

Select Board Meeting
Monday May 6th, 2019
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. Corson at 6:50 PM. Ms. Cowan was present electronically, so all votes were roll call votes.

2. Board Interviews

The Board went downstairs for interviews and the meeting reconvened at 7:11 PM.

3. Public Comment

There was no public comment at this meeting.

4. Proclamations/Recognitions

- a. Ms. Corson spoke about Exeter resident Don Robie, who passed away April 22nd, and read from his obituary.
- b. Ms. Corson thanked the Planning Board members for their service: Marcia Moreno-Baez, John Greuter, Nick Gray, Aaron Brown, Gwen English, Kelly Bergeron, Robin Tyner, Jen Martel, Pete Cameron, and Lang Plumer. Mr. Plumer said the Planning Board is driven by dedication, common sense, and a love for Exeter.
- c. Municipal Clerks Week - Mr. Papkonstantis read the proclamation:

Whereas, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, The Office of the Municipal Clerk is the oldest among public servants; and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, the Municipal Clerk serves as the information center on functions of local government and community: and

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

Whereas, It's most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk; and

Now, Therefore, We the Select Board of Exeter, do recognize the week of May 5 through May 11, 2019 as Municipal Clerks' Week, and further extend appreciation to our Municipal

Clerk, Andrea Kohler, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

5. Approval of Minutes

a. Special Meeting: April 20th, 2019

MOTION: Ms. Surman moved to accept the minutes of April 20, 2019 as submitted. Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

b. Regular Meeting: April 22nd, 2019

- i. Mr. Papkonstantis requested that on page 4, the phrase “asked if they are asking them” be changed to “asked if the sustainability proponents are asking the Board.”

MOTION: Ms. Surman moved to approve the minutes as amended for the Select Board meeting of Monday April 22nd. Mr. Papkonstantis seconded. By a roll call vote, all were in favor.

6. Appointments

There were no appointments at this meeting.

7. Discussion/Action Items

a. Facilities Committee Update

Ms. Corson prefaced the presentation by stating that Rob Corson is her husband.

Rob Corson, chairman of the Facilities Committee, said that the committee started in September of last year, and they have been looking at original charge from the Select Board, assessing current info, defining conditions of success and how to help the community, and looking to create a plan for the future.

Peter Lennon presented a draft of the charge revisions. The committee added two new charges: 1) to create an Exeter Facilities Master Plan and a Facilities Renewal Policy and 2) to coordinate with other boards and committees on facilities-related questions. They also intend to look beyond the documents named in the original charge, the 2018 Master Plan and the 2015 Town Facilities plan, to incorporate other relevant documents. Their goal is to be fully involved in the 2021 Budget Process, but they will not be fully ready to participate in 2020. Ms. Corson asked if the CIP is primarily the part of the budget process they'd be involved with, and Mr. Lennon said yes. He added that the “items to consider” in the original charter weren't restated in the revised charter, but they will still take a look at the items and add more as they arise.

Greg Colling of the Facilities Committee said that another goal is integration of their committee with other boards and committees. For example, he met with the library architects to review the library renovation project, and Mark Layton is meeting with the Parks and Rec Advisory Committee. They also plan to invite someone from the Energy Committee to an upcoming meeting, and they will help with the Public Safety study to be done in 2019.

Mark Layton of the Facilities Committee said that one of their primary goals is to create a facilities condition assessment. This was last done in 2015/16, and this document can serve as a baseline, but they hope to do more. They will determine the needs of each property over the next 10 to 15 years. Ms. Corson asked about the cost, Mr. Dean said they are hoping to carve out some of the maintenance budget.

Mr. Corson said they hope to create a live tool for tracking facilities that will be updated on a yearly basis. They want to understand the current state of the physical plant and compare it to the future use of the building. Ms. Gilman said she's looking forward to a product that could be kept live.

Mr. Corson closed by saying he'd like the Select Board to adopt the revised charge as written. Ms. Corson asked the committee to put the revised version in a form more like the original and the Select Board will adopt it at the next meeting.

b. Energy Committee Update

Renay Allen-Hitzrot of the Energy Committee spoke about three projects they have been working on: LED Streetlights, Electric Vehicle Charging, and the Sustainability Office.

Regarding the LED streetlight conversion, the Energy Committee filmed a public service announcement that will be on EXTV. Affinity Lighting will begin the replacement work this month and will take 3 weeks to complete it. There will be a NH Saves Rebate to Exeter of \$118,319, and they will save 193,000 kw hours of energy, 158 tons of carbon in greenhouse gases, and \$30,000 annually after payback.

They have also been focusing on Electric Vehicle Charging. NH is the missing link in charging stations between Massachusetts and Canada. The Volkswagen settlement money could be used for Electric Vehicle Charger (EVC) corridors, creating an "e-gas station". The committee is interested in both a level 3 off-ramp station and a level 2 downtown charger in Exeter. This money would require a matching grant.

They also had a work session last month with the sustainability advocates to find out what the advocates are working on and how it would overlap with the Energy Committee's charge. The Conservation Committee and the Communications Committee were invited as well. The Energy Committee had three findings: 1) that the person hired for this position should work across many departments and committees; 2) qualified people are graduating now with degrees in sustainability; 3) the person hired should write grants and apply for rebates on projects. The Energy Committee supports the sustainability office proposal and suggests that the sustainability advocates become an official town ad-hoc committee, so that their minutes would be public

Ms. Corson opened the discussion to public comment.

June Fabre of 10 Chestnut Street said that a Sustainability Officer would pay for itself and fund the future. She would love to see smart environmental practices in Exeter.

Ms. Corson said that if the sustainability proponents were a town ad-hoc committee, all of their meetings would be at the Town Offices and adhere to RSA 91a. A member of the Select Board would have to be on the committee, and possibly someone from the BRC and Planning Office. Ms. Surman added that the Select Board would need to come up with a charge for the committee. Ms. Gilman explained the difference between a town committee and an ad hoc committee: the ad hoc membership is more free, since members are not appointees. Since the Select Board had asked the proponents to come to the Select Board with ideas on the sustainability office, Ms. Gilman felt that the Select Board had already given the advocates an official charge. Ms. Corson said that the charge should be to come back with a plan for how to spend money on sustainability. Ms. Surman said the committee should also define sustainability. She pointed out that the sustainability office was approved by the voters but was

advisory only. Mr. Papakonstantis was concerned that a committee, whether ad hoc or appointed, would become a silo. Ms. Surman asked what areas are not being covered by the Conservation Commission, the Natural Resources Planner, and other committees. Ms. Gilman responded that the committees have all been working separately.

Mr. Papakonstantis said that any position has to go through the budget process and someone from the town must come up with a job description. In the short term, the voters have given them a charge, and they should identify what the town is already doing and who's doing it, communicate with the proponents, and move forward with plan for 2020. Ms. Corson asked if an ad hoc committee the best way to engage with town employees and reach out to experts in the sustainability field. Ms. Gilman said the Select Board had asked the advocates to advise them, but should they be a town committee or not? Mr. Dean said that "ad hoc" means formed for a specific purpose for a specific length of time.

Mr. Papakonstantis asked if it were possible for existing staff to help identify what the town is doing. Ms. Corson said they are already doing that through a department heads meeting, and Dave Sharples would be putting a list together.

Ms. Allen-Hitzrot said the Sustainability Office does not lie entirely under the Energy Committee's charge; maybe a third of it does. Ms. Gilman said who the office reports to was one of the things the Select Board asked the proponents to identify. Ms. Corson pointed out that the Board hasn't yet seen the proponents' recommendations. Robin Tyner, a sustainability proponent, said that they are looking to present their research to the Select Board. Ms. Corson said they would put it on the agenda of an upcoming meeting.

c. Preliminary Parking Discussion

Ms. Corson introduced a preliminary discussion of parking regulations. Mr. Dean itemized the issues to consider: 1) parking regulations and ordinances; 2) zoning ordinance on parking; 3) an enforcement program; 4) parking supply, for example on Lincoln Street with its construction and parking issues; 5) parking utilization, what hours and for how long; 6) parking permits; 7) paid parking; 8) administration of paid parking, since the town's only dedicated enforcement officer recently retired; and 9) reviewing parking policy in comparable communities.

Ms. Corson asked if it were too late to consider parking improvements on Lincoln Street, and Mr. Dean said this is the time to take a look. There's a possible expansion to the Lincoln Street School parking lot, which would add 48 spaces. Mr. Papakonstantis said he would like to have an isolated area for train parking or paid parking, but didn't know how they would enforce it. Ms. Gilman asked if they could treat Lincoln Street differently than elsewhere, or if the decisions they made would affect downtown. She also suggested promoting bicycle use. Ms. Surman said that train ridership will only go up, so train parking should be an area of focus. Ms. Corson said that merchants on Lincoln Street are having a tough time with parking issues. Mr. Dean said his group will meet again to focus on Lincoln Street and come back to the board.

Dave Sharples added that the Master Plan Oversight Committee was looking at this, but they don't have a lot of data, so he's been going out once a month and counting cars to determine the utilization rate. The Lincoln Street train station lot is 95-100% utilized.

d. 2019 Bond Document

Mr. Dean asked the clerk of the Board to read through this resolution regarding bond issues approved in the ballot. The total is \$575,000: \$250,000 for the Rec Park and \$325,000 for Salem Street improvements. Mr. Papakonstantis read the resolution:

I, the undersigned Clerk of the Issuer, hereby certify that a meeting of the Governing Board of Issuer (the "Board") was held on May 6, 2019. A quorum of the Board was in attendance and voting throughout.

I further certify that there are no vacancies on the Board, that all of the members of the Board were duly notified of the time, place and purposes of said meeting, including as one of the purposes the authorization of bonds and the approval of a Loan Agreement between the New Hampshire Municipal Bond Bank (the "Bond Bank") and the issuer.

I further certify that the following is a true copy of resolutions unanimously adopted at said meeting:

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 12, 2019 under Articles 7 and 8 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a \$575,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of financing (i) the creation of final design and engineering plans for the Recreation Park Development Project and (ii) the design and engineering costs for utility improvements including water, sewer, roads and drainage in the Summer/Salem Street, Park Street and Warren Avenue areas.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of three and one-quarter percent (3.25%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the project being financed is in excess of five (5) years.

I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

I further certify that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

MOTION: Ms. Surman moved to adopt the certificate of vote regarding the authorization of bonds as read. Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

MOTION: Ms. Surman moved to authorize the Town Manager to sign the bond agreement and any other necessary documentation theretofore. Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

8. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

MOTION: Mr. Papakonstantis moved to approve a Jeopardy Bill of \$297 for 87/8/D-01. Ms. Surman seconded. By a roll call vote, all were in favor.

MOTION: Mr. Papakonstantis moved to approve a Jeopardy Bill of \$332.75 for 103/15/4. Ms. Surman seconded. By a roll call vote, all were in favor.

MOTION: Mr. Papakonstantis moved to approve an intent to excavate for 113/5. Ms. Surman seconded. By a roll call vote, all were in favor.

MOTION: Mr. Papakonstantis moved to approve a land use change tax of \$22,500 for 47/8/1. Ms. Surman seconded. By a roll call vote, all were in favor.

b. Permits & Approvals

Mr. Dean said that he had been asked to review the legal services proposal that was submitted. They only received one bid, from the Mitchell Municipal Group, which serves as the town's current legal services. The rates were for 1 year, with year 2 & 3 rates TBD, so his recommendation is to accept the bid for now and not change the status quo. They can revisit the issue later this year to decide if they will go out for another proposal.

MOTION: Mr. Papakonstantis moved to approve the cost proposal by Mitchell Municipal Group for May 2019 - May 2020. Ms. Surman seconded. By a roll call vote, all were in favor.

c. Town Manager's Report

- i. Stephan Poulin was formally promoted to Police Chief. The swearing-in ceremony date is TBD.
- ii. Devin West was sworn in as a new police sergeant on May 2nd.
- iii. Neil Jones, the Animal Control Officer and parking enforcement officer, retired April 30th. There was a lunch and ceremony for him.
- iv. Mr. Dean testified before the House Finance Committee on Senate Bill 254 on state aid for wastewater facilities. He thought the testimony went well. House Finance Committee ITL'd the bill ("inexpedient to legislate") and punted it to the Senate. He added that Senator Morgan is supportive of Exeter and Epping. He also spoke regarding a Senate Election municipal affairs repeal of default budget legislation, and that also seemed to go well.
- v. Mr. Dean met with the principal of PEA, Bill Rosen, for a discussion of the role of the academy in the town. PEA is wanting to do more, and Mr. Rosen is interested in speaking to the Board members.
- vi. MPA students from UNH will be at the Town Offices on Wednesday May 8th at 8:30 AM. Greg Bisson will take them out for a tour of facilities.
- vii. On May 20th there will be an Ambassador Appreciation luncheon, with a presentation speaking about Exeter, put together by DownEaster.
- viii. His office is reviewing HR assistant applications.
- ix. The Public Safety study is on the street with a June 8th deadline for submittals.
- x. TIF work is continuing, the road is just about ready to be paved. Route 85 work has begun, all flagged. Public Works repainted the crosswalks and yellow lines downtown.

d. Select Board Committee Reports

- i. Ms. Surman attended the promotion of officer Devin West and said it was exciting to see everyone come together.
- ii. Ms. Cowan attended a Parks and Rec Advisory Committee meeting. They did not have a quorum, but had a robust discussion about RFP responses. She also wanted to thank people who did Picking the Parks.

- iii. Mr. Papakonstantis said his meetings are coming this week. He also wanted to thank those involved in Picking the Parks, and acknowledge six second grade girls who gave up a day of their vacation to pick up trash on Holland Way.
 - iv. Ms. Gilman said there were very few bills in the House. There was a Conservation Commission event on bats in NH on Saturday. The HDC Preservation Plan grant has been delayed, as the Department of the Interior hasn't decided if money should go to towns. The Heritage Commission heard demolition permits for Main Street/Brad's Auto Body. It's a nice house but compromised by additions. They lost another nice house to a demolition that was not discussed with Heritage Commission. For the Historic District Commission, the Park Street historic survey should be done by the end of September.
 - v. Ms. Corson had a Swasey Parkway Trustees meeting, and they are gearing up for the summer. A Communications Committee meeting is tomorrow.
 - vi.
 - e. Correspondence
 - i. A letter from the State of NH Dept of Transportation talking about the resurfacing project on 101 between exits 6, 7, 8, and 9.
 - ii. A Federal Communications Commission notice of Section 106 filings regarding an antenna on the Exeter Mill Smokestack and a monole cell tower off of Cross Road..
 - iii. Notice of public hearing for Pease Development Authority for moorings and anchorages. They're changing administrative rules.
 - iv. A notice to all taxpayers pursuant to RSA 76:13 from the Board of Tax and Land appeals, notifying of the date which final tax bill was sent, no later than May 1.
 - v. The DownEaster Ambassador luncheon invite with statistics on the train.
9. Review Board Calendar
- a. Upcoming meetings are May 20th, June 3rd, and June 17th.

10. Non-Public Session

There was no non-public session at this meeting.

11. Adjournment

MOTION: Mr. Papakonstantis moved to adjourn. Ms. Surman seconded. By a roll call vote, all were in favor, and the meeting adjourned at 9:19 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary