

Select Board Meeting
Monday January 7th, 2019
Town Offices, Nowak Room
Final Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Town Manager Russ Dean were present at this meeting. Doreen Chester of the Finance Department was also present. The meeting was called to order by Ms. Gilman at 6:33 PM.

2. Public Comment

- a. There was no public comment at this meeting

3. Proclamations/Recognitions

- a. There were no Proclamations/Recognitions at this meeting.

4. Approval of Minutes

- a. Regular Meeting: December 17th, 2018

MOTION: Ms. Surman moved to approve the minutes of December 17th, 2018 as written. Ms. Cowan seconded. All were in favor.

5. Appointments

- a. There were no appointments at this meeting.

6. Discussion/Action Items

- a. Continued Public Hearing: Property Use Fees

Mr. Clement said that he would like to see the Senior Center continue to host nonprofits and civic groups, such as Meals on Wheels and the Garden Club, without a fee. Mr. Dean mentioned that he'd started a conversation about fees with Meals on Wheels, and he intends to bring information about their agreements with other communities to the Board.

MOTION: Mr. Clement moved that the use of the Senior Center Building by Exeter nonprofits, non-Exeter nonprofits, and civic organizations have no fee associated. Ms. Surman seconded. Ms. Cowan wanted to add that if the Senior Center or Rec Department were to move to new facilities, this policy would be revisited. Ms. Corson said that the whole fee schedule needs to be revisited in the first six to nine months. Mr. Dean and Mr. Bisson listed multiple nonprofits that use the Senior Center or the Rec Building: Meals on Wheels, AA, the Seabreeze Quilters Guild, the Grange, the Women's Club, Boy Scouts, Girl Scouts, co-ops such as the trailer parks, Youth Hockey, Youth Lacrosse, and Youth Soccer. Mr. Bisson added that they are having trouble maintaining the Rec building with so many groups coming in and out each day. Mr. Clement was concerned that when the town starts charging for space like the Senior Center, the sense of community is being lost. Mr. Dean said that the fees are not a big ask, and a lot of the groups involved would realize there's a cost of doing business. Mr. Clement asked why the board wouldn't have the authority to waive fees, and Mr. Dean responded that until now a waiver policy had led to a complete waiver of fees for all nonprofits. Ms. Gilman commented that the Board has the authority but they don't want to pick and choose. She also pointed out that the term "civic organizations" in the motion is not defined anywhere else, so she wanted to restrict the language to "all nonprofits" which would cover these organizations anyway. Mr. Clement and

Ms. Surman voted yay. Ms. Corson, Ms. Cowan, and Ms. Gilman voted nay, and the motion failed 2-3-0.

MOTION: Ms. Corson moved to change the Senior Center building fee from \$20 to \$10 for Exeter nonprofits until they revisit the fees. Ms. Cowan seconded. Ms. Cowan said she supports less of a fee if there is a real service to the town. Ms. Corson, Ms. Cowan, Mr. Clement voted yay; Ms. Surman voted nay. The motion passed 3-1-0 with Ms. Gilman not voting.

MOTION: Ms. Surman moved with regard to the fee schedule for all facilities that the Exeter nonprofit fees and non-Exeter nonprofit fees be the same. Mr. Clement seconded. Ms. Gilman asked if keeping the resident and non-Exeter fees the same accorded with the spirit of the warrant article. Ms. Surman responded that the article was advisory only. Ms. Surman and Mr. Clement voted yay. Ms. Corson, Ms. Cowan, and Ms. Gilman voted nay. The motion failed 2-3-0.

Ms. Cowan wanted to add that the Select Board has the authority to waive a fee. Mr. Dean recommended against it, saying that his office is prepared to go out to the public and say these are the costs of the facilities. Ms. Corson said they should revisit the fees within the first six months. Mr. Dean said he had no issue with revisiting it, but out of the gate the message should be that there's a cost to running these facilities and these are the fees. Ms. Cowan suggested scheduling another public hearing in six months.

Erin Steckler of 4 Locust Ave said that charging these groups to use facilities is counter to what these public spaces are meant for. She suggested asking the town for money to support these spaces, or charging a small fee and supplementing it by raising money through the warrant. Ms. Cowan said that they could raise taxes, but it seems fair to let the people who use the space care for it. Some groups, even nonprofits, make money from the space; these groups could ask for donations. She's voting for this because they need to be protective of town facilities.

John Hauschildt of Seacoast Photographers Studios, an Exeter resident, said that those who use Town Hall should contribute, even Exeter residents. However, some groups already had contracts for this coming year, including his organization, and they've already understood that the agreement did not have a fee associated. The membership fee for the Seacoast Photographers is only \$25 annually, and they would need to prepare people for additional fees. He requested that they honor the original agreement and apply fees only going forward. Ms. Surman said she would not be in favor of charging fees retroactively. Ms. Corson wondered when they would be able to start charging the fees, since much of 2019 is already booked. Ms. Gilman said that permits that they've already signed off on are contracts, and can't be renegotiated. Mr. Clement felt that the fees should effective for all applications coming before the Board as of the decision date.

MOTION: Ms. Surman moved to close the public hearing. Ms. Cowan seconded. All were in favor.

Mr. Dean said that the intent was that the fees apply to any event after January 1st. Ms. Cowan said they can't go back after the permit is approved and tell them to pay. Ms. Corson

asked whether ongoing events like AA have a permit, and Mr. Bisson responded that they fill out a facility use form each year.

Ms. Corson said that if the fees are only effective for events that are permitted going forward, it does not make sense that they relook at this six months from now, since the calendar is pretty full already. Mr. Dean said that most organizations already permitted for 2019 are either part of the fee discussion or aware of it. The intent was always to apply this to permits for events after Jan 1. Ms. Cowan suggested that they ramp up by not applying the fees only to events in the first three months of 2019. After that, they would have enough time to fairly communicate and for the organization to find another space if necessary. Mr. Dean suggested that events that have already booked be charged but have until August to pay the fee. Mr. Clement still felt that the Senior Center should be excluded, since organizations there are providing services to the community.

MOTION: Ms. Cowan moved to approve the fee schedule as in the draft of December 2018 as amended today, but to change the last line, “all fees shall apply to events permitted for the 2019 calendar year and beyond” to “all fees shall apply to events permitted after the adoption of this schedule on January 7th 2019.” Ms. Corson seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, and Ms. Surman and Mr. Clement voted nay. The motion passed 3-2-0.

MOTION: Ms. Corson moved to revisit the fee schedule at the second scheduled Select Board meeting of July 2019. Ms. Cowan seconded. All were in favor.

b. Waste Management Contract Recycling Amendment

Mr. Dean said that as of February 1 2019, the fee for recycling will be increasing from \$78/ton to \$100.30/ton. There’s an emergency clause in the Waste Management contract where if the market adjusts drastically, they can increase the fee. If the town needs to adjust the 2019 budget number to accommodate this increase, it will be brought up at the meeting next week. Mr. Clement said this represents a 28% increase in the fee. Ms. Corson said that she wants to better inform the citizens about recycling, since there are a lot of mentions on social media that Waste Management is not taking their recyclables, and she suggested bringing it up at the next Communications Committee meeting.

Paul Royal of 3 Pumpkin Circle said they should ask Waste Management if their recycling is actually being recycled. If not, perhaps the town should take a hiatus. Mr. Dean said he’s loathe to make adjustments in the recycling programs. Some people already think they don’t recycle enough things. They’ve considered removing glass from the recycling stream, but they’re trying to stave that off. Ms. Gilman suggested that the public should review the list in the meeting packet of how other towns are coping with the recycling crisis.

c. CATV Fund Equipment Purchase

Mr. Glowacky spoke about the additional items needed to complete the Tricaster mini system. He’s already used the system several times and it’s cut way down on editing time. These purchases would increase the value of the system by allowing them to film more frequently and more quickly. The proposal is more expensive than the original \$5,000, since they’ve found that these cameras need more light and they had to expand the lighting kit. Ms.

Cowan asked if they can charge a fee to recoup the money. Mr. Glowacky said there's an \$80/hour AV fee which they've never charged, but that would just go back to the General Fund. Mr. Clement said that the request total is \$8,599.18. Ms. Gilman asked about the Cable Fund balance, and Ms. Chester had a preliminary figure of \$236,000. Mr. Glowacky said that probably does not account for the \$45,000 recently spent on the system.

MOTION: Ms. Cowan moved to approve the list of various equipment purchases entitled "Stuff to Buy" proposed on January 7th 2019, for a total amount of \$8,599.18 from the Cable Revolving Fund. Mr. Clement seconded. Ms. Surman voted nay and the motion passed 4-1-0.

Mr. Glowacky asked if EXTV will need to go through the application process for town facilities. Sometimes they need to use a space before they can come before the board. Ms. Gilman said that town entities need to come before the board, but Mr. Dean has the authority to do emergency approvals. Mr. Glowacky asked if they must submit an application for each date for ongoing weekly events, and Ms. Gilman said they can permit four dates at a time.

d. FY19 Bonds Budget and Warrant Articles

Ms. Gilman said that the public budget hearing is on January 15th. Mr. Dean pointed out that it's on a Tuesday, since according to the statutory calendar that SB2 communities follow, a budget hearing is always on a Tuesday. Mr. Dean said that the Select Board budget is \$19,168,286 currently, which is a 2.8% increase over FY18. Mr. Clement said that the 2019 budget number was previously \$19,268,547, but Mr. Dean said that there have been benefits changes, the property liability insurance decreased, and the \$50,000 Public Safety study came out of the budget in the last meeting.

Ms. Gilman said that budget line item 55138, HDC Grant Matching, was \$2,500 in 2018, but since putting the budget together an opportunity for a grant has come up, so she'd like to increase that by \$7,500. Dave Sharples, the Town Planner, added that they would be submitting a grant to create a preservation plan like Kingston did. The study would be about \$25,000 and the grant pays for 60%, so they would need \$10,000 to match it.

MOTION: Ms. Gilman moved to add \$7,500 to the proposed 2019 budget for line item 55138. Ms. Surman seconded. Mr. Clement said that he wanted to bring the number down to \$19 million, but now they're raising it by \$7,500. He's made a list of reductions to be moved at the budget hearing meeting next week. Ms. Surman asked if he would support this grant matching if they were able to carve out money elsewhere, and Mr. Clement said it's a possibility. Ms. Corson said she wants to see the grant matching proposal in the context of Waste Management and the other budget items. Ms. Surman, Ms. Corson, Ms. Cowan, and Mr. Clement voted nay and the motion failed 4-0-0, with Ms. Gilman not voting.

Ms. Gilman then moved the discussion to the proposed warrant articles. Mr. Clement asked what Article 8, Recreation Park design and engineering, would include. Mr. Bisson said that last year they heard that they needed to bring a specific cost to the voters and gather more public input. This will allow them to plan and fundraise for future development. Planet Playground, the lack of athletic fields, soccer fields, and the parking problem are all included.

Ms. Corson said that they already have a project schematic that describes the scope, but they're looking for a cost for a specific design. Ms. Surman suggested they prioritize Planet Playground initially. Mr. Bisson pointed out that Planet Playground is built on property that's not the town's. They would find the best spot for it through the design and engineering process. Ms. Corson said that the plan could save money in the long run, since they won't build something and then have to move it later. Mr. Clement asked if the scope included the recreation department office and another multipurpose building which were included in the schematic last year. Mr. Bisson said that this would not include the design of a building, but would find the optimal site for a building.

Mr. Dean said that this project has been discussed at length for multiple years. They're trying to take a step back and develop the best project possible before bringing it forward again. They can't use impact fees to do design and engineering work, so they need this in the articles to develop a schematic. 10% of the project would be \$500,000, so the \$250,000 they're asking for is conservative. Ms. Cowan said she wanted to find out what the community wants and what they're willing to fund. If they specify exactly what to study, they may not determine what the town really needs. Ms. Gilman said there was a comprehensive presentation last year, but that was not mentioned in this article. Mr. Clement was concerned they'd be spending \$250,000 on something the voters may not want. Ms. Cowan said the project got a majority of votes last year, just not the needed 60%, so there's the desire to do this. Last year, people felt that they didn't have enough details or that it was moving too fast, so there was a need to study it and get a sense of what is possible before proposing a huge project again.

Ms. Corson pointed out that they had a special needs assessment already. Mr. Bisson clarified that this was a UNH study in 2015. Ms. Cowan said that based on the study, they came up with the project that didn't pass. Mr. Bisson added that the athletic fields and Planet Playground were the top needs that came out of the study. Even Planet Playground's manufacturer did a study and said they were late in replacing it. Voters saw the concept in 2018, now he wants them to see the true cost and what comes out of design and engineering, a strategic plan for the next 3, 5, or 8 years.

Ms. Surman said that something concrete like replacing Planet Playground would get more support from voters. Ms. Corson said that this study would focus on the way the land is used. It's an odd piece of land with a parking problem, and Planet Playground on a piece of land the town doesn't own.

Mr. Dean said that this project was developed to a great degree; they can change the verbiage in the warrant article but they won't be starting from scratch. Ms. Gilman suggested "design development" or "site development" rather than "design and engineering." She also wanted to make sure that voters understand that it involves what they saw last year.

Ms. Gilman moved on to Article 9, design and engineering for Salem Street Water, Sewer, and Drainage improvements. Mr. Clement was concerned that it says there's no tax impact, but there would be a slight impact if it's partly coming from General Fund, so he asked if they can they break that out. Mr. Dean said it's \$30,000 from the General Fund, \$150,000 Water, and \$130,000 Sewer.

Mr. Clement observed that the Water budget is \$3,263,325, but the default budget which takes effect if the budget is defeated is higher. Mr. Dean said that the default budget definition

was changed by the state legislature this year; it now reflects the prior year budget, even if that's higher than the proposed budget.

Mr. Royal asked what form the tax impact statement is going to take, pointing out that it's not consistent in the draft articles. He said to advance transparency, as the warrant article specified, you need a simple calculation such as \$1,000 or \$100,000. Median value is a complicated calculation and the value changes from week to week, so it's not transparent. Mr. Clement said that people can figure it out from the median home price. Ms. Gilman countered that the simpler the math, the easier. Ms. Corson said she wants to see the \$100,000 figure in addition or instead of the median. The voter could assume that the impact number as written applies to them when they read the warrant article. Ms. Cowan asked when they have to decide how things are worded, and Mr. Dean said next week at the budget hearing. Mr. Clement said he would like to see recommendations tonight. Ms. Corson proposed not "for \$100,000", but "for every \$100,000 of a home". Mr. Clement said that in the past, Mr. Dean created a fact sheet, if you pass this article there would be a 15 cents tax impact for a \$300,000 home. That information was not in the warrant article, but was in the fact sheet, and they should use that model. Mr. Dean said that estimates are just estimates, and other communities emphasize that. Ms. Gilman asked for a straw poll on including the \$1,000 figure, but the board agreed on the \$100,000 value only. Ms. Corson suggested "the estimated tax impact for 2019 is \$15 on every \$100,000 of the assessed value of a property." She thought "property" was better than "home," since property can be residential or commercial.

Ms. Gilman moved on to the Sewer Fund budget, Article 13. Mr. Clement asked if the \$168,000 a year for solids handling starting in May 2019 is an annual cost for the new wastewater treatment plant, and Mr. Dean said yes, they will have to dispose of residue annually by trucking it offsite. The BRC cut this figure to \$100,000 to represent a six-month period. Mr. Clement asked if they are hiring new operators, and Mr. Dean said that the recommendation was to defer this hiring to January 2020.

Ms. Gilman moved to Article 14. Mr. Dean said this is the Fire Collective Bargaining Agreement. It's a 3 year agreement, with wage increases in the contract, a step in the first year and 2nd year, a COLA in the 2nd year, and a step in the 3rd year. There are some health savings offsets.

Ms. Gilman raised Article 15. Mr. Dean said this is the SEIU Collective Bargaining agreement, also a 3 year agreement, for the Public Works union and administrative/clerical. It involves wages and health insurance. They will eliminate the Blue Choice option and all migrate to Access Blue, a lower cost plan, for a \$16,287 savings over 6 months; the budget will be net after the health savings.

Ms. Gilman mentioned Article XX. Mr. Dean said this is the Epping Road sidewalk extension, which is not yet an official article; they are awaiting a decision on the TAPP grant. If they get the grant, they will move forward with \$188,000, and the \$120,000 for sidewalks in Public Works would come out of the articles. Mr. Clement said they should consider funding the sidewalks at last year's level of \$20,000 even if they don't get the grant. Mr. Sharples said they should know about the grant this week.

Ms. Gilman moved on to Article 16, the LED streetlight replacement project. Mr. Dean said they would spend \$187,818 up front, but the resulting energy savings would result in a 5 year payback. Mr. Clement mentioned that he'd visited Newmarket to see an example of the

LED streetlights, and they do a pretty good job. They're much better looking, and will still realize the lighting and safety aspect, at a reduced cost. Ms. Corson asked if the cost includes the networking, and Mr. Dean said it does not.

Ms. Gilman mentioned Article 17, a Hook/Lift truck for Water and Sewer. Mr. Dean said this is going to be a replacement of a 2008 truck which will go over to the highway department, and any trade-in money will offset the cost.

Ms. Gilman mentioned Article 18, Public Safety Dispatch upgrades. Chief Comeau explained that this is an upgrade of the radio system, which replaces three radios in the system, two Police and one Fire. This upgrade allows the dispatch software to communicate with the radios.

Ms. Gilman moved on to Article 19, which would appropriate a Capital Reserve Fund for sidewalks at \$120,000. She said this may be removed or changed to \$20,000 based on the TAPP grant.

Ms. Gilman mentioned Article 20, which would establish a Parks improvement Capital Reserve Fund at \$100,000. Mr. Dean said that several different parks projects were put forward, and they looked at the option of doing each one separately as an article or establishing a CRF, setting aside \$100,000, creating a list of priorities, bringing it to the Select Board and have the Board authorize spending. With the CRF, they'd have more time to plan and be proactive; they would not be subject to having money lapse at the end of the fiscal year. Mr. Clement asked how they would assess what improvements have to be done. Mr. Bisson said it depends on the type of work, they'd bid it out.

Ms. Corson asked about the maintenance and overhead of Capital Reserve Funds, versus paying from the General Fund Budget, since it seems like they have a lot of CRFs. Mr. Dean said that ultimately a CRF works better from a planning and project implementation standpoint. Towns that manage finances this way typically have 10 - 15 or more Capital Reserve Funds. Ms. Chester said that the town currently has 15 Capital Reserve Funds. When the money is appropriated, she writes a check, it goes through the AP process, and she writes a letter to The Trustee of Trust Funds which includes substantiation. If it's a new fund, they open a new account for the town. Moneys are deposited by the trustees. These accounts are separate from the town; they do reconciliation, and the town gets a copy every month. Once money is voted on to be utilized by the Board, Ms. Chester copies that documentation and invoices and books the transactions in and out of the different accounts. Ms. Corson pointed out that there are 5 CRFs proposed, for a total of 20 Capital Reserve Funds. Mr. Clement asked Mr. Dean for a list of all funds for the next meeting.

Ms. Gilman moved on to Article 21, the Vehicle Equipment Capital Reserve Fund. Mr. Clement said that historically they'd purchased vehicles and equipment as part of the budget process, and it seemed to work ok before. Mr. Dean said that lease purchases are still their own separate articles. This fund would provide a pool of money that they could take and spend, and put in any proceeds from sale of equipment. The purchase will still be in CIP if above \$25,000 and nonrecurring.

Ms. Gilman mentioned Article 22, appropriate money to a sick leave trust fund, and Article 23, a Police and Fire/EMS Communications Study. Mr. Clement suggested calling it a Public Safety Study. Ms. Surman said they should specify that it's for all future needs, not just a facility. Ms. Corson said it needs tweaking.

Ms. Gilman moved on to Article 24, an Accessibility Study Capital Reserve Fund. Mr. Dean said they would put \$50,000 in the fund, and planning would engage a consultant and write a transition plan. This fund could also potentially cover small improvements. Ms. Corson questioned the necessity of making it a Capital Reserve Fund, and Mr. Dean said it could be a special warrant article that would be a two year allocation instead. The advantage of the fund is flexibility. Mr. Clement wanted to spell out that the study is just for town facilities, not private.

Ms. Gilman mentioned Article 25, Intersection Improvements Funding. Ms. Corson questioned why this article would be a Capital Reserve Fund as well, and wanted this changed.

Ms. Gilman moved on to Article 26, the Great Bridge Project Deficit. Mr. Dean said this was a late 90's project, completed a long time ago. The auditors identified a deficit in the project itself, and they've been holding a piece of nonspendable fund balance to offset the deficit in this project. They'll put this article on town warrant, and if approved they will make an adjustment on the balance sheet, which will not affect the unassigned fund balance. They need to pass the article to improve the audit. Mr. Clement suggested they call it bookkeeping.

Ms. Gilman mentioned Article 28, Snow and Ice Fund appropriation. Mr. Dean said they had been close to 100% spent and then there was snow on New Year's Eve. Ms. Chester stated that the current balance is \$52,014.

Ms. Gilman moved on to Article 29, the Swasey Parkway Maintenance Fund. Mr. Dean said this is the expendable trust fund, where they'd take the \$24,000 in permit revenue and park it in an expendable trust fund to be spent under the direction of the Select Board. It would be separate from the \$10,000 budget item and the interest from Key Bank. Ms. Surman said that the Swasey Parkway Trustees should be managing the funds, not the Select Board. Mr. Dean said naming agents on this fund would be up to Town Meeting to decide, but he questioned if the Trustees are subject to the town's purchasing policy. Ms. Surman said that the attorney said that the Trustees could manage it, and they know what's needed. Mr. Dean said that the Select Board is named in the Trust, the Trustees are not part of the Trust. Ms. Gilman suggested that another MOU with the Swasey Parkway Trustees may need to be worked out, and that the Warrant Article needed to be reworded.

Ms. Gilman said there are also three petition articles for the ballot. The first petition article is a "right to healthy climate" ordinance. Mr. Clement said the language looks innocuous but the article is problematic. If an individual, any resident, feels that a project or development has infringed upon this, they can invoke this ordinance. The second petition article is a draft article to allow Keno games in Exeter. Mr. Dean said this was not yet a definite petition article. The third petition article would establish a tax cap, adopting the provisions of RSA 32:5-B. Mr. Clement said this would cap tax increases to 3%, and must be adopted at Town Meeting with a 3/5ths vote. It would apply to the next budget year. Ms. Cowan pointed out that according to the RSA, the legislative body may override the cap; Mr. Clement said "legislative body" means the voters. Mr. Dean said there are a lot of questions about this article.

7. Regular Business

- a. Tax, Water/Sewer Abatements and Exemptions
 - i. Abatements were deferred until the next meeting.
- b. Permits & Approvals

MOTION: Ms. Corson moved to approved Exeter Elementary PTO 5K road race on 5/18/19. Mr. Clement seconded. All were in favor.

MOTION: Ms. Corson moved to approve the Cycling Fundraiser for the American Lung Association 5/5/19. Ms. Cowan seconded. All were in favor.

Ms. Corson observed that there's a conflict for the Gallery space for the month of December. She suggested they give the second annual Deck the Walls exhibit November 8th to November 30 and give December 1 - December 22nd to the Community Arts Initiative. Ms. Gilman suggested they get in touch with them with the proposal. Ms. Cowan said that a holiday show wouldn't want November only, and asked who applied when. Mr. Dean said that Deck the Walls was complete for the meeting of December 17th, when the board tabled the permits, but the Community Arts Initiative dates weren't clear. Ms. Corson said they don't want to give one organization two months of the Gallery. Ms. Cowan said that the permit from TEAM was in well in advance of the other. Mr. Clement pointed out that the Arts Committee would have managed this problem in the past. Ms. Gilman suggested that the applicants come in to discuss this with the Board. Mr. Dean suggested that the first applicant be asked to choose a month.

MOTION: Ms. Corson moved to approve the Exeter Lit Fest for April 5 and 6, 2019. Mr. Clement seconded. All were in favor.

MOTION: Ms. Corson moved to approve the Community Arts Initiative Spring Show of April 9th through April 21st, 2019. Ms. Cowan seconded. All were in favor

MOTION: Ms. Corson moved to approve the application for Town Hall use on Friday Feb 8 2019 for the Acorn School Bakesale. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the Community Arts Initiative Fall Show on September 3 - September 22nd 2019. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to approve Bright & Lyons productions for a folk music concert on May 18th, 2019. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve Connor's Climb Foundation for a meeting at Town Hall on January 15th, 2019. Ms. Cowan seconded. All were in favor.

c. Town Manager's Report

Mr. Dean said that they'd received feedback on the Epping Road construction. They were making some corrections to some paving today, and it will hopefully be better. They will be back out in the spring, they still have 500 linear feet of water/sewer left.

d. Select Board Committee Reports

- i. Ms. Surman said there is an E911 meeting later this week. She also wanted feedback on the ordinance she drafted. Ms. Gilman suggested

she read the RSA again, since they need definitions of who's involved.
Ms. Surman said she will do another draft.

- ii. Ms. Gilman had no report.
 - iii. Ms. Corson has a Planning Board meeting Thursday.
 - iv. Ms. Cowan has a Communications Committee and Housing Advisory Committee this week.
 - v. Mr. Clement has Con Com tomorrow night.
- e. Correspondence
- i. A letter from the DOT, they will be installing curve signs on state routes 111, 111A, 108, 85, 27, and 101.
 - ii. A agreement with the DOT regarding the Municipal Work Zone agreement. The Department of Transportation will be responsible for management of highway. The town will not be doing the traffic control. Mr. Dean will sign the agreement.

MOTION: Mr. Clement moved to have Mr. Dean sign the Municipal Work Zone agreement for the Town of Exeter. Ms. Cowan seconded. All were in favor.

- iii. A letter from Enna Grazier on property use fees.
- iv. Mr. Clement said there had been a letter regarding changes to sidewalks on Brentwood Road, but it was not in the packet. Ms. Cowan had had a conversation with the letter writer.
- v. Mr. Clement mentioned the Squamscott River signs on Swasey Parkway. There is a program to identify protected rivers; when Squamscott got accepted to the protected river program, it became eligible for signs. One sign will be on the 101 highway, and one along Swasey Parkway. He suggested that the Board can leave the placement of the Parkway sign up to the Swasey Parkway trustees.

8. Review Board Calendar

- a. Tuesday January 15th is the final budget and bond hearing. The next meetings are January 28th, and February 11th.

9. Non-Public Session – none.

10. Adjournment

MOTION: Ms. Corson moved to adjourn. Ms. Surman seconded. All were in favor and the meeting was adjourned at 10:39 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary