

Select Board
Draft Minutes
5/21/18

1. Call Meeting to Order

Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Russ Dean were all present at this meeting. The meeting was called to order at 6:45PM by Ms. Gilman.

2. Board Interviews – Recreation Advisory Board

The board went downstairs to interview Courtney Marshall for a position on the recreation advisory board. They reconvened at 7:00PM.

3. Bid Openings – Engine 4 Replacement

Fire chief Brian Comeau introduced the newest members of the fire department. The new fire department members are Ryan Hart, who was a member of the National Guard and most recently served at the Pease fire department; and Michael Morin, son of Paul Morin, who came from the North Hampton fire department.

The board opened bids for Engine 4's replacement:

- Greenwood Emergency Vehicles (Brunswick ME) sent a bid for \$508,678, with a trade in allowance of \$15,000.
- Pierce Manufacturing (Appleton, WI) sent a bid for \$545,852, with a \$15,000 trade in allowance.
- KME Fire Apparatus (Nesquehonig, PA) sent a bid for \$502,257, with a trade in allowance of \$10,000.

The warrant for Engine 4's replacement allowed for a \$525,000 cost.

MOTION: Ms. Surman moved to turn over the bids to the fire department for their review and recommendation. Ms. Corson seconded the motion, and it passed unanimously.

4. Public Comment

Town clerk Andrea Kohler announced the Exeter Top Dog contest winners. The Main Street School holds a mock election for the kindergarteners to elect the top dog and the dog tag shape. Next years dog tag shape will be a bell. The winners of the Exeter Top Dog competition get a gift basket sponsored by the Brentwood Country Animal Hospital, Citizens Bank, and DPW.

In 3rd place was Riley, owned by Nicole Goula. Riley is a 7-year old longhaired Shiba Inu, and was rescued from a hoarding house in New Jersey. In 2nd place was Diesel, owned by the Goudreau family. He is a 1-year old Pitbull terrier. The 1st place winner was Mugsy, owned by Joshua Garrett. He is a 1-year old black beagle.

5. Proclamations- Municipal Clerk's Week, Police Week

Ms. Cowan read the proclamation for Exeter municipal clerk's week, which took place from May 6-12th, 2018. The board also extended their appreciation to the Exeter municipal clerk Andrea Kohler.

Ms. Cowan read the proclamation for Exeter police week, which took place from May 13-19th, 2018; and Exeter Peace Officers Memorial Day, which was May 15th.

Mr. Dean acknowledged Chief Shupe, who was representing Exeter's police department during police week in Washington DC.

6. Approval of Minutes

a. April 23rd, 2018

Mr. Clement pointed out a time stamp on page 3 and 4 that needed to have Ms. Gilman's comments added. On page 5, he suggested rephrasing the sentence about the cable advisory committee to "so as to incorporate".

MOTION: Ms. Corson to table approval of the 4/23/18 minutes until the next meeting. Ms. Surman seconded the motion, and it passed unanimously.

b. April 30th, 2018

Mr. Clement wanted to clarify on page 1, that it was the chair of the Swasey Trustees who was not sure that they need a Select Board representative.

MOTION: Ms. Corson moved to accept the 4/30/18 minutes as amended. Ms. Surman seconded the motion, and it passed unanimously.

c. May 3rd, 2018 (site walk)

Mr. Clement said that the "unnamed representative" mentioned on page 1 was from T Buck Construction, not Wright-Pierce.

MOTION: Ms. Corson moved to accept the 5/3/18 minutes as amended. Ms. Cowan seconded the motion and it passed unanimously.

7. Appointments

MOTION: Mr. Clement moved to rescind the appointment of Sally Ward as an alternate member to the conservation commission. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to appoint Sally Ward as a voting member to the conservation commission, term to expire 4/30/21. Ms. Surman seconded the motion, and it passed unanimously.

The board proposed terms for the new recreation advisory board. For voting members, there will be two terms ending in 2019, two terms ending in 2020, and three terms ending in 2021. For alternate members, there will be one term ending in 2020, and one ending in 2021. There will also be a select board representative, and an alternate select board representative.

MOTION: Mr. Clement moved to appoint Dan Provost as a voting member to the recreation advisory board, term to end 4/30/21. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to appoint Courtney Marshall as a voting member to the recreation advisory board, term to end 4/30/21. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to appoint Brinn Sullivan as a voting member to the recreation advisory board, term to end 4/30/21. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to appoint Rob Ficara as an alternate member to the recreation advisory board, term to end 4/30/21. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to appoint Stephanie Papakonstantis as a voting member to the recreation advisory board, term to end 4/30/20. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to appoint Val Castonguay as a voting member to the recreation advisory board, term to end 4/30/20. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to appoint Mike Wissler as a voting member to the recreation advisory board, term to end 4/30/19. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Surman moved to appoint Jennifer Harrington as a voting member to the recreation advisory board, term to end 4/30/29. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to appoint Anne Torrez as an alternate member to the recreation advisory board, term to end 4/30/20. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to nominate Molly Cowan as the select board representative to the recreation advisory board. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to nominate Anne Surman as the alternate select board representative to the recreation advisory board. Ms. Corson seconded the motion, and it passed unanimously.

8. Discussion/Action Items

a. Assessors Discussion: Revaluation

Scott Marsh from Municipal Resources spoke to the board about the recent revaluation due of the town. The last one was done in 2015, and they are required every 5 years. However, they are trying to determine if board will do the revaluation in 2019, a year earlier. The ratio last year was at 85%, and it is now at 78%. The ratio will likely continue to go down to about 70% in 2020. There would be no change in cost to the town for an earlier revaluation, as it is built into the contract.

The ratio looks at 6 months of sales and compares the assessments to sales prices, selecting the median and excluding outliers. It changes based on the market. As values go up, ratios decrease and vice-versa. Generally, the town should try to stay in between 90% and 110%. In Exeter, mobile homes and condominiums are especially out of this standard. When looking at individual projects, the market is showing different ratios for different areas.

Mr. Clement asked what pros and cons are to revalue all of the properties early, versus only the most affected properties. Mr. Marsh said that only doing some properties would result in additional cost

because they are not in contract. An overall revaluation is included in the contract and would be no additional cost. The statistical reevaluation is done by reviewing 25% of the properties to verify that the information in the system is correct. They would review sales that have occurred over past 2 years, then adjust the computer models so that the assessment is correct and then apply those models to everybody's properties. Ms. Surman asked if this will help cut down on abatement applications. Mr. Marsh said that taxpayers being assessed right now would be happy because their assessment would be revalued, and the process tends to reduce abatements because it ensures more equity.

Mr. Clement asked how long the process would take to do a complete revaluation. Mr. Marsh answered that it would take about a year. In 2019, taxpayers would be notified and allowed to meet with assessors. There is an interview process, and a formal appeal process is possible. Ms. Corson asked if taxes go up, or if the tax rate decreases. Mr. Marsh said that since taxes are driven by spending, changing the assessment would drive down the overall tax rate but of course other factors happen. Ms. Corson asked what would happen if the housing bubble burst after this assessment. Mr. Marsh replied that the revaluation only measures if everybody is being treated equitably, and it doesn't have an impact otherwise. Everybody in the town should be at a similar rate with the same type of property. Mr. Dean mentioned that the worst recent year was 2008, where the town's overall drop was 4% even though the real estate values dropped considerably.

MOTION: Mr. Clement moved that the complete town revaluation be completed by 4/1/2019. Ms. Corson seconded the motion, and it passed unanimously.

b. Public Hearing: E911 Street Name Changes

Dave Sharples, the town planner, presented new street changes from the E911 committee to help with emergency response, by changing duplicate or similar sounding names. The first is to change Grove Court to Magnolia Court, because there is a Grove Street in town. The second is to change Hall Court to Grange Court, because there is a Hall Place in town. The owner of the only house on Hall Court signed a voluntary consent form for the name change. The third is to change Arbor Court to Memorial Lane, because there is an Arbor Street in town. The fourth is to change Garfield Court to Union Street, because there is a Garfield Street in town. All of the houses on the affected streets will be renumbered in accordance with the town ordinances.

MOTION: Mr. Clement moved to open the public hearing on the proposed street name changes. Ms. Corson seconded the motion, and it passed unanimously.

