

Draft Minutes
Selectboard Meeting
March 26th, 2018

1. Call to Order

Present at the meeting were Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Russ Dean. The meeting was called to order by Chairwoman Gilman at 7:00PM.

2. Bid Openings

a. Lincoln Street Project Phase 2:

The American Excavating Corporation in Derry, NH bid \$2,626,428 for the project. The cost approved for the project was \$2,450,000. The board only received one bid, and thought that since it was such a large project they wanted to have more so that they could choose. Jen Mates from public works said that they had sent it out to bid in newspapers and at clearinghouses, and CMA Engineers sent it to contractors as well. She thought that maybe there were not many responses because the upcoming season is very busy. Mr. Dean suggested that the town review the bid and see where the budget is not being met.

MOTION: Selectman Clement moved to send the bid to the department of public works for a recommendation. Selectwoman Surman seconded the motion, and it passed unanimously.

3. Public Comment

Glenn Copleman, a photographer from Kingston, found some photographs of Exeter that he had in his possession and decided to donate the photographs to the town. All of the photos were in matching frames and the same size. There was a picture of the mills, one of the town hall, and one of the congregational church.

MOTION: Selectwoman Surman moved to accept the donation. Selectwoman Cowan seconded the motion, and it passed unanimously.

Paul Royal brought up article 27, which was discussed last week. He said that he believes the board will seek legal counsel on that. Article 27 was to include the tax impact of major projects on the ballot. The RSA referenced in the warrant (32:5 V-b) speaks to the tax rate. Article 27 was brought to the voters as a way to bring more transparency to the ballot. He brought up the point that if the selectboard decides to implement it, there will have to be a lot of mathematics done.

He does not think the article is in keeping with the RSA and only makes things more difficult. Also, the different tax impacts affect people in different income brackets differently. He talked to a lot of people who voted for the article because they thought it was difficult to find information on what the tax impact would be. He feels as though the article would stop larger projects that people do not want to invest in with higher taxes.

4. Minutes/Proclamations

The board recognized the service of previous selectman Dan Chartrand, and gave him a plaque recognizing his six years on the board. Mr. Chartrand thanked his former colleagues and said that it was good to see three women as the officers of the board.

5. Approval of Minutes
 - a. 3/12/18

MOTION: Selectman Clement moved to accept the minutes as submitted. Selectwoman Corson seconded the motion, and it passed unanimously with Selectwomen Surman and Cowan abstaining because they were not present.

6. Appointments

Corey Stevens and Steve Ramsay are two candidates for the budget recommendations committee. Both have served on the BRC in past years, and both have been chairs of the BRC before. There was some discussion about whether or not these candidates needed to submit an application or go through an interview because they had served before. Selectman Clement asked how the process should be handled when there are openings to the BRC not filled by the town vote.

Selectwoman Surman pointed out that the BRC is not a municipal committee, and that the board appoints members and Exeter residents vote on them. Mr. Dean said that the original BRC was established before the civil war and were originally appointed only through town meetings. When Exeter became a SB2 town, the BRC was converted to a full slate to be voted on by the public. If there are any vacancies on the committee, people are appointed by the selectboard to make a full 15-person committee.

The board decided to get applications from the candidates. If they were both appointed, the committee would be brought to 14 members in total.

7. Action Items
 - a. Epping Road TIF

Mr. Dean had a conversation with the town engineer, and the town would like an additional \$5,000 for survey work. It would make the total contract \$87,000.

Paul Vlasich, the town's engineer, reminded the board that they had approved a contract amount of \$82,000. Before the contract was finalized, the signalization on Epping Road was voted on at the town election. CMA Engineers had covered some of that intersection, but there was not enough linear feet in the contract to cover everything. Mr. Vlasich would like to have CMA's contracted surveyors do all the survey work, which would be a \$5,000 cost.

MOTION: Selectman Clement moved to approve \$5,000 for the Epping Road survey, to bring the total contract cost to \$87,000 with CMA Engineers. Selectwoman Surman seconded, and it passed unanimously.

Selectman Clement asked if the contract with VHB would include any survey costs additional to the survey work done by CMA Engineers. Mr. Vlasich said the VHB contract would not have any survey costs, they would be using the survey work from CMA Engineers. He also said there have been some preliminary proposals on the signalization contract, and the survey work on that project has been reduced by about \$15,000 because the contract with CMA Engineers would cover that.

Signalization contract:

Mr. Vlasich said that the town vote approved the Epping Road and Continental Drive signal. They have been talking with VHB Engineers and had them make a design to take advantage of a contractor working in conjunction with the water/sewer project. VHB Engineers had wanted to do a corridor study of Epping Road previously, so they seemed like a good fit.

Mr. Dean talked about the timeline, and the total schedule would be about 12 weeks. The estimate is within planning estimate, and the town feels comfortable with the numbers and schedule. Mr. Vlasich estimated that the signals could possibly be installed before the new year.

MOTION: Selectman Clement moved to approve the proposed contract with VHB Engineers 8:15, and to authorize the town manager to sign the contract. Selectwoman Cowan seconded the motion, and it passed unanimously.

Selectman Clement asked if there is enough right of way, or if there will be a need to take some land for the intersection because of the road widening. Mr. Vlasich said there was a possibility of that but was not sure yet. Selectwoman Corson said the planning board had conditionally approved a building there, with the condition that the traffic light has to be in place. She asked if the building could begin construction at the same time, or if they needed to wait until the light is actually in place. Dave Sharples, the town planner, said that he believed the condition was that the traffic light would need to be in place prior to a certificate of occupancy was granted, so the construction itself could be started.

b. Pickpocket Dam

Mr. Vlasich introduced representatives from VHB Engineers to give a presentation about Pickpocket Dam. In 2011, the town had a letter of deficiency from the dam bureau to do minor repairs to the dam. They also asked for a breach analysis. Funds for the project were approved in 2016 and awarded to VHB Engineers. They also had more surveys of key areas done. The final report was sent to DES in late 2017.

Jake San Antonio from VHB Engineers introduced the project. The first step was data collection, where they used the HMS and HEC RAS hydraulic models. They also did a dam breach analysis looking at two failure modes - a sunny day flood and a 100-year flood breach. Then a failure was modeled where two concrete portions failed. They mapped the dam breach inundation limits and used GIS to identify potentially affected properties. The different colors on the map showed the depths of water inundation and topography.

Dave Cloutier from VHB Engineers presented the results of the failure model. A few buildings on Kingston Road would be flooded in case of a dam breach. Other areas that would be affected are Camelot Drive and Sir Lancelot Drive, where there would be potential impacts to the foundation, but these streets would not be flooded because they are elevated. Because of the findings, DES reclassified Pickpocket Dam as a high-hazard dam instead of low-hazard. This affects the annual registration fee, requires more safety inspections, changes the discharge capacity and requires an emergency action plan.

The next steps would be for the town to address these new requirements. It will require coordination with DES. The components of an emergency action plan would be a breach analysis and

inundation mapping, which both have been done. There also would need to be a notification flow-chart and various other types of documentation. The dam must safely pass 250% of a 100-year flood or an inflow design flood. The analysis by the engineers is that it is unlikely the dam would pass these requirements as it is. The dam must be improved, removed, or replaced if it does not pass.

For this, VHB Engineers could do other forms of analysis. They could also retrofit the dam, remove the dam, or address the affected buildings themselves. The town could also choose to request a time extension from DES. They are suggesting that the town does a feasibility study to pass the discharge requirements.

Mr. San Antonio said that many dams throughout the state have gone through changes because they don't necessarily serve same needs or go through the same maintenance as before. DES notes problems throughout the state. The inspection of the dam that triggered the study was in late 2010.

Selectman Clement asked who decides the classification of different storms. Mr. San Antonio said that it depends on statistics and the historic record of different floods. Selectman Clement pointed out the Great Dam was classified as a low hazard dam but had a higher potential for damage.

Chairwoman Gilman asked when in the process they looked at structural things like bridges, and also the scour from potential flooding. Mr. San Antonio said that bridges are looked at in the study, but that generally the study looks at the river as a static condition. Mr. Dean asked if DES had been in contact with VHB Engineers. Mr. San Antonio said that they had not been.

Mr. Vlasich told the board that a public hearing about the dam reclassification was not necessary, and that the board will get updates from public works about their discussions with DES.

c. FEMA LOMR

Mr. Vlasich said that the town was required to do an analysis to see how the flood plain changed after the Great Dam removal. Mr. San Antonio clarified that because Exeter participates in the flood insurance program, the town must begin to revise flood mapping after the completion of a project. The Great Dam was officially removed in October 2016. FEMA administers the model, then the mapping is revised and a LOMR is submitted.

Mr. Cloutier talked about the existing flood map study, which was completed in the 1980's. FEMA is still in the process of updating Rockingham county maps. The LOMR process was to review the flood study and to update the data with new models. FEMA then reviews the submission and makes amendments as needed. In February 2018, the technical review was completed by FEMA. May 9th, 2018 is the deadline for public notification and then FEMA will issue the LOMR. It will become effective after a 90-day appeal period.

The next step is to send notification letters to property owners by May 9th. The town can also choose to have additional public education about the map change. The public education would explain what the changes to the map are and why the changes are happening and could also include an explanation of flood insurance requirements.

Mr. Cloutier showed an overview map of the flood map changes. The bulk of the area within the map would remain unchanged. There are some green areas that would no longer be affected by the floodplain, and the red areas were places that were not previously affected and now would be.

Mr. Dean talked about the coastal floodplain maps, and the inland watershed project which could postpone the floodmap panels being approved until 2020. Mr. Dean asked if the LOMR process would then be extended until 2020. Selectman Clement said that FEMA told the town that they had two options; one was to delay the flood mapping process until the coastal maps were done. FEMA said that it might be better to wait until coastal maps were done because the flood mapping might change once the coastal maps were done. Mr. San Antonio clarified that the LOMR process moves in its own timeframe. FEMA had updated maps in 2015, and the LOMR mapping is a different process. Mr. Dean said that the town needs to notify residents on town letterhead.

Mr. Cloutier said that the total number of parcels affected by the LOMR map change is 216. About 190 are currently in the floodplain and will still be within the floodplain afterwards. About 20 will be new in the floodplain, and about 30 were in the floodplain and are not anymore.

Mr. Vlasich showed the board a sample notification letter. DPW thinks that a public information meeting might be good to educate the public. They could notify residents of the public information meeting in the notification letter.

Mr. Dean asked if there was a chance that the hydraulic models would change later on, when the conditions are reassessed. Mr. San Antonio said that actual data since the dam removal was very limited, so the study was based from models. When it is restudied, it will be based on new data. But, generally FEMA restudies rivers every 30 years or so. Selectman Clement asked if some areas were mis assigned when they were studied before. Mr. San Antonio answered that there are different factors that have played a role since then, including better technology, more developments, and other things.

d. Review BOS Committees

The selectboard had a list of committees and when each committee met. The Christmas Parade, Memorial Day Parade, and Swasey Parkway Trustees were not on the list, but they need to be specially considered. The parade committees have many volunteers who don't live in Exeter, but they use town funds. Chairwoman Gilman said she'd like the committees to be more transparent in how they spend these funds, and to have documentation of the budgets.

The board then divided up the committees and decided who would serve as a representative to each:

- Arts Committee: Selectwoman Surman
- Conservation Commission: Selectman Clement
- E911 Committee: Selectwoman Surman
- Development Commission: Chairwoman Gilman
- Energy Committee: Chairwoman Gilman
- Facilities Committee: Selectwoman Corson
- Heritage Commission: Chairwoman Gilman
- Historic District Commission: Chairwoman Gilman
- Housing Advisory Committee: Selectwoman Cowan
- Master Plan Implementation Committee: Not chosen yet
- Memorial Day Parade: Not chosen yet
- Planning Board: Selectwoman Corson (Selectman Clement as the alternate)

- Recreation Advisory Board: Selectwoman Surman
- River Advisory Committee: Selectman Clement
- Rockingham Planning Commission: Selectman Clement
- Safety Committee: Selectwoman Corson
- Trustees: Not chosen yet
- TIF Advisory Board: Selectman Clement
- Water/Sewer Advisory Committee: Selectwoman Cowan
- Communications Committee: Selectwoman Cowan

e. Board Meeting Calendar

The board reviewed their scheduled meeting dates for the rest of the 2018 year. The board decided to have a work session on April 16th, where they will meet in the arts committee room at 6:30PM. For a review of the master plan and CIP plan, the board will meet on May 14th.

8. Regular Business

a. Tax, Water/Sewer Abatements

5 Michael Avenue:

Lisa McIlveen, the property owner, said that she was seeking an abatement because their water had been leaking underneath the house from an outside freeze-proof spigot. They had shut off the water and later received a bill for \$1450.64. They have an average bill of \$300 per quarter.

Chairwoman Gilman said that one issue important in this case is that the leak was from a spigot on their property, but that they could abate the sewer portion of the bill because the water went into the ground. The sewer portion alone would be \$794. The board has a policy to grant a one-time abatement per account every 10 years.

Selectwoman Surman felt as though because the spigot was outside, they could abate the entire amount because the homeowner might not have known about the leak. Selectman Clement pointed out that on the bill, it states that the owner is responsible for preventing their pipes from freezing. He suggested tasking the water/sewer committee to review the abatement policies.

MOTION: Selectwoman Surman moved to abate \$889.78 of the bill for 5 Michael Avenue. Selectman Clement seconded the motion. It passed 3-2-0, with Selectwoman Corson and Selectman Clement voting nay.

MOTION: Selectman Clement moved to charge the water/sewer committee with reviewing the abatement policies. Selectwoman Corson seconded the motion, and it passed unanimously.

20 Harvard Street:

Tyler Coty, the tenant of the building talked about this leak which was slowly-trickling. Public works went to see the leak, and a \$259.34 abatement was recommended. The applicant requested an abatement for three quarters, which would be \$413.93. Mr. Coty said that the water bill had gone up

slowly over the past year, and the cause was a leaky downstairs toilet which was fixed. After the property was updated, the water bills had gone down substantially.

Selectwoman Surman asked if it was incumbent on the owner to repair the toilet. Mr. Coty said that the owner had paid to repair it, but that he was responsible for paying the water/sewer bills. Mr. Dean said that the water shutoffs are dealt with by the owner. He asked Mr. Coty why he was asking for a three-quarter abatement. Mr. Coty said that when the property was updated, some appliances were changed which he thought had an effect on the water bill.

MOTION: Selectwoman Surman moved to abate one quarter of the bill for 20 Harvard Street in the amount of \$259.34. Selectwoman Corson seconded the motion, and it passed 4-1-0 with Selectman Clement voting nay.

Selectman Clement suggested including some way to document the communication between public works and its customers. Chairwoman Gilman suggested that the applicants of future abatement requests sign off on the form to confirm everything. Paul Royal, an Exeter resident, suggested giving residents a flyer to explain the abatement rules.

MOTION: Selectwoman Cowan moved to approve the \$500 veteran credit for the following properties: map 65, lot 102, unit 4; map 18, lot 6. Selectman Clement seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the \$1,000 veteran credit for the following properties: map 104, lot 79, unit 4; and map 87, lot 14, unit 16B. Selectman Clement seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the following elderly exemptions for \$152,251: map 104, lot 79, unit 309; map 27, lot 6; map 104, lot 79, unit 220; map 64, lot 105, unit 45; map 62, lot 95; map 104, lot 79, unit 525; map 104, lot 79, unit 2; map 104, lot 79, unit 706; map 108, lot 79, unit 808; map 87, lot 18, unit 43; map 104, lot 79, unit 311; map 70, lot 4; map 104, lot 79, unit 608; map 95, unit 64, lot 317; map 104, lot 79, unit 605; map 95, lot 64, unit 329; map 103, lot 13, unit 8; map 104, lot 79, unit 121. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the following elderly exemptions for \$183,751: map 63, lot 237; map 32, lot 12, unit 25; map 95, lot 64, unit 139; map 103, lot 13, unit 33; map 94, lot 22. Selectwoman Surman seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan to approve the following elderly exemptions for \$236,251: map 96, lot 2, unit 4; map 13, lot 6; map 38, lot 7; map 104, lot 79, unit 1; map 65, lot 16; map 99, lot 26; map 87, lot 8, unit C17; map 35, lot 9; map 52, lot 43; map 52, lot 73; map 73, lot 26; map 90, lot 18, unit 2; map 65, lot 5; map 95, lot 64, unit 65; map 63, lot 219; map 63, lot 102, unit 57; map 104, lot 79, unit 16; map 83, lot 22; map 62, lot 94; map 93, lot 9; map 74, lot 19; map 104, lot 79, unit 110; map 87, lot 14, unit 20A; map 85, lot 89, unit 14. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the following elderly exemptions for \$213,496: map 64, lot 11. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan moved to deny the following elderly exemptions for: map 103, lot 13, unit; map 104, lot 79, unit 4; map 73, lot 246; map 86, lot 20, unit 15. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the following disability exemptions for \$125,000: map 87, lot 14, unit 4B; map 95, lot 66; map 60, lot 9; map 32, lot 12, unit 7; map 95, lot 64, unit 380; map 104, lot 79, unit 225; map 95, lot 64, unit 226. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the following discretionary easement: map 71, lot 38. Selectwoman Corson seconded the motion and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the following intent to excavate for 2016-2017: map 83, lot 1. Selectwoman Corson seconded the motion and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the following intent to excavate for 2017-2018: map 83, lot 1. Selectwoman Corson seconded the motion and it passed unanimously.

Mr. Dean explained that the intent to excavate is a yield tax for earth removal. If you exceed a certain amount of removal, there is a tax. The property listed is Philips Exeter Academy.

b. Permits/Approvals

MOTION: Selectwoman Corson moved to approve the use of the town hall and bandstand to TEAM Exeter for their First Friday event on January 4th 2019. Selectman Clement seconded the motion, and it passed unanimously.

MOTION: Selectwoman Corson moved to approve the use of the town hall and bandstand to TEAM Exeter for their First Friday event on February 1st 2019. Selectman Clement seconded the motion, and it passed unanimously.

MOTION: Selectwoman Corson moved to approve the use of the town hall and bandstand to TEAM Exeter for their First Friday event on March 1st 2019. Selectman Clement seconded the motion, and it passed unanimously.

c. Town Manager Report

Mr. Dean talked about EXTV's work in the town hall, where they had done the floor, and the furnishings are coming in. They are well within their budget. The town met with COAST, who are talking about changing the service route to a demand-response model. COAST had analyzed their ridership and think they can be more responsive. He also reminded everybody that the egg hunt is this Friday at 4:00PM. Selectman Clement also asked for a follow-up about the snow removal.

d. Committee Reports

Selectwoman Surman talked about Swasey parkway and said that on Thursday it would go back to one-way traffic until the end of May. It will then be shut down for 2 weeks for grass seeding and loaming.

e. Correspondence

There was an annual report sent to the board from the Exeter Sportsman's Club.

9. Calendar

The next regularly scheduled meeting will be on April 9th at 7:00PM.

10. Non-public Session

There was no non-public session at this meeting.

11. Adjournment

MOTION: Selectwoman Surman moved to adjourn the meeting at 10:30PM. Selectwoman Corson seconded the motion, and it passed unanimously.