

Board of Selectmen

Draft Minutes

March 19th, 2018

1. Call to Order

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

2. Swearing In of Town Officers

Exeter town clerk Andrea Kohler swore in the recently elected officials from the town election. The positions are as follows: Selectwoman Molly Cowan; checklist supervisor Ellen Adlington; library trustees Mary Lafreniere, Denise Leonard, and Laura Wyskiel; Robinson fund trustee Jamie Sirois; Swasey Parkway trustee Mark Damsell; trustee of the trust fund Lisa McIlveen; and the budget recommendations committee members David Beavens, Nancy Belanger, Len Benjamin, Mike Dawley, Nicholas Gray, Fran Hall, Bob Kelly, Niko Papakonstantis, Judy Rowan, Christine Soutter, and Tai Chin Tung.

The new officials present swore faithful and true allegiance to the United States and to New Hampshire, and to support the constitutions of the country and the state. They swore that they would perform duties incumbent on them according to their best abilities, in accordance with the constitution and laws of New Hampshire.

3. Reorganization of Board

After the town election, the selectboard typically reorganizes itself. The selectboard voted for a new chair, vice-chair, and clerk.

Selectwoman Surman nominated Don Clement for the role of selectboard chair. Selectwoman Gilman seconded the nomination.

Selectwoman Cowan nominated Julie Gilman for the role of selectboard chair. Selectwoman Corson seconded the nomination.

Julie Gilman was elected chair by a vote of 3-2-0. Selectwoman Surman and Selectman Clement voted for Don Clement.

Selectwoman Corson nominated Don Clement for the position of selectboard vice-chair. Selectwoman Surman seconded the nomination, but Selectman Clement declined.

Chairwoman Gilman nominated Kathy Corson for the position of selectboard vice-chair. Selectwoman Cowan seconded the nomination, and Kathy Corson was elected vice-chair by a vote of 5-0-0.

Selectman Clement nominated Molly Cowan to the role of selectboard clerk. Selectwoman Cowan seconded the nomination, and she was elected clerk by a vote of 5-0-0.

4. Bid Awards

The Washington Street Waterline Replacement bid award:

The recommendation from public works was to accept the bid of N. Granese and Sons.

MOTION: Selectman Clement moved to accept the bid of N. Granese and Sons in the amount of \$446,108.90 for the replacement of the Washington Street waterline. Selectwoman Corson seconded the motion, and it passed unanimously.

The voters had approved an amount of \$665,000 for this project, so the bid is under budget.

The Washington Street Waterline Construction/Admin & Inspection contract amendment:

This is an amendment to the current contract with Weston and Sampson that would add \$64,270 to the contract. Mr. Dean said that the money would come from the main budget of \$665,000 for this project. The amount is for engineering of the design, and the construction administration and inspection.

MOTION: Selectman Clement moved that the board approve a contract amendment for construction administration and inspection in the amount of \$64,270 for Weston and Sampson's work on the Washington Street Waterline. Selectwoman Surman seconded the motion, and it passed unanimously.

Mower Replacement bid award:

The recommendation from public works was to accept the bid from JM Hayden for their Skag Cheetah mower.

MOTION: Selectwoman Corson moved to accept the mower replacement bid from JM Hayden for their Skag Cheetah mower in the amount of \$12,133.60. Selectman Clement seconded the motion, and it passed unanimously.

Dock Replacement bid award:

The recommendation from public works was to accept the bid from EZ Dock because it is a modular system. Selectman Clement asked if the configuration of the docking system would be the same. Greg Bisson, from public works, said that it was the same because they would have had to go through DES to change the system.

MOTION: Selectwoman Corson moved to approve the dock replacement for FWM Docks (EZ Docks) composite dock for \$16,046.17. Selectman Clement seconded the motion, and it passed unanimously.

5. Public Comment

Mr. Bisson said he would like to reactivate the advisory board for the parks and recreation department. There is a survey and essay question online in order to apply for the board. There would also be a representative from the board of selectmen. He said he will work on putting together a new charge for the advisory board.

Arthur Baillargeon asked the board why snow removal had not yet been finished in the business areas, especially on Lincoln Street. He said it created dangerous conditions that could cause an accident because the roadways were blocked. Mr. Dean said he would look into it, but that one issue is that the town was hoping for the snow to melt more. The budget is also already 70% spent on snow removal. He said he would talk with the highway superintendent and the public works director. Selectman Clement agreed that the snow is blocking a lot of businesses, and that it also creates issues with parking.

Karen Dudra talked about the earthquake that had happened a few weeks ago near Exeter, and said that residents in other towns had received notifications about what had happened immediately. She suggested that Exeter use a similar system. She also brought up the name plates used by the boards, and that they should be uniform.

6. Minutes/Proclamations

There were no proclamations during the meeting.

7. Approval of Minutes

The minutes will be approved at next week's meeting.

8. Appointments

There were no appointments during the meeting.

9. Discussion/Action Items

a) Town Election Results

The following are the results of the March town election for the different articles voted on:

Article 2: This would allow a zoning amendment from the planning board suggesting that a minimal impact application can be approved by town staff for low-impact historic district projects, instead of having those projects come before the historic district commission. This article was passed.

Article 3: This article was for the \$7,100,520 renovation and expansion project for the recreation park on Hampton Road. This article was not passed.

Selectwoman Surman thought that going forward, the board needs to be mindful that just because this article did not pass by a large margin does not mean that the residents do not want a recreation park project. She believes that it was rejected because it was such a large budget item. In the future she would like to see it as a multi-phased project.

Selectman Clement said he was disappointed because he didn't feel like there was a breakdown of the costs for the project. He wanted more quantitative detail, that way public officials would be better able to explain these projects to the voters.

Selectwoman Corson said she'd looked at project from a land planning standpoint and didn't feel as though the parking and traffic plan made sense, especially for safety of the children. She would like to focus on taking care of infrastructure.

Article 4: This article was for the \$5,049,755 renovation and expansion project for the Exeter public library. This article was not passed.

Article 5: This article was to raise \$1,100,000 for additional improvement to the Epping Road TIF construction. This article was passed.

Selectman Clement asked if the engineers or public works could give a timeline for improvements of the signal lights on Epping Road. He also mentioned that the project was a part of the Rockingham Economic Development Commission list of priorities, and brought up the possibility of grant money.

Mr. Dean said that their grant funds are more focused on towns that have less than 10,000 people, but they will look into it. Public works is looking into a firm to do the work currently, and the board will be getting a timeframe soon. Selectwoman Corson said that the planning board had conditionally approved a 116,000 square foot warehouse building contingent upon article 5 passing.

Article 6: This article was to raise \$665,000 for the Washington Street waterline replacement. This article was passed.

Article 7: This article was to raise \$600,000 for a groundwater and surface water source review. This article was passed.

Selectman Clement asked that the board be updated on this review occasionally.

Article 8: This article was to choose all of the town's public officials not voted on individually. This article was passed.

Article 9: This article was to approve the operating budget of \$18,646,644 for the year. This article was passed.

Article 10: This article was to approve the water operating budget of \$3,361,387 for the year. This article was passed.

Article 11: This article was to approve the sewer operating budget of \$2,567,965 for the year. This article was passed.

Article 12: This article was to approve the collective bargaining agreement between the Exeter board of selectmen and the Exeter Police Association, for the increase in salaries and benefits of \$44,901. This article was passed.

Article 13: This article was to raise \$20,000 for the sidewalk repair and replacement capital reserve fund. This article was passed.

Article 14: This article was to approve the board of selectmen to enter into a 7-year lease purchase for a new fire engine in the total amount of \$525,299. This article was passed.

Article 15: This article was to approve \$100,000 to be added to the sick leave trust fund. This article was passed.

Article 16: This article was to raise \$73,897 for the replacement of the fire department radios. This article was passed.

Article 17: This article was to approve the board of selectmen to enter into a 5-year lease agreement for \$250,400 total, for a new loader for the highway department. This article was passed.

Article 18: This article was to raise \$50,000 for a public safety study. This article was not passed.

Article 19: This article was to raise \$50,000 for a traffic/parking safety study. This article was not passed.

Selectwoman Corson felt that the failure of these two articles was discouraging. She said that people often complaining about the limited parking in the town, but wasn't sure how to improve that.

Betsy Farnham, a resident of Exeter, asked the board why the old double parking spaces by bandstand are now single-space spots. Mr. Dean replied that when the sidewalks were redesigned, the town also tried to improve safety which led them to get rid of some of the middle spots because of crosswalk visibility.

Selectwoman Cowan brought up that parking seemed like a very common issue when she was talking to residents. She asked what could be done about the process now. Chairwoman Gilman said that the economic development commission could comment to find a way to take on the project. Also, the planning department could give ideas. Selectwoman Surman talked about how, in the past, they had different warrant articles for funding and for a study. She suggested that perhaps people are looking for more action as opposed to a study. Chairwoman Gilman also thought that perhaps residents didn't understand the purpose of the study.

Article 20: This article was to raise \$50,000 to add to the snow and ice deficit fund. This article was passed.

Article 21: This article was to allow the board of selectmen to enter into a loan with DES for up to \$30,000 for wastewater infrastructure, through their Clean Water state revolving loan fund. No loan payment would be necessary because the principal would be forgiven. This article was passed.

Mr. Dean explained that it is essentially a one-day loan through the DES revolving loan program. They are forgiving 100% of the loan. They worked hard on the language of the article, and are waiting to see if DRA accepts. During the season DES and DRA went back and forth on how the language should be and it was confusing.

Article 22: This article was to allow the board of selectmen to enter into a loan with DES for up to \$30,000 for stormwater infrastructure, through their Clean Water state revolving loan fund. No loan payment would be necessary because the principal would be forgiven. This article was passed.

Article 23: This article would establish \$27,000 for cemetery maintenance. This article was passed.

The selectboard members were named the trustees of the cemeteries last year. The town planner has been heading this project up, and is working on quotes for tree removal.

Article 24: This article was to raise \$7,500 for the Swasey Parkway Pavilion. This article was passed.

The funds are in escrow and will be moved to the capital reserve fund.

Article 25: This article was to adopt the Epping Road TIF amendment. This article was passed.

Article 26: This was a citizen's petition by Herb Moyer for the town for Exeter to express support to Governor Sununu about wind power. This article was passed.

Article 27: This was a citizen's petition by Nicholas Gray to provide cost estimates on the tax impacts, according to different valuations, of funding different articles. This article was passed.

Selectwoman Surman asked for clarification on if this article was binding. Selectman Clement expressed his worry about the added wordage to every warrant article. He also did not think that telling people the tax cost tells the whole story, and makes the costs seem bigger than the benefits. Selectwoman Cowan asked how much money would be needed to calculate costs, and also to add pages to the ballots. Chairwoman Gilman believes that the outcome of this will be slanted.

Article 28: This was a citizen's petition by Bruce Jones, that all businesses, including nonprofits, using the town hall will have to pay a fee if they are not based in Exeter. This article was passed and is advisory only.

b) Review BOS Committees

Chairwoman Gilman said that there are some committees to add to the list that need selectboard representatives, including the safety committee, the TIF advisory board, and the E911 committee. She did not want to talk about this extensively tonight, to give the board a chance to look them over. Selectman Clement suggested that the list of committees also include when they meet.

Selectwoman Corson wanted to add a committee about communications, to further to effectiveness of outreach in the town. The idea is to better point residents in the right direction to information. Selectman Clement also mentioned that the website should be updated more frequently. Mr. Dean pointed out that right now, there is no full-time communications staff member in the town. All of the communications are generally held on a departmental basis. Selectwoman Surman suggested using a website management software.

c) MS 232 Certificate of Appointments

Chairwoman Gilman said that the MS 232 form verifies the appropriations which set the tax rate. The total appropriations are \$27,468,809. The board will sign it after the meeting. Mr. Dean mentioned that every town must report their appropriations to the Department of Revenue Administration.

10. Regular Business

a) Tax, Water/Sewer Abatements and Exemptions

There were no tax or water/sewer abatements or exemptions during the meeting.

b) Permits/Approvals

MOTION: Chairwoman Gilman moved to approve the application to use the town hall by Leadership Seacoast on 4/18/18, from 8AM-4:30PM. The motion was seconded by Selectman Clement and passed unanimously.

MOTION: Selectwoman Cowan moved to approve the application fee waiver for Leadership Seacoast. The motion was seconded by Selectman Clement and passed unanimously.

MOTION: Chairwoman Gilman moved to approve the application to use the town hall by Dana Deniro of LunaChics, for their warehouse sale on 4/19/18 and 4/20/18. Selectwoman Cowan seconded the motion, and it passed unanimously.

MOTION: Chairwoman Gilman moved to approve the application to use the town hall main floor and the posterboard by Carol Murray for Boy Scouts of America, for a rummage sale on 6/15/18-6/16/18. Selectwoman Cowan seconded the motion, and it passed unanimously.

MOTION: Selectwoman Cowan moved to approve the application fee waiver for the Boy Scouts of America. Selectwoman Surman seconded the motion, and it passed unanimously.

MOTION: Chairwoman Gilman moved to approve the application to use the town hall by the Ms. Exeter Scholarship Organization for their annual competition on 5/5/18. Selectwoman Surman seconded the motion, and it passed unanimously.

MOTION: Selectwoman Corson moved to approve the application fee waiver for the Ms. Exeter Scholarship Organization. Selectwoman Surman seconded the motion, and it passed unanimously.

MOTION: Selectman Clement moved to approve the voluntary address change for 146 ½ Front Street, to change the address to 2 Mill Street, Unit A and Unit B. Selectwoman Surman seconded the motion, and it passed unanimously.

c) Town Manager's Report

Mr. Dean talked about the HB 1307 bill in the state legislation, which would change the definition of contracts with respect to the default budget. The town has certain fixed costs that increase every year, and the discussion is if those would be included in the default budget in the future. The unintended consequence is that, with something like a reduction in health insurance, the town would need to use the higher amount from the previous year. Exeter is one of the largest SB2 towns in state. The bill may create a large difference between the operating and default budgets. The town does not want, in the case of a default budget, to have to make large deductions.

Chairwoman Gilman said it passed through her committee in the state, and it passed through the House. Her opinion is that many representatives don't understand how an SB2 town works. She also mentioned another bill that would let towns each make their own rules about their default budgets. There is also a bill discussing potential motor vehicle registration fees for hybrid vehicles. Finally, there are another couple of bills on the right-to-know law in NH.

d) Committee Reports

Selectwoman Corson had a planning board meeting where they discussed the Rose Farm and Linden Street development projects. They also were shown the planning permits revenue update, and revenues from permits have increased steadily since 2013.

Selectman Clement had a river advisory meeting, where Julie LaBranche presented the Exeter Water Trail to them. The project would be to teach children at local schools about the flows of water through the town with a series of interpretive signs.

e) Correspondence

There was a legislative bulletin from the NH Municipal Association, about what is happening at the statehouse at the municipal level.

11. Calendar

The next meeting will be on 3/26/18. The board also wanted to have a goal setting session for themselves. Selectwoman Surman wanted to take a holistic, long term view to prioritize projects. Selectman Clement suggested using the master plan as a guide of how to split up different CIP projects.

12. Non-public Session

There was no non-public session.

13. Adjournment

MOTION: Selectwoman Surman moved to adjourn the meeting at 9:00PM. Selectwoman Corson seconded the motion, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.