

Select Board Meeting
Monday October 29th, 2018
Town Offices, Nowak Room
Final Minutes

1. Call Meeting to Order.

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Russ Dean were present at this meeting. The meeting was called to order by Ms. Gilman at 6:42 PM.

2. Board Interviews - Conservation Commission

The Board went downstairs to conduct interviews for the Conservation Commission. The public session reconvened at 7:03 PM.

3. Public Comment

There was no public comment at this meeting.

4. Proclamations/Recognitions

There were no Proclamations/Recognitions.

5. Approval of Minutes

a. October 15th, 2018

Mr. Clement asked that on page 10, in the last paragraph, the line about resident dumping be changed to "people will start dumping *in places other than the transfer station.*"

MOTION: Ms. Surman moved to approve the minutes of October 15th 2018 as amended. Mr. Clement seconded. All were in favor.

b. Special Meeting: October 18th, 2018

These minutes were not reviewed by the Board.

6. Appointments - Planning Board

Ms. Gilman raised the issue of the Planning Board appointments; there is one spot on the Planning Board and two candidates. Ms. Surman was concerned about the procedure, and felt that they were pitting one candidate for the position against another. She said that typically the Planning Board brings the Select Board their choice, and it's setting a poor precedent for the Select Board to have to decide between two candidates. The candidates had to come in and be re-interviewed, and basically campaign for the position; that's not what volunteering for these positions should be about, and it's not going to encourage people to come forward to be volunteers. Mr. Clement added that either candidate is qualified, since they've both served on the Planning Board. He felt that the problem with the current decision is that by voting for one, they're voting against the other.

Ms. Corson responded that the Select Board members are the elected leaders of the town, and if the Planning Board sends them two names, the Select Board needs to decide between them. Ms. Cowan asked if the process was so different than interviewing and selecting candidates for the Parks and Rec Advisory Committee or the Communications Committee. She felt that if the Planning Board wants the Select Board to make the decision, the Select Board has the authority to do so. Ms. Cowan agreed with Ms. Surman that she wished it had been different, but it wasn't.

Ms. Surman asked if, in the future, the Select Board rep for the Board involved should recuse themselves in similar cases. Ms. Cowan said that she would rather consider what that person has to say, since their participation in the other Board gives them an insight into how the candidates would behave. Ms. Surman argued that that's the reason they should recuse themselves. Mr. Clement said that he understands Ms. Surman's point, but that it would be difficult, since there's a Planning Board Selectman's rep and an alternate rep; in this case, both Ms. Corson and Mr. Clement would have to recuse themselves. Ms. Corson offered to recuse herself if that's what Ms. Surman wanted. Mr. Clement didn't want either of them to recuse themselves, since that would give them only three members voting from a five member Board. Ms. Surman said they might as well flip a coin to determine the nomination. Ms. Corson countered that she felt that there was an outcome to the interviews. Ms. Gilman said she was comfortable not having the Board members recuse themselves. There were no nominations made and the discussion was tabled.

7. Discussion/Action Items

a. Quarterly Finance Report - Finance Department

Doreen Chester, Exeter's Finance Director, presented the third quarter financials for this year. She explained that the third quarter is difficult to report on, since in the fourth quarter the property taxes come in and those revenues balance everything for the year. The town had \$10.2 million in revenue, which is relatively flat compared to the prior year. Motor Vehicle revenue was up slightly, by \$60,000. The building permits and fees were very large last year; the number was \$336,000 less this year, due to a decline in projects. Income from departments was up by \$7,000 over the prior year. There was a miscellaneous revenue reimbursement for legal fees from Varsity Wireless; the legal expenses were up slightly but this reimbursement would offset that. Mr. Clement asked for further information. Mr. Dean explained that the Varsity Wireless case was settled, and the applicant reimbursed the town's legal fees. Ms. Chester said that meals and rooms tax comes in in the 4th quarter, the projection is \$775,000. Mr. Clement asked what comprises rental revenues. Ms. Chester answered that this is Town Hall rental fees of \$1,125 and town rental property of \$17,320. Mr. Dean added that that's mainly rent charged to the Fire Chief for the Simpson estate.

Ms. Chester then discussed the town's expenditures. These are right where they should be, about 70 - 75% spent in almost all categories. In the General Government Group, they've spent \$690,000, or 75% spent. There was a variance of \$20,000 for legal expenses, which are up over prior year, \$62,500 vs \$38,800, but the reimbursement will offset the year over year change. Transportation expenses are down by \$5,900. They put \$10,000 into the transportation line this year, and the balance will be coming out of the Fund 5 Transportation Fund. In the Finance group, there was 72% spent, \$602,000. Assessing was up, with 81% spent, due to

timing of the MRI fees, which are charged a month in advance. Planning is a little underbudget, with 68% spent. Their part time wages are only 56% spent; there are two positions, budgeted at 29 hours a week, but averaging 23 hours per week, which represents a \$20,000 decrease. The Police department has spent 69%, that's down due to retirements in January of a dispatcher and a patrolman. New hires were made, but at lesser amounts per hour. There's been a \$43,000 decrease year over year. The Fire Department spending has also decreased. They hired two new firemen, but a fire inspector retired in January. There were also plan changes to the health insurance, which brought that department down by \$79,000 from the prior year. Wages are up by \$24,000 but overall expenses are down by \$30,000. Public Works has spent 66%, \$2.6 million, vs \$2.9 million in the prior year. Snow and ice are at 74% spent, still \$51,000 less than this time last year. They spent \$319,000 on snow and ice in the prior year because of earlier snow. Highway and Streets budget is down almost \$500,000, due to the timing of paving and payments, but that will even out since the invoices are coming in now. Parks and Rec is at 74% spent at \$388,000, which is \$34,000 more than the prior year, due to a full time wages increase, since an Assistant Parks director was appointed in January and promoted to acting director in July. The Parks division is up \$23,000 over prior year, partially because they replaced Stewart Dock for \$16,000.

Mr. Clement asked if the town is on track. Ms. Chester replied yes; since money rolls in in the 4th quarter, the \$1.8 million deficit will be made up when property taxes come in.

Ms. Chester continued with a discussion of the Enterprise Funds. Water Fund revenue is 84% collected against budget, with an increase of \$301,000 over the prior year, due to rate increases. The expenses for Water Fund are 50% spent, due to the timing of debt service payment for the treatment plant. There's \$453,800 net income vs a \$77,000 loss last year. It's a self supporting fund, so it's on track. Mr. Clement asked about the Water Enterprise Fund balance. Mr. Dean replied the fund is at \$1.1 million, with a revenue surplus of \$339,000 forecast. Mr. Clement asked how much is the surplus in the Water and Sewer funds, \$500,000? Mr. Dean replied that it's \$500,000 independent of reserve for large scale capital items, so more like \$1 million. They are gradually getting closer to the target, but they need to reassess at the end of the year. It could shift by \$200,000 based on the timing of revenues and expenses. Ms. Chester said that the Sewer Fund is the same, with strong revenues, \$2.7 million or 105% collected against expected, with a \$498,000 increase due to a sewer rate increase. Mr. Dean added that there is a \$2.47 million fund balance; by year end, it will be \$1 million north of the budget number. The facility debt service due in 2020 will add \$4.8 million annually to debt service; the surplus is only 20% of the debt service. Ms. Chester continued that sewer expenses were down by \$257,000. In the prior year there was a sewer main break incident on High Street, which cost \$200,000 to fix, with \$25,000 in overtime wages. They didn't have that kind of incident this year. There's a net income \$765,000 increase over prior year: \$898,000 as net income in the Sewer Fund, vs \$133,000 in the prior year. They are building up a fund balance for the large debt service payment coming.

Next Ms. Chester discussed the Revolving Funds. In Cable TV, they have struggled with Comcast, which doesn't pay quarterly, so they only have revenues for two quarters instead of three. The revenues are \$76,900 at the moment. Wages and Benefits are at \$80,000 vs \$59,000. Last year they hired a full-time person for cable, he's allocated 40% to cable, 50% IT, and 5% Water and Sewer. There was an increase in general expenses of \$21,000, mostly

because the cable TV office moved to an office in the Town Hall building, which needed renovations. There was also an increase due to the MyCivic app software and maintenance fees. There's a net deficit of \$72,000, but they will break even by the end of the year. Mr. Clement asked why the MyCivic app software is attributed to the Cable Fund, since you can be a cable subscriber without using the MyCivic app. Mr. Dean responded that it was an invoice coding issue. Exeter TV is featured prominently in the MyExeter app, so it would be appropriate for the Cable Fund to pay a piece, but not all of it.

Ms. Chester then discussed the Recreation Revolving Fund. Revenues collected against budget are at \$500,000, or 87%, a decrease over the prior year at \$529,000, due to less impact fees. Wages are up over the prior year, due to additional staff and expanded programming, as well as normal increases such as benefits increases. Their general expenses were \$410,000 against the current year vs \$237,000 last year. Lots of capital was purchased this year, including \$37,000 for a Ford van. There was also \$67,000 for renovations to softball field and \$11,000 in costs such as irrigation, fencing, pool, and skatepark repairs. The timing of the Powder Keg Festival is also impacting the fund. This event took in \$102,000 in sales online, and \$59,000 in cash and check sales, but they must split the proceeds with Chamber.

The EMS Revolving Fund is flat year over year, \$418,000 vs \$416,000 due to a decrease in EMS overtime of \$4,400 from the prior year. General expenses were also down slightly from the prior year, when there was paramedic training for \$11,000 last year, but none this year so far.

b. 2018 Fund Balance Discussion

Mr. Dean presented a preliminary tax rate of \$27.50, a 2.7% increase over the prior year, when it was \$26.77. His office suggests applying \$600,000 to lower the town share of the rate, which will increase 17 cents per thousand, or an annual increase of \$51 for a \$300,000 home. The town is going through a revaluation which could increase property values by 15%, so they're looking to budget more overlay in anticipation of more abatement requests. The assessment ratios are at 84.9%, which is very low. The new values will be out April 1st, so more abatement requests are possible next year. In appropriations, the Select Board recommended a budget that included two new firefighter positions, they replaced an engine and all the fire department radios as part of a warrant article, and established a Cemetery Capital Reserve, they've done 80% of the work in the cemeteries. They've had a significant increase in the solid waste contract, replaced the highway loader, and had a police collective bargaining agreement. \$600,000 is consistent with prior years, and keeps them stable for fund balance policy. If they apply more than this, it may not replenish. Building permit revenues are down, and they're not anticipating a return in that revenue for this fiscal year.

Mr. Clement asked whether the SAU could also apply a fund balance to lower the school rate. Mr. Dean replied that when the school submits its appropriation reports to the state, they account for the fund balance reduction in that number, so they've already done it. Mr. Clement asked where the current fund balance had come from. Mr. Dean explained that the unassigned fund balance of \$4.27 million is last year's figure plus or minus revenues and excessive estimates and budget surplus, controlling for what they apply each year for tax rate. Last year at this time, there was a \$3.5 million total fund balance. Ms. Chester said the fund balance they're discussing to use against the tax rate is not gap, it's the budgetary fund balance used by all

towns in NH. The audit report does a reconciliation. There was \$695,000 from MS report on the net income from the General Fund, but it's different for rate setting. Auditors give tax rate setting balance of \$4.27 million. Mr. Clement said if they have more than enough surplus, there could be an argument to apply more and reduce the tax rate further. Ms. Chester responded that they must keep a reasonable reserve in the General Fund balance. The town is rated by Moody's. Five years ago it wasn't such a good fund balance, but now they have a better bond rating, which helps them get lower interest rates when they borrow. Mr. Dean mentioned that in 2018, they've appropriated money from the fund balance, \$157,500 was deducted from the \$4.27 million. Revenue offset of \$7,500 for the Swasey Pavilion Gazebo, \$100 for the Sick Leave Trust Fund, \$50,000 for Snow and Ice Deficit Fund. That does not factor into tax rate calculations.

MOTION: Ms. Cowan moved to apply \$600,000 of the unassigned fund balance to lower the town's share of the tax rate. Ms. Surman seconded. All were in favor.

c. Epping Road TAP Grant Update

Dave Sharples, Exeter's Town Planner, gave an update on the Epping Road TAP (Transportation Alternatives Program) grant. Exeter was awarded a \$541,000 TAP grant, and voters approved a warrant article in March 2017 that gave \$108,000 in matching funds. Hoyle Tanner and Associates (HTA) is completing the preliminary design.

Mr. Sharples said that the town and HTA held two public meetings to get input from residents. The first meeting was held before they had a design; in the second meeting, the residents discussed the preliminary conceptual design. This project is actually three small projects, for each of which he presented Preferred Alternatives to the Select Board, to gather feedback and keep the public informed.

The first part of the project is connecting the existing sidewalks on Spring Street. They will either construct or not construct, so the preferred alternative is to connect the sidewalks from Front Street to Water Street. Right now, there is no sidewalk in this area or on the other side of street, so pedestrians have to walk in the travel way.

The second part is on Winter Street, where the alternatives are 1) no action; 2) a raised sidewalk with granite curbing; or 3) an at-grade sidewalk with a grass panel between the roadway and sidewalk. The residents preferred option 3, with no curb, because a curb would cause a drainage issue and there would be too many curb cuts. There will be a little curb at the corner to avoid an existing catch basin. The crosswalk on Epping road would have a rapid flashing beacon, since a beacon is required for a mid-block crossing when using federal funding. It would also have extra lighting at the crosswalk; they can't use existing poles, it has to be a stand-alone streetlight. Mr. Clement asked if the beacon would be triggered by someone approaching the crosswalk. Mr. Sharples responded that the method could be passive as he described or active like pushing a button; HTA will do the research on federal requirements. If given a choice, they would choose an active method rather than passive like the PEA crossing.

Ms. Corson asked whether there was room in the grass area between the sidewalk and the road for trees, which could help with safety concerns. Mr. Sharples responded that they haven't gotten to that stage, but thinks there will be room, since they have to remove a couple of existing trees to do the work. There will be about four feet of grass. Mr. Clement pointed out that

in 20 years the tree roots will be a problem. Mr. Sharples added that in fact, the broken sidewalk in this area was due to tree roots, but he said they will try to put in some plantings or vegetation if not trees. Ms. Corson pointed out that the drainage issues in this area made it even more important to have trees.

Ms. Corson asked if the existing blinking light there would be confusing, since that light and the new light would be at different heights. Mr. Sharples will pass that question to the design engineer for possible impact conflict. Ms. Cowan asked if there will be a curb cut for a wheelchair or stroller. Mr. Sharples replied that the project is federally funded, so it will need to meet ADA requirements.

The third part of the project is the sidewalks along Epping Road itself. The alternatives are 1) no action or 2) directing pedestrians to a sidewalk on the north side. 80 Epping Road will put in 300 feet of sidewalk on their frontage, and this project will connect that sidewalk to the intersection so that there will be a continuous sidewalk from Lincoln Street to 80 Epping Road. Due to space and safety issues, there would be a curb, not a grass panel. The town is also looking for another TAP grant to continue the sidewalks further up Epping Road.

Mr. Sharples also discussed addressing the intersection of Epping Road, Brentwood Road, and Columbus Avenue. The alternatives here are 1) direct pedestrians across Columbus Avenue and Brentwood Road, keeping the vehicular movements as today; or 2) direct pedestrians along Epping Road and reconfigure the traffic. The preferred alternative is to direct pedestrians along Epping Road. The proposed design will prevent vehicles from entering Columbus Avenue from Epping Road, but all other turning movements will remain. Columbus remains two-way, but there's no access to it from Epping Road; the island will be re-designed to prevent it. This plan received positive feedback from residents, including those living on Columbus Avenue, and the engineer preferred it from a vehicle safety standpoint. The town completed traffic counts to determine the impacts, and concluded that traffic operations from the intersection will not be greatly impacted. At evening peak hour, there will be about 94 more cars on Winter Street, about a car and a half per minute, which Winter Street can easily handle.

Ms. Gilman asked if the town will take property to put in the sidewalk on Epping Road. Mr. Sharples responded yes, there will be temporary and permanent easements in all of these projects, which they will negotiate after the final designs are complete.

Mr. Clement asked if they are on budget. Mr. Sharples replied yes, they are on budget now with design, but construction costs can change dramatically. They'll have a better idea when they go out to bid in late winter. When you submit grants, the granting bodies don't like contingencies, but they will fund extra. The town will have to come up with a match. Mr. Clement observed that with Kingston Road, they had to go back to Town Meeting for matching funds. Mr. Sharples said that it's not uncommon, but this is a fairly small project, not dramatic like Kingston Road, which was adding sidewalks from nothing. Mr. Sharples will bring further information to a future Board meeting.

d. Contract 2 - Route 85: Wastewater Treatment Facility

Jennifer Perry, director of Public Works, addressed questions that the Board raised at the last meeting. The first question was the amount of money remaining in the Contingency Fund, and she said there is approximately \$2,177,000 remaining, inclusive of all change orders at Contracts 1 and 3. They are 60% complete on Contract 1, and close to completion on

Contract 3. If they add in the Water Main in Contract 2, the contingency will have \$1,257,000 left. She pointed out a table with the contingency fund over time: in August 2017, after early disbursement request 5, the contingency was at \$4 million with 10% expended in project. Now in 2018, the contingency is at \$2,177,000, with 62% expended. The third column, with the Water Main added to Contract 2, showed that the contingency would be \$1,200,000, still at 62% expended.

A second question the Board had was for a breakdown of the cost savings of constructing the Water Main now. Ms. Perry pointed out the economy of scale in installing three pipelines that total almost 10,000 linear feet, rather than installing 3,300 linear feet when doing it separately later. There would also be decreased disruption in doing the work once instead of twice. Several cost items would be incurred only once, such as road restructure, contractor mobilizing, and paving. The total savings would be in excess of \$500,000.

A third question was whether they could save money by not constructing a fire pond, but Ms. Perry said no, the pond has already been constructed.

A fourth question was whether the Water Main could be included in the project according to the Warrant articles passed in 2014, which authorized a \$5 million article for design, and in 2016, which authorized a \$49 million article for construction. She presented that question to the Mitchell group, who answered that as long as there is a credible argument that Water Main will serve the wastewater facility, it could be added. It was also determined by NH DES to be eligible as SRF funding.

A fifth question was the cost implication associated with moving the Urban Compact Zone from the north end of Swasey Parkway to the Public Works driveway. Ms. Perry looked at how much of a percentage increase this would be in roadways for the town, and 3300 feet is one half of 1% of overall facilities. The DOT has offered \$200,000 to reconstruct the drainage. After that, there are no immediate needs, only long term. Programmatically, it would not be a major increase.

Ms. Surman asked if it were possible to put a sleeve in the existing sewer line to make a water line. Ms. Perry responded that she had spent some time researching that question and talked about it with NH DES, but there are materials in that sewer pipe they would not be able to get rid of. If they never had to cut that pipe, it would not be so bad, but once they cut to service it would be contaminated.

Mr. Clement asked how much it would cost to dig another well, and suggested that doing so would cost less than a new Water Main. Ms. Perry responded that there are no more sites in the Public Works area for a well. When the last well was drilled, they looked at a well site across Route 85 on conservation land, but there was a reluctance to have them drill there. Mr. Clement said that that discussion happened 15 years ago, and it might be an avenue to look at again. Ms. Corson asked if they are allowed to do that on conservation land. Mr. Clement believed so. Ms. Cowan asked the cost of building a well. Ms. Perry responded that it would be more than \$100,000, with test drilling, permitting, and lines crossing Route 85. Ms. Cowan said people of the town would not approve. Ms. Corson asked if a new well would even provide enough water, since the amount just used to wash off trucks is tremendous, and they are having issues with their existing well. Ms. Perry pointed out that they'd also have to treat the well water.

Ms. Gilman asked about the timeline for the project. Ms. Perry said that she is continuing the conversation with NH DOT, and had presented them with the discussion of the board from

the last Select Board meeting. Construction has to start in March or April 2019. Mr. Clement was concerned about the contingency fund and unknowns, but said that if you're going to put in a water line, economy of scale says do it now when they are digging up the road. He was not in total agreement with town counsel. The value engineering took out the Water Main from the total plant design; if they hadn't done that, it would have made a difference to the warrant article, and they would have raised more money. He wondered whether a ratepayer will challenge that expenditure. He asked if they could go to Town Meeting to ask for money for the Water Main out of the general fund. Ms. Perry said that the timing would be very close, it's likely they'll be making an award before town meeting. She was worried about the potential for an imbalanced bid, since bidders can do creative things where there's guesswork. If they think that there is a chance for the Water Main going in, but the basis for the award is the sewer Force Mains, they may lowball the sewer and put more money in water to get the award.

Mr. Clement said he was wary of letting the state off the hook, could they ask for more money than the \$200,000 they offered? Ms. Perry responded that the state anticipates that the town is going to negotiate. In addition to asking for more money, there are also scope issues with what the state is proposing; the improvements would end before shoreland protection area, but she felt the project should be more complete.

Ms. Surman was concerned that the project could be challenged, since the contingency is specific to the sewer fund, yet they'd be doing water with it. Mr. Dean replied that he had that same question, but the Mitchell Group suggested there is a credible argument that the water line is to serve the wastewater facility. Ms. Perry added that the NH DES had determined that in using the Clean Water (wastewater) SRF, a water main is eligible. It will also serve as fire protection of the wastewater treatment plant. Ms. Gilman said that that point made her feel more comfortable with the proposal.

Ms. Perry concluded by saying that it makes sense in the long term to do it now. It doesn't make sense to come back five to ten years later, when it's more expensive and more challenging with these utilities on either side. It will be challenging in one project, but to be doing it later would be very challenging. Ms. Cowan asked whether tactically, if they are looking for more money to extend the Urban Compact, does it help to get an affirmative vote from the Board, or would that mess up negotiations? Ms. Perry responded that they expect negotiations, there needs to be a justified counteroffer. Mr. Clement suggested they could vote but not get into specific money. Ms. Cowan thought doing it now is prudent, but liked what Mr. Clement suggested about not locking in a concrete number.

MOTION: Ms. Cowan moved to approve Option 1 for the Contract 2 Force Main upgrade, and to strongly encourage the state to pay additional monies to cover the cost of Urban Compact Zone. Ms. Corson seconded. The motion passed 4-1-0, with Ms. Surman voting nay.

e. Brush Dump Fees - Continued Public Hearing

Ms. Corson reported that she met with Mr. Perkins on transfer station usage. There were 39 commercial users at the brush dump in 2017. There were 647 reported small loads, and 362 large loads. They looked at Hampton's brush dump chipping contract; they pay \$6925 for one visit, but their brush dump is much smaller. It would be more like \$8000 a quarter for Exeter, and the town would have it done quarterly, so it's about a \$32,000 expense. She said that Mr.

Perkins also described the cost of business there, with attendants, extra staff on busy days, regulation compliance efforts, mitigation from prior landfill, training, certificates, and insurance. Currently, the fees are \$10 for a resident sticker and \$10 per commercial truck. Ms. Corson had considered a \$20 dump sticker per resident and commercial vehicle, but that won't cover expenses, so she was adding a per-load ticket to the proposal. Commercial users could go to the DPW and get tickets, with small loads \$25 and large loads \$50 per ticket. All businesses need Exeter address, trucks registered in Exeter. Businesses can pick up one use permits, must be signed by resident. They will not be available at the Transfer Station, and do not cover leaves and grass clippings. The tickets would be numbered and color coded. Ms. Corson said that Mr. Perkins told her the utility permit is similar to a punch card, so the process is similar to what they're already doing.

Mr. Clement said that he and Mr. Perkins also went through the logs together, and while Mr. Clement thinks the load ticket is a great idea, he doesn't think they'll generate enough revenue to cover costs. He'd rather see a large load cost \$75, and a small load \$35. He is not in favor of raising residential permits, since he feels that most of the issue is the volume from commercial haulers. Ms. Corson countered that the calculations said that they have enough money. The 2017 numbers are just for commercial users, \$34,000, which doesn't include the permits. She would like to start lower and be business friendly, then adjust later if necessary. Ms. Surman suggested \$15 for residents. Ms. Gilman said she's more supportive of \$20 on a residential sticker, since the costs of getting rid of white goods and metals are going up also. Ms. Cowan asked for public comment.

Keith Whitehouse of Yeti Landcare, an Exeter resident, asked about the total operating cost of the transfer station. Ms. Corson replied \$117,000. Mr. Whitehouse asked how much of that is subsidized by the stickers, and Ms. Corson said little to none. There are 1500 resident stickers. Mr. Dean calculated that this makes up \$15,000, or 13% of their operating budget. Mr. Whitehouse asked if the additional cost for the chipper was \$34,000, and Ms. Corson said yes. Mr. Whitehouse asked for more details on the proposed ticket system. Ms. Corson said the tickets would be color coded for large and small brush loads. For leaves, you do not have to show it's a resident. For brush, you hand them a ticket which is signed. Ms. Gilman said that the hardest part is getting the resident's signature. Ms. Corson said that it's part of a process. If they find that it's difficult, they can revisit it. Mr. Whitehouse said he wants a streamlined process. Paying money is one thing, being stymied at the transfer station is another. He suggested removing the requirement for the resident's phone number for simplicity and as a possible invasion of privacy, but Mr. Dean felt strongly that this information should be required.

Exeter resident Paul Royal said that getting a phone number should not be that big of a deal; if you're an Exeter town resident, the town knows where you are. He appreciates the compromise on this issue, and thinks that they've arrived at a good place.

MOTION: Ms. Corson moved that the Transfer Station permits per vehicle be increased to \$20 per year, both resident and commercial, starting Jan 1 2019. Ms. Cowan seconded. Ms. Gilman, Ms. Cowan, and Ms. Corson voted yay, and Ms. Surman and Mr. Clement voted nay. The motion passed 3-2-0.

MOTION: Ms. Corson moved to initiate a ticket system for the brush dump, with a small load being \$25 and large load \$50. The increase is as of Jan 1 2019. Ms. Cowan seconded. All were in favor. Mr. Clement said he still thinks it should be more money, and wants to revisit the issue at a later date.

f. DPW Loader Resolution

Mr. Dean told the Board that the paperwork for the Loader lease purchase has to be signed by two members of the board and the resolution must be read at the meeting.

Ms. Cowan read the resolution:

Be it resolved by the Governing Body of Lessee as follows:

1. Determination of Need. The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 10 dated as of October 15, 2018 to the Master Lease Purchase Agreement dated as of October 1, 2011, between Town of Exeter (Lessee) and Tax-Exempt Leasing Corp (Lessor).
2. Approval and Authorization. The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule. Authorized individuals: Russell Dean, Town Manager. In addition to the authorized individuals above, the Governing Body of Lessee further authorizes the following individual to sign any payment request and partial acceptance certificate form and/or final acceptance certificate. Authorized individual: Russell Dean. Adoption of Resolution. The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

MOTION: Mr. Clement moved to approve the resolution as read. Ms. Corson seconded. All were in favor.

MOTION: Mr. Clement moved that the Chair of Board be the first signature, and the Clerk be the second. Ms. Corson seconded. All were in favor and Ms. Gilman and Ms. Cowan signed the document.

g. Property Use Fees

Mr. Dean discussed the updates to the property use fees proposal. On the second page of the fee schedule, they've added a fee specific to play rehearsals: \$10 per day for daily use under 2 hours. Rehearsal time must be related to a permitted event. He also presented a

comprehensive list of uses of the Town Hall in 2017 and 2018, including days booked and organizations. Ms. Surman said that the list was helpful. She asked if the fee money will be put into a designated revolving fund to put it back into Town Hall, rather than the general fund. Mr. Dean replied that there will be an internal discussion on the best mechanism to manage the fees. The Town Hall currently has a budget from the general fund, but they could ask Town Meeting to move the fees to a specific fund for Town Hall expenses. Ms. Gilman wondered if they would do the same thing for each facility that they permit. Mr. Clement said that they don't have to; if their prime concern is the historic Town Hall, other sites can be part of the general fund. Mr. Dean added that the proposed 2019 budget for Town Hall maintenance is \$37,100, but that does not cover the administrative permitting costs of the building, such as issuing the permits, booking the facility, and showing the building, which would be at least \$10,000 per year if quantified. That's why they came up with the \$10 rehearsal use fee, which is not onerous, and \$75 for an event is not onerous, at least for the organizations they've been dealing with.

Bruce Jones, an Exeter resident, asked if there will be fees for everyone, including Exeter residents and nonprofits. Mr. Dean stated that everyone will pay something. Mr. Jones replied that Article 28 said the town should use Town Hall as a community center. He was hoping Exeter residents could continue to use the space for free. Ms. Gilman said that's not realistic, and Mr. Dean agreed that it doesn't speak to any of the cost to administer the space. Mr. Jones suggested that some fees could be used to make Town Hall more inviting. Ms. Gilman agreed, saying she would like to use some fees to paint the interior; Mr. Dean said he would like to replace the chairs and refinish the floor.

Ms. Surman asked if they should have nonprofits be the same, whether they're Exeter-based or not. Ms. Corson added that a lot of non-Exeter organizations using Town Hall are run by Exeter residents, such as Extreme Air, which is based in Newmarket but the permittee is based in Exeter. Ms. Gilman and Ms. Corson liked that idea.

Ms. Corson asked if a meeting under 2 hours, such as Chamber, would be \$75 every time. Mr. Dean said yes, the small room has not traditionally been permitted separately. Ms. Corson suggested they charge for the small room like the back room in the gallery.

For a future meeting, Mr. Dean will look at syncing fees for nonprofits, fees for under 4 hours of use, and permitting the small room at a different rate.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Ms. Cowan moved to approve an abatement for Map 62 Lot 112 at 64 Epping Road in the amount of \$1002.07 for 2016. Mr. Clement seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Cowan moved to approve an abatement for Map 62 Lot 113 74 Epping Road in the amount of \$104.05 for 2016. Mr. Clement seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Corson moved to approve the abatement for 161 Water Street in the amount of \$309.26. Ms. Cowan seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Corson moved to approve the abatement for 30 Franklin St/Carl Edlund in the amount of \$454.04. Ms. Cowan seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

b. Permits & Approvals

Ms. Gilman discussed the Town Offices sign approval. After presenting it to the HDC, there was a new design proposal with a blue background. Mr. Clement argued for a white background, which he said shows up better. He pointed out that PEA signs are on a white background with maroon lettering, and Historic District signs are on a white background with dark lettering; they should be consistent. Ms. Cowan and Ms. Gilman favored blue. Ms. Corson asked if there were a standard for signs. Mr. Dean replied that there is currently no standard, but that they plan to develop one in the future.

MOTION: Ms. Surman moved to approve the new sign for the Town Offices, option B, design and font only. Ms. Cowan seconded. All were in favor.

MOTION: Mr. Clement moved that the sign that they approved the design and font for be on a white background with blue lettering and a seal in the design and color as the one in the Nowak room. Ms. Surman seconded. Mr. Clement and Ms. Surman voted yay, and Ms. Corson, Ms. Cowan, and Ms. Gilman voted nay. The motion failed 2-3-0.

MOTION: Ms. Cowan moved to approve the sign that they approved the design and font for with a blue background. Ms. Corson seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0.

MOTION: Ms. Corson moved to approve the TEAM 5th Annual Fall Equinox Fest Sept 20-22 2019. Ms. Cowan seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Ms. Surman voted nay, and Mr. Clement abstained. The motion passed 3-1-1.

MOTION: Ms. Corson moved to approve the application for Town Hall use by Bright and Lyon Productions for a concert March 2 2019. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for Town Hall use by Exeter United Methodist Church for Christmas Carol Singing December 22 2018. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for Town Hall use by Greg Bisson/ Exeter Parks and Rec for the Sweethearts Dance on February 18, 2019. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for Town Hall use by Greg Bisson/ Exeter Parks and Rec for Summer Concert Rain Dates on Thursdays from 6/20/19 - 8/22/19. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for bandstand and Town Hall use by TEAM for First Friday on September 6, 2019. Ms. Cowan seconded. Ms. Surman voted nay and the motion passed 4-1-0.

MOTION: Ms. Corson moved to approve the application for bandstand and Town Hall use by TEAM for First Friday on Oct 4th, 2019. Ms. Cowan seconded. Ms. Surman voted nay, and the motion passed 4-1-0.

MOTION: Ms. Corson moved to approve a parade with rolling road closure for the Memorial Day Parade Committee on 5/27/2019. Ms. Surman seconded. Ms. Gilman questioned the cemetery mentioned in the application, and thought the applicant meant the Exeter Cemetery. Mr. Clement suggested they change it and approve it again.

MOTION: Ms. Corson moved to change the cemetery mentioned in the application to Exeter Cemetery. Ms. Surman seconded. All were in favor.

c. Town Manager's Report

Mr. Dean met with the DES regarding the Revolving Fund loan for the wastewater facility, which went well There's a question of whether they will need to make the first debt payment in 2019; he's hoping to push the payment to January 2020, which fits better with the fiscal year. He will keep the Board posted on this issue.

Mr. Dean gave thanks to the Police Department for Drug Take-Back Day, and said that if anyone in the public missed it, to bring the materials anytime to the Public Safety facility, where there's a container for this purpose.

Mr. Dean mentioned that there is an election next week, and a ballot clerk training on Tuesday night. The Budget committee is meeting Thursday to discuss the general budget. On Thursday, there is a Housing Summit at UNH from 7:30-9:30 AM, and he invited any interested Board member to attend.

He also mentioned the sewer agreement with Hampton. The Select Board already went through an approval process, but the Attorney General did not agree with how the document was drafted. Hampton has sent a new draft, and he is having counsel review it. He will bring it back to the board when ready.

He said that he appreciates the public's patience on Epping Road. They could not have done the work at night because it involves blasting. They will be widening the pavement and doing sewer extension work this week, so he recommended that the public try to avoid the area.

d. Select Board Committee Reports

Ms. Surman attended the swearing-in of Lt. Andrew Martin, and said it was a great event. She also went to the opening of the new theater at Phillips Exeter Academy, where she

had dinner and saw an hour and a half of Midsummer Night's Dream, also a great event. She attended the Parks and Rec budget committee as well as the Swasey Parkway Trustees committee, where they discussed maintenance of the Parkway.

Ms. Corson attended the Planning Board meeting.

Ms. Cowan attended the Parks and Rec Advisory Committee meeting, where they were brainstorming ideas and there was excitement about the Christmas parade. They also discussed bringing youth dances to Exeter; she did not realize the middle school does not do dances.

Mr. Clement attended a PREP (Piscataqua Region Estuaries Partnership) where they discussed the State of the Estuary Reports, where they look at different dimensions of the Bay and give it a rating. They would like to put an action plan in place and determine their priorities to make the report more useful. They are also interested in linking up with the PTAP group at UNH. Exeter already participates in this group, and they would like to hear from representatives what's going on there. He also attended the Fire Station promotion ceremony for Lt. Andrew Martin with Ms. Surman.

Ms. Gilman attended a Heritage Commission meeting. They were awarded a grant for the Park Street Area Survey, they had an RFP out and they've made their choice, they're on their way.

Ms. Cowan asked about the permit for the Holiday Arts Show. Ms. Gilman said that they didn't finish the approval, and asked Mr. Dean to follow up. Ms. Cowan was very concerned that if the Board didn't approve it at this meeting, that there wouldn't be a Holiday Arts Show, since they need two months to organize. Mr. Dean said that the dates are 11/29, 11/30, 12/1, 12/2, 12/7, 12/8, 12/9, 12/14, 12/15, and 12/16/2018. 11/27 is set up, 12/17 takedown.

MOTION: Ms. Cowan moved to authorize the pending agreement between the Town Manager's office and the applicant for an art show on the dates discussed. Ms. Corson seconded. Ms. Cowan, Ms. Corson, and Ms. Gilman voted yay, and Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0.

Mr. Clement asked about making a resolution on the bus shelter in front of the Town Offices. Ms. Gilman said that the shelter can be taken away anytime, they just need to write a letter to COAST..

MOTION: Mr. Clement moved to have COAST remove the bus station in front of the Town Offices. Ms. Cowan seconded. All were in favor.

e. Correspondence

- i. A letter from HealthTrust on the rates of different insurance.

MOTION: Mr. Clement moved that the town manager approved to sign the billing services contract with HealthTrust. Ms. Surman seconded. All were in favor.

- ii. A Rockingham County treasurer warrant on taxes and payments due by December 17th, 2018.
- iii. Correspondence from RPC asking for a letter of support from the Board for a grant, and providing a sample for them to use.

MOTION: Ms. Corson moved to write a letter of support to assist municipalities in the region to better protect drinking water supplies. Ms. Surman seconded. All were in favor.

- iv. A letter from the Division of Natural Resources, confirming the Warden appointments from last year.
- v. A letter from the Independent Division of State Police praising the Exeter Police Department for their response to a June 19th incident at Hayes Mobile Home Park
- vi. A thank-you letter from New Heights
- vii. A thank-you letter from CASA
- viii. A thank-you letter from Seacoast Family Promise
- ix. A letter from the Department of Environmental Services stating that Exeter Hospital is closing down a water system.
- x. A letter from Pennichuck regarding their water utility rates.

9. Review Board Calendar

The next Select Board meeting will be November 13th. Trick or Treat is Wednesday October 31 from 4 PM to 7PM.

10. Non-Public Session

There was no non-public session at this meeting.

11. Adjournment

MOTION: Ms. Surman moved to adjourn the meeting. Ms. Corson seconded. All were in favor and the meeting adjourned at 10:46 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary