

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

July 25, 2011

1. Call Meeting to Order

Chairman Robert Aldrich convened the Board at 7:00 pm in the Nowak Room of the Town Office Building. Other members of the Board present were: Selectman Frank Ferraro, Selectman Matt Quandt, Selectwoman Julie Gilman, Selectman Don Clement and Town Manager Russ Dean.

2. Public Comment

Alan Bailey inquired about the current water situation in Town and presented the Board with a sample jar containing water collected at his house around noon. Chairman Aldrich advised that Ms. Perry will provide an update on the water situation later on during the meeting. Mr. Bailey noted that in the draft minutes for last week's meeting the relevant paragraph numbers of 91a are not included beside the reasons given for going into a non public session. He also inquired about the progress of the audit. Chairman Aldrich advised that the auditors have been on site and they are hoping to see a draft sometime in August.

Renee O'Barton commented on water and sewer corrective bills. Her calculations are almost identical to those done by the Finance Department now with just a few exceptions. There is still about an \$ 8,000 difference between her numbers and those of the Finance Department. Four of the bills that she went through did not have the May bills included whereas her calculations do include May. She feels that some of the discrepancy is due to the timing of the application of the new fee schedule last year. There is still a big disagreement with the bill for Lincoln Street which she believes is under-billed due to a different meter multiplier being used. She would really appreciate the Finance Department taking a second look at that one. They are getting close which is encouraging, but still have a little way to go. Mr. Dean advised that Ms. O'Barton was welcome to contact the Finance Department directly to work with them on this if she would like.

3. Minutes & Proclamations

a. Regular Session Minutes of July 18, 2011

Mr. Ferraro moved to approve the Regular Session Minutes of July 18, 2011 as presented. Ms. Gilman seconded. Vote: 3-0 Mr. Clement and Mr. Quandt abstained.

b. Non Public Session Minutes of July 18, 2011

Mr. Ferraro pointed out that it should be noted that he abstained from the vote on approving the June 20th minutes.

Ms. Gilman moved to approve the Non Public Session Minutes of July 18, 2011 as amended. Mr. Ferraro seconded. Vote: 3-0 Mr. Clement and Mr. Quandt abstained.

4. Appointments - None

5. Departments Reports – Planning, Building, DPW

Ms. Sylvia von Aulock said that they are working on narrowing down the 36 pages of recommendations for the master plan. The Capital Improvement Program (CIP) is currently their top priority and they are busy working with other departments and Mr. Dean on this. The Fleet Study that happened a couple of years ago caused vehicles to be put to the side. They will see many vehicles this time because they are

FINAL MINUTES

trying to catch up. The first Planning Board meeting in August will be to review the CIP Program. It will be on August 11th and will be open to all Boards and to the public. It will be an overview of the next 6 years. The Planning Department has been working with the new EDC group. A subcommittee has split off to look at a tax increment finance district. The focus is on Epping Road and there will be more to come on this in the future. The Train Station Committee has been making slow, steady progress on the baggage building project. There are always different residential and commercial development projects ongoing. Continental microwave is expanding. Growth in Exeter is slow but steady. These days they see more conditional use permits and take a lot of questions about them. In a future meeting she will devote time to explaining conditional use permits and the process in more detail for everyone.

Doug Eastman, Building Inspector, said that as of June 30th the total estimated cost of construction so far this year is \$ 7,209,000 and total fees collected is \$ 49,760. There have been six new single family homes. Total permits issued so far is 299. They are about 20% less than last year at the same time. Some of the new and continuing residential projects include Linden Commons, Little Pine Lane, Forest Ridge, condos at 131 Court Street, Rinney Lane and Sterling Hill. Linden Commons is the newest project on the books. Commercial projects include exterior and interior renovations at Phillips Hall, window replacement at the Davis Building, removing and rebuilding the greenhouse at Churchill's Garden center, ADA accessibility work at the Exeter School District and renovations at the old Ocean Bank building on Lincoln Street. St. Vincent de Paul Food Pantry has purchased the old Ocean Bank building and it will be transformed into a food bank.

Mr. Eastman has been working with Selectman Ferraro on revising the Town's sign ordinance. If the proposed new ordinance is finalized by the Board tonight, they expect September 1st to be the implementation date. They will work on getting the word out to local businesses. Eventide Nursing Home went before the ZBA last week regarding conversion to 17 units of age restricted apartments. They did get their approval from the ZBA and will next move on to the HDC and Planning Board for site plan review. Another recent application to ZBA was for a minor increase in size to Riverwoods' plans to enlarge their administration building on White Oak Drive. There was also a small expansion to the Tilton House on Gilman Lane which required ZBA approval.

Jennifer Perry said that the DPW department issued a notice today regarding manganese in drinking water. They are having difficulty treating manganese at the drinking water treatment plant and this has resulted in discolored water out in the distribution system. They are working diligently to resolve the problem. Manganese occurs naturally in New Hampshire waters and at high concentrations manganese can stain laundry and water fixtures. It can cause a metallic taste and discolor pool water. EPA has established secondary or what is called aesthetic standards for manganese in drinking water. The secondary standard for manganese is 0.05 mg/L. EPA has not set health standards for manganese in drinking water. However the New Hampshire Department of Environmental Services has set an interim health based standard of 0.84 mg/L. Exeter's treated level of manganese concentration today was 0.468 mg/L, which is above the secondary aesthetic standard but less than the interim health based standard.

They ask that people not do laundry if they observe discolored water. They should postpone doing laundry until it has cleared up. They apologize for any inconvenience that this may cause and appreciate everyone's cooperation and understanding. For more information people can call the Water Treatment Plant at PH: 773-6169 or DPW at PH: 773-6157. The concentration of manganese in raw water coming into the treatment plant right now is approximately 1 mg/L. That would be almost 20 times the standard. They are removing 50-60% of it, but at this high concentration level it is very difficult. Ms. Perry also pointed out that if the Town moves forward with a groundwater treatment plant, this is the time of year that they typically would be on a complete groundwater supply and thus would be avoiding these

FINAL MINUTES

challenging raw water conditions.

Chairman Aldrich asked if this was due to a raw water condition or an issue at the water treatment plant. Ms. Perry said that it is a combination and she thinks that the raw water condition led to conditions which caused a problem at the plant. They had a problem with fouling of a magnetic meter at the water treatment plant that controls the dosage of the manganese treatment chemical.

Mr. Clement asked what causes the high manganese level at this time of year. Ms. Perry said that there are multiple reasons. There is manganese in both the river and reservoir sources. During the summer, manganese that has accumulated in the sediments over time can move up into the water column. As the bottom level of water becomes anaerobic which is natural because of the heat and stratification that goes on in our water supplies, manganese becomes soluble in an anaerobic state and moves up into the water column. It is then brought up into the water treatment plant. It is a combination of having manganese naturally occurring and having low oxygen stratified waters. Another indicator of high iron and manganese is a sheen on the surface of the water. Exeter's water also has high iron but this was not mentioned in the notice because it is really easy to treat. Mr. Clement asked what advice can be given to people with regard to drinking the water or brushing their teeth. The discolored water is unappealing even though it is safe. Mr. Quandt suggested using a filter pitcher system which works well and Ms. Perry agreed that this will capture most of the color if that is the concern. Ms. Perry assured everyone that the water is safe to use. The color is purely aesthetic at the levels they are seeing and is not a health concern. Once they have low levels of manganese coming out of the treatment plant, it is likely that they will be doing some flushing as part of getting back on their program.

Ms. Perry said that they will be starting shortly with a contractor on a leak detection program for the whole water distribution system that will be 100% funded by the State. They are still working on their National Pollutant Discharge Elimination permit for nitrogen. The EPA comment period for the draft permit has been extended to August 12th and they are working on developing those comments. They have a 100% Federally funded rural sign program going on mostly in the north side of Town. This is great because a lot of Exeter's signs are getting old. The Highway Department has also started mowing road sides and the transfer station. Catch basin cleaning is about two-thirds complete. So far there have been no hot loads but they will be doing testing at the end as well to confirm that there is no contamination in those materials. Paving is significantly complete. They do still have to pave Court from Front Street to Elm, two sections of Epping Road and the Main Street railroad crossing. Maintenance has completed the Town Office storage space and file storage has been moved. Brick repair is ongoing and the handicapped ramp is essentially complete.

On the engineering side of the house, they have started a sidewalk management program PILOT study utilizing the assistance of a summer intern. They are taking one tax map and using that as a PILOT for the rest of the Town. It will be GIS based/linked. They have also started a new trench compaction requirement. So far it has met with a small amount of resistance but is going well. It is intended to increase the longevity of the paving program which they have invested a lot in. They received bids on the Water Street Sewer Interceptor project. Recommendation is expected this week and then they will go to NHDES for concurrence. They should have it for the Board's consideration next week. Jady Hill Phase I Water and Sewer Line Replacement is 90% design complete. They will start contractor prequalification shortly and anticipate holding a neighborhood information meeting sometime in August. The Great Dam Feasibility study has kicked off and a September public information meeting is planned. The RFP for design for the Norris Brook culverts has been issued. They anticipate receiving those proposals on August 3rd. Paul Vlasich, Town Engineer, has been named DPW employee of the quarter. Mr. Dean recognized Ms. Perry and her department for the hard work that they have done participating

FINAL MINUTES

in the CIP process in addition to all of the other things they have going on.

Mr. Bailey asked what chemicals are used to treat water for manganese and what the precipitate they are seeing in the water is. He noted that the color of the water is variable and asked if they can expect this to continue for the life of this event. Running the water was a good strategy during hydrant flushing but seems like not such a good strategy for the current situation. Ms. Perry said that potassium permanganate is the chemical used to treat the manganese. It is a strong oxidant. Manganese needs to be oxidized in order to be removed by the filters. Other oxidants such as chlorine could be used. However, they also need to maintain a proper pH level and so pH reduction chemicals are also used. The sediment that can be seen is manganese in its oxidized state. At this point they cannot recommend that people try to flush their lines. They are concerned about how much is in the system. They will be going out and looking at possibly doing some flushing when the water quality improves. The concentration of manganese in the water is coming down, but it may take several more days.

Jim Knight commented on the water situation and was curious as to the chain of events that led to the problem. The problem started last week. He feels that a more timely notice of the problem may have been more helpful to people.

6. Discussion/Action Items

a. New Business

i. EXTV PEG Update

Mr. Dean said that the Cable TV Committee met last Thursday. At this stage they have established the 3 separate channels that were negotiated as part of the new contract. The Town now has Channel 13 which is slated to be the Education Channel, Channel 22 which is the Government Channel and Channel 98 which is the new community access channel. Active bulletin boards have been set up for the channels. Andy Swanson has been working with 2 summer interns to migrate information from the current Channel 22 to Channel 98. Most everything is set up with the new studio at the high school. They want to get the message out to the community that access is here and ready to be used. He thanked Andy Swanson, Jim Fellows, Sam Bruno and a cadre of vendors who were instrumental in getting everything up and running.

They do have an issue with Comcast regarding the Education Channel. The intent of the education channel is that it be a regional channel. Channel 22 in its current form can already be seen by all of the other towns in the SAU. It may take up to 4 months to have Channel 13 be established so that it can be seen by all of the other communities. If they were to swap 22 and 13 they could flip the switch and make the changeover tomorrow. Mr. Dean emphasized that this is not an Exeter issue. Exeter residents can view all of the channels. It is an issue with surrounding towns being able to view the new education channel.

Mr. Dean provided Board members with a copy of a draft budget for EXTV that had also been reviewed at the previous week's Cable Committee meeting. It shows 2011 year to date figures as well as projections for year end 2011 and 2012. There is a projected 2011 end of year surplus in the amount of \$ 8,598.00. If they purchase a new broadcast server bulletin board for the G channel, which is something that Mr. Swanson is highly recommending, they would likely exhaust the lion's share of that. In 2012 based on the 4% franchise fee scheduled to go into effect in January and planned expenses they would be looking at a surplus of \$ 15,032 if everything went exactly according to plan.

Mr. Dean advised that Mr. Fellows decided that he did not want to proceed with the E Channel piece for the schools. The superintendent is looking for resolution to that at this time. They have funds allocated

FINAL MINUTES

for that purpose. Exeter's focus right now is on shoring up things with the G Channel.

Mr. Ferraro raised the issue of proceeding with Channel 98 without formal policies and procedures. He is very uncomfortable with proceeding with any programming using interim policies. Chairman Aldrich is interested in the legality of this. Chairman Aldrich advised Mr. Dean to keep everything on Channel 22 until they get clarification. Mr. Clement said that the Board of Selectmen should have new policies and procedures to review and vote on sometime in August.

All of the selectmen unanimously preferred to keep Channel 22 as is. Channel switching is frustrating and annoying. Mr. Quandt thought that it would be necessary to purchase new equipment if they switched. Ms. Gilman asked if there would be a cost to this from Comcast. Mr. Clement expressed difficulty in understanding why it would take Comcast 4 months to make the change to be able to broadcast the Channel 13 signal out to the other towns. Mr. Dean will communicate with Comcast and Mr. Morgan. He said that Comcast has not made clear to him what the technical difficulties are with this but they have made it clear that there will be no cost to the Town.

Ms. O'Barton clarified that once all of this goes into effect, Channel 22 will just be for Exeter. Chairman Aldrich confirmed that it is the plan.

Mr. Ferraro expressed some initial thoughts on the budget regarding salary cost for the person to be hired, consulting costs and web presence. There was a brief discussion about these costs with the understanding that these can be discussed in more detail when they get into budget discussions later on.

b. Old Business

i. Revised Scope of Work: Exeter / Stratham Study

Mr. Dean said that there was a meeting in 2010 between representatives from Exeter and Stratham that was facilitated by the Rockingham Planning Commission to discuss the possibility of the two towns working together on a regional water and wastewater system. There was a subsequent grant application made by RPC in the amount of \$ 30,000 to the Coastal Grant Program. The application was not approved. It is a rolling application process so they would have to wait until next year to apply again. Stratham's Board of Selectmen discussed this last week and came out in support of continuing to pursue this. The question tonight is whether or not the Board is supportive of continuing this process with a revised scope of study at a cost of \$ 40,000 to be split between Exeter and Stratham. Mr. Dean read through the 6 main goals and objectives of the revised scope of work.

Board discussion ensued. Mr. Quandt expressed concern that Exeter's system did not have the capacity to meet the needs of its residents at the current time. Mr. Clement advised that there was a report at the last Water & Sewer Advisory Committee meeting that capacity is OK and will be better in the future. The point was also made at the last Water & Sewer Advisory Committee meeting that there are not enough new customers to help share in expansion and building costs and that they should consider expanding the customer base. Mr. Quandt said that the Federal Government is encouraging regionalization. Concern was expressed that the study is too limited in scope and did not examine many other potential options. Mr. Ferraro felt that the study was one sided and had a lot of potential for commercial development in Stratham but not Exeter.

Chairman Aldrich asked if there was a consensus to commit the money to continue the study with the condition that they view the revised scope and make a final approval later on. Mr. Clement was in favor of doing the study. He said that Exeter is looking at some serious investment in its water and wastewater infrastructure and it makes sense to look at how Stratham could help Exeter pay for this via

FINAL MINUTES

regionalization. If Exeter were to provide water to Stratham they could charge a different price structure to Stratham than Exeter residents. There are different ways of recouping money and definite advantages to regionalization. Mr. Clement said that the scope of the study has been limited because the funding for the study was limited. Mr. Dean pointed out that historically Exeter already has a written agreement with Stratham on water and sewer services and has had for a long time. Exeter does provide water already to some places in Stratham. The agreement has not been updated since 1985.

Mr. Clement moved that the Town of Exeter expend \$20,000 from the DPW Water and Sewer Funds to enter into an agreement to do the revised scope of work plan as described in this document drafted July 12, 2011. There was no second. Motion Fails.

Mr. Ferraro motioned to ask Mr. Dean to go back to the RPC and develop a proposal that the towns of Stratham and Exeter might expend \$20,000 each on that explored options for working together on water and wastewater. Ms. Gilman seconded. Vote: 3-1 Mr. Clement opposed. Motion carries.

Ms. Gilman said that the future growth in Stratham needs to be considered. Mr. Dean will have a conversation with RPC to see if they are interested in expanding this study.

ii. Third Reading: Sign ordinance amendments

Mr. Ferraro said that there have been no new changes since the discussion last week. Mr. Clement suggested for the purposes of consistency that wherever the wording says "building inspector" it be changed to "code enforcement officer". The Town actually has two code enforcement officers. He also suggested adding wording that sandwich boards be not more than 10 feet from the establishment. Mr. Clement would also like to see sandwich boards be allowed in the Lincoln Street area in order to be supportive of these local businesses.

The Board had discussion about these suggested changes. There were no objections to changing the wording from building inspector to code enforcement officer. Mr. Ferraro said that if the ordinance allowed sandwich boards on Lincoln Street all of their applications would be rejected because there is not enough sidewalk space. Chairman Aldrich said that some of these businesses may not be using all of their other allowed signage options. Dan Chartrand of Chestnut Street commented that limiting sandwich boards to not more than 10 feet from the business was probably overthinking the issue.

Mr. Ferraro motioned to have a third and final reading on the revision to Town Ordinance 502.2 as amended to take out "town building inspector" wherever it appears in that revision and replace it with "town code enforcement officer" and accept the new Town Ordinance 502.2 as amended to be effective 9/1/2011. Mr. Quandt seconded. Vote: Unanimous

iii. Pine Road Posting Update

Mr. Ferraro attended a meeting of the Brentwood Planning Board last Thursday evening where an application to expand the bark mulch processing facility was being considered. The Brentwood Selectmen had sent a letter to the Brentwood Planning Board supporting a traffic and engineering study at the intersection of Route 27 and Pine Road. Mr. Ferraro was there to speak in support of doing this study. He thinks that there is general agreement by the Planning Board that something needs to be done. The applicant has agreed to fund his consultant and the Brentwood part time planning person for one meeting with Exeter staff to talk about the scope of the study. Mr. Ferraro made it clear that it is a safety issue. Exeter is very concerned about the safety of the intersection especially with the proximity to the High School. Mr. Ferraro made it clear that they need both a near term (before school starts) and long

FINAL MINUTES

term solution. Whatever study is done would need to be done quickly and he feels that they understood that. There was a lot of discussion about it.

Mr. Ferraro moved to initiate the second reading for the removal of Pickpocket Road and Pine Road from our Town Ordinance 503.1.4 and to table a third reading until they get some indication back from Brentwood as to how this may be proceeding. Ms. Gilman seconded. Vote: Unanimous

7. Regular Business

a. Bid Openings - None

b. A/P and Payroll Manifests

a. Accounts Payable and Payroll Manifests

Mr. Ferraro moved to approve an accounts payable warrant for checks dated 7/22/2011 in the amount of \$ 161,225.60. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to approve a weekly payroll warrant for check dated 7/22/2011 in the amount of \$ 361.66. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to approve a weekly payroll warrant for checks dated 7/20/2011 in the amount of \$ 182,553.56. Mr. Quandt seconded. Vote: Unanimous

c. Budget Updates

Mr. Dean said that the Budget Committee had a lengthy meeting last week which was very productive. The Finance Director provided year to date financial information.

d. Tax Abatements & Exemptions

Mr. Ferraro moved to accept 2 abatements for Map 72, Lot 201 for year 2008 in the amount of \$14,106.28 and for tax year 2009 in an amount of \$ 2,484.11. Mr. Quandt seconded. Vote: Unanimous Ms. Gilman abstained.

e. Water/Sewer Abatements - None

f. Permits

Mr. Dean said that they have one permit request for the use of the Town Hall from the Exeter Women's Club for Sunday, November 20th from 7 am to 5 pm. It is for a sale including Asian silks, jewelry and bags.

Mr. Quandt motioned to approve the application as presented. Mr. Clement seconded. Vote: Unanimous

g. Town Manager's report

Mr. Dean said that CIP preparations have been ongoing and his office is in the process of working with the Planning Department to put together a draft document that will be ready to go for the Planning Department's initial hearing on that which will be on August 11th.

FINAL MINUTES

Exeter was notified today by DES that it has two of their top 8 projects on their green infrastructure list. These are the water meter program and the water treatment plant waste stream reduction. Exeter will be eligible for 20% forgiveness on the cost of these projects. Mr. Ferraro cautioned everyone to be careful about speculating as to what items might appear on the warrant next year at this early point. The groundwater plant was ranked 5th out of 33 projects in the drinking water revolving fund grant program. The Town has received the bond proceeds for the water and sewer line replacement projects. The auditors have done fieldwork and they will be in tomorrow to do the heavy work. They will be here for the next couple of weeks doing the 2010 audit.

h. Legislative Update – None

i. Selectmen's Committee Reports

Selectman Ferraro attended the Brentwood Planning Board meeting last week.

Selectman Quandt announced that there will be a Cable Committee meeting on August 11th.

Selectman Aldrich said that the Arts Committee has been working cooperatively with Fuller Gardens on a floral art show that is on now for the weekend. There will be a collaborator's event this Thursday night at the Town Hall to match local artists with poets who wish to work together in preparation for an upcoming Fall show.

Selectwoman Gilman had an HDC meeting where they approved an addition to Tilton House. They approved a sign for Power Yoga. They had an interesting conversation with a contractor for St. Michael's church about renovations to their Parish House. The Heritage Commission subcommittee met. EDC meets tomorrow morning. There is a website called MyEnergyPlan.net that has helpful hints for saving money in your home. It is sponsored by Clean Air Cool Planet.

Selectman Clement attended the kickoff Budget Committee meeting on Wednesday of last week along with Selectman Ferraro. It was a very good meeting. The next Budget Committee meeting will be in August.

j. Correspondence - None

8. Review Board Calendar

The next regular Board of Selectmen meeting will be Monday, August 1st at 7:00 pm. There will be no regular meeting on Monday, August 8th.

9. Adjournment

Mr. Ferraro moved to adjourn, seconded by Mr. Clement. Vote: Unanimous

The Board stood adjourned at 9:20 pm.

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary

FINAL MINUTES