

Draft Minutes

Exeter Board of Selectmen

April 11, 2016

1. Call Meeting to Order

Chairman Dan Chartrand 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 Julie Gilman, Selectman Don Clement, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Bid Openings – Line Marking/Striping

Mr. Dean said these bids are for the annual street marking.

Chair Chartrand read the following bids:

- | | |
|--------------------------------|-------------|
| 1) Markings, Inc. | \$22,229.99 |
| 2) Highway Safety Systems Inc. | \$22,950.77 |

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to refer these bids to DPW for a recommendation. Motion carried – all in favor.

3. Public Comment

Gerry Hamel talked about how he hopes the Board will take into consideration abatement requests and look into them.

4. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations/recognitions.

b. Minutes: March 14, 2016; March 28, 2016

Selectman Clement had an amendment to the March 14th minutes on page 5, where the Motion was made to go into a non-public session. He wanted to amend the Motion to add the following sentence after “7:47pm”: “The Clerk called the roll. Selectman Clement answered aye, Selectman Chartrand answered aye, Selectwoman Surman answered aye, and Selectwoman Gilman answered aye. Motion carried – all in favor.”

Motion: A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to accept the minutes of the March 14, 2016 BOS meeting, as amended by Selectman Clement, and as submitted by Nicole Piper. Motion carried – all in favor.

Selectman Clement had some amendments to the March 28th meeting. The first was on page 1, adding a “second” to Selectman Chartrand’s nomination. He also amended the sentence to add that himself and Selectwoman Surman voted for him, and Selectwoman Gilman, Selectwoman Belanger, and Selectman Chartrand voted for Selectman Chartrand. He also had an amendment to page 4, paragraph 2, changing “reference” to “use”. His third amendment was to page 11, adding “revision” after “lot line” in his Committee Report. Also, he amended the last sentence in that paragraph to read “The Planning Board reviewed a preconceptual design proposal for a 60 house subdivision. Selectwoman Surman had an amendment to page 11, adding in her Committee Report that there will be 43 vendors at the Farmer’s Market. She also amended that last sentence to read “...have come up with an application form in regards to the dedication of benches.”

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to table the minutes of the March 28, 2016 BOS meeting for revision. Motion carried – all in favor.

5. Appointments

There were no appointments.

6. Discussion/Action Items

a. New Business

i) TEAM (Town Exeter Arts Music) Update – Scott Ruffner

Scott Ruffner said he has been making great progress with TEAM in the last year. He said, however, that one of the problems he has been running into is trying to work with some of the “gatekeepers” in town (DPW, Parks & Rec, etc). He was in front of the Board looking for guidance on what to do to get more support from the town. He said he wants to continue forward with what he is doing, but he wants to make sure things are still actually moving forward before he asks for help. He is trying to be more active to get support with funding.

Selectwoman Surman asked Mr. Ruffner what he meant by “gatekeepers”. Mr. Ruffner explained “gatekeepers” to be those who facilitate what is happening culturally in town, i.e. Chamber of Commerce. Selectwoman Surman asked Mr. Ruffner if he is a town funded Committee, and if not, if he is trying to be. Mr. Ruffner said no, that this is all non-profit, but added he thinks the Arts Committee could use more backing. Selectwoman Surman asked him

if he could do a music fest at the Parkway. Mr. Ruffner said they are trying to do that but said there are roadblocks with that too.

Rose Bryant, resident, said Mr. Ruffner has done a lot with the non-profits he has created. She commented that all the local in town now is great. She said she would love to see the Rec Department take on more local artists.

Vice Chair Gilman said the Board can talk to Parks & Rec about how they go about selecting who is participating in events. She asked Mr. Ruffner if he is looking for the town to donate money for the TEAM effort. She said the budget is already difficult. She doesn't want to see the Arts disappear, but said they need to be careful with the budget. Mr. Ruffner said he would like to see the money that's already allocated for the Arts to be used in a different way.

Chad Verbeck, a local musician, said he hasn't seen anybody take on local arts as much as Mr. Ruffner. He said he would like to see more local artists in town, not those from Boston in such, but actually from the area. He said Mr. Ruffner has been getting gigs for a lot of other musicians in town. He added that this is another element of town that could be better than it already is.

Gerry Hamel, of the Parkway Trustees, said the only roadblock for a music fest in the Parkway is the selling of beer. He said the Trustees all agreed that the Powderkeg event will be the only event with alcohol. He said the Trustees would be willing to work with Mr. Ruffner any time on any venue with music. He said they would love to see more things happening in the Parkway.

Selectwoman Belanger said all this work sounds great and thought some business owners in town might want to get involved.

Selectman Clement told Mr. Ruffner that he is impressed by what he has brought in these last two years. He said the Board can only manage the public venues. He suggested maybe there are other areas in town (other parks) where Mr. Ruffner could have events.

Chair Chartrand said they should have a conversation with Mike Favreau. Mr. Ruffner said, as music professionals, he knows more about music and diversity of music that would be appealing to all crowds. Selectwoman Surman said the concert series is one of the most successful things for Parks & Rec.

Chair Chartrand said he will look to see if the Board can take this up at a further meeting. He added that this is something he is really interested in.

Selectman Clement said to have this conversation without Mr. Favreau in the room is the wrong approach. He said they should get his input.

ii) Planning & Economic Development Update – Epping Road

Mr. Dean said Darren Winham, the Economic Development Director, was present to give a report. Selectman Clement had asked for him to appear before the Board.

Mr. Winham showed a PowerPoint which started with a map of the Epping Road TIF district. He said the TIF district is a 1.5 mile stretch on Epping Road with 587 acres and a \$79.5 million value. He continued to go over his goals, opportunities, and challenges. Some challenges include traffic issues, infrastructure lacking, topography, and wetlands hinder area. He show an Epping Road Corridor Potential Development Map and gave some estimated taxable values. He showed a chart of the Epping Road TIF District Development Potential and explained how to meet the TIF “gap”. In regards to the Economic Development Strategic Plan, he said he is currently writing the draft. He said there will be two public input sessions and insight gained will assist the Master Plan. The EDC has created a subcommittee to assist with the Economic Development portion of the Master Plan.

Dave Sharples, Town Planner, gave a Master Plan Process and Projected Timeline. He said on March 16 the voters approved \$50,000 to update the Master Plan. In May/June 2016 the RFP will be issued for consultants to work on the project. In June/July 2016 a consultant will be selected and the scope of work will be defined. From July to December 2016 the draft Master Plan will be created and several public meetings will be held. From January to March 2017 the Master Plan will be finalized by the Planning Board.

Selectman Clement said this is the first time he has seen Mr. Winham’s goals (some including new jobs and infrastructure improvements). He asked for a copy of Mr. Winham’s presentation. He added that he does not want housing to find its way into a discussion that is about economic development – which is non-residential. He said he is nervous about what responses Mr. Winham will get from his survey that he added in the packet. He thought the questions were a bit persuasive. He wants more information about EDSP and recommended bringing in a facilitator to an EDSP meeting so there is more of a brainstorming approach.

Selectwoman Surman said she keeps hearing talk about housing and added that this is a supposed to be a non-residential area. She urged they keep with commercial development on Epping Road, as the voters said no to residential.

Mr. Dean said it is true the voters did vote no, but said these are all issues that need to be looked at.

Mr. Sharples explained how his math came out to there being an estimated \$80 million in new investment possible for the TIF based on current value per acre. Mr. Dean said there is a

major parcel out there right now the King parcel that only pays \$108 in taxes a year. It is underperforming.

Selectwoman Belanger said the Lincoln Street EDSP meeting that was held was run great and many ideas came out of it.

Vice Chair Gilman asked if they can see the data of the survey. She also asked the Town Planner if he thinks the Master Plan will really be done by Jan/March. Mr. Sharples said he would hope so and added he doesn't see any reason they can't move ahead. He said they need to keep it moving and keep people engaged.

Mr. Winham said housing is a part of economic development. In regards to the survey questions, he agreed that the public has to guide the process. Ms. Bryant suggesting getting it out to the public by putting a link on the town website and Facebook. Also, she asked about the infrastructure and where the plan for sidewalks comes in. Mr. Winham said that is not in the TIF yet, but he has heard a lot about that. He said they don't have a plan for sidewalks yet, but did hear what Ms. Bryant was saying. Mr. Dean said there is no comprehensive new sidewalk plan. He said the TIF Financing Plan can be amended by the town at town meeting if priorities change.

Selectman Clement said a lot of Master Plan chapters are to be updated, not rewritten. He said the schedule does sound ambitious, but there isn't as much work going in as there would be if all the chapters had to be rewritten. He said with regards to the sidewalk discussion, there is a plan but only for existing sidewalks.

Gabrielle Grossman, resident, said there is a major need for a crosswalk at the Winter Street to Park Street Common. Mr. Dean recommended they have DPW put together an overview of all the crosswalk issues in town and said there are quite a few issues.

Chair Chartrand said he believes they need to move forward with a compromise between the wetlands restrictions and the use restrictions. He asked the Conservation Commission and Planning Board reps from the Selectboard to see what those Committees views are on this.

iii) Sign Request – Epping Road

Mr. Dean said there is a proposed sign license agreement that would allow a sign where Tom Monahan's current sign is on Continental Drive. The term of the agreement would run from May 1 to April 30 of each year. It is subject to renewal at the discretion of the Board.

Mr. Winham said Public Works, the Highway Department, and Mr. Monahan are all ok with this agreement. He said the sign would be almost exactly the same to what is already there.

John Sherrill, owner of Key Heating & AC, spoke saying to have exposure on the street is very important to them.

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Belanger to approve a sign license agreement to allow a sign within the Town's right-of-way on Continental Drive for AMM Irish Properties, LLC, and Key Heating & Air Conditioning, Inc, and further authorize the Town Manager to sign the agreement. Motion carried – all in favor.

iv) Review Board/Committee Appointments

Vice Chair Gilman said they are still waiting on responses for the Committees. She said a lot of people are not coming back to their Committees. Mr. Dean said they need to make sure that if a member is going from Alternate to a Full Member that they leave their Alternate status. Vice Chair Gilman said they relied on a method of putting an Alternate into an empty spot. There is a list in the packet of the positions becoming available. She said different Committees have different rules about term time and they need to look at that. Mr. Dean said they need to really clarify who is an Alternate and who is a Full Member. Vice Chair Gilman said the Historic District Commission really needs someone.

Chair Chartrand said they will work to fill these spots. He said there can be multiple nominations for a spot but it needs a nomination and a second. It is similar to Board elections. Mr. Dean said those interested should talk to Sheri Riffle. He said the volunteer application is online or people can call or stop by the office.

v) Shared Drive – Assessing Documents

Mr. Dean said that per Selectman Clement's request, his office has set up a shared drive where documents are uploaded to be viewed by the Selectboard.

Selectman Clement said he thought he was able to get onto the shared drive. However, he said the assessing stuff is not on there yet. Mr. Dean said they have had some discussion internally on how to do this.

b. Old Business

i) Facilities Committee Draft Charge

Vice Chair Gilman said she put back in the language pertaining to the Town Facilities Plan and added the experience of people they are looking for. She thought they should add in

“Please provide a product” when they talk about a written report being produced at the end of each year. Selectman Clement had some language about that as well.

Motion: A Motion was made by Selectwoman Surman and seconded by Vice Chair Gilman to accept the Facilities Advisory Committee Final Draft with the single amendment by Selectman Clement. Motion carried – all in favor.

On a different note, Selectman Clement asked when they would be doing the annual review of the Town Manager. Chair Chartrand said it is in the process of being planned.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve a Disability Exemption for map 73, lot 242 in the amount of \$125,000. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve a Veteran’s Credit for map 84, lot 5 in the amount of \$500. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an abatement for map 113, lot 3 in the amount of \$495.48. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an Elderly Exemption for map 80, lot 6, unit 39 in the amount of \$152,251. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to deny an Elderly Exemption for map 19, lot 1. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an Excavation Tax for map 64, lot 52 in the amount of \$389.28. Motion carried – all in favor.

