

DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

December 12, 2011

1. Call Meeting to Order.

Chairman Robert Aldrich convened the Board at 7:00 pm in the Nowak Room of the Town Office Building. Other members of the board present were: Town Manger Russ Dean, Selectman Don Clement, Selectwoman Julie Gilman, Selectman Matt Quandt, Selectman Frank Ferraro.

2. Minutes & Proclamations

A. Regular Meetings : November 28th, December 5th, 2011

Mr. Ferraro requests that the minutes from the previous two weeks be held until Monday, December 19, 2011. The Board agrees as the minutes for December 5th are not available at this time.

3. Appointments - None

4. Department Reports - None

5. Discussion/Action Items

A. New Business

1. FY12 Budget

Chairman Aldrich will begin the budget approval with the general fund. He suggests the Board review the budget category by category beginning with the budget for the Board of Selectmen. Chairman Aldrich indicates the funding for the Town of Exeter website should be funded through the Selectman's budget under the category of consulting services. He also suggests the planned organizational review should be funded utilizing the consulting services line. He recognizes line 01-4130-0100-8050 for Special Expense. Special Expense is an all fund captured category, he would like to revisit how much money is spent in this category. Mr. Ferraro expresses concern for the time frame, it's late in the fiscal year to fund these added expenses in 2011. Chairman Aldrich feels if the expenses are funded by the remaining 2011 budget, this would require a contract for the organizational review to be in place prior to January 1, 2012. He and Mr. Ferraro agree these expenses should be funded by the 2012 budget. Mr. Ferraro clarifies that this expense should be estimated around \$10,000 and in the special expense line. He further indicates this wouldn't be an annual expense; it would be populated in the future by various boards, commissions and committees. Each department would be responsible for the content they choose to place on the site, this expense would simply be for the initial build of the site, as an outside firm would build and manage the site. **Mr. Ferraro moves to add \$10,000 to The Board of Selectman's Budget line 01-4130-0100-5200 BS-Consulting Services Fund, for the purpose of hiring a consultant to build a website for The Town of Exeter. Seconded by Ms. Gilman, the vote is unanimous. Motion carries.**

A discussion ensues relating to the proposal of an organizational review. Chairman Aldrich feels a monetary value should be decided on and the Board should move forward with that that dollar amount can buy. Mr. Quandt expresses concern that a \$10,000 investment in a consultation could lead to a recommendation that \$10,000 needs to be spent. Mr. Clement feels as though a definition of what is required should be decided on. Mr. Ferraro believes a number could be added to the budget and the discussion of what that will purchase can be held at a later date. **Mr. Clement moves to add \$10,000 to the line 01-4130-0100-5200 BS-Consulting Services for a potential organizational study in 2012. Ms. Gilman Seconds, the vote is unanimous. Motion carries.**

Category of the Town Manager. The Board approves of the budget as it is proposed including any changes the Budget Committee recommended.

Category of Cable Television.

Mr. Swanson comes forward. Currently, DVD's are made for each Town Meeting. A discussion regarding the need for this ensues. Mr. Swanson indicates that all town meetings are available online at www.townhallstreams.com. Since this site provides adequate coverage at any time, only three DVD copies of meetings were requested over the course of 2011. The video feeds at this website are available for one year. The charge for a DVD is significantly less than what it costs to produce the DVD. Regardless of the decision

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to continue or discontinue producing the DVD's, the budget will not be affected. The Board approves of the proposed budget for Cable Television including any changes the Budget Committee recommended.

Category of Human Resources. The Board approves of the proposed budget for Human Resources including any changes the Budget Committee recommended.

Category of Transportation. The Board approves of the proposed budget for Transportation including any changes the Budget Committee recommended.

Category of Legal Expenses.

A discussion ensues in regards to how the Legal Expense budget is spent. Mr. Ferraro feels that a deduction should be made from this fund when the legal fee should have come from another specific source such as DPW legal fund, or Sewer legal fund. The difference between the number proposed and what is actually spent in relation to other line items is discussed. Mr. Dean indicates to the Board there are often legal expenses that are not anticipated during the year. Mr. Ferraro feels every department should be using funds from their own proposed budget, specifically their allocated money for legal fees. **Mr. Ferraro moves to deduct \$10,000 from the line 01-4153-0120-5224. Ms. Gilman Seconds. In favor, Mr. Ferraro and Ms. Gilman. Opposed, Mr. Guandt, Mr. Clement and Mr. Aldrich. Motion Fails.**

Category of Information Technology. The Board approves of the proposed budget for Transportation, including the recommendation the Budget Committee proposed. IT change in capital outlay. 11.5k to 8k

Category of Trustee of Trust Funds. The Board approves of the proposed budget for the Trustee of Trust Funds including any changes the Budget Committee recommended.

Category of Town Moderator. The Board approves of the proposed budget for the Town Moderator including any changes the Budget Committee recommended.

Category of the Town Clerk. The Board approves of the proposed budget for the Town Clerk including any changes the Budget Committee recommended.

Category of Elections. The Board approves of the proposed budget for Elections including any changes the Budget Committee recommended.

Category of Finance and Accounting. The Board approves of the proposed budget for Finance and Accounting including any changes the Budget Committee recommended.

Category of Treasurer. The Board approves of the proposed budget for Treasurer including any changes the Budget Committee recommended.

Category of Tax Collection. The Board approves of the proposed budget for Tax Collection including any changes the Budget Committee recommended.

Category of Assessing. The Board approves of the proposed budget for Assessing including any changes the Budget Committee recommended.

Category of Planning. The Board approves of the proposed budget for Planning including any changes the Budget Committee recommended.

Category of Inspections and Code Enforcement. The Board approves of the proposed budget for Inspections and Code Enforcement including any changes the Budget Committee recommended.

Category of Board of Adjustment. The Board approves of the proposed budget for the Board of Adjustment including any changes the Budget Committee recommended.

Category of Historic District Commission. The Board approves of the proposed budget for Historic District

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Commission including any changes the Budget Committee recommended.

Category of Conservation Commission. The Board approves of the proposed budget for Conservation Commission including any changes the Budget Committee recommended.

Category of Heritage Commission. The Board approves of the proposed budget for Heritage Commission including any changes the Budget Committee recommended.

Category of Economic Development Commission.

Mr. Ferraro advises The Board the Economic Development Commission has \$20,000 in available funds. He feels there is no reason to add \$5,000 more. **Mr. Ferraro moves to strike the line 01-4652-0307-5000 to \$0 on the basis that the EDC has substantial funds in place. Mr. Clement Seconds.**

A discussion ensues. Mr. Clement raises the question of available funds. He questions if the proposal to exhaust the available funds before more funds are available from the general fund. He feels if the Board is planning to utilize this option with the EDC, The Board should be working toward this goal with all of the departments. Mr. Ferraro feels that available funds should be allocated for a specific task or purpose. Mr. Ferraro feels the proposed budget may be a place holder. Mr. Clement reminds the Board that other departments with separate funds are not expected to exhaust those funds prior to receiving funds from the general fund budget. Ms. Gilman reminds the Board that the EDC has several projects they would like to accomplish. The current available funds are and have been raised by the EDC and they intend to utilize a good portion of them. While there is no formal breakdown, the \$5,000 would be maintenance money for supporting the clerical staff of the EDC itself. **Mr. Ferraro amends his motion to reflect a reduction to \$3,500 from it's current allocation of \$5,000. Seconded by Mr. Clement. In favor, Mr. Ferraro, Mr. Clement, Mr. Quandt. Opposed, Ms. Gilman. Motion Carries.**

Category of Police.

Sub category of administration. The Board approves of the proposed budget for Police Administration including any changes the Budget Committee recommended.

Sub category of Staff . The Board approves of the proposed budget for Police Staff including any changes the Budget Committee recommended.

Sub category of Patrol. The Board approves of the proposed budget for Police Patrol including any changes the Budget Committee recommended.

Sub category of Animal Control. The Board approves of the proposed budget for Police Animal Control including any changes the Budget Committee recommended.

Sub Category Communications. The Board approves of the proposed budget for Police Communications including any changes the Budget Committee recommended.

Category of Fire.

Sub Category of Administration.

Mr. Ferraro points out that in 2011, Chief Comeau proposed the outside billing service. A main point in the need for such services was that the Fire Department Office Manager spends approximately 70% of her time performing the task of ambulance billing. He proposes reducing the position of the Office Manger by 70%, essentially making the position a part time position. **Mr. Ferraro moves to reduce line 01-4221-0501-1110 by \$31,000 and reduce the appropriate benefits by \$31,000. Ms. Gilman seconds.**

Chief Comeau comes forward to respond. Chief Comeau indicates that the outside billing vendor will not be responsible for collections and quality control. The vendor will assume the duties of medical coding and actual billing. The position is an Office Manager for Fire and Emergency Management. Many of the duties assigned to this position are currently being performed by uniformed officers and the assistant Fire Chief. He expresses his concern that duties such as payroll, accounts payable and receivable are not able to be performed due to the amount of time spent currently billing. As the outside vendor takes over the billing, the office manager will need to reassume her duties as described in the job description to include the collection efforts and quality control. Mr. Ferraro suggests that the change may be able to be changed to 50% or 60% increase from the proposed 30%. He feels the outside vendor billing service was described to the Board as all encompassing. Mr. Quandt suggests a review of the job description is in order before reducing the position to 30%. Chairman Aldrich calls for a vote on the Motion. **In favor, Mr. Ferraro. Opposed, Ms. Gilman, Mr. Clement and Mr. Quandt. Motion fails.**

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Mr. Ferraro moves to reduce the budget by \$31,000 in benefits and \$15,000 in salary, essentially making this position 30-34 hours, maximum part time with no benefits. No Second. Motion fails.

Sub category EMS/Ambulance. Mr. Ferraro refers to line item 01-4215-0502-5010 for postage. As of November, the department had only spent \$10.00 in postage. Mr. Dean indicates that the EMS Budget has been moved to the revolving fund per the Board's approval. It can be amended anytime and adjustments can be made at the discretion of the Board. Chairman Aldrich agrees to bring the postage line for discussion when the EMS Revolving fund is discussed.

Sub category Fire Suppression.

Chief Comeau comes forward. He asks the Board to add \$17,900 to line 01-4220-0503-4430, general equipment repair, for replacement of the seals on the ladder truck. Chief Comeau refers to line 01-4220-0503-4320, vehicle maintenance. The current Fire Department vehicle is a 2000 Ford Explorer with 120,000 miles. It meets all of the criteria for replacement. It currently needs \$3,200 in repairs and its value is estimated at \$1,200. The Fire Department had previously considered replacing the vehicle with a Ford Escape, a comparable vehicle would be an \$18,000 Jeep.

The Assistant Chief Eric Wilking comes forward. He advises the Board, effective 12/31/2011, a resignation is tendered for a current employee. If the position is filled with a replacement, one more family health plan needs to be put back into the budget. Chairman Aldrich refers to Mr. Dean for advisement on the current procedure for this circumstance. After discussion, Mr. Dean recommends not changing the budget line items at this late stage of the process. The department will make adjustments as needed within their bottom line.

Mr. Quandt moves to add \$17,900 to the line 01-4220-0503-4430 for repairs to the Fire Department Ladder Truck. Mr. Ferraro seconds. Vote is unanimous, motion carries.

Sub category Emergency Management. The Board approves of the proposed budget for Fire Emergency Management including any changes the Budget Committee recommended.

Sub Category Health. The Board approves of the proposed budget for Fire Department Health including any changes the Budget Committee recommended.

The category of Public Works.

Sub category of Administration & Engineering. Chairman Aldrich defers to Jennifer Perry regarding a change by the Budget Committee. Line 01-4311-0601-5446. Chairman Aldrich wants to know if this item change was agreed upon. Ms. Perry indicates that it was an agreed to item. The Board approves of the proposed budget for Public Works Administration & Engineering including any changes the Budget Committee recommended.

Sub category Highways and Streets.

Mr. Ferraro initiates a discussion relating to the cost comparison between contracting a street sweeper as opposed to the Town of Exeter conducting this on their own. Mr. Ferraro indicates the cost to perform the services as opposed to contracting the service costs the Town of Exeter approximately \$35,000. Jennifer Perry recommends that the DPW be given the opportunity to do the analysis on cost comparison. **Mr.**

Ferraro moves to reduce the Highways and streets budget by \$35,000 to outsource to a contracted street sweeper. No second, motion fails.

Mr. Ferraro moves to ask the DPW to fully investigate the option of contracting a sweeper in 2012 and provide a cost in the first quarter of 2012. Mr. Clement requests an amendment to the motion on the table to reflect an investigation of the possibility of contracting for street sweeping including development of an RFP in the first quarter of 2012. Ms. Gilman Seconds. The vote is unanimous, Motion carries.

Chairman Aldrich begins a discussion regarding paving. Originally, the 2012 budget proposed \$750,000 in the general fund supplemented by a \$350,000 warrant article. Both items have been cut resulting in a budget of \$600,000 in the general fund and a warrant article for \$150,000. He indicates this would be level funding to the original amount of \$750,000 only if the warrant article passes. He expresses his concern in passing over maintaining the previous proposed amounts. Mr. Clement reminds the Board that he spoke out in regards to this at the Budget Committee meeting. He feels road maintenance is necessary. He reminds the Board that the public voted substantially to fund the supplemental paving article for \$250,000. He recommends the budget be left as proposed and the warrant article be increased to a larger number. Chairman Aldrich reminds The Board that the warrant article must pass in order to have the funds available. Paving is an easy target when cutting costs. Jennifer Perry advises the Board that every bit of the budget and warrant

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article paving funds for 2011 were utilized.

Harry Thayer comes forward, representing the Budget Committee. He expresses concern regarding the paving and cites the Jady Hill area, which will be paved as part of a current capital project. Mr. Clement's opinion is that if the sewer work were not being performed there, the paving wouldn't be proposed either. **Chairman Aldrich moves to add \$150,000 to the Budget to represent what was spent this year and supplement with the current recommended warrant article. Second by Mr. Quandt for discussion.** Mr. Quandt indicates he would not support a budget change, but would be willing to change the amount of the warrant article. Ms. Gilman indicates she agrees with Chairman Aldrich, that paving cannot be passed over. **In favor, Ms. Gilman. Opposed, Mr. Ferraro, Mr. Quandt and Mr. Clement. Motion Fails.**

Sub category of Snow Removal. The Board approves of the proposed budget for Snow Removal including any changes the Budget Committee recommended.

Sub category of Solid Waste Disposal. The Board approves of the proposed budget for Solid Waste Disposal including any changes the Budget Committee recommended.

Sub category of Street Lights. The Board approves of the proposed budget for Street Lights including any changes the Budget Committee recommended.

Sub category of Public works maintenance. The Board approves of the proposed budget for Public Works Maintenance including any changes the Budget Committee recommended.

Chairman Aldrich refers to Mr. Dean for guidance in this sub category, and if it's the appropriate place to add the \$7,000-\$10,000 that will be required for implementing changes regarding the reception and collection areas. Mr. Dean indicates an encumbrance would be the preferred solution. All members of the Board are comfortable with an encumbrance.

Sub category of Mechanics/Garage. The Board approves of the proposed budget for Mechanics and Garage including any changes the Budget Committee recommended.

Sub category of Recreation Center. The Board approves of the proposed budget for Recreation Center including any changes the Budget Committee recommended.

Sub Category of Town Hall. The Board approves of the proposed budget for Town Hall including any changes the Budget Committee recommended.

Sub category of Town Office. The Board approves of the proposed budget for Town Office including any changes the Budget Committee recommended.

Sub Category of Senior Center. The Board approves of the proposed budget for Senior Center including any changes the Budget Committee recommended.

Sub category of Safety Complex. The Board approves of the proposed budget for Safety Complex including any changes the Budget Committee recommended.

Sub category of DPW Complex. The Board approves of the proposed budget for DPW Complex including any changes the Budget Committee recommended.

Sub category of Train Station. The Board approves of the proposed budget for Train Station including any changes the Budget Committee recommended.

Sub category of Other Town Structures. The Board approves of the proposed budget for Other Town Structures including any changes the Budget Committee recommended.

The category of Welfare & Human Services.

Sub category of Welfare. Chairman Aldrich looks to Board members to offer their opinions on why the direct relief was reduced from \$30,000 to \$20,000. Mr. Clement feels this could be in anticipation of federal cuts to alternative programs for heating costs. **Chairman Aldrich moves to reduce direct relief line 01-4441-0710-5073 to \$25,000. Mr. Clement seconds. In favor, Mr. Clement, Ms. Gilman and Chairman Aldrich. Opposed, Mr. Quandt and Mr. Ferraro. Motion carries.**

Sub category of Human Services. The Board approves of the proposed budget for Human Services including any changes the Budget Committee recommended.

Category of Parks & Recreation.

Sub category of Recreation. The Board approves of the proposed budget for Recreation including any changes the Budget Committee recommended.

Sub category of Parks. The Board approves of the proposed budget for Parks including any changes the Budget Committee recommended.

Sub category of Pool. The Director of Recreation comes forward. He indicates the budget is tight.

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Incrementally Parks and Recreation has been moving expenses to the revolving fund. The current recommendation is for \$18,000. He indicates this puts the Department of Parks and Recreation somewhere between 98% and 99% of the actual spending for available funds. Special events are in the budget as a sub category. This category amounts to programs that do not generate any revenue. These could include concerts, annual contribution to the fireworks display at the AIM Festival, Halloween Parade, Easter Egg Hunt and other special events. Parks and Recreation has proposed expanding the camp by 20 campers as a solution to working toward new or alternative sources of revenue. Expanding the camp from eight to nine weeks could also prove fruitful. This would require hiring another camp counselor. If Parks and Recreation can manage the existing sources of revenue, the department will be stretched with minimal impact to the community. Chairman Aldrich suggests putting some of the Parks and Recreation expenses back in the general fund. The Director raises the point that fireworks contribution could be lost for 2012. If the funds aren't available for a concert prior to the fireworks, the festival would end at 5:00 pm and the residents would need to just wait for the fireworks to start. Chairman Aldrich inquires if The Board absorbs the contribution to the fireworks, could Parks and Recreation guarantee the concert for the independence museum festival solutions. The Director believes he can. **Mr. Ferraro moves to add \$1,000 to the line 01-4583-0805-8608 for the Revolution War Fest. Seconded by Mr. Quandt. The vote is unanimous. Motion carries.**

Sub category of Other culture & recreation. The Board approves of the proposed budget for Other Culture and Recreation including any changes the Budget Committee recommended.

Sub category of Swasey Parkway. The Board approves of the proposed budget for Swasey Parkway including any changes the Budget Committee recommended.

Sub Category of Special Events. The Board changed the proposal to reflect a gain of \$1,000 to line 01-4583-0805-8608

Category of Public Library

Chairman Aldrich invites the Director of Public Library to comment. An exact figure for available funds cannot be determined at this time. The Finance Director indicates it is approximately \$30,000. The funds are not carried over in 2012. The trustee for the public library indicates in the past, the variable surplus has been used for repairs to the building. The Director of the Public Library indicates there is \$20,000-\$30,000 available to the trustees of the Public Library. These funds are planned for renovations. This topic will be added to the agenda for further discussion at another time.

Category of Debt Services & Capital

Sub category of Debt Services. The Board approves the proposed budget for Debt Services including any changes the Budget Committee recommended.

Sub category Vehicle Replacement. Mr. Quandt brings up line 01-4194-0117-7420 which includes the Pickup Truck #5 designated as a Fire Department vehicle. Mr. Quandt indicates the maintenance costs for the current Fire Department Ford Explorer are high. The State of New Hampshire vehicle purchase plan could present opportunity for a good price. **Mr. Quandt moves to add \$18,000 to line 01-4194-0177-7420 for the purchase of a new Fire Department Vehicle. Ms. Gilman seconds. In favor, Ms. Gilman, Mr. Quandt, Chairman Aldrich. Opposed, Mr. Clement, Mr. Ferraro. Motion Carries.**

Sub category of Capital Outlay - Other. The Board approves the proposed budget for Capital Outlay - Other including any changes the Budget Committee recommended.

Sub category of General Expense. The Board approves the proposed budget for General Expense including any changes the Budget Committee recommended.

Sub category of Benefits and Taxes. The Board approves the proposed budget for Benefits and Taxes including any changes the Budget Committee recommended.

Sub category Payroll Taxes and Benefits. The Board approves the proposed budget for Payroll Taxes and Benefits including any changes the Budget Committee recommended.

Sub category of Unemployment. The Board approves the proposed budget for Unemployment including any changes the Budget Committee recommended.

Sub category of Retirement. The Board approves the proposed budget for Retirement including any changes the Budget Committee recommended.

Sub category of Workers Compensation. The Board approves the proposed budget for Workers Compensation including any changes the Budget Committee recommended.

Sub category of Insurance. The Board approves the proposed budget for Insurance including any changes the Budget Committee recommended.

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\$16,107,785.00 total general fund proposal

Chairman Aldrich brings the two positions no longer funded by the Board in 2012 for discussion. Mr. Ferraro expresses his desire to leave the budget as it is. Police Chief Kane comes forward on behalf of the cut position from the Police Department budget. Chief Kane expresses his concern that he was not given the opportunity to appeal to the Board the night the position was eliminated. Chief Kane tells the Board that the Police Department will in fact get the job done regardless of the funding for the position of the detective; this however, does not mean the Police Department does not need the position to be funded in order to function as intended. The impact of one less Police Detective will be felt by the community. Chief Kane asks the Board to consider funding the position that has been previously eliminated. He expresses his concern that eliminating the position was never brought up in committee or sub-committee. The opportunity to defend the position of the Police Department was not presented.

Jennifer Perry, Director of DPW comes forward to respond to the position no longer funded in her department. Chairman Aldrich recognizes that Ms. Perry did not have an opportunity to express what affect the unfunded position in her department would have. Organizational management and reconsideration was in process at the time these two positions were vacant. No motion is made to fund the two positions previously eliminated by the Board.

Water Fund is now presented.

Category of Administration. The Board approves the proposed budget for Administration including any changes the Budget Committee recommended.

Category of Billing and Collection. The Board approves the proposed budget for Billing and Collection including any changes the Budget Committee recommended.

Category of Distribution. The Board approves the proposed budget for Distribution including any changes the Budget Committee recommended.

Category of Treatment. The Board approves the proposed budget for Treatment including any changes the Budget Committee recommended.

Category of Debt Service. The Board approves the proposed budget for Debt Service including any changes the Budget Committee recommended.

Category of Capital Outlay. Mr. Ferraro calls line 02-4900-0627-7420. The line will fund a replacement vehicle for the 1998 half-ton truck with a ¾ ton pickup with a lift gate. **Mr. Ferraro moves to adjust the recommended \$26,000 to \$20,000. Mr. Clement seconds for discussion.** Mr. Ferraro has found a Ford F150 that can be equipped with an aftermarket lift gate. Kevin Smart from Town of Exeter Maintenance comes forward to express the position of the DPW. Mr. Smart indicates the ¾ ton vehicle has a larger carrying capacity. Currently when the weight is excessive, a back hoe is used to transfer the freight. Mr. Ferraro refers to his research. He feels the purpose of the lift gate is to resolve the issue of Town employees having to handle large capacity, high weight items. **In favor, Mr. Ferraro. Opposed, Ms. Gilman, Mr. Quandt, Mr. Clement. Motion Fails.**

\$2,322,984.00 Total Water Fund Proposal

Sewer Fund is now presented.

Sub category of Administration. The Board approves the proposed budget for Administration including any changes the Budget Committee recommended.

Sub category of Billing and Collection. The Board approves the proposed budget for Billing and Collection including any changes the Budget Committee recommended.

Sub category of Collection. The Board approves the proposed budget for Collection including any changes the Budget Committee recommended.

Sub category of Debt Services. The Board approves the proposed budget for Debt Services including any changes the Budget Committee recommended.

Sub category of Capital Outlay. Mr. Ferraro brings line 03-4902-0637-7420 for discussion. He feels the DPW does not need a full-size four-wheel vehicle. As the stations the DPW are trying to reach utilizing this vehicle, are on the regular plow routes, he feels this is an unnecessary expense. A discussion ensues regarding whether or not a four-wheel drive vehicle, equipped with a plow, is necessary for the DPW. The argument is raised that the DPW is currently responsible for plowing the Town roads, this would essentially

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be taking additional funds to have an additional snow removal vehicle. **Mr. Ferraro moves to adjust the current proposed budget of \$30,000 for line 03-4902-0637-7420 to \$20,000 for a four wheel drive vehicle. Mr. Clement seconds. In favor, Mr. Ferraro, Mr. Clement. Opposed, Ms. Gilman, Mr. Quandt and Chairman Aldrich. Motion fails.**

Mr. Ferraro moves to adjust the line to \$22,000. In favor, Mr. Ferraro, Mr. Clement. Opposed, Ms. Gilman, Mr. Quandt and Chairman Aldrich. Motion fails.

\$1,850,685.00 is the total proposed budget for Sewer.

\$20,281,454.00 is the total, between all three funds to be placed on the warrant.

2. Accept Wright Lane as a Public Way

The Board received a letter from Tuck Realty Corp, it appears everything is in order. Mr. Dean reminds The Board of the 15% maintenance bond that will replace the performance bond. The new bond will remain on file for two years. **Mr. Clement moves to accept Wright Lane as a public way. Mr. Quandt seconds.**

Vote is unanimous. Motion carries.

B. Old Business

1. Collections Operations Update

The transition of the receptionist to the collections office is continuing to make progress and evolve. Mr. Dean is still meeting with affected departments regularly and the messaging system is being evaluated for changes. Mr. Dean is pleased to announce, the transition is going well.

2. Website Proposal/Update

The website proposal and update was discussed in the general fund budget discussion.

3. Memo regarding generators.

Jennifer Perry recommends the purchase of two emergency generators for the Safety Complex. The DPW recommends The Board follow the purchasing policy. Competitive pricing has been established with Scherbon Consolidated Inc. Ms. Perry indicates there are two locations within the budget where under qualified expenditures accommodations for the \$40,000 for the two generators. She indicates \$20,000 can be placed in storm drain cleaning leaving a balance of \$20,000 which could be placed in sidewalk hazard repair. All urgent repairs have been made. She indicates this would be an immediate purchase, no encumbrance. Mr. Dean reminds the Board they do not need a formal proposal as a contract has been awarded to Scherbon in the past 12 months. The Board has no objections to moving forward with this plan. Ms. Perry will move forward to secure the generators and have installations begin.

6. Regular Business

A. Bid Openings - None

B. A/P and Payroll Manifests

Mr. Ferraro moves to approve an A/P Warrant for checks dated 12/9/2011 in the amount of \$21,293.60. Mr. Quandt seconds. Vote is unanimous, motion carries.

Mr. Ferraro moves to approve an A/P Warrant for checks dated 12/9/2011 in the amount of \$2,025,264.62. Mr. Quandt seconds. Vote is unanimous, motion carries.

Mr. Ferraro moves to approve a payroll warrant for checks dated 12/7/2011 in the amount of \$161,118.57. Mr. Quandt seconds. Vote is unanimous, motion carries.

Mr. Ferraro moves to approve a Payroll for longevity in the amount of \$45,450. Mr. Quandt seconds. Vote is unanimous, motion carries.

Mr. Ferraro moves to approve a Payroll warrant on checks dated 12/7/02011 in the amount of \$550.00. This is a correction to longevity. Seconded by Quandt. Vote is unanimous, motion carries.

C. Budget Updates - None

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- D. Tax Abatements & Exemptions - None
- E. Water/Sewer Abatements - None
- F. Permits

A Town Hall permit request is made for December 20, 2011 for a presidential Town Hall Meeting featuring Ron Paul. **Mr. Quandt moves to approve this permit request. Mr. Clement seconds. The vote is unanimous, motion carries.**

A permit for a structure on the sidewalk was received. This permit requests a structure be allowed to place a structure in the Town Office. More information is required for a vote.

G. Town Mangers Report.

Mr. Dean reports he traveled to Bethel Maine for a joint training with the Maine managers. One of the topics was form based code and it was very educational.

H. Legislative Update

Mr. Clement moves to appoint Judy Jervis as Deputy Health Officer, and Kenneth Berkenbush as Local Health Officer. Mr. Quandt seconds. Vote is unanimous, motion carries.

I. Selectmen's Committee Reports

Mr. Ferraro has none to report.

Mr. Quandt has none to report.

Ms. Gilman has HDC and Heritage Commission

Mr. Clement has Water and Sewer Wednesday night.

J. Correspondence

A letter was received from a resident, regarding a parking ticket she received. Chairman Aldrich defers to Mr. Dean for process for appeals. Mr. Dean indicates the resident should be referred to the Police Department. An email exchange between Mr. Ferraro and Ms. Perry regarding the street sweeper topic. A notice from The Exeter Police Department requesting an ordinance is drawn up regarding secondhand dealers and pawnbrokers.

7. Review Board Calendar

8. Non Public Session – none.

9. Adjournment

Mr. Quandt moves to adjourn, seconded by Ms. Gilman. Vote, Unanimous.

The Board stood adjourned at 10:38 pm.

Respectfully Submitted,

Jennifer Pond
Recording Secretary