

1                                   **TOWN OF EXETER**  
2                                   **PLANNING BOARD**  
3                                   **NOWAK ROOM – TOWN OFFICE BUILDING**  
4                                   **10 FRONT STREET**  
5                                   **AUGUST 11, 2022**  
6                                   **APPROVED MINUTES**

7 **I. PRELIMINARIES:**

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9 **BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Jennifer Martel, Nancy  
10 Belanger Select Board Representative, John Grueter and Dan Chartrand, Alternate.

11  
12 **STAFF PRESENT:** Town Planner Dave Sharples

13  
14 **II. CALL TO ORDER:** Chair Plumer called the meeting to order at 7:00 PM, introduced the  
15 members and activated alternate Dan Chartrand.

16  
17 **III. OLD BUSINESS**

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19 **APPROVAL OF MINUTES - *Tabled***

20  
21 July 14, 2022

22  
23 ***Ms. Belanger motioned to table approval of the July 14, 2022 meeting minutes. Mr. Grueter***  
24 ***seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.***

25  
26 **IV. NEW BUSINESS**

27 **PUBLIC HEARINGS**

28 1. Public Hearing on the 2023 Capital Improvements Program (CIP) projects as presented by the Town  
29 Departments. (Copies of the proposed document(s) will be available at the Planning Department  
30 Office).

31 Mr. Sharples provided the Board with the project sheets and draft table of contents. Mr. Sharples  
32 explained the six-year period of the CIP from 2023 to 2028 by which the Planning Board, by statute, has  
33 jurisdiction. Mr. Sharples explained how the CIP Program allows the Town to plan for infrastructure and  
34 future infrastructure needs, renovations, establish bond issues and their funding implications to the rate  
35 payers. Department Heads from Police, Fire, Parks & Recreation, and DPW will present their CIP  
36 requests and Assistant Town Manager Melissa Roy will speak to bond issues and financial schedules.

37 Police Chief Stephan Poulin presented the CIP requests for the Police Department.

38 Chief Poulin reported the body cameras were fully funded thanks to Senator Shaheen.

39 • Police Complex  
40 Chief Poulin encouraged everyone to watch the walk-through video done by ExeterTV to see  
41 how cramped the existing space at 20 Court Street is. The link is on the Planning website. All  
42 available space is being used. Administration is on the second floor. Workspaces are  
43 overcrowded. Need is supported by the MRI Report and a separate ADA study done years ago.  
44 There are concerns with security, victim/witness areas, evidence and prisoner handling. The  
45 satellite station will be at 6 Continental Drive.

46  
47 Mr. Grueter asked about feasibility studies for the second Fire Station and Mr. Sharples noted  
48 several studies were done in 2001, 2007 and 2020. The Select Board directed to move forward  
49 with the Police & Fire Substation. Mr. Grueter asked about options to renovate the existing  
50 station and Mr. Sharples noted several options are being considered including razing and  
51 renovations.

52 Fire Chief Eric Wilking presented the CIP requests for the Fire Department.

53 Chief Wilking supported the shared public safety complex at 20 Court Street was too small for their  
54 current needs and equipment is outside and would like to get apparatus under cover. He noted the  
55 ladder truck struck the building and damaged both the ladder and the building. He added that the  
56 northwest portion of Town is currently underserved and takes 10-12 minutes to get to the High School  
57 through the rail line and delays downtown. They are meeting weekly with the architect.

58 Ms. Belanger asked if the substation would add personnel or equipment and Chief Wilking indicated  
59 there was no additional personnel or equipment planned. Each station will be filled with 3 or 4 people  
60 of the 8-12 already hired and have a Captain and a Lieutenant. Mr. Chartrand commented on the  
61 savings of not adding personnel and benefits.

62 • Vehicle Replacements

63 Chief Wilking described the Department's Fleet of engines, ladder, tankers, ambulances and  
64 seven utility vehicles. He described plans for a vehicle in 2024 \$44,786, to replace the 2014 Ford  
65 Explorer which has 90,000 miles on it, an Ambulance in 2026 \$302,733, Engine 3 in 2027 will be  
66 20 years old - \$700,000 and in 2028 the 2018 utility vehicle will be scheduled for replacement -  
67 \$58,461. He noted that in 2022 replacement of the engine was approved and an agreement  
68 entered. Delays have brought delivery out to April, June, July of 2023. The Pickup Truck  
69 encumbered for October 2021 was not in production and Ford can't provide a date. There is an  
70 Ambulance Revolving Fund and bids are due next week. The Ford Chassis is two years out,  
71 2024-2025. There is already a price change on the Ford Explorer since the packet was turned in  
72 30 days ago.

- 73 ○ 2012 Jeep Patriot. Vehicle is too small and would be replaced with a hybrid Ford  
74 Explorer, \$45,286
- 75 ○ 2008 F-350 Utility Pickup - \$61,986. Has 107,000 miles on it and a lot of corrosion. This  
76 vehicle has a lot of everyday use, pulls the boat and plows snow.

77

78 Parks & Recreation Director Greg Bisson presented the CIP requests for the Parks & Recreation  
79 Department.

- 80 • Park Improvement Fund \$100,000 2023-2028

81 Mr. Bisson noted the addition of \$100,000 to the Parks Improvement Fund each of the last four  
82 years.

83 Project 1 is painting the pool

84 Project 2 is irrigation of Park Street Common

85 Project 3 is Gilman Park baseball infield renovation

86 Project 4 is Water to Gilman Park

87 Project 5 is Spray Pad repair

88 Project 6 is Drainage at Brickyard Park

89 Project 7 is Pool/Bathhouse Renovation

90

- 91 • Planet Playground Renovation 2023 \$1,000,000

92 Mr. Bisson noted there were 367 responses to the survey and the public voted on designs and  
93 narrowed them down. The property will be purchased. LWCF grants \$500,000 will be applied to  
94 offset costs and \$1 million is for acquisition of property and renovation. The LWCF grant rates  
95 higher when property is acquired.

96 Mr. Grueter asked if the wood was going away, and Mr. Bisson described the designs which two  
97 of three were rocket themed/educational or castle themed using GFRC/Trex material.

98 Ms. Martel asked the lead time and Mr. Bisson indicated the LWCF would be put to vote in  
99 March and with 6-18 months of lead time he expected one and a half to two years to complete.

- 100 • 10 Hampton Road

101 Mr. Bisson noted they applied for a community development block grant of \$750,000 for  
102 renovations which is only going to happen if the \$750,000 is received. \$285,000 was estimated  
103 for the cost of the HVAC system to prevent the spread of COVID.

104 Public Works Director Paul Vlasich presented the CIP requests on behalf for the Public Works  
105 Department with Water & Sewer Manager Matt Berube and Facilities & Fleet Supervisor Jeff Beck.

- 106 • Intersection Improvement Plan 2023 \$798,000 (page 16)

107 Phase I completed. Report on Town website. Four intersections looked at:

108 Water Street at Front Street, Front Street at Pine and Linden, Water Street at High, Clifford and  
109 Franklin and Winter Street at Railroad and Columbus Avenue

110

111 Front Street at Pine and Linden Street considers a rotary with anticipate costs for intersection is  
112 \$720,000.

113

114 Winter Street at Railroad and Columbus would be the least costly with minor improvements  
115 costing \$78,000

116

- 117 A Phase III Study is proposed in 2025 for \$50,000  
118
- 119 • \$50,000 Public Works Facility 2023 – tbd in 2024-2025  
120 2023 fuel island concerns  
121 2024-2025 new public works facility design and construction  
122 \$50,000 in 2023 will develop a facility site layout and study DPW operations to identify future  
123 needs.  
124
  - 125 • Great Bay Total Nitrogen General Permit 2023 \$232,000  
126 Nitrogen, five-year general permit. Request is for year three funding.  
127
- 128 Learned this week EPA funding with grant matching, \$40,000 for bmp design FY 2023 - page 15  
129 \$30,000/yr. in 2023 Stormwater nutrient removal – ID and prioritize locations for treatment  
130 \$10,000 in 2023 for education  
131 \$90,000 in 2024 for Advanced Septic System Program  
132 \$2,000 in 2024 for education  
133 \$100,000 in 2025  
134 \$10,000 in 2025 for education  
135
- 136 • \$6,020,000 2023 Westside Avenue Reconstruction – page 26  
137
  - 138 • School Street Reconstruction – page 20  
139 \$405,000 design funds 2023  
140 \$4,495,000 2024 for construction  
141
  - 142 • Water Street Area Reconstruction – page 25  
143 \$600,000 in 2024  
144 \$6,305,000 in 2025 for construction  
145 Low water pressure in area or hardly any, undersized drainage infrastructure.  
146  
147
  - 148 • Washington Street Improvements – page 24  
149 \$250,000 in 2027 for design  
150 \$2,230,000 in 2028 for construction  
151 New sewer main, traffic consideration, road reconstruction and sidewalks  
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- Linden Street Bridge Rehab over Exeter River – page 17
  - \$605,000 in 2023 cost, balance \$295,000
  - \$653,000 in 2024 cost, balance \$343,000
  - \$705,000 in 2025 cost, balance \$395,000
  - \$823,000 in 2027 cost, balance \$513,000
  - \$tbd 2026-2027 Construction
  - Rehab bridge abutments and wingwalls, bridge repairs, road repairs \$310,000
  
- Pickpocket Dam Modification – page 18
  - \$tbd 2024 – June 2024 apply permits, schedule
  - \$tbd 2026-2027
  - Received high hazard letter of deficiency with negotiated Feasibility Analysis
  - \$100,000 SRF Planning Grant
  - \$40,000 Coastal Resiliency

Water and Sewer Manager Matt Berube presented the projects for sewer and groundwater improvements.

- Sewer Capacity Rehab Phase I – Page 28
  - \$380,000 2023 for design
  - \$3,420,000 2024 construction
  - Received \$200,000 last year to continue analysis
  - Capacity issue (High Street collapse) Cross Country and Gilman Lane
  - Replace Cross Country sewer main to Drinkwater Road
  - 550' 24" PVC
  - 2100' 18" PVC
  - CWSRF Ranking #13
  - \$3.8 Million with 25% prime forgiveness \$950,000

Chair Plumer asked if the improvements would benefit Stratham Industrial Park and Mr. Berube explained that it would be reflected in all bills, both residential and commercial are billed the same. Mr. Chartrand explained that in a way their rates help subsidize the rest of the system.

- Court Street Pump System Upgrade – page 27
  - \$510,000 in 2023 for design
  - \$5,190,000 in 2024 construction
  - Upgrade buildings and equipment
  - Upgrade force main station to Pine Street
  - Aging pumps don't have parts available and have to be machined
  - Larger mobile home park having I&I problems

- 194 • Groundwater Source Development – page 31
- 195 \$5,959,000 in 2023 for permitting, land acquisition and construction
- 196 Groundwater treatment plant additional well supplies, hydrogeological expansion, production
- 197 well (are four wells), more capacity
- 198 New Surface Water Treatment Plant
- 199 Larry Lane building in need of repairs
- 200 Block Building (1886) ceiling breaking up in basement

201

202 Mr. Grueter asked if they would have the opportunity to get \$2 Million again and Mr. Berube

203 indicated the ranking has slipped down.

204

205 Maintenance Superintendent Jeff Beck presented the CIP requests for the fleet.

- 206
- 207 • #24 Maintenance Van 2023 \$26,000 – Page 24
- 208 Was approved in budget pre-COVID and taken out
- 209 Will replace 2008 Ford Crown Victoria
- 210
- 211 • #5 Highway ½ ton Pickup 2023 \$53,558
- 212 Replace 2012 Ford F150 one of Highway Department’s #1 vehicles
- 213
- 214 • #33 Highway 6-Wheel Dump 2023 \$75,032 – page 52
- 215 Will be downsized from 2008 International to F550
- 216
- 217 • #57 Highway Sidewalk Tractor 2023 \$177,705 – page 48
- 218 Have three, use one for parts, 31 years old
- 219 Used to salt, sand and plow
- 220
- 221 • #67 Water/Sewer Vacuum Utility Trust 2023 \$548,369 – page 67
- 222 Has great operator training program
- 223 Will keep older model rather than replace due to low trade value (\$65-70,000)
- 224 As a back-up
- 225

226 Mr. Sharples presented the Planning Department’s requests for the CIP.

- 227
- 228 • ADA Capital Reserve Fund \$50,000 in 2023 – page 7
- 229 Evaluate and transition plan to compliance with federal law for
- 230 Spaces, buildings and facilities and to Identify access issues
- 231 2018-19 Warrant Article passed to fund transition plan to
- 232 start funding improvements over time.
- 233

- 234 • Complete Streets Study 2024 \$25,000 – page 8
- 235 Bike and Pedestrian switched these, to 2023
- 236

- 237 • Downtown Traffic, Parking & Pedestrian Flow Analysis – 2023 – page 9  
238 approved by voters is underway focus on parking especially in winter  
239 Parking management plan, how to manage parking  
240 There is a lot of underutilized parking and lack of hourly enforcement on turnover  
241 Places with no on-site parking  
242  
243 Ms. Belanger noted the need to address adequate parking downtown during the winter bank for  
244 current residents and new ones to come.  
245  
246 Mr. Sharples noted when capacity gets to 85% a management plan is needed.  
247  
248 Ms. Martel asked if the planning studies would inform each other. Mr. Sharples confirmed the  
249 studies collaborate without duplicating efforts.  
250  
251 • Master Plan Update 2028 \$50,000 (10 years) – page 10  
252 Started analysis on 67 action items, 12 are complete and 40 are ongoing items  
253 14 not started  
254  
255 • Conservation Fund Appropriation 2023 \$50,000 – page 11  
256 Balance at \$150,000 now  
257  
258 Chair Plumer asked if the current use penalty contributed to Conservation and Mr. Sharples  
259 indicated it did not but does in some towns.
- 260 Assistant Town Manager Melissa Roy reviewed the financial schedules, bonds and rates of interest. She  
261 reviewed the Town CIP Warrants this year, all of which were successful but one which will be reinvented  
262 and presented this year, the \$50,000 for the DPW garage.
- 263 The Town did some borrowing for 10 Hampton Road, the groundwater project for \$2.25 Million at an  
264 interest rate of 2.63%. The lease purchases for approximately \$964,000 got an interest rate of 3%.
- 265 Ms. Roy indicated the Town secured a significant amount of alternative funding this year. The State Aid  
266 Grant for the Wastewater Treatment Plant had expected funding from the program but it was stopped  
267 and then reinstated. The Town will receive \$92,000 for FY2022 and \$1.2 million for FY 2023 or \$1.8  
268 million for the length of the program to offset the Wastewater Treatment Plant.
- 269 Ms. Roy reported the second round of ARPA funding in the amount of \$1.6 Million has been received  
270 with \$836,000 designed for projects leaving a \$736,000 balance for funding at the discretion of the  
271 Select Board.
- 272 Ms. Roy reported the State has granted a one-time relief on the Pension Program for FY 2023 Police &  
273 Fire lowering the rate from 14% to 7.5%.
- 274 Ms. Roy reported the Webster Ave Pump Station Warrant Article passed with a \$5.7 million cost. \$1.05  
275 Million was through congressional directed spending through Senator Shaheen and \$1.395 million to

276 come from the State ARPA grant. There is \$325,000 in state loan forgiveness. The Town will only need  
277 to cover \$2.93 million of the cost of the project.

278 Ms. Roy reported that there are grants for 10 Hampton Road and Westside Drive will be covered with  
279 \$100,000 in State ARPA funding and \$23,000 in state loan forgiveness.

280 Ms. Roy reported the \$2.6 million Sewer Syphon project will have \$1.4 million in ongoing appropriations,  
281 \$420,000 approved by the Select Board, \$600,000 approved through congressional spending through  
282 Representative Pappas. \$180,000 from state aid grant leaving no additional funding from taxpayers.

283 Ms. Roy directed the Board to the FY 2023 proposals on Page 63 which Town Manager Russ Dean set  
284 forth the proposed debt service. One example cited was the String Bridge with its last payment in FY  
285 2023 and the Portsmouth Ave Water and Sewer Replacement Project.

286 Mr. Sharples thanked Ms. Roy and the Department Heads for presenting their requests and informed  
287 the Board he will prepare a draft transmittal letter with the Board's recommendations and comments  
288 to the Select Board for discussion at the next CIP hearing on August 25<sup>th</sup>.

289 **V. OTHER BUSINESS**

290

- 291 • Master Plan Discussion

292 Mr. Sharples reported a regulatory audit is needed for the rezoning efforts. He  
293 completed and submitted paperwork yesterday for the Plan NH \$45,000 grant. If  
294 granted, funds would be available almost immediately.

- 295 • Field Modifications

296

- 297 • Bond and/or Letter of Credit Reductions and Release

298

299 Mr. Sharples reported that \$20,000 of the bond was reduced for the PEA dorm  
300 on Front Street from \$45,000 to \$25,000. Mr. Sharples visited the site and the  
301 porous pavement and rain gardens have been installed.

302 **VIII. TOWN PLANNER'S ITEMS**

303 Mr. Sharples reported the second public hearing on August 25 will be the CIP at 6:30 PM.

304 **IX. CHAIRPERSON'S ITEMS**

305 **X. PB REPRESENTATIVE'S REPORT ON "OTHER COMMITTEE ACTIVITY"**

306 **XI. ADJOURN.**

307 *Mr. Grueter motioned to adjourn the meeting at 9:19 PM. Ms. Martel seconded the motion. A vote*  
308 *was taken all were in favor, the motion passed 5-0-0.*

309



310 Respectfully submitted,  
311 Daniel Hoijer,  
312 Recording Secretary  
313 Via Exeter TV