

Final Minutes

**Exeter Board of Selectmen**

July 25, 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, and Selectwoman Anne Surman. Town Manager Russell Dean was also present. Selectwoman Belanger was absent.

**2. Public Comment**

Brendan DuBois, Exeter resident, talked about the dam removal and said he voted against the removal of the dam. He said since the start of the dam removal, Gilman Park is a disaster. He passed out pictures he took of Gilman Park and explained what the pictures were. He said the area is not the same since dam removal. He said Gilman Park is a destination site for Exeter and now it is impossible to swim there. He quoted the feasibility study from 2013, saying “whatever indirect impact may occur will be outweighed by the benefits of the dam removal.”

Eric Fontaine, Exeter resident, said he is hearing a lot of stories about Gilman Park. He pleaded to allow for a restoration of historical river levels and even proposed the idea of a new dam.

Selectman Clement said water levels at Gilman Park will never return to their pre-dam levels. He said the river from the dam to Court Street will be narrower and shallower. He said the banks have been reseeded and the people from NOAA have helped to save thousands of mussels in the banks. He said the natural river before the dam was never as wide as it was before the dam was constructed.

**3. Minutes and Proclamations**

**a. Proclamations/Recognitions.**

None.

**b. Minutes: Regular Meeting: June 20, 2016**

Vice Chair Gilman has an amendment to page 10, changing a “were” to “where”.

Selectman Clement has an amendment to page 6, paragraph 7, beginning it with “Selectman Clement” instead of “Chair Chartrand.” He also had an amendment to page 10, changing “The Brass Band is out” to “The Brass Band is outside performing”.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Surman to approve the minutes of the July 11, 2016 BOS meeting, as amended. Motion carried – all in favor.

**c. Minutes: Special Meeting: May 24, 2016**

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Surman to approve the minutes of the May 24, 2016 BOS Special Meeting, as presented. Motion carried – all in favor.

**4. Appointments**

There were no appointments.

**5. Discussion/Action Items**

**a. New Business**

**i) 2016 BOS Goals – Economic Development**

Chair Chartrand this discussion would focus on the Board’s second Goal, which is to continue to improve the Economic Development Program.

Mr. Dean said there are four components to this Goal. He said as the Goal Setting sessions went on, Darren Winham was having Economic Development sessions with the public six specific areas corridors. Data was collected from these corridors. Members of the public gave their feedback at each session.

Mr. Winham, Economic Development Director, said a lot of people showed up to these six sessions. Going forward, he said the Economic Development Strategic Plan is on track. He is working with the Town Planner and the Master Plan Steering Committee on it. He circulated a questionnaire of about six or seven questions on each corridor. He said on the town website you can click on any corridor and answer the questions. Mr. Winham read some of the responses he got.

Mr. Winham went on to say the results from his questionnaire showed that each corridor would be enhanced if it were more pedestrian accessible (except Epping Road).

He said the idea was proposed to use the Town Hall for some arts activities after 6 pm to keep people downtown later. He said that will be on the Economic Development Strategic Plan.

Selectman Clement asked how many responses Mr. Winham got on each questionnaire. Mr. Winham said he got 20-24. He said he got the most for the downtown corridor, and also got a lot for the Holland Way corridor. He said he didn't receive many for Portsmouth Ave. and Kingston Road corridors, but he is hoping to get more as the questions are still on the town website.

Mr. Winham showed a map of the TIF district. He said he had some good news that it is nearly finalized that a Hampton based company called C3I will be going into the TIF district on Mr. King's property. He said the company will allow bikers to access the trails at the edge of the property, as it abuts the town forest. Also, he said there will be a 1200 square foot expansion on a building at 11 Commerce Way and a 30,000 square foot expansion on another lot.

Mr. Winham said the TIF Advisory Committee met, and does not have a mechanism to allow for anybody but the town to build infrastructure. He said there will not be enough money in the TIF to bond this infrastructure. There are couple of large projects going in. He said there is no mechanism for some company to pay for the infrastructure, and then be paid back. He said he just wanted to put that bit of information out there. Chair Chartrand asked if Mr. Winham's idea would be to have the developer front the money for the infrastructure then be reimbursed through the TIF revenue. Mr. Winham said yes, except the developer will pay the bond payments. He said they are not expected to pay for it all at once. Chair Chartrand asked if any RSA research has been done on this. Mr. Winham said not yet, but said that other communities do this.

Selectman Clement asked when the draft of the Economic Development Strategic Plan would be out. Mr. Winham said he wants to hear more about the Master Plan first.

Dave Sharples, Town Planner, spoke next, and said he created a flow chart. The flow chart is how he feels the Exeter Planning Review process should go. He said he tried to incorporate all the Land Use Boards. He said the chart looks simple because it should be simple. He went through the chart for the Board. He has been to all the Land Use Boards and everything he has seen with applications has gone very well. He said the processes go well.

Mr. Sharples said he took a look at the Planning Board regulations and found several issues. He said the language needs to be clearer in some areas and the Planning Board is very amendable to this. He said the Planning Board seemed in agreement on his corrections, so he is writing those up.

Selectman Clement said Mr. Sharples has done a great job going through the site plan and zoning regulations and making improvements. He said the Technical Review Committee meetings being further back from the Planning Board meetings makes it easier on the Planning Board.

Mr. Sharples went on to say that the Planning Board formed a Master Plan Steering Committee. They have had a few meetings. He said there is a broad spectrum of membership. All the Land Use Boards representatives are on it. There are also local business folks on it. He said there are about 24 members on it. He requested a representative from Exeter Hospital and one from PEA, and said they have both replied and appointed somebody. They have started gathering data on the town, like staffing levels, and data that may be useful for understanding everything about the town. He issued a short survey and emailed it to a group of people. He encouraged everybody to look at it. He has gotten 125 responses so far. This survey is on the town website, under the Planning Department.

Mr. Sharples said an RFQ has been issued to find a consultant for the Master Plan. They have received four responses and interviewed last Wednesday. He is having a meeting tomorrow to finalize the rankings. He said they are looking to hire a consultant within 3-4 weeks.

## **ii) Town Clerk Hours Proposal**

Andie Kohler, Town Clerk, gave the Board two proposals for new Town Clerk hours. She would like for them to go to the Option 1 hours, which allows the office to be open Fridays from 8am-1pm. She said she had originally wanted to do an early morning, but the DMV is not open that early. They are, however, open later on Tuesday nights, which works well with the Tuesday being the proposed late night for the Town Clerk hours.

Selectman Clement asked if these hours are on a trial basis. Ms. Kohler said she would like to see these hours begin on Monday, September 5. She said that gives the whole month of August to advertise the hours. She said she will do an evaluation in December to see how the hours are working. She would like 3 or 4 months to try it out though.

Selectwoman Surman said she is a huge proponent of longer hours and thinks this is a great idea.

Chair Chartrand asked Ms. Kohler if she needed approval for this. Ms. Kohler said she didn't, and that she just wanted to inform the Board. She said she would like to see a banner outside the Town Office building to inform people. Mr. Dean said they will need to advertise as much as possible.

### **iii) Quarterly Financial Report – Finance Department**

Mr. Dean went over the financial report and that was provided by Doreen Ravell. He said there are no real surprises and they are doing well in the general fund revenues and expenditures. He said motor vehicles revenues have increased \$100,000 over prior year and building permits are a little ahead of budget figure. In all, he said revenues are stable.

In General Fund expenditures, Mr. Dean said everything is on target. In Debt Service and Capital, he said they have made most of their debt service payments. He said they are in decent shape for expenditures.

Mr. Dean went on to report on the Water Fund, saying there has been an uptick in water revenue. He said they have seen an uptick in services charges. Also, water impact fees and water assessment fees have increased by \$20,000. Water Administration has decreased by \$33,000 due to a drop in legal expenses. They have seen another decrease in expenses in Water Treatment, which has decreased by \$79,000. Water Fund Net Income has increased by \$180,000 from prior year.

On the Sewer Fund, Mr. Dean said there has been an increase in assessment fees. Revenues have increased by \$22,000. Sewer Collection expenses have decreased. He reported that they have seen that revenues are steady and expenditures are predictable.

The EMS Revolving Fund revenues have increased by \$126,000 due to the change to Comstar, the new third party ambulance billing company. Overtime in EMS has increased by \$20,000 and general expenses have increased due to the three-year ambulance lease. Overall, Mr. Dean said the Fund is performing well.

The CATV Fund is holding steady. Mr. Dean said Andy Swanson is proposing a replacement server for the CIP. Selectman Clement said there is an increase in E-Channel Assessment, and asked how they are assessed. Mr. Dean said it is based on enrollment percentage.

In the Recreation Revolving Fund, Mr. Dean said they are seeing a slight increase in revenues this year due to greater program revenue. He said sponsorship revenue brought in \$6,000. Expenses have increased slightly due to wage increases.

On the tax side, Mr. Dean said they are seeing big numbers on the receivable outstanding because tax bills just went out.

Vice Chair Gilman asked where the Finance Department is on the new software. Mr. Dean said Finance has developed an RFQ and are on the cusp of sending it out.

#### **iv) Cemetery Trustees Discussion**

Mr. Dean said this has come up before with no resolution. He said the town has a Cemetery Association, but they aren't a municipal Board of Cemetery Trustees. They need to go through the process and look into this. He said no record can be found of the town electing Cemetery Trustees. The Town Clerk is looking. He said they are looking at this now which gives them enough time before Town Meeting to get this out. He suggested maybe the public might know something.

Vice Chair Gilman said she could recommend a couple people who might know something. She said it will be good to get this settled. She suggested it would be hard to get three volunteers to sit on as the Cemetery Trustees so perhaps the BOS could take this over.

Selectwoman Surman asked if the concern is maintenance, and, if not, what is driving this. Mr. Dean said it is being driven in part by the fact something needs to be in place here.

Chair Chartrand said he is leaning towards having the BOS take this on. He said they are looking for more information of anyone who may have been involved in the last 20 or 30 years.

Mr. Dean said he wants any records kept in a municipal building. He said the Board will have to make a call on how to proceed with this.

#### **b. Old Business**

##### **i) Update – 3 Sanborn Street**

Mr. Dean said the town sent out another Notice of Violation to 3 Sanborn Street. He said if there is no response, the next step would be to make a Land Use Complaint in the court. He said they are in the process of making a working list of any other property having similar issues. He said town council agrees that 3 Sanborn Street is classified as a "junkyard".

Selectman Clement asked who makes the call of a property not being in compliance. Mr. Dean said the Code Enforcement Officer does.

### **6. Regular Business**

#### **a. Tax, Water/Sewer Abatements & Exemptions**

A Motion was made by Chair Chartrand and seconded by Vice Chair Gilman to approve abatement for map 86, lot 4, unit 3 in the amount of \$3,925.50. Motion carried – 3-1 vote. Clement voted nay.

A Motion was made by Chair Chartrand and seconded by Vice Chair Gilman to approve abatement for map 86, lot 4, unit 2 in the amount of \$569.54. Motion carried – all in favor.

A Motion was made by Chair Chartrand and seconded by Vice Chair Gilman to approve abatement for map 86, lot 4, unit 1 in the amount of \$858.14. Motion carried – all in favor.

A Motion was made by Chair Chartrand and seconded by Vice Chair Gilman to deny abatement for map 86, lot 4, unit 8. Motion carried – all in favor.

A Motion was made by Chair Chartrand and seconded by Vice Chair Gilman to deny abatement for map 86, lot 4, unit 5. Motion carried – all in favor.

Mr. Dean said he has two dooamage letters to Mr. DeMerritt and Mr. Monahan for their failure to file reports after their Intent to Cut was acted upon.

A Motion was made by Chair Chartrand and seconded by Vice Chair Gilman to send out dooamage letters to map 46, lot 1 and map 46, lot 3. Motion carried – all in favor.

Mr. Dean also had some bid openings for the Surplus 2001 Ford F150. Chair Chartrand read the following bids:

- |                  |            |
|------------------|------------|
| 1) Shawn Craft   | \$2,501.95 |
| 2) K. Joseph Roy | \$6,256.00 |

A Motion was made by Selectman Clement and seconded by Vice Chair Gilman to submit these bids to the Town Manager and the Fire Department for a recommendation. Motion carried – all in favor.

#### **b. Permits & Approvals**

Chair Chartrand said Mr. Dean is looking for approval of the Agreement for Professional Services Rehabilitation of the String Bridges.

