

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

April 11, 2011

1. Call Meeting to Order

Chairman Robert Aldrich convened the Board at 6:00 pm in the Wheelwright Room of the Town Office Building to interview several candidates for the Water/Sewer Advisory Committee and the Conservation Commission. Chairman Aldrich then reconvened the Board at 7:04 pm in the Nowak Room of the Town Office Building. Other members of the Board present were: Selectman Frank Ferraro, Selectman Matt Quandt, Selectwoman Julie Gilman, Selectman Don Clement and Town Manager Russ Dean.

2. Public Comment

Ms. Renee O'Barton said that she has submitted a request for information to Mr. Dean's office on the recent water and sewer billing corrections. She asked how many water and sewer accounts had been incorrectly billed and how far back it goes. Mr. Dean replied that there are 34 accounts involved and some go back awhile. Mr. Aldrich said that the Public Works Department is working on getting the numbers and information that she has requested. Ms. O'Barton asked if anyone knows roughly what the amount of money owed to the Town is. Mr. Dean said that at this point the estimate is around \$ 480,000 that they anticipate collecting for water and sewer. The money collected will go back into the water and sewer funds.

3. Minutes & Proclamations

a. Regular Session Minutes of April 4, 2011

Mr. Ferraro suggested a grammatical change on page 2.

Mr. Clement moved to approve the Regular Session Minutes of April 4, 2011 as amended. Ms. Gilman seconded. Vote: Unanimous Mr. Quandt abstained from the vote.

4. Appointments

Ms. Gilman moved to appoint Renee O'Barton to the Exeter Housing Authority for a term ended April 30, 2014. Mr. Ferraro seconded. Vote: Unanimous

5. Departments Reports – Finance, IT

Ms. Ravell, Finance Director, was present to report on the first quarter which ended March 31, 2011 and on the results of financial operations for the Town. As of 3/31/11 the Town has received about 6% of revenues which is fairly normal because they have not yet billed for the first half of 2011 taxes. The revenue which has come in to date totals \$ 951,664. When compared to 3.5 million dollars in operating expenditures it means that they are running on prior year cash flows. That is why it is so important that the Town is paid in a timely manner by taxpayers. It really helps the cash flow issue.

As of March 31, 2011, the Town has spent 3.5 million in General Fund operating expenditures which is about 22.98% expended. This is pretty normal for this time of the year. The snow and ice budget is overspent by 1%. It is 101% spent at \$ 265,762. We haven't yet hit the second winter season coming up in December. The Town may need to consider tapping into the capital reserve fund for snow and ice removal later on this year. Fuel accounts are 41% spent at \$ 72,868. Gas accounts are 56.5% spent at \$ 31,911. Electric accounts are looking good with the new programs that have been put in place. Electric accounts are 16% spent at \$ 35,000. The Water Fund is 19% spent at \$ 349,502 and the Sewer Fund is also 19% spent at \$ 651,296.

Mr. Clement asked how the fuel expenditures to date compare to last year. Ms. Ravell said that it is hard to budget for that account because the bidding and contract renewal is done in August. Mr. Aldrich

FINAL MINUTES

said that last year the Town had a contract price for the whole year so they were working with a known number. This year they did not sign a contract until about a week ago and budgeted for less than what fuel costs are coming in at. Ms. Ravell said that they are really feeling the pinch there.

Ms. Ravell said that Seabrook Station donated \$ 24,900 to assist the Fire Department with a generator which was really helpful.

It is nearing the crunch time of year when cash flow gets tight. Ms. Ravell summarized the details of a comparison of outstanding property taxes by year as of December 31, 2010 and as of March 31, 2011. They have collected an additional 36% of outstanding taxes or \$ 948,399 in the first 3 months of this year. The paper is going to be publishing outstanding property taxpayers with amounts due of \$ 5,000 or more tomorrow.

They are doing very well as far as water and sewer goes. DPW has been sending out delinquent notices and there has been a flood of people calling and coming in. As of December 31, 2010 the 60 day overdue amount made up 50 % of the total balance versus now the figure is only 24% of the balance. They have collected \$ 37, 360 in revenues on those overdue accounts in the past 90 days.

Mr. Aldrich confirmed with Ms. Ravell that as of April 1st the total outstanding property taxes due was 1.7 million dollars and the total outstanding water and sewer amount due was \$ 823,000. Ms. Ravell added that a good portion of the water and sewer amount due is current while all of the taxes are overdue.

Ms. Renee O'Barton inquired what steps are being taken to look at other departments that send out bills in light of the recent water and sewer billing issue to insure that similar mistakes are not being made. Mr. Aldrich said that the Board has also asked this question and is looking into it.

Mr. Brian Griset requested information on the current General Fund reserves, Water and Sewer Fund reserves and water & sewer revenues. He also asked if the water and sewer receivables numbers previously discussed included the figures for back billing. Ms. Ravell confirmed that the back billing figures are in the water and sewer receivables figures.

Mr. Gerry Hamel said that years ago the Town did tax sales and wondered if this was something that the Board would consider doing again. Mr. Aldrich said that they are having a meeting with Town Counsel next week to discuss next steps in terms of the outstanding taxes and can mention this at that time. Mr. Dean said that he believes this is fairly uncommon but it is something that can be explored. Mr. Quandt stated that he believes it to be technically prohibited now.

Ms. Ravell said that to date Water Fund revenue is \$ 768,696 which is about 35% collected and Sewer Fund revenue is \$ 756,358 which is about 41% collected. She said that Mr. Mike Jeffers would be a good reference for questions regarding the recent corrected water and sewer billings as it is his department that is handling the corrections as this point. These issues were not keying errors however. They have to do with meter setups and multipliers.

Mr. Andy Swanson, IT Coordinator, said that they would not be doing any major projects in 2011 in order to keep budget costs down. They are working on maximizing returns on investments already made. One third of PC's have been rolled out to users for this year. This year's PC's are Windows 7 which can be a little bit tricky for the Town's networks but they should have many of the bugs worked out by the end of this month. They retired 6 department servers and number 7 will go soon. He

FINAL MINUTES

estimates conservatively that the move to the new server system saves \$ 300 to \$ 500 per month. Once he is able to calculate a more exact figure on this savings he will bring it back to the Board. It is a lot. New antivirus software is on the horizon during the next few months. They will save money on licensing by moving all of the people in Town into a single work group and they are having a working committee to address the Town's website.

6. Discussion/Action Items

a. New Business

i. Norris Brook / Swasey Parkway Culverts

Ms. Jennifer Perry said that they have looked at temporary bridge alternatives as per the Board's request of last week's meeting. They did look into pre-fabricated bridge structures like the Bailey, Acrow and Mabey. They are available but are typically designed for a much larger, longer span. The span that is needed at the Water Street culvert is only about 15 feet. The shortest sections are about 30 feet. There is another problem in that these temporary bridge structures have a fair amount of depth to them. They are basically mini-truss type systems. In order to get the traffic to work over one of these bridges, they would either have to ramp up the approaches on either side or excavate down. The pricing came up to approximately \$ 70,000.

In the course of their research and in speaking with contractors who do this type of work, another couple of other options were suggested that were also cheaper. One of these was to use precast pretension concrete spans that were actually taken from the Big Dig. They would need at least 3 of these slabs which measure 10 feet wide by 15 feet long to maintain two way traffic. Installed cost would be around \$ 60,000.

The next cheapest approach was to basically get into a rehabilitation type setup for the culvert as it exists today. The cost would be around \$ 45,000 but there would be emergency permitting that would be required from the NHDES. The department would be concerned with determining at what point it would be decided that the existing culvert is sound enough to stop the demolition.

DPW doesn't like any of these options and is still recommending the detour as described last week at a cost of \$ 11,000.

Mr. Aldrich requested additional information about the concrete slab \$ 60,000 option. Ms. Perry said that the \$ 60,000 is the cost for the slabs alone and would not include other minor incidental costs. It is a one time cost however. They are intended for long service and heavy truck traffic and could last 40 to 50 years. The slabs would take pressure off of the culverts. They would rest on top but the condition of the culverts wouldn't matter because they would go back far behind it. Approximate time for installation is about one week.

Mr. Jay Perkins pointed out that there would be some removal costs associated with the slabs when that time came. Mr. Aldrich was concerned that a temporary fix might delay dealing with the needed culvert replacement. Mr. Ferraro was concerned about the economic impact on the downtown. Parks and Rec does have some suggested solutions to the Farmer's Market and summer concerts and some of the other events that are going on. Mr. Ferraro said that he agreed with Ms. Perry and would support Option 1B. He also wanted to explore the special election further. Mr. Clement felt that it is really a disruption to the Park.

Mr. Clement motioned to move forward with the concrete slab solution at the \$ 60,000 cost as

FINAL MINUTES

written up by Ms. Perry and not impact the Swasey Parkway. Ms. Gilman seconded for discussion.

Ms. Perry expressed concern that a temporary option once put into place might wind up staying there a lot longer than it should. There is still erosion and scour going on underneath even if these pieces of concrete slabs could last 40 years or more. Major storm events can do a lot of damage. These culverts have to be replaced. Even if concrete slabs were placed across the Water Street culvert, traffic would still have to be restricted to one lane over Swasey Parkway.

Mr. Ferraro said it is very likely that the Farmer's Market could be moved up to the parking area around Town House Commons. There has been discussion about building a small temporary stage for summer concerts. There are 2 good viable options for those events. They would still close down the Parkway for the Revolutionary War Day Festival.

Mr. Clement said that they should still never lose sight of the fact that the ultimate goal is to repair these two culverts. The goal of his motion tonight is to consider as a Board whether or not they feel that an investment of \$ 60,000 of taxpayer money is viable enough to keep the parkway a parkway as we know it. If the decision is made not to go forward, then they move on to the next option.

Ms. Gilman met with the EDC last week and presented the options to them. They recommended that the solution not have an effect on the Parkway as it is today.

Mr. Don Woodward asked if the Town has discussed a cooperative venture with the utility that owns the gas line nearby as they might have an interest in protecting their equipment and the road. Mr. Aldrich said that they have been part of the conversation, but he doesn't believe that any cost sharing had been discussed.

Ms. Gilman inquired about the time line of the process for a special town meeting. Mr. Dean explained that the Board would first make the motion and then a petition would be filed with the court. The court has to schedule a hearing and approve the petition. It is likely that there would not be a decision until summer with the deliberative session and vote in the Fall. Ms. Perry said that they would be able to get some expedited permitting done. However if the vote were not until the Fall construction would not start until the Spring of 2012.

Vote: 2-3 Mr. Ferraro, Mr. Quandt and Mr. Aldrich opposed. Motion Fails.

Mr. Ferraro moved that the Board go with Option 1B which is to make Swasey Parkway one way outbound and to make a short distance of Water Street one way inbound from the end of Swasey Parkway to Summer Street and do the necessary work on Swasey Parkway to allow emergency vehicles to pass and other vehicles to pass at a cost of \$ 11,000. Mr. Quandt seconded. Vote: 3-1 Ms. Gilman opposed. Motion carries.

Mr. Clement motioned that the Board move ahead and petition the courts for a special town meeting. Mr. Ferraro seconded for discussion.

Mr. Aldrich said that Town Counsel believes that there is a reasonably good chance of getting approval from the courts for a special town meeting based on the information that he has received. If the Board votes to move ahead, it would then trigger the special posting requirement. If the motion passes tonight to move ahead with petitioning the court for the special town meeting, it would be posted and Town

FINAL MINUTES

Counsel would draw up the petition and file it in Superior Court. There would be a date set for a hearing and the Town would have to make its case that an emergency exists. The definition of emergency in this case is different than what we would normally understand an emergency to be. If the judge agreed it would involve a full town meeting process, deliberative session and election.

Mr. Ferraro inquired as to what the approximate cost would be for attorney's fees to file the motion and then have a special deliberative session and election. Mr. Dean estimated the figure to be around \$ 10,000, but it could be more. Mr. Ferraro asked how many months would be saved in getting the roads back into place. Mr. Aldrich estimated that the Town would not have an answer back from the court before August. This would mean a deliberative session in August / September. The expedited permitting could be done over the winter and construction could start in early Spring. Mr. Dean said that they would be asking for an expedited hearing.

Mr. Griset asked if it would be possible to ask Town Counsel about adding the groundwater treatment plant into the petition for the special town meeting. He also asked if there was an answer as to whether DES can hold the 1.2 million in grant funding for Exeter for this project for another year. Mr. Aldrich said that two separate issues would involve two separate court petitions.

Vote: 4-0 Motion carries.

The Farmer's Market and those with special events at Swasey Parkway will be notified. Mr. Gerry Hamel has graciously volunteered his assistance with the setup of some alternatives.

ii. 2009-2010 Audit Updates

Ms. Ravell said that the Finance Department is currently working on the reconciliation process for the 2010 audit. Their target is the June timeframe. It is going to require a lot of overtime for her staff to get there. June is earlier than usual.

Mr. Aldrich said that they had a meeting with the auditors at the end of December 2010 regarding the 2009 audit. There were 6 material weaknesses identified in that audit. Mr. Aldrich would like to see some movement on 3 of these material weaknesses in particular: 1) centralizing accounting activities 2) doing a formal risk assessment and internal audits and 3) the actuarial valuation.

Ms. Ravell said that there are two outliers with regard to the centralization of accounting activities. These are library trustees and trustee of trust funds. They are really in sync with the treasurer and everything's been reconciled through 12/31/2010. All of the other cash reconciliations are audit ready except those two. Finance can't sign off on the two outliers because there is no backup.

Mr. Aldrich asked if there has been any movement on doing the formal risk assessment, internal audits or actuarial valuation. Ms. Ravell said no and this is because it is a time issue. Ms. Ravell has training in audits and could do internal audits within the Town but lacks the time to do so. Ms. Ravell will get some quotes from actuaries for an actuarial valuation. Mr. Aldrich believes it is possible to do the risk assessments in house with some department head training and this will be discussed more at another time. Ms. Ravell feels that they have made some good strides in cash areas which were a big concern identified by Melanson and Heath. The new staff accountant has allowed them to make much progress. Mr. Dean believes it may make sense to consider shifting the tax and water/sewer collections and activities to the Town Clerk's collection area. This would allow Finance to focus on finance and payroll operations. Mr. Dean prepared a several page memo on this a short time ago. Mr. Aldrich asked him to pull out that memo and refresh it. It will be put on the agenda for early May.

FINAL MINUTES

iii. Sign Conservation Warranty Deed

The Conservation Commission is recommending that the Board of Selectmen accept a conservation deed. This land is part of an open space development that the Planning Board approved. It is 14.66 acres surrounding the new Beech Hill estates development off of Beech Hill Road. It does abut current conservation land and has several trails on it. The final deed is here which has been approved by Town Counsel and has been accepted by the Conservation Commission. Mr. Clement asked if there were any fees associated with this and Mr. Aldrich said that there are none. Mr. Aldrich said that in terms of full disclosure there is an issue on the property on an encroachment. There is an abutting property owner that has some storage items on this property, but there was an agreement that he will relocate these items when the weather is better.

Ms. Gilman moved that the Board of Selectmen accept the deed for conservation purposes for Map 27, Lot 12 open space from Compadres LLC as recommended by the Conservation Commission. Mr. Quandt seconded. Vote: Unanimous

b. Old Business

i. Finalize BOS Goals

Mr. Aldrich will bring the updated copy of the Board of Selectmen Goals and Objectives for 2011-2012 to next week's meeting so they can finalize them then.

ii. Local Option Administrative Fee

Ms. Gilman put out the question to the Transportation Committee, Finance Department and Town Clerk's office regarding the local option administrative fee. The Transportation Committee would like to see no money taken out in order to maximize the money going to human service groups. There is a substantial investment of time spent to process the fee. However, the Town Clerk is comfortable with the current 25 cents administrative fee. Ms. Gilman's recommendation is not to raise the administrative fee.

The Board chose to take no action on this. Mr. Dean will advise Town Clerk Linda Hartson accordingly.

7. Regular Business

a. Bid Openings – None.

b. A/P and Payroll Manifests

a. Accounts Payable and Payroll Manifests

Mr. Ferraro moved to approve a weekly payroll warrant in the amount of \$ 151,765.65. Ms. Gilman seconded. Vote: Unanimous

Mr. Ferraro moved to approve an accounts payable warrant in the amount of \$ 2,115,898.03. Ms. Gilman seconded. Big Ticket Items: \$ 18,159 to Exeter Hospital for a water & sewer refund, \$ 5,547 to Greenwood Emergency Vehicles for fire vehicle maintenance, \$ 147,122 to Provident Bank for a performance bond, \$ 44,827 to Unitil, \$ 50,394 to Tetonka Capital Corp. for a lease on engine # 3 and \$ 221,459 to LCG Health Trust for insurance. Vote: Unanimous

c. Budget Updates

FINAL MINUTES

Discussed earlier this evening

d. Tax Abatements & Exemptions

Mr. Aldrich asked Mr. Dean to get an update on the overlay account based on tonight's approvals.

Mr. Ferraro moved that the Board approve an abatement for Map 61, Lot 16 in the amount of \$ 1,511.05 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 19, Lot 2 in the amount of \$ 967.17 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 70, Lot 144 in the amount of \$ 3,378.95 plus interest. Mr. Clement seconded. Vote: Unanimous Ms. Gilman abstained.

Mr. Ferraro moved that the Board approve an abatement for Map 98, Lot 6 in the amount of \$ 386.38 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 90, Lot 3 in the amount of \$ 691.54 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 89, Lot 19 in the amount of \$ 908.11 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 33, Lot 1 in the amount of \$ 821.97 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 71, Lot 115 in the amount of \$ 470.05 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 65, Lot 117 in the amount of \$ 873.66 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 51, Lot 3 in the amount of \$ 3,162.39 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 47, Lot 4 in the amount of \$ 6,007.30 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 73, Lot 292 in the amount of \$ 1,757.15 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 83, Lot 69 in the amount of \$ 1,619.15 plus interest. Mr. Clement seconded. Vote: Unanimous Per Mr. Aldrich, this one is from a 2009 court settlement.

Mr. Ferraro moved that the Board approve an abatement for Map 74, Lot 140 in the amount of \$ 140.28 plus interest. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved that the Board approve an abatement for Map 75, Lot 2 in the amount of \$ 1,545.71 plus interest. Mr. Clement seconded. Vote: Unanimous

FINAL MINUTES

Mr. Ferraro moved to deny abatements for Map 33;Lot 7, Map 55;Lot 60;Units 10 thru 17, Map 47;Lot 1;Unit 2, Map 47;Lot 4;Unit 4 and Map 72;Lot 14;Units 4 thru 6. Ms. Gilman seconded. Vote: Unanimous

Mr. Ferraro moved to accept two Elderly Exemptions both in the amounts of \$ 236,251. Ms. Gilman seconded. Vote: Unanimous

Mr. Ferraro moved to accept three Elderly Exemptions in the amount of \$ 152,251 each. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to approve a Veteran's Credit in the amount of \$ 500.00. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved to approve a Disability Exemption in the amount of \$ 125,000. Mr. Clement seconded. Vote: Unanimous

e. Water/Sewer Abatements - None

f. Permits

1. Request from the Chamber Children's Fund to use the Town Hall and stage for the Festival of Trees from November 28th through December 2, 2011
2. Request to use the Town Hall and stage for student music recitals through Musical Arts for June 10th through June 16th, 2011

Ms. Gilman moved to approve both permits as presented. Mr. Clement seconded. Vote: Unanimous

g. Town Manager's report

Mr. Dean attended the meeting last Friday in Concord regarding community and government affairs to hear updates on various legislative activities. One concern over the past week or so has been the highway aid issue. HB2 asks the DOT to cut 12.9 million dollars from their budget. There was concern that the commissioner was advocating for maintaining more of their operations by reducing highway aid to towns. At this stage it looks like this is not going to occur this year. Mr. Quandt said that they are working now on the budget for 2012.

Mr. Dean met with DES earlier this evening regarding the status of the funds for the groundwater treatment plant. The Town needs to put in a reapplication in July for another round of funding for 2012. They cannot say that the funding is there but they still view it as a priority which is good. There could even be additional funding available depending on how things work out. The State is taking an interest in the trihalomethane issue and asked about the Town's testing. There was one recent violation. Mr. Dean wanted the Board to know that they are keeping an eye on the issue and will continue the testing program.

Regarding the corrective water and sewer bills discussed earlier tonight, about half are PEA accounts. Mr. Dean had a good meeting with them today. They do understand the situation and will be working with the Town. Mr. Dean thanked Mr. Jeffers and his staff for their good work on this.

h. Legislative Update

FINAL MINUTES

Mr. Quandt advised that the auto dealer registration bill is coming up next week on April 19th.

i. Selectmen's Committee Reports

Selectman Ferraro attended the CIP kickoff meeting for department heads last Wednesday. There was a lot of good discussion. It would be good to have a representative from the Finance Department sit in on these meetings. The subcommittee needs a Budget Committee representative. In the past there has also been a local school representative. Mr. Dean will ask if either Ms. Ravell or Ms. Hill would sit in on these meetings. Mr. Dean's office will email the Budget Committee members regarding having an organizational meeting and also requesting a volunteer to serve on the CIP committee. Ms. Von Aulock suggested the possible date of August 11th for a joint meeting between the Board, Planning Board and Budget Committee. Mr. Ferraro continues to have his orientations with various town departments.

Mr. Quandt had nothing to report.

Selectwoman Gilman reminded everyone that the Volunteer Fair is this Saturday at the Town Hall from 10:00 am to noon. Please come in and take a look at the various boards, committees and commissions and consider volunteering. There will also be an electronics collection out front to benefit Project Prom. She met with the Transportation Committee. They are looking at a Pilot project for a local loop bus service that would not just be for seniors. They are putting together a survey about this which will be available online. They will announce when the survey is ready. The Train Committee also met briefly. The Northern New England Passenger Rail Association will be coming on Thursday for lunch at the Hampton Inn. It is Exeter's turn to host the meeting. The EDC met and discussed the Norris Brook culvert issue. They also talked about the master plan and outlining recommendations made in previous years, as well as accomplishments. The Heritage Commission met and talked about form based code which is a land use planning tool that gets away from zoning and allows more community interaction. The Heritage Commission will be meeting with the HDC soon. They are putting out a RFP for a preservation planner for the Winter Street cemetery. The Train Committee is submitting an application in conjunction with the EDC for a CEDS project for expanding the parking lot at the train station.

Selectman Clement attended the CIP kickoff meeting and EDC meeting. There is a Council on Aging meeting next Thursday afternoon and a River Study Committee meeting next Thursday morning.

Selectman Aldrich had a Conservation Commission meeting last week. They support the tree program currently being done in elementary schools which is coming up the first week of May. On April 20th, PEA will be working on 2 projects as part of its community service for Earth Day. Timberland will be working on trails and forests on April 21st for Earth Day. The Town will partner with the national trails day events on June 4th. There will be trails day events at both the Oaklands forest and the new trail that has been created out at the Raynes Farm. There are two Eagle scout projects currently ongoing on Conservation land. On Wednesday evening at 7:30 pm, one of the commission members is going to lead a vernal pool trip out to the forest. Contact Kristen Murphy at the Town Office for more details.

j. Correspondence

1. Letter from Joanna Pellerin requesting reappointment to the Council on Aging
2. Email from Ms. Mcevoy in the Planning Office providing updates on people serving on different land use boards with terms expiring this year
3. Volunteer application from Mary Dupre for reappointment to the Heritage Commission
4. Volunteer application from Brian Griset for the Water & Sewer Advisory Committee
5. Thank you letter from Seacoast Mental Health for the Town's recent donation of

FINAL MINUTES

\$2,125.00

6. Thank you letter from Families First for the Town's recent \$ 750 donation
7. Letter from Rockingham Community Action thanking the Town for its financial support
8. Letter from Donahue, Tucker & Ciandella regarding the finalized memorandum of understanding with Comcast
9. Email from Mr. Smart of Public Works regarding the solar project for the wastewater treatment plant
10. Email from Ms. Renee O'Barton to Mr. Aldrich and Mr. Dean asking if the Board would like to entertain a discussion about making the entire Selectmen's meeting packets available to people attending the meetings
11. Email 91A request from Ms. Renee O'Barton for details on the recent corrective water and sewer billings
12. Letter on behalf of residents of 277 Water Street passing along concerns about the Norris Brook culverts and impact on Swasey Parkway

8. Review Board Calendar

The Board will have a brief meeting on Wednesday, April 20th at 8:00 am. The next regular Board of Selectmen meeting will be on Monday, April 25th at 7:00 pm.

9. Adjournment

Selectman Quandt moved to adjourn, seconded by Selectwoman Gilman. Vote: Unanimous

The Board stood adjourned at 9:01 pm.

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary

FINAL MINUTES

Interviews were conducted from 6 p.m. until 7 p.m. in the following order:

1. Brian Griset, Water/Sewer Advisory committee;
2. Boyd Allen, water/sewer committee
3. Joe Baillargeon, Sr. - water/sewer committee
4. Paul Scafidi, water/sewer committee
5. Russ Kaphan, Conservation Commission
6. Bob Kelly, water/sewer committee.