

**TOWN OF EXETER
PLANNING BOARD
NOWAK MEETING ROOM
AUGUST 12, 2021
DRAFT MINUTES**

I. PRELIMINARIES:

BOARD MEMBERS PRESENT BY ROLL CALL: Chair Langdon Plumer, Vice-Chair Aaron Brown, Gwen English, John Grueter, Molly Cowan, Select Board representative, Mark Dettore, Alternate and Nancy Belanger, Alternate.

STAFF PRESENT: Town Planner Dave Sharples and Natural Resource Planner Kristen Murphy

II. CALL TO ORDER: Chair Plumer called the meeting to order at 7:00 PM and read out loud the public hearing notice. The members introduced themselves and Chair Plumer noted Alternate Nancy Belanger is active.

III. OLD BUSINESS

APPROVAL OF MINUTES

July 29, 2021

Edits were suggested by Ms. English, Mr. Grueter and Ms. Belanger.

Ms. Belanger motioned to approve the July 29, 2021 Meeting Minutes as amended. Ms. English seconded the motion. A vote was taken, Mr. Grueter abstained. The motion passed 6-0-1.

IV. NEW BUSINESS

PUBLIC HEARINGS

Public hearing on the 2022 Capital Improvements Program (CIP) projects as presented by the Town Departments. Copies of the proposed document(s) will be available at the Planning Department Office prior to the meeting.

Mr. Sharples explained that the Capital Improvements Program is a six-year plan document for expenses over \$25,000 with a useful plan life of five years. The Town Manager will go over the financials of the budget and then each of the Department Heads will present their projects.

40 Town Manager Russell Dean reported four bond articles were passed at the ballot and expressed his
41 appreciation to the Departments for their hard work. Mr. Dean noted some of the bond articles
42 concerned the Salem Street project, the solar array at the landfill, the groundwater and surface water
43 assessment project and the Kingston Road shoulders. The CIP is for years 2021-2026. Funds come from
44 the general fund and water and sewer fund.

45
46 Mr. Sharples presented the Police Department's request which included body worn cameras for 2022
47 which result in increased arrest, prosecution and guilty pleas. The cost is \$232,870 with 30% paid in
48 year one with four equivalent payments for the 26 cameras and supporting modem. \$200 per camera
49 until would be for installation and training. Some federal grant monies have been applied and the State
50 legislature is trying to establish a fund. Mr. Dean noted the project is on the State Senate list.

51
52 Fire Chief Eric Wilking presented the Fire Department and Emergency Management requests which
53 included a Request for Qualifications of RFQ for space needs feasibility for the Public Safety Complex
54 Police/Fire Station (Page 5) for 2023 with a cost tbd and Self-Contained Breathing Apparatus for 2022.
55 38 units are in service out of 45. The cost is \$348,344 up from \$324,000 requested last year. There is a
56 ten-year manufacturer's warranty for parts and labor.

57
58 Fire Chief Wilking presented the requests for vehicles. The 2010 Ford Explorer has been deferred for
59 replacement the last two years. This is the command vehicle used for larger incidents and has gone out
60 to rescues at Henderson Swasey and the Oaklands and had a lot of use. The vehicle proposed to replace
61 it is a Ford F-250 Explorer similar to Fish & Game and has storage and pull out for equipment. The
62 proposed cost is \$47,969 with an increase anticipated of 1-3% each year.

63
64 Fire Chief Wilking noted the 2002 Pumper has 4778 hours of use and is of imminent concern for
65 replacement. CPSM recommends 15-year replacement as an industry standard or a 20-year cycle with a
66 robust maintenance budget. The proposed cost would be \$600,000. Chief Wilking noted a tanker could
67 provide additional benefit but as he has concerns with the length of such a vehicle fitting into the
68 existing apparatus bays would recommend deferring the tanker which is 11' tall and 34'-35' long. Most
69 engines are 30' in length.

70
71 Fire Chief Wilking requested for 2022 the replacement of the Jeep Patriot (with 50,600 miles) used for
72 fire inspections which was purchased in 2012 with a Ford Explorer hybrid with a cost of \$41,000.

73
74 Fire Chief Wilking requested replacement of one ambulance which is recommended to have a six-year
75 cycle. This ambulance has 125,000 miles on it and was purchased in 2016 with a five-year warranty, so
76 due for next year. Purchase would be funded through the Ambulance Revolving Fund on a three-year
77 lease, not from general taxation. The second ambulance would be scheduled for 2025. In 2027 the
78 engine with tanker.

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80 Fire Chief Wilking requested for 2023 a utility truck tow trailer.

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82 Fire Chief Wilking requested replacement of the 2014 Ford Explorer in year 2024 ideally with a hybrid
83 electric.

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Ms. English asked about the vehicle attachments for the Pumper. Chief Wilking noted the Pumper is a workhorse which leaves the station the most. It has a 750-gallon water supply on it and quick attachment for 1500' of supply hose with 3-4 lines. Ms. English asked if it was the only vehicle that comes to a call with water and Chief Wilking stated there are four similar with standardized set up.

Natural Resource Planner Kristen Murphy presented a request with a Power Point Presentation, from the Conservation Commission concerning Raynes Farm barn improvements. Ms. Murphy showed slides of the barn's interior and described the L-Chip Grant application the Commission has filed which requires matching funds of \$100,000. The cost of the project is estimated to be \$249,600. The Commission committed \$50,000. A historic assessment was done in 2021 to identify current conditions including site work, foundation and repainting, the ADA parking area to the south of the barn, path to the east entrance, repairs such as clapboards and paint, some asbestos removal, windows and doors, the north sill is bowing out and stabilized with columns. Flooring in the main section is good but some bays have to be blocked during use. Interior stairs are recommended to the basement level for public access. A tour is scheduled with L-CHIP for early September and the Commission should know if they qualify for the grant by early November or December. The Commission is looking for a commitment from the Town of \$100,000.

Mr. Grueter asked if the grant was applied for in 2018 and the Commission didn't get it and Ms. Murphy noted they didn't meet the criteria for public use and events have since increased and been very popular with workshops, presentations, Winter Solstice. Most activities take place outside however the fields are active for agriculture with hay. Use of the barn could allow Raynes Farm to be open year-round. Parking has been a significant limitation. Mr. Grueter noted there will come a point when if the Commission doesn't get the grant it will need to spend \$200,000.

Vice-Chair Brown asked about the history of Raynes Farm and Ms. Murphy noted it was purchased with L-CHIP which included a 50-acre field match was with additional conservation land donated by the Chamberlains. L-CHIP retained an easement on the fields but not the barn. Vice-Chair Brown noted maintenance should be a regular part of the budget. In 2018 it was \$200,000 now it's more.

Recreation Director Greg Bisson presented the requests of the Recreation Department. He noted recent upgrades and repairs to damaged turf at the ballfield. Seven picnic tables were just purchased at \$7,000 each. Mr. Bisson presented a request for 2023 for the Court Street Design and Engineering with an estimated cost of \$75,000. For 2027 the Parks & Recreation Community Center which has a project cost of \$6.5 million. The Field Parking Expansion proposed for 2024 is \$4.5 million Mr. Bisson noted \$150,000 of maintenance was estimated in 2019 and maintenance was deferred. He is requesting for 2022-2027 \$150,000 for the Park Improvement Fund. Mr. Bisson described his request for 2023 for Planet Playground Renovation with a cost of \$990,925.

DPW Director Jennifer Perry presented the requests for 11 projects and 10 pieces of equipment, with Town Engineer Paul Vlasich.

127 Ms. Perry referenced Page 1 Facility; the Highway Garage Maintenance Area expansion would be into
128 the 4.7-acre adjacent parcel which has wetlands. The fuel station needs replacement, the cost is
129 estimated at \$75,000 and will go to above-ground storage with secondary containment. This is used by
130 Police and Fire also. It allows for conditions to be monitored and prevents groundwater contamination.

131
132 Ms. English asked if the Town had an electric vehicle charging station and Ms. Perry noted she is looking
133 at that but they do not have an electric vehicle charging station at Public Works.

134
135 Ms. Perry referenced Page 4 Town Office Geotechnical Evaluation for the front of the building built in
136 1862. The back was built later and there are different foundations resulting in settlement and cracking.
137 \$50,000 is the cost for 2022 to determine the extent of the damage and may require more.

138
139 Ms. Perry referenced Page 17 the Great Bay Nitrogen Permit issued by the EPA in November of 2020. 13
140 communities are involved with their wastewater treatment plants to target non-point source nitrogen
141 and develop reduction plans through monitoring and encouraging new septic systems through
142 incentives. Systems that can treat nitrogen are two times the cost but will make a difference. Fertilizer
143 and nitrogen reduction efforts need to be regional. A 319 Grant Program with DES Coastal is being
144 pursued. The permit is a five-year cycle and if requirements are not met upgrades to the plant will be
145 pushed harder. This is requested for 2022 with a project cost of \$424,600.

146
147 Ms. English asked if advanced septic systems had to be new systems or if existing systems could be
148 retrofit. Ms. Perry noted the tank and leach field can be retrofit.

149
150 Ms. English asked how easy it is to track stormwater and determine the output of nitrogen and Ms.
151 Perry noted samples have to be obtained and it is not easy when the samples are dilute. Paul Vlasich
152 described the nitrogen control plan from 3-4 years ago. They got a handle on where the nutrients were
153 coming from, and it is plus or minus the treatment you have.

154
155 Ms. Perry referenced Page 19 the Pickpocket Dam modification. The Town received a letter of
156 deficiency several years ago and has completed the emergency action plan. It is now a high hazard dam.
157 The dam is not capable of the discharge of 2.5 times the 100-year storm and has no manual gate
158 operation. The Town is working with VHB consultants to identify possible modifications. The dam
159 borders Brentwood but is owned by Exeter since the mills were converted to condominiums in the
160 1980s. The study would need to be complete by December 2027. The cost is \$300,000 and added to
161 the \$110,000 approved at Town Meeting in 2020. The SRF Grant Fund program loan would be applied
162 with \$75,000 in principal forgiveness and the Coastal Resiliency grant.

163
164 Ms. Perry referenced Page 22 Intersection Improvements Program for 2023 with a project cost of
165 \$50,000. Mr. Vlasich described the request for 2025 for Portsmouth Ave reconstruction with a cost of
166 \$4,578,000. School Street Area Reconstruction for 2023 is anticipated \$5,184,800. The Sidewalk
167 Program is ongoing, and the project cost is \$720,000. Ms. Perry noted Federal funding was available to
168 the Town. A new sidewalk is proposed for Linden Street which is heavily used. The contribution amount
169 is \$240,000, 60% of the project. The Town is responsible for \$160,000 this year. With the Capital

170 Reserve fund money available for sidewalks the ask would be \$120,000 to make the match. There are
171 many projects for sidewalks needed in the Town.

172

173 Ms. Perry referenced Page 25 Westside Drive Area Reconstruction for 2022. This neighborhood was
174 built in the 1960s and concerns infiltration sewers and lack of drainage. Water main replacement is
175 recommended for next year. Design costs and permitting are estimated \$330,000 for 2022 with
176 construction in 2023 a cost of \$4.5 million dollars.

177

178 Ms. Perry referenced Page 26 Winter Street Stormwater Mitigation for 2022. There is a grant to install
179 stormwater system in the greater Lincoln Street area. The Kids Park area shows the most promise. The
180 cost is \$167,000 with a 60% grant. \$66,800 would be in-kind match from the Town and can include Ms.
181 Mates and Mr. Vlasich's time.

182

183 Ms. Perry referenced Page 29 Court Street Pumping Station. The design work is \$400,000 for next year
184 and construction proposed in 2023 with a cost of \$4.6 million dollars. This would be redirected from
185 Pine Street to Main Street, replaced and resized.

186

187 Ms. Perry referenced the Gravity Sewer Tie-In on Hampton Road/High Street from Phinney Lane to
188 Court Street in the wetlands area which needs work by a contractor with unknown rehabilitation and
189 replacement. \$500,000 is requested for that study next year.

190

191 Ms. Perry referenced Squamscott Sewer Siphons page 32 for 2022. Funds would be applied from Town
192 meeting. Two pipes are in failed condition. The project is top ranked and federal funding would be
193 available and could be phased but that is more costly. \$1.5 million is projected for next year and
194 \$942,000/yr. after.

195

196 Mr. Grueter asked how old the system is and Ms. Perry noted it was also from the 1960s.

197

198 Ms. Perry referenced the Webster Street Pump Station for 2022. \$200,000 was received last year for
199 design. Construction costs have significantly increased. The cost is now estimated to be \$5.2 million
200 dollars. Future growth on Portsmouth Avenue has a high value and Holland Way. This includes a new
201 force main with a \$1 million dollar cost.

202

203 Ms. Perry reviewed vehicle requests on Page 60. The first is the Highway Department's Jeep Liberty
204 purchased in 2013-2014 which has over 95,000 mile on it. It is ranked 26 on the point system for
205 replacement. It is underpowered with four cylinders and the recommended replacement is a Ford
206 Explorer hybrid with all-wheel drive.

207

208 The hot box which keeps asphalt warm for paving repairs would be \$60,000 with replacement trailer.

209

210 Ms. Perry referenced Page 66 the Sidewalk Tractor, which was purchased in 1992, 30 years ago. The
211 Town has two others. It is ranked 41 on the point system for replacement immediately. The rubber-
212 tired vehicle has interchangeable parts for mowing and plowing.

213

214 Ms. Perry referenced Page 70 the Ford F-150 which is used to transport snowblowers and equipment to
215 work sites. The estimated cost for replacement is \$51,000.

216

217 Ms. Perry referenced Page 72 the 2008 F-450 1-Ton which has 140,000 miles on it, ranked 41 on the
218 point system for replacement. She is recommending replacement with a F-550 1 ½ Ton to switch to a
219 hook truck with specific attachments.

220

221 Ms. Perry referenced Page 76 which is a Crown Victoria used by the custodian and has not been good for
222 transporting equipment. The rear seat was removed to transform it to a small pick-up. A small van
223 would be the preferred replacement.

224

225 Ms. Perry referenced Page 88 the Jeep Patriot used by Public Works which has 75,000 miles on it
226 purchased in 2014. This is used by Water & Sewer's utility clerk for water meter reading. She
227 recommends replacement with a Ford Escape hybrid.

228

229 Ms. Perry referenced Page 92 the 2014 F-150 used by Water & Sewer which has 130,000 miles on it
230 used for grease trap inspections and meter reading and back flow inspections. It needs to carry a lot of
231 equipment to respond to emergencies and would have an extra cab with snow plow package.

232

233 Ms. Perry noted the Truck now used by the Water Treatment Plant which is a ¾ Ton 4wd with crew cab.
234 Operators at Surface Water and Groundwater are having to use their personal vehicles so this could be
235 shared between and used for plowing stations.

236

237 Ms. English asked if the Fire Department's 2012 Patriot could replace the custodian's vehicle. Ms. Perry
238 noted the other Jeep Patriot could go to the Waste Water Treatment Plant.

239

240 Mr. Sharples referenced the Master Plan which was completed and the Bike & Pedestrian study.
241 \$25,000 was for the Bike & Pedestrian Study for the Master Plan in 2022. The Complete Street Study
242 proposed for 2023 is \$50,000 and the Flow Analysis looks at downtown in 2023 with a cost of \$50,000.
243 The assessment prioritized bicycle and pedestrian use as a viable alternative to motor vehicle use.

244

245 Mr. Sharples noted the second public hearing on the CIP would be on August 26th at 6:30 PM.

246

247 Chair Plumer noted multi-community efforts could get assistance from the Rockingham Planning
248 Commission (RPC).

249

250 Vice-Chair Brown noted significant sewer improvements and their effect on the community's
251 water/sewer rating.

252

253 Town Manager Russell Dean noted a calculation was developed. \$500,000 is new debt service to the
254 Sewer Fund. \$73.81 is the projected increase for a 48,000 gal/yr. user or 12,000/gal per quarter. With
255 \$500,000 on the tax rate being spent that is .23/thousand or \$68 on the tax rate.

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257 Mr. Sharples noted there were no members of the public in attendance.

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V. OTHER BUSINESS

Request from Conservation Commission for Recommendation – Donation of Bower property
Beech Hill Road, Tax Map Parcel #28-16

Natural Resource Planner Kristen Murphy presented the proposed donation of the Bower property on Beech Hill Road to the Town for Conservation purposes. The parcel is five acres and abuts other Conservation properties. There are active trails. The Conservation Commission voted to recommend to the Select Board acceptance of the donation at its meeting on Tuesday.

Mr. Sharples noted that members of the Bower family have asked the Town to accept the donation.

Vice-Chair Brown stated that he thinks its great and what a nice thing it was for them to do.

Mr. Grueter motioned to recommend the Select Board accept the donation of the Bower property on Beech Hill Road, Tax Map 28-16. Mr. Dettore seconded the motion. A vote was taken Dettore – aye, Grueter – aye, English – aye, Brown – aye, Cowan – aye, Plumer - aye and Belanger – aye. The motion passed unanimously 7-0-0.

Master Plan Discussion

Field Modifications

Bond and/or Letter of Credit Reductions and Releases

VI. TOWN PLANNER’S ITEMS

VII. CHAIRPERSON’S ITEMS

VIII. PB REPRESENTATIVE’S REPORT ON “OTHER COMMITTEE ACTIVITY”

IX. ADJOURN.

Vice-Chair Brown motioned to adjourn the meeting at 9:03 PM. Ms. Belanger seconded the motion. A vote was taken all were in favor, the motion passed 7-0-0.

Respectfully submitted,

Daniel Hoijer,
Recording Secretary

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297 *Zoom link for this meeting for those members of the public who wished to attend virtually was:*

298 *#843 2785 1075*