

**DRAFT MINUTES
PLANNING BOARD
AUGUST 25, 2016**

1. Call to Order:

The session was called to order by Chair Kelly Bergeron at 7:01 p.m.

2. Introductions:

Members present were Langdon Plumer, Don Clement (BOS Representative), Pete Cameron (Clerk), Kelly Bergeron (Chair), Katherine Woolhouse (Vice-Chair), Aaron Brown and Gwen English. Staff present were Dave Sharples, Planner, and David Pancoast, Recording Secretary.

Russ Dean, Town Manager, was present as were department personnel: Chief Brian Comeau-Fire Dept, Mike Favreau-Rec & Parks Dept., and Jennifer Perry, DPW Director. Members of the public were present as well.

3. New Business: Public Hearings

Public hearing on the 2017 Capital Improvements Program (CIP) projects as presented by the Town Departments.

It was announced by the Chair that copies of the proposed document(s) were available at the Planning Department Office prior to the meeting and are to be available afterward as well. A PDF of the draft will be put on the Town website.

Mr. Sharples, Planner, explained that the Capital Improvement Plan is a six year project, to avoid piecemeal approaches and allowing time to ascertain funding sources and for stable budget planning. A brief overview of recent and current projects included infrastructure improvements, the Finance Dept. has upgraded the financial software, the Planning Board is updating the Master Plan, and the Downtown Improvement Project has made a difference and also beautified the Downtown. The Great Dam removal was done to resolve flooding issues. Epping Road Water Tank maintenance, design of a new Wastewater Treatment Facility (\$50 Million project), and water line and sewer

line replacements were also done. A lot of past CIP projects have been utility based, but this year's program is focusing on buildings in addition to the typical projects. The Townwide Facilities Plan was in the Board's packets for tonight.

Recreation & Parks Department:

Mike Favreau, Recreation & Parks Dept said he had a big project with updated costs on it. A survey in 2014 of users revealed the need for more playing fields. Rec & Parks contracted with UNH for a needs assessment, completed in March 2015, with a number of recommendations townwide, including expansion of indoor and outdoor facilities, and more athletic fields and better facilities. The Dept. has over 8 acres of wooded land behind their facility and investigated to learn if it could be developed and what could be done with it. In 2016, they learned the playground needed full updating/replacements, which would be \$250,000 and is included in this project. Soccer and Lacrosse are growing and teams are spending thousands of dollars to play elsewhere, so Rec & Parks is trying to alleviate that. Swimming pool maintenance is needed and the tennis court fencing is original. The project estimate on the sheet is \$9.4 Million. But there is no need right now for concessions and a new maintenance building so it was scaled back to \$8.9 million. Tighe and Bond did the estimate, which is very comprehensive and the Dept. is comfortable with the number.

The project is to put a building in the existing parking lot, add a lighted field for baseball in the rear corner and another baseball field without lights, that would also accommodate soccer in the outfield. The plan is to change out grass for turf, as turf wears better. Fuller and longer use of the fields will result. Grass can't be used year-round or late in season.

There was Board discussion on phasing the plan. The Dept is open to anything at this point, but since the driveway would be converted to parking, phasing would be to do fields first, then building (or the other way around), and the playground. The Dept felt that it could be phased but it's better to do it all at once. The facilities would be out of commission for some time, but the pool could stay open in summers. Site clearing and cutting would start in winter, then some work done in the spring, then a summer hiatus for activities, then back to site work in fall. Some sports would have to relocate during that time.

Restrooms would be portable ones for now. Discussion on costs of design and engineering led to the figure had included architectural, but not engineering. Mr. Clement said that is typically 10% of the cost of the project. If they had to sacrifice more facilities for that cost, what would go? Mr. Favreau said he would have to see the figures in order to decide. Mr. Clement said that the Town needs firm costs so there's an understanding by the public of what they are going to get for the dollars. The new baseball field is sort of a replacement for Walt's Field. The schools supposedly set aside some money for replacing that field but didn't do it—could they contribute to this? Mr. Favreau said he had not heard. Mr. Clement said it should be looked into, if the schools had agreed, then they should do it.

There was discussion of field lighting where none are currently lit, to increase usage and concerns about light pollution from new lighting. There was further discussion about phasing and on focusing on the field facilities. Lots of parking issues on weekends especially. Mr. Brown asked if the playground is actually on an abutter's property. Mr. Favreau said yes, the lease is good to 2021. The nursing Home doesn't even own the property, they lease it from the owner. Discussion about purchase of the land resulted, as the Town does not want to build a \$250,000 playground on land it doesn't own.

Ms. English said she felt that Rec & Parks is an important part of the Exeter community and wants to see it flourish as best it can. Might be helpful for viewers who don't know the area, for the Dept. to do an overlay of present and future facilities, so they can see the changes easily. Mr. Favreau explained they would lose Field #2, but it is being replaced elsewhere onsite. They encourage folks to come walk around and look at it. The building for showers is staying the same. Available lighting grants would be pursued. Mr. Clement added that he thinks it needs to be fleshed out a lot more, as it's a lot of money, magnitude needs to reflect details. Have time to do that.

Mr. Dean, Town Manager, added that the projected cost here was for 15 years at 2.5%, and the cost averaged over 15 years per home in town. They have about \$200,000 in impact fees that could be applied right away to help out. Also looking for grant funding for other parts of the project and more revenue streams might come in as well. Building piece will provide a place for the outdoor recreation camp, where the kids have to be shipped elsewhere on

poor weather days now. This is not just development of the 8.6 acres, it's a redevelopment of the entire site.

A resident and soccer boardmember said his family makes extensive use of the facility and are personally thrilled with the project. As the field coordinator for soccer association, he spoke directly to the efforts to find fields. They have 30 teams this fall of 7/8 y.o. to 13/14 y.o. kids. Additional fields and facilities with lighting would be a huge benefit to them.

No other comments were offered by the public.

Mr. Sharples presented his projects: first one is the Complete Streets study, a planning study in last year's CIP and funding was requested last year, but the Master Plan update took priority. He would need \$25,000 for a consultant evaluation of Town to identify 'Complete Street' opportunities and challenges, and for looking at ALL modes of transportation for all streets, benefitting a variety of users.

Mr. Sharples then presented pedestrian improvements planning through the Transportation Alternatives Program ("TAP"), which involves new sidewalks and for putting together a plan for connections that don't currently exist, discussing connections for sidewalks on Epping Road, Winter Street, from Whitley Road to Epping Rd, and Spring St. He will be submitting a TAP application in early September, but he is presenting it under CIP as a grant funding contingency. The TAP grants will be awarded later this year or early next year. Exeter pays the full amount under TAP, then is reimbursed at 20%.

Board discussion involved the bike path master plan and its link to 'Complete Streets,' and the possibility of cross-synergizing the projects. Mr. Sharples will look into combining the two. The Master Plan was discussed and it was stated that it goes to everything that's needed in Town, and so is a lot more than the 'Complete Streets' study, although it is a foundation for it, but not in depth.

There were no questions from the public.

Economic Development:

Mr. Dean presented on Economic Development as Darren Winham was elsewhere at another meeting at the Manager's request. Activities in the downtown are indicative of the need for updated parking facilities. Downtown traffic flows will become more exacerbated over time, with one way streets, changing circulation patterns, and need for overall improvements. Epping Rd improvements have no price tag, but are important to stay in the CIP to be eligible for future funding.

Board discussion led to parking issues being constant. Circulation of traffic is the nature of any downtown. A study by urban planners discouraged one-way streets in commercial downtowns as bad for business. Changing over one-ways to two-ways is gaining popularity. Water St is an example. On Epping Rd, road widening and traffic signals are needed. Mr. Dean said it's probably not TIP related at this point. Mr. Clement said an Epping Rd study is warranted to explore TIP financing.

There was discussion on possible bypasses for the downtown, regarding whether travelers are just passing through and the various "pinch points" around Town. Regarding pass-throughs versus traveler visitations, Mr. Sharples said he can get a sense of who is coming back for visits by going through traffic counts for north of 11A and south of Rte 101, he will pull those figures for the Board. Mr. Cameron said "bypasses" exist, if the downtown congestion is a problem, a bypass could be thought about.

IT Dept:

Mr. Sharples presented for the IT Dept. The Town has 5 servers that are all over 5 yrs old, and no support is offered for hardware over 5 years old. So the Town needs to replace them before a failure occurs. The IT Dept. proposes to replace the servers with Tel-View Equipment and has an estimate of costs. It wants to provide HD video available on cable tv and any devices. Funding would be 2/3 by the Exeter Cable Fund and 1/3 by another entity who uses it as well. Operating costs stay the same, so the estimate is \$60K for the project. Mr. Clement said this doesn't need to be in CIP, could come out of a revolving fund so the BOS could do it with a request from TM. Mr. Dean said the figure is

over \$25K, so that's why it's here. Mr. Plumer said that 5 year old equipment is no good, so they have to do it.

Fire Department:

Brian Comeau, Fire Chief said the Dept's CIP requests are developed from Dept. goals and long range planning, following a 25 year plan. This year The Dept. needs a substation, Engine #4 replacement and some other things. The first project is a substation at \$2,810,000. The current station doesn't meet needs of the Dept. When it was built 30 years ago, there were 547 fires and fewer EMS calls. In 2016 the EMS calls are way up and 4300 fire calls per year and over 1800 ambulance calls, so it's gone up a lot. A study was conducted that showed they need a second fire station. Dept. Goals are to reduce fire losses and lower response times. Now it has to cross railroad tracks and two school zones to get to some areas of Town. If there are trains and schools are in session it slows the response times down. Want to lower the fire rates, set the stage for regional services and improve the quality of service. The Town would get 50-100 years service from well built buildings. This would not be a stick-built building, it would have to withstand a number of years of use. They are looking at 2017 to do design and site development, 2018 for construction and have it become operational in 2019. A needs assessment showed that the land now planned for a substation was for emergency services, not just the Fire Department, so it could be used by other groups too. They would like to form a committee for finding an architect, for design and costing it out. They would formulate and meet goals, report to the BOS, and get approval to authorize building construction. It is not a different timeline for other town projects, it would follow the same approach. They want to form a committee to get the right building for the community, like with schools or the library.

Board discussion was whether it could potentially house Fire and Police. The Chief responded that it might more likely house the dispatch center, which would be there under Police Dept. control, or it could also be an emergency operations center. The site is just under 3 acres in size. It was discussed that the Dept. would have better, faster access to areas beyond Rte 101. As there is no public water over there, the Dept. currently has to bring it with them. The Chief said that two trucks would remain at the current station, and two would move, so the same fleet overall would be kept.

There would not be any staffing increases at this time, but in FY 2019 staffing will be coming forward. There was discussion on the costs of adding firefighters and manning the new station as well as design of the bays. The Chief reported that Mutual Aid is not the biggest cost, it's the increasing elder component of the community, it's gone up 6% per year. Other possible station functions are the best way to go on this project, even if some costs go up a bit.

The next matter was to replace Engine #4, which is \$494,000 price but that's not a bid figure, it's an estimate from vendors. Currently it is used as a water supply truck, averages 500 responses a year out of total of 1100. It was out of service 30 days in 2016. Rising maintenance costs make it infeasible to keep it.

The next matter was the replacement of Fire Car #3, which is the staff car. It would cost \$43,000 to replace it. It's the command vehicle, with the Dept. communications in the truck, so the Dept. can use it to coordinate emergency operations. Frame rust on it is significant. It's 10 year service life is up.

The next item was portable radios. Portable radios were issued by the State as a program some years ago. But now it's all 10 + years old and there's no grant program. The cost is \$3700/radio. Each firefighter gets one for safety. They have an emergency need button, which is a mayday function, that was used recently with a trapped firefighter on the upper floor of a burning building. They have 24 firefighters, the staff officers don't get them. They also assign two radios to each apparatus, so if one is damaged, it can be replaced onsite. The total cost is \$149,000 for radios.

Mr. Plumer asked if they could be phased in? The Chief said they were done all at once in past. They want the same generation of equipment for everyone. Then the firefighter knows who they are talking to, exactly the same for the State protocol, the knobs are all the same, the use of it is the same process, so it's identical for everyone to use them.

Mr. Clement asked about trade-ins. The Chief said the Dept. will donate them to other depts. for non-emergency purposes and they can use as long as they can.

DPW:

Ms. Jennifer Perry, DPW Director reported that she had ten projects and five vehicle requests. She said there was a decrease request where they had wanted \$264,000 for Great Dam removal modifications, but that was reduced to \$120,000. They are only talking about 2017:

Projects:

a. Great Dam Removal: (\$120,000):

- i. up to 3 yrs monitoring of the river bottom,
- ii. manmade riffle system for successful fish passage,
- iii. consideration for cultural and archeological features: removal of dam, sign there with historical significance, display, archive mapping.

b. Town Hall Code Compliant Staircase (\$135,000)

Replace rear staircase to meet building and fire codes to include intermittent landings, second form of second floor egress, bathroom accessible. Have plans done, have updated pricing, three quotes are from builders. Once project is complete, could remove exterior steel fire escape, exterior of building more historical than with it.

c. Town Hall lower level renovation (\$115,000)

Renovate vacant space former district court. Provide needed space for town department functions. There is 960 sf x \$120 per sf cost to renovate. The Town would decide who would move there.

Mr. Dean added on that topic that town offices improvements would include the Nowack Rm which is very small, if a large crowd attended. One of goals is to have enough space to be able to expand this room if the Town needs to.

d. Sidewalk Program (\$120,000/year (Start in 2017):

Sidewalk asset management program to reconstruct and repair deteriorated sidewalks: 32 miles of sidewalks: 27% good, then goes down from there.

That \$120,000 doesn't get the Town very far, but it would be a future line item so have it every year. Majority will be asphalt. Mr. Dean said capital reserve fund was established a few years ago, could still use that fund as it's still in existence.

Discussion on running conduit for utilities within sidewalks indicated the problem there is size of the utilities lines involved and cooperation. A lot of change is coming, in ten years, might all be different.

Mr. Dean said that he wanted to see this program continue and it's a high priority. There was Board discussion on making this a budget line item. Ms. Perry said that the Town can move money to line item by town vote. That is DPW's recommendation, but she would like to maintain an \$800,000 level to handle this ongoing work.

e. Court St Bridge Project (\$1,381,000 in 2014)

Existing Little River crossing at Court St/Rte 108
3- 51" metal arch culverts. This is an updated price, through CMA Engineers this summer, and is accurate.

f. Lincoln St Phase II-Street and Sewer (\$200,000 in 2017; \$2,602,000 in 2018 for construction):

Phase II: road, sidewalk, stormwater & sewer from Front St to Main St

2017 design only, 2018 construction, which would be \$1,599,000 general fund (61%) and \$842,500 sewer (32%), \$160,500 water (6%)

Ms. English said that she was delighted to hear that design features will be implemented, tough year for residents there. Ms. Perry said it's also a focus area for Darren Windham's economic development efforts: train station as a launch point for biking. Community would get good benefit. Mr. Clement: major project on Lincoln St last year, completed Phase I and it's still in rough shape. With this 2017 design and 2018 construction. Lincoln St won't get a new pavement surface for over two years. Ms. Perry said that it's not

in poor condition now, but DPW does have to pay special attention to it. It would be a waste to pave it now, they would have to breach it in 2 years.

g. SWTP TTHM Treatment (\$1,500,000)

Compliance with Disinfection By-Products Rule

There have been 7 consecutive quarters with drinking water violations
4 quarters the RAA below 80 ppb for TTHM and below 60 ppb for HAAS

[discussion by Ms. Perry on those figures.] The DPW is looking at aeration to strip out volatile components of TTHM at the water plant and elsewhere. It's a ballpark figure at this point, DPW will refine them as go along, meet weekly on it and they are modeling it, trying to ascertain the areas for best results. This is a conservative number. Important to get into compliance quickly as State enforcement involved. Don't want to be fined. State understands the Town is working on it, have been to Board to retrofit some equipment.

There was Board discussion on success rates of this method and air-stripping seems to be the best way to resolve the problem. There was concern over how long this has been an ongoing problem and that the roof is going to fall in on the Town. There was concern about how it got this bad for so long. Ms. Perry said that the regulations had changed 2.5 years ago, so 10 quarters ago. DPW did know the changes were coming but ground water supply has been challenged this year. They had to use more surface water. The worst thing for any well is overdraw during low water levels. There have been many changes over years. Making chemical changes at application points, reducing chlorine dosages. Can't physically remove more than 40% of organics in water, but air-stripping is the best way to do that. Exeter has challenging water to treat. This is an old Water Treatment Plant, not latest technology. There is not enough ground water in the area. Mr. Clement said that the challenge of CIP is to decide that we want to include projects that we want or that we NEED. In his view the obligation here is need, good, safe water. If only one item passes, this must be it. All four locations must meet the standards. We have a moral obligation to do this.

Ms. Perry reported that ventilators are installed on top of tanks, power is activated. They have already installed circulators in all three tanks too. The third step is to add the spray aeration.

h. Newfields Rd Water Main Extension (\$1,554,000)

This extension would run from Swasey Parkway to the Dept of Public Works facility, so 4,220 linear feet. It includes improved fire protection with 8 new hydrants, 14 service taps w/curbstops, the enhancement would improve fire protection along Newfields Rd, at Public Works and at the new wastewater facility. Could be done next year, but it's a big piece and an important one.

Mr. Plumer asked if existing homes could connect? Ms. Perry said it is not required for water, some might be interested. There are some large homes along there. Adequate protection of large homes would result.

On Board discussion regarding the piece of land that DPW is buying, a question arose about whether the Town could drill another well there cheaper than doing this waterline project? Ms. Perry said DPW hasn't done any test wells there, but if any indication of other test wells, not enough capacity in that area to sustain a public well. Fracturing analyses on ConCom land on other site show potential for higher capacity there.

i. Washington St Water Main replacement (\$68,000 in 2017, \$746,000 in 2018:

Replace old break prone 6" line with new 8" main. It's 965 ft of asbestos cement (from the 1950's) + 900 ft cast iron (1880's). They have had 18 breaks in last 15 yrs and 10 breaks in last 6 yrs. There will be a future phase for the sewer line replacement.

j. Sewer Main rehab & replacement (\$75,000 in 2017; \$500K in 2021 & 2022)

Maintain the current level of service, 48.5 miles of gravity sewer at \$1 M to \$1.3 M per mile to replace it would spread out over 100 yrs. Asset management study identified the risks and liabilities; and to prioritize projects; refine budget figures

Vehicles:

1. Heavy Duty Highway Cat 420 Backhoe loader (\$169,723)
2004 w/useful life 12 years, has 9600 engine hours. Used for emergency response. This is Highway priority #1 for vehicle/equipment replacement. Major repairs estimated at \$27,500. The Fleet study showed need for it. This piece must be available and ready to go to work.
2. Highway Ford F-250 Pickup truck #10 (\$38,182)
2008 w/useful life 8 yrs, has 100,000 miles. Used as mobile command for emergency responses. This is Highway Priority #2 for replacement. It has auxiliary fuel tanks to refuel other vehicles onsite, which is necessary.
3. Heavy Duty Highway Dump Truck #9 (\$87,800)
2007 w/useful life 8 yrs, has 95,000 miles. Also used for emergency responses. This vehicle is Highway Priority #3. A recent price was \$88,000, but can't trade in older equipment. It's not of high value.
4. Heavy Duty Highway International Dump #27 (\$159,438)
2004 w/useful life 19 yrs, has 6350 engine hrs and 60,550 miles. This is also for emergency response and is Highway Priority #4. It gets high use, and they are replacing one this year, so this is current pricing for that one.
5. Water & Sewer Ford F-350 Pick-up #10 (\$58,010)
2006 w/useful life 8 yrs, so beyond that now, and has 71,869 miles. Mr. Clement asked if DPW could use a smaller truck? Ms. Perry said it's an extended cab for a lot of equipment kept inside and it is a mobile command unit, so it's constantly out in the worst conditions, has to be out there in that weather and those conditions. It's not a true one-ton truck and is a reasonable tool for what DPW needs.

The above concluded the evening's CIP presentations.

4. Approval of Minutes of August 11, 2016:

After discussion of changes, revisions and corrections, Mr. Plumer moved to accept the revised minutes with the stated corrections, Mr. Cameron seconded, Ms. English abstained (due to absence that session) and the vote to approve was otherwise unanimous.

5. Planner items:

The next CIP session for follow up will be set for 9/22/16, a month from now. The Chair told the Planner that there is not much new on during the second CIP session, so it is ok to put other matters on that agenda.

He was made aware of a meeting on stormwater where the DPW is working with Wright Pearce on stormwater regulations, so he is going to the meeting on 9/7 on that, which will include MS4 compliance.

Lastly he mentioned that when the Board votes the CIP at the second session on it, he will do a transmittal letter with suggestions that reflects Board priorities, etc., and it will have conditions of approval of the Board on any items it wants them on.

Last year sidewalks were a priority of the Board and it would be good to prioritize projects with a consensus of the Board. The Chair agreed that the Board should put in its comments formally.

5. Adjournment:

There being no further business before the Board, Mr. Cameron moved to adjourn the session, seconded by Mr. Plumer, and the vote was unanimous. The session was adjourned at 10: 18 p.m.

Respectfully submitted by David Pancoast, Recording Secretary.