Selectman Clement asked why they are getting this now when work has already started. Jennifer Perry said this is a State Aid Bridge Project. She said work did start and this is a contract amount that has been slated since the beginning. Mr. Dean said the amount of the contract is \$99,436 and the State Aid amount is \$79,548.80.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectman Clement to sign the contract with Hoyle Tanner for the Agreement for Professional Services Rehabilitation of the String Bridges in the amount of \$99,436, and approve the Town Manager

to sign any contracts with Hoyle Tanner for the Agreement for Professional Services Rehabilitation of the String Bridges. Motion carried – all in favor.

Chair Chartrand commended DPW for all their hard work. Ms. Perry thanked the Board and said she will take that back to the Department to share.

### **c. Town Manager's Report**

Mr. Dean talked about the following:

- Downtown paving is complete. There was a question on a loading zone. It turns out it wasn't in the right spot all along. It is now in front of the Green Bean. Signage is being completed this week

- The dam removal project is moving along quickly. Today they did some cutting to allow the river to not go through the penstock. Vice Chair Gilman said at some point Eric Hutchins found evidence from a previous dam. Selectman Clement said Mr. Hutchins notified DHR in Concord, who was supposed to come look at it

- The dam ceremony is being planned from September 9 (with a rain date of September 10). It was an idea to have it at Founder's Park. He has a list of people to invite

- String Bridge is underway

- He met with Peter Conley about his lot. They need to talk about a fill issue

- CIP work continues. There have been a lot of meetings with DPW and Complete Streets

- He met with the Construction Teacher at SST

- He is getting a lot of questions about sewer fees and when they will go up

- Master Plan Steering Committee will meet tomorrow night

- Wednesday night there is a Budget Recommendation Committee meeting at 6:30

- Met with AHA to talk about updating the front page of the town website. He will send it along to the Board

- This Thursday will be the last concert at Swasey Parkway

### **d. Selectmen's Committee Reports**



Selectman Clement reported a River Study Committee meeting. He said dam removal is ahead of schedule. They found no rebar in the dam and the concrete is soft. The next project they will work on the ledge in front of the dam. He said dam removal has generated a lot of discussion. He is hoping people will understand it is a project that will benefit the town. Rockingham Planning Commission met in Portsmouth. He said they had a good presentation from Rick Taintor, Portsmouth Town Planner, who talked about bike paths in Portsmouth. They are doing research on it. He said another thing that came up were changes to the MPO. The RPC voted to send a letter that says they are not in favor of possibly changing to Boston Metro area. Planning Board met and approved an addition for Northeast Distribution. They also approved a lot line adjustment on Holland Way. He attended a meeting with the Planning Department and DPW on C-RiSe with Julie LaBranche. It was recommended to refine some mapping.

Selectwoman Surman reported that Conservation Commission met and had a work session on Rayne's Farm. They will come to budget with some requests. Also, she reported that the timber harvest is still going on.

Vice Chair Gilman reported a Master Plan Steering Committee will meet tomorrow.

Chair Chartrand reported he attended last week's Water/Sewer Advisory Committee's meeting. He said they got a thorough report from Bob Kelly. There is a meeting on Wednesday morning on the TTHM issue at 10am. There is also a meeting on Wednesday, August 24 with the BOS and the Water/Sewer Advisory Committee to get a report from the rate consultants. EEDC will meet tomorrow night at 7.

#### **e. Correspondence**

The following correspondence were included in the packet:

- an email from Jennifer Mates re: surveying starting on Kingston Road
- email from Mike Favreau re: Counsel on Aging
- letter from United Way of the Greater Seacoast re: letter of support for property tax exemption for Great Bay Kid's Company
- letter from Seacoast Family Promise
- letter from 68 Hours of Hunger re: a donation
- letter from CASA re: a donation
- letter from Richie McFarland re: funding approval

- minutes from the RPC TAC meeting
- letter from Rockingham County Engineering & Maintenance Services re: group purchasing
- letter from PFIC
- memo from Dave Sharples re: accessory dwelling units
- abutter's notice from Brentwood Planning Board
- email from Mr. Dean to Mr. Favreau re: COA
- letter from Rockingham Nutrition & Meals on Wheels Program
- letter from NHDES re: alteration of terrain permit

### **7. Review Board Calendar**

The BOS will next meet on Monday, August 8 at 7pm. Also, BRC meets on Wednesday night.

### **8. Non-Public Session**

Postponed until August 8.

### **9. Adjournment**

A Motion was made by Selectwoman Surman and seconded by Vice Chair Gilman to adjourn the meeting at 9:44pm. Motion carried- all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary