

Final Minutes

Exeter Board of Selectmen

June 20, 2016

1. Call Meeting to Order

Chairman Dan Chartrand called the meeting to order at 7:04 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. Non Public Session – 91-a-3: II (d)

Chair Chartrand called the meeting at 6:40 pm, then the Board went down to the Wheelwright Room for a non-public session

3. Bid Awards – Line Marking, String Bridge Construction

Selectman Clement asked what this is for. Jennifer Perry said this is for the annual striping and parking delineations. She said this is the annual budget amount.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to award the bid contract to Markings, Inc. for striping and street marking for \$22,229.99. Motion carried – all in favor.

On the String Bridge, Ms. Perry said there is a detailed memo in the packet of supporting information for the String Bridge bids. The DPW recommends awarding the bid to R.M. Piper Inc. Selectman Clement asked for an anticipated start date. Ms. Perry said it would be around the end of July. Selectman Clement said there are two bridges involved in this project, and asked which one would be done first. Ms. Perry said she would have to check that, but said that one bridge will close for six months and then the other for six months and you will always be able to get to Kimball Island.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to award the bid for the String Bridge Rehabilitation Project to R.M. Piper, Inc. in the amount of \$1,128,984.00. Motion carried – all in favor.

4. Public Comment

Sydney Peterson, a former Exeter resident, spoke to the Board asking them to pass a law to make it illegal to discriminate against transgender people in Exeter. She said Portsmouth has

this and she thinks if Exeter takes the lead on this it would be a great thing. She said in order to pass it on a state level, it has to start with the towns. She would like to see this on the next agenda. Chair Chartrand asked her to put together a sample of the next BOS meeting. He asked the Board if they were okay with Ms. Peterson putting something together and coming back to their next meeting. Selectman Clement said they, as a Board, can vote to pass a proclamation to support this, but they cannot pass an actual law. They can pass a policy. Ms. Peterson will come back at the next meeting.

5. Minutes and Proclamations

a. Proclamations/Recognitions.

Mr. Dean said Parks & Rec forwarded along the idea for consideration to designate July as Parks & Recreation month. The proclamation, which was read by Selectwoman Belanger, is included in the packet.

Motion: A Motion was made by Vice Chair Gilman to approve this proclamation and designate July as Parks & Rec month. Motion carried – all in favor.

b. Minutes: May 23, 2016 and June 6, 2016

May 23, 2016

Vice Chair Gilman said there is a Motion on the table from Selectwoman Surman at their last meeting to approve the minutes as amended by Brian Griset. Then a Motion was made by Vice Chair Gilman to postpone the minutes for review. Selectwoman Belanger abstained.

Chair Chartrand asked for any discussion on the Motion. Selectman Clement said he went back listened to the meeting, and proposed to amend the minutes as follows: on Mr. Griset's first amendment, accept it but change "communication" to "documentation" so the last paragraph on Page 1 reads "He requested, under 91-A, to view all documentation on this issue." On Mr. Griset's second amendment his wording wasn't accurate and his third amendment isn't word for word, but it paraphrases. Chair Chartrand said he thought this sets a bad precedent. Chair Chartrand called the vote, which was 3-1-0, Motion fails. Chair Chartrand, Selectman Clement, and Vice Chair Gilman voted nay and Belanger recused.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Surman to approve the minutes of the May 23, 2016 BOS meeting, as presented by Nicole Piper. Motion carried – all in favor.

June 6, 2016

Selectman Clement had an amendment to page 2, changing “moving” to “voting on”. He had an amendment to page 5, changing “they” to “some”. He had an amendment to page 7, changing a sentence in the eighth paragraph to add “then Stratham’s MBTE issue” after “Exeter’s TTHM issue”; and changed the last sentence in that paragraph to read “He does not think the proposed Agreement is mutually beneficial to Exeter. He had an amendment to page 9, changing “Julie and Don” to “Vice Chair Gilman and Selectman Clement” and added “for a 20 unit multi-residential subdivision on Linden Street” in his Committee Report. He had an amendment to page 10, changing “email from Selectwoman Surman to Selectman Clement” to “email from Selectman Clement to Chair Chartrand”.

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Surman to approve the minutes of the June 6, 2016 BOS meeting, as amended. The vote was 4-0-1, Motion passed. Selectwoman Belanger abstained.

6. Appointments

A Motion was made by Vice Chair Gilman and seconded by Selectman Clement to appoint Terrie Harman to the River Study Committee with a term to expire on 4/30/19. Motion carried- all in favor.

A Motion was made by Vice Chair Gilman and seconded by Selectman Clement to appoint Heather Inyart to the Exeter Arts Committee with a term to expire on 4/30/19. Motion carried – all in favor.

Selectman Clement said at the last Planning Board meeting they voted and there is a letter from the Chair that the Planning Board did approve the following three people to be appointed.

A Motion was made by Selectman Clement and seconded by Selectwoman Surman to appoint Gwen English and Langdon Plumer to the Rockingham Planning Commission as members, and Katherine Woolhouse to the RPC as an alternate member. Motion carried – all in favor.

7. Discussion/Action Items

a. New Business

i) CDBG Hearing – Gourmet Gift Baskets

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectman Clement to open a Public Hearing on the CDBG hearing for Gourmet Gift Baskets. Motion carried – all in favor.

Informational packets were available.

Chair Chartrand open Public Hearing on the proposed CDBG Economic Development Application. The following script was read:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility and housing projects, up to \$500,000 for economic development projects and up to \$350,000 for emergency activities. All projects must directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants.

This is a proposed Economic Development Community Development Block Grant application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The town will retain funds for administrative costs and subgrant \$485,000 to Rockingham Economic Development Corp (REDC). REDC will retain \$10,000 for loan delivery fees and loan \$475,000 to Gourmet Gift Baskets LLC for equipment at 24 Continental Drive in Exeter. Gourmet Gift Baskets will create 25 jobs, of which 15 will be made available to persons of low and moderate income.

This project conforms with Exeter’s Housing and Community Development Plan’s Goal of: The Town should encourage the creation and retention of employment opportunities. Also, the Town should promote and pursue commercial and industrial development which reinforces Exeter’s status as a regional high technology, medical and professional/corporate office center. (Short and long term goal.)

Chair Chartrand asked for Public Comment. Darren Winham, Economic Development Director, said this is an imperial piece of the puzzle. He said Tom Monahan called it a “gateway to the balance of development”. He believes this will get things going.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to close the Public Hearing. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to open a Public Hearing on Residential Antidisplacement and Relocation Assistance Plan. Motion carried – all in favor.

The following script was read:

Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Chair Chartrand asked for Public Comment, of which there was none.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to close the Public Hearing. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to adopt the Residential Anti-Displacement and Relocation Assistance Plan. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve the submittal of the application and vote to authorize the Town Manager to sign and submit the application, and upon approval of the CDBG application, authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Motion carried – all in favor.

ii) MS4 Presentation – Julie Labranche, RPC

Julie LaBranche, Senior Planner of the Rockingham Planning Commission, gave a general overview of the Ms4 Permit and why it is important to manage stormwater. One reason is because of flooding, it is important to manage the quality of water. She gave a PowerPoint, which is included in the packet. She showed a chart of the impervious surface and stream health. Stormwater is being thought of as a resource. They are starting to treat, infiltrate and reuse stormwater. This is a goal for the Ms4 Permit.

The idea is to improve the quality of water to meet the requirements of the Clean Water Act.

The Ms4 Program is implemented through six minimum control measures, which are included in the packet.

She went on to say there are seven critical core elements of stormwater management and went through these, saying the requirements may be new to many Boards. She showed some statistics for Threshold for Applicability of Stormwater Management Standards, which were taken from Durham. She went on to go through the municipal strategies to comply with the Ms4 Permit.

Ms. LaBranche said the Ms4 Permit has a lot of benefits to the community. She said a lot of it is education and common sense. She said Jennifer Perry is doing a great job getting grants and added that Exeter is well on its way.

