

**DRAFT MINUTES  
MINUES**

**BOARD OF SELECTMEN**

**MARCH 26, 2012**

**1. Call Meeting to Order**

Chairman Matt Quandt called the meeting to order at 6:30 p.m. in the Wheelwright Room of the Town Office Building. Other members of The Board present were Selectman Frank Ferraro, Vice-Chairman Don Clement, Selectman Dan Chartrand, Selectwoman Julie Gilman and Town Manager, Russ Dean.

**2. Non – Public Session**

Selectman Ferraro moved to go into non public session for the purpose of employee compensation. Selectwoman Gilman seconded. Roll call vote: Clement yes, Gilman yes, Ferraro yes, Quandt yes, and Chartrand yes. The Board entered non public session.

**3. Board Interview: - Conservation Commission**

The Board then interviewed John Gregoire, applicant for a position with the Conservation Commission. The Board then moved upstairs to the Nowak Room for the remainder of the meeting.

**4. Public Comment**

Mr. Brian Griset comes forward with concerns regarding the Water and Sewer under billing. Mr. Griset is concerned that the amounts relating to the Water and Sewer under billing were supposed to have been sent out in the January, February and March billing and he has yet to receive his. Mr. Dean advises him that the targeted date for the proposed credits will be the March 31, 2012 billing cycle. They will appear as credits and the departments are working hard to implement them prior to the March 31<sup>st</sup> billing. Mr. Griset points out that there appears to be plenty of reserve funds in the Water and Sewer Reserve funds based on the balance report prepared by Mr. Dean. He summarizes his perspective of the reserve funds, citing that the reserves in the water fund are approximately \$800,000 and \$1,050,000 in Sewer. He also notes that there are three accounts that still have a balance. The three accounts account for approximately \$55,000 in revenue. Mr. Griset is curious to know what steps are being taken to collect the funds, are liens being placed on the properties. Mr. Dean advises the Board that one of the accounts with an outstanding balance is a mobile home park that has appeared before the Water and Sewer Advisory Committee asking for relief. This group is currently paying their bill but have yet to make any new payments to the outstanding balance on their corrective bill. Mr. Ferraro asks if the outstanding balance is accruing interest. Mr. Dean is unsure, but agrees to look into it. Mr. Griset feels that collection efforts should be made. He indicates that based on the number of units in the park, if each tenant had paid \$5 per month since the under billing, the balance would be 50% paid off at this point. Mr. Griset seeks an updated spreadsheet. He feels that the schedule that was included with the under billed accounts marked a few accounts that do not reflect the usage amount for any abatements.

**5. Minutes & Proclamations**

**a. Regular Meeting: March 12, 2012**

**Mr. Clement moves to approve the March 12, 2012 minutes as submitted. Ms. Gilman Seconds. Vote: Unanimous. Abstained: Mr. Ferraro and Mr. Chartrand**

**b. Regular Meeting: March 19, 2012**

Mr. Clement notes that Selectman Chartrand needs to be added to the ‘Called to Order Section as a Selectman.’”

**Mr. Ferraro moves to approve the March 19, 2012 minutes with Mr. Clement’s suggested amendment. Ms. Gilman Seconds. Vote: Unanimous**