The change of Grove Court to Magnolia Street was received with some protest by the residents, who sent a petition to Mr. Sharples to keep the name. He replied back to them with an offer to choose an alternate name, but did not receive one.

Michael Pauk, a resident of Grove Court stated his concern that there is no benefit to changing the street name. He thought that if name is changed, there would be more confusion because the street name is so old. He also asked why Grove Court would be changed and not Grove Street. He mentioned that Grover Court has real estate value, and that the cost of changing the address is an undue burden.

Bernadette Blake, another resident, said that there is a historic value to the street name. She also felt that the change is a done deal and that the public isn't being involved. She moved in recently,

and doesn't think the new name is appropriate. The other street residents had talked about Chester Court as a potential name instead.

Mr. Dean pointed out that not all the public safety employees live in the town, so they may not be familiar with all the streets in Exeter. The public safety departments have also had a lot of turnover with newer employees coming in. Mr. Sharples said that the E911 is a recommendation committee, and the select board has the final say. Grove Court was changed instead of Grove Street, because they have fewer impacted residents. The E911 committee tried to make the process as least impactful as possible. Generally, the duplicate names are very close in terms of location. He also said that since deeds are not indexed by names but instead by map and lot location, they do not have to be changed. Mr. Clement pointed out that E911 spends a lot of time determining what the best approach is and understands that changes would be impactful.

Ms. Cowan asked where the possible confusion would come from with emergency services. Assistant fire chief Justin Pizon said that confusion can easily occur, especially on emergency calls that happen early in the morning or late at night. He emphasized the importance of getting to emergency calls as quickly as possible, because the difference between life and death can happen in less than a minute. Also, street names can be misheard over the intercom system. Mr. Pizon also said that it takes time for 911 calls to go through dispatch and get transferred to the proper station.

Ms. Cowan emphasized that the board wants to listen to the public, but they also need to be in compliance with the state and emergency services. Mr. Pizon said that emergency service personnel can use a GPS or a mapbook, and that most of the confusion comes from mishearing things in calls. He also said that they have to look at Brentwood and Kensington because they have the same zip code.

The board decided to table this specific name change until the June 5th E911 committee meeting.

MOTION: Mr. Clement moved to close the public hearing on the street name changes. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to table recommendation one to change Grove Court to Magnolia Court. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to change Hall Court to Grange Court and to renumber 4 Hall Court to 3 Grange Court. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to change Arbor Court to Memorial Lane, and to renumber the following: 26 Arbor Court to 6 Memorial Lane, 24 Arbor Court to 8 Memorial Lane, and 18 Arbor Court to 12 Memorial Lane. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to change Garfield Court to Union Street, and to renumber the following: 6 Garfield Court to 32 Union Street, 8-10 Garfield Court to 34-36 Union Street. Mr. Clement seconded the motion, and it passed unanimously.

c. Public Hearing: Hazard Mitigation Plan 2018 Update (RPC)

Theresa Walker from the Rockingham Planning Commission talked about the FEMA update to the town's hazard mitigation plan. While Exeter had a 2013, they had to update it for 2018 to be eligible for disaster relief funding. The updated plan has been posted for review.

MOTION: Mr. Clement moved to open the public hearing about the hazard mitigation plan update. Ms. Surman seconded the motion, and it passed unanimously.

Ms. Walker explained that the updated plan has 3 parts. Drought and extreme temperatures were added to hazards that could impact Exeter. There are updated descriptions and maps of critical facilities in town, and past and future hazards and addition to updated strategies to include DPW reports and climate change planning. Finally, the plan prioritized items that need to be implemented. One of the best implementation strategies is through public education about the risks of the hazards. There is a 30-day public comment period to have input on the plan. Mr. Clement asked about any revisions to the water plan, and if they can get an update. He also asked about the Pickpocket Dam, the Colcord Pond Dam and the Powder Mill Road Flood analysis. Chief Comeau said that Powder Mill Road was a means of access for emergency services, and they considered elevating the road, but it hasn't happened yet. They still looked at as a potential mitigation plan. Ms. Walker said that the plan includes rankings of action items for internal use, in case funding becomes available. Ms. Gilman asked about state emergency funds. Ms. Walker said that the plan is tied to the disaster declaration by the governor.

MOTION: Mr. Clement moved to close the public hearing. Ms. Corson seconded the motion and it passed unanimously.

MOTION: Ms. Cowan moved to create a public comment period to end on 6/22/18, and to direct public comments to Chief Comeau. Ms. Surman seconded the motion, and it passed unanimously.

d. Town Planner: MTAG Letter of Support

Mr. Sharples said that he is hoping to submit an MTAG grant application before June 1st. He can request up to \$20,000 and the grant requires a 25% match. The proposed grant request is to hire a consultant to incentive affordable housing and infill development through a feature-based zoning ordinance. This plan is consistent with master plan action items. The grant application needs letters of support, and the proposal has already received support from the conservation commission and planning board. Ms. Cowan expressed her support and suggested creating a public petition. Ms. Corson suggested involving the police and fire departments too.

MOTION: Mr. Clement moved to support this effort and to authorize the select board chair to provide a letter of support. Ms. Corson seconded the motion, and it passed unanimously.

e. Swasey Parkway Turnaround Updates

The board went on a site walk a couple weeks ago to see the proposed site for the turnaround on Swasey Parkway. They have a new drawing of the turnaround. The original price was \$15,785, with the hammerhead of about \$2,000. The new price from T Buck Construction is now \$25,780 without the hammerhead. The Swasey trustees have offered to pay 1/3 of the cost. 1/3 will come from the sewer budget, and 1/3 will come from paving budget. The Swasey trustees have seen the updated proposal.

Ms. Cowan liked that they moved it further down parkway. One discussion at the site walk was about signage, and Ms. Corson worried that people will just park there if it's all paving with no signs. Mr. Dean said that there would be no parking signs on the turnaround. There was some confusion about the dimensions of the turnaround. Mr. Dean said that 60 linear feet of curbing would be removed. Mr. Clement suggested having someone from DPW come in next time to discuss the project. Ms. Gilman also wanted to know about the construction schedule. The board decided to table this issue until June 4th for further discussion.

f. Sewer Agreement Update – Town of Hampton

This is the agreement between Exeter and Hampton for the disposal of sewage. Mr. Dean said that the document has been worked on for the past several months. The towns wanted to reflect the most current rates in their agreement, and also double check the list of properties. If any properties add a bedroom or similar addition, Hampton will notify Exeter to adjust the fees. They have to submit it to the attorney general's office because it's an inter-municipal agreement.

Mr. Clement asked about residences that were not on the property list in 2017, but are now in 2018. Mr. Dean answered that these properties are new residents. 752 Exeter Road is an exception, because is a Hampton address but is connected to the Exeter water system. So, they are getting billed water/sewer from Exeter, and they are getting charged a service fee. They get billed directly for both. The other properties only get charged Exeter sewer.

MOTION: Ms. Corson moved to sign the intermunicipal agreement between Hampton and Exeter for the disposal of sewage. Mr. Clement seconded the motion, and it passed unanimously.

g. Property Use/Alcohol Policy Updates

The board was given a list of things that they need to discuss and think about for the alcohol use on town property. A rewritten policy is needed, and there will be a proposal on June 4th. Mr. Dean talked about the special event provision, which would differentiate a basic event from one that is more complicated and detailed.

9. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Christine Paccito, of 64 Columbus Avenue, told the board that her mother had discovered that the toilet had been leaking during their vacation. They had replaced the toilet which fixed the leak. The total bill was \$1,132.33, and their water usage during the leak went up dramatically. Ms. Corson emphasized that the board should be consistent with their abatements. She pointed out that the water went into the sewer system. Ms. Surman said she did not want a blanket policy, and believes that cases should be reviewed each time. Mr. Clement said that it shouldn't be completely subjective either, and that the leak was on their property with their pipes.

MOTION: Mr. Clement to grant an abatement for \$493.27 to 64 Columbus Avenue as part of the one-time abatement during a 10-year period (policy 08-30). Ms. Corson seconded the motion, and it passed unanimously.

Susanne Foley, of 3 Warren Avenue, found her outside hose spigot had been left on, and she thought that the kids in the neighborhood cut through her yard and turned it on. The water went into the ground, and so did not enter the sewer system. The leak was at the end of winter, so she did not notice it at first. The total bill she received was \$1,620.92.

MOTION: Ms. Corson moved to send the request for 3 Warren Avenue back to the water and sewer department, to calculate the abatement using policy 08-30. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to defer all of the tax credits, because the files have not been reviewed. Ms. Corson seconded the motion, and it passed unanimously.

Mr. Clement suggested, in the future, having the assessing department send notification to the board that the folders about credits are ready for viewing. He wanted to review the denial for the veteran's credit. For most meetings, they have been getting information scanned and sent to the board. This time it was not sent.

b. Permits & Approvals

MOTION: Ms. Cowan moved to approve the use of the town hall by Ken Mendis, for a board meeting by the Exeter Walk-A-Mile event on 5/23/18 from 6:30-8:00PM. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to approve the use of the town hall by Scott Ruffner for TEAM Exeter's First Friday event on 5/3/19, from 5:00-10:00PM. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to approve Beth Dupell's request for temporary signs for the Exeter Women's Club, to promote the Swag on Swasey Events. Ms. Surman seconded the motion, and it passed unanimously.

The board wanted to make clear to Ms. Dupell that the signs on the Route 101 exit ramps are not under Exeter jurisdiction, and that they may be removed by the state.

c. Town Manager's Report

Mr. Dean said that the Washington Street waterline project is underway and on schedule. They are proceeding on Lincoln Street as well, and there will be a public meeting on May 30th for Phase II at the Lincoln Street School. The Court Street bridge is nearing completion. Paving on Court Street will be on May 25th. There will be a bond sale for TIF improvements and the waterline and String Bridge projects on May 22nd. The Memorial Day parade will take place on May 28th. Florence Ruffner, the chair of the Memorial Day Parade committee, will send out a formal invitation to the board members. The event kicks off at 10:00AM. There was also an SB-438 update sent out in the municipal bulletin. Ms. Gilman added that there are three bills that could affect municipal revenue that the board should be aware of.

d. Select Board Committee Reports

Ms. Surman attended an arts committee meeting on May 16th, and participated in lottery day on May 12th held at town office building. Lottery day picked new photos and artwork that is now hanging in the town office building.

Ms. Corson went to a planning board meeting about the Rose Farm development. The developers will be coming back. The planning board also had another meeting this week, for a design review for 22 new condominiums. Also, the dentist office that burned down will be coming forward with a new design.

Ms. Cowan had nothing to report.

Mr. Clement had a recent RPC meeting, where they talked about a new GIS system. They also talked to Dave Sharples and Kristin Murphy about new technology and software that Exeter can use. The conservation commission had a meeting, where they discussed some new events. The commission also approved the disc golf course event in the Fall, and reviewed their policy for using Raynes Farm. They also elected new officers. He also attended an information session about the new FEMA mapping, and a Unutil presentation about their tree cutting process in Exeter. The river advisory committee had a meeting, and someone came from Brentwood to discuss the Pickpocket Dam. Mr. Dean had reached out to the Brentwood town administrator about the Pickpocket Dam breach analysis to send to their board.

Ms. Gilman had an HDC meeting schedule, but it was cancelled. There were postcards sent out to property owners in the historic district about their new guidelines. The heritage commission met and talked about applications for a walking tour, and are currently reaching out to different organizations that might be able to help with the cost.

e. Correspondence

There was a letter from the Exeter Historical Society, asking to use the town seal for their online video histories.

MOTION: Mr. Clement moved to allow the Exeter Historical Society to use the town seal for their online videos. Ms. Surman seconded the motion, and it passed unanimously.

Comcast sent the board a notice about additional charges, and the explanations for these. There was a letter from Karen Desrosiers from the arts committee, and a letter from TEAM Exeter about an application they'd submitted. There was a letter from Lyons law about a property in Exeter. The attorney is going to come in and talk to the board about more specifics. The board also received an anonymous zoning complaint that has been sent to the zoning officer.

10. Review Board Calendar

The next regular meeting will be held on June 4th, 2018.

11. Adjournment

MOTION: Ms. Surman moved to adjourn the meeting at 10:10PM. The motion was seconded by Ms. Cowan, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.