

Final Minutes

Exeter Board of Selectmen

March 28, 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. Board of Selectmen Reorganization

Chairwoman Gilman asked for nominations. Selectwoman Surman nominated Vice Chair Clement as the new Chair. Vice Chair Clement seconded. Selectwoman Belanger nominated Selectman Chartrand as the new Chair. Selectman Chartrand seconded. Vice Chair Clement and Selectwoman Surman voted Vice Chair Clement, and Selectman Chartrand, Selectwoman Belanger, and Chair Gilman voted for Selectman Chartrand. By majority vote, it was decided Selectman Chartrand would stand as the new Board Chair.

Chair Chartrand said they would now make nominations for Vice Chair. Selectwoman Belanger nominated Selectwoman Gilman as the new Vice Chair. The Board agreed, and Selectwoman Gilman stands as new Vice Chair.

Chair Chartrand said they would now make nominations for Clerk. He nominated Selectwoman Belanger to continue as Clerk. The Board agreed and Selectwoman Belanger would continue as BOS Clerk.

3. Public Comment

Jeff Bryan, Brentwood Selectman, said it has been 10 years since they perambulated. He asked the BOS to set up a date to do this. Selectman Clement said he has done this in the past few years with other towns. Mr. Bryan said they are hoping to digitize it this time. Selectman Clement said hopefully they can get a BOS member and a DPW employee to help with this. Chair Chartrand asked Mr. Dean to get ahold of Karen Clement. Mr. Bryan said he would have Ms. Clement send Mr. Dean the notes they have.

4. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations/recognitions.

There were no Minutes to approve.

5. Appointments

There were no appointments.

6. Discussion/Action Items

a. New Business

i) Selectboard Committee Assignments

Chair Chartrand said there is a list of Committee Assignments in the packet. Vice Chair Gilman suggested they put out there which Committees everyone wants to stay on. Selectman Clement said he wants to add the Safety Committee to his list. Chair Chartrand said they would put it under Advisory. Vice Chair Gilman said she and Mr. Dean met with Mr. Hall about the west side of Exeter and the Train Station. She said they would like to reorganize a group for that. She said it used to be the Train Committee. Chair Chartrand said he would put this on a future agenda.

Selectman Clement said otherwise, he would like to continue on the Committees he has been on.

Selectwoman Belanger said she is willing to give up Conservation Commission is someone else wants to sit in.

Selectwoman Surman said she would like to stay on the Swasey Trustees and is willing to pick back up Conservation Committee. She also said she would stay on Cable/TV and would give up Water/Sewer Advisory Committee.

Vice Chair Gilman said she would like to continue with Heritage Commission and Historic District Commission.

Chair Chartrand said he would like to stay on Arts Committee and EDC.

Selectwoman Surman and Selectwoman Belanger switched Water/Sewer Advisory and Conservation Commission.

Selectman Clement said in regards to the Southeast Watershed Alliance, he believes Jennifer Perry is the rep on that. He wondered if they should have an alternate for that. Ms. Perry said she had fallen off the email list because of an email change. She said if someone is interested in being that liaison that would be good as she is so busy with all the town's project

at this time. She said it is an interesting group. Selectwoman Belanger asked when they meet. Ms. Perry said it is usually on Wednesdays at 6:30pm and they meet quarterly. Selectwoman Belanger said she would volunteer for that one.

ii) Downtown Sidewalk Project Overview

Jennifer Perry spoke, and gave a follow-up from a public meeting that was held on this. She said they would be having a repeat of that meeting tomorrow morning at 9am in the Nowak Room for staff, but it is also open to the public. She gave her recommendation to the Town Manager for Bell & Flynn to do this project. She said there are two costs to the projects. One is the cost of the sidewalks and one is the cost of the roadway/paving. Bell & Flynn's total cost for the sidewalk items is \$490,945. The total sidewalks cost is \$559,945, which is below the amount that is available (\$580,000). Bell & Flynn's total cost for the roadway items is \$222,813. The total roadway cost is \$229,813. She said there are more than adequate funds for this. So, she recommended awarded the project to Bell & Flynn in the amount of \$713,758.

Motion: A Motion was made by Selectman Clement and seconded by Vice Chair Gilman that the BOS approve the awarding of the Downtown Sidewalk Project to Bell & Flynn in the total amount of \$713,758. Motion carried – all in favor.

Ms. Perry told the Board the presentation from last week's meeting is included in the packet.