**6. Appointments - None**

**7. Discussion / Action Items**

**a. New Business**

**i. Request for Sign in ROW: Access Sports Medicine**

Mr. Dean presents a request received from Access Sports Medicine regarding a new sign they wish to place in the public right of way. Access Sports Medicine has met with Mr. Doug Eastman in regards to this sign and together they have come up with several solutions that may be viable. Any signs placed in a public right of way must receive prior approval by vote of the Board of Selectmen. Dr. Josh Siegel, physician and owner of Access Sports Medicine, along with Eric Cimon, employee of Access Sports Medicine come forward to offer the details of their request. Mr. Cimon presents a printed presentation to The Board outlining their request including several pictures of the property and signage in its current condition. Dr. Siegel further explains that as the old Courthouse was renovated, Hampton Road was also evolved in the traffic pattern. He explains that as it stands, the sign to indicate the address of 1 Hampton Road is approximately 50 feet from the Roadside and is difficult to see. Access Sports Medicine, with the approval of the owner of the property requests the Board allows them to move the current sign closer to the roadside. Dr. Siegel explains that Access has explored moving the sign closer to the Road, as all the other signs on Hampton Road are closer. In exploring moving the sign it was determined the entire front of the building is now considered a right of way owned by the Town. Dr. Siegel is concerned that patients have had and expressed difficulty in identifying the property as the sign is set far back. As the lease of Access will expire next year, part of renegotiating the lease has also encumbered the moving of the sign. He wishes to move the sign as close to the Road as possible. Mr. Eastman had recommended moving it closer to the road by placing it in a few parking spaces in the lot. Dr. Siegel explains that the option was explored but was a failure in the attempt to mark the property properly. He indicated that any cars parked near those spaces also block the sign. Mr. Chartrand asks Access what percentage of the old Courthouse and current building Access Physical Therapy occupies. Dr. Siegel indicates they occupy 30% of the leaseable space in the Courthouse and about 40% of the remaining leaseable space in the main building. He also indicates there are roughly ten tenants in the entire property. Mr. Chartrand calls to Mr. Eastman to advise The Board on other signs for businesses in the area. He wonders how other businesses are permitted to have signs on the right of way. Mr. Doug Eastman indicates those signs in the example pictures presented by Access are not in the right of way. He further explains that the right of way in this circumstance is significantly wider than most. When Holland Way was gifted to the town, the end of the road went along with it. As the Courthouse was renovated and the Road traffic was redirected it created an exception to the right of way that isn't normally seen. Ms. Gilman comments that the size of the sign is regulated by the Zoning Board and prior to any approval from the Board of Selectman, the sign needs to be approved there. Mr. Ferraro expresses his concern that allowing a sign to be in the right of way may set a precedent for future businesses also seeking this type of relief. Dr. Siegel indicates that the current property owner has also addressed this issue. Going forward, signage will become a part of the lease agreement indicating there is no roadside signage available at the location. The current sign is grand-fathered. Dr. Siegel also expresses interest on behalf of Access and the property owner to possibly purchase a small portion of the right of way in order to place the sign there. Mr. Ferraro again raises his concern regarding a precedent being set for future businesses. Mr. Ferraro notes that the parking lot currently has more spaces than are required for this size building. Utilizing the parking spaces as Mr. Eastman suggested can eliminate the property owner from having to go through the Board. Dr. Segal indicates the property owner is prepared to address signage with perspective tenants and Access is prepared to add other business names to their sign as necessary. Ms. Gilman notes that the issue of signs is a property owner issue, it's unusual to see a tenant in lieu of an owner for this type of request. She feels that if the owner has given Access the opportunity to take of the sign, then future tenants with a sign issue should address it with the owner, not the Board of Selectman. Dr. Siegel further explains that this request is for one sign. He stresses the fact that this master sign will have the name and logo of Access on it, and any other building tenants can be added to the one sign. Mr. Clement brings up the example of Globe Plaza. He asks Mr. Eastman if each business in the plaza has its own sign. Mr. Eastman indicates they do, albeit they are small and not in the right of way. Dr. Siegel stresses the fact that the parking space solution has been explored. If the property owner chooses to build on the vacant part of the lot, the parking space number will aligned with the number of spaces currently there, this could be a problem in the future. Gerry Hamel, resident of Exeter comes forward to express his opinion. He feels that the Town has several small parcels of land that are currently just there. He wonders why these parcels can not be sold to an abutter or to the nearest owner. Mr. Hamel reminds The Board that had the traffic pattern not been changed, this parcel would never have come into question. There is an opportunity for revenue in these types of business ventures with the small parcels. Chairman Quandt wonders who cares for the property on the right of way. Dr. Siegel indicates he believes the property owner maintains it, but he is not positive. He also indicates that the parking lot is utilized on the weekends as an overflow lot for recreation events. Chairman Quandt asks Mr. Dean to get the value of the right of way property. Mr. Hamel reflects on an ordinance from a town meeting in 1929 or 1931. By citizen vote, all right of way that results in excess properties could be reduced to the standard right of way and abutting property owners would have the right to purchase the excess land.

**ii. Solid Waste Contract Extension Proposal**

Mr. Dean summarizes the contract extension proposal from Northside Carting. Northside has held the waste disposal contract with the Town of Exeter since 2008. The contract is slated to expire on May 31, 2013. Mr. Dean indicates the vendor has received nothing but positive feedback at a Department level and from residents. Northside has presented a proposal to extend the contract through 2016. In summary, the extension would result in a reduction of cost. The cost would be a set cost with an anticipated rate increase by \$10,000 per year and eliminating the CPI adjustment each year. Mr. Dean reminds The Board that at the time the bids were opened at 2008, Northside was the low bidder. Jennifer Perry, Director of Public Works comes forward to answer any questions relating to the specifics of the contract. She summarizes the intent of the contract as an increase of \$10,000 per year through the year of 2015. At the rates currently proposed, at the end of 2015, the Town of Exeter will be paying the rate that is currently paid for waste disposal. Mr. Clement acknowledges that the budget can be difficult when trying to predict future costs. Mr. Clement also points out that the letter from Northside and the spreadsheet do not concur. The spreadsheet indicates a cost increase of \$10,000 per year, and the letter indicates a \$20,000 increase for the 2014 year. He would prefer confirmation of the costs prior to the Board voting to accept an extension. Mr. Ferraro wishes to know if the extension would include any fuel or environmental adjustments. Ms. Perry indicates no environmental or fuel increases will be assessed if the extension is signed. She also indicates the pricing is valid through the end of May. The Board agrees to add it to the agenda for an upcoming meeting, pending confirmation of the figures from Northside.

**iii. Paving Contract Extension Proposal**

Mr. Dean proposes a contract extension from the current vendor of asphalt for the Town paving program. In recent years, the decision has been to extend the paving contract to Bell and Flynn. Mr. John Bell has proposed through a letter in the packet a price of \$72.90 per ton of asphalt. Mr. Dean reminds the Board that every year due diligence is performed to identify and compare market prices with the surrounding communities. In 2011 the price was \$69.90 from Bell and Flynn, and was comparable with surrounding towns. This decision is an annual decision. Jennifer Perry, Director of Public Works refers to the other proposals from various vendors in the area. She advises the Board that prices are currently increasing and wants to make the point that Bell and Flynn has been able to absorb about 50% of the cost increase. This would boil down to Mr. Bell only passing on a \$3.00 per ton increase through an extension to the current contract. Mr. Clement inquires how many tons of asphalt is predicted to be purchased this paving season. Ms. Perry feels this will depend on how many roads are completed throughout the paving season. She reminds the Board that \$850,000 is appropriated to paving, even though the DPW target was \$1,100,000. The cost of \$72.90 per ton would include castings and the Town performs traffic control. The rough estimate would be \$850,000 divided by \$72.90.

**Mr. Clement moves to approve the contract extension between the Town of Exeter and Bell and Flynn at the contracted price of \$72.90 per ton. Mr. Chartrand Seconds. Vote: Unanimous**

**iv. Adopt BOS Committee Assignments**

Chairman Quandt volunteers to the Cable Advisory Committee, as he is currently serving on this Committee.

Mr. Clement volunteers to serve on the Conservation Commission, Exeter Arts Committee, Exeter River Study, Exeter Transportation Committee and the Train Committee.

Ms. Gilman volunteers to serve on the Energy Committee, the Heritage Commission, the Historic District Commission, the Rockingham Planning Commission and the Technology Advisory Committee.

Mr. Ferraro volunteers to serve on the Planning Board, Water & Sewer Advisory Committee and the Health and Safety Committee.

Mr. Chartrand volunteers to serve on the Council of Aging, the Economic Development Commission and Emergency Management Committee.

Chairman Quandt reminds the Board that if a meeting must be missed, the Board member representing the Selectman should send an email to the Board and the Town Manager to see if an alternate Selectman can attend. Nothing prevents a Selectman from attending a meeting. He believes that if more than one Selectman representatives attend and participate in decisions in a meeting, one must leave the room while the other speaks. If the second Selectman attends a meeting but does not participate in the decision making process, this rule does not apply. Mr. Clement points out the level of current engagement of committees where new Selectman Representatives have been assigned. His example is the Economic Development Commission. Selectwoman Gilman has been deeply involved in this Commission and it has broken out into several sub-committees. How will this situation be managed? Ms. Gilman feels this decision should be left to the Board or Commission

involved. This raises a point from Mr. Ferraro. The former Chairman Aldrich had discussed reconstructing policies relating to this scenario. He believed the discussion was held last June or July. There were some comments prepared and the Board had their discussion by weighing in on those comments and presenting their own opinions. He agrees email those comments to Chairman Quandt to be distributed to the Board for the basis of a future discussion.

**b. Old Business**

**i. Establish 2012 Goals Session**

Chairman Quandt proposes holding the 2012 Goals Session on April 13, 2012 at 9:00 am. Mr. Clement reminds the Board that a location is needed, and the event needs to be publicized. The Board Members all agree to the date and time.

**ii. Jady Hill Phase II- I and I Program**

Mr. Dean presents the proposed repayment program for private work portion of the Jady Hill Phase II improvements program. The Water and Sewer Committee recommended a homeowner cost contribution of \$1,000. This program will address how the payment of the \$1,000 will be handled. Mr. Ferraro clarifies that the \$1,000 cost contribution was recommended and the Board of Selectmen adopted the recommendation. Mr. Dean proposes a model similar to that used in the Meadow Wood scenario. For Meadow Wood there is a seven and a half-year pay off schedule shared between the forty-three homes, billed annually. The model for Jady Hill is projected with a ten-year repayment schedule at \$25.00 quarterly. Non payment would be treated similarly to Meadow Wood. If the payments are not made, the Town has the right to place a sewer lien on the owners' account and the lien would accrue interest. In this model if a homeowner chooses not to participate the Town would reaffirm the ordinance disallowing sump pumps into the sewer. Mr. Ferraro asks what the anticipated interest rate is when the bond is issued for Phase II. Mr. Dean advises that interest rates are determined at the time the bond is issued. He indicates the last bond had an interest rate of 2.29%. Mr. Ferraro suggests that the interest rate for non-payment should be set at the same rate as the interest rate on the bond. He feels it is unfair for other ratepayers to absorb the interest rate of the bond on late payments. Mr. Ferraro also points out that an agreement entered into by a homeowner goes with the homeowner if the property is transferred or sold. He believes that typically, when municipalities put in sewers a lien is placed on the property, perhaps a charge of betterment on the sewer bill to keep it with the property as opposed to the homeowner. This, in effect, would engage a lien on the property that reflects mandatory payment. Mr. Dean advises the intent is to make the agreements with the homeowners. The agreement would be held to the property in the case of transfer or sale, but would not be held to the deed. Chairman Quandt questions the current procedure for property transfers. Mr. Dean indicates the process is that a final read out is performed and anything owed previous to the readout, the previous owner is responsible for. Anything from the read out forward is the new owners' responsibility. In Meadow Wood there is a master agreement with the Homeowners Association. Liens are not made on the EMHA unless they do not pay. The successor owner is billed under the Master Agreement. Mr. Chartrand suggests that a simple solution may be to incorporate a clause in the agreement indicating that if the property is transferred, the remaining balance is to be paid in full at that point. Mr. Ferraro expresses his concern that a property owner in an agreement who transfers the property and then moves out of state could be difficult to collect from. He feels the only way to encumber the funds is to encumber the property. Mr. Dean points out that between the two phases of Jady Hill this will affect over a hundred homes. In current procedure, if a past due balance is not resolved in the closing of a property sale or transfer, the property owner who inherits the property also inherits the balance. This procedure is currently enforced. Mr. Quandt defers to Ms. Perry to determine if the start of Phase II or the private lateral work is scheduled to begin in the next few weeks. Ms. Perry indicates the likely start time is months away. Mr. Clement agrees resolution to the payment plan is in order. He counter argues that an interest rate should not be charged. He feels the importance of having the later work performed is crucial to the success of the project. He recognizes the homeowners cost would have been more significant had a cap of \$1,000 not been placed. To make the process of paying \$1,000 as painless as possible, and to soften the blow to these residents, he is against charging an interest fee. The Board agrees to table this discussion pending information from the finance department. The Board agrees to see it on the agenda again within a month.

**8. Regular Business**

**a. Bid Openings -None**

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

**Mr. Chartrand moves to approve an accounts payable warrant for checks dated 3/23/2012 in the amount of \$148,526.59. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve an accounts payable warrant for checks date 3/23/2012 in the amount of \$2,052,363.00. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve a weekly payroll warrant for checks dated 3/21/2012 in the amount of \$154,720.61. Mr. Clement Seconds. Vote: Unanimous**

**c. Budget Updates**

Mr. Dean reports that the Town is in the midst of diving into the 2012 budget. A number of requests have been received so far. Ms. Perry raised an issue last week regarding the DPW dump trucks. They are trying to work out some options to make them last longer. The Departments are all in implementation mode. Revenue and expenses are about what they are expected to be at this time. The first quarter closes March 31, 2012 and the reports should be in for the second or third week of April. Mr. Ferraro takes an opportunity to thank Mr. Dean for providing the information he requested at the last Selectman's Meeting. He wishes to meet with Mr. Dean to get some clarification. Mr. Dean urges the Board to develop a system for flow of financial information through the Board to the Town Manager to the Finance Department. Using a consistent system to get information to all Board members will be beneficial to everyone.

**d. Tax Abatements & Exemptions**

**Mr. Chartrand moves to approve a Disability Exemption for map 68, lot 6/118 in the amount of \$107,800.00. Ms. Gilman Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve an Elderly Exemption for map 70, lot 94 in the amount of \$152,251.00. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve an Elderly Exemption for map 74, lot 10 in the amount of \$127, 200.00. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve a Veteran's Credit for map 81, lot 59 in the amount of \$2,000.00. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve an abatement for map 55, lot 60/9 in the amount of \$732.15. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve an abatement for map 97, lot 43 in the amount of \$5,083.61. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve an abatement for map 89, lot 4 in the amount of \$115,66. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to approve an abatement for map 32, lot 12/17/ABC in the amount of \$211.64. Mr. Clement Seconds. Vote: Unanimous**

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

**f. Permits - None**

**g. Town Manager's Report**

Mr. Dean reports that the Town Hall permit requests are coming in regularly. He hopes to spend some time analyzing when the Town Hall is available for public use and get that information out to the public in hopes of soliciting more permits. The Key club from the Exeter High School will be holding a yard sale this Saturday, April 1<sup>st</sup> at the Town Hall. Mr. Dean also reports that the annual Easter Egg Hunt is scheduled for Friday, March 30<sup>th</sup> at 4:30 p.m. in Swasey Parkway. The weather is a bit colder than it has been recently and he hopes that residents will bundle up and attend this fun filled event. Mr. Dean reports that from 3:00pm to 6:00 p.m. on Friday, March 30<sup>th</sup>, a reception will be held at the Town Hall celebrating the retirement of Linda Hartson, Town Clerk.

Mr. Dean wishes to welcome Jason Brown to the Town of Exeter as an intern for the Economic Development Commission. Mr. Brown will be working three days a week and is involved in a number of projects. Mr. Brown is currently working on refining the business inventory database and analysis of developable land in the current business districts.

Mr. Dean is happy to report the relocation of the Finance Department is complete. There are a few parking issues that need resolution but all in all, it is working as expected so far. The Town Clerk has been aggressive in the efforts to secure a debit/credit card payment processing system. The Town Clerk is meeting with a potential provider of this service later this month. Mr. Dean remarks that 2013 is the 375<sup>th</sup> Anniversary of the Incorporation of the Town of Exeter. As Ms. Gilman indicated last year, he suggests a Committee should be created to possibly manage a Town celebration. Ms. Gilman agrees that a Committee is a good idea and recommends that this could be a project for the EDC. Mr. Ferraro inquires as to a timeframe for the remaining Departments to be moved in the Town Office now that the Finance Department move is complete. Mr. Dean reflects that an immediate reaction is unnecessary. There are some design and layout issues to still resolve and new issues have been brought up regarding the Town Clerk's area. Mr. Clement wishes to have this topic added to a future agenda for discussion.

#### **h. Legislative Update**

Chairman Quandt reports that this is a busy week. A session begins on Wednesday at 9:00 am where the big item on the agenda will be the gambling vote.

#### **i. Selectman's Committee Reports**

Mr. Ferraro reports that he was unable to make the Planning Board Meeting last week.

Mr. Clement reports that he participated in the Mayors Ride for Meals on Wheels last week. He felt the experience was very rewarding and the driver he was assigned to was remarkable. He feels that Exeter is very fortunate to have this type of program that provides meals along with social interaction and even sometimes wellness checks.

Chairman Quandt reports the two open houses had by Channel 98. He was unable to attend himself but understood that the open houses were well attended by local residents. The next item for Channel 98 will be orientations to teach people how to use the equipment in the studio and possibly work on a public show. Anyone wishing to participate can attend this orientation on Thursday, March 29 at 6:00 p.m.

Mr. Chartrand has nothing to report but wishes to offer his appreciation to the residents of Exeter. The number of well wishes he has received since his election has been remarkable and he wishes to thank anyone that has supported him.

Ms. Gilman reports that she met with EDC and the Sub-Committee regarding Business Retention and Recruitment project. This project allows the Committees to reach out to local businesses and a letter offering a meet and greet with the Committee will go out this week. Follow up meetings will be scheduled according to availability of businesses and the Committee. Ms. Gilman also reports the Heritage Commission met and discussed two grant opportunities they plan to pursue. The first is a grant to assist in the second phase of Town wide mapping.

The second is through the Historic District Commission. This grant would help fund a project that will help identify each building in the Historic District of Exeter. It will identify contributing pieces of history, including photographs, and indicate why the building is important to the Historic District. This would result in a manual to give to each member of the Committee. If renovations are proposed this would help to immediately identify the features of a property that mark it as a historical building. The hope would be to dissuade property owners from changing the historic integrity of a building.] The HDC has also looked into grants to offset the cost of the slate roof of the Historical Society. As LCHIP is not funded this year, there is no grand money available there. The grant writing cycle is different than the RFP and Town Meeting cycle. This makes it difficult in that a grant can not be issued for a project that is already in process.

#### **j. Correspondence**

Chairman Quandt calls upon Mr. Dean to read a letter received from a resident in regard to the efforts of the DPW. Leo and Lorraine Burch wish to express their appreciation and gratitude to the DPW employees who helped to make their lives a little brighter. While the DPW were repairing a portion of the Burch's' street, they responded to Mrs. Burch's' request to clean off

the sidewalk in front of her home so her elderly husband could take his daily walk safely. In her opinion, the DPW Employees complied in a very timely fashion and went above and beyond to help her and her husband. Chairman Quandt calls upon Mr. Perkins to explain the best way for residents to submit complaints regarding potholes. Mr. Perkins indicates that for fastest results, a resident may email him directly at [Jperkins@town.exeter.nh.us](mailto:Jperkins@town.exeter.nh.us). Residents can also call into the DPW during regular business hours. Ms. Gilman reflects on a time when there was a link to report potholes on the Town of Exeter Website. She inquires if it is still there. Ms. Perry indicates she is unsure if the link is still there, and if so, if it is functional.

A letter from Donahue, Tucker and Ciandella, PLLC commending the excellence of the Town of Exeter's Presidential Primary Polling place on behalf of the Attorney General's Office.

A letter regarding the cellular towers from the correspondence at a previous Selectman's Meeting. This letter indicates that all municipalities in a 20-mile radius of the proposed construction are to be notified of the construction in writing.

An email from David Walker regarding revisions to the Transportation Improvement Program. This is a follow up request from the Department of Transportation.

A letter from Donahue, Tucker and Ciandella, PLLC regarding the easement relief that currently covers Gilman Park as recorded at the Registry of Deeds.

A letter from Andrew Stollar, PhD thanking the Town Employees and Officials for their professionalism, pleasantness and friendliness. The letter also thanks the Exeter Police Department, especially Bruce Page, the Exeter Fire Department, and the EMT's for the Town of Exeter.

An Unaudited Unassigned Funds Balance Report from the Town Manager's Office.

An Unaudited YTD Expense Analysis from the Town Manager's Office.

A spreadsheet identifying the Town of Exeter Water and Sewer corrective billing figures from the Town Manager's Office.

## **9. Review Board Calendar**

Chairman Quandt indicates there will be no meeting on Monday, April 2, 2012. The Board will convene again on Monday, April 9, 2012 at 7:00 p.m.

A special meeting for warrants will be held on Tuesday April 3, 2012 at 9am.

## **10. Non – Public Session - None**

## **11. Adjournment**

**Ms. Gilman moves to adjourn. Mr. Clement Seconds. Vote: Unanimous**

The Board stood adjourned at 8:59 p.m.

Respectfully Submitted,

Jennifer Pond  
Recording Secretary