

Select Board Meeting
Monday August 2, 2021 6:50 PM
Nowak Room, Town Offices
Final Minutes

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Niko Papakonstantis, and Town Manager Russ Dean were present at this meeting. Daryl Browne was not present. The meeting was called to order by Mr. Papakonstantis at 6:55 PM.

2. Board Interviews

- a. The Board interviewed Tom Patterson for the Conservation Committee.

3. Public Comment

- a. Bill Campbell of 111 High Street asked if the new position of Assistant Town Manager has been filled. Mr. Papakonstantis said this was not a new position, but a reorganization of the Human Resources Director position due to a retirement and in response to a goal of reorganization identified by the Select Board at their planning session. Mr. Dean said the position was filled a week ago Tuesday. Mr. Campbell said his understanding was that the process was non-public, the position was not posted, and only one candidate was considered. Mr. Dean said it was an internal promotion and was not posted to the general public. Mr. Campbell said he considers this a new position; it should have been open to public candidates, and should have gone to the Budget Recommendations Committee. He remembers a lot of positions created during his time on the Select Board that went to the BRC. This process [for the Assistant Town Manager position] was not transparent.

4. Proclamations/Recognitions

- a. There were no proclamations/recognitions at this meeting.

5. Approval of Minutes

- a. Regular Meeting: July 19, 2021

MOTION: Ms. Cowan moved to approve the minutes of July 19, 2021 as presented. Ms. Oliff seconded. Ms. Gilman abstained, as she was not present at the July 19 meeting, and the minutes were approved 3-0-1.

6. Appointments

- a. Appointment - Conservation Committee

Mr. Dean said that the Conservation Commission has two alternate vacancies and a full member vacancy, all ending in 2022. Ms. Gilman said they should let the Conservation Commission decide whether to move the appointee up to a full member.

MOTION: Ms. Cowan moved to appoint Thomas Patterson to the Conservation Committee as an alternate. Ms. Gilman seconded. All were in favor and the motion passed 4-0.

b. Resignation

MOTION: Ms. Gilman moved to accept with regret the resignation of David Wold from the Communications Advisory Committee. Ms. Cowan seconded. All were in favor and the motion passed 4-0.

7. Discussion/Action Items

a. Swasey Parkway One Way - Second Reading Town Ordinance Amendment

Ms. Gilman read the amendment:

Amend chapter Three of the Exeter Town Ordinances, One-Way Streets and Traffic Circles, as follows:

Add to 301 One-way streets, add "Swasey Parkway northerly from Water Street entrance to exit on Water Street."

Mr. Papakonstantis asked for public comment, but there was none. The third and final reading will be at the Select Board meeting August 16.

b. Mobile Vending - Second Reading Town Ordinance Amendment

Ms. Gilman said that they are having the second reading of the change and implementation as previously discussed. Mr. Papakonstantis asked for public comment, but there was none. The third and final reading will be at the Select Board meeting August 16.

Mr. Dean said Mr. Browne had asked a question at the last meeting about the language of the ordinance, but it comes directly from the NH RSA.

c. Bid Opening - Salem Street Utilities Project

Jen Mates of Public Works, as well as Joe Ducharme of Hoyle Tanner, the Project Manager for the engineering firm that designed the project, and Donna Akerley, the Senior Advisor on the electronic bid opening process, were present virtually via Zoom to do the bid opening. Ms. Mates said this is a virtual bid opening, and the bid documents came in through an online distributor. There were 11 original plan holders, and they were down to 4 that have picked up the addenda to submit a bid.

Mr. Ducharme read the bids:

- i. Jamco Excavation LLC, \$3,415,853.69
- ii. Defelice Corporation, \$4,095,711.25
- iii. Albanese D&S Inc, \$4,215,838
- iv. N. Granese & Sons \$4,394,925

Mr. Ducharme said they will review the bids with the DPW staff in more detail. Mr. Dean said the project is budgeted at \$5.1M, so the quotes look good. Ms. Mates said the \$5.1M budget includes engineering costs, which will be an additional contract for HTA when they understand how to phase the construction.

These bids are not the final numbers; they will be closer to \$5.1M, but likely not at \$5.1M.

MOTION: Ms. Gilman moved to forward the bids for construction on Salem Street Area Utility Project to the Department of Public Works for their review. Ms. Cowan seconded. All were in favor and the motion passed 4-0.

d. CBDG Public Hearing: Icey Hill Cooperative

MOTION: Ms. Gilman moved to open the public hearing on the Icey Hill Cooperative Water and Sewer Connection. Ms. Cowan seconded. All were in favor and the motion passed 4-0.

Donna Lane, the CDBG consultant, was present to discuss the project. An informational document was available at the meeting.

Ms. Lane read a statement:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility projects, up to \$500,000 for housing projects, and up to \$350,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons. This public hearing is to update the public on, and take public comment on, the progress of the Icey Hill Cooperative water and sewer connection into the municipal systems CDBG project. Icey Hill is a 15 unit manufactured housing cooperative located at Deep Meadows Lane in Exeter. The project is currently out to bid with construction to begin in the late summer/fall. Construction completion is expected by summer/fall 2022. The project was supposed to be done by December 2021 but was delayed. We are requesting a year extension as well.

Ms. Gilman said it's great that this work is continuing.

Mr. Papakonstantis asked for public comment, but there was none. He brought the discussion back to the Board.

MOTION: Ms. Gilman moved to close the public hearing. Ms. Cowan seconded. All were in favor and the motion passed 4-0.

MOTION: Ms. Cowan moved to open the Public Hearing on the Icey Hill Cooperative Project Gap Financing. Ms. Gilman seconded. All were in favor and the motion passed 4-0.

Ms. Lane read a statement:

NH CDFA has made available a Gap Financing pool set aside of approximately \$900,000 for projects financially impacted by increased costs due to Covid-19. \$71,000 of Gap funds have been requested for the Icey Hill Cooperative Municipal Water and Sewer Connection Project. \$71,000 of Gap financing funds have been requested, and will go to CDBG Advisory Board on Thursday. The condition is this required public hearing.

Mr. Papakonstantis asked for public comment, but there was none. He brought the discussion back to the Board.

MOTION: Ms. Cowan moved to close the public hearing. Ms. Gilman seconded. All were in favor and the motion passed 4-0.

MOTION: Ms. Cowan moved to approve the submittal of a GAP funding amendment request to CDFA for \$71,000 for the Icey Hill Cooperative Municipal Water and Sewer Connection CDBG Project to cover increased construction costs due to COVID-19. Ms. Gilman seconded. All were in favor and the motion passed 4-0.

8. Regular Business

- a. Tax Abatements, Veterans Credits and Exemptions
 - i. There were no abatements or exemptions considered at this meeting.
- b. Permits & Approvals
 - i. There were no permits or approvals considered at this meeting.
- c. Town Manager's Report
 - i. Mr. Dean said Melissa Roy is the new Human Resources Director/Assistant Town Manager. They're excited to welcome her to that role. David Tovey is now the Assistant Parks and Rec Director.
 - ii. Nicholas Patterson is a new Police Officer, and his swearing-in will be on Aug 9 at 9 AM in the Nowak Room.
 - iii. Mr. Dean attended the BRC kickoff and gave a budget overview. Instructions for FY22 have been distributed to Department heads. The CIP draft was given to the Planning Board, which will have an initial public hearing August 12th.
 - iv. 15 firms submitted for the Public Safety Building RFQ. It was narrowed to 5, and they interviewed 2 firms today and will interview 3 tomorrow. They should have a proposed contract in the next 2-3 weeks. The submittals were of high quality.
 - v. They extended outdoor dining for Vino e Vivo. The town is still approving temporary dining outdoors, even though the State of Emergency has expired.
 - vi. He has a Health Trust summit Wednesday through Friday. This is an annual retreat to learn about their latest offerings.
 - vii. PEA funded an upgrade of the sidewalks on Spring Street.
 - viii. The stop sign and striping at the Brentwood Road/Epping Road intersection are in place.
- d. Select Board Committee Reports
 - i. Mr. Papakonstantis said tomorrow night is National Night Out at Swasey Park. He did not have any committee meetings, but Zoomed into the BRC to thank the members for the work they will put in.
 - ii. Ms. Oliff had no report.
 - iii. Ms. Cowan attended the Planning Board meeting last Thursday, where they conditionally approved the Nouria Energy project at the Jaguar

dealership, but they're a ways from getting actual approval. The Planning Board also voted 5-2 to approve Brian Griset's project.

- iv. Ms. Gilman had an Energy Committee meeting, where they discussed the Power Aggregation Committee. They heard an update on the solar exemption, and the town could see a tax valuation reduction. Two members are working on a webpage for rebate programs for residents. In the Conservation Committee, they gave conditional approval to a wetland permit for 32 Charter Street. There will be a skywatch event at Raynes Farm Oct 2nd. The Tree Committee was sent a proposed ordinance related to trees.

e. Correspondence

- i. A letter from Congressman Pappas congratulating Exeter on becoming a Tree City USA.
- ii. A citizens petition presented to the Select Board last week
- iii. A letter from two residents with a summary of multiple years of issues with PEA and people parking along Drinkwater Road. Mr. Dean will reach out to the relevant departments and will also follow up with the residents.
- iv. A letter from Xfinity regarding service changes
- v. A letter from Xfinity regarding their emergency fund to support school districts and libraries. Mr. Dean mentioned that our Library receives free service from Comcast.
- vi. An email from Unitil about an electric exercise on Aug 12
- vii. A letter from the Exeter Area Charitable Foundation thanking Exeter for their donation
- viii. A memo from Senator Shaheen outlining requests submitted, including those from the town of Exeter. Mr. Dean said Congressman Pappas indicated the Siphons request has moved to the next phase. He also talked to Senator Shaheen's Office on the Webster Pump Station and body cameras projects, both of which are looking good.
- ix. A letter from a resident in favor of closing Swasey Parkway to vehicle traffic.

9. Review Board Calendar

- a. The next meetings are August 16, August 23, and September 13.

10. Non-Public Session

MOTION: Ms. Cowan moved to enter into non-public session under RSA 91-A-3II(d). Ms. Gilman seconded. In a roll call vote, all were in favor and the meeting entered non-public at 7:41 PM.

11. Adjournment

MOTION: Selectwoman Gilman moved to adjourn, seconded by Selectwoman Roundtree Oliff. The motion carried and the Board stood adjourned at 8:17 PM.

Respectfully Submitted,

Joanna Bartell
Recording Secretary