

Select Board Meeting  
Monday March 25, 2019 6:40 PM  
Town Offices, Nowak Room  
Final Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Ms. Gilman as acting chair at 6:40 PM.

Ms. Gilman said the nominations were not seconded at the last meeting.

**MOTION:** Ms. Corson moved to ratify the slate of officers as nominated at the last meeting. Ms. Cowan seconded. All were in favor.

**MOTION:** Ms. Gilman moved to appoint Ms. Corson as Chair. Ms. Cowan seconded. All were in favor.

**MOTION:** Mr. Papakonstantis moved to nominate Molly Cowan for Vice-Chair. Ms. Corson seconded. All were in favor.

**MOTION:** Ms. Cowan moved to nominate Niko Papakonstantis for Clerk. Ms. Gilman seconded. All were in favor.

2. Bid Opening - Fire/EMS - Replacement Ambulance

- a. Autotronics of Madawasca Maine and Frenchville Maine: \$229,764.77 and a trade-in value of \$15,000 for a total of \$214,764.77.
- b. PVC Professionals of Rumford Maine: \$220,976 and a trade-in value of \$8,000 for a total of \$212,976.
- c. Greenwood Emergency Vehicles of Brunswick Maine: \$237,490 and a trade-in value of \$15,000 for a total of \$222,490.
- d. Sugarloaf Ambulance Rescue Vehicles of Wilton Maine: \$250,718.77 and a trade-in value of \$15,500 for a total of \$235,218.77.

**MOTION:** Ms. Gilman moved to submit the bids to the Fire Department. Ms. Surman seconded. All were in favor.

3. Bid Opening - Grinding and Removal of Brush at the Transfer Station

- a. Green Shadow Landscaping of Rollinsford, NH. In 2019, \$27,019; in 2020, \$30,690; in 2021, \$33,759.
- b. Dirt Doctors of Pembroke, NH; price per 8 hour day. In 2019, \$4500; in 2020, \$4500; in 2021, \$4700.
- c. Sandbox Excavating of Exeter, NH. In 2019, \$4,150; in 2020, \$6875; in 2021, \$6,875.

**MOTION:** Ms. Gilman moved to forward these bids to Public Works. Mr. Papakonstantis seconded. All were in favor.

4. Board Interviews - Communications Advisory Committee, Water/Sewer Advisory Committee, River Advisory Committee

The Board went downstairs for interviews, and the meeting reconvened at 7:15 PM.

5. Water/Sewer Abatement Requests
  - a. There were no Water/Sewer Abatements at this meeting.

6. Public Comment

Art Belageron, an Exeter resident, asked the Board to post notifications of the Select Board meetings at the Public Library. He also complained that he had called the Town Offices to find out when the meeting started and was told 7 PM, but found that the meeting had actually started at 6:40 PM. Ms. Corson said that typically regular business starts at 7 PM, but today they had bid openings to complete. Mr. Dean said he will contact the library and ask them to print out notifications of the meetings and post them.

7. Proclamations/Recognitions
  - a. Proclamations/Recognitions

Ms. Corson said that the Board had received a request to declare an Exeter Classics Week. Michaela Phan of the National Junior Classical League spoke about the proposal and the NJCL, which is a youth academic organization with 15,000 members that encourages the incorporation of Latin and Greek into the modern day and students' lives. Mr. Dean asked if the Exeter High School was involved, and member Charlie Preston responded that EHS has another chapter in the NJCL Forum.

**MOTION:** Ms. Cowan moved to adopt the week of April 15th - 21st 2019 as Exeter Classics Week in the Town of Exeter as submitted by the Exeter Kirkland Society. Mr. Papakonstantis seconded. All were in favor. Mr. Papakonstantis read the proclamation and all members signed.

8. Approval of Minutes
  - a. Regular Meeting - March 18, 2019

**MOTION:** Ms. Surman moved to approve the minutes as written. Ms. Gilman seconded. All were in favor.

9. Appointments

**MOTION:** Ms. Gilman moved to approve Martha McInty to the Communications Committee, term to end in April 2021. Mr. Papakonstantis seconded. All were in favor.

10. Discussion/Action Items
  - a. Community Garden Request for Gilman Park

Kristen Murphy, the town Natural Resources Planner, spoke about the proposed community garden site. She said that Ginny Raub of the Conservation Commission has been researching options and reviewing different properties since 2010, but every property previously investigated had an issue, such as no parking, too distant from downtown, etc. They looked at Gilman Park as part of other Conservation Commission business, and found that the site is close to downtown, parking is available, and there's potential to connect to a water source. Greg Bisson of Parks and Rec agreed that it was a good option and said that the property was underutilized. They are proposing a 120' by 75' fenced area there with raised beds.

Gilman Park was originally deeded by the Gilman family to the Gilman Park Trustees, but it became a town-owned property in 2012; Parks & Rec manages the property. It's subject to a conservation easement held by Southeast Land Trust (SELT). The easement is particular about what can happen there, but Ms. Murphy didn't find anything that prohibits community gardens on the site. Gilman Park is at the confluence of Little River and Exeter River, so there are state restrictions, such as that any activity or construction is with hand tools only. There are also fertilizer restrictions at state and town level. They can't alter soil without a permit, but raised beds won't change the soil and shouldn't require a permit. Ms. Murphy said she met with SELT and informally requested the space for a community garden.

SELT considers all gardening an agricultural activity, but the conservation easement is silent on whether agriculture is allowed. The trustees needed to confirm that agriculture complies with the intent of the trust, and they did confirm this. The next step is to update the management plan, which was written in 2007; Ms. Murphy has prepared a draft. She would like approval from the Select Board to submit a formal request to SELT, since the Board has ultimate authority over town properties, and asked that they authorize Russ Dean to submit the request on their behalf. If this is found to be feasible, the next step will be to find funding. Ms. Murphy added that there's been strong interest from the community already.

Ms. Gilman and Ms. Surman said they're in favor of a community garden. Mr. Papakonstantis said this is a great location for this; Ms. Corson agreed, saying that it might revitalize the park. Ms. Cowan loves the idea of community gardens in general.

**MOTION:** Ms. Gilman moved to approve the letter to Deb Gordon, director of SELT, discussing the Gilman Park Conservation Easement and to authorize the Town Manager to sign the letter. Ms. Cowan seconded. All were in favor.

Ms. Corson opened the discussion to the public.

Bill Campbell, the chair of Conservation Commission, spoke about the project. He said that Ginny Raub had this idea for a community garden 5 years ago, and it has really taken off in the last year or so, with the Commission's full support. This project will bring people and organizations together, as it will involve Parks and Rec, Public Works, and SST may wind up building the raised beds. Ms. Gilman asked for Ms. Murphy and Mr. Campbell to come back to the Select Board after obtaining permission from SELT to talk about the details.

b. First Reading: Amend Parking Ordinance re: Marston Street

Ms. Corson read the Exeter Town Ordinances Amendment: “Chapter One of the Town of Exeter Town Ordinances, Parking Regulations, is hereby amended as follows: Add: 101.2 Parking Prohibited on Specific Streets: “Marston Street, west side of the street.”

Mark Leighton, the Director of Facilities at PEA, said that they’re requesting to close the west side to parking with the support of the family who owns the property, since this will make this feel like a more residential street.

Ms. Corson opened the discussion to the public. Sarah James, a resident of the property on the corner of Court and Marston, said she appreciates PEA bringing this proposal forward. Marston is a narrow dead-end street, and when cars are parked on either side, it’s difficult to turn around.

Ms. Corson said there are two more readings of this amendment and no apparent opposition, so they should have this complete by the end of April. Mr. Dean mentioned they have a letter from interim Police Chief Poulin in support.

#### c. 2019 Contracted Paving Proposal - Public Works

Jay Perkins, the town Highway Superintendent, discussed the paving plan for 2019. Paving contractor Bell & Flynn has proposed to hold the prices from 2018. They’ve worked for us for a long time, and do high quality work at a fair price. Ms. Surman said that she appreciated Bell & Flynn keeping their prices reasonable for the town.

**MOTION:** Mr. Papakonstantis moved to recommend an extension of the paving contract for one year with Bell & Flynn, at \$71.90 for binder course, \$72.90 for surface course, \$73.90 for “urban compact” surface course, and \$74.90/ton for smaller neighborhoods with dead ends. Ms. Cowan seconded. All were in favor.

#### d. Water Sewer Abatement Policy Update

Ms. Cowan supported the idea of abatement requests going in front of the Water/Sewer Advisory Committee, saying that many requests could use a thorough look with a high level of detail and expertise. Their recommendations would be advisory, but they could do a deeper dive. With increasing water and sewer rates there will likely be more of these, and this would be a good use of Water/Sewer Committee’s time and skills. Mr. Dean added that when the Water/Sewer Advisory Committee was reconstituted, one of their charges was to review abatements.

Ms. Surman asked if a seemingly duplicated paragraph regarding the one-time abatement policy could be eliminated. Ms. Corson felt that they were similar but different; the second instance had the language “unfortunate circumstance,” which gives some leeway.

Ms. Gilman questioned the passage “The Water/Sewer Department reserves the right to grant adjustments” Mr. Dean said that this refers to crediting or error-fixing on a bill, vs an abatement. Ms. Gilman, Ms. Corson, and Mr. Dean worked on the language and would like this amended to say “The Water/Sewer Department reserves the right to grant adjustments on water use or sewer use due to clerical errors or meter read errors, such as in the case of second-meter landscaping irrigation system malfunction.”

**MOTION:** Ms. Cowan moved to adopt the amended Water/Sewer Abatement Policy draft from March 25th 2019. Mr. Papakonstantis seconded. All were in favor.

11. Regular Business

a. Tax Exemptions

**MOTION:** Mr. Papakonstantis moved to approve a Veteran's Credit in the amount of \$2,000 for 52/95. Ms. Gilman seconded. All were in favor.

**MOTION:** Mr. Papakonstantis moved to approve an Elderly Exemption in the amount of \$152,251 for 87/08/C-02. Ms. Cowan seconded. All were in favor.

b. Permits & Approvals

Ms. Corson raised the idea of having Parks and Rec do the permit approvals instead of the Select Board. She suggested that Parks and Rec could approve applications and create a synopsis of events, and only if there's an issue would the application come to the Board for final review. Ms. Cowan said she would be in favor, since this would remove any perceived bias within the approval process and would just be based on whether the space is available. It's nice to see what's coming up, so she would like to see a summary of events, but doesn't feel that they need to approve everything. Mr. Papakonstantis added that with the Parks and Rec admin moving to a full time role, this would fall under something that person could handle.

Ms. Surman would be against putting this with the Rec Department. Not all of the facilities they permit are under the purview of the Rec department. Also, having the events approved in the Select Board meeting is a way for people to know what's going on, and it doesn't take a lot of their time.

Ms. Gilman supported giving it to the Rec Department, who has the software to manage this. Parks and Rec already permits the Senior Center and the parks; all the Board has really been permitting is Town Hall. A summary list of events could be read at every Select Board meeting. Someone who's not happy with their application being turned down could still appeal to the Select Board. Ms. Cowan added that the Select Board only communicates with the public at their meetings, whereas Parks and Rec could notify the public about events via social media or other channels.

Ms. Gilman asked whether Parks and Rec should come to the Select Board when they have their own event for approval, but Ms. Corson thought no, since their charge as a department to have events. Ms. Surman asked if the Rec Department would still be approving liquor license one-day permits. Ms. Gilman said the applicant would still have to follow the safety checklist.

Ms. Corson said that the Select Board has plenty of things on their agenda other than the permits. The permitting sometimes comes up late in the meeting and they are not meaningfully vetting it. She would like to put the transfer of authority on the agenda and have Greg Bisson present to discuss the idea; Ms. Surman will be absent April 8, so they will postpone the discussion to the meeting on April 22nd.

**MOTION:** Ms. Cowan moved to approve the application for the Bandstand for the Bike/Walk to Work Day Breakfast on Friday, May 17th, 2019 from 7 AM to 9 AM. Mr. Papakonstantis seconded. All were in favor.

**MOTION:** Ms. Cowan moved to approve the 2nd Annual Alewife Film Festival in Exeter Town Hall on May 25th, 2019 from 10 AM to 10:30 PM. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Cowan moved to approve the application for the Exeter Holiday Parade on Saturday, December 7th, 2019 from 3 PM to 8 PM. Mr. Papakonstantis seconded. All were in favor.

**MOTION:** Ms. Cowan moved to approve the application for the filming of a monthly public access show in the Art Gallery Backroom on the first Sunday of each month 4/7/2019 through 4/5/2020. Ms. Gilman seconded. All were in favor.

Ms. Corson said there was a memo from Justin Pizon regarding the voluntary renaming of 33 Court Street, a two-family home sharing a single address.

**MOTION:** Ms. Cowan moved to renumber the first unit of 33 Court Street to 31 Court Street and the second unit to 33 Court Street. Ms. Gilman seconded. All were in favor.

c. Town Manager's Report

Mr. Dean said that revaluation updates are beginning to go out from the Assessing Office. He's working on an April 8th recognition ceremony for the Boys Varsity Basketball Team and Girls Swimming and Diving Champions. There will also be a proclamation regarding Paul Currier Day, and the family of Mr. Currier and representatives from the local baseball league will be here on April 8th. The town is in budget implementation time, things are moving along and they're having many meetings. The TIF construction on Epping Road will recommence April 1. Contract 2 for the forcemains on Newfields Road was awarded by the Board last week, but the schedule for that construction will fluctuate with agreement with the state. Ms. Gilman mentioned that Ms. Surman sent them a communication with concerns from residents on the scheduling of different construction projects. Will Epping Road and Newfields Road be closed at the same time? Mr. Dean said it takes some time to plan the order of materials and logistics, so it's possible the TIF work could be completed before Route 85 begins, since there are not a lot of linear feet left there. Ms. Surman said her main concern is communication; Mr. Dean responded that he will raise the issue in the next Communications Advisory Committee meeting.

d. Select Board Committee Reports

- i. Ms. Gilman had a Historic District Commission meeting; the Academy came in regarding replacement windows for the boat house. At the State House, there were a lot of municipal actions and no disappointments. The "Right to a Healthy Climate Ordinance" failed, but it's going before the Senate also.

- ii. Mr. Papakonstantis said at his first Facilities Committee meeting they looked at developing a three year plan, including costs and how each project will be funded. They proposed having a member of the Facilities Committee attend Energy Committee meetings and vice versa. He asked what the Select Board request of the Facilities Committee is for each of the next three years. Ms. Corson said that the Select Board can address this in their upcoming goal-setting session.
- iii. Ms. Cowan had no report.
- iv. Ms. Surman had no report.
- v. Ms. Corson said the River Advisory Committee has a slot for a Water/Sewer person to be on the committee; Ms. Cowan said she will raise it at the next Water/Sewer Advisory Committee meeting.

Ms. Corson said she'd like to start a conversation about no longer printing out the Select Board meeting packets, in light of the charge of the Sustainability Office. They currently use 31 reams of paper on printing packets; it's not a lot of cost, but they also pay for binder clips and a penny for each page they're printing. The packets also take an employee's time; Sheri Riffle spends 30 minutes to an hour putting them together each week. Ms. Corson said she had asked Andy Swanson about the feasibility of getting tablets or Chromebooks instead, and it would be a \$1000 - \$1200 investment for the town. This fits into the Select Board budget, which has \$5,000, but they don't have a sign to buy this year.

Ms. Gilman was in favor of the idea. She has her own tablet at the statehouse, and to be able to see everything in one place is great. Mr. Papakonstantis said he has already done this with his staff. In addition to cost savings, it's more environmentally sound. Ms. Cowan and Ms. Surman also were in support. Ms. Corson said Russ Dean should have a device as well. She can do research with Andy Swanson before they commit to the specific technology.

**MOTION:** Ms. Cowan moved to spend up to \$1,500 from the Select Board budget line item to provide six laptop/tablet devices for meetings. Mr. Papakonstantis seconded. All were in favor.

e. Correspondence

- i. The March 22nd legislative bulletin. Ms. Gilman highlighted the Family Medical Leave Act, which went through the House; sports betting, which was approved; and the bill for configuring default budgets, which they supported and was passed. Mr. Dean added that he's tracking several financial bills very closely. The state's in a robust position financially, so there's no better time to restore this legislation.
- ii. A letter dated March 14th to Kerry Wilson from DES about a wetlands permit being required for fill work done illegally.
- iii. Correspondence from Ms. Corson about not seconding the votes for the Select Board nominations, which had to be redone. Ms. Corson added that the Board's policy book was out of sync with Robert's Rules and should be amended.

- iv. A letter from the Rockingham Planning Commission saying that the dues for Exeter are \$12,554.
- v. A notice for a public hearing on Friday March 29th at 9 AM in the Town Offices for provisions for RSA 231:163 and 43:2 for the purpose of considering amending all existing pole licenses to include language regarding taxation pursuant to RSA 72:23 and acknowledging the licensee's statutory obligation to move the licensed poles, conduit, and equipment on order of the town.
- vi. A notice of a workshop forum and discussion April 3 1:30 - 3 PM on housing and economic development in Southern NH, hosted by staff from New Hampshire Housing and REDC. The theme is "Building Up NH for Success."
- vii. An invitation from EBI Consulting to comment on the Varsity Wireless Kingston Road project. Ms. Gilman asked for this to be forwarded to the Heritage Commission. Mr. Dean mentioned that he had received a Right to Know request for all public records related to this project from one of the abutters. They had two town meetings and a very public process on the lease itself, so the material will be extensive.

12. Review Board Calendar

- a. The next meetings are April 8th and April 22nd. There will also be a goal-setting session on Saturday, April 20th at 9 AM.

13. Non-Public Session

- a. There was no non-public session at this meeting.

14. Adjournment

**MOTION:** Ms. Cowan moved to adjourn. Mr. Papakonstantis seconded. All were in favor and the meeting adjourned at 8:51 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary