

## Draft Minutes

### Exeter Board of Selectmen

August 22, 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. Board Interviews**

There were no Board Interviews.

#### **3. Public Comment**

Elizabeth Dion, Exeter resident, spoke first. She is in search of a resolution for traffic by the Catholic Church. She said it is a very messy area and suggested a roundabout in that area. She said a roundabout would solve the safety issue. Vice Chair said this is an idea she has been interested in. She would like to see a resolution there. Selectman Clement said there was an attempt made many years ago for a roundabout. Selectwoman Belanger agreed that this is a problem area. Selectwoman suggested Ms. Dion talk to the Chief of Police and DPW and agreed they need an answer here. Chair Chartrand said they need to go through channels to get this approved, but he likes the idea.

Mike Dawley, Exeter resident, spoke next. He said budget season is almost here. He is confused about the \$9 million renovation of the rec park. He said there is a site plan and the town is just running with it. He said no one has vetted that plan. Selectman Clement said on Thursday night the Planning Board will hold the first CIP hearing. He said the rec park expansion is on that. There will be presentation and discussion. Mr. Dawley asked what the Planning Board will do. Selectman Clement said Planning Board will have a second hearing. He said typically there isn't a vote to say yes or no, they'll just discuss it. He said they may move to pass the CIP projects to the BOS. Chair Chartrand said after the Planning Board, it will go to the BRC, then the BOS, then deliberative session, then to town vote. He said it will be a very thorough process. He added that Mike Favreau has done a lot of presentations on this lately. Mr. Favreau said he just thinks this needs to be looked at for a lower price. Selectwoman Surman said they got a presentation from Mike Favreau and they haven't gotten some answers they asked for. Selectman Clement said this needs more engineering done before it's presented to the town.

Art Baillargeon spoke next, asking about water/sewer work on Lincoln Street. Mr. Dean said there is a Lincoln Street phase 2 proposal in the CIP. He said there needs to be some sewer work done there, which is in the CIP request. Mr. Baillargeon said the street has a lot of potholes as well. Selectman Clement said he didn't think Lincoln Street will be paved this year. Mr. Dean said that is correct.

#### **4. Minutes and Proclamations**

##### **a. Proclamations/Recognitions.**

There were no proclamations or recognitions.

##### **b. Minutes: Regular Meeting: August 8, 2016**

Vice Chair Gilman had an amendment to page 1, changing the first sentence under 2. to read "Chair Chartrand convened the meeting at 6:50pm and recessed to the Wheelwright Room for an interview with KC Cargill for a position on the Budget Recommendations Committee. The meeting reconvened at 7pm."

Selectwoman Surman had an amendment to page 2 changing the second sentence in the 4<sup>th</sup> paragraph to say "She supports this, but the Resolution says that the Town supports this so the process should be this should go on the Warrant." She also had changed "not" to "now" in the next paragraph. Her third amendment was on page 5 fourth paragraph, adding a sentence to say "Ms. Perry said they didn't know what to expect, so they couldn't budget for it."

Selectman Clement had an amendment to page 5, changing "training" to "draining".

**Motion:** A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the minutes of the August 8, 2016 BOS meeting, as amended. Motion carried – all in favor.

#### **5. Appointments – Budget Recommendations Committee**

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to appoint KC Cargill to the Budget Recommendations Committee. Selectwoman Surman asked if Mr. Cargill had registered as a voter yet. Chair Chartrand said that is unknown. Vice Chair Gilman and Selectwoman Belanger withdrew their Motion and second while until they could find that out.

The Board discussed Action Item ii. next, and then moved to Action Item i.

#### **6. Discussion/Action Items**

**a. New Business**

**ii) Fire Department – Old Ambulance Donation Request**

Chief Brian Comeau asked if the Board would be interested in donating the surplus 2006 Ford Ambulance to the Seacoast Chief Fire Officers. He talked the SCFO, saying they are mostly volunteers and all about sharing resources. The truck would be repurposed. He asked for the Board's support.

Selectwoman Surman asked what the value of the vehicle is. Chief Comeau said it is about \$3500.

Chief Comeau added that this has been done in the past.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve donation of the surplus ambulance to the Seacoast Fire Chiefs Association. Motion carried – all in favor.

**i) Supervisors of Checklist re: state primary September 13<sup>th</sup>**

Susan Gorman and Vicky Nawoichyk were two of the three Supervisors present.

Ms. Gorman spoke first, and talked about the upcoming primary. She wanted to make sure that everybody who is qualified to vote can. She thanked Andie Kohler and Paul Scafidi for their work. She explained that the Supervisors of the Checklist is a Board of people who are responsible for everything to do with voting like accuracy of voter's info, checking in, registering voters, and verifying nominations. She went on to say it is easy to vote, and there is same day registration.

New Hampshire Primary is Tuesday, September 13. Ms. Gorman reminded all voters to bring their picture ID with an address on it. She said the Supervisors of the Checklist will have a public session to handle all matters for voting on Tuesday September 6 from 7-730pm at the Town Office building.

Chair Chartrand asked if residents can vote at the Town Clerk's office. Ms. Nawoichyk said yes, they can.

Ms. Gorman reminded residents that there are voter ID laws in NH, but there are affidavits for those with no picture ID.

The Town Clerk has new hours. Ms. Gorman said some election laws have changed. Those changes include: Supervisors of the Checklist can now advertise sessions on the town website, provisions for voting absentee have expanded, if you are now 17 years old and will be

18 by the time the general election comes you can only register to vote as you must be 18 to vote in NH, and any influencing campaign clothing is considered electioneering and is illegal. The Supervisors of the Checklist can be contacted at 603-773-6121 or at [soc@exeternh.gov](mailto:soc@exeternh.gov).

The IT Department came out and said none of this information was broadcasted. Chair Chartrand said he would like to put this on the next agenda for a revised presentation.

Paul Scafidi, Town Moderator, talked about traffic during voting. He said there will be one way in and one way out. He explained the traffic routes. He said parking at the High School is limited, so he asked voters to be patient. He asked those working the polls to park in the lower parking lot behind the field. He asked anybody who would be there for any length of time to park out back.

Mr. Scafidi went on to talk about the Selectmen's roles. He said the law says the Selectmen are supposed to be at the polls all day. The new law allows Selectmen to appoint somebody in their place if they can't be there. He said if there is anybody wearing a button, pub, t-shirt, or anything of the sort, that is electioneering and they cannot until it is removed.

Mr. Scafidi asked voters to come into the building, check in, get their ballot, vote, and then leave. He said the voting area will be in the gym area and voters cannot stand around in that area where the ballot booths are. He said there are barricades outside for sign holders and there has to be a person holding a sign – not just a sign leaning against something or in the ground. There is no electioneering allowed in the parking lot.

Mr. Scafidi said if anybody has any questions they can contact him or the Town Clerk. He said bake sales and such are ok, just call the Town Clerk to legitimize.

### **iii) Dump Truck Lease/Purchase – DPW**

Mr. Dean said this is Article 19 of the town meeting that was passed. He said the DPW recommends a 2017 dump truck costing \$149,235, which is well within the budgeted cost. He said the DPW recommends going with Tax Exempt Leasing for the financial agent who is offering an interest rate of 2.37% over 5 years. Mr. Dean said if this is approved the town will make a payment this year, and then have four payments to go and that will be within the appropriation.

**Motion:** A Motion was made by Selectwoman Surman and seconded by Selectwoman Belanger that the BOS authorize a five year lease/purchase in the amount of \$149,235 with Tax Exempt Leasing for a 2017 International 7400 cab and chasse dump truck for the DPW, with an interest rate of 2.37%, and to authorize the Town Manager to sign any necessary documents related to the lease/purchase agreement. Motion carried – all in favor.

#### **iv) Kingston Road Project Update**

Mr. Dean said there was a public meeting on this last Wednesday night. He said there were about 15 attendees from the public. He went on to say there is no formal design for the project, but there was some public input. The public's biggest concerns are the safety of the shoulders and sidewalks. There will be a follow-up meeting in mid-September.

Mr. Dean said if any members of the Board have any specific questions, to send them his way.

#### **v) 2016 Selectboard Goals – Master Plan**

Chair Chartrand said they Board has been reviewing the four Selectboard goals they set for themselves. The goal they would discuss tonight is the first goal – Master Plan Update.

Vice Chair Gilman is the representative to the Master Plan Steering Committee. She said that committee is made up of about 20 people. They have been alternating morning/night meeting to accommodate everyone's schedules. There has been a bid put in for a contractor to help with updating the Master Plan. She said a company has been chosen to establish to scope of work to be done and there will be several public meetings for input. She said the process is supposed to end before March 2017 and they should be seeing some actions by Nov/Dec/Jan.

Selectwoman Surman asked if there are any reps from the hospital, PEA, schools, or Riverwoods on the MP Steering Committee. Vice Chair Gilman said they do have representatives from all four entities.

Selectman Clement asked if the MP Steering Committee will be doing an interim report for the Planning Board. Vice Chair Gilman said she wasn't sure, but said it is a good idea. Selectman Clement said it is good to keep the Planning Board engaged.

Chair Chartrand said he thinks this is the most important goal. He said the Master Plan is a plan that has needed updating for a long time. He is glad the new Planning Director set an ambition timeframe for getting this done. He said he has a vision for the new Master Plan that the town needs to increase its population. He would like to see this incorporated in the Master Plan.

Mr. Dean said the Master Plan process is always geared toward a 10-20 year horizon. He said a lot of great information has been coming out of the Housing Advisory Committee meetings.

Selectman Clement said he is unsure an increase to the population should be a goal the Master Plan sets. He said they could describe it as more infrastructure, adding Complete Streets, and those kind of details. He is unsure how they can increase the population.

The Board moved back to the Board Interviews discussion. It was discovered that even if KC Cargill had registered to vote, it may not be on the list yet. Selectwoman Surman said because it not known if he has registered, she cannot vote in favor of appoint him to the BRC. Selectman Clement agreed with Selectwoman Surman. Vice Chair Gilman said their past practice has been casual about this.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to appoint KC Cargill to the Budget Recommendations Committee. Motion carried – 3-1-1 vote. Selectwoman Surman voted nay, and Selectman Clement abstained.

**b. Old Business**

**i) TBD**

**7. Regular Business**

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

There were no tax water/sewer abatements or exemptions.

**b. Permits & Approvals**

Mr. Dean told the Board about a request for an extension for an MS-1 form. He said MRI recommends this extension. It can be extended until October 1.

**Motion:** A Motion was made by Selectman Clement and seconded by Selectwoman Belanger to sign the MS-1 extension. Motion carried – all in favor.

**c. Town Manager's Report**

Mr. Dean talked about the following:

- The dam removal project is moving forward. They are doing major work contouring the river bottom. Fish & Game and NOAA have been talking about maintaining more of a fish passage. They have been told that money is tight, but they are trying to work through that.

- String Bridge work continues

- He walked downtown with Dave Sharples and reviewed bench placements. There is a plan.

- Had a Housing Advisory Committee meeting on August 12
- The Revolving Fund application for the wastewater plant will be acted on September 7 by Governor and Council.
- Dam Ceremony is September 9
- The stop sign at the Epping Road/Park Ave intersection is up
- The draft CIP has been completed
- Lincoln Street phase 2, the Rec Park project, Court Street Bridge culvert project, and TTHM remediation are all part of the CIP
- He had a conversation with a resident about commercial trucks in Swasey Parkway. He said commercial trucks are prohibited in the Park. DPW would take the lead on this for our own trucks.
- FY17 budget work continues
- School starts August 29
- October 31 will be trick or treat
- A land use citation has been filed with the court for 3 Sanborn Street
- Got an email saying FEMA preliminary maps have not been filed yet

Selectman Clement asked if there is a sign in the Parkway saying commercial trucks are prohibited. Mr. Dean said yes, there is a sign.

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

Selectman Clement reported the Planning Board met and reviewed and approved a 1200 square foot addition for McFarland Ford. He said they heard from Jennifer Perry about a tentative P/S agreement for some property behind a garage on Newfields Road. He also reported that Safety Committee met last week. They heard from a Primex rep who suggested departments should invest in straps to help move heavy equipment because there have been complaints of lifting injuries. He said Planning Board will meet this Thursday and have the first CIP hearing.

Selectwoman Surman reported a site walk with the Conservation Commission. She reported that the timber harvest was a great success. Also, they are looking for people for the Trails Committee. Also, the Rayne's Farm will have its festival in September.

Vice Chair Gilman reported the dam ceremony will be September 9, which is also the date the L-CHIP folks are coming to walk through the Winter Street Cemetery. She will know by December if they will be awarded the L-CHIP grant.

Selectwoman Belanger reported a Housing Authority Committee meeting on August 12. She said the next meeting will be September 9. She said lots of data was gathered. Also, she reported that the Water/Sewer Committee will meet this week to discuss the rate study.

Chair Chartrand reported the EEDC will meet on August 30 at 7pm.

#### **e. Correspondence**

The following correspondence were included in the packet:

- letter from DTC re: Riverwoods v. Town of Exeter withdrawal of appeal
- email from Dave Sharples re: creating a E911 Committee. The Board thought this was a great idea.
- letter from NHDES re: Request to Expedite, C31 Project. Selectwoman Surman asked when and why this was made concurrent with the Conservation Commission's application. Mr. Dean said DES seeks a letter from the town so they can review it and decide whether to grant the to expedite the process. He said this letter allows expediting. Selectwoman Surman asked what would happen if Conservation Commission didn't approve it. She asked when this letter was asked for. Mr. Dean said he can look further into it. Selectwoman Surman said if the Conservation Commission was not in favor, the town would look like a divided front to the State. She said this is about process and thought Mr. Winham should have worked with the Conservation Commission. She thought there could have been better communication.
- multiple NHMA Floor Policy Proposals

#### **8. Review Board Calendar**

The BOS will have a joint meeting with the Water/Sewer Advisory Committee on August 24 at 6:30pm. September 6 will be a consultation meeting with council. The next BOS meeting will be September 12.

#### **9. Non-Public Session**

A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to go into a non-public session under RSA 91-A 3 II (e) and (I). Motion carried – all in favor. Selectwoman Belanger called the roll call. Selectman Clement, Chair Chartrand, Vice Chair



Gilman, Selectwoman Surman, and Selectwoman Belanger voted aye. The Board was now in non-public session.

The Board emerged from non public session. Selectwoman Belanger moved to adjourn. Selectwoman Surman seconded. The board stood adjourned at 9:30 p.m..

Respectfully submitted,

Nicole Piper, Recording Secretary