

Final Minutes
Select Board Meeting
4/23/18

1. Call Meeting to Order

Present at the meeting were Anne Surman, Kathy Corson, Julie Gilman, Don Clement, Molly Cowan, and Russ Dean. The meeting was called to order by Ms. Gilman at 6:30pm.

2. Board Interviews – Recreation Advisory Board, ZBA

The board went downstairs at 6:30pm to interview for positions on the recreation advisory board and the zoning board. They reconvened at 7:10pm.

3. Bid Openings –

There were no bid openings at this meeting.

4. Public Comment –

Darius Thompson asked the board about the conflict of interest and ethics policy and asked if they are in favor looking at it and strengthening it. Ms. Gilman said that Ms. Surman had volunteered to write a code of ethics, which will be on the agenda in the near future. All of the board members expressed their support of the policy updates.

5. Minutes & Proclamations –

a. Proclamations/Recognitions

There were no proclamations at the meeting.

6. Approval of Minutes –

a. Special Meeting: April 2nd, 2018

Ms. Surman said that Chief Shupe was there and should be listed in attendance.

MOTION: Ms. Corson moved to approve the minutes as amended. Ms. Surman seconded, and it passed 4-0-1, with Mr. Clement abstaining.

b. Regular Meeting: April 9th, 2018

Replace “the town decided that” with the “assessing department and counsel”, and change “decided” to “advised”. Mr. Clement suggested on page 5, clarify that there was no written board charge for the previous board. Also, change that Mr. Clement asked the town planner on page 4, to the safety department.

MOTION: Mr. Clement moved to approve the minutes as amended. Ms. Cowan seconded the motion, and it passed unanimously.

c. Special Meeting: April 13th, 2018

MOTION: Ms. Surman moved to accept the minutes as submitted. Ms. Cowan seconded the motion, and it passed 4-0-1 with Ms. Corson abstaining.

d. Special Meeting: April 16th, 2018

Mr. Clement said that he felt as though some of the wording was off compared to the notes that he took, and that he wanted to highlight different things. Mr. Dean said that they are planning on having a professional facilitator at future work sessions. The board decided to table the minutes for the future and will give Mr. Dean the notes.

MOTION: Ms. Corson moved to table the minutes. Ms. Surman seconded the motion, and it passed unanimously.

7. Appointments –

There were no appointments at this meeting.

8. Discussion/Action Items –

a. Quarterly Financial Report – Finance

Doreen Chester, the town's finance director, spoke about the most recent financial reports. There are two reports, one is for December year-end and one is for March for the first quarter of 2018. In the general fund of 2017, there was a good balance left with generally no over-expenditures except for the snow/ice account which was covered by deficits. The motor vehicle and building permit revenues were higher. Some of the largest projects were the wastewater treatment plant, and the Phillips Exeter theatre. The state rooms and meals tax also had increased. The interest income declined a bit, and the revenue transfers were mostly for sick leaves and the snow/ice deficit. Ms. Chester went through the general fund expenditures by department and any changes, for example, the police department was under budget by \$250,000.

Mr. Clement asked about the total general fund expenses variance. Ms. Chester explained that she took that out under the encumbrances section. She explained that she was asked to do a different format this time, Mr. Dean said that the new formatting is to break things down further item by item.

The water fund saw some increase in revenues mostly due to the increase in water rates last year. The increased expenditure is the difference between the increased water debt service in 2017, because of the Larry Brown Groundwater Plant coming online.

The sewer fund had some decrease in debt service because of older debt payments falling off. It had some higher revenues due to the rate increases. The only unexpected thing was the sewer main break on High Street, which led to \$149,800 of emergency expenses. Ms. Cowan asked where the abatements for water/sewer fall into the budget. Ms. Chester said that they are included within the revenues and not broken out separately. Ms. Cowan said she would be interested in seeing them.

In the revolving funds for 2017, the EMS revenue was lower than the prior year because the amount of billable calls was down. 95% of the fund balance gets transferred out to the general fund. Ms. Surman asked why Comstar had slowed down in the prior year. Ms. Chester said that they are the third-party biller, and suggested looking at how fast or slow the reimbursements are coming in.

The cable TV fund is based on the contract with Comcast. 50% of what comes in goes to the general fund. The wages/taxes/benefits went up in the last year because a full time staff member was hired. The revenues increased from the prior year. Mr. Dean said that Bob Glowacky is going to talk about some potential CATV projects to use the revenues for.

The recreation revolving fund revenues exceeded the budget revenue. Specifically, the program revenues were up and the trip revenue increase. The wages decreased slightly due to the timing of seasonal staffing. Impact fees from the building department are included. Mr. Dean said that the impact fees must be spent within 6 years or they go back to the developer, so they should keep track of those.

The property tax revenue for 2017 was \$46.5 million. The tax revenue is always less than the MS form shows due to the timing of the schools. Mr. Dean said that tax bills are due the first week in December and the difference in collection is due to lag in people waiting to pay until January 1st. The collection rate is currently very good. The water and sewer receivables for 2017 look good over previous years. Mr. Clement asked if people are having trouble paying their bills because of the increased water rates, because the amount of accounts over 90 days has increased slightly. Mr. Dean said he has not noticed a large increase in the number of potential shutoffs. Chester said that generally the same payers are frequently late.

The board decided to have Ms. Chester come back to report on the March quarterly report at a future meeting.

b. Fire Department Staffing Proposal – Paramedics

Chief Comeau talked about the proposal to hire two new firefighters to build up the force to meet the costs and run volume. One suggestion was to have floating positions. They did not finalize that plan but took the opportunity to look at the way the fire department operates. One consideration was how the floating shifts would work, and what would be the greatest way to impact overtime. Also considered staffing levels and seniority in the shifts. They could apply the two new firefighters to shifts with more seniority, which would reduce overtime. Originally, one of the new hires would be a paramedic and one would be an EMT, so they would have differences in health insurance plans.

Now, the department is suggesting that they hire two paramedics. This is because they can cover more ambulance calls and are more trained. They also could save money in the future because they do not need additional paramedic training. Mr. Comeau said he would like to put them on shift. Currently there are 15 EMTs and 10 paramedics. Each shift, or one group of firefighters, consists of 6 personnel and can drop down to 5 before incurring overtime costs. Two of those shifts would now be at 7 people, which would decrease the overtime costs.

Mr. Dean said sometimes there are problems with the shifts, for instance with deployment or injury with worker's compensation. Because of this, going down to 5 people is not uncommon. Chief Comeau said that it makes sense to put these people on the heaviest shifts to reduce overtime. Mr. Clement asked if the salary is different between an EMT and a paramedic. Mr. Comeau said the difference is about \$800, but there is a large saving in healthcare costs because they would be on a single plan. Ms. Gilman asked if there would be overtime to replace the new employees being shifted around. Mr. Comeau said that no, they would leave the spot empty without overtime. Savings also come in because as new employees, they have some personal days but are able to cover the vacations of

other staff. Mr. Dean emphasized the importance of workplace safety training in order to reduce injuries. Mr. Comeau said that when choosing shifts, they looked at the heavier shifts with senior members that took off holidays. The staff member off on worker's compensation is on the heavy shift, where one new staffer will join. The other staffer will join the 2nd heaviest shift. Mr. Clement said he is a little reluctant to assume that next year, two-year firefighters will be added as is hoped. Clement suggested evaluating how the added staff this year is working. Mr. Comeau said that there needs to be a discussion about adding floaters and also what the shift standards would be. Ms. Surman mentioned also studying the revenue from ambulance calls in the revolving fund.

c. Swasey Parkway Turnaround Discussion

Mark Damsell said that this discussion had been going on for three years about installing a turnaround in Swasey Parkway. It was brought to engineers two years ago before the construction began. Now that the parkway has pipes in place, they feel as though now is the right time to do a turnaround. Wright-Pierce gave three options to the trustees. All the trustees suggested the first option, which would be a turnaround on the right-hand side of the road leading to the green block building. The turnaround would make it so that half of the parkway could be blocked off, and the turnaround could be used so people can turn to park on the parkway.

Ms. Gilman asked about the curb cuts and asked why that is preferred to the hammerhead option. Mr. Damsell said that he thinks that people will pull in and park, instead of parking on the far end. Ms. Gilman asked who would own the turnaround. Mr. Damsell said that he believes it would be the town's responsibility because it is a public road, but also said that it probably wouldn't have to be plowed in the winter because not many people use the parkway then.

Ms. Corson asked if public safety had looked at the designs. Mr. Damsell said this is just a proposal and they brought it to the select board first to get their opinions. Ms. Corson thought that it was an interesting concept and could give more flexibility for parkway use. Mr. Dean added that the contractor would like to do it during the same time as loaming and seeding and are hoping it will not be delayed. He mentioned the event permitted on May 19th briefly so that the board was aware.

The cost would be about \$15,000 which would come from the project contingency. Mr. Clement pointed out that the money would come from the capital projects fund, and that they would be using the sewer fund to pay for the road. Mr. Dean said that one potential source would be the trustees operating fund or the town's paving budget. Mr. Clement said that he didn't want to act too quickly on this just because the cost could potentially increase in future. Ms. Surman asked about the DOT grant, and maybe that could be used. Ms. Cowan suggested looking at this more for a more integrated approach. Ms. Corson suggested funding it from a combination of sources, including the sewer fund, and added that there will be costs no matter what is done. Ms. Gilman said that the funding from the state was going to be used for the Lincoln Street project, and that the remainder would be left as a contingency. Ms. Corson asked if they could look at this potential project next week, and Ms. Surman also wanted numbers for the grant money spent. The board liked the plan in general.

Mr. Thompson said that he is in support of the project but suggested not using a contingency on this project. He said he would like to spend money prudently for this project because he thinks it is beneficial.

d. Communications Committee Charge

Ms. Corson put a draft committee charge together using the master plan as a guide. The purpose of the committee is to increase strategized communications between the town and the public in order to get more information out. Ms. Gilman said that since this is an advisory committee to the Select Board, it makes sense that the representative would not vote. Mr. Clement asked why a member of the economic development committee is a member on the communications committee. He also suggested adding periodic recommendations to the Select Board in the charge. Also, the cable advisory committee was mentioned so as to incorporate some of their charge into this committee. Ms. Corson said that ultimately the committee will put together a policy and platforms for communications. Ms. Cowan asked about how to best communicate with other committees.

Mr. Thompson asked if the town had a social media policy for all their employees and suggested that the communications committee incorporate that to make sure everything is efficient. Mr. Clement said that how social media is used could also be part of the ethics policy.

e. Board and Committee Appointments:

The board looked at the list of re-appointments to the various town boards and committees. There were a lot of vacant positions on many committees, such as the heritage and historic district. Some people have also not responded if they are seeking reappointment. The board decided to move ahead and re-appoint those who had responded with their interest.

MOTION: Ms. Corson moved to reappoint the following to the conservation commission, term to expire on 4/30/2021: Bill Campbell and Ginny Raub as voting members, and David Short and Sally Ward as alternates. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the arts committee, term to expire on 4/30/2021: Darius Thompson, Irene Hall, and John Moynihan as voting members. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the heritage commission, term to expire on 4/30/2021: John Merkle as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the historic district commission, term to expire on 4/30/2021: Pam Gjettum as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the housing authority, term to expire on 4/30/2023: Vern Sherman as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the planning board, term to expire on 4/30/2021: Pete Cameron and Katherine Woolhouse as voting members, and Nicholas Gray as an alternate. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the river advisory committee, term to expire on 4/30/2021: Richard Huber as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the Rockingham planning commission, term to expire on 4/30/2022: Gwen English as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the zoning board of adjustment, term to expire on 4/30/2021: Robert Prior as a voting member, and Hank Ouimet and Joanne Petito as alternates. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the water and sewer advisory committee, term to expire on 4/30/2021: Kelly Warner and Bob Kelly as voting members. Ms. Surman seconded the motion, and it passed unanimously.

Mr. Clement asked about housing advisory committee. Mr. Dean said that there are no terms for those members. Mr. Dean also said that, concerning the human service funding committee, the 2017 distributions are being reviewed and they will bring information to the board shortly about their status.

f. Accept Household Hazardous Waste 2018 Grant

The Rockingham Planning Commission organizes this, done annually. Gilman asked if other towns get the grant as well. Mr. Dean said it is shared with the towns proportionally. Exeter is 34.7% of the population share, so the actual grant that will be received is 34.7% of the cost share of \$7,418. Mr. Clement brought up that donations are accepted for this and support the towns.

MOTION: Mr. Clement moved that they accept the Household Hazardous Waste Grant funds and to enter into a grant contract with NH DES, and authorizes the town manager to sign the contract. Ms. Cowan seconded the motion, and it passed unanimously.

9. Regular Business –

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Ms. Cowan moved to deny the veteran credit for the following properties: map 63, lot 46; and map 85, lot 61. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to table the veteran credit for the following properties: map 68, lot 6, unit 211. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the elderly exemption of \$236,251 for the following properties: map 65, lot 151; ,map 18, lot 1; map 80, lot 6, unit 24; map 63, lot 62; map 65, lot 124, unit 32; map 86, lot 24; map 64, lot 4; map 87, lot 18, unit 17; map 104, lot 79, unit 606; map 64, lot 105, unit 2; map 54, lot 4, unit 63; map 104, lot 79, unit 406; map 64, lot 105, unit 11. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the elderly exemption of \$183,751 for the following properties: map 64, lot 105, unit 52; map 104, lot 79, unit 102; map 63, lot 190; map 104, lot 79, unit 510; map 63,

lot 154; map 104, lot 79, unit 110A; map 103, lot 13, unit 22; map 64, lot 105, unit 49; map 61, lot 15. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the elderly exemption of \$152,251 for the following properties: map 64, lot 105, unit 35; map 64, lot 57, unit 2; map 95, lot 64, unit 187; map 26, lot 13; map 104, lot 79, unit 707; map 64, lot 17; map 86, lot 20, unit 11; map 95, lot 64, unit 225; map 95, lot 64, unit 322; map 96, lot 2, unit 13; map 32, lot 12, unit 20; map 71, lot 15; map 95, lot 64, unit 60; map 64, lot 105, unit 63; map 69, lot 16; map 73, lot 220; map 104, lot 79, unit 21; map 80, lot 6, unit 39. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the elderly exemption of \$208,080 for the following properties: map 74, lot 132. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to deny the elderly exemption for the following properties: map 64, lot 65; map 51, lot 5; map 109, lot 1; map 55, lot 20; map 81, lot 36. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to table the elderly exemption for the following properties: map 95, lot 64, unit 252. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the disability exemption of \$125,000 for the following properties: map 32, lot 12, unit 24; map 95, lot 64, unit 295; map 87, lot 14, unit 17A; map 95, lot 64, unit 144; map 32, lot 12, unit 23; map 95, lot 64, unit 117; map 95, lot 64, unit 214; map 32, lot 12, unit 4; map 103, lot 13, unit 40; map 95, lot 64, unit 55. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the intent-to-cut for the following properties: map 104, lot 70. Ms. Corson seconded the motion, and it passed unanimously.

b. Permits & Approvals

The board talked about the Winter Street cemetery tree removal. Dave Sharples, the town planner, told the board that the lowest bidder is at \$18,000 for tree removal by Knowles Tree Service. This price did not include police detail, because Mr. Sharples wanted the town to pay the police detail directly and is anticipating a cost of about \$992 for that. The project will take two days to complete and will take a few types of cranes. A short section of road will need to be closed for safety. He requested a motion to approve a cost of up to \$20,000, the extra cost to use for additional work as needed. There are 22 trees to be taken out in total. Potentially, if time and funds permit, there is an additional ash tree to be removed.

Mr. Clement said that there are a few residences there and a church and asked if they had been informed. Mr. Sharples said that the police detail will let them in except when a crane is actually moving a tree. The residents will be informed of the dates. Mr. Clement also brought up the children's park nearby. Mr. Sharples said that most of the trees are away from it, but he said he would follow up on that.

Mr. Thompson suggested having EXTV to film the process to show it to the public. He also asked if any of the wood was salvageable for projects, or if there would be wood for the residents to burn. Mr. Sharples said that most of the trees are pines, and the maple and the cherry trees are in rough shape.

MOTION: Mr. Clement moved that the town manager be authorized to enter an agreement for the town to complete tree removal at the Winter Street cemetery, and to expend up to \$20,000 from the Cemetery Capital Reserve Fund. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the use of the town hall main floor for the Exeter Area Chamber to use for their Ambassador Monthly Meeting on 9/6/18 and 10/4/18. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the use of the town hall main floor for the Exeter Area Chamber to use for their Ambassador Monthly Meeting on 5/3/18, 7/5/18, and 8/2/18. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to approve the voluntary change of address from 44 Redberry Road to 10 Beech Hill Road. Ms. Surman seconded the motion, and it passed unanimously.

Mr. Dean brought up the deputy fire wardens to be appointed. The state requested a Select Board signature on the form. Some of those listed on the form are issuing agents and some are deputy wardens.

MOTION: Mr. Clement moved that the Select Board chair sign the appointment as the deputy forest fire warden for Mark Cook. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved that the Select Board chair sign the recommendation for all the reappointments of deputy wardens. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to allow PEA to close off Tan Lane and Front Street (between Tan Lane and Elm Street) to traffic on 6/3/18 between 9:30am and 1:00pm for their graduation ceremony. Ms. Surman seconded the motion and it passed unanimously.

MOTION: Ms. Cowan moved to allow PEA to close off Tan Lane and Court Street to traffic on 6/3/18 between 9:30am and 1:00pm for their graduation ceremony in case of rain. Ms. Corson seconded the motion and it passed unanimously.

c. Town Manager's Report

Mr. Dean reported that MUNIS implementation is progressing for the town. He had the chance to speak at the Leadership Seacoast event last week. Jen Wheeler was hosting the event. Next week, EXTV wants to come before the board to talk about server issues, band sheet music, and other items. There is a public hearing set up for the hazard mitigation plan on May 21, with Theresa Walker. The AMTRAK Downeaster is having a monthly meeting 4/26 in Exeter at 9:45am.

The town has been requested by residents to file as an intervener with the Liberty Utilities project. Other communities like Epping have done it, and the town is planning to move ahead unless the board has an issue. Being an intervener means that there will be reports on anything moving forward, following the action along. Mr. Clement asked if doing this will cost the town any money, and also said that the project looks very different for Epping and Exeter. Mr. Dean also wanted to thank everybody participating in the Parks and Recreation Pick Up Day.

d. Select Board Committee Reports

Mr. Clement had a conservation commission meeting, where they talked about the potential frisbee golf at Raynes farm. Also, at Raynes farm on Friday there will be a Woodcock Walk event. He talked about the other events that the commission is putting on. Also, there are rain barrels for sale at public works now. The river advisory committee met last week and listened to the presentation on Pickpocket Dam and the new FEMA floodplain analysis. They asked about the requirements that the state is giving on the breach analysis at Pickpocket Dam – one of the requirements is an emergency plan and a study for the dam. Paul Vlasich told them an estimate of cost would be about \$233,000. Mr. Clement has an ERLAC meeting this week and also a workshop about the ocean sea rise and the impacts on groundwater.

Ms. Cowan had a water/sewer advisory meeting. They are looking at updating the abatement provisions to be more consistent. They are also thinking about having recommendations to the Select Board about the abatements. Ms. Gilman said that had been done before, but it was too long of a process. The board also had a conversation about being better communicators. At the housing advisory committee meeting, Rebecca Perkins of Portsmouth City Council spoke about their zoning laws to encourage more affordable housing.

Ms. Corson had a planning board meeting and had another this week. They approved a small development off of Linden Street which could be affordable housing. It would be 8 duplexes, so 16 units in total. This week, the planning board will be discussing subcommittee regulations.

Ms. Surman has an art committee meeting on the 28th. Lottery Day will be on May 12th at 10:00AM, where artists come to the town offices and they figure out how to replace the art publicly displayed in the building.

Ms. Gilman attended a heritage commission site walk at Park Street. They are waiting to hear back from the federal government about funding. The historic district commission met last week and denied an application because the proposal did not fit the selected building.

e. Correspondence

There was a letter from a resident praising the continuation of Swag on Swasey this year. Florence Ruffner of the Swasey Parkway trustees sent a letter describing the new protocols of the trustees and their meeting schedule, and a response email by the other trustees. The Richie McFarland Children's Center sent a thank you letter to the town for their human services funding. There was also a letter from Comcast explaining their changes for Xfinity billing statements.

10. Review Board Calendar –

The next meeting is on April 30th. There will be a goal setting session on May 14th, and then the next regular meeting will be on May 28th.

11. Non-Public Session –

MOTION: Ms. Cowan moved to enter into a non-public session at 9:57pm, pursuant to RSA 91:A3-2E for pending litigation. Ms. Corson seconded the motion, and it passed unanimously by roll call vote.

Respectfully submitted by recording secretary Samantha Cave.