Selectman Clement said the Planning Board directed the Town Planner come back with recommendations for a Stormwater Management Regulations.

Ms. LaBranche said there are a number of Ms4 communities upstream from Exeter. She said those communities are committed to doing their part and are prepared to act. There are quite a few communities adopting new stormwater regulations. They are starting a project called C-RISE (Climate Risk in the Seacoast) which they will start in July and form a Committee. Mr. Dean asked the Board to keep this in mind and suggest to anyone who might be interested in joining that Committee.

iii) LCHIP Grant Documents: Winter Street Cemetery

Vice Chair Gilman said the goal here is to preserve headstones that have fallen over. The Heritage Commission wanted to clean this up. They need to sign some acknowledgements to accept these grants.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to acknowledge the LCHIP Assistance Grant and to designate Mr. Dean as the authority to sign any documentation required. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to assign the Town Planner, Mr. Sharples, the authority to enter into a contract with the NH Land and Community Heritage Investment Program and to execute any documents that may be necessary to effectuate such contract. Motion carried – all in favor.

At this point, the Board moved to Permits and Approvals to hear from 8 year old Martin Elie, who wishes to have a bake sale on a portion of the sidewalk in front of Exeter Music and donate his earnings to 50 Legs, a tax exempt organization that has served amputees since 2011.

Martin said 50 Legs raises money for prosthetics and gives care to amputees that can't afford them. Last year he raised \$1300. Selectman Clement asked when this bake sale would be. Martin said it will be July 23 (raindate July 24).

Motion: A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to allow Martin Elie to set up a bake sale in front of Exeter Music on July 23 or a rain date of July 24, from 10-3. Motion carried – all in favor.

iv) 2016 Dog Warrant

Mr. Dean said the Board needs to vote to sign this. He said there are still a lot of dogs that need to be registered, so he urged residents to register their dogs.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to sign the Warrant for Unlicensed Dogs, pursuant to RSA 466:14. Motion carried – all in favor.

v) 2016 Selectboard Goals Report

Mr. Dean said each Board member was asked to come up with their top goals at the April meeting. The Town Manager did as well, and then they were all narrowed down to a list of Top Goals. Those top four goals include the Master Plan Update, Continue to Improve Economic Development Program, Community Relations and Outreach, and Capital Improvement Strategy.

Chair Chartrand said this is here because there are a lot of the agendas coming up are tied to this report. He is going to tie these goals into the agendas and continue to work on enacting these goals.

vi) All Boards Meeting Recap – June 15th

Vice Chair Gilman said a meeting was held last Wednesday for all the Land Use Boards. She said the turnout was poor, but Con Com has done a lot of work. She said a majority of the meeting was about communication between the Land Use Boards. She said having one representative being put on the agendas of the other Land Use Boards to talk will be effective. She said the Town Planner gave a draft flow chart of how applications will be handled. The next All Boards meeting will be September 7, tentatively.

Selectwoman Surman said she thought Dave Sharples presentation was excellent.

Vice Chair Gilman said they talked about intro packets for each Board and how some need to be updated.

Selectwoman Belanger said the general consensus was there is great appreciation for the Town Planner.

Selectman Clement asked if there was any discussion around training opportunities for Committee members. Vice Chair Gilman said they touched on that. She said there are different organizations that they can become members of that have opportunities for training. She and Mr. Dean are going to see how many allow whole Committees to be members. Selectman Clement said they need to find a way to bring the training to them.

vii) Master Plan Meetings – Update

Vice Chair Gilman said the Master Plan Steering Committee had their second meeting which started by reintroducing people. She said the Town Planner has developed a short questionnaire which will be passed around for amendments. Selectman Clement asked what the time table is for sending out the RFQ. Vice Chair Gilman said the RFQ has been sent out and they have gotten two responses. She said there is one week left to respond. There is a subcommittee to rank the firms and they are hoping for more responses.

b. Old Business

i) Town Ordinance Amendment – Chapter 704 2nd Reading

Selectman Clement said this was their second reading to amend the current ordinance to add “Raynes Farm Conservation Area” to section 704.3. Chair Chartrand asked for any Public Comment. With none, he said this fulfilled their second reading.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Vice Chair Gilman said she was not at the May 9 BOS meeting where the Board denied an abatement request. **Motion:** A Motion was made by Vice Chair Gilman and seconded by Chair Chartrand to rescind the Motion made on May 9, 2016 to deny abatement for 10 Sanborn Street. Selectman Clement asked if a person who was not at the meeting could vote to rescind a Motion. Vice Chair Gilman said because a small child turned on the spicket, she felt this was worthy of abatement because she doesn’t feel the property owner was negligent. She thought they should void their action and reconsider. The vote was called on her Motion, and the Board voted 5-0 to rescind action from the May 9 meeting.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve abatement for 10 Sanborn Street to be reduced by \$413.21. Motion carried with a 3-2 vote. Selectman Clement and Selectwoman Surman voted nay.

A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to approve a Yield Tax for map 46, lot 1 in the amount of \$86.62. Motion carried –all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to approve a Yield Tax for map 46, lot 3 in the amount of \$86.62. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve abatement for map 102, lot 9 in the amount of \$1944.24. Motion carried, 4-0-1 vote. Selectman Clement abstained.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to deny abatement for map 71, lot 35. Motion carried, 4-0-1 vote. Selectman Clement abstained.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve abatement for map 71, lot 90 in the amount of \$2515.69. Motion carried, 4-0-1 vote. Selectman Clement abstained.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to waive a Timber Tax for map 49, lot 8. Motion carried – all in favor.

b. Permits & Approvals

A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve banner sponsorship in the memo from the Director of Parks & Recreation as presented on June 2, 2016. Motion carried – 4-1 vote. Selectwoman Surman voted nay.

c. Town Manager's Report

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

- the first day of recreation camp was today and he gave the town pool hours
- interviewed a student for a summer internship
- will begin aggressive ticketing next week in the employee parking lot
- dumpsters are removed out of the back of the Town Office building on a trial basis
- attended a Chamber of Commerce round table last week
- had an All Boards/Master Plan meeting
- Chamber of Commerce meeting on June 17
- received the street sweeper loan agreement
- the Lincoln Street project is complete
- Water/Sewer rate study is ongoing
- Walter Pow is retiring and his retirement party is on June 22. He wished him well in his retirement.
- Lexie's Joint soft opening on Lincoln Street
- Began reviewing sidewalk sales regulations

- The Chamber of Commerce SummerFest is on 6/25
- the brass band starts next Monday

Selectman Clement said he did research on the new street light and railing. He said the light was \$9,161.50 and came from the Sidewalk Warrant Article fund. Mr. Dean said that is not correct information. He said Unitil's pole was moved so they needed something in that place for a light. He said the main reason it is there is for safety.

d. Selectmen's Committee Reports

Selectwoman Belanger said the Housing Committee meets on July 8 and the Water/Sewer Committee meets on July 13.

Selectman Clement reported a Planning Board meeting. He said RPC had an annual dinner a couple weeks ago where Peter Richardson was recognized. Housing Committee met a couple weeks ago and the Town Planner is putting together some great statistics.

Selectwoman Surman reported Conservation Committee met and talked about Allen Street. She said they are working on a lease with Rayne's Farm and they may see a Warrant Article for Rayne's Farm. June 25 is Trails Day.

Vice Chair Gilman reported Heritage Commission met and looked at HDC's ongoing regional revision.

Chair Chartrand had no report.

e. Correspondence

The following correspondence were included in the packet:

- Email from Jennifer Mates
- Email from Nancy Belanger
- Invitation from Trisha Allen to a retirement party
- Information Handout about water service interruption
- Memo from Municipal and Financial Services Group
- 91-A request from Don Clement

9. Review Board Calendar

The BOS will next meet on July 11, 2016 at 7pm.

9. Non Public Session

N/A

10. Adjournment

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to adjourn the meeting at 9:45pm. Motion carried- all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary