

BOARD OF SELECTMEN DRAFT MINUTES SEPTEMBER 10, 2012

1. Call Meeting to Order

Chairman Matt Quandt reconvened the Board at 7:05 pm in the Nowak Room of the Town Offices after an interview for a budget committee member in the Wheelwright Room. Other members of the Board present were Selectman Frank Ferraro, Vice Chairman Don Clement, Selectman Dan Chartrand and Selectwoman Julie Gilman. Town Manager Russell Dean was also present.

2. Board Interview: Budget Recommendations Committee

Mr. Quandt noted that the meeting was starting a little late because the Board had interviewed Robert Wentworth at 6:50 p.m. for the Budget Recommendations Committee just prior to tonight's regular business meeting.

3. Public Comment

Kathy Corson requested that the Town plan a parade to honor Victoria Arlen who recently won a gold medal and 3 silver medals in swimming at the Paralympic Games in London. Mr. Ferraro said he had planned to also recommend an event in honor of Ms. Arlen. Mr. Dean agreed and said discussions for the event will begin soon and he will provide updates. Ms. Corson offered her assistance in coordinating the event.

4. Minutes & Proclamations

- a. Regular meeting: August 20, 2012 – Mr. Chartrand moved to accept the minutes as written, seconded by Mr. Clement. Motion carried.
- b. Regular meeting: August 27, 2012 – Mr. Chartrand moved to accept the minutes as written, seconded by Ms. Gilman. Motion carried.

5. Appointments

Mr. Clement reported, as noted above, that the Board had interviewed Robert Wentworth for a position on the Budget Recommendations Committee. Mr. Chartrand moved to appoint Mr. Wentworth to the Budget Recommendations Committee for the 2012-2013 term, seconded by Ms. Gilman. Motion carried.

6. Discussions/Action Items

a. New Business

i. Disband Energy Committee

Ms. Gilman explained that the mission of the committee to find energy saving methods in the municipal buildings has been achieved working with the DPW. The Energy Committee hasn't had a quorum to meet for some time so Ms. Gilman moved to disband this committee, Mr. Ferraro seconded with the caveat that a new Energy Committee can be created in the future. Ms. Gilman amended her motion to include future Energy Committees, Mr. Ferraro seconded. Motion carried.

ii. Gilman Park Transfer

Mr. Dean said the closing date for this transfer is scheduled for September 19, 2012. Mr. Dean noted that Donahue Tucker and Ciandella requested that the Town pay a portion of the legal fees for the transfer. The amount to be paid will be in the range of \$3,000.00-4,7000.00 and the funds will come from the legal budget. Mr. Dean will determine if the Town will receive a Warranty Deed at the closing.

There was discussion to clarify the order of the easement and transfer of property to the Town. Mr. Ferraro referred to the last section on page 2 of the Conservation Easement Deed which stated "conveyance of the Park to the Town of Exeter, subject to the within Conservation Easement".

Mr. Chartrand moved to authorize the completion of the transfer of Gilman Park to the Town of Exeter from the Gilman Park Trustees subject to the conditions documented in the 2008 warrant article 34 to include an easement on the property held by the Southeast Land Trust of New Hampshire. Ms. Gilman seconded the motion. Motion carried.

Mr. Clement acknowledged that Gilman Park is a wonderful asset to the Town of Exeter. Trustees have served as stewards of the property since 1892 and the Board extends thanks to both the current and past Trustees.

b. Old Business

i. Bid Award: Ambulance

Assistant Fire Chief Berkenbush provided the Board with information on the bids received and his recommendation for Sugarloaf Ambulance for a PL Custom ambulance. The bid from Sugarloaf is \$178,756.00 which is the lowest of the four received. Chief Berkenbush also provided the Overview of Manufacturer's Warranties for the vehicle. It was determined that the expenditures for the ambulance would come from the Revolving Fund.

Mr. Clement moved that the Board accept the bid from Sugarloft Ambulance for the new vehicle in the sum of \$178,756.00. Ms. Gilman seconded. Motion carried.

Mr. Ferraro pointed out that, although the lease start date is in September 2012, the first payment is due in January 2013. Mr. Ferraro moved that, in accepting the lease terms, \$61,883.00 from the Revolving Fund, Year 2013, would be used to pay for the first year of the lease agreement. Ms. Gilman seconded. Motion carried.

ii. Town Seal Policy

Mr. Dean said the policy has been revised to describe the official town seal colors as they appear on the seal in the Nowak Room. Dr. Dean then read the revised description to the Board. Mr. Ferraro moved to accept the seal as now described in the policy. Mr. Clement seconded. Motion carried.

iii. Volunteer of the Year

Mr. Ferraro suggests that the Town create a Municipal Volunteer of the Year Award Program. He had provided Mr. Dean with information from the NH Local Government Center on NH programs . Mr. Dean drafted a policy for such a program for the Town of Exeter which the Board reviewed. The following changes to the draft policy were recommended:

- Anyone from the Town of Exeter may submit a nomination
- The nominee will be recognized for the work they performed in the prior year only, i.e., the January 2013 recipient will be recognized for work performed in 2012

Mr. Dean will make the requested changes to the draft policy and return it to the Board at the next meeting.

7. Regular Business

a. A/P and Payroll Manifests

Mr. Chartrand moves a 9/7/12 accounts payable warrant in the amount of \$15,000.00 for NH municipal bonds. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 8/31/12 accounts payable warrant in the amount of \$58,565.92 for Citizens VISA charges. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves an accounts payable warrant check in the amount of \$258,627.40 for Fire Department uniforms and water meter repairs. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 9/5/12 payroll warrant checks in the amount of \$170,570.86. Mr. Ferraro seconded. Motion carried.

Mr. Chartrand moves 8/29/12 payroll warrant checks in the amount of \$104,959.41. Mr. Clement seconded. Motion carried.

Mr. Ferraro noted that, while it has been the practice of the Board to authorize the Treasurer to issue checks prior to Board review of those released funds, there is no written policy stating this is the process in place. Since checks are cashed before Board approval, he suggested that a written policy would be helpful to those involved in the process in the future. Mr. Dean will draft a policy for this procedure.

b. Budget Updates

Mr. Dean reported that, in addition to regular budget items such as health insurance and payroll, another item is improving the GIS system; a user group has been meeting to discuss updates. Other proposed items involve smaller capital items such as improving Swasey Parkway with more benches, more bike racks through Parks & Recreation, and exploring a Code Red system with which the Town can make calls to the public during storm emergencies and other potentially dangerous events.

c. Tax Abatements & Exemptions

Mr. Chartrand moved that the Town Manager collect \$132.87 for timber taxes concerning Map Lot 30-2, Mr. Clement seconded. Motion carried.

d. Water/Sewer Abatements – none

e. Permits

Mr. Dean said a yard sale permit had been received from the Women's Club scheduled for 9/22/12 in the Town Hall. This request has been granted numerous times in past years. Mr. Clement moved to grant the permit, Mr. Ferraro seconded. Motion carried.

Mr. Quandt noted that the Board had received a complaint about a primary voting sign posted in town that directed voters to bring their ID. Mr. Quandt confirmed that an ID is not need for the primary vote on 9/11/12 but IDs will be required for the general election.

f. Town Manager's Report

Mr. Dean reported that the Assessors have completed the MS1 form for 2012. The town evaluation was up \$14M from last year so the Assessors will research the details of that increase. Mr. Dean provided copies to the Board of the revised Department of Revenue form and said the form can now be files online.

Two employees who have been out on medical leave will be returning to work: Jennifer Perry and Sue Benoit. Mr. Dean thanked Paul Vlasich for his efforts and contributions while Ms. Perry who out and extended thanks also to all those who offered to help in Ms. Benoit's absence.

The 277 Water Street interceptor project is proceeding well; there is less water coming out than expected. Mr. Chartrand commended the Town Manager and Mr. Quandt for their great work with the Water Street interceptor project. He extended thanks for their rescue of the project plus saving the Town over \$300K.

Congratulations to the Blue Hawks Varsity football team in their victory over the Pinkerton team.

Mr. Dean has contacted the Christmas parade committee representative to honor Victoria Arlen in addition to an event for her at the Fall Festival. Mr. Ferraro suggested that the event honoring Ms. Arlen at the Fall Festival be a stand-alone event so it is not overshadowed by all the other Festival activities. He also suggested contacting the Governor to request that October 13th be proclaimed Victoria Arlen Day. Mr. Dean said there are a variety of events in the works to honor Ms. Arlen.

Mr. Dean reported there was one bid for the surplus mower despite advertisements on the website and in the newspaper. The bid is from Jay Perkins for \$350.00. Mr. Dean recommended sending the bid information to the Park & Recreation Department for review, Ms. Gilman seconded. Motion carried.

g. Legislative Update – no updates

h. Selectmen's Committee Reports

Mr. Ferraro reported that the Water/Sewer Committee is meeting on 9/12 at 6:30pm and the Planning Board will meet on 9/13 at 7pm. Mr. Ferraro requested to remember those lost on 9/11 on the morning of September 11,2012.

Mr. Clement provided a packet that documents the questions and comments from the Town submitted to the River Study Committee and asked that the Board review this information. The River Study Committee will be at the next Board meeting. Ms. Gilman asked about the final River Study Committee report. Mr. Clement that the final *draft* report will be available in November and discussed in December. The Conservation Commission will meet on 9/11 and the Rockingham planning Commission meets on 9/12 at 7pm at the Library. There will be a presentation on plans for Portsmouth Ave.

Mr. Chartrand attended a Swasey Trustees meeting as a Board liaison. He stated the Trustees are very active and have many projects under consideration, including reviewing fees, fee structuring, their rules and regulations, and making improvements. He noted that the coordination between the Board and the Trustees is improving. Mr. Dean reported that a for-profit organization has plans to use Swasey Park so they have been notified that they must submit an application to the Swasey Trustees.

i. Correspondence

- o Note from Debbie Hill of Seacoast Family Promise thanking the Town for their support

- Letter from Regional Economic Development Center to Sylvia von Aulock thanking the Town for the projects submitted to them
- Email from Pamela Gjettum on their successful UFO day and thanking town employees for their help with the set up and the clean up
- Request from Tony Loch to place a marker on his family grave; he provided a copy of the marker. Ms. Gilman moved to approve the marker and its placement as presented by Mr. Loch, Mr. Chartrand seconded. Motion carried.
- Letter from Nelson Kinder & Mousseau on the UNH Eelgrass Monitoring Program for Great Bay Estuary
- Letter from Mr. York, President of the Exeter Sportsman's Club notifying the Board that the ESC has submitted a request to the Planning Board for improvements to be made. Mr. Clement noted that the ESC had been asked to submit their plans to the Planning Board. The Board will review the materials provide with Mr. York's letter and Mr. York will be invited to attend a Board meeting in a few weeks.

8. Review Board Calendar

The next meeting of the Board is scheduled for September 24, 2012. Mr. Chartrand said an email from Don Woodward was received late in the day which requests advice from the Board. Mr. Woodward was present and agreed that his request could be in the packet at the next Board meeting on 9/24. Mr. Dean mentioned a letter had been received from Brian Schwartz asking the Town honor Victoria Arlen with a parade.

9. Adjournment

Mr. Chartrand moved to go into non public session for legal matters. Mr. Clement seconded. Roll call vote: unanimous.

The Board emerged from non public session. Selectwoman Gilman moved to adjourn, seconded by Selectman Clement. The Board stood adjourned at 8:30 p.m.

Respectfully submitted,

Chris deZarn-O'Hare
Recording Secretary