

BOARD OF SELECTMEN DRAFT MINUTES NOVEMBER 19, 2012

1. Call Meeting to Order

Chairman Matt Quandt convened the Board at 7:00 pm in the Nowak Room of the Town Offices building. Other members of the Board present were Selectman Frank Ferraro, Selectman Don Clement, Selectman/Clerk Dan Chartrand and Selectwoman Julie Gilman. Town Manager Russell Dean was also present.

2. Recognitions

- Coach Megan Young and members of the Exeter High School Bluehawks Girls Varsity Soccer Team were presented with a Proclamation, read by Mr. Chartrand, to congratulate them on their 19-0 2012 season and their 5-1 Division 1 win. Assistant Coach Jillian Goldman was unable to attend. Congratulations were extended to the team by the Board of Selectmen, Town Manager Russell Dean and residents of Exeter.
- Paul Roy, Water Treatment Plant Operator, was presented with an award from the NH DES for *Surface Water Treatment Optimization Recognition* which recognizes his contribution to the improvement in the water quality in Exeter. From September 2011 to October 2012, Mr. Roy participated in a program in which the NH DES monitored surface water plants throughout the State.
- On behalf of the Swasey Parkway Trustees, Gerry Hamel accepted a donation of \$1,000.00 from the Exeter Chamber of Commerce and the Parks & Recreation Department. This donation was presented by Michael Schidlovsky, Chamber President, Krysta Seckendorf, Chamber Events and Marketing Director, and Jay Perkins, Parks & Recreation Department.

3. Public Comment

Paul Kirshen and Michelle Holt-Shannon from UNH provided a brief update on the “Community-based Climate Change Management in Exeter” project which will focus on the Exeter-Squamscott River watershed. In October, Mr. Kirshen noted the first step will be gathering information on the concerns of the residents. Ms. Holt-Shannon reported on initial outreach projects performed at recent events in Swasey Parkway, the Fall Festival and the Beer & Chili Festival.

4. Minutes & Proclamations

Regular meeting: November 5, 2012 – Mr. Chartrand moved to accept the minutes as written, seconded by Mr. Clement. Motion carried.

Special meeting: November 9, 2012 - Mr. Chartrand moved to accept the minutes as written, seconded by Mr. Clement, Mr. Quandt abstained. Motion carried.

5. Appointments

Mr. Clement moved that the Board appoint Cynthia Tokos to the Economic Development Commission with her term expiring on April 30, 2013. Ms. Gilman seconded. Motion carried.

6. Discussions/Action Items

a. New Business

i. Camper Tax Update

John DeVittori, Town Assessor, provided an update on the camper/travel trailer tax. Factors that determine assessing the tax include: 1) whether the trailer is permanent or not, 2) occupancy of a campground and 3) value assessed based on size, age and condition.

Mr. DeVittori noted that the Green Gate Camping Area has a history of sewerage and tax issues with the Town. Whether there are any permanent lots in Green Gate needs to be determined. Also, an inventory of the Exeter Elms Campground will be taken to determine the status of its lots and

therefore their tax liability. The status of storage trailers also need to be clarified. Mr. Clement requested copies of the 1983 and 1990 orders from the Town of Exeter to the Green Gate Camping Area.

Mr. DeVittori also provided the Board with the Town's 2012 Equalization Municipal Assessment Data Certificate for their individual signatures. The certificate is then submitted to the Department of Revenue Administration with the Municipal Assessment Data Information.

ii. FY13 Budget Process Update

Mr. Clement provided the Board with a summary of the current status of various items being reviewed by the Budget Recommendations Committee. Continuing factors that affect the budget are cost shifting of pensions from state to towns, contracting costs, health benefits and CIP debt service. There are also positions being added to the budget including a police detective and assistant engineer. Some highlights in the summary included an additional \$100K for paving, \$8,500 for the new Reverse 911 system, and the cost of vehicle replacement at \$304,898.00. The Board will be making its recommendations at the December 3rd meeting.

iii. Public Works Projects Update

Jennifer Perry, DPW Director, provided updates on various projects:

- Norris Brooks Culverts – 100% complete
- Water Street sewer interceptor – substantially complete, the final restoration will be done in Spring 2013.
- Jady Hill project – Phase 2 is 60% complete
- Great Dam feasibility study – a draft report needs to be revised to include viable alternatives for modification; Mr. Clement noted that the study is not ready to be released at this time.
- Inflow/Infiltration study – the first draft of a report from Underwood Engineers was recently received and is under review with Underwood Engineers and has been sent to the Town Manager
- Meter upgrades and replacements – approximately 200 meters installed and a 60% response rate from residents about setting up appointments to have their meter replaced.
- Other projects briefly noted were waste stream reduction project, ground water treatment plant, HVAC project at the Town Offices and the replacement of the roof at 47 Front Street.

Mr. Dean noted that the paving program is also complete. Mr. Ferraro requested that a copy of the Water & Sewer Advisory Committee draft I & I be sent to the Water Sewer Committee.

iv. Arts Committee By-laws

The Board's review of the Arts Committee By-laws raised several questions. Mr. Ferraro noted that members of the Arts Committee do not have to be Exeter residents and did not support non-resident members involved in determining how Town funding be spent. Ms. Gilman said that, of the nine members, 6 are required to be Exeter residents. However, she recommended that the officers of the committee be residents. She also stated that the financial responsibilities concerning reimbursements are vague. In connection with the opening and closing procedures for the Town Hall Gallery listed in the By-laws, Ms. Gilman suggested adding a map of light switches. Mr. Ferraro said that a for-profit organization using a town facility is setting a precedent that should not be permitted. Mr. Clement said the organization status needs to be defined. Further review is needed on these items.

b. Old Business

i. Tax Deeds

An updated list of properties to be deeded is in process; this topic is deferred to the December 3rd meeting. Mr. Ferraro recommended that the Town Counsel review the related RSAs again in connection with whether the Town can refuse a tax-deed property and if that could be fiscally beneficial.

7. Regular Business

- a. A/P and Payroll Manifests
 - Mr. Chartrand moves a 11/9/12 accounts payable warrant in the amount of \$39,405.00 from Capital Funds. Ms. Gilman seconded. Motion carried.
 - Mr. Chartrand moves a 11/9/12 accounts payable warrant in the amount of \$205,196.46. Ms. Gilman seconded. Motion carried.
 - Mr. Chartrand moves a 11/16/12 accounts payable warrant in the amount of \$416,122.22. Ms. Gilman seconded. Motion carried.
 - Mr. Chartrand moves a 11/16/12 accounts payable warrant in the amount of \$2,171,756. For transfer to the school districts. Ms. Gilman seconded. Motion carried.
 - Mr. Chartrand moves a 11/16/12 accounts payable warrant in the amount of \$283,808.68 to Polito & Sons. Ms. Gilman seconded. Motion carried.
 - Mr. Chartrand moves 11/4/12 payroll warrant checks dated 11/7/12 in the amount of \$188,368.93. Ms. Gilman seconded. Motion carried.
 - Mr. Chartrand moves 11/11/12 payroll warrant checks dated 11/14/12 in the amount of \$164,527.76. Ms. Gilman seconded. Motion carried.
 - Mr. Chartrand moves 11/4/12 payroll warrant checks dated 11/7/12 in the amount of \$62,372.64. Ms. Gilman seconded. Motion carried.
- b. Budget Updates – the next Budget Recommendations Committee is scheduled for Tuesday, November 20, 2012, to review CIP budget requests.
- c. Tax Abatements & Exemptions - none
- d. Water/Sewer Abatements – deferred to December 3rd, including abatement request recommended for denial by both the Water & Sewer Advisory Committee and the DPW.
- e. Permits

The following permits were reviewed by the Board for approval:

Submitted by Morgan Roberts for Holiday Recital on December 16, 2012, starting at 2:00 pm. Mr. Chartrand moved to approve the permit, Mr. Ferraro seconded, motion carried.

Submitted by Abigail Tonry for sign placement at Route 88 for Christmas tree sales, November 22-December 23. Mr. Chartrand moved to approve the permit, Mr. Clement seconded, motion carried.
- f. Town Manager's Report

Mr. Dean reported that the Gilman Park report is available on the Town website, trash pick-up will be delayed one day due to the holiday, and Town Offices will be closed November 22 and 23. Mr. Dean also thanked the Tax Collector, Assessor's and Finance offices for their efforts to get the tax bills sent out. He also thanked the Planning Office for their work on the baggage building property. Mr. Ferraro asked if there was a schedule for putting tax properties back to auctions; Mr. Dean said there is not an update on this yet.
- g. Legislative Update - none
- h. Selectmen's Committee Reports

Mr. Ferraro attended the Water & Sewer Advisory Committee meeting at which fund balances and their recommendations to the Board were discussed. Mr. Ferraro has attended the Budget Recommendation Committee meetings as well. Mr. Ferraro wanted to ensure that the generous cash donation from the A & J Beverage Company for the Victoria Arlen event was noted. A & J

Beverage was one of the first to come forward to make a donation and, unfortunately, their name was inadvertently omitted from the list of donors.

Mr. Clement attended the Conservation Commission to discuss the culvert replacement and the Felder property. Mr. Felder requests guidance concerning variances. Mr. Clement also announced that the next meeting on the Exeter/Stratham water sharing proposal is scheduled for Wednesday, November 28, 2012, at 4:00 p.m. in the Nowak Room at the Exeter Town Offices.

Mr. Chartrand attended the Budget Recommendation Committee meetings, the Council on Aging and the Economic Development Commission meeting. At the EDC meeting, the Community Development Finance Authority process for applying for grants and tax credit programs were reviewed.

Ms. Gilman congratulated the Exeter High School Bluehawks football team on their Division 1 championship. Ms. Gilman participated in the train station clean-up and also attended the Historic District meeting. Upcoming holiday events are the Holiday Open House and Festival of Trees on November 29, Open House for Town employees at the Town Hall on December 6 at 3:30 p.m., and the Parade on December 1 at 5:30 p.m.

i. Correspondence

- Order from the State of New Hampshire Board of Tax and Land Appraisals to named parties to meet to settle noted appeal.
- Letter from Brian Hart, Executive Director of the Southeast Land Trust congratulating Town and Trustees of Gilman Park for successful conservation of the park.
- Emails from Jay Perkins of the DPW alerting Mr. Dean of a signage issue concerning Mr. Wayne Patten and located at the intersection of Green Hill and Portsmouth Ave.
- A letter from Chairman Matthew Quandt to the .GOV Domain Registry for a domain change from *town.exeter.nh.gov* to *exeternh.gov*.

8. Review Board Calendar

A special meeting of the Board is scheduled for Monday, November 26, 2012, at 4:30 p.m. to discuss warrants. This meeting may also include a non-public session.

The next regular meeting of the Board will be on Monday, December 3, 2012, at 7:00 p.m.

9. Non Public Session

Mr. Clement moved that the Board go to a non-public session to discuss a fee waiver, Mr. Chartrand seconded, roll call: Ferraro yes, Clement yes, Gilman yes, Quandt yes, Chartrand yes. The Board adjourned the public session at 8:25 p.m.

10. Adjournment

The Board emerged from non public session at 8:40 p.m..

Selectman Ferraro moved to adjourn, second by Selectwoman Gilman. The Board stood adjourned at 8:40 p.m..

Respectfully submitted,
Chris deZarn-O'Hare
Recording Secretary