

Final Minutes

Exeter Board of Selectmen

February 22, 2016

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. Tax, Water/Sewer Abatements & Exemptions

Riverwoods was present to talk about their abatement application. There is a memo in the packet to this effect. **Motion:** A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to request a continuance of the BTLA deadline and further sometime have a non-public meeting with Riverwoods, the BOS, the Town Manager, and the Assessing Department. Motion carried – all in favor. Riverwoods was comfortable with this Motion.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny abatement for map 68, lot 6, unit 611. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 47, lot 4, unit 4 in the amount of \$251.02. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 64, lot 34 in the amount of \$326.91. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 63, lot 268 in the amount of \$186.44. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve three Veteran's Credits all in the amount of \$500.00 each, for the following map/lot/units: 21/31, 11/18/1, and 104/79/124. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to grant an Intent to Cut for map 46, lots 1&3. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny abatement for map 97, lot 5, unit 5. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 104, lot 78 in the amount of \$237.52. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 110, lot 2, unit 105 in the amount of \$76.62. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 29, lot 15 in the amount of \$899.01. Motion carried –all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve three Veteran’s Credits all in the amount of \$500 each, for the following map/lot/units: 70/119, 68/6/746, and 80/7/5. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran’s Credit for map 68, lot 6, unit 526 in the amount of \$2,000.00. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve an Elderly Exemption for map 104, unit 79, unit 115 in the amount of \$152,251. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve an Elderly Exemption for map 55, lot 46 in the amount of \$183,751. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Yield Tax for map 48, lot 4 in the amount of \$208.81. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Disability Exemption for map 104, lot 79, unit 1012 in the amount of \$125,000. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to waive interest on the property at map 24, lot 29 in the amount of \$658.41. Vice Chair Clement said they are setting precedent here. He said if they grant this, they are opening the possibility of others saying they didn’t receive their tax bill and wanting the interest to be waived. He said property owners should be following up with the town if they do not receive their tax bill. Selectman Chartrand said this property owner has an excellent history of payment, which is

why he made the Motion. Selectwoman Surman said this is similar to a mortgage payment; the bill still needs to be paid. She said she is not in favor of granting this. Chairwoman Gilman called the vote. Motion passes, 3-2 vote. Surman and Clement voted nay.

Chairwoman Gilman said there is an applicant (at 120 Portsmouth Avenue) who is appealing the interest due to not receiving their bill because of an address error. They would like to have the interest waived because they are a good taxpayer and their bill came to them late. **Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to deny this request. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve a Water/Sewer Abatement for 20 Pine Street in the amount of \$1,231.07. Vice Chair Clement said, again, he is going with precedent. He said it is the owner’s responsibility to make sure their water systems on their properties are working properly. He said they have denied many of these before and he did not believe they should be approving this one. Chairwoman Gilman said her question would be why the memo in the packet says DPW recommends this approval, but doesn’t say why. Selectwoman Surman said this is unfortunate, but said if they keep granting all these requests, who will be paying for the water. Selectwoman Belanger said she does not look at this as neglect. Chairwoman Gilman called the vote. Motion failed with a 1-4 vote. Gilman, Clement, Belanger and Surman voted nay.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve a Water/Sewer abatement request for 24 Hampton Falls Road in the amount of \$119.39. Vice Chair Clement said by approving this, more people will come in with leaking toilets. Motion failed with a 1-4 vote. Gilman, Clement, Belanger and Surman voted nay.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve a Water/Sewer abatement request for 8A Wentworth Street in the amount of \$121.51. Motion failed with a 1-4 vote. Gilman, Clement, Belanger and Surman voted nay.

3. Public Comment

There was no Public Comment.

4. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations/recognitions.

b. Regular Meetings: January 25, 2016

Vice Chair Clement had an amendment to page 7, changing “Logan’s” to “Rogan’s”.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the January 25, 2016 BOS meeting, as amended by Vice Chair Clement, and as submitted by Nicole Piper. Motion carried – all in favor.

5. Appointments

There were no appointments.

6. Discussion/Action Items

a. New Business

i) Quarterly Financial Report

Doreen Ravell, Finance Director, included a report in the packet. She said as of 12/31/15 general fund revenues are \$17.98M. She said general fund revenues are relatively flat, coming in at a 1% increase over prior year. Motor vehicle revenues have increased by \$103,000 over prior year. Building permits and fees have increased by \$169,000 due to many commercial and residential building projects around town. There have been a few decreases in revenues, including a \$19,000 decrease in overall Police Department revenues. The general fund expenditures have decreased by \$48,000 over prior year. Mr. Dean also asked the Board to take into account the snow/ice budget overage for 2015. Ms. Ravell said the overspending on the snow/ice budget was \$208,000.

The water fund revenues are basically flat. There was a slight increase of \$46.8K, or 2%, mostly attributable to a \$14K Asset Management Grant. Water fund expenses have increased by \$430,000, or 17%, due to higher wages, taxes, benefits, legal, debt service, and utilities costs. Water fund net deficit as of 12/31/15 is \$428K, which has decreased by \$383K from prior year. Vice Chair Clement asked what year they are in on the five-year water replacement bond. Mr. Dean said he believes they are in year three. Vice Chair Clement said the Water/Sewer Department could get some data on revenues from that project. He said he had heard the project would pay for itself in three years. Mr. Dean said an analysis of the revenues from the new meter project was done.

Ms. Ravell said sewer fund revenues are relatively flat at \$2.5M. Revenues have decreased by 5%. Sewer fund expenses have decreased by \$27,000 over prior year. The sewer fund net deficit as of 12/31/15 is \$164.6K, which has increased by \$150K over prior year.

Ms. Ravell said the EMS revolving fund is relatively flat. She said the new billing company for the ambulance is all caught up. Mr. Dean said the Board also approved an expense for a transportation cot in 2015 which came out of this. Wages, taxes and benefits have decreased by \$33,000 due to less overtime, taxes and benefits. General expenses have

increased by \$12.3K. The net income is \$119.5K in 2015, which is a 23% increase over the prior year.

On the Cable TV revolving fund, Ms. Ravell said revenues have increased by \$7000. Expenses have decreased over prior year. Net income has increased \$48,000 over the \$41,000 for prior year. Vice Chair Clement said he is concerned that they are taking in far more in revenues than paying out in costs. In reply, the Town Manager mentioned the need to look into the CIP for cable television stations.

Ms. Ravell said the recreation revolving fund revenues have increased by \$20,000 due to special event revenue. Expenses have increased by \$46.6K due to concrete in the pool and the tennis court resurfacing. The fund saw a \$11,000 deficit this year in net income.

Selectwoman Surman asked what line sponsorships would be in. Ms. Ravell said it would probably be a better idea to make that separate to track it more efficiently.

In the Water/Sewer outstanding accounts receivables, Vice Chair Clement made a comment about charging the Town Manager to collect that one long time outstanding bill.

ii) Amtrak Sign Location Approval

Bob Hall, from the Exeter Train Station Committee, was in front of the Board asking to place two more signs advertising Exeter as an Amtrak community up; one on Portsmouth Avenue and one on Kingston Road near the ball field. Chairwoman Gilman asked if Amtrak has looked at putting these signs on Route 101. Mr. Hall said the State has an agreement regarding that. Vice Chair Clement asked why this location on Portsmouth Avenue. Mr. Hall said they are concerned with an overabundance of signs. He said the Committee just wants the sign to be placed for when people come into town. Selectwoman Belanger asked if they considered any place along Hampton Road. Mr. Hall said they did consider that, but thought Portsmouth Ave and Kingston Road would be a better choice. Chairwoman Gilman said they should reconsider Hampton Road because of all of the traffic on that road.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS approve placement of Amtrak signage on Portsmouth Avenue between Exeter Lumber and Monster Gas and on Kingston Road near Brickyard Park. Motion carried – all in favor.

iii) HHW 2016 Grant Acceptance

Vice Chair Clement said last year was their biggest turnout ever, for the Household Hazardous Waste Collection Day. He talked about the benefit of this program, as it keeps hazardous waste out of landfills and roads. Mr. Dean said Exeter is benefitting from by adding

more communities to be involved. He said Exeter sees its contribution decrease a bit by doing this. Vice Chair Clement said this is a well-run and very efficient event.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to authorize the BOS to apply for, accept and expend money from the state, federal, or other governmental unit or a private source which set forth in NH RSA 31:95b; and further that the BOS accept Household Hazardous Waste Collection funds and enter into a contract with the NHDES; and further authorize the Town Manager to execute any documents which may be necessary for this contract. Motion carried – all in favor.

iv) Public Works Mutual Aid Agreement

Chairwoman Gilman said this is a program that the town gets reimbursed on. There is a list in the packet of other towns that participate in this program. There are some amendments to the Mutual Aid and Assistance Agreement, and Vice Chair Clement asked what those amendments are. Mr. Dean said he did not have the amendments on hand.

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to have the Selectboard approve and direct the Town Manager, Russell Dean, to sign the New Hampshire Public Works Mutual Aid Program Mutual Aid and Assistance Agreement. Motion carried – all in favor.

v) Town Hall Use Fees

Chairwoman Gilman said the Board has talked about changing the Town Hall use fees in the past. Mr. Dean said there is an Application for Special Event form and an Application for Use of Town Facility included in the packet. The changes to the Application for Use of Town Facility are an increase in the rental fee to \$125/day and the addition of tech/av services at \$100/hour. Vice Chair Clement asked what the current rental fee is. Mr. Dean said it is \$75/day and added there is no current tech/av services fee. Selectman Chartrand said he is in favor of these two forms and the fee increases. Chairwoman Gilman said they need to look at all the different groups who would apply, and determine the status of non-profits, as their rental fee is waived. Selectman Chartrand said any political party event needs to pay. Selectwoman Surman said they need a really good definition of non-profit. Mr. Dean said the purpose of tonight is just to get input on the two revised forms. He said there would need to be a public hearing if they were to change the rental fee.

Vice Chair Clement asked if there is anything that talks about how to get reimbursed for costs like police detail. Mr. Dean said Fire/Ambulance/Police details are handled by those departments so they send out bills.

Vice Chair Clement asked if it is necessary to have two forms, and asked if they can incorporate everything into one form. Selectman Chartrand said they are getting input from Ms. Riffle that two forms are better to sort out events. Mr. Dean added that the checkboxes are good because they will hopefully take out issues and make the process more efficient. Chairwoman Gilman said if they add some more checkboxes the form can be clearer and stronger if all the information is incorporated into one form. She said they will have a discussion with Ms. Riffle and move forward.

Overall, the Board agreed they are comfortable with the new changes.

vi) All Boards Meeting Recap

Chairwoman Gilman said the All Boards meeting was a great meeting and a lot of good ideas came of it. She said they will be meeting again on June 15. She said folks were given three assignments to bring back to the June meeting and they were: suggestions for better training, put together an orientation package, and to make recommendations on a Planning Flow Chart.

Vice Chair Clement said the Planning Board met after and they put together a booklet with all necessary regulations and information for new members. He said they talked about all land use committees updating their policies, procedures, and bylaws.

Vice Chair Clement said orientation packets need to be better defined. He said there should be one big book with all the different orientation packets for the different committees.

Chairwoman Gilman said there are educational opportunities out there to become further educated/trained for land use boards.

Chairwoman Gilman added that it was a very productive meeting.

b. Old Business

i) 2016 Health Insurance Agreement

Mr. Dean said there is an Exhibit A Certificate of Authorizing Resolution which involves all the active insurance memberships and an Addendum A Certificate of Authorizing Resolution which allows the town to combine with Housing Authorities.

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Town of Exeter shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B, and that Russell Dean, Town Manager, is hereby authorized and directed to execute and deliver to

HealthTrust, on behalf of Town of Exeter, the “Application and Membership Agreement” in substantially the form presented to this meeting. Motion carried – all in favor.

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Town of Exeter shall participate in the combined rating arrangement for medical coverage offered by HealthTrust to Exeter Housing Authority and Town of Exeter. Further, that the “Agreement Regarding Combination of members for Rating Purposes” between Town of Exeter, HealthTrust, and the other combining HealthTrust member(s) (the “Combination Agreement”) is hereby approved in the form presented to this meeting and that Russell Dean, Town Manager, is hereby authorized and directed to execute and deliver to HealthTrust (i) an acknowledgment of the terms and (ii) a certificate of this resolution. Motion carried – all in favor.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

These were taken up at the beginning of the meeting.

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:

- The new Town Planner started today. He urged all to come meet him
- Begun review of the Town Facilities Plan which is looking very comprehensive. He said there is a lot of good info in it and there will be a work session
- Ballots have come back from the printer and are available to look at online at exeternh.gov
- A Police Chief forum at the Town Hall was held and he has had positive feedback from that
- A Seabrook drill on 2/10 at the Fire Department. The latest drill was an “all-in” situation. These are important drills
- There is an issue with Fairpoint where they want Exeter to sign a pole attachment agreement that the town didn’t have to sign before. They have given the town a proposed agreement to look at. He is working on trying to find a solution for this.

- There is an issue where Plaistow is looking to bring more attention to the lighting fixtures issue. They are looking to have others join them to find a solution.

d. Selectmen's Committee Reports

Selectman Chartrand reported an EEDC meeting last week that he missed.

Vice Chair Clement reported a Planning Board meeting where they approved a cooling tower at the Mill. They also had a preliminary review. Exeter Housing Authority met and is looking to expand properties off Linden fields. The Safety Committee met last week and talked about a slip and fall that happened in front of the Town Offices building and how to make the steps more safe.

Selectwoman Belanger reported a Conservation Committee meeting where they talked about firearms discharge at Raynes Farm. They also talked about trail closures during harvesting and advised people not to go on trails that are marked closed.

Selectwoman Surman reported Swasey Trustees will be meeting tomorrow morning.

Chairwoman Gilman reported a Heritage Committee meeting that was cancelled. On the next agenda they will be talking about the dam. She said HDC met on Thursday and talked about the expansion of Whirly Gigs.

e. Correspondence

The following correspondence were included in the packet:

- A letter from Xfinity
- A letter from Jeffrey Tamkin
- A letter from Riverwoods

8. Review Board Calendar

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

10. Adjournment

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 9:16pm. Motion carried –all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary