

# FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

September 13, 2010

**1. Call Meeting to Order**

The Board of Selectmen convened at 6:40pm to conduct interviews with applicants for two committee positions. Ms. Gilman then reconvened the Board in the Nowak Room of the Town Office Building at 7:00 pm. Other members of the Board present were: Mr. Bobby Aldrich, Mr. Matt Quandt, Mr. Bill Campbell, Mr. Don Clement and Town Manager, Russ Dean.

**2. Board Interviews – Exeter Development Commission, ZBA**

**3. Public Comment – none**

**4. Minutes and Proclamations**

**a. Regular Session: September 7, 2010**

**Mr. Campbell moved to approve the regular session minutes of September 7, 2010 as presented. Mr. Aldrich seconded. Vote: Unanimous.**

**b. Regular Session: August 30, 2010**

Ms. Gilman noted that the vote under the Cemetery Trustees discussion needed to state that it would go on the ballot and if it was approved and passed, the Town Moderator would elect 3 trustees with 3 year terms.

**Mr. Aldrich moved to approve the regular session minutes of August 30, 2010 as amended. Mr. Campbell seconded. Vote: Unanimous.**

**c. Site Walk: August 21, 2010**

These minutes are postponed until next week.

**d. Non Public Session: August 30, 2010**

**Mr. Aldrich moved to approve the non public minutes of August 30, 2010 as presented. Mr. Campbell seconded. Vote: Unanimous.**

**5. Appointments – Deb Johnson**

**Mr. Aldrich moved to appoint Deb Johnson to the Budget Recommendation Committee with a term ending March 2011. Mr. Quandt seconded. Vote: Unanimous.**

**6. Department Reports – Finance, Building**

Finance Director, Doreen Ravell was in attendance to give the Finance Department report. She reported that the utility and water/sewer receivables are doing well. There is only a small amount overdue. Taxes are 95.78% collected. The auditors have completed their field work and are compiling their reports. The 2011 budget is underway and there will be information for the Board next Monday.

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Building Inspector and Code Officer, Doug Eastman was in attendance to give the Building Department report. Mr. Eastman spoke about the completed projects that include; Riverwoods, the Hampton Inn, the meeting house on Epping Rd (except for site work), and the Tyco building at 100 Domain Dr. There will be a restaurant going in the end cap of Exeter Commons. The Front Row Pizzeria is expanding. Exeter Hospital is working on a major renovation of the 4<sup>th</sup> floor. For 2010 so far the estimated costs of construction is about \$15,000,000. Fees collected for 2010 are up to \$116,000. There are 18 new homes and 531 permits. Mr. Eastman reminded all residents to check their smoke detectors and to clean their chimneys before cold weather hits.

## 7. Discussion/Action Items

### a. New Business

#### i. Gilman/Stadium Well Work Update

Mr. Dean reported on the up to date expenses on the well work that Weston & Sampson has been doing. There has been testing completed in 2007 and 2008 costing \$50,000. There was also groundwater matrix study done in 2008. In 2009, pump testing and piloting and yielding water quality was completed costing \$250,000. Currently in 2010, \$148,000 budgeted to finish. This will be presented to voters and then a plan will be made for the next steps.

#### ii. Town Office Operations 2011

The proposed movement of Planning and Building to the lower level of the Town Hall would free up additional space within the Town Offices to be utilized in a more efficient manner. Mr. Dean said that they would like to create an Administrative Services department. This would not reduce staff; it would create better efficiencies with the current staff. It would also add support to IT and welfare with no additional cost and create more hours with a central collections area. It would separate billing and collections as well. The Board agreed that there is good potential but some logistics would have to be worked out. Water/Sewer Clerk, Lorrie Maker came before the Board with a concern about having the Town Clerk taking on the tax collecting duties and it being too much work to handle for one person. Mr. Dean stated that some reworking could be done and people would be cross trained. Gerry Hamel came before the Board to say that it is important that no one loses their job. He also was thought that the Board should consider using the rest of the Town Hall lower level as a rental to bring in money and that space should not be taken away from the Town Clerks Office. The Board reassured Mr. Hamel saying that they would only be expanding. Ms. Gilman asked that the Maintenance Department come up with the cost for the lower level Town Hall renovations and to have internal conversations and discussions on this. Town Treasurer, Don Brabant explained the importance for the Town to hire a staff accountant.

**Mr. Clement moved to authorize the Town Manager to post the position for a staff accountant and to be on the 2011 budget. Mr. Aldrich seconded. Vote: Passed. Mr. Aldrich – aye, Mr. Clement – aye, Ms. Gilman – aye, Mr. Quandt – nay, Mr. Campbell – nay.**

### b. Old Business –

#### i. Bid Award: Front St. Generator Project

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**Mr. Aldrich moved to table this action item for 1 week and have Mr. Jeffers in attendance for the discussion. Mr. Campbell seconded. Vote: Unanimous.**

## **ii. Department Liaisons**

Mr. Dean stated that not all department reports are equal and need to be evaluated. There are some departments that are behind in their reports and Ms. Gilman recommended finding out why. She also recommended having a format for department heads to follow for consistency. Mr. Aldrich mentioned that the reports need to be efficient and have an organizational expectation. Mr. Clement would like them on a regularly scheduled basis. The Board agreed that the reports are helpful when they are timely. Mr. Dean said that he will get feedback from department heads and will get a consensus on a format for the reports.

## **8. Regular Business**

### **a. Bid Openings - none**

### **b. Accounts Payable and Payroll Manifests**

**Mr. Clement moved to approve Police Education in the amount of \$11,900. Mr. Campbell seconded. Vote: Unanimous. Mr. Aldrich was not present at the time of the vote.**

**Mr. Clement moved to approve the regular weekly payroll warrant for the week ending 9/8/10 in the amount of \$191,179.90. Mr. Quandt seconded. Vote: Unanimous - Mr. Aldrich was not present at the time of the vote.**

**Mr. Clement moved to approve the accounts payable warrant for the week ending 9/10/10 in the amount of \$254,049.09 Mr. Campbell seconded. Vote: Unanimous. Mr. Aldrich was not present at the time of the vote.**

**Mr. Clement moved to approve the Exeter Community Development Project CDBG payment in the amount of \$48,933.54. Mr. Aldrich seconded. Vote: Unanimous.**

**c. Budget Updates** – The Budget Recommendation Committee has met twice and will be passing along information to the Board in the near future.

### **d. Tax Abatements and Exemptions**

Elderly Exemption

**Mr. Clement moved to approve the Elderly Exemption for 104/79/709 in the amount of \$236,251.00. Mr. Aldrich seconded. Vote: Unanimous.**

### **e. Water/Sewer Abatements**

**Mr. Aldrich moved to approve a one time in ten year abatement in the amount of \$474.00. Mr. Clement seconded. Vote: Unanimous.**

### **f. Permits**

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1. Request for permit for the use of the Town Hall Steps for the Exeter Rotary Club on October 15<sup>th</sup> and 16<sup>th</sup>, 2010 from 8:00am – 5:00pm.

**Mr. Campbell moved to approve the permit as presented. Mr. Aldrich seconded. Vote: Unanimous.**

**g. Town Manager's Report** – Mr. Dean is focused on budget meetings with department heads. He is working hard on the Gilman Park easement. Mr. Dean is meeting with the owner of the Green Bean who is seeking support concerning a retaining wall. Fuel prices are still positive and they will be waiting just beyond hurricane season to lock in a price.

**h. Legislative Updates** – none

**i. Selectmen's Committee Reports**

**Mr. Campbell** – The Planning Board meets Thursday.

**Mr. Aldrich** – The Personnel and Policy Committee will meet September 21<sup>st</sup>. It will be the committee's last meeting. The CIP Committee has finished their report. The Conservation Commission meets Wednesday at 7:00pm. The Arts Committee meets Thursday.

**Ms. Gilman** – Ms. Gilman reminded everyone to vote at the Primary Election tomorrow at the Town Hall from 7:00am to 8:00pm. The HDC meets Thursday.

**Mr. Quandt** – The Cable Committee will meet next week.

**Mr. Clement** – The Exeter Heritage Commission met last week. This Wednesday there will be a demolition review hearing of 55 High Street. The Council on Aging will meet Thursday at the Senior Center at 2:00pm. Mr. Clement attended the monthly RPC meeting last week on groundwater regulation.

**j. Correspondence** –

1. Letter from Rockingham Nutrition & Meals on Wheels, re; invitation to monthly special
2. Notice from the Town of Stratham and the Town of Hampton, re: ZBA public hearing
3. Notice from the Council on Aging, re: meeting 9/16/10 2:00pm
4. Notice on Community Discussion on the Future of Stratham and Exeter Water and Waste Water Systems 10/7/10
5. Letter from the City of Portsmouth Fire Department, re: Seacoast Evacuation Planning Project – stakeholder meetings
6. Letter from the Exeter Housing Authority, re: complaint letter
7. Letter from the Rockingham Planning Commission, re: new program providing energy planning and technical assistance

**9. Review Board Calendar** – The next regular Board of Selectmen meeting will take place on September 20<sup>th</sup> at 7:00pm.

**10. Adjournment**

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**At 9:06pm, Mr. Campbell moved to enter into a non-public session. Mr. Quandt seconded. Mr. Clement called the roll:**

**Mr. Quandt – aye, Mr. Campbell – aye, Ms. Gilman – aye, Mr. Aldrich – nay, Mr. Clement – aye.**

The Board emerged from nonpublic session at 10:00pm.

**Mr. Campbell moved to adjourn. Mr. Quandt seconded. Vote: Unanimous.**

Respectfully submitted,

Aimee Caruso  
Recording Secretary