

1 **TOWN OF EXETER**
2 **PLANNING BOARD**
3 **NOWAK ROOM – TOWN OFFICE BUILDING**
4 **10 FRONT STREET**
5 **AUGUST 10, 2023**
6 **APPROVED MINUTES**
7 **7:00 PM**

8 **I. PRELIMINARIES:**

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10 **BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Vice-Chair Aaron Brown,
11 Pete Cameron, Clerk, Gwen English, John Grueter, Jennifer Martel, and Nancy Belanger Select
12 Board Representative (remotely)

13
14 **STAFF PRESENT:** Town Planner Dave Sharples

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16 **II. CALL TO ORDER:** Chair Plumer called the meeting to order at 7:00 PM and introduced the
17 members.

18
19 **III. OLD BUSINESS**

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21 **APPROVAL OF MINUTES**

22
23 June 8, 2023 - *Tabled*

24
25 June 22, 2023 – *Tabled*

26
27 July 13, 2023 – *Tabled*

28
29 *Mr. Cameron motioned to table review and approval of the meeting minutes until the Planning*
30 *Board's August 24, 2023 meeting at 7:00 PM. Mr. Cameron seconded the motion. A vote was taken,*
31 *all were in favor, the motion passed 7-0-0.*

32
33 **IV. NEW BUSINESS:**

34 1. Public Hearing on the 2024 Capital Improvements Program (CIP) projects as presented by
35 the Town Departments. (Copies of the proposed document(s) will be available at the Planning
36 Department Office prior to the meeting).

37
38 Mr. Sharples presented the draft CIP for 2024-2029 including project sheets and a draft table of
39 contents. He explained how the CIP process gives the Department Heads an opportunity to
40 specify their major needs for studies, equipment, facilities, etc. He noted it assists with
41 budgeting and to stabilize the tax rate. He explained that per state law the Planning Board has

42 the purview of adopting the CIP which is then finalized with a transmittal letter from the Board
43 and moves on to the Budget Committee, Select Board and on to the Warrant Article. He
44 indicated that tonight the Board would be hearing from the Police Department, Fire
45 .Department, Recreation, Department of Public Works, Planning Department and Conservation
46 Commission. There would be another public hearing on August 24th to adopt the CIP.

47

48 **POLICE DEPARTMENT - Deputy Police Chief Josh McCain**

49

50 Deputy Police Chief McCain presented the first of three projects which he noted the last two
51 would be joint with the Fire Department.

52

53 CRIME SCENE VAN – (pg. 47) \$60,000 FY 25

54

55 Deputy Police Chief McCain presented a request to put a crime scene van in the CIP,
56 referencing details found on Page 47 with an estimated cost of \$60,000. He stated that the
57 Police Department does not have a vehicle to keep crime scene processing materials in, such as
58 barriers, shields, lighting, generators, etc. They had a retrofitted ambulance at one time which
59 reached its end of life. Now equipment is stored in multiple places and brought to the scene in
60 multiple vehicles. He proposed purchasing a Ford Transit or E-Cargo van which would be
61 appropriate for the size of the department.

62

63 Mr. Grueter asked if all of the equipment was owned by the Town and he responded yes.

64

65 Ms. English asked how often the Department responds to a situation in which they wish they
66 had this and he responded once or twice per week. He referenced the EZ Market robbery and
67 the train accident as two large such incidents.

68

69 Ms. English asked if the van would be used exclusively for that and he responded yes, it would
70 be set up for use by the criminal investigative unit.

71

72 Mr. Cameron asked if the vehicle would be under the department's control and who would
73 drive it and he answered that any officer could but it would fall under the detective division and
74 no additional staff would be added to drive it.

75

76 DISPATCH CONSOLE (pg. 11) \$281,000 FY 24

77

78 Assistant Fire Chief Justin Pizon presented the request for a two-seat dispatch center console at
79 the Safety Complex on Court Street. When looking into cost estimates for the safety complex
80 presented last year he was notified this was severely out of date and can no longer be
81 supported and is a top priority for public safety.

82 Mr. Grueter asked what would happen if the brand-new unit were struck by lightning. Chair
83 Plumer echoed his concerns about having a back-up method of communication. He noted they
84 could switch to Rockingham County dispatch in an event like that, but it is not ideal as they are
85 already overburdened. There is a mobile radio for worst case scenarios. A second radio would
86 be embedded in the replacement system.

87

88 NEW POLICE COMPLEX WITH FIRE SUBSTATION (pg. 4) \$17,600,000 FY 24

89

90 Deputy Police Chief McCain submitted the request to put the Safety Complex, joint with the
91 Fire Department, at Continental Drive, on the CIP. He indicated it was presented to the voters
92 last year and feels like turnout was low due to the storm and it did not pass by about 45 votes.
93 He expressed concerns that the estimated cost is 7.5% higher now, last year's estimate was
94 \$16,300,000 and no changes have been proposed.

95

96 Mr. Sharples noted it was unfortunate that one cost saving measure was mis-interpreted by
97 residents as an unnecessary deck. He described how the design change led to the space
98 overhang which really didn't serve any other practical purpose at the time.

99

100 Deputy Police Chief McCain explained some of the challenges faced by the police department
101 working in what he described as crowded conditions with less than desirable spaces for
102 interviewing residents reporting crimes and safety concerns he had with releasing booked
103 offenders through the area where administrative staff are working. He described using offices
104 and utility closets and the lack of space in the meeting room. He expressed concerns about
105 mobility issues with the second-floor interview room and meeting space and not having training
106 space. He stated that a utility room with wires hanging down is not a safe place to interview a
107 resident reporting a sensitive crime. He expressed safety concerns about not having a secure
108 parking area for the cruisers and employees walking out to their cars. He stated the cruisers
109 are at risk of vandalism and disgruntled people have waited for officers to walk out to their cars
110 and confront them. He welcomed the Board to tour the Court Street facility shared with the
111 Fire Department.

112

113 Fire Chief Eric Wilking described how some residents responded negatively to the fitness area.
114 Mr. Grueter asked if such a small gym is standard for fire and police use. Chief Wilkin described
115 the need to keep officers physically fit and to relieve stress from the job. He described how the
116 Court Street location has out grown the space and officers have desks in closets and utility
117 rooms. The original station was built for five people and the staff has increased. There will
118 always be a presence on Court Street even with the new satellite location which would increase
119 response time, which is a four-minute standard in the industry, from 82% to 95% and be closer
120 to the High School.

121

122 Vice-Chair Brown asked if they got a sense of what other communities have for department
123 sizes and he reviewed Portsmouth who has three fire stations, Bedford has two and
124 Londonderry has three. Exeter is experiencing double the call volume, from 1800 to 3800 in the
125 past twenty years. There are also attractions which bring non-residents to Town who need
126 services, such as events and use of the train station.

127
128 Vice-Chair Brown asked about retention and recruiting and Chief Wilking indicated they are a
129 full department now but had retention issues before and want to attract quality candidates.
130 Things have changed and there are more job openings than respondents. He stated they are
131 interviewing us now.

132

133 **FIRE DEPARTMENT**

134

135 COMMUNICATION REPEATER SITE - \$100,000/\$76,000 (pg.12) FY 24

136

137 Assistant Fire Chief Justin Pizon reviewed the request to put the Communication Repeater Site
138 on the CIP. He reviewed the location of repeater sites, and detailed the radios program which
139 began years ago and cost for the final year of the program of \$76,000.

140

141 Mr. Cameron asked if this was an ongoing ten-year project and if the equipment purchased at
142 the start of the program is out of date or would be in the near future. Assistant Fire Chief Justin
143 Pizon noted that the technology is IP based, compatible and current with no foreseeable end of
144 life in the next decade.

145

146 Chief Wilkings submitted a request sheet entitled:

147

148 COURT STREET FIRE STATION RENOVATION AND/OR CONSTRUCTION, DESIGN, ENGINEERING &
149 CONSTRUCTION (pg. 13) TBD

150

151 **VEHICLES/HEAVY EQUIPMENT – Fire Chief Erik Wilking**

152

153 AMBULANCE 2 REPLACEMENT (pg. 41) \$312,341 FY 25

154 CAR ONE REPLACEMENT (pg. 43) \$60,606 FY 24

155 CAR FOUR REPLACEMENT (pg. 45) \$60,805

156 UTILITY ONE PICKUP REPLACEMENT (pg. 51) \$72,455 FY 24

157 ENGINE 3 REPLACEMENT (pg. 49) \$715,000 FY 27

158

159 Fire Chief Wilking submitted the request for vehicles for the 2024-2029 CIP. He explained the
160 request is to replace the 16-year-old utility pickup truck with tow trailer, which is the first

161 priority and indicated Car One, which he drives, is 10 years old. He indicated the ambulance
162 replacement is funding by the Ambulance Revolving Fund.

163

164 **PARKS & RECREATION – Greg Bisson**

165

166 PLANET PLAYGROUND RENOVATION (pg. 15) \$595,000 FY 24

167

168 Mr. Bisson reported that the design work was done last year, and they are still working on
169 negotiations for the land. He indicated the LWCF grant would cover 50% of the cost and that
170 the project would not move forward without the LWCF funds. Some improvements he
171 highlighted included the playground area and using solid surfacing methods to improve
172 accessibility and have no loose material.

173

174 PARK IMPROVEMENT FUND (pg. 14) \$100,000 YR. FY 24-29

175

176 Mr. Bisson described some of the projects planned which would be funded by the Improvement
177 Fund such as replacing the bath house, and rebuilding tennis courts.

178

179 Chair Plumer asked how it was funded and Mr. Bisson indicated the unassigned fund balance.

180

181 Ms. Belanger asked if the skate park was on the list because she observed some ramps are
182 rusted.

183

184 10 HAMPTON ROAD RENOVATIONS (pg. 6) \$998,240 FY 24

185

186 Mr. Bisson reported that a grant was received to finish renovations at 10 Hampton Road under
187 the Community Center Investment Program and has a 15% match of \$155,000. He reported the
188 Select Board approved encumbrances on Monday and construction would start at the end of
189 the year. The Town would have until 2025 to finish. He detailed ADA accessible improvements
190 on the second floor and access/egress issues to be addressed with stairs. He noted the new
191 HVAC system would improve energy efficiency.

192

193 Vice-Chair Brown asked about negotiations with the out-of-state owners after the expiration of
194 the lease and Mr. Bisson indicated the company had purchased the property without realizing
195 there was a lease for a public park on the property. Negotiations are ongoing.

196

197 Ms. Martel asked if there was a backup plan if LCWF funds fall through and Mr. Bisson indicated
198 fundraising.

199

200 10 HAMPTON ROAD PARKING LOT EXPANSION (pg. 5) TBD

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PARKS & RECREATION VEHICLE REQUESTS:

- REPLACEMENT DUMP TRUCK #83 (pg. 53) \$55,000 FY 27
- REPLACE TRUCK #84 (pg. 55) \$60,000 FY 25
- VAN #81 (pg. 57) \$55,000 FY 28
- VAN #85 (pg. 59) \$89,000 FY 25

DEPARTMENT OF PUBLIC WORKS – Paul Vlasich, P.E. Town Engineer, Public Works Director

Mr. Vlasich provided copies of documents to the Board.

FACILITY FUEL ISLAND REPLACEMENT (pg. 1) \$460,000 FY 24

Mr. Vlasich presented the request to put replacement of the Facility Fuel Island on the CIP with an estimated cost of \$460,000. He indicated the facility was deteriorating and needed replacement. The location is to be determined.

Ms. English asked if tanks would be underground, and he indicated they would be.

Mr. Grueter asked if there were any concerns with removing the old tanks and Mr. Vlasich indicated leaks had been repaired previously and demolition is included in the cost.

FACILITY CONDITION ASSESSMENT (pg. 2) \$750,000

Mr. Vlasich recommended removing this from the CIP to decide on what type of improvements are foreseen for the 13 Town-owned buildings. He estimated the yearly CIP cost to be \$163,000.

NEW SURFACE WATER TREATMENT PLANT (pg. 13) \$28,400,000

FY 24 \$2,500,000 FY 26 \$25,900,000

Mr. Vlasich detailed the request for replacement of groundwater supply built in 1886. He indicated preapproval for \$2.5 million with the SRF Loan. The final design plan will be studied.

Chair Plumer asked how the state would get involved in the project and Mr. Vlasich indicated they would be project partners protecting their investment of funds for clean drinking water.

GREAT BAY TOTAL NITROGEN PERMIT (pg. 17) 205,000

241 FY 24 \$105,000 FY 26 TBD FY 28 TBD

242 FY 25 \$100,000 FY 27 TBD FY 29 TBD

243

244 Mr. Vlasich noted that approximately \$90,000 is incentives for replacing septic systems with
245 Advanced Septic under the treatment program with priority on systems close to water bodies.
246 He noted there is a fertilizer use component as well as stormwater improvements.

247

248 Mr. Brown asked how many septic systems were new or replaced each year and he noted
249 approximately six.

250

251 PICKPOCKET DAM (pg. 20) \$50,000 Consulting FY 24

252

253 Mr. Vlasich summarized the notice of high hazard deficiency received and reported the Town
254 has until June 2024 to make a decision how to fix the deficiency or possibly consider removal of
255 the dam. The Town would have until December of 2027 to complete the work. The \$50,000
256 requested would be for consulting and assistance with grant applications.

257

258 STORM DRAIN, WATER/SEWER MAIN REHABILITATION (pg. 24) \$0

259

260 Mr. Vlasich indicated this submittal was a reminder of annual replacements of drains, water
261 and sewer components.

262

263 CIP Requests were submitted for:

264

265 WATER MAIN REHABILITATION PROGRAM (pg. 40) \$3,460,000

266 FY 27 \$1,730,000 FY 29 \$1,730,000

267

268 DRINKWATER ROAD CULVERT REPLACEMENT (pg. 16) TBD

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270 NEW GROUNDWATER SOURCE DEVELOPMENT (pg. 37) \$5,000,000 FY 25

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272 SCHOOL STREET AREA RECON (pg. 22) \$6,510,000

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274 FY 24 \$533,600 FY 25 \$5,976,400

275

276 Mr. Vlasich submitted the CIP request for main replacements and sewer and stormwater
277 improvements. He indicated there was preapproval for SRF Loan with 35% principal
278 forgiveness for \$2.6 million dollars.

279

280 WATER STREET AREA RECON (pg. 27) \$7,005,000

281

282 FY 24 \$100,000 FY 26 \$6,305,000

283 FY 25 \$600,000

284

285 Mr. Vlasich explained the SRF Loan process and identified this as a water main project with
286 100% principal forgiveness. \$100,000 is estimated for planning.

287

288 WASHINGTON STREET IMPROVEMENT (pg. 26) \$2,480,000

289

290 FY 26 \$250,000 FY 27 \$2,230,000

291

292 Mr. Vlasich indicated this project is or replacement of sewer main, traffic considerations and
293 stormwater treatment.

294

295 CIP request sheets were also submitted for:

296

297 TAN LANE DRAINAGE IMPROVEMENTS (pg. 25) TBD

298

299 PORTSMOUTH AVE RECON (pg. 21) \$5,285,000

300

301 FY 27 \$75,000 FY 29 \$4,910,000

302 FY 28 \$300,000

303

304 SIDEWALK PROGRAM (pg. 23) \$1,200,000

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306 FY 24 \$200,000 FY 26 \$200,000 FY 28 \$200,000

307 FY 25 \$200,000 FY 26 \$200,000 FY 29 \$200,000

308

309 Mr. Vlasich estimated the cost of the Sidewalk Program to be \$200,000 per year.

310

311 SEPTAGE RECEIVING FACILITY (pg. 31) \$675,000 FY 24

312

313 Mr. Vlasich provided the construction estimate of \$675,000 and noted there would be revenues
314 of approximately \$101,000 annually for septic companies who drop septage from their pump
315 tankers. Some funds were encumbered last year for design.

316

317

318 SEWER CAPACITY REHAB (pg. 32) \$3.4 Million/FY 29 \$1,284,000

319

320 Mr. Vlasich reported design work was done in FY 2023. This would add capacity. He noted the
321 project went through the SRF process last year and will be submitted this year.

322

323 WEBSTER AVE PUMP STATION UPGRADE (pg. 36) \$884,000 FY 24 (shortfall estimate for
324 consultants)

325

326 Mr. Vlasich proposed that the SRF Loan for this project could be amended potentially.

327

328 CROSS ROAD TOWER MIXING & CLEANING (pg. 38) \$32,000 FY 24

329

330 Mr. Vlasich recommended pulling the CIP project for this year with the hope that something
331 different will come up and not require. He noted the project is to improve water quality in the
332 area.

333

334 Also submitted were CIP sheets for the following projects:

335

336 GREEN STREET NEIGHBORHOOD UTILITY RECON (pg. 18) TBD

337

338 COURT STREET PUMP STATION DPW (pg. 30) TBD

339

340 WWTF EFFLUENT FLUME (pg. 34) \$192,000

341

342 WWTF UPGRADES PHASE 1 DPW (pg. 35) \$2,750,000

343

344 FY 27 \$200,000 FY 28 \$2,550,000

345

346 RIVER RAW WATER TRANSMISSION CLEANING (pg. 39) TBD

347

348 **VEHICLES AND EQUIPMENT**

349

350 #102 REPLACE AIR COMPRESSOR (pg. 61) \$45,000 FY 24

351

352 Mr. Vlasich noted the air compressor runs the tools.

353

354 VEHICLES – WATER/SEWER (6 YR CIP)

355

356 REPLACE #13 CROWN VICTORIA (pg. 63) \$56,500/\$53,500 FY 24

357 REPLACE DUMP TRUCK #33 (pg. 65) \$120,000 FY 24

358 Mr. Vlasich noted two vehicle replacements were stretched out an additional year, one is used
359 by the meter reader (Crown Victoria with 112,500 miles) and they would like to replace the
360 other with a 4x4 Pick-Up so they can do their own plowing. There are nine Water Works pump
361 stations.

362

363 Ms. Martel asked if they had considered electric vehicles and charging stations.

364

365 #33 – HIGHWAY SIX-WHEEL DUMP TRUCK (pg. 65) \$120,000 – Jay Perkins

366

367 Mr. Perkins requested that a Ford F-550 be put on the CIP to replace the six-wheel dump truck.

368

369 **DPW/HIGHWAY/MAINTENANCE – Jay Perkins, Highway Superintendent**

370

371 Mr. Perkins submitted CIP request sheets detailing the following projects:

372

373 INTERSECTION IMPROVEMENTS PROGRAM (pg. 19) \$50,000 FY 25

374

375 WATERFRONT SEAWALL (pg. 28) TBD

376

377 CLEMSON LAGOON (pg. 29) \$125,750 FY 25

378

379 VEHICLES & EQUIPMENT

380

381 #58 – SIDEWALK TRACTOR (pg. 69) \$225,000 FY 24

382

383 Mr. Perkins described the vehicle requested for replacement mows, sweeps, snow blows and
384 plows sidewalks.

385

386 Ms. English asked if there were multiples of these and he noted there were two primary.

387

388 #48 – REPLACE STREET SWEEPER (pg. 71) \$370,000 FY 24

389

390 Ms. Martel asked how often the street sweeper is used and Mr. Perkins indicated curbed areas
391 are twice a year and downtown parking lots weekly. Mr. Vlasich was not sure if a grant would
392 be available.

393

394 REPLACE #51 JEEP DPW (pg. 67) \$37,500/\$31,500 FY 24

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397 **PLANNING & CONSERVATION – Town Planner Dave Sharples**

398

399 **PLANNING**

400

401 CAPTIAL RESERVE FUND FOR ADA IMPROVEMENTS (pg. 7) (\$50,000) FY 24

402

403 Mr. Sharples reported the Town approved a warrant article in 2019 to create an ADA
404 Improvements Plan for Town facilities and infrastructure to improve accessibility for all users.
405 This Fund will be established over time to fund these improvements. Last year the Town
406 approved \$50,000.

407

408 COMPLETE STREET STUDY (pg. 8) \$25,000 FY 25

409

410 Mr. Sharples reported the Bike & Pedestrian Master Plan was begun two years ago and there is
411 overlap with the Master Plan Oversight Committee. He discussed the Downtown Parking Flow
412 Analysis proposal.

413

414 MASTER PLAN UPDATE FY 2028 (pg. 9) \$50,000

415

416 Mr. Sharples reported the Master Plan was last done in 2018 and will be updated in 2028. The
417 document must be updated between five and ten years. He reported almost 67 action items
418 have been completed.

419

420 **CONSERVATION**

421

422 RAYNES BARN IMPROVEMENTS (pg. 10) \$56,200

423

424 Mr. Sharples reported that in 2022 a cost increase of \$249,600 was identified due to rising
425 costs. The improvements being funded include clapboards, painting, staircase replacement, fire
426 alarm and are contingent upon receiving grant funds

427

428 \$76,200 FY 2024 less \$20,000 Moose Plate Grant

429

430 **VI. OTHER BUSINESS**

431

- Master Plan Discussion

432

- Field Modifications

433

- Bond and/or Letter of Credit Reductions and Release

434

Mr. Sharples reported the Department continues working with Finance to

435

release old, outdated bonds and LOC on a variety of projects.

436 **VII. TOWN PLANNER'S ITEMS**

437 **VIII. CHAIRPERSON'S ITEMS**

438 Chair Plumer reported there will be a Town public meeting next Tuesday at the High School gym.

439 **IX. PB REPRESENTATIVE'S REPORT ON "OTHER COMMITTEE ACTIVITY"**

440 Mr. Cameron reported there will be a Housing Advisory Committee meeting tomorrow at 8:30 AM.

441 **X. ADJOURN**

442 *Ms. Brown motioned to adjourn the meeting at 9:51 PM. Mr. Cameron seconded the motion. A vote*
443 *was taken all were in favor, the motion passed 7-0-0.*

444 Respectfully submitted,

445 Daniel Hoijer,
446 Recording Secretary
447 Via Exeter TV