

## DRAFT MINUTES

**BOARD OF SELECTMEN**

**MINUTES**

**JANUARY 23, 2012**

### **1. Call Meeting to Order**

Chairman Robert Aldrich convened The Board at 6:15 pm in the Wheelwright Room of the Town Office. Other members of the Board present were Selectman Frank Ferraro, Selectman Matt Quandt, Selectwoman Julie Gilman, Selectman Don Clement and Mr. Russ Dean, Town Manager.

**2. Non Public Session** – Mr. Clement seconded by Ms. Gilman to enter into a non public session under RSA 91-A:3 II (a) to discuss a personnel matter. Roll call vote: Quandt aye, Gilman aye, Clement aye, Aldrich aye, Ferraro aye. Upon emerging from the non public session, the Board reconvened in the Nowak Room at 7:00 p.m. for their regular business meeting.

### **3. Public Comment -**

Mr. Alan Bailey comes forward and asks The Board how they went about going into Non Public session. Chairman Aldrich indicates they used statute 91A and the vote to open the non public session was unanimous. Mr. Alan Bailey points out that the sound quality on the live streaming of public meetings is poor. He asks if there is anything The Board can do to improve the quality of the sound. Mr. Dean agrees to follow up with Mr. Swanson, the Technology Coordinator. Mr. Alan Bailey inquires about the decision relating to the function of the receptionist. Chairman Aldrich advises him that a temporary decision has already made, and a final decision will be made this evening.

### **4. Minutes & Proclamations**

#### **A. Regular Session: January 9<sup>th</sup>, 2012; January 17<sup>th</sup>, 2012**

**Mr. Quandt moves to approve the Minutes for January 9<sup>th</sup>, 2012 as amended. Mr. Clement Seconds. Vote: Unanimous**

**Ms. Gilman moves to approve the Minutes for January 17<sup>th</sup>, 2012 as amended. Mr. Quandt Seconds. Vote: Unanimous**

**5. Appointments - None**

**6. Department Reports - None**

### **7. Discussion / Action Items**

#### **A. New Business**

##### **1. Town Moderator - Charlie Tucker**

Chairman Aldrich makes an announcement on behalf of The Board. While in non public session, The Board accepted the retirement and resignation of the Town Clerk. The Board expresses their extreme gratitude to the Town Clerk and wishes her well. As of midnight, the position of the Town Clerk is vacant.

Mr. Tucker, of Epping Road comes forward as Town Moderator. He advises the Board regarding a petition article ready to be voted upon. He advises The Board that the Warrant Article brought forth by petition to have all elections held at The Town Hall is immaterial. The laws of election allow the Board of Selectmen to decide where the elections are held per the statutes of the State of New Hampshire. He advises the Board on the pros and cons of holding deliberative sessions and voting in the Town Hall. He reminds The Board that during federal elections, there must be voting booths, a check in checklist and a ballot box in plain view of the public. The supervisors of the checklist needs to also be visible to the public. In his opinion there is not enough space in the Town Hall to accommodate all of the requirements set forth for the election process. He also reminds the Board that the majority of the Board of Selectmen must be present and in attendance throughout the entire election.

##### **2. Sign FY12 Town Warrant**

Chairman Aldrich has six original copies of the Town Meeting Warrant, they will be signed at the end of the meeting by the Selectmen.

##### **3. Recreation Impact Fee Use Request**

Mike Favreau, Parks and Recreation Director comes forward with two expenditure requests that do not fit into capital expenses. He advises the Board that a pool lift is required by the ADA at the Healy pool. The lift can be portable or permanent and an anchor must be put into the deck of the pool. The cost for this lift is approximately \$3,600. He also

## DRAFT MINUTES

presents the need for two new cash registers. He feels that the registers will improve cash handling and accurate reporting of transactions and net profit. The approximate cost of the two registers is \$6,200. The cost of these two purchases would leave the Parks and Recreation Department with minimal funds available for future expenses.

**Mr. Ferraro moves to approve the purchase of the two proposed expenses from the recreation revolving fund not to exceed \$10,500. Mr. Quandt seconds. Vote: Unanimous.**

### **B. Old Business**

#### **1. Review of Private I and I Program**

Mr. Paul Vlasich, Town Engineer, along with Boyd Allen, Water and Sewer Advisory Committee come forward with an update for the Jady Hill project. Mr. Vlasich reminds the Board that this project is on the Warrant Article for 2.85 million dollars. A short description of the 127 lots that border these new sewers is given. Of the 127 lots, 104 are recommended for replacement. According to the proposed regulations from the Water and Sewer Advisory Committee, the home owner would be financially responsible for up to the first \$1,000 for sewer replacement from the right of way to 5 feet from the foundation of the home. The Town of Exeter will pay all expenses over \$1,000 from the right of way to 5 feet from the foundation of the home. The home owner would be responsible for all financial expenses relating to inside the 5 feet from the foundation, and any repairs that need to be done inside the home. Mr. Vlasich estimates the cost of the repairs inside the 5 feet and inside the home will be approximately \$500.00.

Ryan Wingard from Wright Pierce presents the Board with a list of each property in a table. The list defines which properties will need new sanitary and storm drain service. The list is specific to footage and cost per property. The total cost varies from property to property for various reasons, the biggest reason is distance from the right of way based on the position of the home on the property. He projects the approximate cost sharing of each property is 70% Town of Exeter, 40% Home Owner. A short discussion ensues relating to the connection of sump pumps. The objective is to stop allowing home owners to drain sump pumps into the sewer lines. Mr. Vlasich reminds the Board that all homeowners participating in this replacement will need to have a licensed plumber coordinate the indoor repairs, and all repairs are subject to inspection and certification to ensure the sump pumps are not connected to the sewer lines. Chairman Aldrich asks Mr. Dean if the Town has the authority to collect the \$1,000, he wonders if the home owner has the right to say they do not want to participate. He also wishes to know how the balance will be collected. Mr. Dean advises that the home owners will be given options. It can be collected as a lump sum payment, or as an installment payment on the quarterly water and sewer bill. Mr. Dean feels that the itemized list provided by Mr. Vlasich will assist with homeowners who choose not to participate. A short discussion about the cost of the project ensues. It is determined that the total estimated cost of the project for the Town of Exeter will be approximately \$400,000 and the homeowner will be approximately \$110,000. All residents can vote on the Bond Article, not just the water and sewer users. Mr. Boyd Allen of Water and Sewer Advisory Committee comes forward to express the endorsement of this project. The Water and Sewer Advisory Committee has recommended this project, as it will provide widespread benefits to the Town of Exeter.

**Mr. Clement moves to endorse the Water and Sewer Advisory Committee recommendation that the home owner pay a maximum of \$1,000 to the lateral portion of the project, up to 5 feet from the foundation of the home. Ms. Gilman Seconds. Vote: Unanimous**

#### **2. Collections Operations Proposal Update**

Mr. Dean provides an update on moving the receptionist to the collections office. He indicates since this trial run has begun there have been meetings with the staff and the project is coming together. The job descriptions have been finalized and have not changed as much as they had projected. The estimates to complete the transition are designated at \$5,000. This plan would include moving the Finance department to the Town Hall into the former Provident Bank space. The Assessing Department would move to the current Finance Department. The Tax Office will relocate to Assessing. The switchboard message has been recorded and is more functional. The switchboard can go back to the Tax office in another location is not chosen. The permits process has been in the process of reorganizing. Mr. Dean feels the reception area space can be used at a future date if the need arises based on the office moves. Transfer station stickers and recycle bins are currently stored and sold at the Town Office. He proposes the large bins be moved to DPW as Public Works is better equipped to deal with transfer station items. Also it means Town Office departments will not be taking the large bins out to cars, and they are taking up a lot of space in the Town Office. The move of departments should occur over the course of a weekend so as not to disrupt Town business. Chairman Aldrich indicates that signage needs to be functional prior to the move. The job descriptions need to be finalized by the Board for the Deputy Tax Collector. Ms. Gilman notes that the dial by name option in the switchboard message is non functional. Mr. Dean advises that the complete project can be completed immediately with

## DRAFT MINUTES

the approval of The Board. Mr. Ferraro expresses his concern that the receptionist will not be available immediately to the public upon entrance to the building. He recommends moving the “press zero for the receptionist” to the beginning of the switchboard message. Mr. Ferraro also wishes to express his opinion of the job description of the Deputy Tax Collector. He wishes that the language of the Deputy Tax Collectors job function be added similar to the Reception and Collections Specialist in regard to actually performing collections.

**Mr. Clement moves to accept the job description of the Deputy Tax Collector with the addition that the Deputy Tax Collector also performs collections, with a salary to be determined at a later date. Ms. Gilman Seconds. Vote: Unanimous.**

**Mr. Ferraro moves to accept the proposed job description of the Collections Specialist / Receptionist, including moving ‘reception’ from the other duties to essential duties. There is no second.**

**Ms. Gilman moves to accept the proposed Collections Specialist / Receptionist as presented with the salary range presented. Mr. Clement Seconds. Vote: In Favor; Ms. Gilman, Mr. Clement, Mr. Quandt. Opposed: Mr. Ferraro. Motion carries.**

Chairman Aldrich calls to the Board for any adjustments to the basic plan other than previous comments. No Board members have any additional comments. He advises Mr. Dean to move forward with the reorganization of the Town Office Departments.

### **3. Epping Road ERZ Designation**

Mr. Dean would like to wait to discuss ERZ Designation. The Board approves of waiting to discuss it.

### **4. Pine Road Report and Update**

Mr. Dean indicates there has been nothing from the courts, and is nothing new to report. Chief Kane has provided an enforcement update to the Board in the packet.

## **8. Regular Business**

**A. Bid Openings - None**

**B. A/P and Payroll Manifests**

**Mr. Ferraro moves to approve a weekly payroll warrant for checks dated 1/18/2012 in the amount of \$164,879.98. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Ferraro moves to approve an accounts payable warrant for checks dated 1/20/2012 in the amount of \$592,120.13. Mr. Quandt Seconds. Vote: Unanimous**

**C. Budget Updates - None**

**D. Tax Abatements & Exemptions**

**Mr. Ferraro moves to deny an elderly extension for Map 32, Lot 12 and Lot 11. Mr. Quandt Seconds. Vote: Unanimous.**

**Mr. Ferraro moves to accept an abatement for Map 103, lot 30 in the amount of \$58.14. Ms. Gilman Seconds. Vote: In favor: Mr. Ferraro, Mr. Quandt, Ms. Gilman. Opposed: Mr. Clement. Motion Carries.**

**Mr. Ferraro moves to accept an abatement for Map 64, Lot 34 in the amount of \$1,011.20. Mr. Quandt Seconds. Vote: In favor: Mr. Ferraro, Mr. Quandt, Ms. Gilman. Opposed: Mr. Clement. Motion Carries.**

**Mr. Ferraro moves to accept an abatement for Map 83, Lot 42. Mr. Quandt seconds. Vote: In favor: Mr. Ferraro, Mr. Quandt, Ms. Gilman. Opposed: Mr. Clement. Motion Carries.**

**Mr. Ferraro moves to accept an abatement for Map 69, Lot 11 in the amount of \$482.85. Mr. Quandt Seconds. Vote:**

## DRAFT MINUTES

**In favor: Mr. Ferraro, Mr. Quandt, Ms. Gilman. Opposed: Mr. Clement. Motion Carries.**

**Mr. Ferraro moves to accept an abatement for Map 55, lot 24. Mr. Quandt Seconds. Vote: In favor: Mr. Ferraro, Mr. Quandt, Ms. Gilman. Opposed: Mr. Clement. Motion Carries.**

**Mr. Ferraro moves to accept a Veterans Credit for Map 90, lot 18 and lot 29. Mr. Quandt Seconds. Vote: Unanimous**

**Mr. Ferraro moves to accept a Veterans Credit for Map 64, lot 5. Mr. Quandt Seconds. Vote: Unanimous**

**Mr. Ferraro moves to deny a Veterans Credit for Map 104, lot 79 and lot 105. Ms. Gilman Seconds. Vote: Unanimous**

**Mr. Ferraro moves to accept an a application for current use, Map 76, lot 10. Mr. Quandt Seconds. Vote: Unanimous.**

**E. Water/Sewer Abatements - None**

**F. Permits - None**

### **G. Town Manager's Report**

Mr. Dean wishes to acknowledge all the years and contributions to the Town of the Town Clerk. He wishes her the best in her future endeavors and thanks her for her service. He reminds the Board that this position is vacant and any resident of the Town of Exeter can run for this position, it is a full time position with benefits and any and all questions can be directed to him or the Town Clerk. Mr. Dean advises the Board that the fact sheets for residents for the deliberative session are being worked on. They should be ready soon and will include descriptions of debt forgiveness as applicable to the water bond articles. Mr. Dean also wishes to advise the Board on a Senate bill 212 regarding surplus in the health trust. He acknowledges that the bill in its current form could cause rate instability in the future. A short description of giving the surplus back to the Town of Exeter is given. Chairman Aldrich offers his experience with a presentation offered by LGC. He has seen the presentation and feels it may be worth it for the rest of the Board to see it as well, it's very informative. Mr. Dean advises the Board that there is also another bill exempting charitable organizations from getting door to door permits in the future. He does not like this as we get frequent calls when this happens, and having a list is better to be able to inform residents of who is out there.

**H. Legislative Update - None to Report**

### **I. Selectmen's Committee Reports**

Mr. Ferraro reports a budget meeting Thursday night, followed by a Planning Board meeting right after.

Mr. Quandt reports the cable committee will begin looking at their charge.

Chairman Aldrich reports that the Arts Committee and Conservation Committee will be looking for a Selectmen's Representative for the upcoming February meetings.

Ms. Gilman reports a Budget meeting for Thursday and an Economic Development Commission forum for tomorrow morning. She also advises the Board that the Town of Exeter has been invited to participate in a National Estuarial Research Reserve System project. This project would perform research in climate change risks. The research project will take approximately two years, and will cost the Town of Exeter nothing. She will submit a letter of interest on the premise that the letter is non committal if the scope of the research causes new cost.

Mr. Clement reports he attended Exeter River Study Meeting last week. He reports a meeting on Council of Aging, and that council has again begun discussing the newsletter which is now out.

### **J. Correspondence**

Chairman Aldrich recognizes an email from Mr. Roman regarding Chief Kane's letter. A letter from Kit Cornell and Peter Smith. An Email from NH Martial Arts Academy regarding changes to the fee schedule for monitoring. An email from a Brentwood resident regarding Pine Road. A memo from Mr. Woodward of the Transportation Committee regarding the Budget. A letter from New Generations thanking The Town of Exeter for their donation. A copy of the resignation letter for Chairman Aldrich. A copy of Ms. Hartson's retirement/resignation letter.

## DRAFT MINUTES

### **9. Review Board Calendar**

The next meeting will be February 6<sup>th</sup>. Chairman Aldrich wishes to thank the Board for the pleasure of serving the Town of Exeter with them. He recognizes each of their efforts and commends them. His decision to move out of the Town of Exeter was not an easy one.

**10. Non Public Session** – No further non public session.

### **11. Adjournment**

**Ms. Gilman moves to adjourn. Mr. Clement Seconds. Vote: Unanimous. The Board stood adjourned at 8:55 p.m.**

Respectfully Submitted,

Jennifer Pond  
Recording Secretary