

Select Board Meeting  
Monday May 1, 2023  
6:40 PM  
Nowak Room, Town Offices  
Final Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, Town Manager Russ Dean, and Assistant Town Manager Melissa Roy were present at this meeting.

The meeting was called to order by Mr. Papakonstantis at 6:40 PM. The Board went downstairs to the Wheelwright Room for interviews.

2. Board Interviews

- a. Kevin Kahn for the Historic District Commission
- b. Valorie Fanger for the Conservation Commission

The Board reconvened in the Nowak Room at 7 PM.

3. Bid Opening for Kingston Road project

- a. Mr. Dean said we did not receive any bids for this project. We're checking with our Engineering firm on next steps.

4. Public Comment

- a. There was no public comment at this meeting.

5. Proclamations/Recognitions

- a. Municipal Clerks Week

Ms. Gilman read the proclamation for the 2023 Municipal Clerks Week:

*Whereas, the Office of the Municipal Clerk is 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 thank them for their vital services they perform as well as their exemplary dedication to the communities they represent; Now, therefore, I, Christopher T. Sununu, Governor of the State of New Hampshire, do hereby proclaim April 30 - May 6 2023 as Municipal Clerks Week in the State of New Hampshire, and call this to the attention of all citizens.*

6. Approval of Minutes

a. Regular Meeting: April 17, 2023

**MOTION:** Ms. Belanger moved to approve the minutes of April 17, 2023 as presented. Ms. Gilman seconded. The motion passed 5-0.

7. Appointments

**MOTION:** Ms. Gilman moved to appoint Kevin Kahn to the Historic District Commission as a full member, term to expire April 30, 2026. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to appoint Valorie Fanger as an alternate to the Conservation Commission, term to expire April 30, 2025. Mr. Chartrand seconded. The motion passed 5-0.

8. Discussion/Action Items

a. Special Town Meeting

Mr. Papakonstantis said he'd like to discuss this issue at the next Select Board meeting on May 15. We need to amend the timeline and it would be premature to have it now. The Board had no objections to tabling the issue.

b. Siphon Update

Interim Public Works Director Paul Vlasich and Kevin Garvey of Wright Pierce Engineers were present to give an update on the sewer siphons project. Mr. Vlasich said that at the last meeting, the Select Board approved \$2.6M to move the siphon project along. This was the funds needed to construct one barrel by directional drilling. We have been working on the change orders. The contractor has mobilized to the site to resume getting ready for the directional drilling, and should start drilling next Monday. It should take two weeks for the pilot hole to be done. Previously, our Engineers calculated that a two barrel system would work instead of a 3 barrel system; NH DES has now approved that plan.

c. 2023 Paving Proposal

Highway Superintendent Jay Perkins was present to discuss the paving program. Mr. Perkins said Bell and Flynn is holding its prices again this year. We need approval to move forward with the contract.

Mr. Chartrand asked how this price compares to previous years, and Mr. Perkins said it's been the same since 2019, other than a fuel increase that was rolled back.

Mr. Papakonstantis listed the streets planned for paving: Colonial Way/Heritage Way, Drinkwater Road, Epping Road, Windermere Lane, and Dearborn Brook/Squamscott Circle. Mr. Perkins said we also have \$50,000 of the \$700,000 allocated for crack sealing, but we do not have the price yet.

**MOTION:** Ms. Belanger moved to extend the road paving contract with Bell & Flynn for 2023 as proposed: \$71.90/ton for binder course, \$72.90/ton for surface course, \$73.90/ton for "urban compact" surface course, and \$74.90/ton for smaller neighborhoods with dead ends. Ms. Gilman seconded. The motion passed 5-0.

d. Town Hall Historic Building Conditions Assessment/Future Needs Assessment

Mr. Chartrand recused himself, since his business [Water Street Bookstore] holds events in the Town Hall.

Tony Callendrello and Scott Ruffner of the Arts and Culture Advisory Commission were present to discuss the Town Hall. Mr. Callendrello said we convened a working group of people who had interest in Town Hall on improvements they'd like to see. We came up with short, medium, and long-term goals for the Town Hall. We want to do a Historic Conditions Building Assessment to look at what elements of the building need to be preserved and what could be modified. We received a proposal from ARCove Architects of Portsmouth and had a site visit. This assessment would be done alongside a Future Needs Assessment to create an action plan which includes budgetary estimates. The Historic Conditions Building Assessment will cost \$8,750 and the Future Needs Assessment will cost \$9,900. The Arts and Culture Commission voted to make a recommendation to the Select Board to move forward and allocate money from the Town Hall Revolving Fund, which has \$26,400 or more. We received a proposal for 3D imaging of the Town Hall, but Public Works said they already have that information.

Ms. Gilman said we submitted a grant to NH Preservation Alliance for the HCA, but we were not awarded it. We will submit the grant again with different information.

Mr. Dean said the Town Hall fund is closer to \$30,000 with the \$5,000 allocation approved at the March voting.

Mr. Callendrello said the consultant will incorporate the Department of Labor finding into the report.

**MOTION:** Ms. Belanger moved to approve \$8,750 to be spent from the Town Hall Revolving Fund for ARCove Architecture to conduct a Historic Conditions Building Assessment and further authorize the Town Manager to sign the contract. Ms. Gilman seconded. Mr. Chartrand was recused from the discussion and did not vote. The motion passed 4-0.

**MOTION:** Ms. Belanger moved to approve \$9,900 to be spent from the Town Hall Revolving Fund for ARCove Architecture to conduct a Future Needs Assessment Report for the Town Hall,

and further to authorize the Town Manager to sign the contract. Ms. Gilman seconded. Mr. Chartrand was recused from the discussion and did not vote. The motion passed 4-0.

e. Town Hall Chairs

Mr. Ruffner said he's been leading the movement to replace chairs at Town Hall. We've raised or have commitments for \$3,000 towards the \$7,198.80 to purchase 240 folding chairs from Sam's Club, which was half the price of the original quote we had direct from the company. We initially thought the money could come from ARPA funds, but now we think we can raise the rest of the money, so it could come from Town Hall Revolving Fund which can be replenished with the fundraising. There's an additional cost of \$110 for a "Sam's Club Plus" membership to make this purchase. Shipping is included.

Ms. Gilman asked if DPW had a Sam's Club membership, and Mr. Dean said we're not aware of anyone having one.

Mr. Papakonstantis asked Mr. Ruffner to describe the chairs. Mr. Ruffner said they're plastic and metal, and the color fits tastefully into the Town Hall. They fit the standards for 500 lb maximum. They're easily stored on the existing lifts at Town Hall, although we could purchase four movable storage devices later for around \$550 each. He added that he asked different groups how many chairs they use at events, and 240 was a good number.

Ms. Belanger asked if the chairs would scratch the floors, and Mr. Ruffner said no, they have rubber on the feet.

Mr. Ruffner said regarding the old wooden chairs, we talked about selling them or giving them away to those who donate.

Mr. Papakonstantis asked how the town can accept the donations. Mr. Dean said we'll bring those donations back to the Board for acceptance and they'll go into the Town Hall Revolving Fund.

Mr. Papakonstantis asked Mr. Ruffner if more donors could come in in the next month. Mr. Ruffner said if the chairs were approved, it would be easier to raise the funds. There's not much urgency to make the purchase because there are no events there until the UFO Fest Labor Day weekend.

Mr. Ruffner asked if donors should make checks out to the Town of Exeter, and Mr. Dean said yes.

Mr. Callendrello said there was a second fund previously controlled by the Arts Committee which was the repository for donations to the Art Gallery. Mr. Dean said this is an expendable Trust Fund. He believes that money can go into either fund.

Mr. Dean said he will coordinate with Mr. Stevens and advise Mr. Ruffner on how to accept the donations. Mr. Ruffner will come back before the Board in June.

f. Boards and Committees Review Update

Mr. Papakonstantis said he and former Select Board member Lovey Roundtree Oliff were tasked to look at the existing Boards and Committees and

what other communities are doing. This report is the final draft and we should make a decision on whether this is ready to be incorporated into town policy.

Ms. Gilman said regarding the training aspect, we have to provide a recommended place for people to get this education. Mr. Papakonstantis said he recommends that new members sit down with Melissa Roy and the Committee Chair and Department Rep to go through that. The training should also incorporate the 91-A policies and procedures.

Ms. Belanger said we should set a regular date for All-Boards meetings, such as the first Wednesday in June and December.

Mr. Chartrand said he likes that it says "may forfeit their membership," leaving it at our discretion, given the state of our rosters.

Mr. Dean will format this into a Select Board policy.

Ms. Belanger suggested writing an opening script for Chairpersons. Mr. Chartrand said he supports having a script because there's a standard style which we want to work towards, exemplified by how Mr. Papakonstantis runs a meeting.

## 9. Regular Business

### a. Tax Abatements, Veterans Credits and Exemptions

**MOTION:** Ms. Gilman moved to approve an Elderly Exemption in the amount of \$152,251 for 95/64/298, 95/64/216, 95/64/18, 63/102/59, 64/105/63, 65/124/12 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve an Elderly Exemption in the amount of \$236,251 for 73/130, 81/34, 104/79/102, 32/12/17, and 104/79/207 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve an Elderly Exemption in the amount of \$183,751 for 104/79/311 and 69/16 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to deny an Elderly Exemption for 99/24. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve a Solar Exemption in the amount of \$11,000 for 27/12/2 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve a Solar Exemption in the amount of \$10,000 for 85/27 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve a Disability Exemption in the amount of \$125,000 for 64/105/47, 95/64/175, and 32/12/4 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to deny a Disability Exemption for 95/64/311, for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve an Elderly Exemption in the amount of \$525.95 for 95/64/319 for tax year 2020. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to accept a Timber/Yield tax in the amount of \$558.14 from 47/7 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to accept a Timber/Yield tax in the amount of \$14.75 from 47/6 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

Ms. Gilman said the next item is a list of exemptions for charitable religious and educational properties. Mr. Papakonstantis asked for this list to be in the May 15 packet for review prior to voting.

b. Permits & Approvals

Mr. Dean said the Human Services funding committee met April 10th and discussed the way we pay out the Human Services funds. We're making the payments quarterly, but we're looking to make them annually, in order to cut the paperwork from four payments to one. The ask is to begin the process in FY24.

**MOTION (not voted):** Mr. Chartrand moved to authorize the Human Services funding payments to begin annually rather than quarterly, effective FY24. Ms. Belanger seconded. Ms. Belanger said she thinks it's vague that we don't have a date when those checks will go out. Mr. Chartrand withdrew his motion and Ms. Belanger withdrew her second.

**MOTION:** Mr. Chartrand moved to authorize that Human Services funding payments be issued annually upon approval of such funds at Town Meeting. Ms. Belanger seconded. Mr. Dean noted that we need a signed contract back from the Human Services agency prior to payment. The motion passed 5-0.

Mr. Papakonstantis said that Phillips Exeter Academy is planning to hold their graduation outside on Sunday, June 4th at 10 AM. They're looking for the town to authorize a stopping of traffic on Front Street between Tan Lane and Elm Street 9AM - 1PM. In case of rain, they request permission to close Court Street between Elm Street and Pine Street instead of Front Street.

**MOTION:** Ms. Belanger moved to grant the request of Phillips Exeter Academy to stop the flow of traffic on Front Street between Tan Lane and Elm Street and on Tan Lane itself on Sunday June 4th 2023 between 9:30 AM and 1 PM, and to authorize in case of rain the stopping of traffic flow on Court Street between Elm Street and Pine Street for the same time. Mr. Chartrand seconded. The motion passed 5-0.

Mr. Papakonstantis said the Exeter Rotary requested that lawn signs be placed on town property for a dance party supporting student scholarships and

local non-profits. Ms. Gilman asked what type of signs these are. Mr. Dean said they would have metal stakes. Mr. Papakonstantis said they would go on the sidewalk in front of the Town Offices and the area in front of Gilman Park. The dance is May 5th.

Mr. Chartrand said he doesn't want this to set a precedent. He would prefer to see the Town Hall signboard used. Ms. Roy said the TEAM event already has a sign up. The Rotary event is May 5th so the timing is tough. The Board agreed not to approve the request at this time.

c. Town Manager's Report

- i. Mr. Dean said we're continuing to work with the Farmer's Market, and we don't anticipate any issues. It should be at Swasey Parkway next week, May 11.
- ii. Facilities reports are coming in from Bureau Veritas, which is doing the FCA. We've already received reports on 10 different town buildings.
- iii. He's meeting with EXTV on different issues, including upgrading the Wheelwright Room's video capabilities.
- iv. He recognized Ms. Roy for her work on the Department of Labor audit.
- v. We received an email from Martha McIntee of the Communications Committee on quorum issues even at 5 members. They're talking about having three members instead.
- vi. The Downeaster delays continue.
- vii. We're working on Water/Sewer Rate Study, and the Board will see something at the next meeting.

d. Select Board Committee Reports

- i. Ms. Belanger mentioned the Saturday goal setting meeting which all Board members attended. She also had a Housing Advisory work session scheduled, but she had a conflict. The Planning Board was canceled due to lack of availability. On Saturday she attended an all day planning webinar.
- ii. Ms. Gilman attended the Heritage Commission via Zoom. They said goodbye to two members. They reviewed the demolition at 170 Epping Road but it was not a historical resource so it will go forward. Regarding the Certified Local Government Grant, they considered doing the west side of the tracks or the east side, but it's not due until June. She also attended the planning all day webinar, and there were some things Exeter was leading on and some could be improved. There was also a webinar about preservation where she heard concern that the next generation of workmen are not coming up. She talked to our Natural Resources Planner about it and they will make a connection.
- iii. Ms. Cowan had no update. Regarding the Communications Advisory Committee, she suggested we could make the Select Board rep and Bob Glowacky voting members, or the Committee could have a special project

with an ad hoc committee so they could still do their work. Ms. Belanger asked if Bob as a town employee could be a voting member. Ms. Gilman said she didn't think so, but the Board rep could be a voting member. Ms. Cowan said that would at least give a quorum.

**MOTION:** Ms. Cowan moved to reduce the membership of the Communications Committee to be made up of 3 regular members and 2 alternates, and to authorize the Select Board rep to be a voting member. Ms. Belanger seconded. The motion passed 5-0.

- iv. Mr. Chartrand had no report.
- v. Mr. Papakonstantis attended the Swasey Parkway Trustees meeting. They had to table several items because of the ongoing sewer siphons project. The Trustees accepted a donation of \$2,600 for maintenance of the gazebo.
- e. Correspondence
  - i. Three letters of thanks for Human Services contributions from Saint Vincent de Paul, CASA, and Haven
  - ii. Programming updates from Comcast
  - iii. A letter of support for SB110
  - iv. The Board Committee and Commission attendance sheet
  - v. A copy of the Rockingham County draft budget

10. Review Board Calendar

- a. The next meetings are May 15, May 22nd, June 5, June 12, and June 26.

11. Non-Public Session

**MOTION:** Ms. Belanger moved to enter into non-public session under RSA 91A 3 II(c). Mr. Chartrand seconded. In a roll call vote, the motion passed 5-0, and the meeting entered non-public at 8:27 PM. The meeting exited non public session. Selectman Chartrand motioned to seal the minutes indefinitely, seconded by Selectwoman Belanger. The motion carried 5-0.

12. Adjournment. Selectman Chartrand motioned to adjourn, seconded by Selectwoman Gilman. The motion carried 5-0, the Board stood adjourned at 8:40 pm.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary