

Select Board Meeting
Monday November 26th, 2018
Town Offices, Nowak Room
Final Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Don Clement, and Russ Dean were present at this meeting. Clerk Molly Cowan was not present. The meeting was called to order by Ms. Gilman at 7 PM.

2. Board Interviews

There were no board interviews at this meeting.

3. Public Comment

Florence Ruffner of 5 Pine Street, the organizer of the Memorial Day Parade Committee, stood for public comment. Ms. Gilman asked if the Board is willing to change the Memorial Day Parade Committee from a formal town committee to a volunteer committee like the Holiday Parade. Mr. Clement said that up until a few years ago it was an informal committee made of veterans' groups, so it's legitimate to have it be an ad hoc committee and for the town to make a donation. Ms. Ruffner asked what determines if it's a town committee or ad hoc. Ms. Gilman said it's a Board decision. Parade committees can come to the Board or the budget committee and ask for money. If the committee spends money, it will be a budget line item through the finance department. Ms. Surman pointed out that if they are not a formal committee, they will not be subject to 91A and can meet whenever and wherever, and members can come and go. Ms. Gilman added that people from out of town can join an informal committee.

MOTION: Ms. Surman moved to dissolve the Select Board appointed Memorial Day Parade Committee. Ms. Corson seconded. All were in favor.

Ms. Corson said that she now has the lineup for the Holiday Parade, which starts at 5:30 on Saturday December 1st. There will be surprises and extra bands this year. Thursday night is the Festival of Trees and Santa will turn on the lights.

4. Proclamations/Recognitions

There were no Proclamations/Recognitions at this meeting.

5. Approval of Minutes

a. Regular meeting: November 13th, 2018

Mr. Clement said that on page 10, Ms. Corson should have specified that "proper names" are not allowed as street names, not just "names."

MOTION: Mr. Clement moved to approve the minutes of November 13th 2018 as amended. Ms. Surman seconded. All were in favor.

6. Appointments - Housing Advisory Committee

Mr. Dean made corrections to the terms for the Housing Advisory Committee “Citizens at Large” as listed in the packet.

MOTION: Ms. Corson moved to appoint Barry Sandberg to the Housing Advisory Committee, term to expire 4/30/22 Mr. Clement seconded. All were in favor.

MOTION: Ms. Corson moved to appoint Nancy Belanger to the Housing Advisory Committee, term to expire 4/30/21. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to appoint Lindsey Sonnett to the Housing Advisory Committee, term to expire 4/30/22. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to accept the resignation of Planning Board alternate David McGilvray. Mr. Clement seconded. All were in favor.

7. Discussion/Action Items

a. Arts & Culture Follow Up Discussion

Ms. Gilman said that Ms. Corson had suggested that they let the Arts Committee sit without appointments for now, and in the future come up with a different mission statement and clear up their policies and finances. Permits for the art gallery can continue to come to the Select Board. Ms. Corson added that she’d like to have a central point for scheduling all events, such as the Parks and Rec Department and their scheduling software.

Mr. Dean said that there have been seven new applicants to the Arts Committee, if they decide to reconstitute it. Ms. Surman said that it is the Board’s responsibility to reach out to former members, and she’s opposed to moving forward without doing so. Ms. Gilman said that she did reach out via email last week but had technical difficulties. Ms. Corson added that the former committee members could come to the Board. Ms. Surman countered that the Board had agreed that the Chair would reach out to them.

Mr. Clement said that the Arts Committee had a specific mission, and they should review what it was before deciding on a new mission. Ms. Corson said that Town Hall is being used more than in the past, and they’re seeing facilities issues beyond the purview of the Arts Committee. She felt that in the future, there should be a central place for permitting rather than having the Arts Committee manage it.

Ms. Ruffner asked why they continue to call the Arts Committee a committee if there are no members. Ms. Gilman responded that it’s still a committee because it has not been dissolved by the Board. Ms. Ruffner then asked why are things stored at Town Hall. Ms. Gilman said that the Facilities Committee should weigh in on the changing Town Hall needs of the community, and they should formalize the use agreements that are currently informal.

b. LED Streetlight Proposal - DPW/Energy Committee

Jennifer Perry, the Public Works Director, discussed the streetlight conversion project. They are proposing to change all 695 streetlights owned by the town to LED S800 lights, which are more energy efficient, night sky friendly, have a lower carbon footprint, and will save the town money after a 5 year payback period. These are 3000 degree Kelvin luminaires, with a “warm white” light.

The town currently spends \$150,000 per year for streetlighting; in 2019 this will rise to \$160,000 due to an increase in energy costs. LED lights would reduce annual costs by \$31,000

per year. They would be working with Unitil, who owns the lights, and Affinity Lighting of Dover. Affinity's subcontractors can complete an installation project of this size in 3 - 4 weeks, with some prework beforehand. The town must buy out the remaining \$100,000 net book value of the existing streetlights, but Unitil has offered a rebate of \$118,000 based on the NH Energy Saves program. The town can pay back the net book value and the cost of installation on the monthly bill at 0% interest over 5 years. The net cost would be \$155,425 without networked controls, or \$247,964 with networked controls.

The networked controls program offers a more complete system. Streetlights could be dimmed, or turned on and off remotely. When a networked metering tariff is allowed, they could hook into that system. Right now, the town pays a set fee for streetlight use based on lamp type and nighttime hours, but in the future they may be able to meter the energy consumed and be billed that way. Without networked controls, there could be a 3.8 or 4 year repayment. With networked controls, there would be a 6-8 year payoff. Ms. Surman asked if the lights could be installed now but networked later. Ms. Perry said that they can add the networked controls at a later date, but they'd have to pay a second installation fee.

Mr. Clement said that it's a great proposal which would reduce the energy footprint and cost and provide a better lighting system. He asked who would own the lights going forward, and Ms. Perry responded that the town would own them. Unitil can still do replacements, but the town would buy the lights and provide them to Unitil. She added that the LED lights have a much longer lifespan, a 28 - 29 year lifespan versus 12 - 18 years for sodium vapor lamps, and there's also a ten year warranty period. Mr. Clement asked if there would be an impact on public safety. Ms. Perry said the new lights won't be dimmer. The 3000 Kelvin light is very similar in output to the current lights, but at a lower wattage.

Mr. Clement asked about other towns who had used Affinity to install LED streetlights. Ms. Perry mentioned Portsmouth, Dover, and Newmarket. She added that Dover did install the networked controls, because they wanted to be able to reduce the lighting at certain locations or times. Mr. Clement questioned whether networked controls provide enough benefit for the \$90,000 difference, but said he backs the project otherwise. Ms. Gilman agreed, saying that she needed a good argument to go forward with networking.

Exeter resident Jim Faber asked if ongoing support is included, and if there is a potential impact on the town's IT Department. Ms. Perry responded that they would get support from Affinity, who has a proven track record in the area over five years. They will do any work within warranty period, and they're close for the future. There would be no IT Department impact; it would be managed by the Public Works Department.

Ms. Surman asked if they would need to find a place for a control panel. Ms. Perry said no. If they don't opt into the network, there's no control for the system; if they do the networked option, it's a WiFi system controlled through the Public Works computer system.

Mr. Clement asked if it's possible to do a pilot of a street with LED lighting. Ms. Perry said that Affinity is willing to do a pilot, probably not a whole street but a couple of lights. Ms. Corson suggested they do it somewhere downtown where they could see both types of lights together.

Mr. Clement asked whether they would bring this to Town Meeting. Ms. Perry said that Unitil is paying the short term bill and the town is paying Unitil back over 5 years, so there are no upfront costs to be approved by the voters.

Lew Hitzrot of the Energy Committee said that he had talked with Affinity and felt that the real value of networking the streetlights will come if and when the energy costs can be metered, and they are uncertain when that will occur. Retrofitting the lights with networking devices is not a big deal, and they will save \$100,000 which could be applied to the project later on.

Bob Lackey of 32 Pine Street was concerned about the buyback of current bulbs at \$100,000. Mr. Clement clarified that Unitil is charging a \$100,000 buyback but offering a \$118,000 rebate. Mr. Lackey suggested they wait three years until replacing the lights. Ms. Perry said that the energy costs go down as soon as lights are installed. After 5 years, an energy savings of \$31,000-\$41,000 a year are credited to the town.

Mr. Dean said that the project is straightforward, and asked if the Board wants to speak with Dover or Portsmouth about their experience. Ms. Corson said that a letter or testimonial would be sufficient. Mr. Clement asked if there were a timeline to commit. Ms. Perry said it's flexible, but the sooner they make the decision, the sooner they'll see the benefit. Ms. Corson asked if they need to send this out for bid. Mr. Dean said not if the Board wanted to make the decision to go with Affinity. Mr. Clement asked if there are other vendors. Ms. Perry said yes, but she hadn't spoken to them in a few years. There are at least 10 communities in NH that used Affinity and did not go out to bid, because they liked the local advantage, the employees who are veterans, and the competitive pricing. Ms. Corson wanted to hear testimonials on why these towns chose Affinity. Mr. Clement said that Ms. Perry should tell Affinity that the Board is generally favorable. Ms. Surman asked why they're not doing an RFP, and Mr. Dean said there's no fiscal impact to current budget.

Jim Faber said that the citizens of Exeter would consider it irresponsible not to have competitive bidding. Mr. Dean replied that they use state bid lists and other lists of vendors that are prequalified that they buy from. Mr. Clement added that they are not just winging it, lots of research has been done by the Energy Committee and the Department of Public Works.

Mr. Hitzrot said that there are many vendors of the streetlights themselves. For example, Durham bought their lights from a Texas company. However, they had to install and maintain the lights themselves. In this proposal, Affinity is supplying the equipment, installation, and maintenance.

Ms. Corson asked if they would do the install during the winter or if they have time to meet about this again. Ms. Perry said they wouldn't go out in blizzard conditions, but she has seen installations in the winter.

c. Stormwater & Wastewater Asset Management Contract: Articles 21 and 22 2018
Town Meeting

Ms. Gilman discussed the Stormwater & Wastewater Asset Management Contract. These were Article 21 and 22 on the ballot last March, and were approved. They took out a loan from the NH DES State Revolving Fund to develop the asset management plan, but this was forgiven so there was no money spent. Ms. Perry clarified that there were two asset management loans at \$30,000, one for "clean water" (wastewater) and one for stormwater, totaling \$60,000. The proposal is to work with Underwood Engineers to do both stormwater and wastewater asset management projects. Asset management helps them protect the town's assets: for stormwater that's drainpipes, catchbasins, and physical structures; for sewer, that's the sewers in the road, lift stations, and pumping stations. They will identify the most critical

aspect of those assets, which pose the highest risk if they fail. With a large backlog of work, this will allow them to prioritize.

Ms. Gilman said that the recommendation is for two projects with Underwood Engineers at \$60,000, which would be forgiven by the State Revolving Fund. Mr. Clement said that because of MS4, stormwater and improving water quality will be much more important moving forward. Ms. Gilman said that she supports an asset management program, since they've seen good results with the sidewalk program and paving program.

MOTION: Mr. Clement moved that the Board recommend the contract for developing an asset management program to be awarded to Underwood Engineers for \$60,000. Ms. Surman seconded. All were in favor.

Mr. Dean suggested they also authorize the Public Works Director or Town Manager to sign the contract.

MOTION: Mr. Clement moved to authorize Public Works Director Jennifer Perry to sign the contract. Ms. Surman seconded. All were in favor.

d. EXTV Equipment Purchase Request: Portable Studio

Bob Glowacky, the Executive Producer for EXTV, said that based on feedback from the last meeting and from the public, he'd solicited quotes for the studio equipment purchases only. He presented two quotes, from Access AV and Adorama, and recommended going with Adorama, which was the cheaper of the two at \$14,500. In addition, they'll need extra equipment such as tripods and carrying cases, so they're asking for a total of \$20,000.

The equipment they're looking to purchase is cameras and a Tricaster Mini, which would allow them to switch between the cameras. This equipment would give EXTV portability and functionality; it can be broken down and set up anywhere, and will give them the functionality of the Nowak Room in any location - at the library, Town Hall, Wheelwright Room, etc. They can do all the editing live, cutting down on the editing time and allowing them to upload the video faster. He has an upcoming show which will take two or three weeks to edit, but with this equipment he could do a one week turnaround.

Ms. Gilman asked if they have demand. Mr. Glowacky said that there are four shows that would use this equipment right away; currently, these shows can't get into the High School studio, due to the lack of availability of the studio coordinator. Recently, they've been filming shows with a webcam, which can't be broadcast on the public channel and online at once. Mr. Glowacky has tried to actively recruit people to do shows, but right now, people are turned off by the filming process. This equipment purchase would increase demand since it will be easy to use.

Mr. Clement asked about the cost of the additional equipment. Mr. Glowacky said they would use the extra \$5,500 from the \$20,000; tripods are expensive and they'll need them to be light and sturdy, preferably carbon fiber tripods. Heavier ones available but they'd need a truck to move them around. With the NDI technology, the cameras will run on a computer network and can be accessed from anywhere; they could control a camera in the Town Hall from the town offices.

Mr. Clement said there should be two motions, one to expend money from the Cable Fund for purchase of the two items and a second for auxiliary equipment. Ms. Corson asked Mr. Glowacky if it's ok to separate them, and he responded that he wouldn't need approval for the

extra items since they could be used as part of routine projects. Mr. Clement countered that all Cable Fund money requires Select Board approval. Ms. Surman said that she'd like to see itemized costs for the extra equipment.

MOTION: Mr. Clement moved to approve from the Cable Fund \$14,459.67 to Adorama per their 11/14/2018 quote for the NWTek Tricaster and NWTek camera. Ms. Surman seconded. All were in favor.

Mr. Glowacky mentioned that they are releasing a new app for the TV Station called Audio Everywhere, which can be downloaded on a smartphone and will allow you to hear the same audio as on the microphones.

Mr. Clement said that he had submitted an issue to the MyCivic app and hadn't gotten a response. Mr. Glowacky said that the response time from some departments is slow, and they're working on it. Mr. Dean said that they have a 48 hour response time policy. One business reported a snow issue last week using the app and was very happy with the process.

e. Property Use Fees

Ms. Gilman said that Ms. Cowan had indicated that they should proceed on the property use fees discussion without her. Mr. Dean mentioned some updates to the proposal. They added a paragraph on the use of facilities for single-use play days. There is a new clause about when fees would apply, for anything permitted for January 2019 and beyond. They lowered the proposed fee for the Rec Building to \$20 and \$40 for nonprofits, not \$40 and \$60. The Town Hall gallery back room went down to \$25 and \$75 from \$30 and \$100, and the Town Hall gallery second floor is now \$75 and \$125. The Exeter for profit and nonprofit for the auditorium and art gallery were matched up per Ms. Surman's comments in a previous meeting.

For political events, they added a clause about charging on a per event basis, \$1,000 per event. Ms. Corson asked if the police charge for political events as well, and Mr. Dean said no. Ms. Corson said that a political event uses the whole Town Hall, which would add up to \$1145 per day for use of the auditorium, gallery, back room, and side room, and that cost does not include the police presence. She would like to ask Chief Shupe what his costs are for these events. She suggested the cost to the political campaign should be more like \$1,500.

Ms. Surman said that fees for Exeter nonprofits and out of town nonprofits should just be the same. Mr. Clement agreed. Mr. Dean said that the SAU charges out of district nonprofits more. Ms. Corson said that people could be from Exeter, but their nonprofit is not based in Exeter. Ms. Ruffner said that Exeter nonprofits should pay less because residents pay taxes.

Mr. Clement asked what would happen to Meals on Wheels at the Senior Center, now that they will be charging for Senior Center usage. Mr. Dean said that they do not pay a fee currently, but their use is informal and they have no agreement with the town, so it's yet to be determined how to go forward.

Ms. Ruffner asked whether a two week event would be charged the same as an eight week event. Ms. Corson said an eight week event would raise a red flag. Mr. Dean added that the use policy limits organizations to four uses, and his office wouldn't recommend an eight week event to the Select Board. Ms. Corson asked that they put in a limit on the length of an event. Mr. Dean said he will come up with something.

Ms. Corson said they should just do something with the fees and reevaluate next year. Ms. Gilman said that they need to have a public hearing and present something set there, and added that they do not have much time if they want the fees to start in January 2019. She felt that they should go ahead and start the public hearing process. Mr. Dean said they will need to advertise one public hearing, and he will arrange it.

f. Legal Services RFP

Ms. Gilman brought up the draft RFP for municipal legal services. Mr. Clement asked why in the timetable in section 2 there are different due dates for the technical and cost proposals. Mr. Dean said that cost is not the only factor; they plan to get a technical proposal first, look at the offerings and get feedback, and then consider cost proposals. Mr. Clement asked if there were enough time from opening of the RFP to the award to consider all of the respondents. Mr. Dean said that due to geography and other factors, he expects there will only be a handful of interested firms.

Ms. Surman said that she would like the Select Board to be more involved in the selection process. Mr. Dean said that there will be a committee which includes the Select Board Chair, and their recommendation will be submitted to the Select Board for approval. Ms. Corson suggested that two Select Board members be part of the committee.

Mr. Dean said that for the cost proposal, a potential firm could charge a flat fee for all general legal work, or bill everything on an hourly basis as now. Mr. Clement mentioned that the draft says that legal counsel can receive assignments from the Town Manager, the Town Planner, and the Code Enforcement Officer, and he wondered if the Select Board Chair should be added to that list. Ms. Gilman said requests should probably continue to go through the Town Manager. Ms. Surman said she wanted to add the Chair in for logistical reasons, in case the Town Manager was not available.

Mr. Dean said the next step will be for his office to start the process of getting the word out on the RFP.

8. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

There were no abatement requests at this meeting.

b. Permits & Approvals

There were no permits & approvals at this meeting.

c. Town Manager's Report

Mr. Dean discussed pending town projects:

- The planning department is working on the preliminary engineering for the Epping Road sidewalk project, they're hoping to take that to bid in the spring.
- Mr. Glowacky talked about the Audio Everywhere app to help people with hearing at meetings, and Mr. Dean has asked him to demo that function when it's ready.
- In economic development, there will be a new bakery in the former Honeyhole space and the Hemingway's space will be a sushi and noodles place.

- He wanted to give recognition to Police Captain Munck and Sergeant Bolduc for their active shooter trainings; if there are organizations interested in a training, he suggests they reach out to those individuals.
- The snow is affecting capital projects like the Epping Road TIF project and the Tremont Street sidewalks.
- The work at the main pump station and wastewater treatment facility is indoors so that's progressing, and he suggests they do a tour soon to get a sense of the construction progress, now that there's a paved access road.
- There was a water main break on Hampton Road, caused by a private contractor doing work without permission; the water's back on now.
- The police department have delivered a ballot box to the state which was left behind after the last election, and he wants to emphasize that the oversight was the state's fault, not the town's.
- Parks and Rec are doing a neighborhood Santa and food drive event, and he encourages neighborhoods to team up and sign up for that.
- Greg Bisson of Parks and Rec just had rotator cuff surgery.
- Parks and Rec have partnered with the Y and 277 Water Street on a walking program for active adults.
- He offered a welcome to new firefighter/paramedic Troy Wise, who is starting his first shift tomorrow. Now there will be three medics a shift and 12 altogether.
- There is an E911 Committee meeting tomorrow regarding the Park Street follow up.
- Fire will be updating their emergency operations plan in 2019.
- Librarian Jean Grout is retiring and he wishes her well, details to follow.
- This week are the Holiday Open House, Festival of Trees, and the Holiday Parade.
- They're looking to close the Town Offices on December 24th.
- To address Mr. Clement's concern, the MyCivic app has been transferred from the Cable Fund to the General Fund.
- He was approached by the Executive Director of NH Lottery about attending a Select Board meeting for a question and answer session about Keno. Ms. Gilman asked if the town has to vote to allow Keno, and Mr. Clement said yes. Ms. Gilman asked what the deadline would be for a citizens petition, and Mr. Dean said the second week in January. Ms. Gilman said that profits from Keno fund full day kindergarten statewide, and Mr. Clement pointed out that Exeter gets the benefits regardless of whether they approve Keno in the town.

d. Select Board Committee Reports

Mr. Clement attended a River Advisory Committee meeting, where Mr. Vlastic talked about project to study Pickpocket Dam, which has been reclassified. Mr. Clement expects the Board will talk about that further in their budget/CIP meeting. He also attended and networked at a Municipal Association Conference in Manchester. The Budget Recommendation Committee finished last week. The Conservation Commission did not get the LCHIP grant for the Raynes Farm barn, and Mr. Dean added that it was very competitive this year.

Ms. Gilman attended a Heritage Commission meeting, where the Town Planner discussed the limits of the Park Street survey area grant.

Ms. Corson had a Planning Board meeting and two sitewalks. The Planning Board discussed Rose Farm, but they've made no decisions yet.

Ms. Surman attended the Budget Recommendations Committee meeting and the CIP meeting. She has an E911 meeting tomorrow.

Ms. Gilman asked Mr. Dean if there is a place on the website for people to look up Ring in the Season events. Mr. Dean said no, that so much is done in social media these days, but Mr. Clement suggested it be added to the front page of the town website as well.

e. Correspondence

Ms. Gilman described the incoming correspondence:

- i. A letter from the NH Lottery about Keno.
- ii. A letter from resident Paul Royal concerning the assessed value on ballots in March
- iii. A letter regarding the use of the Town Hall art gallery for an extended period of time. Mr. Dean mentioned that he didn't have time to get it in the packet for the last meeting.
- iv. A letter from resident Eileen Flockhart on elections.
- v. A letter from Jay Somers of Comcast Government Affairs, regarding their price changes.
- vi. A letter discussing the rebranding of Child and Family Services to the name Waypoint.
- vii. An invitation to the Town Hall art gallery volunteer appreciation event. Mr. Dean asked that if any Board or Committee member has ideas for the event, they should send suggestions to the Town Manager's office.

9. Review Board Calendar

The December 3rd will discuss the budget, and there will also be a meeting on December 17th. There will be a public hearing on the budget in the third week of January.

10. Non-Public Session

There was no non-public session at this meeting.

11. Adjournment

MOTION: Mr. Clement moved to adjourn. Ms. Surman seconded. All were in favor and the meeting adjourned at 9:59 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