Selectwoman Surman asked Ms. Perry if she would be setting up the paving schedule for businesses when the work is being done near them. Ms. Perry said there is a phase page in the packet. She said it is hard to tell exactly how long each portion will go, but they have a rough idea. She added that access to the buildings will be allowed during the paving. Selectwoman Belanger said there was discussion about an email blast with regards to the schedule. Ms. Perry said she will add anyone's email to her list. Those interested should email to publicworks@exeter.gov. She also added that the Department has a Facebook page that is updated.

Selectwoman Belanger said there was a lot of interesting information at the meeting that was held.

Vice Chair Gilman said Ms. Perry had not yet mentioned timing. Ms. Perry said the project will start on Monday, April 4. She said starting off there will be a detour which has been used in the past. She is looking at signage to assist with detours.

Selectman Clement said it is important to let people know what is happening and when. He recommended they blast as much information out as possible through signage and social

media. Ms. Perry said they do have a planned approach for getting information out to people. She said one thing the Department does not recommend is avoiding downtown.

Selectman Clement asked about details and if Bell & Flynn will reference them. Ms. Perry said she has been in communications with Chief Shupe to see if a flagger or officer is needed. She said the first few days will be most important.

iii) Temporary Parking Agreement – Lincoln Street

Mr. Dean said at the Public Meeting the efforts of the staff pulled together to come up with a parking solution on Lincoln Street. The proposal is to temporarily lease 15 spaces from Andrew Rockwell at 48 Lincoln Street for eight weeks for \$2500. The parking agreement does say the town will carry insurance on the affected spaces for the term of the contract.

Vice Chair Gilman said this is a great idea and she is looking forward to seeing how this works out.

Selectwoman Surman asked what line item this will come out of. Mr. Dean said it will come out of the Lincoln Street Project budget.

Selectwoman Belanger asked how this will be monitored after the contract expires. Mr. Dean said Chief Shupe will be monitoring it by going down there and also they will educate the public of the contract. Selectman Clement said they could put up signage saying the parking is temporary. He agreed that this is a great attempt to temporarily accommodate lost parking spaces.

Chair Chartrand thanked Darren Winham for getting out there and working on this.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to accept the Parking Agreement between Exeter and Andrew Rockwell for 48 Lincoln Street for the 15 parking spaces to the Town of Exeter for 8 weeks at a rate of \$2500 inclusive, and further, authorize the Town Manager to sign said Agreement. Motion carried – all in favor.

iv) Light Duty Vehicles: Article 21 2016 Town Warrant

Mr. Dean said the DPW has been working since the election to pull the vehicles and look at pricing. There is a memo in the packet which shows pricing. He recommended they move along with this project as quickly as possible. The Finance Department pulled together a lease quote with Tax Exempt Leasing. The quote is within the budget. The total Warrant Article price is \$93,229. The annual lease payment will be \$21,052 with a 2.59% interest rate.

Ms. Perry said they looked at state bid pricing which is why there are two vendors. She said there is not one vendor that can provide everything that is needed. In looking at vendors,

they found the local company Portsmouth Chevrolet would be able to accommodate their needs. Selectman Clement said the town meeting authorized \$93,229 and the gross cost with trade-ins is \$90,633. He asked if that was doable. Mr. Dean said yes, that the trade-ins helped this a lot and they will be under budget on their annual payment by around \$1500.

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Surman that the BOS accept the bid for the Light Duty Vehicles in the net amount of \$90,633 to Portsmouth Chevrolet of Portsmouth, NH. Motion carried – all in favor.

v) NHDES Grant: Stadium Well Fencing (\$16,045)

Chair Chartrand asked for any comments on the grant for the Agreement for the Stadium Well Fencing. Hearing none, he turned to the Board.

Vice Chair Gilman asked for a brief description of the grant. Mr. Dean said it is for the security fence around the Stadium Well. Ms. Perry said they are receiving \$16,045 for this. She said it is money the town would be receiving from the State. The BOS has to approve this.

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Surman that the Board accept a grant and enter into a Grant Agreement with the State of New Hampshire Department of Environmental Services pertaining to the 2016 Local Source Water Protection Grant Program for the Source Water Project and accept a Source Water Protection Grant in the amount of \$16,045 and grant the Town Manager the authority to sign and receive such grant. Motion carried – all in favor.

vi) NHDES Grant: Lincoln Street Nutrient Control Strategies (\$75,000)

Ms. Perry said this grant is for \$75,000 from the NHDES Watershed Management Bureau/Watershed Assistant Section to develop stormwater treatment designs and concepts in the Lincoln Street subwatershed area. She said this will allow her to work with Dr. Robert Rosen who has been a leader in watershed improvements. This is a 100% grant and there is no match required. She added this is a great opportunity.

Selectman Clement said it has been a privilege to work with Dr. Rosen. He said this is a tremendous opportunity. He said this will clean up with Nitrogen that goes into the watershed. He added this is a great project that will be a model for other areas in town.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger that the Town accepts the Federal Clean Water Act funds and enters into a contract with the New Hampshire Department of Environmental Services. The Town Manager is further authorized to sign and execute any documents which may be necessary to effectuate this

contract. Motion carried – all in favor. Mr. Dean added that these are all subject to State approval.

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Belanger that the Town of Exeter enter into a contract with Watershed Engineering PLLC in the amount of \$75,000, pending the approval by the Governor and Council, from NHDES. Motion carried – all in favor. Mr. Dean complimented the DPW on their work on this.

b. Old Business

i) Town Hall Use Fees – Public Hearing

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to open the Public Hearing for the Consideration of Use of Town Facility. Motion carried – all in favor.

Mr. Dean said they had a prior discussion to modify the Town Use fee and add a Tech/Av Service fee to the Application for Use of Town Facility. Vice Chair Gilman said they have talked about this a few times and they keep bringing up political events. Chief Shupe said Donald Trump and Bernie Sanders were recently in town and he provided the man power they wanted. At the same time, however, there was a rollover accident. He said it puts a lot on his Department when a political figure wants his guys. Chair Chartrand asked if they paid for the detail provided. Chief Shupe said they did not, that they tell him there is no money in the campaign budget for that. Vice Chair Gilman said they shouldn't drown down their daily services for special events. She said they need some criteria. Mr. Dean said the last time this form issue came up, Ms. Riffle had provided two separate forms; one for special events like this. He said having a form for special events would be beneficial to lay out detail. Also, a special events form would require more signatures. The Board agreed they should keep things separated, but said they were here tonight to talk about the two changes to the Application for Use of Town Facility. Chair Chartrand asked for any input from the public.

Don Woodward recommended that at the bottom it be added that if any detail is needed then a supplemental fee be added. He said it would help at budget season when they see a spike in Police OT.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to close the Public Hearing on the Application for Use of Town Facility. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to adopt the Application for Use of Town Facility rental fee change to \$125/day and

the addition of a Tech/AV Services fee of \$80/hour for services provided. Motion carried – all in favor.

ii) Facilities Committee Draft Charge

Chair Chartrand asked to be walked through the changes.

Vice Chair Gilman said she had some input from Don Briseldon and made a few changes including the adding a bulletin list, taking out the reference to HL Turner Group, leaving open the years served by a member, and adding a recommendation to provide for an assessment and quantifications. Chair Chartrand said he was struggling with the removal of the HL Turner Group reference. He said he would like to mull on this a bit more and move it to a later agenda.

Kevin Smart said he likes the re-draft, and added that it has been a long time coming.

Selectwoman Surman said she likes the bulletin list, but recommended possibly moving the bulletins around.

Selectman Clement said Mr. Briseldon's input was great and that this provides a good framework for a good Committee.

Mr. Dean said he would like to see the Town Facilities Plan referenced.

Chair Chartrand said this would be on Old Business on the next agenda.

Selectman Clement asked what is going on with the purchasing of defibrillators, which was discussed at a prior meeting. Mr. Dean said he discussed this with Chief Comeau and they are just trying to figure out if the EMS Fund is the proper payment for this.

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Surman that the BOS approve the expenditure of \$4800 out of the EMS Revolving Fund for the purchase of defibrillators as outline by Chief Comeau. Motion carried – all in favor.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Selectman Clement explained the reason for his abstentions on the March 21st set of abatements was because previously the information on these were available to the Board before approval. He said he didn't get to review them before approval. He asked to set up an area in the Assessor's Office with these files so they can be easily reviewed. Mr. Dean said he would like to do this electronically. He said he would talk to Assessing and IT about this.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an abatement for map 96, lot 24 in the amount of \$1,289.77. Motion carried – majority vote. Clement abstained.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an abatement for map 18, lot 5 in the amount of \$107.27. Motion carried – majority vote. Clement abstained.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an abatement for map 71, lot 44 in the amount of \$1,540.06. Motion carried – majority vote. Clement abstained.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an abatement for map 71, lot 39 in the amount of \$1,251.46. Motion carried – majority vote. Clement abstained.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an abatement for map 73, lot 259 in the amount of \$1,261.68. Motion carried – majority vote. Clement abstained.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve a Veteran's Credit for map 64, lot 59 in the amount of \$500.00. 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 64, lot 12 in the amount of \$250.00 with 50% owner. 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 68, lot 6, unit 542 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 Elderly Exemption for map 65, lot 151 in the amount of \$236,251. 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 87, lot 18, unit 43 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 approve an Elderly Exemption for map 104, lot 79, unit 401 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 approve a Disability Exemption for map 95, lot 64, unit 349 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 Discretionary Easement for map 52, lot 1 for 17 acres. 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 63, lot 157 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 a Veteran's Credit for map 70, lot 86 in the amount of \$2000. 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 71, lot 57 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 Elderly Exemption for map 32, lot 12, unit 20 in the amount of \$152,251. 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 for Kristen Murphy for the Exeter Planning Department's Healthy Lawns Clean Water Lawncare Demo Day on May 14, 2016 from 830am-12pm. Motion carried – all in favor. Selectwoman Surman added this application is only to cover the event in the case it rains.

Mr. Dean said there is a list of items in the packet for disposal via surplus. He said the Board needs to declare them surplus so they can be sold. He said there is a number of old things he'd like to put out for bid.

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Belanger that the town declare the following list to be disposed of via sealed bid: 6'71 Detroit Diesel Emergency Fire pump 238 HD, 170 HP nat. gas engine w/emerg water supply pump, intl

diesel 20kw generator wastewater pump stn, generac/Olympian 15kw generator water pump stn, and 4 cyl. natural gas reading truck cap for S-10. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Surman to declare surplus the following scrapper items: hot box frame, rodder machine, green aluminum boat, and red aluminum boat. Motion carried – all in favor.

c. Town Manager's Report

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

- Chief Shupe welcomed Brian Hannah who was hired as a Police Officer. There is only one vacancy now.

- Attended a retirement party for Jim Boland. He wished Mr. Boland the best of luck

- Recruiting a recording secretary for Planning Board and other various Boards

- Began working on Warrant items

- Economic Development on Epping Road

- Has been collecting Department goals

- Attended Chief Shupe's swearing in ceremony

- The Town Planner has been working on the Master Plan

- Lincoln Street is underway

- There was a trash issue in Stewart Park

- Attended a meeting regarding the Train Station

- Received wetlands permits for dam removal

- Receiving sewer flat rates

- Reviewing Founder's Park deed

- Reviewing Swasey Trust

- Attended two meetings; one with Chamber of Commerce and one with HealthTrust

- Parks & Rec are in their final stages for the 8 acres parcel that they acquired. Vice Chair Gilman said she would be interested in seeing that before it hits the public.

d. Selectmen's Committee Reports

Selectman Clement reported a Planning Board meeting last week where they approved a lot line revision on High Street. The Planning Board reviewed a preconceptual design proposal for a 60 house subdivision

Vice Chair Gilman reported a Historic District Commission meeting where they approved the addition of a deck. She also reported a Heritage Commission meeting where they reviewed demo the PEA cage. PEA has already done their own preservation documentation.

Selectwoman Belanger had nothing to report.

Selectwoman Surman reported a Swasey Parkway Trustees meeting on the 24th. She said the Farmer's Market starts May 7 and there will be 43 vendors there. They have come up with an application form in regards to the dedication of benches.

Chair Chartrand forwent his report.

e. Correspondence

The following correspondence were included in the packet:

- Letter from Steve Dalton re: Dry Weather SSO Event
- Letter from State of New Hampshire Dept. of Safety
- Letter to Brian Fieldsend re: the Exeter Water Department
- Letter from Phil Wilson to Vice Chair Gilman
- Correspondence regarding the Chamber of Commerce Representatives Round Table Event
- Email from Kathy Corson

8. Review Board Calendar

The BOS will next meet on April 11 at 7pm. The goal setting session is tentatively set for Saturday, April 30. Selectman Clement asked if Mr. Winham can be on the next agenda to come in and update the Board.

9. Non-Public Session

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to adjourn the meeting at 9:10pm. Motion carried –all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary

