

Final Minutes
Select Board Meeting
4/30/18

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 at 6:20pm by Ms. Gilman.

2. Board Interviews – Recreation Advisory Board

The board conducted interviews downstairs for the recreation advisory board and reconvened at 7:00pm.

3. Bid Openings:

There were no bid openings at this meeting.

4. Public Comment

Bruce Jones thanked participants for the recent arts committee event at the town hall involving many local businesses and artists.

Darius Thompson asked the board if there is a selectboard appointee to the Swasey trustees. Ms. Gilman said that this will be discussed later on in the meeting.

5. Minutes & Proclamations

a. Proclamations/Recognitions

There were no proclamations at this meeting.

6. Approval of Minutes

The minutes will be approved at the next meeting.

7. Appointments – Zoning Board of Adjustment, Conservation Commission

MOTION: Ms. Corson moved to appoint Christopher Merrill as an alternate member to the zoning board of adjustment, term to expire on 4/30/2019. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to rescind the appointment of Joanne Petito as an alternate member to the zoning board of adjustment. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to appoint Joanne Petito as a voting member to the zoning board of adjustment, term to expire 4/30/2021. Ms. Surman seconded the motion, and it passed unanimously.

Last week, a decision about the Swasey Trustees was delayed about the select board representative. They are an elected board, so the chair of the Swasey trustees is not sure they need a representative. Currently, Ms. Surman is the select board representative to the trustees. Ms. Gilman is

in favor of keeping Ms. Surman as the representative because the trustees are completely separate, and the representative doesn't have voting power. Also, the town owns the Swasey Parkway roadway, and the select board is responsible for the maintenance of the pavilion, and the \$10,000 in the budget for parkway maintenance. Mr. Clement agreed with this viewpoint because Swasey Parkway is a town property that is invested in by the taxpayers.

Ms. Surman also agreed. She pointed out that there has been a representative from the select board to the Swasey trustees for a number of years. She also said that cares about the parkway, and asserted that her position is not about self-interest. Ms. Cowan said that she did not want people to fight about the parkway and didn't think it was a good use of resources. She said it was time to move on and work together.

Darius Thompson said that it is important to have a liaison on town committees, so therefore we should have a selectboard representative to the Swasey trustees.

It was decided that Ms. Surman will continue to be the select board representative to the Swasey Parkway trustees.

MOTION: Mr. Clement moved to rescind the appointment of Ginny Raub as a voting member to the conservation commission. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to appoint Ginny Raub as an alternate member to the conservation commission, term to end 4/30/2021. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to appoint Dave Short as a voting member to the conservation commission, term to end 4/30/2021. Ms. Cowan seconded the motion, and it passed unanimously.

Ms. Gilman said that she would also like a selectboard representative to the library trustees, because of the same reasons for the Swasey trustees. Mr. Dean said that all of their information is available on the town website. The board will come back to this issue later.

8. Discussion/Action Items

a. Review of Alcohol Policy – Town Buildings

This was brought up due to inconsistencies about the serving of alcohol in town buildings. The select board policy is to allow serving wine in the art gallery. Ms. Gilman recommended having a separate permit for alcohol use/serving, including the same info for someone wanting to get a state permit. She emphasized that she would like the policy to be consistent, and wants to look into getting licensed and getting servers. Ms. Cowan said she's fine with it as long as the policy is the same for everybody, regardless of town affiliation.

Mr. Clement did not think it would be a good idea to have alcohol at any town facilities because the liability issue is too much for something that isn't necessary. Ms. Gilman said that there are different laws for tasting vs. serving. Ms. Surman asked who would get the license, because the committees are a part of the town. Ms. Gilman said that it would be the town's responsibility and then they could ask the committees to get someone certified to serve. She also suggested limiting it to wine and beer only.

Karen Desrosiers, a member of the arts committee, said that the committee has been doing shows in the gallery for 20 years. They serve wine in openings infrequently. Also, when other groups use the art gallery, they are informed of the alcohol policies. She agreed that the process should be the same. Her only concern was that everybody who would sign out use of the space would need a permit, because the arts committee bylaws do not allow third-parties to use the space.

Mr. Dean mentioned that one issue is that when the alcohol use ordinance was adopted, it was only for non-profit organizations. He also brought up the difference between serving alcohol and tastings, and the different levels of town sponsorship vs. participation.

Ms. Corson said that having alcohol tastings could support local businesses, and thought that spirits should be added into the policy about tasting. Ms. Gilman asked Ms. Desrosiers if the people requesting to serve alcohol have applied to the town manager's office. Ms. Desrosiers answered that most of the people have chosen to not serve alcohol. The arts committee is currently the only one that serves alcohol in the building.

The board is going to have Mr. Dean work on the application for the town building use to incorporate town-sponsorship and alcohol use policies.

b. Swasey Parkway Turnaround Discussion

Continuing the discussion from last week's meeting, Ms. Gilman asked if any money in the paving budget could go towards the \$15,000 cost. Mr. Dean affirmed that it could. Mr. Clement suggested using some funds from the water/sewer contingency funds. The idea was to have the turnaround added before the construction on the parkway is completely finished, since the roadway has to be redone anyway.

Mark Damsell, a Swasey trustee, said that it was discussed at the trustee meeting, and that they are fine with appropriating some money for the turnaround. The trustees felt that the option to the right hand side of the block building was the best because of potential drainage issues. Ms. Gilman said that the town engineer and DPW believe that the drawing as shown is the best option, and that the turnaround shouldn't be moved even with the drainage issue because it would cost more money. Ms. Surman suggested having a site walk of the proposed area. Ms. Corson said if a site walk is done then the area should be staked out. The board decided to do the site walk on May 3rd, at 8:30AM. Jennifer Perry and Matt Berube of DPW may be available to come too. Dave Sharples, the town planner, may also be in attendance.

Mr. Clement asked what would happen to the existing driveway at the blockhouse. He also asked how they would block the roadway further down for events. Mr. Damsell said that they would have road closure signs close to the turnaround. Mr. Damsell said that there will also be no parking signs at the end of the turnaround, so people have to drive down a bit to park. The police department had suggested having a one-way sign at the beginning of the turnaround.

c. EXTV Request for Use of CATV Funds

Bob Glowacky from EXTV said that they are requesting a new broadcast system. They have been using Tighrope, and will now be using TelVue. Ms. Gilman asked if the switch would affect the broadcasting quality at all. Mr. Glowacky said that the quality is controlled by Comcast. The new system

would allow for 24/7 online streaming and it would not be HD unless it was filmed that way. There will also be video-on-demand, a Roku app, and Apple TV. This is a system that will be installed in the safety complex, because it's secure and has backup generators. The bill will be split between EXTV (two-thirds of the cost) and SAU16 (one-third of the cost).

MOTION: Mr. Clement moved to expend up to \$46,000 from the Cable TV fund for the purchase of a new server. Ms. Cowan seconded the motion, and it passed unanimously.

Mr. Glowacky also updated the board about their office renovations. EXTV is considering a permanent air conditioning system for the office instead of a window unit. It would be more aesthetically appealing because it could be hidden from view. Air conditioning is necessary for the equipment. Ms. Gilman suggested that the HDC look into it. Another update to the original plan would be to include keycard access for the building. The cost would be more than originally thought, about \$5,000-6,000 for the system. One keycard would unlock the office door and the other would unlock the back door by the elevator. He suggested that installing keycards in the town hall could also help with access issues by eliminating keys becoming lost or misplaced, and also would help with fire safety concerns.

Andy Swanson pointed out that it is important to be able to open the buildings by remote control. Ms. Gilman asked if there would be different access codes, or just one for the whole building. Mr. Glowacky said that whoever is the controller will program each card to work with certain access points. The access points could also be unlocked or locked from a phone. The key cards themselves are fairly inexpensive. You can also de-activate cards so there is no security issue.

Mr. Glowacky said that EXTV are in the process of releasing a newly designed website, and are also going to be updating their FB page. They will also have a newsletter for upcoming programs, volunteer opportunities, workshops, and more. They will get rid of TownHallStreams (which will save \$3000 annually), and meeting streaming will be online through Televue, then archived into chapters.

Kathy Thompson asked about a discussion about getting access from the back door to the gallery. Mr. Dean said it has not been talked about with him. The purpose for doing that would be so that people have access to the gallery still without the key because they cannot keylock the elevator for safety reasons.

d. 2018 Bonds: Loan Agreements & Resolutions:

Mr. Dean said that this year there are 3 things to borrow for. The first is the Epping Road TIF improvements, the String Bridge project, and the Washington Street waterline. The total amount will be \$5,675,022. The resolutions can be approved once they are read by the select board clerk.

Mr. Clement asked what the portion of the bond is for the String Bridge project. It is \$340,000 of the total bond amount. Ms. Cowan read the certificate of vote as given to the board in the packet.

MOTION: Mr. Clement moved to approve resolution as read by clerk. Ms. Corson seconded the motion, and it passed unanimously.

e. Communications Committee Charge

Some changes to the communications committee charge were to incorporate EXTV, and other small errors.

MOTION: Ms. Cowan moved to adopt the new communications committee with their mission statement as written and the updated charge proposed on 4/30/18. Ms. Corson seconded the motion, and it passed unanimously.

Ms. Corson nominated Ms. Cowan as the selectboard member to the communications committee. Mr. Clement seconded the nomination and it was uncontested. Ms. Cowan nominated Ms. Corson as the alternate selectboard member to the communications committee. Mr. Clement seconded the nomination and it was uncontested.

9. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Daniel Grube, a resident of Exeter, requested an abatement for the 2018 Q1 bill. He found a leak in the spigot underneath the porch and had previously shut off the hose before the winter. Normally, the board abates the sewer amount because the water went into the ground and not the sewer system.

MOTION: Ms. Corson moved to abate the sewer portion of the bill for 30 River Bend Circle, for \$195.27. Mr. Clement seconded the motion and it passed unanimously.

MOTION: Ms. Surman moved to approve the elderly exemption for \$152,251 for tax map 95, lot 252. Ms. Corson seconded the motion, and it passed unanimously.

The next is a veteran credit for \$500, which was recommended to deny. The tenants were in Florida and did not receive their mail so they missed the deadline. Mr. Clement said that he believed that the tenant had ample opportunity to ask for an extension. The board ultimately decided to approve the veteran credit because there could have been mail issues like it getting lost or delayed.

MOTION: Ms. Corson moved to approve the veteran credit for map 68, lot 6, unit 211 for \$500. Ms. Surman seconded the motion, and it passed 4-1-0 with Mr. Clement voting nay.

b. Permits & Approvals

MOTION: Ms. Corson moved to approve the use of the town hall by Musicalarts on 6/5/18 (4-8:00PM) and 6/12/18 (6-8:00PM) for a student show. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to waive the usage fee for Musicalarts for this event. Ms. Surman seconded the motion, and it passed unanimously.

The HERON Group expressed interest in donating a vintage one-horse sleigh to the town of Exeter. It could be stored at Raynes Barn.

MOTION: Ms. Corson moved to accept the sleigh from the HERON Group and to allow town manager to decide where it will be stored. Mr. Clement seconded the motion, and it passed unanimously.

c. Town Manager's Report

Mr. Dean reminded everybody that April 30th was the last day to license dogs with the town. The owners of deceased dogs should reach out to make sure that they are no longer on the list. He attended a department head meeting last week about the CIP and the master plan follow up. He also attended the stations operation meeting for the AMTRAK Downeaster. He recognized Bob Hall and Don Briseldon as well for being point people and coordinators for the Downeaster in Exeter.

There was a court case in Concord about manufactured homes and demolition permits/back taxes. It was decided that The City of Concord needs to issue demolition permits whether or not taxes have been paid. Exeter's legal counsel has reviewed it, and suggested that Exeter develop a similar process to avoid any problems. Dan D'Amato retired from the police department today, which Mr. Dean wanted to recognize and thanked him for his service.

d. Select Board Committee Reports

Ms. Surman attended the Swasey trustee meetings. On Friday, she will participate in Fire Ops 101. Ms. Corson went to a planning board meeting, where they approved changes to sub-regulations about stormwater management. This will not change any applications or cases currently in front of them. The planning board is forming a new committee: the master plan implementation committee.

Ms. Cowan had nothing to report, but wanted to ask what committees or boards are not filming their meetings. She would like all of the public meetings by the town to be filmed for transparency. Ms. Corson brought up that they would need to hire more people to staff the filming. Mr. Clement agreed that it would be good for transparency, but pointed out that there is no requirement for filming. Ms. Corson said that perhaps only some boards, committees, or commissions needed to be filmed.

Mr. Clement attended an ESLRAC meeting, and talked about a new house being planned on the shoreline in Stratham. He also went to a workshop that talks about sea-level and groundwater rise, as well as attending the World Fish Migration Day at Founder's Park. He asked if there would be a recommendation from the human services committee soon about their disbursements. Mr. Dean said they would soon.

Ms. Gilman went to an EDC meeting, and they saw a presentation about a program from UNH to help with business retention and expansion. They are gathering volunteers to meet retailers and talk about their wants and needs, and about their succession plans if any.

e. Correspondence

Comcast sent the board a listing of what bundles are changing. There was a letter about the Liberty Utilities gasline project. Mr. Dean looked into potential intervener status for Exeter, and found out that there is a cost to it of around \$5,000. Other towns have chambers have commerce that are intervening. The deadline to sign up as an intervener has passed. There was a memo from the contract assessor about the towns DRA sales ratio. The board also received a new schedule for the AMTRAK Downeaster. Finally, they got a legislative bulletin from the state.

10. Review Board Calendar

The next regular meeting will be on May 14th.

11. Non-Public Session

There was no non-public session during this meeting.

12. Adjournment

MOTION: Ms. Surman moved to adjourn the meeting at 9:45PM. Ms. Cowan seconded the motion, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.