Mr. Dean said he has an application for an Intent to Cut for an 80 Epping Road project. He said it was reviewed by the Planning Board office today. He said they have a duty to act on it within a certain window.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an Intent to Cut for map 55, lot 3. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an Intent to Cut for map 62, lot 111. Motion carried – all in favor.

b. Permits & Approvals

A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve an Application for Use of Town Facility by Scott Ruffner for an Exeter Arts Committee event on May 6, June 3, July 1, August 5, September 2, October 7, November 4, December 2, and January 6 from 3-9pm. Motion carried – all in favor.

A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve an Application for Use of Town Facility by Christopher Bartell for a Regeneration Church Easter Celebration on April 15 and 16, 2017 at 10:30am. Motion carried – all in favor.

A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve an Application for Use of Town Facility for Katherine Roberts to have a recital on June 7 from 4-7pm and June 10 from 5-8pm. Motion carried – all in favor.

c. Town Manager's Report

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

- Town Clerk has a survey online about her hours
- Deputy Town Clerk went from part-time to full-time
- Entry forms form Top Dog Contest are due April 30
- The Clerk's Office will be closed April 19 from 8am-1pm
- Dog license renewals are due April 30
- The Finance Dept is in the midst of an audit and the auditors are also continuing field work for the 2015 audit
- In Economic Development, there was a Train Station Session on April 7
- The meeting regarding the CIP process is coming up
- In Fire/Emergency, there was a Seabrook drill on April 5
- In Police, they are continuing transitioning to their new Chief. They are also looking for one more hire

- In DPW, they are well into the sidewalk project. He had a conversation with Mr. Bell about the front of the Town Office building
- The Agreement for additional parking on Lincoln Street is being implemented
- They relocated a bus stop on Winter Street
- He has a meeting with Dana Bisbee to talk about the AOC
- The Town and Unitil have found a way to move a pole on the corner of the Town Hall, therefore taking it off the sidewalk
- In Parks & Rec, they are continuing to work on a plan for the rec park and they have presented to various leagues in town

d. Selectmen’s Committee Reports

Selectman Clement reported a Planning Board meeting this Thursday where the new Field House and tennis courts will be on the agenda. He also has an RPC meeting on Wednesday night.

Vice Chair Gilman reported a meeting between a couple members from Heritage Commission and the HDC and Planning staff to talk about new guidelines. They also talked about looking at downtown signage. She commented on the Seabrook drill, saying it was a graded drill. The Fire Dept is going through to see who would back up Mr. Dean in the event he was unavailable. Mr. Dean said it would be a good idea for the BOS to schedule an appointment with Chief Comeau to walk through the steps of the drill.

Selectwoman Belanger reported the Housing Committee met. She said they still are in need of a few members. They talked about goals and a way to clarify data. The members are now up to date on their historical knowledge.

Selectwoman Surman had no report, but said her first Conservation Commission meeting was tomorrow night.

Chair Chartrand forwent his report and added the EEDC will meet tomorrow morning.

e. Correspondence

The following correspondence were included in the packet:

- Letter from Richie McFarland Children’s Center re: a request to release funds
- Letter from Southern NH Services re: thanking the town for their recent appropriation to RCA

- Letter from Kristen Murphy re: an invitation to Exeter's Healthy Lawns-Clean Water Forum. Selectwoman Gilman asked that this group be told not to blend outside letterhead with Town letterhead.
- Legislative Bulletin
- Letter from Pennichuck re: an annual meeting
- Letter from NHDES re: a letter of deficiency
- Letter from Exeter Sportsman's Club re: an annual report
- Various agendas of upcoming town meetings
- Letter from Kevin Smart re: an excavation project
- Email from Hal Duffen re: plowing concerns
- Email from Anne Surman re: who calls BOS meetings

8. Review Board Calendar

The BOS will next meet on April 14 for a Special Meeting at 6:00pm in the Wheelwright Room regarding Riverwoods. The next BOS meeting will be April 25. They also have a goals setting session on April 30 at 9am.

10. Adjournment

A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to adjourn the meeting at 9:56pm. Motion carried- all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary