

Draft Minutes

Exeter Board of Selectmen

March 7, 2016

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. Public Comment

Brian Griset said one agenda he saw states the Board will discuss Town Facilities Plan. He asked the Board to confirm they will be discussing this. Chairwoman Gilman said yes, it is on the agenda and they will discuss later in the meeting. Mr. Griset also said he went to an Economic Development Committee meeting and heard Darren Windham had only finished one chapter of the Economic Development Plan he has been working on. However, Mr. Griset thought more than one chapter would be finished at this point.

3. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations/recognitions.

b. Regular Meetings: February 22, 2016

Vice Chair Clement had an amendment on page 5, adding the sentence "Mr. Clement said he is concerned that they are taking in far more in revenues than paying out in costs" to the end of the second paragraph. He also had an amendment changing "\$46.6L" to "\$46.6K" in the third paragraph of page 5. His final amendment was on page 9, changing the second and third sentence of the second paragraph to read "They also had a preliminary review of the Exeter Housing Authority who is looking to expand properties off Linden Fields."

Selectwoman Belanger had an amendment on page 5, adding another sentence on the end of paragraph 2 to read "In reply, the Town Manager mentioned the need to look into the CIP for cable television stations."

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the February 22, 2016 BOS meeting, as amended by Vice

Chair Clement and Selectwoman Belanger, and as submitted by Nicole Piper. Motion carried – all in favor.

c. Special Meetings: All Boards Meeting February 10, 2016

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the February 10, 2016 All Board Meeting, as submitted by BOS Chair Julie Gilman and an addendum by Patrick Gordon. Motion carried – all in favor.

4. Appointments

There were no appointments.

5. Discussion/Action Items

a. New Business

i) Swasey Parkway Trustees re: capital needs

Selectwoman Surman described Swasey Parkway as Exeter’s “front porch”. She said the Swasey Trustees are a very dedicated group. She introduced Gerry Hamel, Joe Mikulsky, and Mark Damsell.

Mr. Hamel spoke first, and said he wanted to discuss some things happening at the Parkway. He said the Parkway has been seeing more use. There are a lot of events happening in 2016, and he named them off. He said there are a lot of good groups coming into the Parkway. He said concerts and movie nights in the Parkway have been extremely well attended.

Some capital improvements they have done in the Parkway include rebuilding stone entrances, air raiding and seeding, ongoing pruning/mowing, and they brought pavers in for underneath the benches.

Mr. Damsell said there are some ongoing maintenance projects. He thanked all of the volunteers that have worked on the Parkway. He also thanked all the businesses that have donated to the Parkway. He said mainly donated goods saved the park. He said tree pruning still needs to be done. He will be meeting with Mike Jeffers to discuss upgrades of the pump station and forced water through the Park.

Mr. Mikulsky is the third Trustee and said their goals as Trustees are to try to make the Parkway more usable and approachable. He said they are talking about putting an information kiosk in the Park. They are also looking at the benches in the park. He said they are deteriorating. He has been trying to reach out to the families that sponsor the benches, and

asked for the BOS and Town Manager's assistance on how to contact all the families. He would like to ask the families if they want to replace their bench, or, if not, stop sponsoring their bench so it can be replaced.

Selectman Chartrand thanked the Trustees and Selectwoman Surman for all their work on the Parkway. He said he will try to work on pulling some money for benches during the budget season.

Vice Chair Clement said the maintenance of the benches has always been an issue.

Mr. Mikulsky said they are also looking at putting in a cul-de-sac north of the Swasey Pavilion. The Trustees would like to the use of the roadway for pedestrians during family hours more and road closure because the pedestrian path is too narrow. The cul-de-sac would allow people to drive in to the pavilion still if the road was closed off. He said nothing is finalized and they are just exploring this as an option.

Mr. Mikulsky said the Trustees are also looking at installing a bathroom instead of having a port-o-potty. This would be a permanent bathroom.

The Trustees have also noticed some erosion behind the maintenance shed. It is severe and ongoing. Mr. Mikulsky said they have contacted the Town Engineer to conduct a study but haven't heard back. He said they are looking to the BOS for help on that as well.

Mr. Dean said he has been encouraging the Trustees to develop a multi-year capital plan. He also encouraged them to get the Town Planner involved. He said there might be some grant programs out there. Mr. Mikulsky said the Trustees are trying to build their 10-year plan.

Mr. Mikulsky asked who is responsible for the maintenance of the Swasey Pavilion. He said the Friends of Swasey Parkway built in and still have a bank account with some money in it for the Pavilion. Mr. Dean said it is on town property so it is the town's structure. He said they need to look at where that bank account lies and who is in charge of it.

Vice Chair Clement asked where the permanent bathroom would be. Mr. Hamel said off of Water Street there is a water meter before the Pavilion. This area wouldn't interfere with anything. There is water, sewer, and electricity out there and it is on flat land. He said they would still need to go through the Town Planner and the BOS. He said they would still need to look into security to prevent vandalism of the bathroom and other such details.

Vice Chair Clement asked the Town Manager to get someone to look into the erosion issue. Mr. Dean said he would and would like to engage different departments.

Mr. Mikulsky asked again if the maintenance of the Pavilion is the town's responsibility. Mr. Dean said there was never anything put in writing after the structure was built. He asked Mr. Mikulsky if the Trustees are looking to the town to maintain the Pavilion. Mr. Mikulsky said yes, they are looking for that.

Chairwoman Gilman thanked the Trustees for putting this information together and initiating a 10-year plan.

Selectwoman Belanger said next time this comes up, she would like a packet with all the paperwork that goes along with the Parkway (deeds and such) to reference.

ii) Town Building Defibrillators

Chairwoman Gilman said the town has installed new defibrillators. Vice Chair Clement said the Safety Committee has talked about the installation of defibrillators for years. They were unsure what department this would fall under. Brian Comeau said it would fall under the Fire Department. These are life saving devices. He said the Fire Department is well positioned to do this because they can provide the training.

Chairwoman Gilman read a memo in the packet which explains where there currently are defibrillators and where the Fire Department recommend more should go.

Fire Chief Brian Comeau said those recommended places they are looking at are areas that would give the best coverage. He said the prices are \$630 per unit for one to be installed in a vehicle and \$760 per unit for a wall mount defibrillator. The total project would cost \$4,185. He said the Fire Department has given training and there are currently 66 defibrillators in Exeter.

Mr. Dean asked if they are in the schools and senior center. Mr. Comeau said most schools have them but the senior center is not protected at this time.

Mr. Dean said the list of recommended installations is a great list. He said not they need to set up a funding mechanism. Vice Chair Clement asked about the Ambulance Revolving Fund for funding of this project.

Mr. Griset suggested the town go with the Phillips brand defibrillator. He said the battery lasts four years and it has a seven year warranty. He also suggested the town standardize the defibrillators throughout the town so those trained know how to use all of them.

Chairwoman Gilman said the only thing they need now is a way to fund and once they find funding they can start implementing. Selectwoman Belanger suggested looking to insurance companies for funding. Mr. Dean said he would look into it.

iii) Town Facilities Plan Committee Discussion

Chairwoman Gilman said this was first brought up in December. She said it was recommended a Committee be set up to go through the Town Facilities Plan and say how to move forward. Some suggestions in the Plan have dollar figures attached and are expensive.

Mr. Dean said the Committee suggestion is on pages 11-12 in the Plan. It says the Committee should be made up of qualified members. One of the core elements is the prioritization part.

Selectwoman Surman asked if part of the Plan was supposed to be about consolidation of buildings and to see if some buildings should be sold if they are too far beyond repairable.

Vice Chair Clement said setting up criteria for priorities is an important step. He also suggested looking at setting up a capital reserves fund for facilities. He said it is time to start building that up. He said this is something to think about. He likes the idea of an impartial committee and said they need to do intensive outreach to get the qualified members they need. Chairwoman Gilman wondered if the impartial committee includes the BOS. Selectman Chartrand said he took it to mean no specific department was included. Mr. Dean said the Maintenance Department will be advising throughout the process. Selectman Chartrand said they are about to clear some money off their bond schedule and suggested incorporating some of that room for this project.

Vice Chair Clement said they need to make sure they go at this in an aggressive manner. He said they need to integrate this process with the Master Plan "Facilities" chapter update.

Chairwoman Gilman asked the Board to get her some name suggestions for this Committee. Mr. Dean said an outside ADA member would lend a lot to the process.

Vice Chair Clement asked if the Plan on the town website is the complete Plan. Mr. Dean said yes, he believes so and also said there is a hard copy in the office.

Mr. Griset commented, saying he thinks the impartial committee is a great idea. He said he is envisioning something like the Water/Sewer Advisory Committee in the mid-2000s. He suggested defining what the Board wants in a committee member and defining a specific scope. He said in the summary online there a mention of four acres of land that the town is in the process of acquiring. He asked if there is any information on that. Mr. Dean said they have discussed it in one non-public session and have had no follow-up.

b. Old Business

There was no Old Business.

6. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

There were no tax, water/sewer abatements or exemptions.

b. Permits & Approvals

There were no permits or approvals.

c. Town Manager's Report

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

- Parks/Recreation registration for summer camp opened today. He said online registrations sold out fast but they are still taking in person registrations
- Parks/Recreation is working on the 8.6 acres of land that was approved for use in regards to suitability for development. The land can be developed, and not they have to decide what can go back there
- Riverwoods did receive approval from the BTLA to extend the deadline until April 25
- HB 1687 & HB 1688 were voted down by large margins
- He took part in the Dr. Seuss Read Across America last week
- Police Department also took an active role and the Fire Department held a Stop, Drop & Read
- The Great Dam grant is active and will be administered soon
- Spoke at the Rotary about the Warrant Articles
- He interviewed with NH Public Radio
- Application is forthcoming on gourmet gift baskets for CDBG
- Tomorrow is voting day

d. Selectmen's Committee Reports

Selectman Chartrand had no committees to report on, but said he read with a second grade class.

Vice Chair Clement reported a Planning Board will meet this week and PEA will be there to talk about their new Field House and relocating the rest of their tennis courts. He has a Rockingham Planning Commission meeting on Wednesday night in Stratham.

Selectwoman Belanger reported on a Conservation Commission meeting. She also mentioned she doesn't think draft minutes should be included in the packet. At her meeting they had a presentation from PEA on four new outfalls. They also had a conversation on an 80 Epping Road conservation restriction. She said there was some confusion about whether conservation had to accept an easement for 80 Epping Road. Mr. Dean said the owners of 80 Epping Road are looking to get to a property closing. Selectwoman Belanger said considerable discussion was had on this. Vice Chair Clement said there is a lot of confusion about acreage with this. Selectwoman Belanger said they had no property description available.

Selectwoman Surman reported the Swasey Trustees met.

Chairwoman Gilman reported no meetings but Heritage Commission will be meeting to talk about mitigation of displays. She said they have input from VHB. She also said HDC received more money for their grant so they are up to \$28,000 for the rewriting of their regulations. They have found a consultant who can get it done on their schedule.

e. Correspondence

The following correspondence were included in the packet:

- Multiple Committee agendas and minutes
- Legislative Bulletin

7. Review Board Calendar

The BOS will next meet on March 14 at 7pm.

8. Non-Public Session

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to go into a non-public session under RSA 91-A:3 II (a) (b) at 8:38pm. Motion carried –all in favor.

The Board emerged from non public session. Selectman Chartrand moved to adjourn. Selectwoman Belanger seconded. The Board stood adjourned at 9:05 p.m..

Respectfully submitted,

Nicole Piper, Recording Secretary