer.

Vice Chair Clement made an observation in the Water Fund on page 5. He said the Distribution total is a huge jump. He said it is an increase of \$164,047. He said he knows electricity costs have increased by \$28,000 and the contracted maintenance line has increased by \$98,000 for tank rehabilitation. However, this is a significant increase. Selectman Chartrand said most of the increased contract maintenance is for the Epping Road tank. He said this is a new reality they shouldn't touch. Vice Chair Clement said he understands tank maintenance, but in looking at other lines in distribution he couldn't point out any specific costs. He said this increase is just a general observation.

Bob Kelly, Chair of the Water/Sewer Advisory Committee, said he went to a meeting with DPW and DES about disinfection byproducts. He said they need to do some testing over the next year and make a recommendation to DES about how to move forward. In talking to

DPW and the Budget Rec. Water/Sewer Subcommittee, they came to the conclusion that if they bumped up the budget line from \$40,000 to \$75,000 they would have enough to start that testing on water quality. Again, this recommendation does come from the Water/Sewer Subcommittee. It is located on page 5 in Capital Outlay, lines 7425 and 7449 would come to a cumulative total of \$75,000. Selectman Chartrand asked if this came out of the meeting with DES. Mr. Kelly said yes, and that they need to do some pilot testing. They need to find out the proper blend to avoid violations of their permits, which the town will violate every quarter next year. DES said by the end of 2016 the town needs to come up with some sort of plan. Mr. Kelly said this is beyond in-house capabilities to fix and they need some assistance. Vice Chair Clement said he would feel more comfortable if he was getting this report some staff and getting specifics of this straight from DES. Mike Jeffers, Water Sewer Managing Engineer, said DPW felt comfortable with Mr. Kelly, as Chair of the Water/Sewer Advisory Committee and Chair of the Water/Sewer Budget Subcommittee, giving this report. He said they basically have until the end of January to give DES a schedule for the year and then a year to administer that schedule. Selectwoman Surman asked if DES would send a letter with specifics directly to the BOS. Mr. Jeffers said the next step DES would take would be issuance of an AOC, as they have already sent a letter of deficiency. Selectwoman Surman said she would like to see some documentation.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to add \$35,000 to line 02-4900-0627-7425. Motion withdrawn.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to add \$25,000 to line 02-4900-0627-7425. Chairwoman Gilman brought up Selectwoman Surman's concern of having no documentation. Mr. Jeffers said it was more of an informal meeting with the DES because the next formal action is an AOC which the town does not want. Mr. Dean said they have a letter of deficiency on Pickpocket Dam as well, as an example they do issue these kinds of things. Selectwoman Belanger asked what the fines would be. Mr. Jeffers said DES did not say. Vice Chair Clement said the town has been getting notices on municipal water that is not meeting standards on TTHMs. His concern is they are just plucking numbers out of the air. He said he will be voting for this because he knows the severity of this issue, but he will be looking at the budget more now for any deductions that could happen. Chairwoman Gilman called the vote. Motion carried – all in favor.

Ms. Hill said the new water total is \$2,975,555.

Next, Chairwoman Gilman moved on to the Sewer Fund. There were no comments from the Board.

Mr. Dean talked about putting notice out for a bond hearing on the wastewater facility. He said he advertised it at the CIP number because of the timing and necessity to get it out there.

The Board next discussed the Warrant Article for Light Duty Vehicles. Vice Chair Clement said he is concerned with assigning vehicles and suggested going back to a pool system. He also suggested changing the two new Jeep purchases to compact vehicles which would save \$4000 on each purchase. He said they should be thinking more fuel efficient. There is a state price that is being used for these numbers. He said he thought he was looking at a Ford Focus for a compact vehicle.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce the Replacement Vehicles #7 and #51 from \$19,982 to \$16,100 in each instance. Selectwoman Belanger said they will need a reliable vehicle that will go places a compact vehicle might not. She said an employee has been using his personal vehicle because the one the town provides him isn't heavy enough. Chairwoman Gilman called the vote. Motion passes by majority vote. Chartrand and Belanger vote nay.

Chairwoman Gilman said they would next discuss Human Services. Vice Chair Clement said he did some research and has made some proposed changes to some agencies restoring numbers back to what they asked for in the first place. With his recommendations, the new Human Services number would be \$107,035. Selectman Chartrand said he thinks they should stick with what the subcommittee recommended. Selectwoman Belanger thought Child & Family Services number should go back up to the \$12,000 they requested.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to change Human Service Agencies Warrant Article using the corrective list he has provided and changing the Child & Family Services back to \$12,000, making the new bottom-line \$108,035. Motion passes by majority vote. Chartrand votes nay.

The Board next discussed the Warrant Article for Master Plan Update CRF and Study. Chairwoman Gilman said this would start the updating process with \$50,000. Vice Chair Clement said the Master Plan Update is very critical. He said he would prefer to see money allocated in the budget under Planning Department where it has been in the past.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman that the Master Plan Update CRF and Study Warrant Article be changed to \$25,000. Selectman Chartrand said this is critical and they should leave it as is. Vice Chair Clement said he doesn't think updating the chapters they will get to in 2016 will cost \$50,000. He said they need a plan for this and they have not gotten there yet. Motion fails by majority vote. Gilman, Chartrand and Belanger vote nay.

Next, the Board discussed the Warrant Article for Sick Leave Trust Appropriation. Vice Chair Clement asked if this is the same amount each year. Mr. Dean said yes, it is.

The Board next discussed Accounting, Tax, and Utility Billing Software Lease/Purchase Article. Selectman Chartrand suggested moving over this as Ms. Ravell was not present. The Board agreed and Chairwoman Gilman said she would ask Ms. Ravell for any more information she has.

Chairwoman Gilman said they would next discuss the Article for the Downtown Parking Study. She said this study will look at how parking work. Mike Dawley said he had met with Darren Winham and got some information from him. Mr. Dawley said that John Burke, former parking enforcer for Portsmouth, suggested taking the existing 2002 survey and updating it as Phase I. He said they should need \$12,000 for the downtown area and \$2,000 for Lincoln Street. So, this would be a \$12,000 expense instead of a \$35,000 expense to get back to an updated status. Mr. Dawley recommended taking this phased approach. Selectwoman Surman thanked Mr. Dawley for his efforts. She said this is some good research by a volunteer working with a staff member. Selectman Chartrand said they need this study for potential developers who are interested in Exeter and have questions about parking. Vice Chair Clement said he is doubtful this parking study will tell the town something different from the 2002 study. He said he doesn't think the \$35,000 is a good way to spend money. He said a new study isn't going to tell them anything they don't already know. Selectwoman Belanger said she thinks things have changed in terms of options. She said she is not sure on what the dollar amount should be here. Mr. Dean told the Board they don't need to decide on a dollar amount tonight. He also said in the 2002 study it said "you may want to look into that" on certain things. So, the idea is that this new study will be more precise. Mr. Ferraro said if there was a Phase I parking study for \$12,000, they could maybe throw in another \$3,000 to add in the Train Station. Chairwoman Gilman said the phased approach is a good idea. She said they would put this discussion off until the next meeting.

The next discussion was about the Sportsmen's Club Non-Capital Reserve Fund Warrant Article. Selectman Chartrand suggested forgoing this until after a meeting tomorrow night.

Next, Mr. Dean informed the Board about the Long Term Lease on Town Owner Property which is in regards to a cell phone tower.

Citizen's Petitions were next, and Vice Chair Clement said if no money is involved the Board doesn't have to give a recommendation.

ii) FY16 COLA

Mr. Dean enclosed a memo in the packet saying the FY16 COLA of 1% is scheduled to be implemented the first pay period of July, 2016 for all employees full and part time not subject to a collective bargaining agreement. This is the number Social Security is doing. Frank Ferraro said he had heard in 2017 Social Security will be at 0% so he would second following their numbers. Mr. Dean said he is recommending this 1% COLA increase. Vice Chair Clement said this would add \$14,491 to the budget for 2016, but pointed out this doesn't start until July 1 so it will impact 2017's budget as well, bringing the total to around \$30,000 for a year.

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement for the BOS to schedule non-union employees for a 1% COLA increase beginning July 1, 2016. Motion carried by majority vote, 4-1. Surman votes nay.

b. Old Business

i) Stratham Water Purchase Agreement

Chairwoman Gilman said they had some discussions at the last BOS meeting about daily flow. Mr. Dean said the maximum average daily flow is at 125,000 gallons/day and is referenced in paragraph 2.01.3 a. and b. of the Agreement. Selectwoman Surman suggested eliminating section a. of said paragraph and keep b. but change the number to 125,000. She was unsure when they made the jump from 125,000 to 150,000 gallons/day maximum daily flow, as it was originally supposed to be the 125,000 gallons/day. Mr. Kelly agreed this number should be 125,000 gallons/day, adding that that is the number Stratham requested. Vice Chair Clement also agreed he would like to stay at the 125,000 gallons/day maximum.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS approve the Water Purchase Agreement, with the amendments noted in Section 2.01.3, between Exeter NH and Stratham NH, and further that this Selectboard authorizes our Board Chair to sign that Agreement after all proper reviews by the New Hampshire Attorney General. Motion carried – all in favor.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 75, lot 8 in the amount of \$1,302.54. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 107, lot 5 in the amount of \$91.94. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 70, lot 23 in the amount of \$1,404.70. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 72, lot 46 in the amount of \$544.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 86, lot 75 in the amount of \$388.21. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 64, lot 11 in the amount of \$457.17. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 70, lot 118 in the amount of \$1,466.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran's Credit for map 68, lot 6, unit 615 in the amount of \$500.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran's Credit for map 68, lot 6, unit 628 in the amount of \$500.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran's Credit for map 70, lot 27 in the amount of \$500.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny a Veteran's Credit for map 80, lot 6, unit 8. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Current Use Application for map 28, lot 17 for 20 acres. Motion carried – all in favor.

b. Permits & Approvals

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to approve the Application for Use of the Town Hall by Nate Lamb for the Jeb 2016 Inc. on Saturday December 19, 2015 from 2-3:30pm. Motion carried – all in favor.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to approve the Application for Use of the Town Hall by Francis Ferraro for Carly for President on January 1, 2016 from 9am-6pm. Motion carried – all in favor.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to waive the rental fee for the above Application requested by Francis Ferraro. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean spoke about the following for his Town Manager's Report:

- The Holiday Open House went well last week. He thanks Sheri, Donna, and Ginny Raub for their help putting it together.
- He also said the Town Office lunch went well.
- He attended a value engineering presentation last Friday and said they should be expecting a report within the next 10 days.

d. Selectmen's Committee Reports

Selectman Chartrand report EDC met last week.

Vice Chair Clement reported a Planning Board meeting last week. He also said he met with Kristen Murphy and staff to talk about CAPE. Lastly, he reported a Coastal Risk and Hazards meeting with Dick Huber.

Selectwoman Belanger forwent her report.

Selectwoman Surman had nothing to report.

Chairwoman Gilman reported a Historic District Commission meeting this Thursday.

e. Correspondence

The following correspondence were included in the packet:

- A letter from Hebert & Dolder regarding the Estate of Gail Groomes

- A letter from the NH Department of Transportation regarding the sale of State Owned Land in Exeter

9. Review Board Calendar

The BOS will next meet on December 28 and will discuss encumbrances.

11. Adjournment

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 10:02pm. Motion carried –all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary